

CONTINUING EDUCATION

Fall
1995

University of Colorado
at Boulder
Reinvent the Rules
NEXT EXIT



Fall brings more options. Fresh opportunities.

New courses for fall include a haiku writing workshop and a class in conversational Yiddish in the Noncredit program. The interior design courses first offered in the spring have been really well received. And all of our CAD courses have been tuned up, to make sure we are offering the most current and most comprehensive instruction in computer aided design. All in all, course offerings this semester are more diverse and exciting than ever, because your interests and needs keep growing and changing.

Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

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



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Boulder Evening Credit Classes

University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, English, Fine Arts, Mathematics, Philosophy, Psychology, and Sociology.

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Noncredit (Personal Development) Courses

A lively, relevant approach to the arts, languages, lifestyles, test preparation, and writing.

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Business Classes

Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development Certificate also available.

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Computer Applications Certificate Program

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.

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Professional Certificate Program in Total Quality Management

Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.

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Additional Opportunities Available Through Continuing Education

The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.

- Independent Study
- Real Estate Education
- Center for Advanced Training in Engineering and Computer Science (CATECS)
- International English Center

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Noncredit/Certificate Registration Form

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Registration Information

Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.

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Credit Registration Form

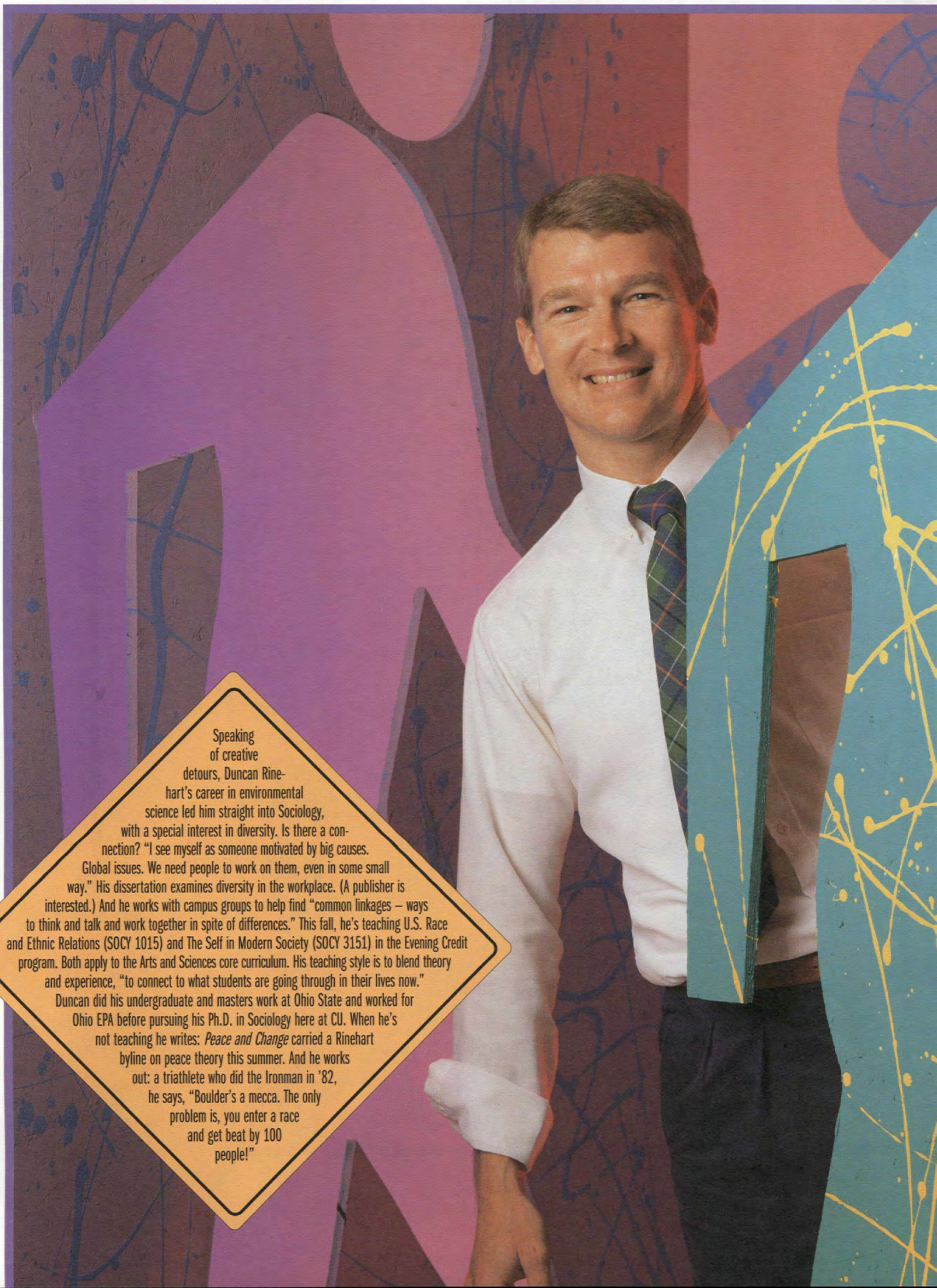
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Catalog Production.

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Thank you.



Evening credit hours provide valuable options for



Speaking
of creative

detours, Duncan Rine-

hart's career in environmental

science led him straight into Sociology,

with a special interest in diversity. Is there a con-
nection? "I see myself as someone motivated by big causes.

Global issues. We need people to work on them, even in some small
way." His dissertation examines diversity in the workplace. (A publisher is

interested.) And he works with campus groups to help find "common linkages – ways

to think and talk and work together in spite of differences." This fall, he's teaching U.S. Race
and Ethnic Relations (SOCY 1015) and The Self in Modern Society (SOCY 3151) in the Evening Credit
program. Both apply to the Arts and Sciences core curriculum. His teaching style is to blend theory
and experience, "to connect to what students are going through in their lives now."

Duncan did his undergraduate and masters work at Ohio State and worked for

Ohio EPA before pursuing his Ph.D. in Sociology here at CU. When he's

not teaching he writes: *Peace and Change* carried a Rinehart

byline on peace theory this summer. And he works

out: a triathlete who did the Ironman in '82,

he says, "Boulder's a mecca. The only

problem is, you enter a race

and get beat by 100

people!"

people with demanding schedules and busy lives.



Evening credit students are here by choice. They like the informal atmosphere, the give and take of class discussions. Credits may be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours (usually 12) before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

Residency: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Fall semester is September 12, 1995.

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

Tuition: Tuition is determined by residency status. Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$170 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session. The Division will charge our in-state rate for Boulder Evening classes when a non-resident, degree student pay full out-of-state tuition to the campus and then enrolls for additional Boulder Evening courses.

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

- Total library services at no additional charge
- Recreation Center Membership for \$77 a semester
- Wardenburg Student Health Services for \$56 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

Academic Advising: An academic advisor is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 492-5145 for an appointment.

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design building, Room 2 (492-5091).

Veteran Benefits: As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact Veterans Services in the Office of Financial Aid, Environmental Design building, Room 2 or call 492-7322.

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

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

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

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning August 28.



Credit Classes Calendar - Dates You Should Know

August 7	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m.-6 p.m. Monday through Thursday, 9-5 Friday.
August 28	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 1	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 4	Labor Day Holiday. NO CLASSES.
September 5	Instructor's signature required to drop Session I classes.*
September 12	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. Petition required to drop Session I classes. Registration continues for Session II.
September 13	Instructor's signature required to drop Full Term classes.*
September 27	Petition required to drop Full Term classes.
October 12	SESSION I TUESDAY AND THURSDAY CLASSES END.
October 16	SESSION I MONDAY AND WEDNESDAY CLASSES END.
October 23	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
October 27	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.
October 30	Instructor's signature required to drop Session II classes.*
November 6	Petition required to drop Session II classes.
November 23-24	Thanksgiving Holiday. NO CLASSES.
November 28	FULL TERM TUESDAY CLASSES END.
November 29	FULL TERM WEDNESDAY CLASSES END.
December 4	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
December 5	FULL TERM TUESDAY AND THURSDAY CLASSES END.
December 6	FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS. FULL TERM WEDNESDAY AND THURSDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
December 7	FULL TERM MONDAY AND THURSDAY CLASS ENDS. FULL TERM THURSDAY CLASSES END.
December 12	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

Refund Schedule for Credit Classes

Full-Term	Session I	Session II
100 % through Sept. 12	100 % through Sept. 1	100 % through Oct. 27
60% Sept. 13 through Sept. 26	60% Sept. 5 through Sept. 11	60% Oct. 30 through Nov. 3
40% Sept. 27 through Oct. 10	40% Sept. 12 through Sept. 18	40% Nov. 6 through Nov. 10
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

BOULDER EVENING CREDIT CLASSES

Full Term Classes by Starting Date, Fall 1995

Dept.	Course No. & Hours	Section	Time	Course Title
Monday Courses, Begin August 28 and End December 4				
APAS	1110-3	300	7-10 p.m.	General Astronomy: The Solar System
ECON	2010-3	300	7-10 p.m.	Principles of Microeconomics
EDUC	4800-3	301	6-9 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL	1191-3	301	6-9 p.m.	Introduction to Creative Writing
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
FINE	1109-3	300	6:30-9:30 p.m.	Introduction to Western Art 1
HIST	4617-3	300	7-10 p.m.	The Indian in American History: The Eastern Region
JOUR	4453-3	300	6-9 p.m.	Advertising and Society
ORMG	3300-3	300	6:30-9:30 p.m.	Introduction to Management and Organization
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society

Monday and Wednesday Courses, Begin August 28 and End December 4

ARAB	1010-5	300	4:50-7:20 p.m.	Beginning Arabic 1
FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
MATH	1071-3	300	6-7:30 p.m.	Finite Mathematics for Social Science and Business

Monday, Wednesday and Friday Course, Begins August 28 and Ends December 6

HEBR	1020-5	300	11 a.m.-1 p.m.	Beginning Hebrew 2
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Monday and Thursday Course, Begins August 28 and Ends December 7

MATH	1300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 1
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Tuesday Courses, Begin August 29 and End November 28

ANTH	2010-3	300	6:30-9:30 p.m.	Introduction to Physical Anthropology
COMM	1300-3	300	6:30-9:30 p.m.	Public Speaking
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	1800-3	300	6-9 p.m.	American Ethnic Literature
FINE	4419/5419-3	300	7-10 p.m.	Pre-Columbian Art
HIST	1025-3	300	6:30-9:30 p.m.	History of the United States since 1865
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
KINE	4470-3	300	6:30-9:30 p.m.	Evaluation and Rehabilitation of Athletic Injuries
MKTG	3000-3	300	6:30-9:30 p.m.	Principles of Marketing
QRMS	1010-3	300	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology

Tuesday and Thursday Courses, Begin August 29 and End December 5

ARAB	2110-3	300	7:30-9 p.m.	Intermediate Arabic 1
CDSS	2324-3	300	5-6:30 p.m.	American Sign Language 3
FINE	2212-3	300	6:30-9:30 p.m.	Principles of Color
PSYC	2101-4	300	6-8 p.m.	Statistics and Research Methods in Psychology

