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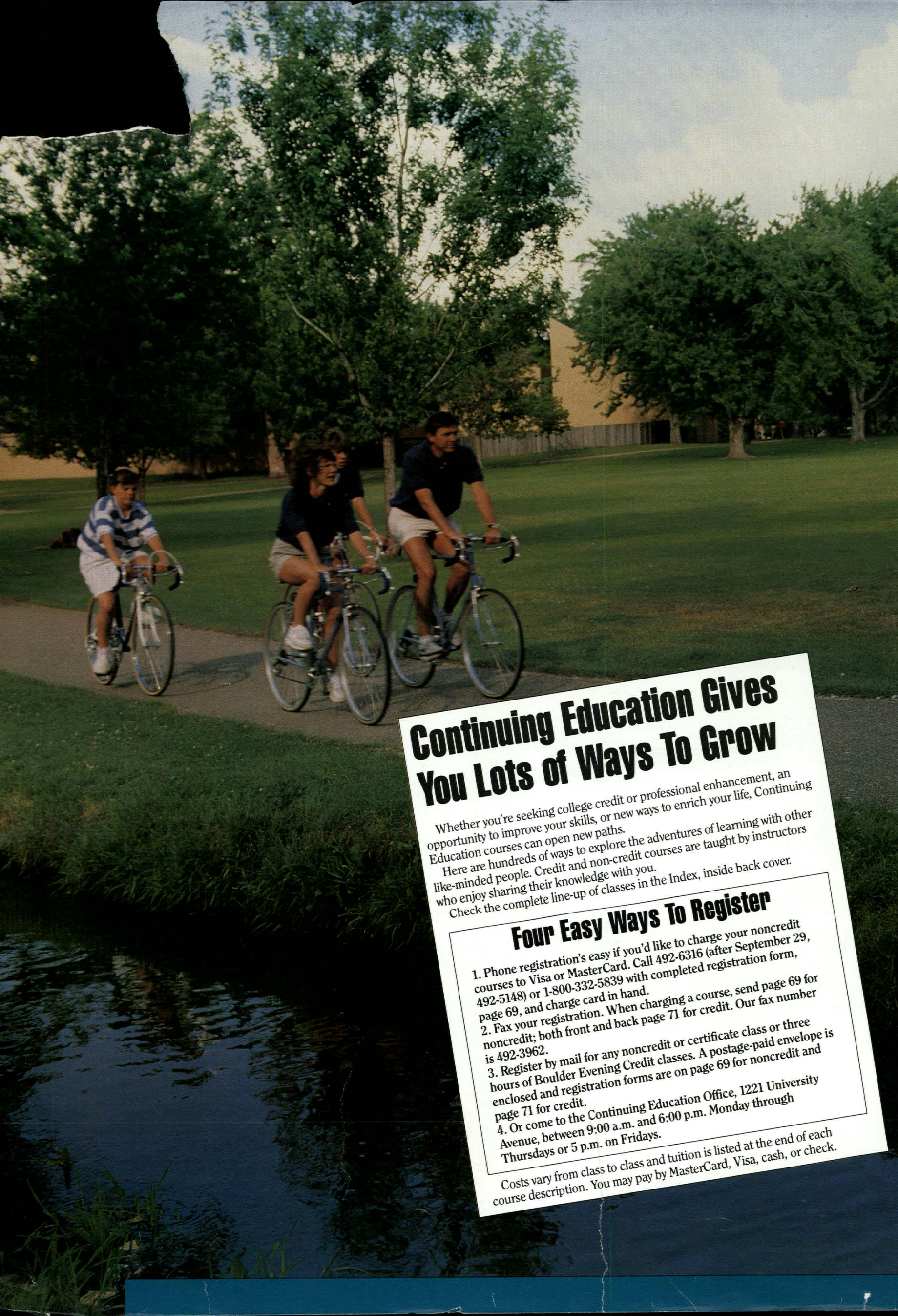
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Turn Over a New Leaf

University of Colorado at Boulder
Continuing Education
Fall 1989
Schedule of Courses, Seminars
and Workshops



Continuing Education Gives You Lots of Ways To Grow

Whether you're seeking college credit or professional enhancement, an opportunity to improve your skills, or new ways to enrich your life, Continuing Education courses can open new paths.

Here are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses are taught by instructors who enjoy sharing their knowledge with you.

Check the complete line-up of classes in the Index, inside back cover.

Four Easy Ways To Register

1. Phone registration's easy if you'd like to charge your noncredit courses to Visa or MasterCard. Call 492-6316 (after September 29, 492-5148) or 1-800-332-5839 with completed registration form, page 69, and charge card in hand.
2. Fax your registration. When charging a course, send page 69 for noncredit; both front and back page 71 for credit. Our fax number is 492-3962.
3. Register by mail for any noncredit or certificate class or three hours of Boulder Evening Credit classes. A postage-paid envelope is enclosed and registration forms are on page 69 for noncredit and page 71 for credit.
4. Or come to the Continuing Education Office, 1221 University Avenue, between 9:00 a.m. and 6:00 p.m. Monday through Thursdays or 5 p.m. on Fridays.

Costs vary from class to class and 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. 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, mean 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.

Other Questions?

Call us at 492-5148 or 1-800-332-5839 if you need help or additional information. You can reach us between 9:00 a.m. and 6:00 p.m. Monday through Thursdays or 5 p.m. on Fridays.

Jan Whitt takes a break from teaching contemporary literature biking with her family in Washington Park.



The Flatirons provide an ideal setting for Tina Jones to glimpse a variety of birds.

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Boulder Evening Credit Classes

The Division of Continuing Education offers a special way for you to make the most of your time, whatever your working schedule. If there's no time for classes during the day, you can still make the most of your evenings.

You can earn full undergraduate University credit in classes with top-notch instructors. You join a diverse group of people united by their interest in personal and professional development.

You can then get started working toward the degree of your choice. Please note that each school or college will apply only a certain number of credit hours — usually 12 — toward a degree. Once you reach the maximum, the next step is applying for admission as a degree student. If you are thinking about applying to CU, please purchase a current catalogue for admission requirements.

Eligibility: You need no previous college experience — just a high school diploma or a GED. Persons 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 \$60 per credit hour. Residency makes a difference only when you are signing up 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 to document where you've lived for the past year.

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 aren't Colorado residents, you may establish your own Colorado residency by petitioning the University for status as an emancipated minor.

If you believe your initial classification is incorrect, please feel free to discuss your status with the Classification Coordinator at 492-5148.

Boulder Evening Credit Classes

Tuition: Resident tuition is \$60 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 refer to Survival Tip on page 15 for more information.

Privileges: Total library services are yours once you enroll at no additional charge. As a Boulder Evening Credit student, you are also eligible for

- Membership in the Recreation Center (\$41 a semester)
- Wardenberg Student Health Services (\$60 a semester)
- Hospitalization plan (\$273 a semester)
- Photo IDs (\$7 cash, checks with guarantee card, Visa, MasterCard)

If you'd like to sign up for any of these additional student benefits, simply take your registration receipt to the appropriate office.

Counseling Services: Free academic counseling is available to you if you are considering enrolling in a course. For planning your degree program, deciding on a major, considering seeking a degree at all, exploring your options, or charting an academic course, 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 dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veteran's 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 inside the front cover of this catalog.

To Drop: To drop a credit course and to ensure that you receive any tuition refund due you, 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 5.

Boulder Evening Credit Classes

Credit Classes Calendar—Dates You Should Know

August 7	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
August 31-September 1	Registration continues at the University Events/Conference Center 9 a.m. to 4 p.m.
September 4	Labor Day Holiday. NO CLASSES.
September 5	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.
September 11	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.
September 12	Instructor's signature required to drop Session I classes.*
September 15	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.
September 18	Instructor's signature required to drop Full Term classes.*
September 25	Petition required to drop Session I classes.
October 11	Petition required to drop Full Term classes.
October 19	SESSION I TUESDAY AND THURSDAY CLASSES END.
October 23	SESSION I MONDAY AND WEDNESDAY CLASSES END.
October 30	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
November 3	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.
November 6	Instructor's signature required to drop Session II classes.*
November 20	Petition required to drop Session II classes.
November 23-24	Thanksgiving Holiday. NO CLASSES.
December 5	FULL TERM TUESDAY CLASSES END.
December 6	FULL TERM WEDNESDAY CLASSES END.
December 11	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
December 12	FULL TERM TUESDAY AND THURSDAY CLASSES END.
December 13	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASSES END. SESSION II MONDAY AND WEDNESDAY CLASSES END.
December 14	FULL TERM THURSDAY CLASSES END. FULL TERM MONDAY AND THURSDAY CLASSES END.
December 19	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

Refund Schedule

FULL TERM 100% through September 15 60% September 18 through September 29 40% October 2 through October 13 NONE THEREAFTER
SESSION I 100% through September 8 60% September 11 through September 15 40% September 18 through September 22 NONE THEREAFTER
SESSION II 100% through November 3 60% November 6 through November 10 40% November 13 through November 17 NONE THEREAFTER

Full Term Classes by Starting Date, Fall 1989

Boulder Evening Credit Classes

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday Courses, Begin September 11 and End December 11					
APAS	1110-3	300	7-10 p.m.	ECCR 2-06	General Astronomy: The Solar System
ENGL	1500-3	300	6:30-9:30 p.m.	ECCR 1-26	Masterpieces of British Literature
HIST	1010-3	300	6-9 p.m.	ECCR 1-03	Western Civilization 1
HIST	2114-3	300	6:30-9:30 p.m.	Hellems 211	Western Warfare and Society Since the 18th Century
HIST	2117-3	300	7-10 p.m.	ECCR 1-24	History of Colorado
MATH	1071-3	300	5:30-8:30 p.m.	ECCR 2-26	Math for Social Science and Business
MATH	1081-3	300	6-9 p.m.	ECCR 1-40	Calculus for Social Science and Business
PHIL	1100-3	300	7-10 p.m.	Hellems 229	Ethics
PSCI	2222-3	300	7-10 p.m.	Hellems 267	Introduction to International Relations
PSYC	2303-3	300	7-10 p.m.	Ekeley E1B20	Psychology of Adjustment
PSYC	4456-3	300	6:30-9:30 p.m.	Biosciences E432	Psychology of Personality
THTR	1003-3	300	6:30-9:30 p.m.	Hale 303	Introduction to Acting for Non-Majors
Monday and Wednesday Courses, Begin September 6 and End December 11					
ARAB	1010-5	300	4:30-7 p.m.	Geology 308	First Year (Beginning) Arabic 1
FINE	1012-3	300	7-10 p.m.	Fine Arts C175	Basic Drawing
FINE	2097-3	300	7-10 p.m.	Fine Arts N103	Special Topics: Drawing with Color & Fantasy into Abstraction
FINE	2423-3	300	6-9 p.m.	Fine Arts C1B70	Beginning Screen Printing
FINE	4107-3	300	6:30-8:30 p.m.	Fine Arts N161	Fine Black and White Printing
FINE	4171-3	300	7-10 p.m.	Fine Arts N163	New Directions in Photography: Color
MATH	0990-3	301	7-8:30 p.m.	ECCR 1-42	Pre-College Mathematics
MATH	1011-3	300	5:30-7 p.m.	ECCR 1-09	College Algebra
Monday, Wednesday and Friday Courses, Begin September 6 and End December 13					
HEBR	1010-5	300	1-3 p.m. (M,W) 11 a.m.-1 p.m. (F)	TBA	First Year (Beginning) Hebrew 1
HEBR	1020-5	300	11 a.m.-1 p.m. (M,W) 1-3 p.m. (F)	TBA	First Year (Beginning) Hebrew 2
Monday and Thursday Courses, Begin September 7 and End December 14					
CSCI	1200-3	300	7:15-8:45 p.m.	ECCR 0-36	Introduction to Programming 1 (Lecture)
MATH	1300-5	300	5:30-8 p.m.	ECCR 0-38	Analytic Geometry and Calculus 1
Monday and Friday Course, Begins September 8 and Ends December 15					
ARAB	2110-3	300	3-4:30 p.m. (M) 1-3:30 p.m. (F)	Muenzinger D156	Intermediate Arabic
Tuesday Courses, Begin September 5 and End December 5					
ANTH	2010-3	300	7-10 p.m.	Economics 205	Introduction to Physical Anthropology 1
COMM	2200-3	300	6:30-9:30 p.m.	Hellems 285	Public Speaking
COMM	4260-3	300	6-9 p.m.	ENVD 122	Communication and Conflict
ECON	2010-3	300	5:30-8:30 p.m.	ECCR 2-26	Principles of Microeconomics
EDUC	4820-3	301	5-8 p.m.	Ketchum 235	Workshop in Curricular and Instructional Development: Integrative Learning
ENGL	1191-3	301	7-10 p.m.	Hellems 251	Introduction to Creative Writing
HIST	1113-3	300	7-10 p.m.	ECCR 0-36	The History of England to 1660
HIST	4425-3	300	6-9 p.m.	Hellems 241	United States History, 1933-1968: The Era of Liberalism
JOUR	2001-3	301	6-9 p.m.	Macky 3C	Mass Media Writing
MATH	1021-2	300	5:30-7:30 p.m.	ECCR 1-09	College Trigonometry
PHIL	1200-3	300	7-10 p.m.	Hellems 229	Philosophy and Society
PSYC	2012-3	300	7-10 p.m.	Hellems 341	Biological Psychology 1
PSYC	4303-3	300	6:30-9:30 p.m.	Biosciences E432	Abnormal Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Hellems 267	Analyzing Society: Introduction to Sociological Ideas
Tuesday and Thursday Courses, Begin September 5 and End December 12					
CDSS	2324-3	300	5-6:30 p.m.	Woodbury 106	American Sign Language 3
FINE	1171-3	300	6:30-11 p.m.	Fine Arts N161	Basic Photography 1
FINE	1212-3	300	7-10 p.m.	Fine Arts N103	Basic Painting
MATH	0990-3	302	3:30-5 p.m.	Hellems 341	Pre-College Mathematics
Wednesday Courses, Begin September 6 and End December 6					
COMM	2030-3	300	6:30-9:30 p.m.	Hellems 241	Interpersonal Communication
ENGL	3152-3	300	6:30-9:30 p.m.	ECCR 1-26	Report Writing
GEOL	1130-3	300	7-10 p.m.	Hunter 108	Dynamic Earth 1 — Introduction
HIST	1015-3	300	7-10 p.m.	ECCR 0-38	History of the United States to 1865
JOUR	1001-3	300	6:30-9:30 p.m.	Hellems 141	Contemporary Mass Media
PSCI	1101-3	300	6-9 p.m.	Biosciences E432	The American Political System
PSYC	2643-3	300	7-10 p.m.	Hellems 199	Child and Adolescent Psychology

Boulder Evening Credit Classes

Full Term Classes by Starting Date, Fall 1989 con't.

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Wednesday Courses, Begin September 6 and End December 6, continued					
RLST	1620-3	300	7-10 p.m.	Hellems 201	Religious Dimension in Human Experience
SOCY	1004-3	300	6-9 p.m.	Education 143	Deviance in U.S. Society
SOCY	4014-3	300	7-10 p.m.	Hellems 211	Criminology
Thursday Courses, Begin September 7 and End December 14					
COMM	1020-3	300	6:30-9:30 p.m.	Hellems 241	Introduction to Communication
CSCI	1200-3	300	6-7 p.m.	ECCR 0-36	Introduction to Programming 1 (Recitation)
ECON	2020-3	300	5:30-8:30 p.m.	Economics 117	Principles of Macroeconomics
EDUC	4820-3	302	6-9 p.m.	ECCR 1-09	Workshop in Curricular and Instructional Development: Integrative Learning
ENGL	1191-3	302	7-10 p.m.	Hellems 251	Introduction to Creative Writing
ENGL	1260-3	300	6-9 p.m.	Hellems 81	Introduction to Women's Literature
ENGL	2051-3	300	7-10 p.m.	Hellems 245	Introductory Fiction Workshop
EPOB	1210-3	300	7-10 p.m.	ECCR 1-16	General Biology 1
JOUR	2001-3	302	6-9 p.m.	Macky 3C	Mass Media Writing
PHIL	1000-3	300	7-10 p.m.	Hellems 229	Introduction to Philosophy
PSYC	4406-3	300	6:30-9:30 p.m.	Biosciences E432	Social Psychology
SOCY	1005-3	300	6:30-9:30 p.m.	Biosciences E431	Social Conflict and Social Values
SOCY	4024-3	300	5:30-8:30 p.m.	Hellems 141	Juvenile Delinquency

Session I Classes by Starting Date, Fall 1989

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Courses, Begin September 6 and End October 23					
ANTH	1030-3	100	7-10 p.m.	Hellems 237	Principles of Anthropology 1
EDUC	4800-3	101	5-8 p.m.	Biosciences E113	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
ENGL	1191-3	100	7-10 p.m.	ECCR 0-08	Introduction to Creative Writing
FILM	3563-3	101	7-10 p.m.	Norlin AV Room	Producing the Feature Film
GEOG	1982-3	100	7-10 p.m.	Guggenheim 3	World Regional Geography
KINE	3420-3	100	7-10 p.m.	ECCR 1-16	Nutrition and Health
SOCY	1001-3	100	7-10 p.m.	Ketchum 234	Analyzing Society: An Introduction to Sociological Ideas
Tuesday and Thursday Courses, Begin September 5 and End October 19					
COMM	2200-3	100	6-9 p.m.	Economics 13	Public Speaking
EDUC	4800-3	102	5-8 p.m.	Hale 6	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
EDUC	4820-3	100	5-8 p.m.	ECCR 1-30	Workshop in Curricular and Instructional Development: New Strategies for Teachers
FILM	3563-3	102	7-10 p.m.	Norlin AV Room	Producing the Feature Film
GEOG	1001-4	100	6:30-9:30 p.m.	Guggenheim 3	Environmental Systems 1 — Climate & Vegetation
HIST	1025-3	100	7-10 p.m.	ECCR 1-42	History of United States Since 1865
SOCY	2031-3	100	7-10 p.m.	Hellems 211	U.S. Values, Social Problems, and Change

Session II Classes by Starting Date, Fall 1989

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Courses, Begin October 30 and End December 13					
ANTH	1040-3	200	7-10 p.m.	Hellems 237	Principles of Anthropology 2
EDUC	4800-3	201	5-8 p.m.	Biosciences E113	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
ENGL	1191-3	200	7-10 p.m.	Hellems 271	Introduction to Creative Writing
GEOG	1992-3	200	7-10 p.m.	Guggenheim 3	Introduction to Human Geography
KINE	3420-3	200	7-10 p.m.	ECCR 1-16	Nutrition and Health
KINE	3430-3	200	7-10 p.m.	ECCR 1-46	Nutrition and Physical Performance
PSYC	1001-3	200	6:30-9:30 p.m.	Biosciences E431	General Psychology
SOCY	2011-3	200	7-10 p.m.	Ketchum 234	Contemporary Social Issues and Human Values
Tuesday and Thursday Courses, Begin October 31 and End December 19					
COMM	2200-3	200	6-9 p.m.	Education 134	Public Speaking
EDUC	4800-3	202	5-8 p.m.	Hale 6	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
GEOG	1011-4	200	6:30-9:30 p.m.	Guggenheim 3	Environmental Systems 2 — Landforms and Soils
HIST	4227-3	200	7-10 p.m.	Hellems 237	The Later American Frontier
SOCY	2031-3	200	7-10 p.m.	Economics 13	U.S. Values, Social Problems and Change

Boulder Evening Credit Classes



Boulder Evening Credit Classes

Frank Konishi and wife Gladys retired to Boulder from the University of Illinois, but teaching nutrition classes helps keep him actively involved in the community.

Boulder Evening Credit Classes

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.,
Hellems 237. \$180.

*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.,
Hellems 237. \$180.

*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., Economics 205. \$180.

Arabic

Arabic 1010-5 First Year (Beginning) Arabic 1

Full Term - Section 300:
Mondays and Wednesdays, 4:30-7 p.m.,
Geology 308. \$440.

Arabic 2110-3 Intermediate Arabic

Advanced grammar and conversation.
Full Term - Section 300:
Mondays, 3-4:30 p.m. and Fridays,
1-3:30 p.m., Muenzinger D-156. \$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 2-06. \$180.

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 nonmajors.

Full Term - Section 300:
Thursdays, 7-10 p.m.,
Engineering Center CR 1-16. \$180.

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., Hellems 241. \$180.

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.

Full Term - Section 300: Wednesdays,
6:30-9:30 p.m., Hellems 241. \$180.

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 285. \$180.

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.,
Economics 13. \$180.

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.,
Education 134. \$180.

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 300:
Tuesdays, 6-9 p.m.,
Environmental Design 122. \$180.



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.,
Woodbury 106. \$180.

Computer Science

Computer Science 1200-3 Introduction to Programming 1

Course presents good engineering practices for constructing, documenting, testing and debugging computer programs. Provides an introduction to common algorithms and data structures and major characteristics of modern computers. Programming projects use the department's principal teaching language. 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 0-36. \$205.

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 2-26. \$180.

*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 117. \$180.

Education

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

This experiential course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients. 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:
Mondays and Wednesdays, 5-8 p.m.,
Biosciences E113. \$188.

Session II - Section 201:
Mondays and Wednesdays, 5-8 p.m.,
Biosciences E113. \$188.