Wednesday Courses, Begin August 30 and End November 29

COMM	2500-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	6-9 p.m.	Principles of Macroeconomics
EDUC	4800-3	303	6-9 p.m.	Special Topics: Education Communication
FINE	4329-3	300	6:30-9:30 p.m.	Modern Art 1
HEBR	2120-3	300	1-4 p.m.	Intermediate Hebrew 2
HIST	1015-3	300	7-10 p.m.	History of the United States to 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
PHIL	1100-3	300	7-10 p.m.	Ethics
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society

Thursday Courses, Begin August 31 and End December 7

ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
COMM	2600-3	300	6:30-9:30 p.m.	Organizational Communication
EDUC	4800-3	302	5-8 p.m.	Creating Active Learning
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
EPOB	1210-3	300	6:30-9:30 p.m.	General Biology 1
HIST	1113-3	300	7-10 p.m.	The History of England to 1660



Full Term Classes by Starting Date, Fall 1995

Dept.	Course No. & Hours	Section	Time	Course Title
Thursday Courses, Begin August 31 and End December 7 continued				
MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
PHIL	3430-3	300	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2031-3	300	6-9 p.m.	U.S. Values, Social Problems and Change
SOCY	4071-3	300	6:30-9:30 p.m.	Technology and Modernization

Session I Classes by Starting Date

Monday and Wednesday Courses, Begin August 28 and End October 16

EDUC	4800-3	102	6-9 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	6-9 p.m.	World Regional Geography
PSYC	2303-3	100	6:30-9:30 p.m.	Psychology of Adjustment
SOCY	1015-3	100	6-9 p.m.	U.S. Race and Ethnic Relations

Tuesday and Thursday Courses, Begin August 29 and End October 12

EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1: Climate and Vegetation
KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
SOCY	1004-3	100	6:30-9:30 p.m.	Deviance in U.S. Society

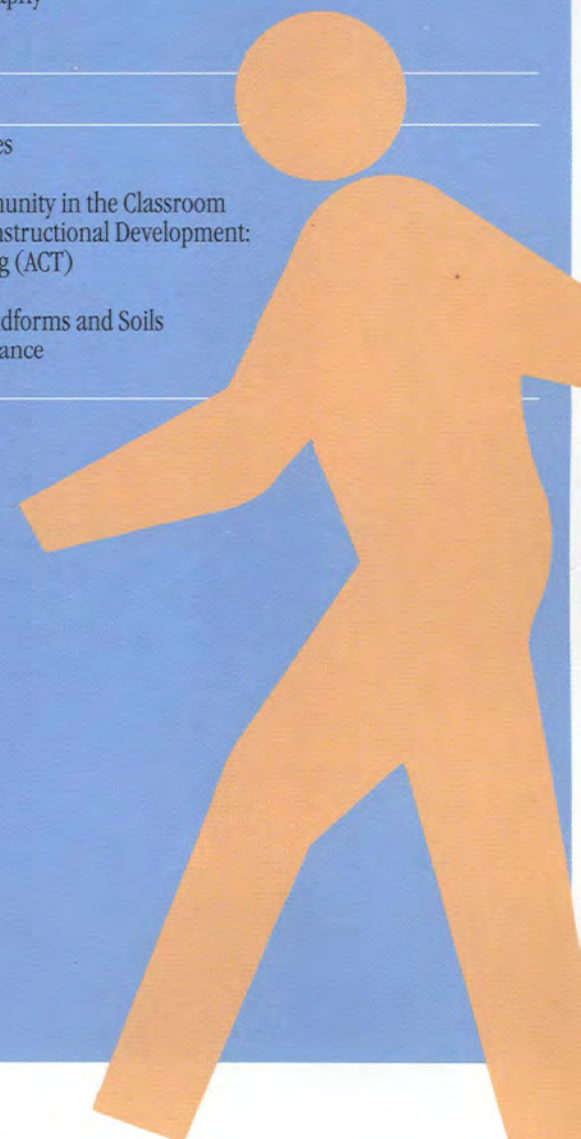
Session II Classes by Starting Date

Monday and Wednesday Courses, Begin October 23 and End December 6

EDUC	4800-3	202	6-9 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	6-9 p.m.	Introduction to Human Geography
PSYC	2303-3	200	6:30-9:30 p.m.	Psychology of Adjustment
SOCY	3151-3	200	6-9 p.m.	Self in Modern Society

Tuesday and Thursday Courses, Begin October 24 and End December 12

CHST	1015-3	200	6-9 p.m.	Introduction to Chicano Studies
COMM	1300-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
EDUC	4820-3	200	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creating Teaching (ACT)
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2: Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
SOCY	1001-3	200	6:30-9:30 p.m.	Analyzing Society



BOULDER EVENING CREDIT CLASSES

Anthropology

ANTH 2010-3

Introduction to Physical Anthropology 1

Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence for 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, 6:30-9:30 p.m. Economics 205. \$240 (resident).

ANTH 3000-3

Primate Behavior

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prereq., ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Economics 205. \$240 (resident).

Arabic

ARAB 1010-5

Beginning Arabic 1

Full Term - Section 300: Mondays and Wednesdays, 4:50-7:20 p.m. Hale 236. \$550 (resident).

ARAB 2110-3

Intermediate Arabic 1

Advanced grammar and conversation. Full Term - Section 300: Tuesdays and Thursdays, 7:30-9 p.m. Hale 235. \$330 (resident).

Astronomy

APAS 1110-3

General Astronomy: The Solar System

Principles of modern astronomy for nonscience 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. Hale 270. \$240 (resident).

Biology

EPOB 1210-3

General Biology 1

Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Recommended for science majors. Similar to EPOB 1610 and MCDB 1150. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 201. \$240 (resident).

Chicano Studies

CHST 1015-3

Introduction to Chicano Studies

Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for arts and sciences core curriculum: cultural and gender diversity.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E123. \$240 (resident).

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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.

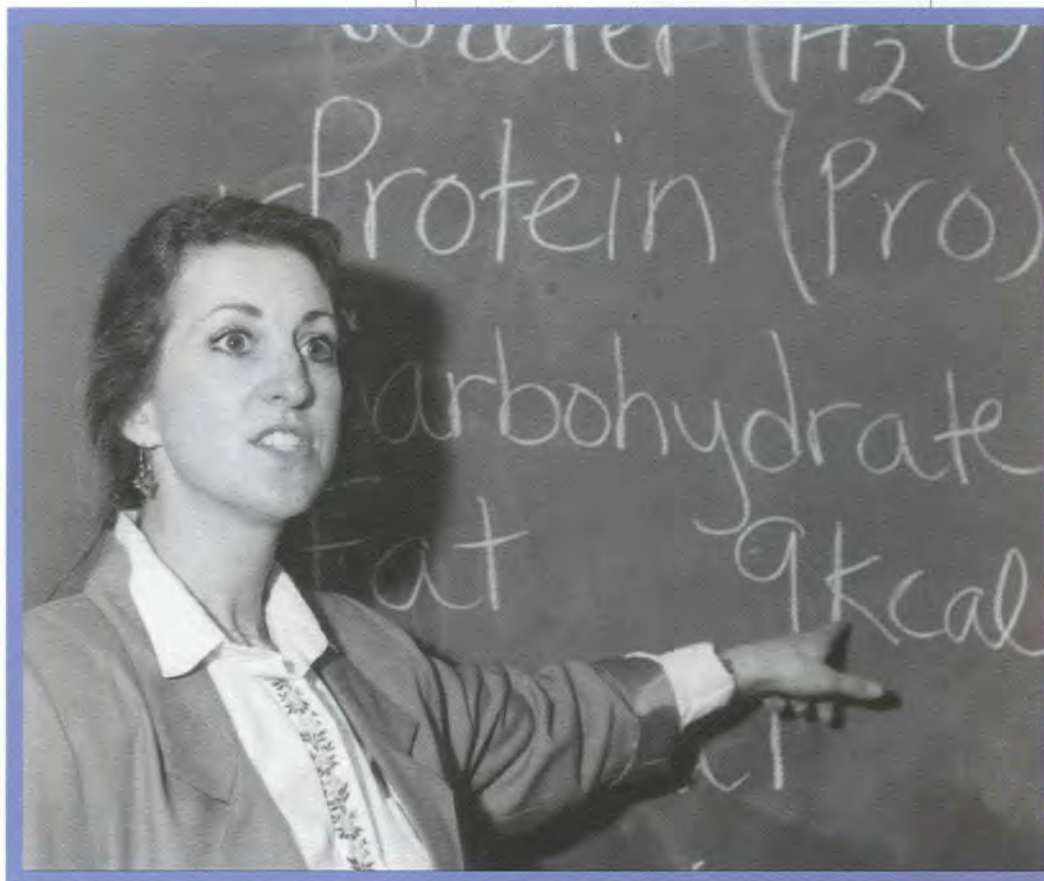
Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

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 non-resident reduced 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.



There's a lot of information out there about nutrition, and a lot of misinformation, too, says Nanci Grayson, MS, RD. Nutrition, Health and Performance teaches students how to tell the difference. Nanci's Evening Credit course takes a practical and scientific approach to the relationship between diet and performance, shedding light on the controversies surrounding America's eating habits. Her background as a Registered Dietitian and a Certified Diabetic Educator makes her a credible source of information and answers.



Communication

COMM 1300-3 Public Speaking

Covers 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. Ketchum 119. \$240 (resident).

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Hellems 191. \$248 (resident).

COMM 2500-3 Interpersonal Communication

Focuses on basic processes in face-to-face interaction, including verbal and nonverbal messages, coordination in conversation, messages about self and other, and communication in personal relationships. Emphasizes theory and concepts rather than skills.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 119. \$240 (resident).

COMM 2600-3 Organizational Communication

Provides a communicatively based definition of formal organization and deals with individual-organizational relationships by means of the concepts of identification and commitment. Motivation, authority, power, control, and ethics are treated from a rhetorical perspective.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 119. \$240 (resident).



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. Prereq., CDSS 2304 and CDSS 2314, or equivalent.

Full Term - Section 300: Tuesdays and Thursdays, 5-6:30 p.m. Clare Small 208. \$240 (resident).



Economics

ECON 2010-3 Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior 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: Mondays, 7-10 p.m. Economics 117. \$240 (resident).

ECON 2020-3 Principles of Macroeconomics

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Wednesdays, 6-9 p.m. Economics 117. \$240 (resident).



Education

EDUC 4800-3 301 Special Topics: Advertising and Society in the Classroom

See page 12 under Journalism 4453.

EDUC 4800-3 Special Topics: Building Family Strengths

Family life as it impacts learning, and dynamics that promote effectiveness. We study the traits of strong families and work on skills to understand our own families and deal effectively with problems in the classroom and at home.

Session I - Section 101: Tuesdays and Thursdays, 6:30-9:30 p.m. Ketchum 207. \$248 (resident).

EDUC 4800-3 Special Topics: Creating Active Learning

This course is designed for teachers, counselors, parents, and others who work with children. You will experience creative ways to stimulate children's imagination, enhance self-esteem, and promote enthusiasm in the teaching/learning process.

Full Term - Section 302: Thursdays, 5-8 p.m. Hale 236. \$240 (resident).



BOULDER EVENING CREDIT CLASSES

EDUC 4800-3

Special Topics: Creative Learning Experiences and Resources (CLEAR)

Learn how to access your full creative potential as we explore ways to trigger right-brain functioning through multi-sensory learning, creative problem-solving techniques, and the conscious expansion of creative imagination and humor. See how creative learning enhances everyday life.