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

This experiential course is designed to help teachers and parents (and others who work with children) 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 I - Section 102:
Tuesdays and Thursdays, 5-8 p.m.,
Hale 6. \$188.

Session II - Section 202:
Tuesdays and Thursdays, 5-8 p.m.,
Hale 6. \$188.

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 the 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.

Full Term - Section 301: Tuesdays,
5-8 p.m., Ketchum 235. \$188.

Full Term - Section 302:
Thursdays, 6-9 p.m.,
Engineering Center CR 1-09. \$188.

Education 4820-3 Workshop in Curricular and Instructional Development: New Strategies for Teachers

This course is a survey of strategies and applications for teaching special need and high risk students. Participants will have an opportunity to explore development of teaching/learning environment including: learning styles, cooperative learning strategies, thematic and interdisciplinary teaching, team teaching, relaxation and the learning process; motivational and affective strategies. This class is a survey of strategies designed for teachers and parents working with elementary and secondary students. A final project will include creating activities utilizing specific strategies for learning environments.

Session I - Section 100: Tuesdays
and Thursdays, 5-8 p.m.,
Engineering Center CR 1-30. \$188.

Boulder Evening Credit Classes

Survival Tips

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.



Boulder Evening Credit Classes

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 251. \$180.

Full Term - Section 302: Thursdays, 7-10 p.m., Hellems 251. \$180.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 0-08. \$180.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 271. \$180.

* 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 81. \$180.

* 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, 6:30-9:30 p.m.,
Engineering Center CR 1-26. \$180.

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., Hellems 245. \$180.

English 3152-3 Report Writing

Instruction and practice in various forms of reports, papers, and articles. Style and editing are emphasized.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.,
Engineering Center CR 1-26. \$180.

Film

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 how it works. The class will: 1) survey the production process from development to distribution; 2) focus on the crucial role that script plays in the production process; 3) "pitch a story" to studio executives. The class will also focus on: 1) various contract negotiations and the budget process; 2) job functions, qualifications, and opportunities in the entertainment industry; 3) relationships between producer, director, the writer, analysis of selected films for production value, story structure and budget considerations. Screenings may include *Hannah and Her Sisters*, *Top Gun*, *Ruthless People*, and other current films.

Session I - Section 101:
Mondays and Wednesdays, 7-10 p.m.,
Norlin Library Audiovisual Room. \$188.

Session I - Section 102:
Tuesdays and Thursdays, 7-10 p.m.,
Norlin Library Audiovisual Room. \$188.

Fine Arts

Fine Arts 1012-3 Basic Drawing

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. \$200.

Fine Arts 1171-3 Basic Photography 1

An introduction to techniques and concepts of photography as art. Emphasis is on photography as a means to formal and expressive ends. Students must have an adjustable camera. For Fine Arts majors. May not be repeated.

Full Term - Section 300:
Tuesdays and Thursdays, 6:30-11 p.m.,
Fine Arts N161. \$213.

Fine Arts 1212-3 Basic 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:
Tuesdays and Thursdays, 7-10 p.m.,
Fine Arts N103. \$200.

Fine Arts 2097-3 Special Topics: Drawing with Color and Fantasy into Abstraction

This course is building on the skills of basic drawing introducing color, abstraction and fantasy into the picture. Using the formal and psychological power of color, students will unlock their creative spirits.

Full Term - Section 300: Mondays
and Wednesdays, 7-10 p.m.,
Fine Arts N103. \$180.

Fine Arts 2423-3 Beginning Screen Printing

This is a silk-screening printing course which will cover hand-cut, drawn, and photo techniques. The importance of multiples will be stressed. Different inks and surfaces will also be covered.

Full Term - Section 300:
Mondays and Wednesdays, 6-9 p.m.,
Fine Arts C1B70. \$233.

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.



Boulder Evening Credit Classes

Survival Tips

Important Information for Arts and Sciences Students
Students enrolling on the Boulder Campus for the first time in Summer 1988 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.

Fine Arts 4107-3 Fine Black and White Printing

An intensive workshop style course emphasizing a unified approach to the photographic process as a means of complete personal expression. Topics include: negative controls and evaluation; selection of films, papers, and chemistry; test, control, and final printing; print manipulation; archival processes, toning; portfolios, mounting and finishing; and historical and contemporary contexts of fine printing. Techniques of concentration, critical analysis and previsualization will also be covered. Actual darkroom work is stressed heavily. The student should expect to spend about \$250 in materials and must be competent in basic darkroom procedures. Instructor consent needed prior to enrolling.

Full Term - Section 300: Mondays and Wednesdays, 6:30-8:30 p.m., Fine Arts N161. \$233.

Fine Arts 4171-3 New Directions in Photography: Color

Students will learn the history, theory, aesthetics and practice of color photography as a fine art medium. This class will utilize slides as well as the subtraction filter method of printing color negatives on color paper (type "C"). Students should expect to spend \$200-250 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.

Full Term - Section 300: Mondays and Wednesdays, 7-10 p.m., Fine Arts N163. \$220.

Geography

***Geography 1001-4 Environmental Systems 1 — Climate and Vegetation**

General introduction to the atmospheric environment of the Earth; the elements and controls of climate and their implications to 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. \$240.

***Geography 1011-4 Environmental Systems 2 — Landforms and Soils**

Introductory survey primarily concerned with 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. \$240.

***Geography 1982-3 World Regional Geography**

Using the 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 3. \$180.

***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 3. \$180.

Geology

***Geology 1130-3 Dynamic Earth 1 — Introduction**

The origin and evolution of Earth as a planet leads to its composition and heat budget. Alternate energy resources are considered. Basic concepts of the physics of the solid earth lead to a discussion of earthquakes — their causes and prediction. Approved for Arts and Sciences Core Curriculum: Natural Sciences.

Full Term - Section 300: Wednesdays, 7-10 p.m., Hunter 108. \$180.

Hebrew

Hebrew 1010-5 First Year (Beginning) Hebrew 1

Full Term - Section 300: Mondays and Wednesdays, 1-3 p.m., and Fridays, 11 a.m.-1 p.m., TBA. \$440.

Hebrew 1020-5 First Year (Beginning) Hebrew 2

Prerequisite, Hebrew 1010.
Full Term - Section 300: Mondays and Wednesdays, 11 a.m.-1 p.m., and Fridays, 1-3 p.m., TBA. \$440.

History

***History 1010-3 Western Civilization 1**

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., Engineering Center CR 1-03. \$180.





Hebrew instructor Uri Neil is also a cantor in his synagogue.

History - con't.

*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 0-38. \$180.

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

A survey of the 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 I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Engineering Center CR 1-42. \$180.

*History 1113-3 The History of England to 1660

Deals with the period from Roman time to the seventeenth century. Covered are 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 0-36. \$180.

History 2114-3 Western Warfare and Society Since the 18th Century

This course examines the relationship between warfare and society from "rational" war of the 18th century to "total" war of the 20th. Key areas to explore include: the role of military leaders like Frederick the Great, Napoleon, Hitler, and Eisenhower; the balance between civil and military authority; the development of military plans and doctrine; and the impact of technological change on the conduct of war. By studying the growth of military institutions, we will have a better understanding of the role of the military in the nuclear age. Full Term - Section 300: Mondays, 6:30-9:30 p.m., Hellems 211. \$180.

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 1-24. \$180.

History 4227-3 The Later American Frontier

Deals primarily with the Trans-Mississippi west during the nineteenth century, the westward advance of various frontiers, and their influence upon national development. Emphasizes economic factors and the associated cultural and social growth of the region. Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 237. \$180.

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

An examination of American history, 1933-1968, with attention to domestic and foreign policy issues. Emphasis placed upon 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 241. \$180.

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, 6:30-9:30 p.m., Hellems 141. \$180.

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: Tuesdays, 6-9 p.m., Macky 3C. \$180. Full Term - Section 302: Thursdays, 6-9 p.m., Macky 3C. \$180.

Boulder Evening Credit Classes

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.

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.

Boulder Evening Credit Classes

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 1-16. \$180.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 1-16. \$180.

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 special issues.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 1-46. \$180.

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. The letter grade, which will conform to the letter grades given in all University courses, will be calculated by the computer as part of the computer generated GPA for each student. This grade will continue to be carried by the College through a student's academic career, but will be removed in determining the final cumulative grade point average of the student at graduation.

Full Term - Section 301:
Mondays and Wednesdays, 7-8:30 p.m.,
Engineering Center CR 1-42. \$180.

Full Term - Section 302:
Tuesdays and Thursdays, 3:30-5 p.m.,
Hellems 341. \$180.

Mathematics 1011-3 College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prerequisite, one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See MATH 0990 also.) No credit for students with credit in MATH 1100. MATH 1011 and 1021 are equivalent to MATH 1100.

Full Term - Section 300:
Mondays and Wednesdays, 5:30-7 p.m.,
Engineering Center CR 1-09. \$180.

Mathematics 1021-2 College Trigonometry

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prerequisites, 1½ years high school algebra and 1 year high school geometry or MATH 1011. No credit for students with credit in MATH 1100. MATH 1011 and 1021 are equivalent to MATH 1100.

Full Term - Section 300:
Tuesdays, 5:30-7:30 p.m.,
Engineering Center CR 1-09. \$120.

Mathematics 1071-3 Mathematics for Social Science and Business

Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for MATH 1100 or 1300. Prerequisite, 1½ years of high school algebra or equivalent.

Full Term - Section 300:
Mondays, 5:30-8:30 p.m.,
Engineering Center CR 2-26. \$180.

Mathematics 1081-3 Calculus for Social Science and Business

Differential and integral calculus of algebraic, logarithmic, and exponential functions. MATH 1300 carries only 2 hours credit if student has credit in MATH 1081. Prerequisite, 2 years of high school algebra or MATH 1100.

Full Term - Section 300:
Mondays, 6-9 p.m.,
Engineering Center CR 1-40. \$180.

*Mathematics 1300-5 Analytic Geometry and Calculus 1

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 1100; or MATH 1011 and 1021.

Full Term - Section 300:
Mondays and Thursdays, 5:30-8 p.m.,
Engineering Center CR 0-38. \$300.

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.



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 229. \$188.

* 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 229. \$180.

* Philosophy 1200-3 Philosophy and Society

Introduction to philosophical thought through critical analysis of our own society, its institutions, and principles. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Tuesdays, 7-10 p.m., Hellems 229. \$180.

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., Biosciences E432. \$180.

* 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, 7-10 p.m., Hellems 267. \$180.

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.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., Biosciences E431. \$180.

* 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. \$180.

* 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, 7-10 p.m., Ekeley E1B20. \$180.

* Psychology 2643-3 Child and Adolescent Psychology

Principles of development of childhood and adolescence. Prerequisite, PSYC 1001.

Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 199. \$180.

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. \$180.

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: Thursdays, 6:30-9:30 p.m., Biosciences E432. \$180.

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. \$180.

Religious Studies

* Religious Studies 1620-3 Religious Dimension in Human Experience

Critical study of religion as individual experience and social phenomenon. Examines varieties of religious language (symbol, myth, ritual, scripture) and of religious experience (Asian, Western, archaic). Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 201. \$180.

Boulder Evening Credit Classes

Survival Tips

Disenrollment Policy

When students fail to meet their entire tuition obligations, official notification of disenrollment will be mailed by the Division of Continuing Education to the student's local address of record.



Boulder Evening Credit Classes

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.

Sociology

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

An 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.,
Hellems 267. \$180.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Ketchum 234. \$180.

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

An 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.

Full Term - Section 300: Wednesdays,
6-9 p.m., Education 143. \$180.

*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:
Thursdays, 6:30-9:30 p.m.,
Biosciences E431. \$180.

*Sociology 2011-3 Contemporary Social Issues and Human Values

Exploration of contemporary societies on a global scale, focusing on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session II - Section 200: Mondays
and Wednesdays, 7-10 p.m.,
Ketchum 234. \$180.

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

An examination of U.S. society from the perspective of values and theories of social change, considering such problems as the 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 I - Section 100:
Tuesdays and Thursdays, 7-10 p.m.,
Hellems 211. \$180.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.,
Economics 13. \$180.

Survival Tips

Not Attending Classes Does Not Mean You Have Withdrawn.

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,
7-10 p.m., Hellems 211. \$180.

Sociology 4024-3 Juvenile Delinquency

Studies factors involved in causes and distribution of delinquent behavior; problems of adjustment of delinquents; and factors in treatment and in post-treatment adjustment.

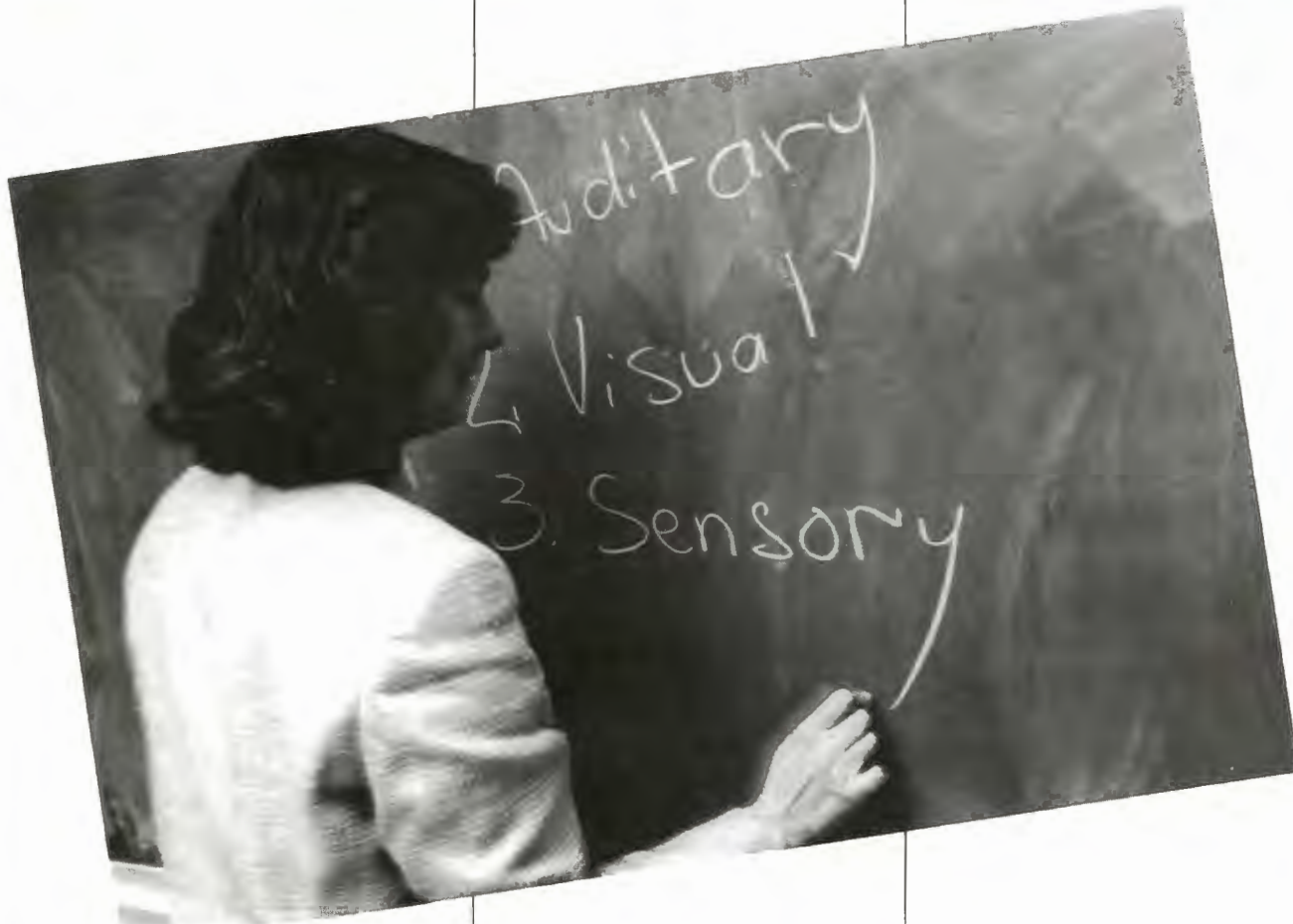
Full Term - Section 300: Thursdays,
5:30-8:30 p.m., Hellems 141. \$180.

Theatre

Theatre 1003-3 Introduction to Acting for Non-Majors

Course emphasizes principles of acting, focusing on exercises in relaxation, talking and listening, use of images, sense memory, actions and objectives, and basic concepts of process work. There is a required reading list of five plays.

Full Term - Section 300: Mondays,
6:30-9:30 p.m., Hale 303. \$180.



Ground Your Professional Growth Management Development

This Certificate Program has been designed to develop management skills for persons who aspire to management positions or who wish to increase their expertise in any area of management. There are no prerequisites for any course, and any person interested may enroll. You need not be working toward certification. Any course enrollment immediately registers you in the Certificate Program. In the competitive market, the people most likely to succeed are those with a thorough knowledge of a wide range of management areas. This program develops expertise in the basic and most useful areas of management. New courses are added regularly; several are offered more than once a year.

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their professions.

Professional Development Program Certificates are awarded for attendance at any of the courses. This attendance certification is determined by the course instructor. Continuing Education Units are awarded for course attendance. 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 upon successful completion of courses equal to 10 CEUs or 100 hours of instruction. A complete transcript of program participation is maintained, and available without fee upon request.

The Management Development courses are conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time. Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

Course tuitions are listed at the end of each course description. Please note that refunds are given only before the start of a course, none after.

Locations are listed at the end of each course. Directions to Longmont High School given in Longmont section.

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 call outside the Denver Metro dialing area, 1-800-332-5839).

Management Development Certificate Program

Margaret Coel, instructor in the Management Certificate Program, competes on the courts.

Management Development Certificate Program

Boulder Management Development Courses by Starting Date, Fall 1989

Date	Number	Section	Course	Faculty
Monday, September 18	MDCP 456	30B	Understanding Financial Statements	Donald Kaniecki
Tuesday, September 19	MDCP 422	30B	Write with Power	Margaret Coel
Tuesday, September 19	MDCP 406	30B	Effective Public Speaking	Don Marcotte
Wednesday, September 20	MDCP 403	30B	Basic Skills for the New Supervisor	Charles Rice
Thursday, September 21	MDCP 400	30B	Accounting for the Non-Accounting Manager	Fred Moore
Thursday, September 21	MDCP 409	30B	Art of Negotiation	Don Marcotte
Saturday, September 30	MDCP 423	30B	Management and Decision Systems	Steve Jamison
Tuesday, October 3	MDCP 450	30B	Listening & Communication Skills	Diane Irvin
Tuesday, October 3	MDCP 414	30B	Handling Stress on the Job	Barbara Behrendt
Saturday, October 14	MDCP 426	30B	Performance Evaluation	Charles Rice
Saturday, October 14	MDCP 424	30B	Managing Change	Steve Jamison
Wednesday, October 18	MDCP 410	30B	Art of Selling	Don Marcotte
Wednesday, October 25	MDCP 418	30B	Time Management	Dora Johnson
Saturday, November 11	MDCP 417	30B	Project Management	Charles Rice
Saturday, November 11	MDCP 425	30B	System and Process Design & Implementation	Steve Jamison
Saturday, December 2	MDCP 415	30B	Managerial Creativity	Charles Rice

MDCP 400 Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements, their analysis and the accounting process as it applies in business. This six-session seminar presents an overview of accounting principles, how individual transactions are reported, summarized, and compiled into financial statements. The objective is to provide greater understanding of financial statements and accounting reports, and how they may be used effectively to make business decisions relating to management, taxation, financing, and growth.

Fred Moore, M.B.E., Public Accountant.
Section 30B: Thursdays, September 21-November 2, 7-9 p.m.
7 sessions. 1.4 CEUs.
Business 250. \$105.

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. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald O. 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: Thursdays, September 21-October 12, 6:30-9 p.m.
4 sessions. 1 CEU.
Porter Biopsychology E114. \$75.

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

Section 30B: Wednesdays, September 20-October 4, 6:30-10 p.m.
3 sessions. 1 CEU. Business 250. \$75.

MDCP 406 Effective Public Speaking and Presentation Techniques

Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period. For first session: Prepare a 3 minute informal talk introducing yourself (example — where you came from, lived, enjoy, work).

Donald O. Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 30B: Tuesdays, September 19-October 10, 6:30-9 p.m.
4 sessions. 1 CEU. Business 228. \$75.

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 O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, Owner of business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30B: Wednesdays, October 18-November 8, 6:30-9 p.m.
4 sessions. 1 CEU. Business 228. \$75.



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, and 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 30B: Tuesdays,
October 3-October 24
6:30-9:00 p.m. 4 sessions. 1 CEU.
Business 251. \$75.

MDCP 450
Improving Your Listening
and Communication Skills

"What you heard me say is not what I said," is a thought common to us all at some time. Learn and practice techniques for clear communication, including non-verbal and Neurolinguistic Programming skills. Assess your communication style and how it differs from other people. *Listening Profile* included in tuition.

Diane Irvin, B.A., Program Director for Workshops Unlimited, Author and Lecturer.

Section 30B: Tuesdays,
October 3-October 31, 7-9 p.m.
5 sessions. 1 CEU.
Duane Physics G025. \$75.

MDCP 423
Management and Decision Systems

The increasing importance of information to the decision maker is examined in a context of management information and decision support systems. While specific technical issues and technologies are considered, the course is directed to the generalist without regard to computer literacy.

Steve Jamison, B.S., M.S., University of Southern California. Associate graduate professor at Regis College.

Section 30B: Saturdays,
September 30-October 7, 9 a.m.-3 p.m.
2 sessions. 1 CEU. Education 134. \$75.

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 A. 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 2-December 9,
8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU.
Business 250. \$75.

MDCP 424
Managing Change

The sole certainty facing today's organization is the fact of change. New roles and forms in the case of technology, organization, and management are considered at length. The change of role of the United States, the need for new methods of doing business, and knowledge-based management will be discussed.

Steve Jamison, B.S., M.S., University of Southern California. Associate graduate professor at Regis College.

Section 30B: Saturdays, October 14-21,
9 a.m.-3 p.m. 2 sessions. 1 CEU.
Education 134. \$75.

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 A. 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,
October 14-October 21,
8:00 a.m.-5:00 p.m.,
2 sessions. 1.6 CEUs.
Business 250. \$120.

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, 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 A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm. Instructor at CU-Denver.

Section 30B: Saturdays,
November 11-November 18,
8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU.
Business 250. \$75.

MDCP 425
System and Process Design,
and Implementation

Providing a method that is at once rigorous and flexible, the systems approach provides a method for analysis and a form for organization. While focusing primarily on the information resource, this course will consider issues of system, process, and productivity at length.

Steve Jamison, B.S., M.S., University of Southern California. Associate graduate professor at Regis College.

Section 30B: Saturdays,
November 11-November 18,
9:00 a.m.-3:00 p.m. 2 sessions. 1 CEU.
Education 134. \$75.



Management Development Certificate Program

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 in time — in fact you will be using the techniques before you ever leave the room. *Time Management* profile will be used first class night and is available at University bookstore, and Colorado bookstore.

Dora B. Johnson, Ed.D., President, The Baldwin Center, a team leadership training firm.

Section 30B: Wednesdays, October 25-November 8, 6:30-9:30 p.m. 3 sessions. .9 CEUs. Duane Physics G125. \$68.

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

Section 30B: Mondays, September 18-September 25, 6:30-9:00 p.m. 2 sessions. .5 CEUs. Business 250. \$38.

MDCP 422 Write With Power

A workshop on business writing. Emphasis is on choosing the exact work and building sentences and paragraphs; organizing material; rewriting with purpose; and applying professional writing techniques to letters, memos and reports.

Margaret Coel, Business writer, Award-winning author.

Section 30B: Tuesdays, September 19-October 3, 6:30-8:30 p.m. 3 sessions. .6 CEUs. Business 250. \$45.

Longmont Management Development Courses by Starting Date, Fall 1989

Date	Number	Section	Course	Faculty
Wednesday, September 20	MDCP 402	30L	Art of Persuasion	Don Marcotte
Tuesday, September 26	MDCP 452	30L	Technical Writing	Mike Gannon
Tuesday, September 26	MDCP 420	30L	Working Assertively	Toni Scott
Tuesday, October 10	MDCP 421	30L	Writing and Designing Newsletters	Margaret Coel
Wednesday, October 11	MDCP 407	30L	Understanding Individual Differences	Charles Rice
Tuesday, October 17	MDCP 409	30L	Art of Negotiation	Don Marcotte
Thursday, October 19	MDCP 406	30L	Effective Public Speaking	Don Marcotte
Wednesday, November 1	MDCP 403	30L	Basic Skills for the New Supervisor	Charles Rice

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 1989. 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 1-800-332-5839 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).

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. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald O. 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 30L: Tuesdays, October 17-November 7, 6:30-9:00 p.m. 4 sessions. 1 CEU. Longmont High, Room 207. \$75.

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

Section 30L: Wednesdays,
September 20-October 11, 6:30-9 p.m.
4 sessions. 1 CEU.
Longmont High, Room 211. \$75.

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

Section 30L: Wednesdays,
November 1-November 15,
6:40-10:00 p.m. 3 sessions. 1 CEU.
Longmont High, Room 212. \$75.

MDCP 406
Effective Public Speaking and Presentation Techniques

Effective oral communication makes it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communication skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period. For first session, prepare a 3 minute informal talk introducing yourself (example — where you came from, lived, enjoy, work).

Donald O. Marcotte, M.B.A. in Management, has his own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 30L: Thursdays,
October 19-November 9, 6:30-9:00 p.m.
4 sessions. 1 CEU.
Longmont High, Room 213. \$75.

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 instructional 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 30L: Tuesdays,
September 26-October 24, 6:30-9 p.m.
5 sessions. 1.2 CEUs.
Longmont High, Room 210. \$94.

MDCP 407
Understanding Individual Differences

This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences.

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

Section 30L: Wednesdays,
October 11-October 25,
6:40-10:00 p.m. 3 sessions. 1 CEU.
Longmont High, Room 205. \$75.

MDCP 421
Writing and Designing Newsletters

Emphasis on content and design — how to decide content, and gather and write information; select photographs and graphics; choose type, nameplate, number of columns, and layout; evaluate desktop publishing and full-service printing; work with designers, typesetters and printers; obtain bids.

Margaret Coel, Writer, lecturer, author of two, award-winning, non-fiction books.

Section 30L: Tuesdays,
October 10-October 17, 6:30-8:30 p.m.
2 sessions. 4 CEUs.
Longmont High, Room 207. \$30.

MDCP 420
Working Assertively: Effective Job Skills

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others, to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. 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: Tuesdays,
September 26-October 24, 7-9:30 p.m.
5 sessions. 1.2 CEUs.
Longmont High, Room 208. \$94.



Management Development Certificate Program

A man in a light-colored shirt, dark pants, and a cap is standing in a shallow stream, fishing. The stream is filled with large, smooth, light-colored rocks. The background is a dense forest of green trees under a clear blue sky.

Let New Skills Take Root Computer Applications

Personal computers and increasingly automated offices have dramatically changed the way we do business. Today, computer literacy is nearly as vital as the ability to read. Understanding how computers can work for you will give you timely skills for today's marketplace while preparing you to cope with tomorrow's world as well.

Becoming familiar with computers opens new avenues in your personal as well as your professional development. You can instantly access a world of information. There's a new level of creativity to be found with computerized graphics and computer-aided design. And adventures in connections with personal telecommunications and local area networks. You can get to know word processing, explore new ways to manage data or apply the computing power to financial questions — your own, or your organization's.

These user-friendly courses won't turn you into a programmer — although you'll have a chance to learn the basics. The goal is to help you become an up-to-the-minute computer user with practical skills to help you keep pace with the information age.

Here's your opportunity to learn this new technology in a supportive environment. Your turn to ask the questions you've been wondering about. Your chance to gain hands-on experience and hone the skills you need to gain computer confidence. Whether it's becoming comfortable with a PC or moving to the leading edge of information technology, you decide how far you want to take this program.

Barry Ratliff relishes the change of pace from trout stream to computer lab.

Certificate in Computer Applications

Participating in the Certificate in Computer Applications program doesn't require a special application or commitment. You may take courses at any time and a record of your participation is maintained and available to you at any time. You may earn a Certificate in Computer Applications in roughly three or four semesters, but you needn't complete it in any given length of time. 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.

** Offered Spring, 1990.

- 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 35 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 hours of software checkout or hard disk access are given at class.

No courses are conducted November 22-26, Thanksgiving holidays. 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, 1-800-332-5839.

Computer Applications

Computer Application Courses by Starting Date

Date	Number	Section	Course	Faculty
Wednesday, August 30	CCA 375	300	Beginning Microsoft Word on the IBM PC	Yvonne Kristy
Wednesday, August 30	CCA 105	301	Introduction to the Macintosh	Scott Dixon
Wednesday, August 30	CCA 120	301	Introduction to the IBM and Compatible PC	Valerie Parker
Thursday, August 31	CCA 370	301	Database Management: Applying dBase III+ /IV	Clyde Getty
Thursday, August 31	CCA 378	301	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Tuesday, September 5	CCA 100	300	Computer Literacy	Bob Carlisle
Saturday, September 9	CCA 330	301	Beginning Using Lotus 1-2-3	Nancy VanWechel
Monday, September 11	CCA 105	302	Introduction to the Macintosh	Scott Dixon
Monday, September 11	CCA 120	302	Introduction to the IBM and Compatible PC	Valerie Parker
Monday, September 11	CCA 330	302	Beginning Using Lotus 1-2-3	Nancy VanWechel
Tuesday, September 12	CCA 320	300	Introduction to C Programming	Carol Meier
Tuesday, September 12	CCA 380	301	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, September 13	CCA 360	300	Introduction to UNIX	Carol Meier and Geoff Thompson
Wednesday, September 13	CCA 365	300	Artificial Intelligence and Expert Systems in Business	Richard Blumenthal
Wednesday, September 20	CCA 235	300	Introduction to SAS-Statistical Analysis System	Otis Pratt
Wednesday, September 20	CCA 120	303	Introduction to the IBM and Compatible PC	Valerie Parker
Wednesday, September 20	CCA 376	300	Intermediate Microsoft Word on the IBM PC	Yvonne Kristy
Saturday, September 23	CCA 355	300	How to Design, Select, and Install a Business Information System	Rick Cobb
Saturday, September 23	CCA 215	301	Introduction to HyperCard	Greg McArthur
Saturday, September 23	CCA 200	301	Using MS-DOS	Peggy Purvis
Saturday, September 23	CCA 210	300	Introduction to Windows	Rennie Zapp
Thursday, September 28	CCA 335	300	Concepts of Data Processing and Information Technology	Ron Clarke
Thursday, September 28	CCA 321	300	Introduction to Fortran	Ronald G. White
Saturday, September 30	CCA 200	302	Using MS-DOS	Peggy Purvis
Tuesday, October 3	CCA 380	302	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Tuesday, October 3	CCA 378	302	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, October 4	CCA 336	300	Excel Spreadsheet on the Macintosh	Burke Taft
Wednesday, October 4	CCA 330	303	Beginning Using Lotus 1-2-3	Dennis Taylor
Thursday, October 5	CCA 370	302	Database Management: Applying dBase III+ /IV	Clyde Getty
Saturday, October 7	CCA 200	303	Using MS-DOS	Nancy VanWechel
Monday, October 9	CCA 319	300	Programming in Pascal	Steven A. Johnson
Tuesday, October 10	CCA 331	300	Introduction to Local Area Networks	Larry G. Lankford
Wednesday, October 11	CCA 300	300	BASIC Programming	Tom Swanson
Saturday, October 14	CCA 330	304	Beginning Using Lotus 1-2-3	Nancy VanWechel
Saturday, October 14	CCA 215	302	Introduction to Hypercard	Greg McArthur
Monday, October 23	CCA 340	300	Computer Application Systems Overview	Liz Anthony
Tuesday, October 24	CCA 382	301	Intermediate WordPerfect	Peggy Purvis
Saturday, October 28	CCA 380	303	Beginning WordPerfect Word Processing	Peggy Purvis
Tuesday, October 31	CCA 325	300	Intermediate C Programming	Carol Meier
Wednesday, November 1	CCA 201	300	Applying Microsoft Works on the Macintosh	Burke Taft
Wednesday, November 1	CCA 364	300	Intermediate UNIX	Carol Meier and Geoff Thompson
Wednesday, November 1	CCA 380	304	Beginning WordPerfect Word Processing	Nancy Mangun
Wednesday, November 1	CCA 366	300	Designing and Implementing Expert Systems	Richard Blumenthal
Saturday, November 4	CCG 360	300	Employing Customized Barcode Scanning	Tom Swanson
Saturday, November 4	CCA 332	301	Intermediate Lotus 1-2-3	Nancy VanWechel
Monday, November 6	CCA 332	302	Intermediate Lotus 1-2-3	Nancy VanWechel
Tuesday, November 7	CCA 381	300	Advanced Microsoft Word on the Macintosh	Steven A. Johnson
Tuesday, November 7	CCA 380	305	Beginning WordPerfect Word Processing	Peggy Purvis
Thursday, November 9	CCA 372	300	Advanced dBase III+ /IV Applications	Clyde Getty
Saturday, November 11	CCA 200	304	Using MS-DOS	Nancy VanWechel
Saturday, November 11	CCA 217	300	Advanced Hypercard	Greg McArthur
Saturday, November 11	CCA 204	300	Using OS/2	Larry G. Lankford
Saturday, November 18	CCA 200	305	Using MS/DOS	Peggy Purvis
Saturday, November 18	CCA 332	302	Intermediate Lotus 1-2-3	Nancy VanWechel
Monday, November 20	CCA 337	300	Financial Analysis w/Lotus 1-2-3	Nancy VanWechel
Monday, November 20	CCA 105	303	Introduction to the Macintosh	Scott Dixon
Tuesday, November 28	CCA 382	302	Intermediate WordPerfect	Peggy Purvis
Wednesday, November 29	CCA 330	305	Beginning Using Lotus 1-2-3	Dennis Taylor
Saturday, December 2	CCA 334	301	Advanced Lotus 1-2-3	Nancy VanWechel
Monday, December 4	CCA 334	302	Advanced Lotus 1-2-3	Nancy VanWechel
Thursday, December 7	CCA 373	300	dBase III+ /IV for Programming	Clyde Getty
Saturday, December 9	CCA 203	300	Advanced DOS	Nancy VanWechel
Tuesday, December 12	CCA 384	300	Advanced WordPerfect	Peggy Purvis

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.

Beginner

Bob Carlisle, M.A.

Section 300: Tuesday, September 5, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (30A or 30B) at registration:

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

Lab Section 30B: Tuesdays, 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. \$90.

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: Wednesdays, August 30-September 27.

Section 302: Mondays, September 11-October 9.

Section 303: Mondays, November 20-December 18

All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts CIB53. \$80.

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

Valerie Parker, M.Ed.

Section 301: Wednesdays, August 30-September 13.

Section 302: Mondays, September 11-25.

Section 303: Wednesdays, September 20-October 4.

All sections: 6:30-9:30 p.m. 3 sessions, .9 CEUs. Macky 3-D. \$60.

Programming

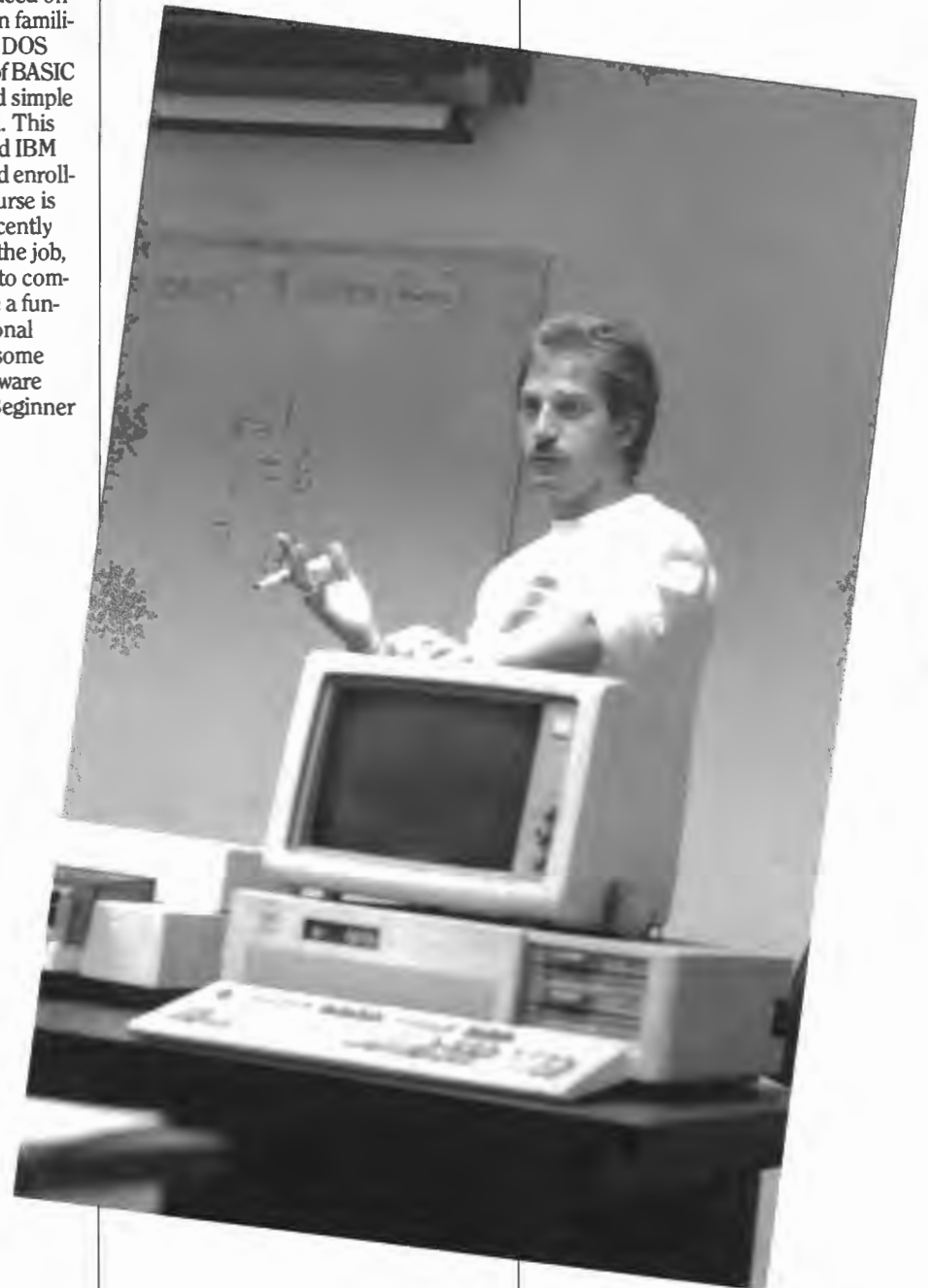
CCA 300 BASIC Programming

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: Wednesdays, October 11-December 20, 6:30-9 p.m. 10 sessions, 2.5 CEUs. Macky 3-D. \$140.



Computer Applications

Programming — con't.

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, arrays, strings, pointers and structures. Hands-on exercises will be supplemented by lectures, discussions, and demonstrations. Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable. This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Intermediate

Carol J. Meier, M.S.
Section 300: Tuesdays,
September 12-October 24,
6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Ramaley NIB23. \$195.

CCA 325 Intermediate C Programming

This course is designed to follow Introduction to C Programming. We will continue to explore pointers and structures. We will discover the standard C library (I/O, string manipulations, and dynamic memory management), learn how to handle command line arguments and the environment, harness the power of the preprocessor, and look at advanced data structures like bit fields, enumerations and unions. Style, readability, performance and portability will be emphasized throughout the course. Some experience with C is required as we will only briefly review its basic features. Anyone having difficulty understanding specific topics in C (pointers, structures, command line arguments...) will find it an effective way to master these areas. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Specialized

Carol J. Meier, M.S.
Section 300: Tuesdays,
October 31-December 12,
6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Ramaley NIB23. \$195.

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: Thursdays,
September 28-November 16, 7-9 p.m.
8 sessions, 2 CEU's.
Ramaley Biology NIB31. \$140.

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: Mondays,
October 9-December 11,
7-9:30 p.m., 10 sessions, 2.5 CEUs.
Macky 3-D. \$140.

Systems

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

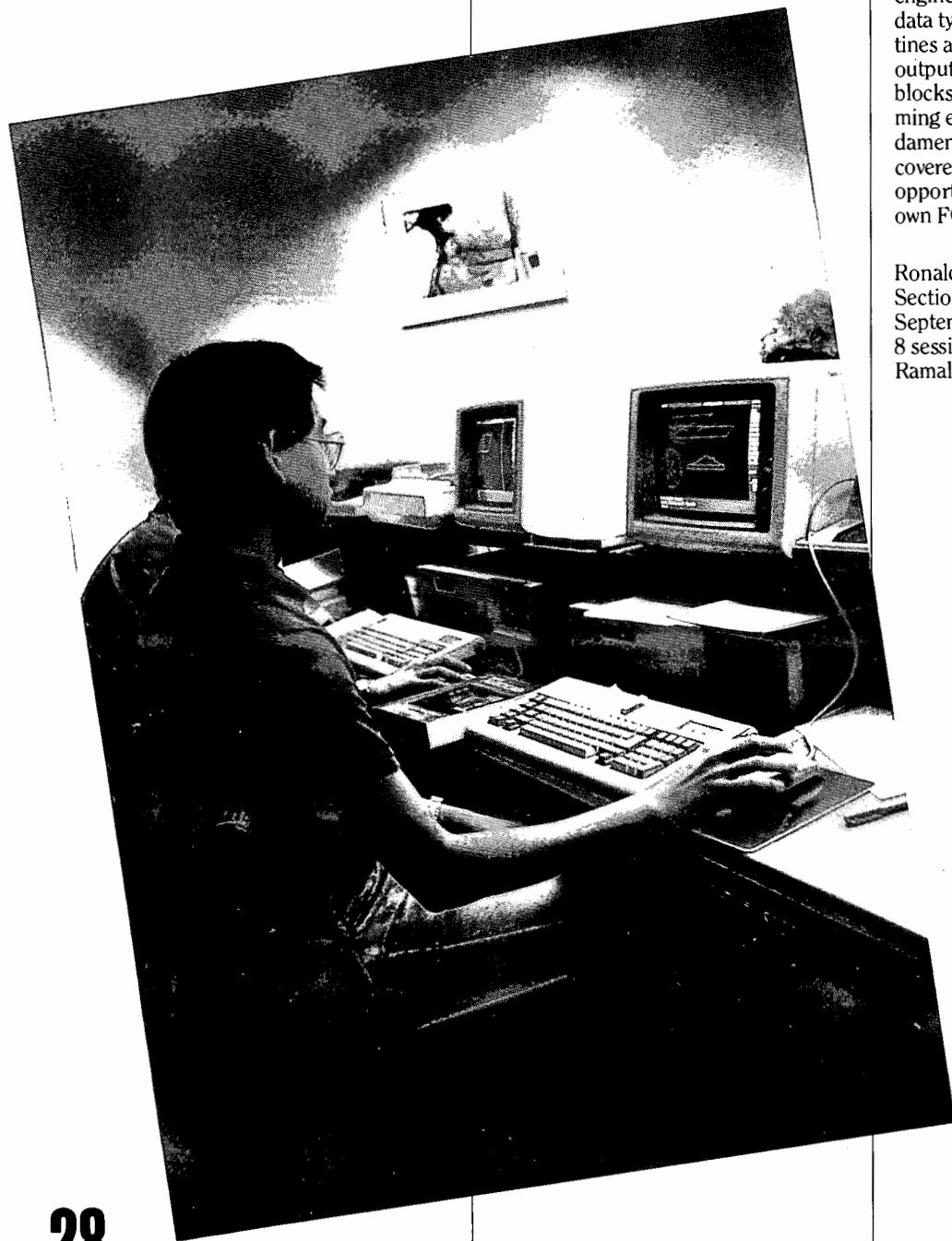
Ron Clarke, M.S.
Section 300: Thursdays,
September 28-November 16, 7-9:30 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. \$135.