Session II - Section 202: Mondays and Wednesdays, 6-9 p.m. Woodbury 106. \$248 (resident).

EDUC 4800-3

Special Topics: Education Communication

This course is designed to provide current and prospective teachers with the skills and confidence necessary to effectively employ oral, written and electronic communications with students, parents, peers and administrators.

Full Term - Section 303: Wednesdays, 6-9 p.m. Hellems 193. \$248 (resident).

EDUC 4800-3

Special Topics: Stress Management and Relaxation Training (SMART)

Theory and practice that teaches you how to revitalize your energy to create a more relaxed environment for yourself and others, for teaching and parenting.

Session I - Section 102: Mondays and Wednesdays, 6-9 p.m. Woodbury 106. \$248 (resident).

EDUC 4800-3

Special Topics: Creating Community in the Classroom

This class is designed to increase effectiveness and success in the classroom, as well as one's personal and professional life. Areas of exploration include motivation, learning styles, self-esteem, team building, human relations, and communication.

Session II - Section 201: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$248 (resident).

EDUC 4820-3

Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)

Develop your own creativity by trying new ways to enhance learning, including: dialogues, story formats, debates, creative problem-solving, open-ended lab and research projects, scripts, movement, visual environments, music, performance, and much more. We present an innovative teaching/learning model based on creative learning and scientific cycles that can be applied to all subject areas, from K-college.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Hellems 185. \$240 (resident).

Survival Tips

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

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Survival Tips

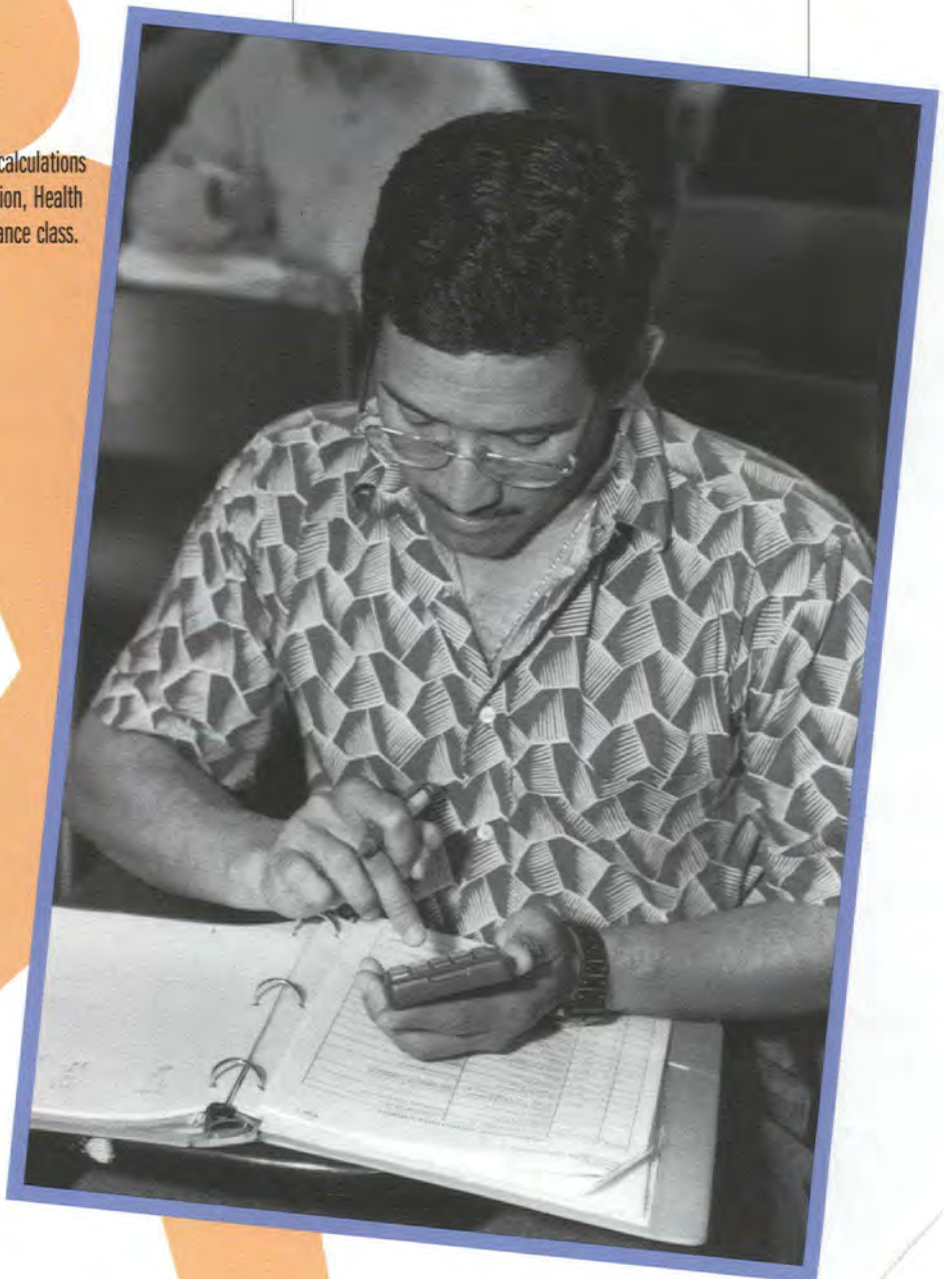
Important Information for Arts and Sciences Students

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

Once you register, you are obligated for the full amount of tuition you are assessed.

Not Attending Classes Does Not Mean You Have Withdrawn.

Marcos Hejias works on calculations in Nanci Grayson's Nutrition, Health and Performance class.





English

ENGL 1191-3 Introduction to Creative Writing

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. This course may not be repeated. Full Term - Section 301: Mondays, 6-9 p.m. Hellems 259. \$240 (resident).

Full Term - Section 302: Thursdays, 6:30-9:30 p.m. Engineering Center 1-07. \$240 (resident).

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center 1-05. \$240 (resident).

ENGL 1500-3 Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play by 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: Tuesdays, 6-9 p.m. Engineering Center 1-26. \$240 (resident).

ENGL 1600-3 Masterpieces of American Literature

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Thursdays, 6-9 p.m. Engineering Center 1-26. \$240 (resident).

ENGL 1800-3 American Ethnic Literatures

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Same as ETHN 1800. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Tuesdays, 6-9 p.m. Hellems 285. \$240 (resident).

ENGL 3002-3 Shakespeare for Nonmajors

Introduces students to Shakespeare's major works—the histories, comedies, and tragedies—and may include the nondramatic poetry as well. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 247. \$240 (resident).

ENGL 3062-3 Modern and Contemporary Literature

Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Thursdays, 6-9 p.m. Hellems 241. \$240 (resident).



Film Studies

FILM 3501-3 Film Production Management

Familiarizes students with principles of sound film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasizes the technique of production boarding as the central tool in production management as well as budget and contracts information.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$248 (resident).

FILM 3563-3 Producing the Feature Film


Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will also be featured.

Session I - Section 101: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$248 (resident).

Session I - Section 102: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$248 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$248 (resident).

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Jane L.G. Smith, who works as assistant to the director of University Relations in the President's Office at CU, is working toward a Humanities degree. Taking Evening Credit courses helped her establish a track record for Admissions. "If it hadn't been for Continuing Education," she says, "I wouldn't have gotten into the degree program, because it's been so long." Getting a degree, "won't change my job situation," she adds, "but I love it. It's something I just want to do for myself."

Fine Arts

~~FINE 1109-3~~ Introduction to Western Art 1

Introduces Western art, from the early dynastic period of Egypt (c. 3000 B.C.) to the end of the sixteenth century A.D. Traces the expansion of European culture, painting, sculpture, and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Ramaley N1B31. \$240 (resident).

~~FINE 1212-3~~ Basic Painting

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

Full Term - Section 300: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$250 (resident).

~~FINE 2212-3~~ Principles of Color

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

Full Term - Section 300: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N298. \$250 (resident).

~~FINE 4329-3~~ Modern Art 1

In-depth study of the fin de siècle, stressing post-impressionism, art nouveau, and symbolism. Course closes with fauvism in France and the expressionist movement in Germany. Same as FINE 5329. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ramaley N1B31. \$240 (resident).

~~FINE 4419/5419-3~~ Pre-Columbian Art

Surveys architecture, sculpture and painting of the high cultures of Meso-American and Andean areas before the Spanish Conquest.

Full Term - Section 300: Tuesdays, 7-10 p.m. Ketchum 120. \$240 (resident).

Geography

~~GEOG 1001-4~~ Environmental Systems 1—Climate and Vegetation

Introduces the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Approved for arts and sciences core curriculum: natural science.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$320 (resident).

~~GEOG 1011-4~~ Environmental Systems 2—Landforms and Soils

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Approved for arts and sciences core curriculum: natural science.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$320 (resident).

~~GEOG 1982-3~~ World Regional Geography

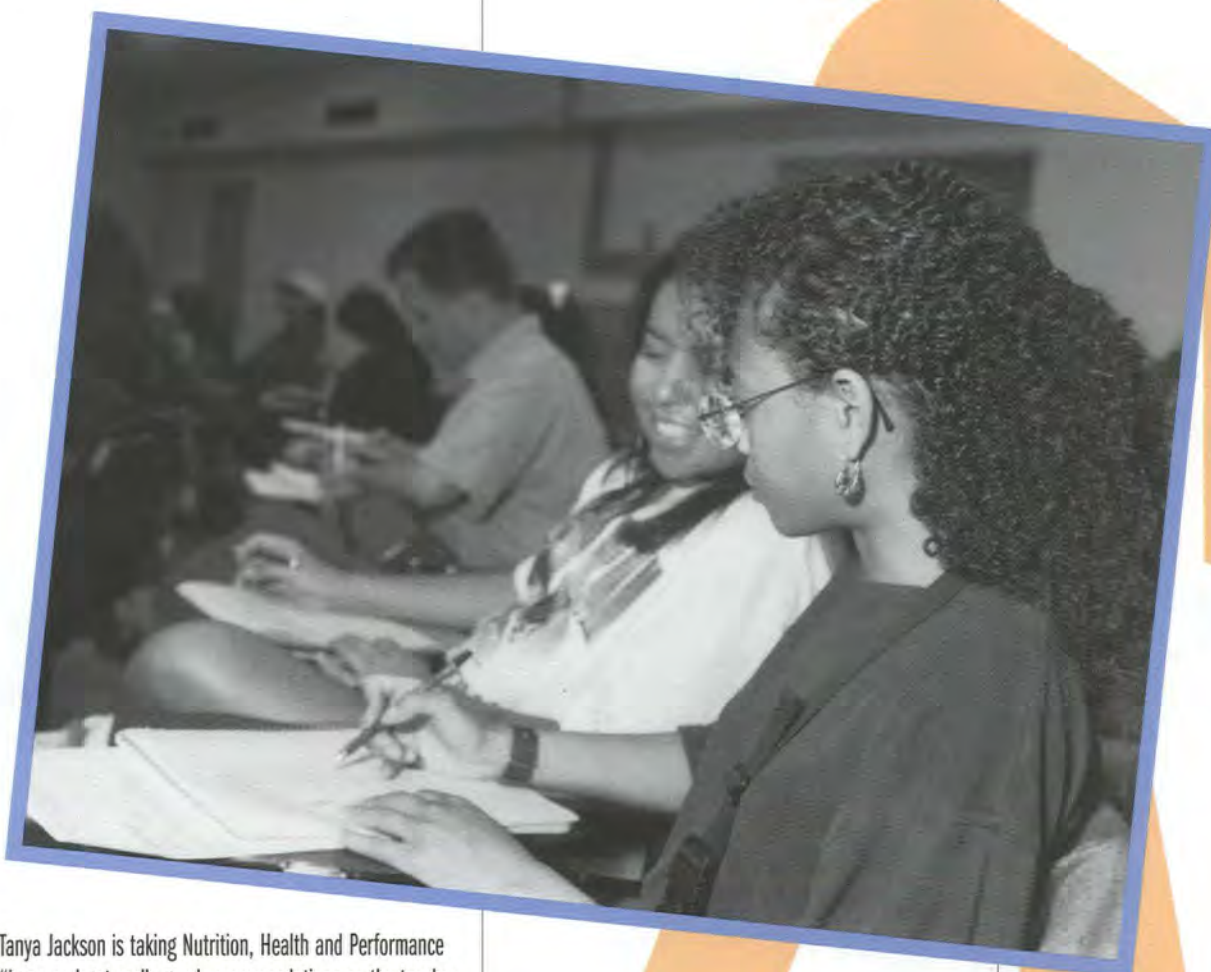
Uses interrelated concepts of population, urbanization, trade resources, and development as an organizing framework to geographically analyze the world's regions and place them in global perspective.

Session I - Section 100: Mondays and Wednesdays, 6-9 p.m. Education 220. \$240 (resident).

~~GEOG 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, 6-9 p.m. Education 220. \$240 (resident).



Tanya Jackson is taking Nutrition, Health and Performance "because I got really good recommendations on the teacher from people who had taken the course." But the real incentive is personal interest. With a love of gardening and cooking and an interest in herbal medicine, this course proved irresistible. Seated behind Tanya is Jennifer Bitsie, taking notes.



Hebrew

HEBR 1020-5 Beginning Hebrew 2

Prereq., HEBR 1010.

Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. International English Center, 1338 Grandview, Room B3. \$550 (resident).

HEBR 2120-3 Intermediate Hebrew 2

Prereq., HEBR 2110.

Full Term - Section 300: Wednesdays, 1-4 p.m. Chemistry 146. \$330 (resident).



History

HIST 1015-3 History of the United States to 1865

Surveys American history from first settlement until end of the Civil War. Approved for arts and sciences core curriculum: United States context.

Full Term - Section 300: Wednesdays, 7-10 p.m. Muenzinger E064. \$240 (resident).

HIST 1025-3 History of the United States since 1865

Surveys 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.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Economics 13. \$240 (resident).

HIST 1113-3 The History of England to 1660

Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation.

Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center 1-28. \$240 (resident).

HIST 4433-3 Nazi Germany

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Prereq., senior standing. Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 201. \$240 (resident).

HIST 4617-3 The Indian in American History: The Eastern Region

Explores pre-European social and cultural developments, longevity, and continuity of human history in North America. By examining ways in which Indian societies east of the Mississippi River responded to Euro-Americans, the Indians' role in eastern North American history is demonstrated. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center 1-24. \$240 (resident).



Journalism

JOUR 1001-3 Contemporary Mass Media

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 235. \$240 (resident).

JOUR 4453-3 Advertising and Society

Examines criticisms and contributions of advertising in society and the economy. Same as JOUR 5453.

Full Term - Section 300: Mondays, 6-9 p.m. Engineering Center 1-09. \$240 (resident).



Kinesiology

KINE 3420-3 Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for arts and sciences core curriculum: natural science.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m. Engineering Center 2-26. \$240 (resident).

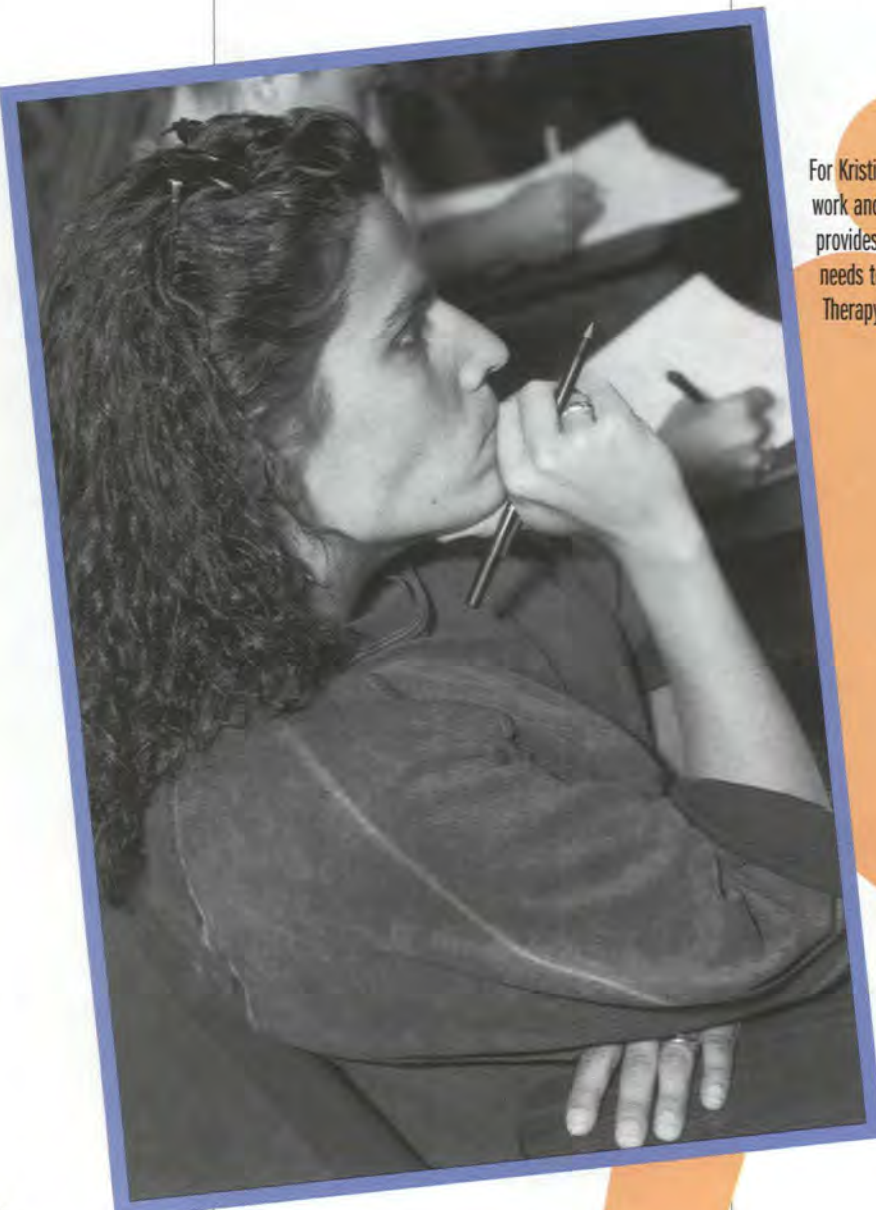
Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Engineering Center 2-26. \$240 (resident).

KINE 4470-3 Evaluation and Rehabilitation of Athletic Injuries

Introduces students to evaluative and rehabilitative techniques associated with athletic injuries. Emphasizes the etiology and mechanism of injury, recognition of clinical signs and symptoms of each injury, and specific rehabilitative techniques. Prereq., KINE 4460.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Dal Ward Auditorium. \$240 (resident).

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For Kristin Bresnan, whose days are filled with work and volunteer commitments, Evening Credit provides a way to pick up a prerequisite she needs to qualify for graduate school in Physical Therapy.



Marketing

MKTG 3000-3 **Principles of Marketing**

Introduces essentials of marketing, including product planning, channels of distribution, pricing, advertising, and selling. Emphasizes role of consumer and the social responsibility of marketer. Prereq., junior standing.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Engineering Center 2-06. \$240 (resident).



Mathematics

MATH 1011-3 **Fundamentals and Techniques of College Algebra**

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010, and 1020.

Prerequisite: placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and sciences quantitative reasoning and mathematical skills requirement.

Full Term - Section 300: Mondays and Wednesdays, 7-8:30 p.m. Engineering Center CR 1-46. \$240 (resident).

MATH 1021-2 **Numerical and Analytical College Trigonometry**

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

Full Term - Section 300: Thursdays, 6-8 p.m. Engineering 1-24. \$160 (resident).

MATH 1071-3 **Finite Mathematics for Social Science and Business**

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

Full Term - Section 300: Mondays and Wednesdays, 6-7:30 p.m. Economics 119. \$240 (resident).

MATH 1300-5 **Analytic Geometry and Calculus 1**

Topics include limits, derivatives of algebraic and trigonometric functions, applications of derivative, integration and applications of the definite integral. Students with credit in MATH 1080, 1090, and 1100 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1300 may not receive credit in MATH 1310, APPM 1350, or APPM 1370. Prereq., two years of high school algebra, one year of geometry, and ½ year of trigonometry or MATH 1000-1040. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m. Hellems 237. \$400 (resident).




Organization Management

ORMG 3300-3 **Introduction to Management and Organization**

Introductory study of management fundamentals and organizational behavior. Students learn how individuals adapt to organizations, how managers motivate and lead in work situations, and how organizations are designed and managed. Prereqs., PSYC 1001, SOCY 1001, and junior standing.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Duane Physics G125. \$240 (resident).



Quantitative Reasoning and Mathematical Skills

QRMS 1010-3 **Quantitative Reasoning and Mathematical Skills**

Designed to promote mathematical, scientific, and technological literacy among liberal arts students. Teaches basic mathematics and logic in the context of science, technology, and society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center 1-12. \$240 (resident).





Philosophy

PHIL 1100-3 Ethics

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice as they apply to contemporary moral problems. Approved for arts and sciences core curriculum: ideals and values.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 241. \$240 (resident).

PHIL 3430-3 History of Science: Newton to Einstein

The history of physical and biological science, from the epoch-making achievements of Charles Darwin in biology to the dawn of the twentieth-century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems. Approved for arts and sciences core curriculum: historical context or natural science.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 267. \$240 (resident).



Political Science

PSCI 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: Thursdays, 6-9 p.m. Muenzinger E113. \$240 (resident).



Psychology

PSYC 1001-3 General Psychology

Surveys major topics in psychology: perception, development, personality, learning and memory, and biological bases of behavior.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. \$240 (resident).

PSYC 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. Prereq., completion of 12 or more hours of college work. Approved for arts and science core curriculum: natural science.

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 241. \$240 (resident).

PSYC 2101-4 Statistics and Research Methods in Psychology

Introduces descriptive and inferential statistics and their roles in psychological research. Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. Prereq., MATH 1000 or equivalent is highly recommended.

Full Term - Section 300: Tuesdays and Thursdays, 6-8 p.m. Muenzinger E131. \$320 (resident).

PSYC 2303-3 Psychology of Adjustment

Surveys concepts bearing upon processes of normal psychological adjustment, with emphasis on using the concepts to understand common human problems in personal growth and relationships with others.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Clare Small 211. \$240 (resident).

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Clare Small 211. \$240 (resident).

PSYC 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. Prereq., PSYC 1001.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$248 (resident).