CCA 340 Computer Application Systems Overview

A comprehensive review of current computer information systems, including hardware, software, applications for business development and information management on an industry-wide scale, the office automation marketplace, and your practical, professional involvement in computer applications.

Intermediate

Liz Anthony, B.S.
Section 300: Mondays, October 23-
December 11, 7-9:30 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. \$135.



CCA 200 Using MS-DOS

This course is designed to give students a working knowledge of DOS commands to aid in file management and organization for the beginner to intermediate user. The 3 major areas of study in this one-day session are: review of simple DOS file maintenance commands, fixed disk commands and simple batch files. Discussion will also include edlin, auto-exec.bat, config.sys, backups, menu screens, virtual disks and formatting rules. Please bring a double-sided/double-density 5 1/4 inch diskette to class so that you can keep your example files. Intermediate

Section 301: Saturday, September 23
Peggy Purvis, Macky 3-D

Section 302: Saturday, September 30
Peggy Purvis, Macky 3-D

Section 303: Saturday, October 7
Nancy Van Wechel, M.B.A.
University Computing Center 114

Section 304: Saturday, November 11
Nancy VanWechel, M.B.A.
University Computing Center 114

Section 305: Saturday, November 18
Peggy Purvis, Macky 3-D

All sections: 9 a.m.-5 p.m.
One all-day session, .7 CEUs. \$70.

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: Intermediate course or comparable skill level. Intermediate

Nancy Mangun, M.B.A.
Section 300: Saturday, December 9,
9 a.m.-4:30 p.m.
One all-day session, .7 CEUs.
University Computing Center 114. \$70.

CCA 204 Using OS/2

If you have already purchased OS/2, this one-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

Larry G. Lankford, M.S.
Section 300: Saturday, November 11,
9 a.m.-5 p.m.
One all-day session, .7 CEUs.
University Computing Center 123. \$70.

CCA 210 Introduction to Windows

Microsoft Windows, with its accompanying IBM Presentation Manager and variety of desktop accessories, has generated a great deal of interest in the Personal Computer environment. This course is designed to answer your questions about this important PC development, as well as cover the powerful utility of the Windows program. Topics include the desktop system, standard MS-DOS interface, the future in OS/2, and Windows as a productivity enhancement. Intermediate

Rennie Zapp
Section 300: Saturdays, September 23
and 30, 9 a.m.-2:30 p.m.
2 sessions, .9 CEUs.
University Computing Center 142. \$60.

CCA 355 How to Design, Select, and Install a Business Information System

This seminar looks at the issues involved in installing an integrated computerized accounting/business information system. The biggest barrier to a successful first-time installation or conversion is that there usually exists a gap between expectations and reality about what computers and software can do. By developing an understanding of the factors and complexities involved, this gap can be narrowed or eliminated, for a smooth and successful installation. Topics include: how to determine your unique software and hardware needs; what features your software MUST have; why you should be involved in all stages of planning; how to do cost payback analysis; when to convert; estimating total cost overtime, and more. Reference materials include *Computer Solutions for Business* by Doug Dayton, and many articles on related topics. Intermediate

Rick Cobb, M.S.
Section 300: Saturday, September 23,
9 a.m.-4 p.m.
One all-day session, .6 CEUs.
University Computing Center 123. \$30.

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 combines 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 13-October 25,
6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Ramaley N1B31. \$195.

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 1/2 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 an appropriate command already existed, you will find this a valuable course! Specialized

Carol J. Meier, M.S. and
Geoff Thompson, M.S.
Section 300: Wednesdays, November 1-
December 20, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Ramaley N1B31. \$195.



Computer Applications

Systems - con't.

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 sessions.

Intermediate

Larry G. Lankford, M.S.
Section 300: Tuesdays, October 10-November 7, 6:30-9 p.m.
5 sessions, 1.3 CEUs.
University Computing Center 123. \$125.

CCA 365 Artificial Intelligence and Expert Systems in Business

An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, neural networks, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.

Intermediate

Richard Blumenthal, M.S.
Section 300: Wednesdays,
September 13-October 25,
6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Business 101. \$195.

CCA 366 Designing and Implementing Expert Systems

An applications course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technologies to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA 365 Artificial Intelligence and Expert Systems in Business (starts September 13), or significant AI/ES experience.

Intermediate

Richard Blumenthal, M.S.
Section 300: Wednesdays, November 1-December 20, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Business 101. \$195.

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 23
Section 302: Saturday, October 14
Both Sections: 9 a.m.-4 p.m.
One all-day session, .7 CEUs.
Fine Arts C1B53. \$55.

CCA 217 Advanced HyperCard

Developing custom information handling and creating powerful, time-saving system short-cuts 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, November 11,
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 5 1/4 inch diskettes, available at all computer supply stores.

Intermediate

Clyde Getty, B.S.
Section 301: Thursdays, August 31-September 28

Section 302: Thursdays, October 5-November 2

Both Sections: 6:30-9:30 p.m.
5 sessions, 1.5 CEUs.
University Computing Center 114. \$140.

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 5 1/4 inch diskette.

Intermediate

Clyde Getty, B.S.
Section 300: Thursdays, November 9-30,
6:30-9:30 p.m. 3 sessions, .9 CEUs.
University Computing Center 114. \$90.

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 5 1/4 inch diskette.

Specialized

Clyde Getty, B.S.
Section 300: Thursdays, December 7-14,
6:30-9:30 p.m., and Saturday,
December 16, 9 a.m.-12 noon.
3 sessions, .9 CEUs.
University Computing Center 114. \$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. But anyone interested in automation and time-saving techniques will find great benefit in the course.

Intermediate

Tom Swanson, M.A.
Section 300: Saturday, November 4,
9 a.m.-4:30 p.m. One all-day session,
.6 CEUs. Fine Arts C1B53. \$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: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. 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 9 and 16,
9 a.m.-4 p.m. 2 sessions.

Section 302: Nancy VanWechel, M.B.A.
Mondays, September 11-October 2,
6:30-9:30 p.m. 2 sessions.

Section 303: Dennis Taylor, M.S.
Wednesdays, October 4-October 25,
6:30-9:30 p.m. 4 sessions.

Section 304: Nancy VanWechel, M.B.A.
Saturdays, October 14 and 21,
9 a.m.-4 p.m. 2 sessions.

Section 305: Dennis Taylor, M.S.
Wednesdays, November 29-
December 20, 6:30-9:30 p.m. 4 sessions.

All sections: University Computing
Center 114. 1.2 CEUs. \$120.



Otis Pratt relaxes in the Colorado outdoors as a change from computer applications.

Computer Applications

Software Applications, con't.

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. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Class size is strictly limited. Intermediate

Nancy VanWechel, M.B.A.

Section 301: Saturday, November 4, 9 a.m.-4:30 p.m. One all-day session. University Computing Center 142.

Section 302: Mondays, November 6 and 13, 6:30-10 p.m. 2 sessions. University Computing Center 114.

Section 303: Saturday, November 18, 9 a.m.-4:30 p.m. One all-day session. University Computing Center 114.

All Sections: .7 CEUs. \$70.

CCA 334 Advanced Lotus 1-2-3

Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one day advanced seminar:

- data matrices
- data regression
- data tables

Various "at" (@) functions will also be covered in detail, as well as looping between macros. A review section will focus on principles and practices of combining files, data and file import/export, and combine options. Intermediate

Nancy Mangun, M.B.A.

Section 301: Saturday, December 2, 9 a.m.-4 p.m. One all-day session.

Section 302: Mondays, December 4 and 11, 6:30-9:30 p.m. 2 sessions.

Both Sections: .6 CEUs.

University Computing Center 114. \$70.

CCA 337 Financial Analysis with Lotus 1-2-3

This course is a guide for intermediate Lotus users who understand the techniques of financial analysis but want to perfect it with Lotus 1-2-3. Two critical subjects are examined extensively: financial analysis and building a computerized decision support system. Course has great benefit for, but is not limited to, budget operations managers, purchasing analysts, banking/loan specialists, and those who professionally interpret or create financial and tax planning models. Intermediate

Nancy Mangun, M.B.A.

Section 300: Mondays, November 20 and 27, 6:30-10:00 p.m.

2 sessions, .7 CEUs.

University Computing Center 114. \$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 "using 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: Wednesdays, October 4-25, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs.

Fine Arts C1B53. \$105.

CCA 375 Beginning Microsoft Word on the IBM PC

This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word. 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. Typing skills are very helpful. Bring one double-sided/double-density 5¼ inch diskette to class. Novice

Yvonne Kristy, M.S.W.

Section 300: Wednesdays, August 30-September 13, 6:30-9:30 p.m.

3 sessions, .9 CEUs.

University Computing Center 114. \$90.

CCA 376 Intermediate Microsoft Word on the IBM PC

This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting, using windows, creating headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, and checking spelling. Bring one double-sided/double-density 5¼ inch diskette to class. Intermediate

Yvonne Kristy, M.S.W.

Section 300: Wednesdays, September 20 and 27, 6:30-9:30 p.m.

2 sessions, .6 CEUs.

University Computing Center 114. \$70.

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.

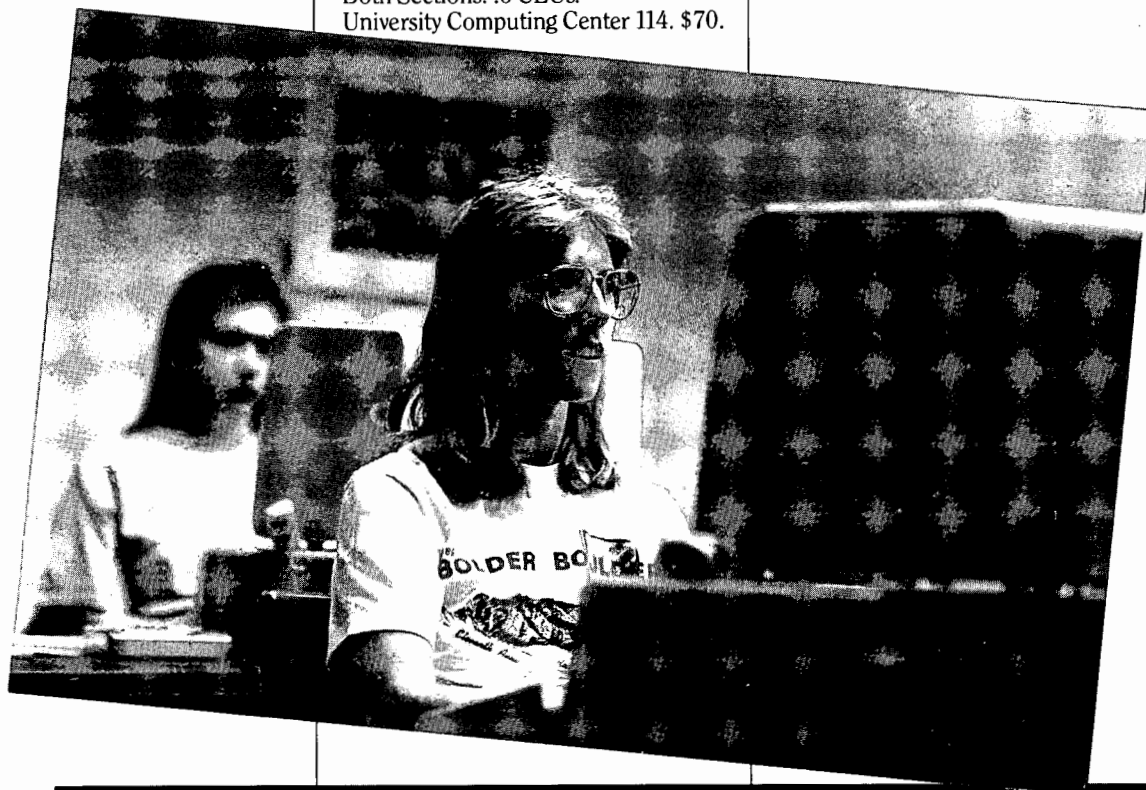
Section 301: Thursdays, August 31-September 21.

Section 302: Tuesdays, October 3-24.

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

4 sessions, 1.2 CEUs.

Fine Arts C1B53. \$95.



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, and laser print management. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Intermediate

Steven A. Johnson, B.S.
Section 300: Tuesdays, November 7 and 14, 6:30-9:30 p.m.
2 sessions, .6 CEUs.
Fine Arts CIB53. \$70.

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. No previous word processing experience is required for this course as some generic word processing techniques will be discussed, but previous DOS experience and adequate typing skills are recommended. Each student will create and save files, retrieve and make changes, reset margins and tabs, copy and cut blocks, check spelling, use the thesaurus and print documents. Please bring a 5 1/4 inch formatted floppy diskette to class so that you may keep example work. Novice

Section 301: Peggy Purvis.
Tuesdays, September 12-September 26,
6:30-9:30 p.m. 3 sessions.
University Computing Center 114.

Section 302: Peggy Purvis.
Tuesdays, October 3-October 17,
6:30-9:30 p.m. 3 sessions.
University Computing Center 142.

Section 303: Peggy Purvis.
Saturdays, October 28 and November 4,
9:30 a.m.-3 p.m. 2 sessions.
University Computing Center 114.

Section 304: Nancy Mangun, M.B.A.
Wednesdays, November 1-November 15,
6:30-9:30 p.m. 3 sessions.
University Computing Center 114.

Section 305: Peggy Purvis.
Tuesdays, November 7-November 21,
6:30-9:30 p.m. 3 sessions.
University Computing Center 114.
All Sections: .9 CEUs. \$90.

CCA 382 Intermediate WordPerfect

This 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 each option of the formatting menus (headers, footers, page layouts, page numbers and print styles), the printer control screen, typing in columns, search and replace, file management, setting defaults and colors, word processing on forms, drawing lines, typing equations and using dual documents. Please bring a 5 1/4 inch formatted floppy diskette to class so that you may keep your example work. Intermediate

Peggy Purvis
Section 301: Tuesdays, October 24 and 31

Section 302: Tuesdays, November 28 and December 5.

Both Sections: 6:30-9:30 p.m.
2 sessions, .6 CEUs.
University Computing Center 114. \$70.

CCA 384 Advanced WordPerfect

This is designed for the experienced WordPerfect user or for those who have completed the Beginning and Intermediate WordPerfect courses, who are interested in the following advanced topics: automating repetitious tasks with macros, merging mailing lists and form letters, translating between software packages, sorting capabilities and creating documents with footnotes or indexes. Example documents will be provided but please bring a 5 1/4 inch formatted floppy diskette to class if you choose to keep your class work. Intermediate

Peggy Purvis
Section 300: Tuesday, December 12 and 19. 6:30-10 p.m. 2 sessions, .7 CEUs.
University Computing Center 114. \$70.

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 mail 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 Works, 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,
November 1-December 6,
6:30-9:30 p.m. 5 sessions, 1.5 CEUs.
Fine Arts CIB53. \$95.

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: Wednesdays,
September 20-October 18, 7-9 p.m.
5 sessions, .8 CEUs.
University Computing Center 123. \$75.



Computer Graphics Courses by Starting Date

Date	Number	Section	Course	Faculty
Tuesday, September 5	CAD 311	301	Beginning Computer Aided Design	David W. Clafin
Wednesday, September 6	CCG 351	301	Computer Graphics Art I	Pat Lehman
Thursday, September 7	CAD 311	302	Beginning Computer Aided Design	Dan Myers
Saturday, September 9	CCG 387	301	Ventura Desktop Publishing	Bruce Frehner
Saturday, September 9	CCG 371	301	Introduction to Aldus PageMaker on the Macintosh	Juliana Packer
Monday, September 11	CAD 322	301	Computer Aided Design: Level I	Sharon Blender
Tuesday, September 12	CAD 322	302	Computer Aided Design: Level I	David Clough
Tuesday, September 19	CAD 311	303	Beginning Computer Aided Design	David W. Clafin
Thursday, September 21	CAD 322	303	Computer Aided Design: Level I	Dan Myers
Saturday, September 23	CCG 377	301	Introduction to PageMaker Desktop Publishing for the IBM PC	Bruce Frehner
Thursday, September 28	CCG 371	302	Introduction to Aldus PageMaker on the Macintosh	Viki Mann
Saturday, September 30	CCG 373	300	Quark XPress Desktop Publishing	Tim Meehan
Wednesday, October 4	CAD 322	304	Computer Aided Design: Level I	Philip M. Kreiker
Saturday, October 7	CCG 351	302	Computer Graphics Art I	Pat Lehman
Wednesday, October 11	CCG 351	303	Computer Graphics Art I	Pat Lehman
Monday, October 16	CCG 356	301	Macintosh Computer Art	Barry Ratliff
Saturday, October 21	CCG 356	302	Macintosh Computer Art	Dave Secunda
Saturday, October 21	CCG 387	302	Ventura Desktop Publishing	Bruce Frehner
Monday, October 23	CAD 333	301	Computer Aided Design: Level II	Sharon Blender
Tuesday, October 24	CAD 322	305	Computer Aided Design: Level I	David W. Clafin
Thursday, October 26	CAD 333	302	Computer Aided Design: Level II	Philip M. Kreiker
Tuesday, October 31	CCA 325	300	Intermediate C Programming	Carol Meier
Thursday, November 2	CCG 371	303	Introduction to Aldus PageMaker on the Macintosh	Viki Mann
Thursday, November 2	CAD 333	303	Computer Aided Design: Level II	Dan Myers
Saturday, November 11	CCG 377	302	Introduction to PageMaker Desktop Publishing for the IBM PC	Bruce Frehner
Wednesday, November 15	CCG 372	300	Advanced Desktop Publishing on the Macintosh	Juliana Packer
Wednesday, November 15	CCG 361	300	Computer Graphics Art: Level II	Pat Lehman
Saturday, November 18	CCG 372	300	Advanced Desktop Publishing on the Macintosh	Juliana Packer
Tuesday, November 21	CCG 356	303	Macintosh Computer Art	Barry Ratliff
Monday, November 27	CAD 345	301	Computer Aided Design: Level III Customizing AutoCAD	Sharon Blender
Saturday, December 2	CCG 386	300	Advanced PageMaker Desktop Publishing for the IBM PC	Bruce Frehner
Thursday, December 7	CAD 345	302	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Saturday, December 9	CCG 357	300	Advanced Macintosh Computer Art	Barry Ratliff Dave Secunda

Desktop Publishing

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 9 and 16,
9 a.m.-5 p.m. Two all-day sessions.

Section 302: Viki Mann, B.A.
Thursdays, September 28-October 26,
6:30-9:30 p.m., 5 sessions.

Section 303: Viki Mann, B.A.
Thursdays, November 2-December 7,
6:30-9:30 p.m. 5 sessions.

All Sections: 1.5 CEUs.
Fine Arts CIB53. \$135.

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

Juliana Packer, B.F.A.
Section 300: Saturdays, November 18
and December 2, 9 a.m.-5 p.m.
Two all-day sessions, 1.5 CEUs.
Fine Arts CIB53. \$120.

CCG 373 Quark XPress Desktop Publishing

Quark's XPress is a highly capable, technically advanced, professional-level software system that combines the convenience of desktop publishing with the precision and accuracy of fine typesetting, all on the Apple Macintosh computer. XPress appears complex because of its advanced features, but can be learned very effectively in this two-day course. Focus is on learning to use the program productively, employing desktop publishing convenience with special XPress features. Also covered are the basics of Postscript, graphics, creative text handling, and advanced features. Course teaches a good working knowledge of how XPress compares to and interacts with other products like Adobe Illustrator, MacPaint, Aldus' Freehand and PageMaker.

Intermediate

Tim Meehan
Section 300: Saturdays, September 30
and October 7, 9 a.m.-5 p.m.
Two all-day sessions, 1.5 CEUs.
Fine Arts CIB53. \$135.

CCG 377 Introduction to 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, like Ventura Publisher. Laser printing of finished projects done in class. Bring a 5 1/4 inch double-sided/double-density or high density diskette to class.