PSYC 4406-3 Social Psychology

Covers 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. Prereq., PSYC 1001. Recommended PSYC 2101. Enrollment restricted to juniors and seniors. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).





Sociology

SOCY 1001-3 **Analyzing Society**

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for arts and science core curriculum: contemporary societies.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 199. \$240 (resident).

Session II - Section 200: Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 199. \$240 (resident).

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

Examines deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.

Session I - Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 199. \$240 (resident).

SOCY 1015-3 **U.S. Race and Ethnic Relations**

Examines race and minority problems in U.S. society, including psychological, social, and cultural sources of prejudice and discrimination. Same as ETHN 1015. Approved for arts and sciences core curriculum: United States context.

Session I - Section 100: Mondays and Wednesdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

SOCY 1016-3 **Sex, Gender, and Society 1**

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Mondays, 6-9 p.m. Hale 230. \$240 (resident).

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

Examines U.S. society from the perspective of values and theories of social change. Considers 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.

Full Term - Section 300: Thursdays, 6-9 p.m. Economics 13. \$240 (resident).

SOCY 3151-3 **Self in Modern Society**

Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving balance between the individual and society.


Approved for arts and sciences core curriculum: United States context or ideals and values.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

SOCY 4071-3 **Technology and Modernization: Computer Technology and Human Values**

Analyzes how social relationships and moral order affect, and are affected by, computer technology. Case studies of ethical conflicts that have arisen around computers and electronic communication will be studied, including issues of individual autonomy, privacy, and computer control.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 81. \$240 (resident).



Jennifer Hong is a Math major who plans to teach. A full-time student who also works, Evening Credit opened up a way to fulfill a Natural Science requirement in a semester when options were limited.



Noncredit courses reduce concern about graded perform



ce, to help you focus on learning for learning's sake.

Whether thinking about a career move or just giving yourself a chance to pursue a subject that intrigues you, noncredit coursework is a rewarding way to prepare for and explore the possibilities.

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

Classes will not meet November 23 and 24.

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellems Hall, the lab provides state-of-the-art audio, video and print materials for language students. A receipt for your Continuing Education language class is all that you need to use the facility.

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Talk about fun! Judith Bock teaches Shakespeare: From Page to Stage (NCTH 005). This course draws on the plays produced at the Colorado Shakespeare Festival and focuses on the creative process of moving a classical play from the page to the stage. Students (including some who return every year) also have an opportunity to meet with CSF actors and artistic staff for informal discussions. Judith is Education Director for the Colorado Shakespeare Festival, in charge of education/outreach projects, including Living Shakespeare, a program that gives secondary students some really exciting hands-on experience with the plays as literature and theater, and Will Power a new elementary school touring program. Judith earned her M.A. and Ph.D. in Theatre here at C.U. and has studied at the Shakespeare Institute at Stratford-upon-Avon. Judith also edits *On-Stage Studies*, a scholarly journal for the Department of Theatre and Dance at CU, and *Preview*, a newsletter and teaching guide for teachers of Shakespeare. She has two children, a 3-year-old girl and an 8-year-old boy who is already a Shakespeare fan, in love with the extravagance of the stories.



Noncredit Courses, Fall 1995

Architecture and Landscape	19	Lifestyles	23
How to Design or Remodel a House with an Architect		Dealing Successfully with Personal and Professional Transition	
Introduction to Interior Design		Making Career and Life Changes: A Workshop	
Colorado Landscape: Plants and Design		Finding and Running the Environmentally Friendly Farm	
Communications	19	Stress Management Through Biofeedback	
Dealing with Intractable Conflict		Nutrition and Wellness	
Working with the Media: How to Get Press Coverage		Study Smarter	
Improving Your Listening and Communication Skills		Science	24
Fine Arts	19	Numbers in the Real World: Math and Its Role in Modern Decision Making	
How to Look at Art		The Geology of Boulder: An Armchair Tour	
Introduction to Art and Antiques		Alpine Ecology	
Introduction to Drawing		Fire Ecology	
Life Drawing		Plants and People	
Introduction to Painting		Testing	25
Soft Pastel Painting		Preparing for the SAT/PSAT	
Chinese Brush Painting		Preparing for the Graduate Management Admission Test (GMAT)	
Handmade Books and Bookbinding		Preparing for the Graduate Record Exam (GRE)	
Woodcarving Sculpture		Preparing for the Law School Admission Test (LSAT)	
Sculpture-Stonecarving		Theatre and Music	25
Basic Photography		Acting Basics	
Creative Photography Workshop		Shakespeare: From Page to Stage	
Intermediate Field Photography and Alternative Printing Processes		Writing and Literature	25
Graphic Communications	21	Outstanding Novels From North of the Border: Four Canadian Novels	
Professional Illustration Techniques		English Writing Made Simple	
Cartooning and Humorous Illustration		Usage and Grammar: Guidelines and Rules for Everyday Use	
The Commercial Artist: Design, Layout, and Paste-up		Creative Writing	
Professional Handlettering and Calligraphy for the Commercial Artist		Poetry Workshop	
Foreign Languages	22	Writing Haiku	
Beginning Conversational French		Short Story Workshop	
Intermediate Conversational French		Write It! Finish It!	
Beginning Conversational German		Write Fiction That Sells	
Intermediate Conversational and Written German		Writing Humor	
Beginning Conversational Italian		Writing the Novel	
Beginning Conversational and Written Japanese		Screenwriting	
Intermediate Conversational and Written Japanese		The Children's Book: Illustrating and Getting Published	
Beginning Conversational Spanish		Longmont Classes	27
Intermediate Conversational Spanish		Beginning Conversational Spanish	
Beginning Yiddish		Finding and Running the Environmentally Friendly Farm	
History	22	Morning and Afternoon Classes	
Reconstructing Your Family's Past: An Oral History Workshop		at East Boulder Community Center	27
Colorado History: Women and Their Families		Estate Planning Techniques	
Investments and Personal Finance	23	Exploring Changes in Our Lives Through the Short Story	
Basic Investing		Introduction to Colorado Geology	
Advanced Investment Strategies		Writing Your Family History: A Workshop	
Financial Planning for Women			
Mutual Fund Investing			



Architecture and Landscape

NCAL 028 How to Design or Remodel a House with an Architect

We examine the design process, issues to be faced, and the construction process that architects and clients face. We begin with a history of the American house and move on to cover: physical characteristics of the Front Range and architectural responses to sun, wind, snow and dryness; how to evaluate a building site; zoning and code. Also, generating a building program, realistic budgets, expectations and the construction process.

Jeffrey W. Limerick, M.A., Arch., has been a practicing architect for over 20 years.

Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Education 143. \$60.

NCAL 029 Introduction to Interior Design

Whether working with an interior designer or designing your own home interior, this course will introduce you to the principles, concepts and elements of interior design. Topics discussed include: proportion and scale; balance and rhythm; textures; color and light; furniture selection and the purchasing process; spatial arrangements and floor plans; and accessorizing and wall arrangements.

Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 300: Thursdays, September 21-November 2, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 002 Colorado Landscape: Plants and Design

Practical help for homeowners interested in preparing their own landscape design. Learn the basics of successful growing in Colorado.

Andrew Mead, B.S., runs a landscaping and design business.

Section 300: Saturday, September 30, 9 a.m.-3 p.m. 1 session. Hellems 141. \$45.

Business

Business classes are located on pages 28 to 31.

Communications

Communications classes are also located in the professional development, and writing and communications sections of Business, on page 31.

NC C 005 Dealing With Intractable Conflict

This class offers both intermediaries and adversaries a practical guide for reducing the destructiveness associated with those difficult, and often intractable, conflicts that resist even the best contemporary conflict resolution techniques. The class offers a series of modest and realistic steps which people can take either unilaterally or in collaboration with others to enhance the constructiveness of these inevitable confrontations. Topics addressed include: enhancing the effectiveness of legal, political, and other power contests, building legitimacy, controlling the destructive effects of escalation, and the negotiation of tractable sub-conflicts. The materials presented are based upon the Conflict Research Consortium's six-year, joint university/community research into these difficult conflicts.

Guy Burgess, Ph.D. and Heidi Burgess, Ph.D., Co-Directors, Conflict Research Consortium, University of Colorado.

Section 300: Wednesdays, September 27-October 18, 6:30-9 p.m. 4 sessions. Hale 260. \$60.

NC C 043 Working with the Media: How to Get Press Coverage

This class will guide you in how to get press attention and make the most of it. You will learn tried and true methods of how to handle every aspect of media relations, from compiling a press kit, writing a press release, and holding a press conference, to conducting a media tour, dealing with unprepared interviewers, and minimizing the damage of bad publicity. Discover how to think like a publicist and map out a strategy for success.

Chuck Gross, APR, is vice president-account services of a public relations, advertising and market research firm.

Section 300: Tuesdays, October 17-24, 6-9 p.m. 2 sessions. Muenzinger E064. \$50.

NC C 007 Improving Your Listening and Communication Skills

How many times have you found that you are being misunderstood by others. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of your communication style and accept half the responsibility in the communication process. Please purchase the Attitudinal Listening Profile #C008 at the University Book Center and bring it to the first class.

Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.

Section 300: Saturday, September 30, 9 a.m.-4 p.m. 1 session. Hellems 245. \$55.

Fine Arts

NCFA 235 How to Look at Art

Have you wondered what makes one piece great and another piece is just acceptable? Why is one artist so popular and another is still unknown? We will look at compositions, forms, use of color and light, and how the artist uses a particular medium. We will consider oils, watercolors, serigraphs and pastels.

Ruth Linton, M.A., formerly curator at the Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 300: Tuesdays, November 7-14, 7-9 p.m. 2 sessions. Environmental Design 120. \$25.

NCFA 075 Introduction to Art and Antiques

Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value; how to build a collection; terminology; questions to ask; traps to avoid; and how to protect your art and your investment.

Ruth Linton, M.A., formerly curator at Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 300: Tuesdays, September 26-October 17, 7-9 p.m. 4 sessions. Woodbury 106. \$50.



"We spend so much time at work, you might as well love what you do. I'm ready for a change. Ready to give my creative side a chance." Tammy White Priester is a nurse contemplating a career in interior design. She is taking Barbara Ploeger's class "to explore the theory side" of the field. She says the class "really touches a nerve. I'm leaning more and more toward design school."



Fine Arts—continued

NCFA 020 Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph, an object and work with a design). No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Call Kelly at 492-5148 for a list of supplies to purchase.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 300: Wednesdays, September 20-November 1, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

NCFA 005 Life Drawing

Using exercises in learning to see and respond, drawing the figures will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft Alfa charkole, vine charcoal, pink pearl eraser, 18x24 inch newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, soft pastels (optional). Tuition includes fees for a model, present at every session.

Barbara Preskorn, M.F.A., is a professor of Fine Arts.

Section 300: Wednesdays, September 20-November 8, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

NCFA 028 Introduction to Painting

Emphasis is on observation, with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience necessary. This is not a technique demonstration class. We will work with acrylics and canvas panels (cost estimate \$50-\$100). Call Kelly at 492-5148 for a list of supplies to purchase.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 300: Tuesdays, September 19-October 31, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

NCFA 008 Soft Pastel Painting

Students will study the relationship of values and color, comparing relative values in different subjects, utilizing the Concept of Light system, and the effects of light on color in the studio and in outdoor situations. Students will learn soft pastel painting techniques, applying the color and value concepts. Crosshatching, massing, textural variation and detail will be addressed. The class will explore still life, photographs, and location outdoor painting. Call Kelly at 492-5148 for a list of supplies to purchase.

Judith Spychalski, B.F.A., member, Degas Pastel Society, has exhibited all over the country.

Section 300: Saturdays, September 23-November 11, 9 a.m.-12 noon. 8 sessions. Fine Arts N103. \$145.

NCFA 012 Chinese Brush Painting

Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for approximately \$10-\$12.

Janette Lenschow, M.F.A., has worked in and taught Chinese brush painting for many years.

Section 300: Tuesdays, September 19-November 7, 6:30-8:30 p.m. 8 sessions. Geology 127. \$90.

NCFA 030 Handmade Books and Bookbinding

Create your own photographic album or book by learning different ways to bind your own books. One fold, Two fold, Accordion, Fan, Japanese Four Hole Binding, Korean Three and Five Hole Binding, French Doors, Concertina, Piano, Hinged, and many other types of binding will be discussed. The first class will cover the varying types of materials you will need, which will not exceed \$40. Together we will discuss the importance of placement of images or text. Incorporating your own artwork or photographs can turn your individual books into treasured objects. Bring handmade paper, newspaper or old drawings and paintings to the first class.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987, has exhibited in Colorado and Virginia, and has been a Fulbright scholarship recipient.

Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Geology 134. \$60.

NCFA 015 Woodcarving Sculpture

Students create images expressing their feelings and ideas in wood. We will focus on three dimensional projects, becoming familiar with the beginning steps of blocking-out the form. Instruction will include proper tool use, wood types, carving techniques, designing a clay model, and a slide show of wood sculptures.

Barbara Cox, M.A., has taught art classes since 1971.

Section 300: Wednesdays, September 20-November 15, 5-7 p.m. 9 sessions. Fine Arts C102. \$110.

NCFA 011 Sculpture-Stonecarving

Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of stone sculptures, tools and materials, and where to purchase these are included.

Barbara Cox, M.A., has taught art classes since 1971.

Section 300: Wednesdays, September 20-November 15, 7-9 p.m. 9 sessions. Fine Arts C102. \$110.

NCFA 001 Basic Photography

Learn to know and love your 35 mm SLR camera. We cover mechanical functions, lenses, film, accessories, proper exposure, good composition and portraiture techniques. No lab work. One field trip. Slides, lecture and discussion with helpful handouts. Bring your camera and manual to every session.

Frances Charteris, M.F.A., is a professional photographer with numerous exhibitions around the United States.

Section 300: Wednesdays, September 20-November 8, 7-9 p.m. 8 sessions. Fine Arts C175C. \$90.





Graphic Communications

NCFA 002

Creative Photography Workshop

Learn about amazing new films like Fujicolor and Reala, new cameras, filters, telephoto and wide-angle lens use, flash, macro shots, professional tips, composition, and an introduction to digital photography with Adobe Photoshop. Darkroom instruction includes black and white printmaking, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer digital imaging equipment. Cost of the chemicals is included. Bring your own 35 mm camera to the first class. You will need to purchase paper and film after the first class. The last three weeks of darkroom work at the lab will be flexibly scheduled to accommodate the students' schedules and to avoid the Thanksgiving holiday.

Don Oberbeck, is a professional photographer and runs a photo center.

Section 300: Thursdays (Last class scheduled around the Thanksgiving holiday), September 28-November 23, 7:30-9:30 p.m. 9 sessions. Ketchum 303. \$135.

NCFA 617

Intermediate Field Photography and Alternative Printing Processes

This course is designed for those with a firm grasp of the basic technical aspects of black and white printing and developing. Fine tune your image making and also learn alternative choices in photographic processes such as stenoype printing, van dyke brown printing, Polaroid transfers, color xerox transfers and liquid lite. Students will have access to the dark room during posted hours. Two hands-on instructional photographic shoots will explore night shooting and specific portrait set ups with lights that you can make or buy. Bring your camera to each class. For those interested in cyantotype, van dyke, and liquid lite processes, as well as Polaroid transfers and color xeroxing, a \$25 materials fee will be collected from students at the first class.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987, has exhibited in Colorado and Virginia, and has been a Fulbright scholarship recipient.

Section 300: Tuesdays, September 19-October 31, 6:30-9:30 p.m. 7 sessions. Fine Arts N185. \$165.

NCFA 358

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 for 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. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Saturday and Sunday, October 21-22, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

NCFA 351

Cartooning and Humorous Illustration

An intensive hands-on workshop taught by a contributing cartoonist to *The New Yorker* magazine and co-creator of the syndicated panel, "Bottom Liners". Learn the techniques for creating finished samples for presentation to national magazines, newspapers, ad agencies and children's book publishers. Class will cover, expressions, movement, character design, lettering, black-white, half-tone and rough and finished art. Also, humor writing and portfolio assembly. An excellent learning experience for those interested in entering cartooning on a full or part-time basis. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Monday, Tuesday and Wednesday, October 23-25, 5:30-10 p.m. 3 sessions. Geology 114. \$160.

NCFA 359

The Commercial Artist: Design, Layout and Paste Up

For beginners, an introduction to important commercial art concepts and applied techniques, stressing how to break into the profession. We cover rough composition, layout, type-selection, production of camera-ready art, choice of materials and basic illustration processes used in marketing and publishing. We emphasize development of finished commercial-quality work, portfolio presentation, and client interviews. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Jill Thayer, B.A., Fine Arts, runs a design firm specializing in corporate visual communications in California.

Section 300: Saturday and Sunday, November 4-5, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

NCFA 353

Professional Handlettering and Calligraphy for the Commercial Artist

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. The workshop will also explore the latest computer graphics applications to page layout featuring Aldus PageMaker for the Macintosh via lab demonstrations.

Jill Thayer, B.A., Fine Arts, runs a design firm specializing in corporate visual communications in California.

Section 300: Monday, Tuesday, and Wednesday, November 6-8, 5:30-10 p.m. 3 sessions. Geology 114. \$160.

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Susan Davis feels that a noncredit course opens up "an amazing opportunity to research an interest before dropping everything and going back to school." A Rutgers graduate who initially attended CU, she is a Promotions and Media Coordinator for Mountainsmith, a backpack manufacturer.





Foreign Languages

NCFL 100 Beginning Conversational French

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class.

Nadia Turk, Ph.D., has taught at CU Boulder since 1982.

Section 300: Mondays, September 18-November 20, 7:30-9:30 p.m. 10 sessions. Hellems 267. \$130.

NCFL 200 Intermediate Conversational French

Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Text to be announced at first class.

Nadia Turk, Ph.D., has taught at CU Boulder since 1982.

Section 300: Wednesdays, September 20-November 22, 7:30-9:30 p.m. 10 sessions. Hellems 267. \$130.

NCFL 101 Beginning Conversational German

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is *German: A Self Teaching Guide*, available at the University Bookstore.

Simone Schellen, M.A., is a German language instructor.

Section 300: Tuesdays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 251. \$120.

NCFL 201 Intermediate Conversational and Written German

For students who have some knowledge of the language and those who have taken Beginning Conversational German. We will cover grammar, with an emphasis on practical conversation, giving students an opportunity to practice and increase their vocabulary. Cultural aspects will also be introduced.

Jorg Waltje, M.A., is a native German speaker.

Section 300: Mondays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 285. \$125.

NCFL 102 Beginning Conversational Italian

Designed for beginners, we will stress conversation and useful vocabulary and explore Italian culture. Required text, *Buongiorno Italia* by Cremona, is available at the CU Bookstore.

Jennifer Shopland, M.A., is a language instructor.

Section 300: Mondays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 255. \$125.

NCFL 104 Beginning Conversational and Written Japanese

This class is for students with no knowledge of Japanese. We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese*, is available at the CU Bookstore.

Douglas Gordon, M.A., has taught Japanese language classes since 1981.

Section 300: Fridays, September 1-October 13, 6-9 p.m. 7 sessions. Economics 117. \$135.

NCFL 204 Intermediate Conversational and Written Japanese

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese, Book 2*, is available at the CU Bookstore.

Douglas Gordon, M.A., has taught Japanese language classes since 1981.

Section 300: Fridays, October 20-December 8, 6-9 p.m. 7 sessions. Economics 117. \$135.

NCFL 103 Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text, *Getting Along in Spanish* by Jarvis, is available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.

Section 300: Tuesdays, September 19-November 21, 7-9 p.m. 10 sessions. Education 155. \$125.

NCFL 202 Intermediate Conversational Spanish

An opportunity to build vocabulary and conversational ability, and address cultural and social topics. Prerequisite: Beginning Spanish or equivalent. Required text, *Pasajes: Lengua* by Bretz, is available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.

Section 300: Thursdays, September 21-November 30, 7-9 p.m. 10 sessions. Education 155. \$125.

NCFL 107 Beginning Yiddish

Learn both conversational and written Yiddish, building a foundation of grammar and vocabulary. The class will also introduce the origins of the language, and cultural aspects such as Jewish klezmer music and Yiddish theater. No previous experience with the language is required. Required text, *Learning Yiddish in Easy Stages* by Zukerman and Herbst, is available at the CU Bookstore.

Ayn Dalgof, M.S., is a native speaker, and has taught Yiddish for many years.

Section 300: Wednesdays, September 20-November 8, 7-9 p.m. 8 sessions. Hellems 137. \$90.



History

NCH 009 Reconstructing Your Family's Past: An Oral History Workshop

This hands-on workshop will discuss the purpose of oral history; how to conduct research and preparations for interviews; interviewing techniques; and working with the recording equipment. We will also discuss gathering, dating, organizing and preserving family and organization letters, photos, newspaper clippings, and other memorabilia. This course is recommended for those working on personal family histories, classroom teachers, and clubs and organizations wishing to preserve their history.

Mary Jo Wagner, Ph.D., is a historian and university professor, specializing in American Western and Oral History.

Section 300: Tuesdays, October 17-24, 6-9 p.m. 2 sessions. Hellems 263. \$40.

NCH 010 Colorado History: Women and Their Families

Presented through brief dramatizations, audio tapes, lecture and slides, this class will dramatically bring to life the stories of the women and their families living in Colorado in the 19th century. Based largely on diaries and memoirs, the class will explore what it was like to come west by wagon train, homestead on the plains, to live in Denver and the mining camps, and to live through the exciting historical events of the period.

Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American Western and Oral History.

Section 300: Tuesday, September 26, 6-9 p.m. 1 session. Hellems 255. \$20.



Investments and Personal Finance

NCI 008 Basic Investing

Complete, understandable explanations for beginners covering terminology, products and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Suggested text is *One Up on Wall Street* by Peter Lynch, available at the CU Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, with 12 years experience in the field.

Section 300: Wednesdays, September 20-October 11, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

NCI 007 Advanced Investment Strategies

Deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90% of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks, and the pros and cons of investing in non-financial assets. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. This class is designed for those who have a basic understanding of stocks, bonds, mutual funds and annuities. Please bring a calculator to class.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 300: Wednesdays, October 18-November 8, 6:30-8:30 p.m. 4 sessions. Helles 255. \$45.

NCI 014 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, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A., is a speaker, writer and financial advisor, who was appointed to the Women's Economic Development Council.