Novice

Bruce Frehner, M.A.
Section 301: Saturdays,
September 23 and 30,
University Computing Center 114.

Section 302: Saturdays,
November 11 and 18,
University Computing Center 142.

Both Sections: 9 a.m.-4:30 p.m.
Two all-day sessions, 1.5 CEUs. \$135.

CCG 386 Advanced PageMaker Desktop Publishing for the IBM PC

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the over-all polished look of your work. Bring a 5 1/4 inch double-sided/double-density or high density diskette to class.

Intermediate

Bruce Frehner, M.A.
Section 300: Saturdays, December 2
and 9, 9 a.m.-4:30 p.m.
Two all-day sessions, 1.4 CEUs.
University Computing Center 142. \$135.

CCG 387 Ventura Desktop Publishing

Ventura Desktop Publishing software has grown increasingly popular in IBM PC and compatible applications. Focus of this course is 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 5 1/4 inch double-sided/double density or high density diskette to class.

Novice

Bruce Frehner
Section 301: Saturdays,
September 9 and 16.
Section 302: Saturdays,
October 21 and 28.
Both Sections: 9 a.m.-4:30 p.m.
Two all-day sessions, 1.5 CEUs.
University Computing Center 142. \$135.



Computer Applications

Enliven Your Creativity Commercial Design

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of weekend workshops leading to a Certificate in Commercial Design may be what you need for your professional development.

The Certificate in Commercial Design is a sequential program of short intensive courses presented in a compact format of workshops to accommodate the busy schedule that professionals share, and the needs of those interested in entering the field. Courses cover both the basics and the advanced developments in commercial art today. Careers in book design, advertising, cartooning, broadcasting, and a wide number of other areas will be explored during the program. Many of the courses pay particular attention to entry-level job opportunities, the construction and maintenance of professional portfolios, and the basics of job-hunting and preparing for interviews. Instructors are all "state-of-the-art," active professionals in touch with the latest changes in the commercial design field.

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
 - The Commercial Artist: Design, Layout and Paste-up
 - Commercial Art II
 - Professional Illustration Techniques
 - The Artist Goes to Market
2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.
3. Successful completion and professional review of your own fully developed portfolio, scheduled by appointment.

You need not formally apply for any program nor must you be seeking a certificate to enroll. Conversely, you need not stop participation in the courses once you have achieved certification. Many people take only a few courses to update certain skills and many others take several courses beyond requirements to advance their professional skills.

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

The course of study is scheduled so that participants may complete all requirements within three semesters. The four required courses are offered at least once a year, as well as several elective courses.

Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. **Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time.** Course enrollments are limited and advance registration is required. Please note that refunds are given only before the course starts, none later.

Bring to class a pencil, ruler, fineline pen, exacto knife, note paper, tracing paper, and bristol board (15" x 20" approx.). All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attendees have some access to their portfolios or work examples.

COLLINS, I HEARD
YOU'VE BEEN SEEING
MY WIFE & I WANT
TO GIVE YOU A
RAISE.

MY GOD!
A TAX AUDIT.

I'VE
GOT
SPLIT-
ENDS

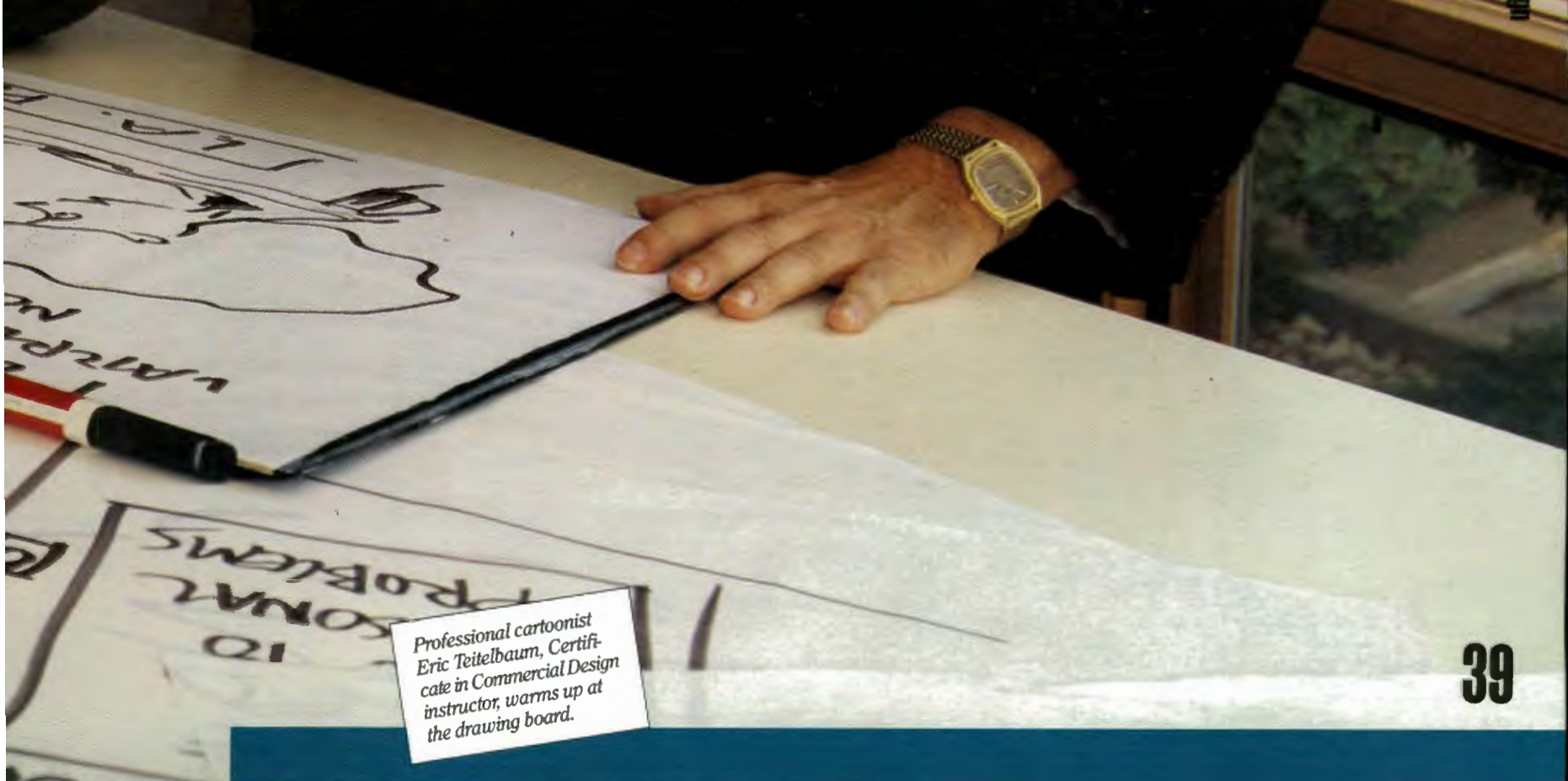
LOCATION: L.A. STYLE

BOYS & GIRLS,
NOW 12 NOON,
TO DO
UNCH



I'VE FINALLY
RESOLVED MY
FEELINGS OF
UNCERTAINTY...
I THINK

MISS COLLINS,
WOULD YOU BRING
ME IN SOME
MORE PERKS.



Professional cartoonist Eric Teitelbaum, Certificate in Commercial Design instructor, warms up at the drawing board.

Commercial Design

Commercial Design

Commercial Design Courses by Starting Date, Fall 1989

Date	Number	Section	Course	Faculty
Saturday, October 7	CCD 210	300	The Commercial Artist I: Design, Layout, Paste-up	Roy Walden
Monday, October 9	CCD 220	300	Professional Hand Lettering and Calligraphy	Roy Walden
Saturday, October 21	CCD 330	300	Professional Illustration Techniques	Van Valencia
Thursday, October 26	CCD 285	300	The Mental Picture: Professional Cartooning	Eric Teitelbaum
Saturday, October 28	CCD 230	300	The Artist Goes to Market	Eric Teitelbaum
Saturday, November 11	CCD 340	300	The Advertising Copywriter: A Writing Techniques Workshop	Michelle Martino
Saturday, November 18	CCD 250	300	Children's Book Illustration Techniques	Roy Walden

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.

Roy Walden
Section 300: Saturday and Sunday, October 7 and 8, 9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. \$115.

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.

Roy Walden
Section 300: Monday, Tuesday, Wednesday, October 9-11, 5:30-10 p.m.
3 sessions. 1.4 CEUs.
Geology 114. \$115.

Cartooning

CCD 285 The Mental Picture: Professional Cartooning

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials and their application to illustrating the verbal caption in magazine, book, and advertising illustration.

Eric Teitelbaum
Section 300: Thursday and Friday, October 26 and 27, 5:30-10 p.m.
Two sessions, .9 CEUs.
Geology 114. \$85.



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,
October 28 and 29, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.

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 market place. 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 11 and 12, 9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. \$115.

Computer Graphic Art courses are accepted as elective courses in the Commercial Art Program. See Page 34.

Illustration

CCD 250 Children's Book Illustration Techniques

Illustrating children's books plays a significant role in the vast empire of children's literature publishing. This program introduces the writer/artist to current techniques used within the children's book formats: black and white camera-ready technique, half tones, color screen, Martin's dyes, and litho crayon/textured board surface. Students will follow a visualization technique actually developing and eliciting art concepts from written concepts provided. Program will include developing individualized style, character development and rough and final presentation. Assignments include completion of a "rough" completed book and a finished plate, camera-ready art separation for presentation to a publisher. Professional presentation to the publishing industry will also be covered.

Roy Walden
Section 300: Saturday and Sunday,
November 18 and 19, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.

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.

Van Valencia
Section 300: Saturday and Sunday,
October 21 and 22, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.



Commercial Design



*Carl and Suzanne Gerleit
are partners in teaching
ballroom, western, and
Latin dancing and in life.*

Noncredit Courses

Branch Out in New Directions Noncredit Courses

What a wonderful way to fill your leisure time. Learning for learning's sake. A large variety of topics are introduced by instructors who really enjoy sharing their special interests.

Our non-credit courses meet evenings and weekends to accommodate your working schedule. If your reason behind taking a class is to learn a language like French, Italian, Japanese or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest quality courses in areas of professional and personal interest. Most classes have **limited enrollment** — early registration assures your place in class. We carefully choose courses to meet the interests expressed by most adults. Since we've been doing this for over 75 years, we feel we have a good thing going. (Classes will not meet November 22, 23 and 24 for Thanksgiving vacation.)

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.

Location: The classroom location is given at the end of each course description.

To register call 492-5148 or 1-800-332-5839.

Noncredit Courses

Noncredit Courses by Starting Date, Fall 1989

Date	Number	Section	Course	Faculty
Business				
Wednesday, September 20	NC B 003	300	Entrepreneurism — Are You Ready?	Aivars Ziedins
Tuesday, October 10	NC B 009	300	How to Plan, Promote, and Profit from Your Seminar	Chris Lovett
Saturday, October 14	NC B 005	300	How to Market Your Product or Service	Johann Robbins
Wednesday, October 18	NC B 004	300	Financial Planning for Women	Corline Randolph
Tuesday, October 24	NC B 008	300	Accounting for Non-Accountants	Fred Moore
Wednesday, October 25	NC B 007	300	Writing Business Plans	Donald Kaniecki
Dance				
Tuesday, September 19	NC D 100	301	Beginning Ballroom Dance	Carl & Suzanne Gerleit
	NC D 101	301	Beginning Western Dance	Carl & Suzanne Gerleit
Wednesday, September 20	NC D 102	301	Beginning Latin Dance	Carl & Suzanne Gerleit
	NC D 103	301	Beginning Jitterbug Dance	Carl & Suzanne Gerleit
Tuesday, October 17	NC D 102	302	Beginning Latin Dance	Carl & Suzanne Gerleit
	NC D 103	302	Beginning Jitterbug Dance	Carl & Suzanne Gerleit
Wednesday, October 18	NC D 100	302	Beginning Ballroom Dance	Carl & Suzanne Gerleit
	NC D 101	302	Beginning Western Dance	Carl & Suzanne Gerleit
Tuesday, November 14	NC D 201	300	Intermediate Jitterbug Dance	Carl & Suzanne Gerleit
	NC D 202	300	Intermediate Latin Dance	Carl & Suzanne Gerleit
Wednesday, November 15	NC D 200	300	Intermediate Ballroom Dance	Carl & Suzanne Gerleit
	NC D 203	300	Intermediate Western Dance	Carl & Suzanne Gerleit
Fine Arts				
Monday, September 18	NCFA 001	300	Basic Photography	Lynn Lickteig
	NCFA 006	300	Storytelling for Everyone	Kay Negash
	NCFA 012	300	Chinese Painting	Janette Lenschow
	NCFA 015	300	Woodcarving Sculpture	Barbara Cox
Tuesday, September 19	NCFA 017	300	Acting Basics	Susan Chambers
Wednesday, September 20	NCFA 025	300	Intermediate Field Photography	Lynn Lickteig
	NCFA 011	300	Sculpture — Stonecarving	Barbara Cox
Thursday, September 21	NCFA 002	300	Creative Photography Workshop	Don Oberbeck
Saturday, September 23	NCFA 013	300	Live at Macky!	Artist Series
Tuesday, September 26	NCFA 027	300	Opaque Water Media	Brigitte Bruggemann
	NCFA 020	300	Introduction to Drawing	Marsha Wooley
Wednesday, September 27	NCFA 005	300	Life Drawing	Barbara Preskorn
	NCFA 026	300	Vietnam Air Power: Film, Myth and Reality	David Steiner
Tuesday, October 3	NCFA 016	300	The World of Gemstones	Jaqui Thier-Cooper
Thursday, October 5	NCFA 023	300	Beginning Basketry	Margaret Craven
Foreign Languages				
Monday, September 11	NCFL 100	300	Beginning Conversational French	Nadia Turk
	NCFL 101	300	Beginning Conversational German	Daphne Guericke
	NCFL 102	300	Beginning Conversational Italian	Luigina Cerri
Tuesday, September 12	NCFL 103	300	Beginning Conversational Spanish	Elizabeth Medina
	NCFL 201	300	Intermediate Conversational German	Ed Maier-Heym
Wednesday, September 13	NCFL 200	300	Intermediate Conversational French	Nadia Turk
	NCFL 203	300	Intermediate Conversational Italian	Luigina Cerri
Thursday, September 14	NCFL 202	300	Intermediate Conversational Spanish	Elizabeth Medina
Friday, September 15	NCFL 104	300	Beginning Japanese	Douglas Gordon
	NCFL 204	300	Intermediate Japanese	Douglas Gordon
Tuesday, September 19	NCFL 303	300	Advanced Conversational Italian	Luigina Cerri
History				
Tuesday, September 26	NC H 002	300	The Fascinating History of Colorado Railroads	Bob Rothe
Investing				
Thursday, September 21	NC I 001	300	Investing for Income	Arnold Hart
Tuesday, September 26	NC I 005	300	Investing in Art and Antiques	Ruth Linton
Wednesday, September 27	NC I 012	300	Partnership Investing	Arnold Hart
Wednesday, October 4	NC I 011	300	Retirement Planning	Mary Wright
Tuesday, October 17	NC I 008	300	Basic Investing	Arnold Hart Mary Wright
Wednesday, October 25	NC I 010	300	Economics for Investors	Arnold Hart
Tuesday, November 14	NC I 007	300	Advanced Investment Strategies	Arnold Hart Mary Wright

(Continued...)

Noncredit Courses by Starting Date, Fall 1989 con't.

Noncredit Courses

Date	Number	Section	Course	Faculty
Lifestyle				
Tuesday, September 12	NC L 008	300	American Sign Language — An Introduction to Conversation	Doris Schrupp
Monday, September 18	NC L 009	300	Biofeedback Stress Management	Toby Link
Tuesday, September 19	NC L 005	300	Handwriting Analysis: An Aid to Learning	Carol Ford
Thursday, September 21	NC L 026	300	Developing Higher Creativity	Bette Griff
Saturday, September 23	NC L 002	300	Eating As If Your Life Depended On It	Peggy Phillips
Tuesday, September 26	NC L 021	300	Speed Reading	Liane Brouillette
	NC L 028	300	How to Design or Remodel a House With an Architect	Jeff Limerick
Wednesday, September 27	NC L 020	300	Psychology and Sports Performance	Stephen Walker T.C. North
Saturday, September 30	NC L 014	300	Psychology of Intimate Relationships	Neil Rosenthal
Saturday, October 14	NC L 018	300	Diet, Emotions, and Behavior	Peggy Phillips
Tuesday, October 17	NC L 006	300	Handwriting Analysis: After the Basics	Carol Ford
Saturday, October 28	NC L 012	300	Nutrition and the Immune System	Peggy Phillips
	NC L 024	300	Changing the Patterns in Your Relationship	Neil Rosenthal
Saturday, November 11	NC L 027	300	Nutritional Concerns for Women	Peggy Phillips
Saturday, December 2	NC L 025	300	Intimate Companions: Towards Creating More Healthy and Happy Relationships	Neil Rosenthal
Math				
Tuesday, September 19	NC M 005	300	Basic Mathematics	Jack Ferguson
Outdoors				
Wednesday, September 20	NCSO 008	300	The Solar System	Joe Romig
Wednesday, October 4	NCSO 005	301	Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	Andrew Mead
Tuesday, October 10	NCSO 004	300	Learn Boulder's Common Backyard Birds and How to Attract Them to Your Own Backyard	Tina Jones
Saturday, October 14	NCSO 002	300	Colorado Landscape: Plants and Design	Andrew Mead
Tuesday, October 17	NCSO 005	302	Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	Andrew Mead
Testing				
Saturday, September 9	NC T 490	301	Preparing for the Law School Admission Test (LSAT)	Kollie Elinoff
Tuesday, September 19	NC T 301	301	Preparing for the Graduate Record Exam (GRE)	Roe Willis Terri Bodhaine
Saturday, September 30	NC T 300	300	Preparing for the Graduate Management Admission Test (GMAT)	Bobrow Testing Services
Thursday, October 5	NC T 200	300	Preparing for the ACT/SAT	Bob Daniel Terri Bodhaine
Tuesday, November 7	NC T 301	302	Preparing for the Graduate Record Exam (GRE)	Roe Willis Terri Bodhaine
Saturday, November 11	NC T 490	302	Preparing for the Law School Admission Test (LSAT)	Kollie Elinoff
Writing				
Monday, September 18	NC W 015	300	Journaling Creatively	Kaye Bache-Snyder
Tuesday, September 19	NC W 018	300	Writing the Novel	Jerry Brown
Wednesday, September 20	NC W 005	300	Writing for Magazines	Deidre Elliott
Thursday, September 21	NC W 003	300	English Writing Made Simple	Jean Thyfault
	NC W 006	300	Creative Writing	Deidre Elliott
Thursday, September 28	NC W 017	300	Graphic Novels or Comic Books — A Study in Literature	Andy Gaudiano
	NC W 010	300	Playwriting — The Basics	Fred Perry
Saturday, October 14	NC W 011	300	The Power of Ten Minutes: Memoir and Personal Essays	Deidre Elliott
Monday, October 23	NC W 016	300	Going to Market With Writing	Kaye Bache-Snyder
Saturday, November 11	NC W 012	300	The Children's Book: Illustrating and Getting Published	Sandy Fuller

Noncredit Courses

Business

NC B 008 Accounting for Non-Accountants

An introductory course in accounting for those who have had little or no previous training in this area. Emphasizes the recording, reporting, and analysis of accounting information from source of information and journalizing, through posting to ledgers, preparation of financial statements and the use of those statements to provide information 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 24-December 5, 7-9 p.m. 7 sessions. Geology 127. \$53.

NC B 003 Entrepreneurism — Are You Ready?

What does it take to be an entrepreneur? Not everyone has what it takes. Most businesses fail within five years and 50% of businesses fail in the very first year. 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 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 the design of a business plan, setting up a basic budget, cash flow analysis 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, September 20-October 11, 6:30-9:00 p.m. 4 sessions. Duane Physics G116 \$38.

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., Vice President of Marketing for Ziedins and Company.

Section 300: Wednesdays, October 18-November 8, 6-8:30 p.m. 4 sessions. Duane Physics G116. \$38.

NC B 005 How to Market Your Product or Service

Learn how to expand your business with better marketing. We'll start with creating a strategic marketing plan and how to do research, deal with competition, create an image, identify and target your market, position your product or service, and set a budget. Then we'll look at advertising and how to get *results*: from media, direct mail, brochures, public relations and more. This class is informal and interactive to ensure maximum benefit for participants.

Johann Robbins, owner of Johann Robbins & Associates, The Business Planning Group, a Boulder firm specializing in helping small businesses develop marketing and business plans.

Section 300: Saturday, October 14, 9:00 a.m.-4:30 p.m. 1 session. Hellems 229. \$28.

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: Tuesdays, October 10-October 31, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$30.

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 with people starting successful businesses for over 8 years.

Section 300: Wednesdays, October 25-November 8, 6:30-9:00 p.m. 3 sessions. Duane Physics G131. \$25.



Dance

NC D 100 Beginning Ballroom Dancing

An introduction to the basics of Foxtrot, tango, jitterbug, 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 10 years.

Section 301: Tuesdays, September 19-October 10, 6:30-7:45 p.m.

Section 302: Wednesdays, October 18-November 8, 8:00-9:15 p.m.

Both Sections: 4 sessions. Economics 117. \$24.

NC D 200 Intermediate Ballroom Dancing

An Intermediate level class (beginning is not a prerequisite but would be helpful) 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 10 years.

Section 300: Wednesdays, November 15-December 6, 8:00-9:15 p.m. 4 sessions.

Economics 117. \$24.

NC D 103 Beginning Jitterbug Dancing

An introduction to the basic steps in back-beat 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 10 years.

Section 301: Wednesdays, September 20-October 11, 6:30-7:45 p.m. 4 sessions. Economics 117. \$24.

Section 302: Tuesdays, October 17-November 7, 8:00-9:15 p.m. 4 sessions. Economics 117. \$24.

NC D 201 Intermediate Jitterbug Dancing

An intermediate level class (beginning is not a prerequisite but would be helpful) which 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 10 years.

Section 300: Tuesdays, November 14-December 5, 8:00-9:15 p.m. 4 sessions. Economics 117. \$24.

NC D 102 Beginning Latin Dancing

This course will include the basic steps in rumba, tango, mambo, 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 10 years.

Section 301: Wednesdays, September 20-October 11, 8:00-9:15 p.m. 4 sessions. Economics 117. \$24.

Section 302: Tuesdays, October 17-November 7, 6:30-7:45 p.m. 4 sessions. Economics 117. \$24.

NC D 202 Intermediate Latin Dancing

An intermediate class (beginning is not a prerequisite, but would be helpful) which will review the basics, then expand on the various combination of routines and additional latin steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.

Section 300: Tuesdays, November 14-December 5, 6:30-7:45 p.m. 4 sessions. Economics 117. \$24.

NC D 101 Beginning Western Dancing

Introduction to the basic steps in Texas 2-Step, Traveling Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). 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 10 years.

Section 301: Tuesdays, September 19-October 10, 8:00-9:15 p.m. 4 sessions. Economics 117. \$24.

Section 302: Wednesdays, October 18-November 8, 6:30-7:45 p.m. 4 sessions. Economics 117. \$24.

NC D 203 Intermediate Western Dancing

An intermediate level class (beginning is not a prerequisite but would be helpful). Once everyone is comfortable with basic rhythms, we add turns and flashy moves!

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.

Section 300: Wednesdays, November 15-December 6, 6:30-7:45 p.m. 4 sessions. Economics 117. \$24.



Noncredit Courses

Fine Arts

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, nonmajors and theater students.

Section 300: Tuesdays and Thursdays, September 19-October 26, 7-8:30 p.m. 12 sessions. Hale 303. \$68.

NCFA 001 Basic Photography

This introductory course is designed for those who have a camera but don't really feel that they 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) and good composition and portraiture techniques. No lab-work 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. Numerous handouts; optional text is Henry Horestein's *Black and White Photography*.

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

Section 300: Mondays, September 18-November 13, 7-9 p.m. (Field Trip October 14) 8 sessions. Environmental Design 122. \$60.

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 an appalachian-style basket out of 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 5-October 26, 6-8:30 p.m. 4 sessions. Fine Arts C153. \$42.

NCFA 012 Chinese Painting

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own materials, a brush or brushes, ink, rice papers, or news-prints, covered at the first class session. Janette Lenschow, M.F.A.

Section 300: Mondays, September 18-November 6, 7-9 p.m. 8 sessions. Fine Arts C153. \$60.

NCFA 002 Creative Photography Workshop

An exploratory course for those with some experience to learn about the amazing new films like T.Max and Gold 100, filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and how to see 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 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 chemistry 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, owner of the Boulder Photo Center.

Section 300: Thursdays, September 21-November 9, 7:30-9:30 p.m. 6 sessions at Ketchum, 6 sessions at Boulder Photo Center to be arranged. Ketchum 235. \$95.

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: lasts only 3 1/2 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, Photography

Section 301: Wednesdays and Saturdays, September 20-October 11, 7-9 p.m. 7 sessions. Environmental Design 122. \$53.





Noncredit Courses

Noncredit Courses

Fine Arts – con't.

NCFA 020 Introduction to Drawing

Basic principles of drawing methods which integrate practice, theory, and history, are taught to allow the individual a means for discovering their own distinctive capabilities. Students will use a variety of materials such as graphite, charcoal, pen and ink, and color media (color pencil or pastels). Optional text is *Drawing: A Contemporary Approach* available at UMC bookstore and Colorado Bookstore. Materials list will be provided at the first class, however, please bring a 18x24 newsprint sketch pad and a 4B pencil.

Marsha Wooley, B.A., M.F.A. University of Pennsylvania, artist and instructor.

Section 300: Tuesdays,
September 26-November 14.

7-9 p.m. 8 sessions.

Fine Arts N-298. \$60.

NCFA 005 Life Drawing

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life 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. Bring to first class charcoal, eraser, 18" x 24" newsprint pad and pencils (2H, HB and 2B). 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: Wednesdays,
September 27-November 15,

7-9 p.m. 8 sessions.

Fine Arts N-298. \$60.

NCFA 013 Live At Macky! — The Artist Series

Three magical evenings of great music and special pre-concert lectures will be offered in Macky Auditorium as part of the 1988-89 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 concern. Lectures will be non-technical. No musical background required. Course includes lecture and one ticket to each concert in Orchestra I section.

Saturday, September 23, 1989

Lecture: By jazz musician, Wayne Scott

Concert: The Billy Taylor Trio

Friday, October 27, 1989

Lecture: "Music on Stage" Wes

Blomster, Music Critic for Daily Camera.

Concert: The Canadian Brass

Friday, December 1, 1989

Lecture: Freedom in the Arts:

A Panel Discussion

Concert: Vladimir Feltsman, 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: Friday, September 15, 1989.

Section 300: 3 sessions. Macky 213. \$54.

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 paints, 2-3 small brushes, watercolor pad (11x15), water container and palette or plate.

Brigitte Bruggemann, M.F.A., University of Colorado at Boulder, Artist.

Section 300: Tuesdays,
September 26-November 14,

7-9 p.m. 8 sessions.

Fine Arts C153. \$60.

NCFA 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. Discussion of various stone types, needed materials and a slide show viewing the history of stone sculpture is included.

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

Section 300: Wednesdays,
September 20-November 15,

7-9 p.m. 9 sessions.

Fine Arts C-102. \$68.

NCFA 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, techniques for preparation and performance.

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

Section 300: Mondays,
September 18-October 16,

5:30-8:00 p.m. 5 sessions

Hale 6. \$47.



Noncredit Courses

NCFA 026 Vietnam Air Power: Film Myth & Reality

An exploration of recent films depicting the Vietnam conflict which compares film depiction to the actual use of air power. Films to be studied include *Apocalypse Now*, *The Killing Fields*, *Rambo, First Blood, Part II*, *Bat 21*, and *The Siege of Fire Base Gloria* as well as selections from other fictional and documentary films, including *Hearts and Minds*. Students will learn to identify stock footage, models and other forms of simulation, and the many types of aircraft used in Vietnam and in films about Vietnam. The course considers these films' dramatic structures as well as their accuracy with regard to depiction of actual events.

David Steiner, Ph.D., Theatre, Retired USAF Lt. Col., earned 11 Air Medals and the Distinguished Flying Cross in 1,100 hours of combat flying in Vietnam, Laos and Cambodia.

Section 300: Wednesdays,
September 27-November 15,
7-9 p.m. 8 sessions.
Hellems 81. \$59.

NCFA 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: Mondays,
September 18-November 13,
5-7 p.m. 9 sessions.
Fine Arts C102. \$68.

NCFA 016 The World of Gemstones

Myth, Magic and Reality. Glass or diamond? Gemstone or imitation? This course will give the student a basic knowledge of gemstones including history and lore, geography, mining and distribution, cutting and enhancement, color, crystalline structure and other physical and optical properties of diamonds and colored stones. The focus is on consumer awareness. (Suggested text: *Gemstones of the World*, Walter Schumann.)

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

Section 300: Tuesdays,
October 3-November 14,
7-9:30 p.m. 7 sessions.
Ketchum 206. \$66.

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 support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Text to be used is announced at first class session.

Nadia Turk, Ph.D. French Literature.
Section 300: Mondays,
September 11-November 13, 7-9 p.m.
10 sessions. Hellems 255. \$75.

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 will emphasize the practice of the language. Extensive course materials provided in class and included in tuition.

Nadia Turk, Ph.D. French Literature.
Section 300: Wednesdays,
September 13-November 15, 7-9 p.m.
10 sessions. Hellems 255. \$75.

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 practice in practical conversation. Text to be used is announced at the first class session.

Daphne Guericke, M.A. German,
Instructor at CU-Boulder

Section 300: Mondays,
September 11-November 13, 7-9 p.m.
10 sessions. Hellems 247. \$75.

NCFL 201 Intermediate German

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text is *Lesen, Lachen, Lernen* and is available at the University of Colorado Bookstore.

Ed Maier-Heym, M.A. German,
Instructor at CU-Boulder.

Section 300: Tuesdays,
September 12-November 14, 7-9 p.m.
10 sessions. Hellems 81. \$75.



Noncredit Courses

Foreign Languages - con't.

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, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. 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 Italian in several different schools including CU-Boulder.

Section 300: Mondays,
September 11-November 13,
6:30-8:30 p.m. 10 sessions.
Hellems 245. \$75.

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 moods, and improve their conversational skills. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore on campus. Luigina Cerri, M.A., has taught Italian in several schools including CU-Boulder.

Section 300: Wednesdays,
September 13-November 15,
6:30-8:30 p.m. 10 sessions.
Hellems 263. \$75.

NCFL 303 Advanced Conversational Italian

This class is designed for students who have completed the intermediate course or its equivalent (present, passato prossimo and imperfect tenses), and would like to continue with the language to learn other major tenses 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*, Denise de Rôme, available at University Bookstore or Colorado Bookstore.

Luigina Cerri, M.A., has taught Italian in several schools including CU-Boulder.

Section 300: Tuesdays,
September 19-November 21,
6:30-8:30 p.m. 10 sessions.
Hellems 247. \$75.

NCFL 104 Beginning 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., is a former Fulbright scholar and has published two books on Japan. He has lived and traveled widely in Japan.

Section 300: Fridays,
September 15-November 17, 6-8 p.m.
10 sessions. Hellems 255. \$75.

NCFL 204 Intermediate 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., former Fulbright scholar and has published two books on Japan. He has lived and travelled extensively in Japan.

Section 300: Fridays,
September 15-November 17, 8-10 p.m.
10 sessions. Hellems 255. \$75.

NCFL 103 Beginning Conversational Spanish

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Extensive handouts provided.

Elizabeth Medina, Ph.D., Advisor
Regis College.

Section 300: Tuesdays,
September 12-November 14, 7-9 p.m.
10 sessions. Hellems 255. \$75.

NCFL 202 Intermediate Conversational Spanish

Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.

Elizabeth Medina, Ph.D., Advisor
Regis College.

Section 300: Thursdays,
September 14-November 16, 7-9 p.m.
10 sessions. Hellems 255. \$75.

History

NCH 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 scenes. Topics include feats of heroism and despicable actions explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Seventh class (field trip) to be arranged.

Bob Rothe, a railroad hobbyist for 40 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 26-November 7, 7-9 p.m.
7 sessions. Guggenheim 2. \$53.



Investments

NCI 007 Advanced Investment Strategies

This course is designed as a follow-up to "Basic Investing" or for the more experienced investor. More detailed information regarding technical and fundamental analysis, charting, and worldwide economic trends will be discussed in order to select the appropriate investments. We will share our professional insights on how to get the most for your money. Reading materials will be provided.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.

Section 300: Tuesdays, November 14-December 5, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$30.

NCI 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. Required book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Bookstore.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.

Section 300: Tuesdays, October 17-November 7, 6:30-8:30 p.m. 4 sessions. Duane Physics 0021. \$30.

NCI 010 Economics for Investors

Foreign trade deficits, Federal Reserve Board open market operations, currency fluctuations, budget policies. Learn what makes the "Big Picture" behind interest rate and market moves worldwide.

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

Section 300: Wednesday, October 25, 6:30-9:30 p.m. 1 session. Duane Physics 0021. \$12.

NCI 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, September 26-October 17, 7-9 p.m. 4 sessions. Education 132. \$30.

NCI 001 Investing for Income

This seminar covers guarantees, safety, risk, and tax implications, CDs, money market funds, banks, savings and loans, U.S. Government securities, zero coupon bonds, municipal bonds, income-producing limited partnerships, high income stocks, Blue chip stocks, utility stocks, mutual funds, corporate bonds, GNMA's, annuities, and single premium whole life policies.

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

Section 300: Thursday, September 21, 6:30-8:30 p.m. 1 session. Porter Biopsychology E131. \$15.

NCI 012 Partnership Investing

All types of real estate, oil and gas, equipment leasing and cable TV. How to read prospectus and spot the good deals. How to reduce taxes through balancing passive income and losses.

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

Section 300: Wednesday, September 27, 6:00-9:00 p.m. 1 session. Duane Physic 0021. \$12.

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, Account Executive at Prudential-Bache.

Section 300: Wednesday, October 4, 6:30-8:30 p.m. 1 session. Duane Physics 0021. \$9.

Lifestyle

NCL 008 American Sign Language — An Introduction to Conversation

Using principles from natural language development, you will be introduced to conversational American Sign Language through stories, games, activities, and "hands-on" interaction. Please dress for movement ease. Text is *Signing: How to Speak with your Hands*, by Elaine Costello available in the University bookstore.

Doris Schrupp, Coordinator of Services for Deaf and Hearing Impaired Persons at CU-Boulder.

Section 300: Tuesdays, September 12-November 14, 7-9 p.m. 10 sessions. Education 155. \$75.

NCL 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 18-October 16, 7-9 p.m. 5 sessions. Economics 2. \$38.



Noncredit Courses

Lifestyle - con't.

NCL 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 us 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 explore their inner selves, and develop a clearer understanding of the patterns of their adult relationships which may be self-defeating. Bring pen and paper and wear comfortable clothing.

Neil Rosenthal, Psychotherapist/
Marriage Therapist

Section 300: Saturday, October 28,
10 a.m.-5 p.m., 1 session. UMC 422. \$27.

NCL 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 while also providing practical applications for everyday life.

Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.

Section 300: Thursdays,
September 21-November 9,
7-9 p.m. 8 sessions.

Porter Biopsychology E123. \$60.

NCL 018 Diet, Emotions, and Behavior

Explore the interaction of diet and behavior, focusing on hyperactivity, depression, food sensitivities and mood swings, and PMS. Gain an understanding of nutrients needed for a healthy nervous system and the link between diet and mental health.

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

Section 300: Saturday, October 14
10 a.m.-5 p.m. 1 session.
UMC 422. \$27.

NCL 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 levels 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; why butter is better for you than margarine; the relationship of nutrition to immune function. Tuition includes extensive handout materials.

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

Section 300: Saturday, September 23,
9 a.m.-5 p.m. 1 session. UMC 230. \$27.

NCL 005 Handwriting Analysis: An Aid to Learning

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. This course provides an introduction to Graphoanalysis, the only scientific method of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others. The 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 19-October 10, 6:30-9 p.m.
4 sessions. Economics 119. \$40.

NCL 006 Handwriting Analysis: After the Basics

The next step for those who have previously taken an introductory course to handwriting analysis. Writing represents the personality of the writer. All individual traits found within the writing must be placed in context to the entire writing. Come and expand on the basics for greater application in your own life — at work, at home, or with friends. Look further at t's, printing, children's writing, spacing, margins and more. Course fee includes extensive handouts.

Carol Ford, B.S. nursing, Certified Graphoanalyst, has private practice in handwriting analysis and document examination.

Section 300: Tuesdays,
October 17-November 7, 6:30-9 p.m.
4 sessions. Economics 119. \$40.



Noncredit Courses

NCL 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 pluses and minuses 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.A. Architecture University of California at Berkeley; M.A. Architecture Yale; Author, Lecturer and Design Architect.

Section 300: Tuesdays, September 26-October 24, 7-9 p.m. 5 sessions. Hellems 245. \$38.

NCL 029 Intimate Companions: Towards Creating More Healthy & 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: trust issues, betrayal issues, getting out of the conflict trap, relationships as mirrors, blaming and fingerpointing, healing the wounded heart, healing the wounded relationship, the early warning signs of divorce, how to stay healthy and filled in a relationship, evaluating potential relationships, owning your own power and reconnecting with the dream.

This will be an experiential workshop for people who would like to explore how to better create for themselves the intimate relationship they seek.

Neil Rosenthal, Psychotherapist/ Marriage Therapist.

Section 300: Saturday, December 2, 10 a.m.-5 p.m. 1 session. UMC 422, \$27.

NCL 027 Nutritional Concerns for Women

Women have unique nutritional and health concerns. Come explore how diet and nutritional supplements are being used to help with PMS (premenstrual syndrome), fertility, cystic breast disease, breast cancer, osteoporosis, yeast infections, menopause and cervical cancer. Men as well as women will learn practical information.

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

Section 300: Saturday, November 11, 9 a.m.-1 p.m. 1 session. Education 143. \$15.

NCL 012 Nutrition and the Immune System

Current scientific research and experimental approaches to enhancing immune function will be explored. Understand how the body reacts to stress, how the immune system works and the relationship of nutrition and immune functioning. Specific topics such as cancer, arthritis and AIDS will be discussed.

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

Section 300: Saturday, October 28, 10 a.m.-5 p.m. 1 session. UMC 230. \$27.

NCL 014 Psychology of Intimate Relationships

Why intimate relationships are so hard to maintain; how and why people keep choosing similar partners and repeat similar patterns in their relationships; the stages of intimacy; the function of power struggles, arguments, conflicts and affairs; how your childhood influences your intimate adult relationships; reflections on love and loving; falling out of love; how expectations affect our relationships; and how to evaluate a potential partner. This seminar will preview Neil Rosenthal's forthcoming book by the same title.

Neil Rosenthal, Psychotherapist/ Marriage Therapist.

Section 300: Saturday, September 30, 10 a.m.-5 p.m. 1 session. UMC 422. \$27.

NCL 020 Psychology and Sports Performance

This course will help you improve your athletic performance by developing the mental side of your training program. Topics to be covered are: motivation and training, applied stress management, mental rehearsal techniques, neuro-muscular memory training, concentration, centering, and how to handle anger, fear and other unproductive emotional states. The course is designed to teach skills which can enhance your performance and boost your sense of personal satisfaction. Resource texts are *Psyching for Sport, Mental Training and Seven Steps to Peak Performance* available at UMC Bookstore or Colorado Bookstore.

Stephen E. Walker, Ph.D., Executive Director of the Rocky Mountain Institute for Health and Performance, and T. Christian North, Ph.D., Director of North and Associates.

Section 300: Wednesdays, September 27-October 18, 6:30-9:30 p.m. 4 sessions. Economics 2. \$45.

NCL 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.

Liane Brouillette, B.A., M.S., has taught speed reading for many years.

Section 300: Tuesdays, September 26-October 31, 7-9 p.m. 6 sessions. Hellems 263. \$45.

Math

NCM 005 Basic Mathematics

This course will introduce/review basics from whole numbers to pre-algebra concepts. The emphasis is on using math daily including basic operations, consumer statistics, fractions, proportions, percentages, measurement and factoring. It is also a good review for graduate school entrance exams. Required text is *Basic College Mathematics* by Aufmann & Barber, available at UMC Bookstore and Colorado Bookstore.

Jack Ferguson, M.S. University of Texas, Austin.

Section 300: Tuesdays, September 19-November 21, 7:00-9:00 p.m. 10 sessions. Education 143. \$75.



Noncredit Courses

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 problems. Class will be practical in nature — not botanic.

Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehaufs Nursery.
Section 300: Saturdays, October 14-28, (no class Saturday, October 21) 10 a.m.-4 p.m. 2 sessions.
Geology 127. \$45.

NCSO 004 Learn Boulder's Common Backyard Birds and How to Attract Them to Your Own Backyard

Do you only get starlings and grackles in your yard? Would you like to still be able to have squirrels and other animals without them eating all your bird seed? Just how do some people get chickadees, goldfinches, nuthatches and other feathered friends coming to their backyard? The course will cover different bird seed for different birds, placement and kinds of bird feeders, and nesting boxes, native plantings to grow which do not require much water but provide cover, and how to beat the prices on expensive bird seed. Extensive slides and handouts will cover common birds and sources providing native shrubs, flowers, trees and seed.

Tina Jones, Naturalist/Biologist
Section 300: Tuesdays, October 10-17, 6:00-8:30 p.m. 2 sessions.
Business 250. \$19.



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 Radiophysics, Consultant, Ponderosa Assoc.

Section 300: Wednesdays, September 20-October 11, 6:30-8:30 p.m. 4 sessions.
Duane Physics G125. \$30.

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 Fruehaufs Nursery.

Section 301: Wednesday, October 4, 6:30-9:30 p.m. 1 session. \$12.
Section 302: Tuesday, October 17, 6:30-9:30 p.m. 1 session. \$12.
Both Sections: Hellems 137.

Testing

NCT 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. Tuition covers texts and handouts.

Terri Bodhaine, M.A.; Bob Daniel, B.A.
Section 300: (For October 21 exam) Saturdays, Tuesdays and Thursdays, October 5-19 (Saturday 9:00-11:30 a.m.; Tuesday/Thursday 6-8:30 p.m.) 7 sessions. Ketchum 120. \$80.