Section 300: Tuesdays, September 26-October 17, 6-8:30 p.m. 4 sessions. Hale 260. \$60.

NCI 017 Mutual Fund Investing

Learn about the most popular investment approach of the past ten years, mutual funds. Domestic and foreign, open and closed end, aggressive growth to municipal bonds. Learn how to evaluate mutual funds and build your own portfolio with professional management and diversification.

Mary Wright, B.A., is First Vice President with a large investment firm, with 12 years experience in the field.

Section 300: Wednesdays, November 1-8, 6:30-8:30 p.m. 2 sessions. Duane Physics G116. \$25.

Lifestyles

NCL 045 Dealing Successfully with Personal and Professional Transition

Is change managing you or are you managing change? Will you live where you do now or will you move? Is your job status uncertain? These are changes we all face today. This workshop will begin to help you understand these changes through a three phase transition model.

Together we will explore ending one phase in our lives, going through the transition, and strategies for facilitating new beginnings. Students should purchase the participant guide-*Personal Transitions* by William Bridges, Ph.D., at the CU Bookstore and bring it to class.

Val Roche, a management/education consultant, has 18 years of experience in teaching and human resources.

Section 300: Saturday, September 30, 8:30 a.m.-4:30 p.m. 1 session. Helles 255. \$45.

NCL 010 Making Career and Life Changes: A Workshop

Are you contemplating a change or confused about where your career or life is going? Discover where you are and where you want to go, your preferences in work, and what you want out of life. Identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Students should purchase the *Neuro-Linguistic Programming Personal Profile* at the CU Bookstore and bring it to the first class.

Val Roche, a management/education consultant, has 18 years of experience in teaching and human resources.

Section 300: Saturdays, October 14-21, 9 a.m.-4 p.m. 2 sessions. Helles 255. \$90.

NCL 042 Finding and Running the Environmentally Friendly Farm

Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods, and the business aspects (i.e. production and marketing) of running a farm. The course will include a field trip to an organic farm to be arranged in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 300: Thursdays, September 21-October 12, 6:30-8:30 p.m. 4 sessions. Helles 247. \$70.

NCL 051 Stress Management Through Biofeedback

This course will discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. The instructor will teach you biofeedback methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation, and meditation. The three phases of stress response will also be covered. The class will discuss the types of behaviors, thoughts and attitudes that can bring about stress, and how you can deal with them, such as: your self-esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow to each class for relaxation exercises.

Priscilla Hustad, M.A., is an experienced and certified biofeedback therapist in practice since 1980.

Section 300: Wednesdays, October 4-November 8, 7-9 p.m. 6 sessions. Education 155. \$65.

Lisa Brown and Bobbie Ward (front and middle) work for Ideas Unlimited, a design firm in Longmont. Barbara Ploeger's Interior Design class provides a chance to build knowledge about design theory and share ideas with other class members. For Sarah Taylor (at back), the class is an opportunity to explore a career interest. She says, "I love it. I look forward to it every day."





Lifestyles—continued

NC L 038 Nutrition and Wellness

Understand the basics of good nutrition, and how proper diet can promote wellness. Subjects covered will include: the food pyramid, proper meal planning; carbohydrates, proteins, and fat; vegetarian diets; disease prevention: heart disease, diabetes, osteoporosis, and cancer; fitness and exercise; weight control; and a discussion of recent nutritional theories, such as the relationship between foods and moods, and the use of supplemental vitamins and minerals.

Mary Schroeder, M.S., Food Science and Human Nutrition, is a registered dietitian, and teaches courses on nutrition, diet, and wellness.

Section 300: Tuesdays, September 26-October 24, 7-9 p.m. 5 sessions. Hellems 267. \$60.

NC L 034 Study Smarter

Learning in college, is self-directed, not teacher directed. Learn strategies that cut your study time in half and increase effectiveness. Topics covered are: note taking, reading strategies, test preparation, concentration, time management, and motivation/procrastination. Students should be high school graduates.

Sherry Snyder, M.A., is an academic coordinator with the CU University Learning Center.

Section 300: Mondays, September 18-October 16, 5:30-7 p.m. 5 sessions. Duane Physics 0021. \$45.

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Science

NCSO 019 Numbers in the Real World: Math and Its Role in Modern Decision Making

There is a common misconception that there is absolute certainty in mathematics. In reality, the numbers and statistics that we use every day are based on various assumptions. This course will look at how we use numbers to make far reaching decisions about our communities and the future, and how having a better understanding of math can help us make better decisions. Topics discussed include: logic, math and science; the history of numbers; uncertainty, the greenhouse effect and demographics; math formulas and economics; exponential growth and population; and probability, statistics and opinion polls.

Jeffrey Bennett, Ph.D., is a research associate with the Center for Astrophysics and Space Astronomy at CU Boulder, and is a joint author of the forthcoming book, *Quantitative Literacy: Mathematics for Citizenship in the 21st Century*.

Section 300: Wednesdays, September 13-October 18, 6:30-8:30 p.m. 6 sessions. Duane Physics 0021. \$65.

NCSO 027 The Geology of Boulder: An Armchair Tour

This Saturday morning class will take participants on an armchair slide tour of the geologic formations around Boulder. Focus is on the geologic history at our feet, how the rocks we see came to be, and how the topography has changed over time.

Barbara Mieras, Ph.D. Geological Sciences, has been an exploration geologist and science educator.

Section 300: Saturday, October 14, 9 a.m.-12 noon 1 session. Economics 13. \$20.

NCSO 031 Alpine Ecology

See the special world of the alpine tundra in the autumn. Learn how plants and animals adapt to living in these harsh environments, and hike on Niwot Ridge to see studies conducted by the University of Colorado in their Long-Term Ecological Research Project.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARN a NSF sponsored teacher enhancement program.

Section 300: Thursday, September 21, 7-9 p.m. and Saturday, September 23, 9 a.m.-4 p.m. 2 sessions. Hellems 193. \$55.

NCSO 032 Fire Ecology

Fire policies have changed from suppressing all wildfires to one of managing fire for optimum health of the forests. This seminar looks at the destructive and healthful aspects of fires in regard to forests. The class will include a Saturday hike to view revegetation from the Ouzel Fire in Rocky Mountain National Park.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARN a NSF sponsored teacher enhancement program.

Section 300: Thursday, October 5, 7-9 p.m. and Saturday, October 7, 9 a.m.-4 p.m. 2 sessions. Hellems 193. \$55.

NCSO 024 Plants and People

The course of human history has been influenced by plants. This short seminar explores how plants have been important to people in different cultures as food, fibers, building materials, fuel, and medicines.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARN a NSF sponsored teacher enhancement program.

Section 300: Tuesdays, November 14-28, 7-9 p.m. 3 sessions. Hellems 193. \$35.




Testing

NCT 200 Preparing for the SAT/ PSAT

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, and analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development, and reading comprehension work to reinforce students' skills. Practice tests are provided. Required text, *The College Board 5 SAT's* by the College Board, is available at the CU Bookstore. Students register separately for the exam.

Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 300: Saturday and Sunday, September 23-24, 9 a.m.-12 noon. 2 sessions. Hellems 201. \$130.

Barbara Ploeger's Introduction to Interior Design teaches principles teamed with practical application, "so that, from the ground up, students understand why they're learning theory and how to use it" to make space work the way they want it to. Barbara has a B.S. in Interior Design from Brigham Young University and taught design at BYU before moving here four years ago. A practicing design professional, she says, "I love to teach. It keeps my skills honed."

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

Be test wise to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with time-test practice. We cover problem solving, data sufficiency, reading comprehension, sentence correction and critical reasoning. Students register separately for the exam. Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979. Section 300: Saturday and Sunday, September 23-24, 2-5 p.m. 2 sessions. Hellems 201. \$145.

NCT 301
Preparing for the Graduate Record Exam (GRE)

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need *GRE Prep Book 9* for the first class, available at the CU Bookstore. Students register separately for the exam. Roe Willis, Ph.D., is a retired math teacher. Terri Bodhaine, M.A., is a reading specialist with CU Boulder. Section 301: Tuesdays and Thursdays, September 5-28, 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

Section 302: Tuesdays and Thursdays, October 31-November 30 (no class November 21 and 23), 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the logic games. Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts *LSAT Preptests 2, 3 and 5-11* at the first class, available at the CU Bookstore. Students register separately for the exam. Michelle Philip, J.D. is a practicing attorney. Section 301: Saturdays and Sundays, September 9-23, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195. Section 302: Saturdays and Sundays, November 4-18, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.

Theatre and Music

NCTH 017
Acting Basics

All the world's a stage... rather than putting on a character, the actor searches for the variety in everyone of us, the everyone in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text, *The Art of Dining* and the optional text, *The Stanislavski Method*, are available at the CU Bookstore. Beth Osnes, Ph.D., Theatre, is an instructor, performer and director. Section 300: Tuesdays, September 19-November 7, 6:30-8:30 p.m. 8 sessions. Geology 311. \$90.

NCTH 005
Shakespeare: From Page to Stage

Drawing on the four plays that will be produced by the 1996 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theater, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences. Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 300: Wednesdays, September 20-October 11, 7-9 p.m. 4 sessions. Hellems 181. \$55.

Writing and Literature

NC W 023
Outstanding Novels from North of the Border: Four Canadian Novels

Is Canada different from the United States? Does Canadian Literature reflect some of these differences? Which authors are successful in writing wonderful books while considering the universal concerns of mankind? Join us in reading and discussing four novels by noted Canadian authors. We will meet every two weeks to give time for reading. Please read: *The Stone Angel* by Margaret Laurence for September 21; *The Robber Bride* by Margaret Atwood for October 5; *Away* by Jane Urquhart for October 19; and *The English Patient* by Michael Ondaatje for November 2. These books are available at the CU Bookstore.

Susanne Gerson, M.A., M.Ed., is an instructor of literature and humanities and has taught in Canada.

Section 300: Thursdays, September 21-November 2, 7-9 p.m. 4 sessions. Duane Physics G039. \$45.

NC W 003
English Writing Made Simple

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing. Jean Thyfault, is a former editor, managing journal publications.

Section 300: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions. Hellems 211. \$90.

NC W 029
Usage and Grammar: Guidelines and Rules for Everyday Use

In a workshop setting, learn simple rules for avoiding spelling, punctuation and usage errors in writing. Review grammar rules and when to break them. Improve your speaking skills as well as your ability to write clear, concise memos, letters and business documents.

Michael Foley, M.A., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.

Section 300: Saturday, October 21, 9 a.m.-1 p.m. 1 session. Hellems 141. \$30.





Writing and Literature—continued

NC W 006 Creative Writing

Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more, through a series of imaginative exercises. Emphasis is on finding your individual voice. For beginners or more experienced writers.

Naomi Rachel M.A., is a professional writer with credits in national and regional publications.

Section 300: Tuesdays, September 26-November 14, 7-9 p.m. 8 sessions. Hellem 211. \$90.

NC W 042 Poetry Workshop

This class is designed to work on the process of poetry writing. Format includes in-class writing exercises and discussion of work done in and out of class. No experience necessary—only an interest in poetry.

Deborah Viles, M.A., is a lecturer in the CU Boulder writing program.

Section 300: Mondays, September 18-November 6, 6-8 p.m. 8 sessions. Muenzinger E114. \$90.