NCT 300 Preparing for the Graduate Management Admission Test (GMAT)

A special course offered to prepare students for the GMAT. Areas covered include: math ability (problem solving), data sufficiency, reading comprehension, sentence correction, business judgment (analysis of situations), and critical reasoning. A short review of algebra and geometry is covered. Materials are included in tuition.

Bobrow Testing Services
Section 300: (October 21 exam) Saturdays, September 30-October 14, 9 a.m.-3:30 p.m. 3 sessions.
Economics 117. \$145.

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.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.

Section 301: (For October 14 exam) Tuesdays and Thursdays, September 19-October 12, 6:30-9 p.m.
Section 302: (For December 9 exam) Tuesdays and Thursdays, November 7-December 5 (no class November 23), 6:30-9 p.m.
Both Sections: 8 sessions.
Guggenheim 205. \$75.

NCT 490 Preparing for the Law School Admission Test (LSAT)

For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including reading comprehension, writing sample, logical diagrams, reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations. The course fee includes extensive materials covering all aspects of the exam.

Kollie Elinoff, J.D.
Section 301: (For September 23 exam) Diagnostic Exam: Saturday, September 9, 9 a.m.-1 p.m.;
Class: Friday, September 15, 6-10 p.m., Saturday and Sunday, September 16 and 17, 9 a.m.-5 p.m.
Section 302: (For December 2 exam) Diagnostic Exam: Saturday, November 11, 9 a.m.-1 p.m.;
Class: Friday, November 17, 6-10 p.m., Saturday and Sunday, November 18 and 19, 9 a.m.-5 p.m.
Both Sections: 4 sessions.
Guggenheim 205. \$195.

Writing

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/mss. preparation, agents, contracts, awards, and self-publishing. Emphasis on illustration, but valuable for writers as well.

Sandy Fuller, Professional illustrator and children's book publishing consultant.

Section 300: Saturday, November 11, 9:00 a.m.-5:00 p.m. 1 session. Economics 119. \$28.

NC W 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: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions. Ketchum 234. \$60.

NC W 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: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions. Hellems 263. \$60.

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 publications. 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.

Kaye Bache-Snyder, Ph.D., freelance writer with advanced degrees in Journalism and English.

Section 300: Mondays, October 23-November 20, 7-8:30 p.m. 5 sessions. Hellems 263. \$28.

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 modern-day 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 28-November 16, 7-8:30 p.m. 8 sessions. Education 143. \$45.

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 can give the writer a way to understand the past, discover the present and create the future. No experience is necessary.

Kaye Bache-Snyder, Ph.D., freelance writer with advanced degrees in Journalism and English.

Section 300: Mondays, September 18-October 16, 7-8:30 p.m. 5 sessions. Hellems 263. \$28.

NC W 010 Playwriting — The Basics

This course focuses on the fundamentals of playwriting. Exploration of ideas for the stage and their development through the understanding of structure, character, thought, diction, sound, and spectacle. A series of written assignments lead to a final project.

Frederick Perry, M.A., Univ. of Arizona, published and produced playwright.

Section 300: Thursdays, September 28-December 7, 7-9 p.m. 10 sessions. Hellems 191. \$75.

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 detail to make your writing come alive. Other techniques drawn from examples of both fiction and non-fiction works.

Deidre Elliott has studied with Natalie Goldberg and is a professional writer.

Section 300: Saturdays, October 14 and 21, 10:00 a.m.-4:00 p.m. 2 sessions. Ketchum 207. \$45.

NC W 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: Wednesdays, September 20-November 8, 7-9 p.m. 8 sessions. Ketchum 206. \$60.

NC W 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. Assignments will include a first chapter synopsis.

Jerry Brown, Author of four novels, lecturer.

Section 300: Tuesdays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 247. \$75.



Noncredit Courses

Special Professional Program

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.

All three programs offered this Fall are newly developed especially for this office. Each is a response to requests from previous participants for greater depth on these topics: applying bar code data collection systems under a variety of conditions; creating work teams that perform to expectations; and using sales strategies that make sense in an increasingly global marketplace.

These 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 nonprofit 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, 1-800-332-5839 to register. Specially tailored programming for your own organization can also be arranged.

**NCSS 001
Resort Condominium Management**

This course is designed to give the participant a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshment breaks, and lunches.

Gerald G. Hewey, C.H.A.

Section 300: Thursday, October 5, 9 a.m.-5 p.m.,

Friday, October 6, 9 a.m.-4 p.m.,

Saturday, October 7, 9 a.m.-12 p.m.

Two all-day and one half-day sessions.

2 CEUs. Events/Conference Center.

\$150. Additional registrations from same company \$115 each.

**NCSS 068
Installing and Managing
Bar Code Data Collection Systems**

Bar Code Data Collection Systems are fast becoming mandatory in manufacturing and sales. Numerous large-scale purchasers are informing their vendors that bar-coding products is to be a standard practice. Any manager or team faced with introducing bar coding must gain the confidence to make sound decisions on selection, design, installation and management of an automated data collection system based on bar codes. This two-day, in-depth workshop covers system decision-making, design alternatives in Data Collection Packages, installation options and guidelines, benefits of Data Collection Packages, and issues to be addressed in installation and management. Cost justification sessions will prepare participants to analyze their own company's data collection requirements. Participants will walk through implementation strategies that work and produce early paybacks. The workshop will provide opportunities for all participants to use bar code equipment and gain first-hand familiarity with bar code technology and how it works. Anyone seeking to introduce bar code-based data collection into a manufacturing environment, or to update current systems, or to compare the benefits of design alternatives and to evaluate the capital investments required will gain a sound basis for decision-making from this workshop. The emphasis will not be on equipment; the workshop provides information required for decision-making done by general managers, production and operation managers, project team leaders, and industrial engineering managers. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials, refreshments and lunches.

Carol B. Beakley, Bar Code Consultant and System Integrator

Section 300: Thursday, September 21 and Friday, September 22,

9:00 a.m.-4:00 p.m.

Two all-day sessions. 1.2 CEUs.

Computing Center. \$250.

**NCSS 069
Sales Techniques that Work**

This two-day workshop is designed for any business or profession where selling is important to success. It is aimed at entrepreneurs, and small to medium-sized businesses, as well as individual professionals intent on improving their skills. Whether you are new to selling or an "old pro," you can expect to gain a better understanding of what it takes to get the order by learning new techniques and sharpening existing methods. Participants will be shown the ten step selling process while learning to recognize buyers' styles and signals and to make appropriate responses to get results. The program includes the key elements of prospecting; effective presentations; anticipating and meeting objections; and proven methods for closing the order. Enrollment will be limited in order to focus on individual needs and maximize interaction. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials and refreshments.

Ned J. Cooney, President, Results Associates, Inc.

Section 300: Tuesday, October 17 and Wednesday, October 18,

9:00 a.m.-4:00 p.m.

Two all-day sessions. 1.2 CEUs.

Computing Center. \$250.

**NCSS 070
Teams That Work**

The workplace of the 1990s will look to teams for a competitive edge. Why? Because a quick response to the new demands of a global economy will be imperative. Waterman, in *The Renewal Factor*, says it best: "Almost without exception, successful people stress the importance of teamwork". The teams of the '90s will form and re-form around fast-paced projects. Capable, confident team leadership comes from people who take time to learn what makes teams work, and how to apply leadership strategies and options. Team Management Systems (TMS) offers a powerful, in-depth approach to teambuilding that capitalizes on existing talents and cultivates new talent. Exercises in applications of team building strategies will look at why some teams fail and others succeed. Building and managing high-performing teams, and exercising team leadership will be emphasized. Topics will include team planning, how to choose team members, allocating work, types of work models, balanced teams, unbalanced teams, keys to high-performing teams and various approaches to leadership. Enrollment will be limited to maximize individual participation. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials and refreshments.

Pat Noyes, Management Consultant

Section 300: Thursday, November 9

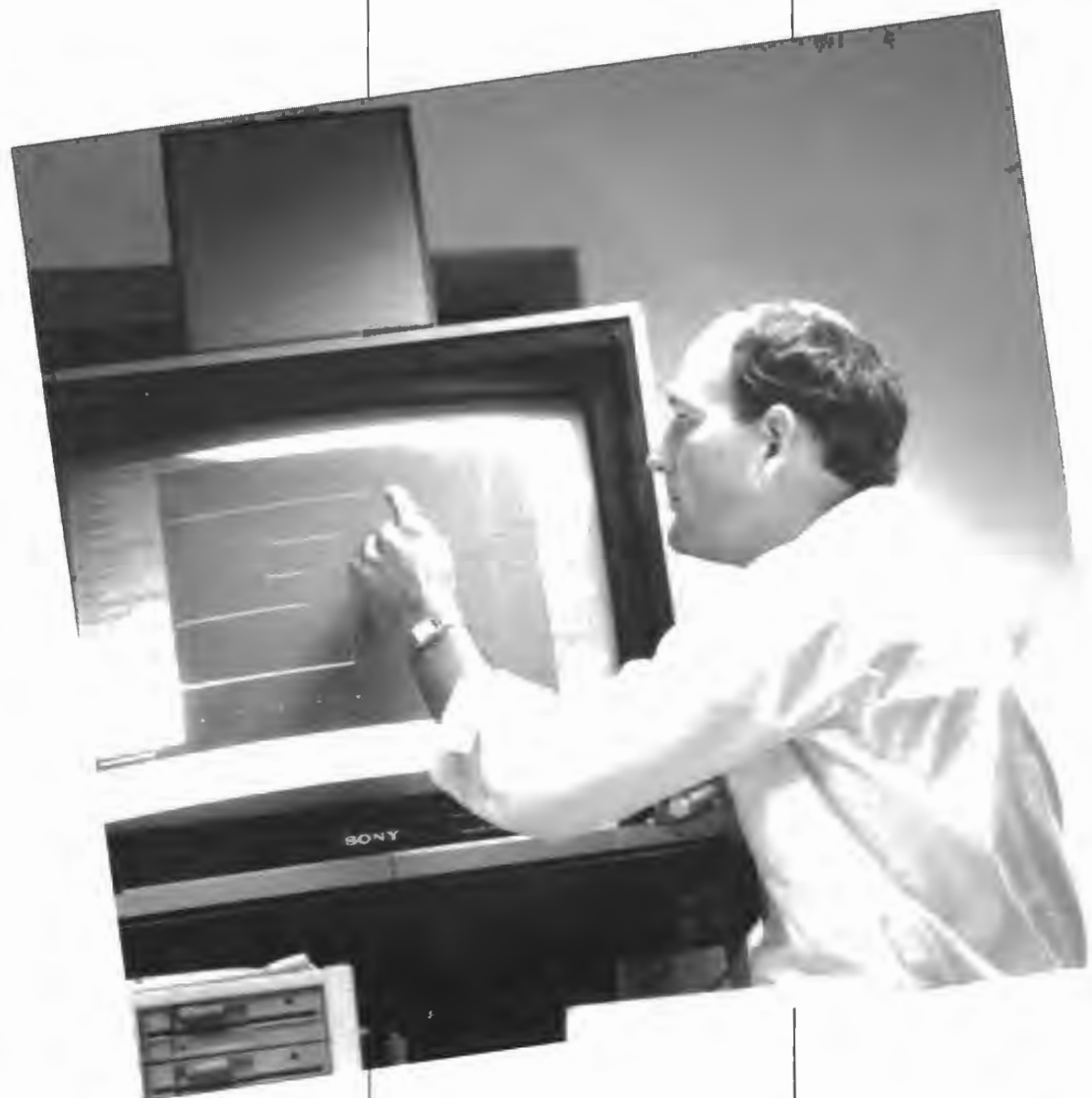
and Friday, November 10,

9:00 a.m.-4:00 p.m.

Two all-day sessions. 1.2 CEUs.

Computing Center. \$250.

Special Professional Program



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.

*Satellite communications
and national teleconferencing
mean the sky's
the limit.*

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; several campus-based departments, and a number of professional associations including Mile High Data Processing Management Association and The Colorado Parks and Recreation Association.

Sources

We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, Satellite Conference Network, 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. Audioconferencing 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: 1-800-332-5839. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.



Video Teleconferencing

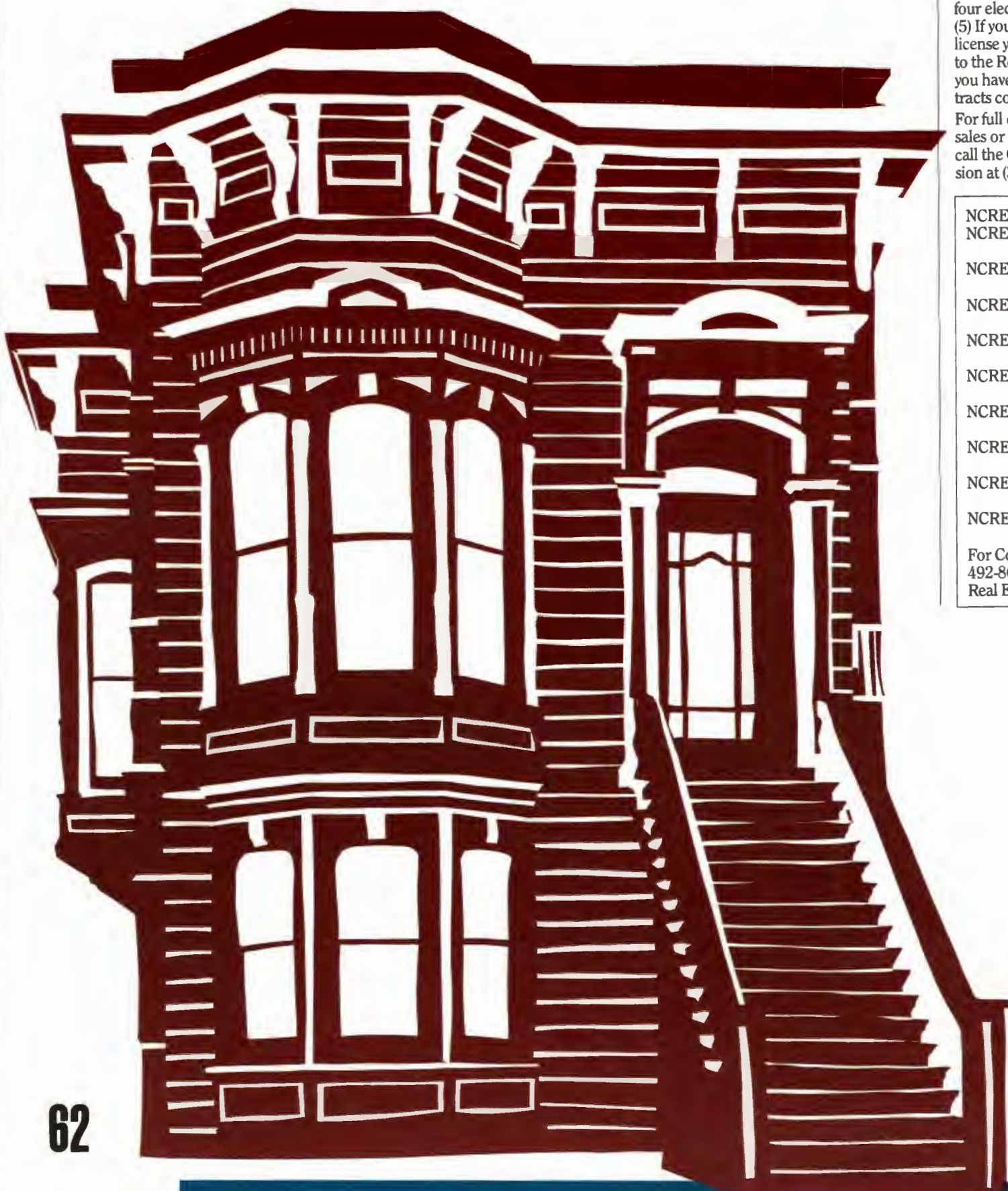
Real Estate Education Program

Make a New Career Blossom 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.



Colorado 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, \$225 plus textbooks.
- (2) NCRE 18 — Colorado Contracts and Law, 24 hours, \$110 plus textbooks.

Colorado 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, \$110.
- (2) NCRE 28 — Closings and Trust Accounts, 24 hours, \$110.
- (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.

NCRE 7	Practice and Law
NCRE 18	Colorado Contracts and Law
NCRE 26	Finance and Advanced Law
NCRE 28	Closings and Trust Accounts
NCRE 33	Appraisal I — Residential
NCRE 35	Listing and Selling Real Estate
NCRE 60	Commercial and Investment Properties
NCRE 61	Tax Factors in Real Estate
NCRE 71	Real Estate Construction
NCRE 72	Property Management

For Course Information call 492-8666 and ask for the Fall Real Estate Brochure.

**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 26-November 9, 6:30-9:55 p.m.

Location: Engineering Building CR 1-46, Boulder Campus.

Tuition: \$225 plus textbooks.

Section 411: Daytime Course. 6 sessions.

(48 hours) Wednesday, Thursday, Friday, Monday, Tuesday, Wednesday, October 25, 26, 27, 30, 31, November 1 8:30 a.m.-5:30 p.m.

Location: Jeffco Realtor Board, 950 Wadsworth Blvd., Lakewood.

Tuition: \$225 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 counter-proposal. 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 14-December 7, 6:30-9:55 p.m.

Location: Engineering Building CR 1-46, Boulder Campus.

Tuition: \$110.

Section 411: Daytime Course. 3 sessions. Thursday, Friday, Saturday,

September 28, 29, 30, 8:30 a.m.-5:30 p.m.

Location: Jeffco Realtor Board, 950 Wadsworth Blvd., Lakewood.

Tuition: \$110.

**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. Tuesday, Wednesday, Thursday December 5, 6, 7, 8:30 a.m.-5:30 p.m.

Location: Holiday Inn 800 28th Street, Boulder.

Tuition: \$110.

**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. Thursday, Friday, Saturday, September 21, 22, 23, 8:30 a.m.-5:30 p.m.

Location: Longmont Board of Realtors 420 Kimbark, Longmont
Tuition: \$110.

**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 November 15, 16, 17, 8:30 a.m.-5:00 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$110 plus textbook.

**NCRE 115
The HP12C Calculator:
A Tool for Real Estate Sales**

This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users. Students will be taken from turning the machine on to fairly advanced application.

Section 401: Monday, October 16 8:30 a.m.-4:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$50.

**NCRE 200
Everything You've Always Wanted
to Know About Buying a House**

How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.

- Choosing and working with a real estate agent/Realtor
- What does the agent do and does the agent work for the buyer or seller?
- Selecting your residence — style, size, cost, area, amenities, and absolute must-have's
- Learn about the qualification, types of loans, and owner financing
- Preview the legal documents — the contract, deed of trust, title insurance
- Analyze the closing costs, review settlement sheets
- Handouts of the various Colorado forms are provided

Section 401: Night Course. 2 sessions. Tuesday, Wednesday, September 19, 20 6:30-9:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder

Tuition: (6 hours) \$45 per person or \$67.50 per couple.

Section 411: Night Course. 2 sessions. Tuesday, Wednesday, October 3, 4, 6:30-9:30 p.m.

Location: Real Estate Prep, 1590 South Federal, Denver

Tuition: (6 hours) \$45 per person or \$67.50 per couple.

Real Estate Education Program



Independent Study Programs

There are no Boundaries to Independent Study

Independent Study Removes the Traditional Boundaries of Time and Location for Learners.

Through correspondence instruction, through individualized instruction or through 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 by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multimedia materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 16 academic areas:

accounting
anthropology
business
economics
education
engineering
English
fine arts
geography
history
mathematics
philosophy
physical education
political science
psychology
sociology

Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit for course work 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.

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 15, 1989. Call 492-8756 for more information.

ENGL 4452-3

Modern American Poetry, based on *Voices and Visions*.

FREN 1010-5

Beginning French 1, based on *French in Action*.

Applied Music Program

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels 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.

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

In cooperation with the Colorado Real Estate Commission and the Colorado Association of Real Estate Boards, CU provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

Childhood Education

Courses were developed to meet standards established by Colorado law for Preschool Teachers and Preschool Administrators. Certificates are awarded to those who complete a specified series of courses. Courses are open to all who are interested in the growth, development, and education of young children. These courses are especially helpful to childcare center personnel, nurses, social workers, day care home workers, and parents of young children.

High School Credit Opportunities

The University of Colorado offers guided independent learning courses for high school students who want to enrich their high school programs.

High School Correspondence

These correspondence courses provide special 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.

It works like this: using printed study guides, texts, kits, and audio materials, you and your supervisor (usually a counselor) stay in touch with faculty who work for the Independent Study Programs at CU by mail and by telephone. 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)



Independent Study Programs

Jobsite Learning with CATECS Expands Your Professional Horizons

As a busy professional, you know the value of your time and the importance of keeping current in your field. But do you know about CATECS? CATECS — the Center for Advanced Training in Engineering and Computer Science — brings quality graduate education to your worksite. A practical partnership between CU and business, industry, and government agencies, CATECS delivers 50 courses to 50 companies with 700 enrollments. This program provides full-time employees a convenient way to stay competitive in today's high-tech marketplace.

All University of Colorado campuses are now linked by a combination microwave and fiber optic network. A course from the Boulder campus may be received in Colorado Springs, and vice versa, so you have a full choice of CATECS courses. Advanced communication technology brings the classroom live to your workplace while you structure a learning program to fit your needs as well as your organization's.

Two-way audio communication lets you be an active participant in campus classes, without any time sacrificed to commuting. You receive the same high-quality instruction as campus classes. Yet if business calls you away, you can get back-up videotapes to fill you in on classes you miss.

In six years or less, you can complete a Master's degree in Computer Science, Aerospace, Electrical and Computer, Chemical, Mechanical, or Civil, Architectural, and Environmental Engineering and Engineering Management.

Consider the new Master of Engineering in Engineering Management. This unique program, developed in response to demand from Colorado business and industry, is designed to enhance your effectiveness in the fast-paced world of high-tech management. Management and technical education combine to give you the essential skills to become an effective manager. The two-year program includes five core Engineering Management courses, 15 credit hours of technical courses, and a final project completed at your workplace. For detailed information on the Engineering Management Program, contact CATECS: (303) 492-6331.

CATECS offers a full spectrum of courses and you don't need to be working on a Masters degree to sign up. You may audit or take courses on a non-credit basis for your own professional development.

Most CATECS students have their educational efforts supported by their employers. Your company's Education Officer handles registration and other worksite details. Contact your Education Officer for a complete listing of courses.

If you have no Education Officer or company affiliation, feel free to contact CATECS directly: (303) 492-6331.

The Center for Advanced Training in Engineering and Computer Science, (CATECS), brings live graduate education to more than 50 corporate classrooms across the state.

cord. ~二犯 a man
 previous convictions.
 -convict.
 complete) the whole
 ng forth) good results
 revolution; r
 volve; turn.
 light.
 (be) left out of
 e last time [occa
 eding. 前~の th
 complete reco
 o health]. ~する
 in; recover completely
 [with one consent.]
 一致で unanimously;
 be completely de-
 家屋 a razed house.
 allow learning.
) the forehead.
 e sum total; the total
 払込 payment in full.
 者 a pioneer; a fore-
 連 [全日本学生自治会
 tional Federation of
 lf-Government As-
 [ingly.]
 helplessly; unwill-
 battleship.
 wash one's eyes. 洗眼
 賜 (be granted) the
 ne's former post
 on off

English as a Second Language

The Division of Continuing Education and the University's International English Center (IEC) have again joined forces to offer instruction in English as a second language (ESL) and in U.S. life and customs to international students, to visitors from abroad, and to non-English-speaking residents of the Boulder area. For information about the full-time, year-round, IEC intensive ESL program and about evening classes in American Studies, please contact the IEC directly:
 International English Center,
 Campus Box 63
 Boulder, Colorado 80309-0063
 Telephone: (303) 492-5547
 Fax: (303) 492-5515
 From 8:00 a.m. to 5:00 p.m. daily, you may visit the IEC office at 1333 Grandview Avenue — just one block north of the Division of Continuing Education buildings.

せんきよ 選挙 (an) election. ~する elect
 return. ~が行なわれる An electio
 takes place. ~に勝つ win an
 election. ~を行なう hold an election
 || 選挙違反 election irregularities
 n of an election la
 on canvassing. 選挙運動を
 ioneer. 選挙演説 a campaign
 選挙管理委員会 an electio
 ration committee. 選挙
 uency. 選挙権 suffrage
 an election campaign
 選挙場 a polling place. 公
 election. 大(小)選挙区制
 the major (minor) electorate sys
 tem. 中間選挙 an off-year election
 補欠選挙 a by-election. ⇨補
 せんきよ 船渠 ⇨ドック。
 せんぎよ 鮮魚 (a) fresh fish.
 せんきょう 仙境 a fairyland.
 せんきょう 船橋 a bridge (甲板の
 pontoon (bridge) (舟で作る). 「battle
 せんきょう 戦況 the progress of a
 せんぎょう 賤業 a mean occupation;
 dishonorable job.
 せんぎょう 専業 a special occupation
 ...を~とする specialize in....
 せんきょうし 宣教師 a missionary.
 せんきよく 戦局 the situation of a war
 ぜんきよ 大局. 「strips.
 せんぎよ 切る cut into small
 せんきよ い [の値打がある] price
 less. 「pay in advance.
 ぜんきよ 払う advance. ~で払う
 せんく 先駆する ride in advance, tak
 せんく 先駆する ride in advance, tak

International English Center



International English Center

Registration Instructions for Credit, Noncredit, and Certificate Courses

Advance Registration is Necessary and Can Be Accomplished:

In person:

Monday through Thursday, 9:00 a.m.-6:00 p.m.; Friday, 9:00 a.m.-5 p.m.,
1221 University Avenue, Boulder. Short-term metered parking nearby.

By mail:

To enroll for courses, please fill out the appropriate forms (page 69 for
Noncredit/Certificate — on page 71 for credit) completely, and send them to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, Colorado 80309-0178

You may register for up to three credit hours by mail. For additional credit
hours, visit our office. No limit on Noncredit or Certificate courses. Use
the postage paid envelope located at the center of the catalogue.

By phone:

If you are enrolling for Noncredit or Certificate courses, you may register
by phone with payment made by MasterCard or VISA credit cards. Call
492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

By fax:

When charging a course, send page 69 for noncredit; both front and back
page 71 for credit. Our fax number is 492-3962.

Please:

Most courses have limited enrollment, so register as soon as possible to
insure your place in class. Courses may be closed or cancelled, depending
upon enrollment. Please register at least five days before the starting date
of any Noncredit/Certificate course.

Please call 492-5148 with any questions on your registration procedure.
From Longmont or outside Denver metro area, call 1-800-332-5839.

No courses conducted September 4, Labor Day, and November 23 and
24, Thanksgiving Holiday.

Compliance with Colorado House Bill 1021 requires that course enrollees
verify their Selective Service registration status. Your mail-in registration
form contains this information. In-person registrants will be given this
form at our office. Phone-in registrants may give information over the
phone.

Disabled individuals who would like to register, please call our registra-
tion staff at 492-5148 and we will make special arrangements to assist you.

All listed textbooks and supplies are available at the University Book
Center, UMC basement, on campus.

Refund Information is listed with the specific program information. In
all cases, if a course is cancelled or rescheduled at an inconvenient time, a
full refund is given. Credit course cash and credit card tuition refunds are
processed within two weeks of completing a Drop Voucher in the Division
Registration Office, 1221 University Avenue. Noncredit/Certificate course
drops may be phoned in. If payment was made by check, the refund will
take 4-6 weeks. That time can be cut considerably by presenting a copy of
both front and back of your cancelled check when dropping.

Weather-related closing policy: Students may expect classes to be held
when scheduled even in inclement weather, the only exception being
when the Chancellor closes the campus because of extreme weather con-
ditions. Local radio stations will announce the campus closing frequently
during the day. Call 492-5500 for campus closing information.

The University of Colorado is an affirmative action/equal opportunity
institution.

Last Name	First Name	Middle Name	Maiden Name	Suffix
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If changed, give name under which you were last registered _____

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

Mailing address _____
 No. and Street _____ City _____ State _____ Zip Code _____

Home Phone _____

Work Phone _____

SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	RACE: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____	MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married
--------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

FORMER STUDENT NUMBER:

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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 Veteran
 Active Duty 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		
Citz	TRC	1	
Birth Date Mo/Day/Yr			
Hours			
School	Major		
Class	Grad Stat		
Res	Res State		
Adm Stat	Adm Type		
Mar	GPA		
Stops			
Fin Stop	Vet		
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: _____



Registration Information

**Save Time
and Money —
Use the
Postage-Paid
Envelope
in the Center
of this
Catalogue
to Mail Your
Registration Form.**

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 _____

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

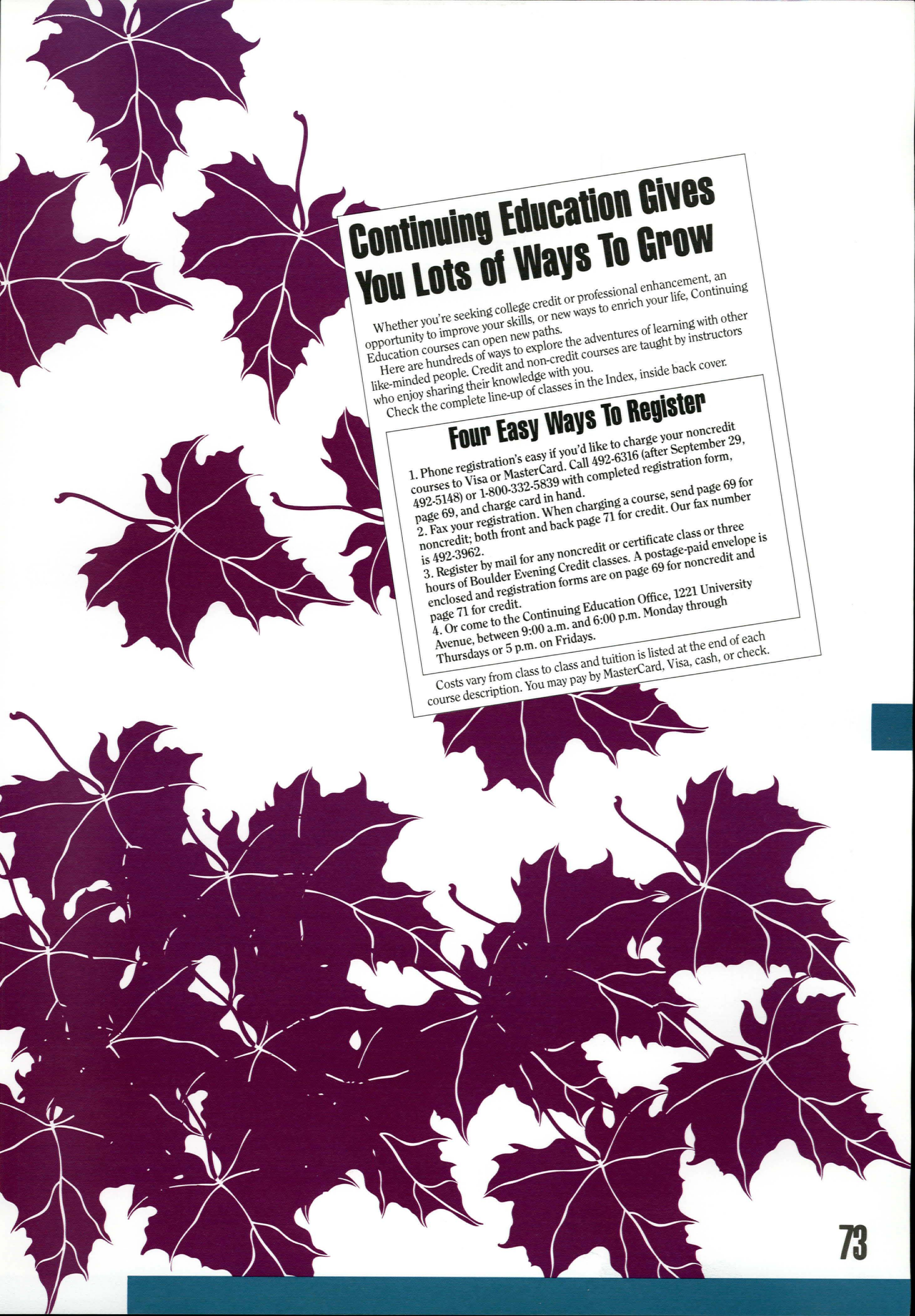
If using MasterCard, VISA
enclose the following information:

Charge: VISA MasterCard (check one)

_____ / _____ / _____ / _____

Expiration Date _____ / _____

Print cardholder's name, as it appears on the charge card.



Continuing Education Gives You Lots of Ways To Grow

Whether you're seeking college credit or professional enhancement, an opportunity to improve your skills, or new ways to enrich your life, Continuing Education courses can open new paths.

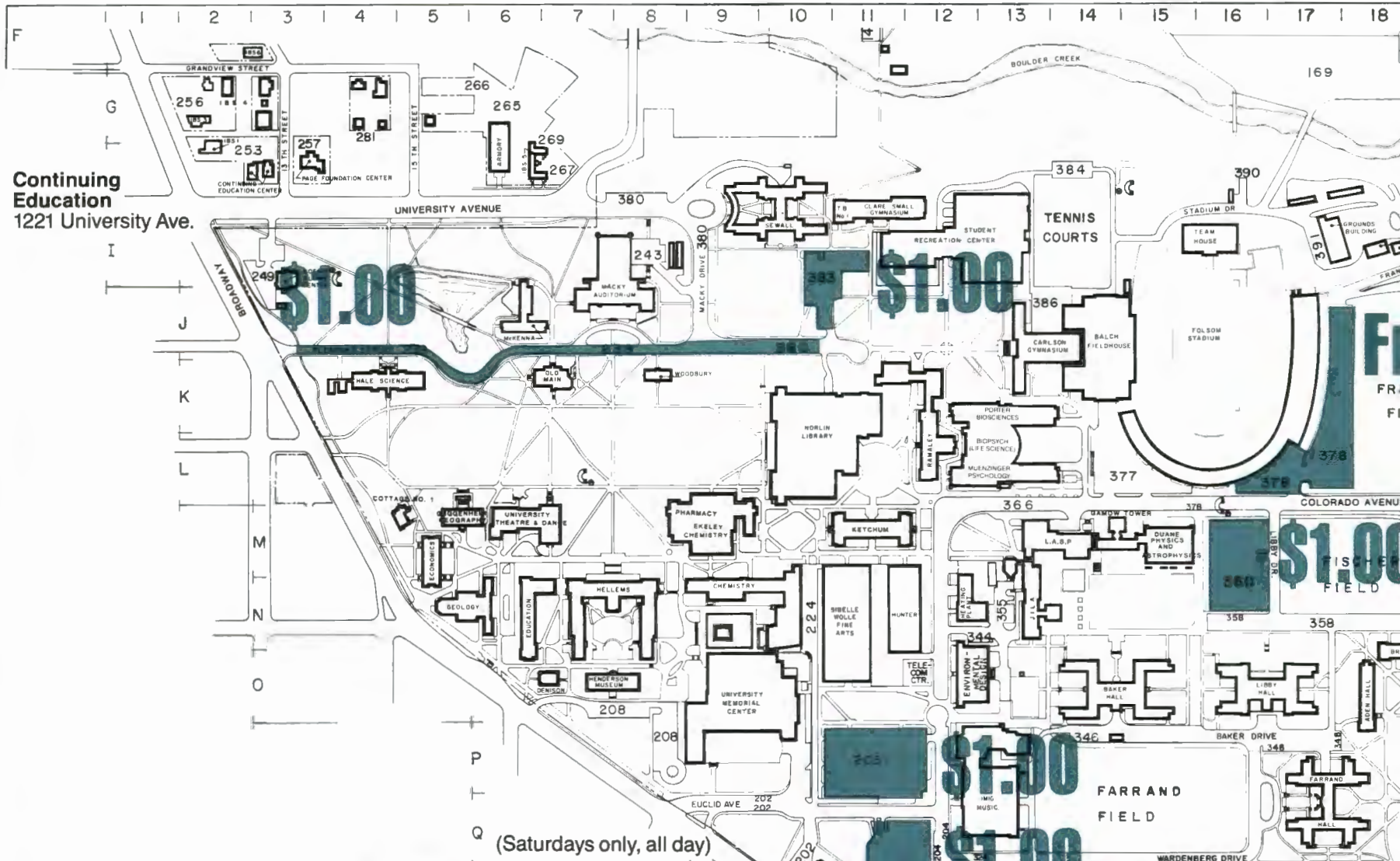
Here are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses are taught by instructors who enjoy sharing their knowledge with you.

Check the complete line-up of classes in the Index, inside back cover.

Four Easy Ways To Register

1. Phone registration's easy if you'd like to charge your noncredit courses to Visa or MasterCard. Call 492-6316 (after September 29, 492-5148) or 1-800-332-5839 with completed registration form, page 69, and charge card in hand.
2. Fax your registration. When charging a course, send page 69 for noncredit; both front and back page 71 for credit. Our fax number is 492-3962.
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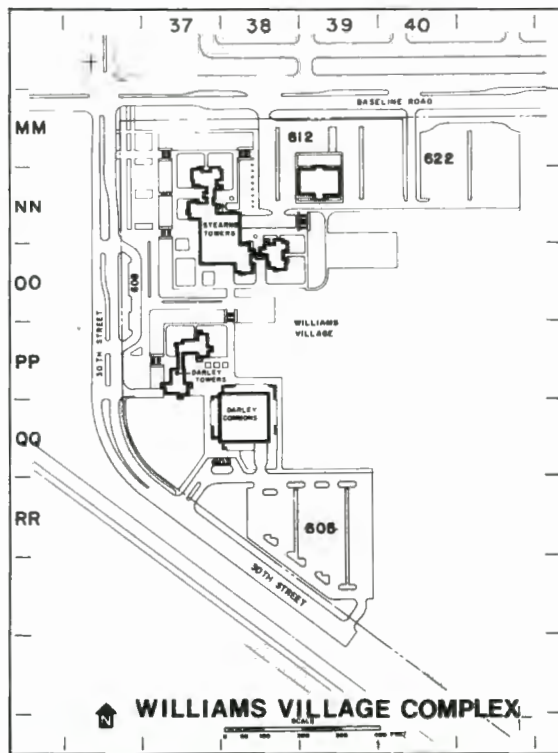
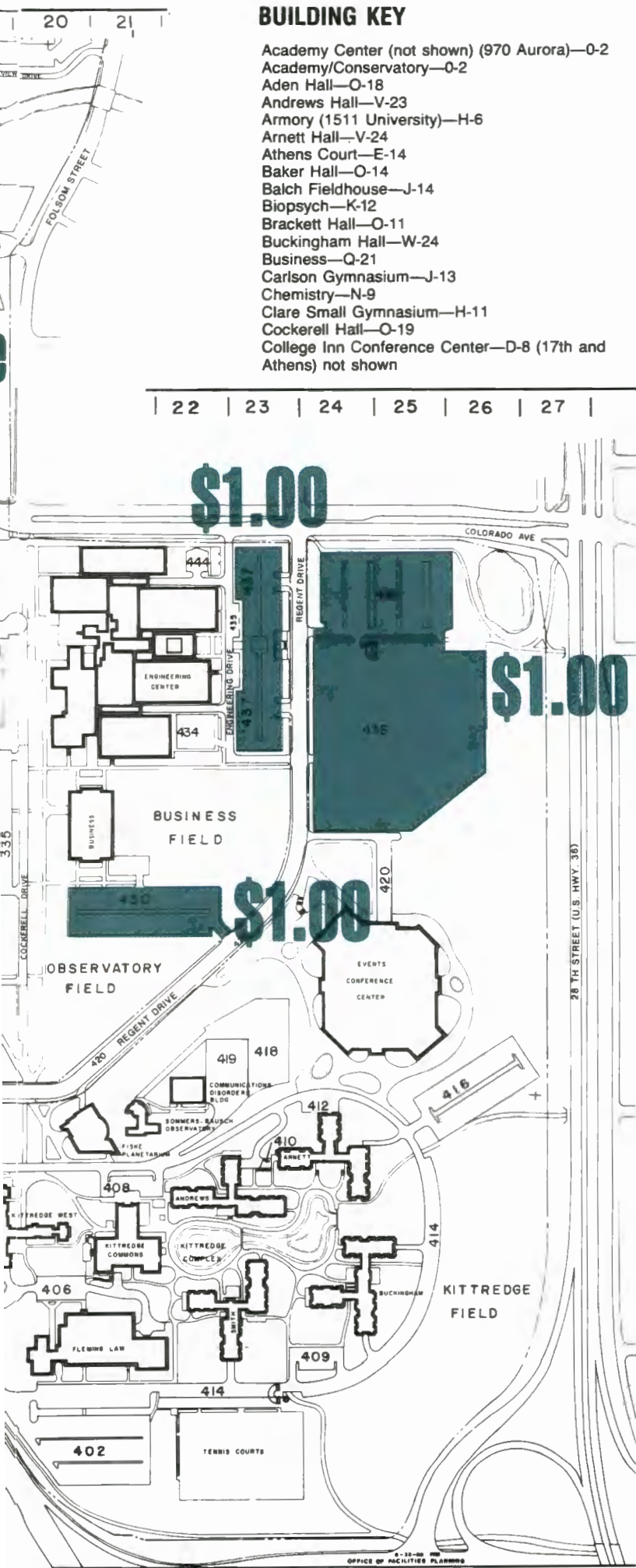
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BUILDING KEY

Academy Center (not shown) (970 Aurora)—O-2
 Academy/Conservatory—O-2
 Aden Hall—O-18
 Andrews Hall—V-23
 Armory (1511 University)—H-6
 Arnett Hall—V-24
 Athens Court—E-14
 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
 Clare Small Gymnasium—H-11
 Cockerell Hall—O-19
 College Inn Conference Center—D-8 (17th and Athens) not shown

Colorado Court—KK-32
 Communication Disorders Bldg.—T-22
 Computing Center—AA-36
 Continuing Education—H-3, 1221-1229 University
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 Darley Commons—QQ-38
 Darley Towers—PP-37
 Day Care Center (2202 Arapahoe)—B-17
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 Distribution Center (not shown) 2000 Central Ave
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 Education—N-6
 Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8
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 Events/Conference Center—S-24
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 Farrand Hall—Q-17
 Fiske Planetarium—U-20
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 Folsom Stadium—K-16
 Gamow Tower—M-14
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 Hale Science—K-4
 Hallett Hall—R-18
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