NC W 046 Writing Haiku

Japanese haiku expresses the poet's perceptions and emotional response to the world around him/her. This course will teach students how to write the Japanese form of haiku and senryu. The course will also help students achieve the deep satisfaction that can come with looking at the world in a fresh way by writing and sharing haikus created out of that perception. The class will use exercises to develop the students' capacities of sensory awareness, sharpen perception, and thinking in images. The students will practice writing haikus and will share their work in group critiques to improve technique. Students should purchase *The Haiku Handbook* by William J. Higginson, at the CU Bookstore.

Michael McNierny, M.A., has widely published his haiku and is the southwest regional coordinator for the Haiku Society of America.

Section 300: Thursdays, September 28-November 2, 6:30-8:30 p.m. 6 sessions. Muenzinger D439. \$70.

NC W 008 Short Story Workshop

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A., has been published in numerous journals.

Section 300: Thursdays, September 21-October 26, 7-9 p.m. 6 sessions. Hellem 245. \$70.

NC W 053 Write It! Finish It!

Do you start, but never finish; or never get around to writing? This workshop looks at the phases of the writing process: setting goals, creating space, drafting, organizing, revising, editing, and marketing. You will learn to write very short stories and poems for the literary market. We'll exchange ideas about ways to finish. The two texts for the class, *Handbook of Poetic Forms*, by R. Padgett, and *Flash Fiction*, by J. Thomas, are available at the CU Bookstore.

Kaye Bache-Snyder, Ph.D. English, is a professional writer who writes and publishes articles, short stories and poems.

Section 300: Thursdays, September 21-November 9, 6:30-8:30 p.m. 8 sessions. Cottage 104. \$90.

NC W 028 Write Fiction That Sells

Discover the keys to writing fiction that sells. Discuss structure, plot, characterization, style, research and other solid writing techniques. Also talk business ins and outs and how to approach the market professionally, positioning yourself and your project for success. Both beginners and pros will benefit from the combination of writing technique and market savvy offered in this course.

Jerrie Hurd, M.F.A., is a professional author, who has recently signed a multi-book contract with a major New York publisher.

Section 300: Wednesdays, September 20-November 8, 7-9:30 p.m. 8 sessions. Hellem 251. \$115.

NC W 027 Writing Humor

Meet the comic within. Through a series of imaginative exercises we will explore the art of writing humor. Topics will include the use of humor in speech writing, script writing, character development, comics, dialogue, and humor from different cultures. Emphasis is on finding your own comic style and voice.

Naomi Rachel, M.A., is a professional writer with credits in national and regional publications.

Section 300: Saturdays, October 21-November 4, 10 a.m.-3 p.m. 3 sessions. Hellem 247. \$85.

NC W 004 Writing the Novel

Tackle the fundamental challenges of the novel. Class sessions focus on vital concepts. Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility. Students will be provided with a detailed workbook of all aspects of novel writing covered in class.

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.

Section 300: Thursdays, September 14-November 16, 7-9 p.m. 10 sessions. Hale 260. \$110.

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This is Heidi Crimmin's first Continuing Education course, "but it won't be the last." With a new home to furnish after a two-year stint in Paris as "a trailing spouse;" (her husband had work there), *Introduction to Interior Design* hits the mark with solid content from an instructor who is "well organized and well prepared. She's really good."

**NCW 021
Screenwriting**

Intended for amateur and professional screenwriters, students will complete an entire screenplay for either a feature or a television project. Initial classes will focus on overall elements of screen writing and analysis of scripts. In subsequent sessions, students will meet individually with the instructor for assistance with their writing. Students will turn in a completed first draft at the final class meeting. Each student will receive a written evaluation of their script within two weeks of the conclusion of the class.

Judy Nogg, M.A., is a member of the Writer's Guild of America, West, and is a story analyst for a major Hollywood studio.

Section 300: Thursdays, September 21-November 30, 6:30-8:30 p.m. 10 sessions. Helms 181. \$120.

**NCW 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 covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/ms. preparation), agents, contracts, and self-publishing. For writers and illustrators.

Sandy Ferguson Fuller, B.A., is a professional illustrator.

Section 300: Saturday, October 21, 9 a.m.-4 p.m. 1 session. Economics 119. \$45.



Longmont Noncredit Classes

**NCFL 103
Beginning Conversational Spanish**

Basic but lively conversational Spanish for travelers. We stress practical vocabulary.

Susan Hartman, M.A. Spanish Linguistics, has taught Spanish language classes for many years.


Section 30L: Wednesdays, September 20-November 22, 6:30-8:30 p.m. 10 sessions. Longmont High School. \$115.

**NCL 042
Finding and Running the
Environmentally Friendly Farm**

Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods, and the business aspects (i.e. production and marketing) of running a farm. The course will include a field trip to an organic farm to be arranged in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 30L: Thursdays, October 19-November 9, 6:30-8:30 p.m. 4 sessions. Longmont High School. \$70.



Morning and Afternoon Classes at East Boulder Community Center

These classes are presented in cooperation with the City of Boulder, Housing and Human Services Department, Senior Services Division.

**NCI 016
Estate Planning Techniques**

This class helps you plan for a hassle free legacy. It discusses these common concerns: How do I decide between will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney? Please bring a calculator with you to class.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 30B: Tuesday, September 26, 1-3 p.m. 1 session. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$20.

**NCW 068
Exploring Changes in Our Lives
Through the Short Story**

The short stories studied in this class take place in diverse cultures and eras with varying customs and expectations. In each story, we'll study the principal characters' response to a dramatic change in their cultural, physical, political or marital environment. Lectures and discussion will explore setting, plot, characters, point of view and theme of the stories. The text is *Heath Introduction to Fiction*, available at the CU Bookstore. Read *Everyday Use* by Alice Walker for the first class.

Martha Dick, M.A., teaches writing and literature.

Section 30B: Thursdays, September 28-November 2, 1:30-3 p.m. 6 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$55.

**NCSO 017
Introduction to Colorado Geology**

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. This course offers an armchair tour of Colorado's geology. We will investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting.

Barbara Mieras, Ph.D., Geological Sciences, has been an exploration geologist and science educator.

Section 30B: Tuesdays, October 3-10, 2-4 p.m. 2 sessions. East Boulder Community Center 5660 Sioux Drive, Boulder. \$27.

**NCH 008
Writing Your Family History—
A Workshop**

This workshop will cover how to construct a family history, utilizing not only personal reminiscences, but also diaries and other written records, photographs, and other family memorabilia. The class will discuss how to organize and preserve various family records; research the family history; conduct interviews; and the process of writing a history. A \$5 materials charge will be collected by the instructor at the class.

Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American Western and Oral History.

Section 30B: Thursdays, October 19-26, 9 a.m.-12 noon. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$40.



Business classes help you prepare to meet new challenges and pursue promising opportunities.

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A more specialized and competitive world makes new demands on all of us. We need better skills from the ground up, and an ability to adapt quickly as markets grow and change. Our business classes are widely respected for hands-on practical value. We feature instructors with a track record of active, current business experience.

Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting

and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

Refunds are granted any time before a course begins, none later. To withdraw from a course, you must contact the Division of Continuing Education.

Classes will not meet November 23 and 24.

Business Courses, Fall 1995

Getting Started	29
Basic Skills for the Supervisor	
Accounting and Finance	29
Accounting and Budgeting for the Non-Accountant*	
Understanding and Using Financial Statements	
How to Keep the Money Flowing: Credit and Collections for Small and Medium-sized Businesses	
Quicken! A Windows Accounting Program for the IBM and Compatibles	
Entrepreneurism/Small Business	29
Entrepreneurism-Are You Ready?	
Starting a Business: From the Ground Up	
Tax Strategies for Small Businesses	
Writing Business Plans	
How to Become a Successful Consultant	
Human Resources Management	30
16 Ways to Implement Pay for Performance	
A Workshop on Understanding Sexual Harassment in the Workplace	
Encouraging Diversity to Hone Your Competitive Edge	
Developing a Performance Evaluation	
Basics of Human Resource Management	
International Business	31
Exporting and Investing Overseas	
Sales/Marketing	31
Understanding Marketing: Developing and Promoting Your Product or Service*	
Marketing for Professional Services	
Supervision/Management	31
Critical Issues in Current Management*	
Managing People*	
Professional Development	31
Handling Difficult People	
Writing and Communication	31
Communication Skills for Maximum Performance in Business	
How to Write Better Business Letters, Memos and Reports	
Technical Writing	

Skill Level Guide

A Guide to Business Courses' Recommended Skills 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. If you have questions about a course level, please call the Division of Continuing Education at 492-5148.

Beginning

No previous experience necessary.

Intermediate

Assumes completion of Basic Skills for the Supervisor or equivalent experience.

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.



Getting Started

NC B 100 Basic Skills for the Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, building productive work teams, managing change and conflict, and managerial problem solving. A prerequisite to other Management Development Certificate classes. Optional final exam.

Charles Rice, M.B.A., instructor at UCD, College of Business Administration, specializes in executive training and development.

Section 300: Mondays, September 18-October 23, 7-9 p.m. 6 sessions. Business 250. \$110.



Accounting and Finance

NC B 110 Accounting and Budgeting for the Non-Accountant*

Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 300: Saturdays, October 14-21, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

NC B 015 Understanding and Using Financial Statements

Beginning Level

When you look at your company's financial statements, do you feel confused, or informed? Learn to use accounting information to manage your business and increase your profits. Learn basic financial ratios to help you spot trends. We also cover income and cash projections and working capital management.

Donald Kaniecki, has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Wednesdays, October 11-18, 6-8:30 p.m. 2 sessions. Engineering Center CR 1-42. \$55.

NC B 116 How to Keep the Money Flowing: Credit and Collections for Small and Medium-Sized Businesses

Intermediate Level

One of the most difficult decisions that any business faces is when and how to give credit and what to do if a customer has not paid their bill. This class will guide business owners and managers in how to set a business credit policy; setting up business credit forms and how to use them; recordkeeping; tracking your credit accounts; pre-litigation remedies in collections; legal procedures and the anatomy of a lawsuit; special problems such as selling out of state, skip tracing and bankruptcy; and collecting money from a legal judgment (post judgment remedies).

Donald Wilson, J.D., has practiced law in Boulder since 1976.

Section 300: Saturday, October 14, 9 a.m.-1 p.m. 1 session. Hellems 251. \$45.

NC B 330 Quicken! A Windows Accounting Program for the IBM and Compatibles

Specialized Level

Learn how to get the most from this popular windows-based software package, to manage money, keep a budget, simplify year-end tax preparation, manage rentals, and track investments, bank accounts and credit card use. Prerequisite: Computer Literacy or equivalent experience.

Mitzi Gibson Katz, M.Ed., has been working with and teaching computers since 1981.

Section 300: Friday, September 15, 9 a.m.-3 p.m. 1 session. University Computing Center 126. \$90.



Entrepreneurism/ Small Business

NC B 400 Entrepreneurism-Are You Ready?

All Levels

What does it take to be an entrepreneur? Businesses fail for many reasons: undercapitalization, lack of preparation, failure to test the market, lack of financial control and doing too much too soon. This class gives you a smart start. We cover business plans, budgeting, cash flow and other essential aspects, including personal financial planning.

Aivars Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.

Section 300: Wednesdays, September 27-October 11, 6-9 p.m. 3 sessions. Duane Physics G131. \$75.

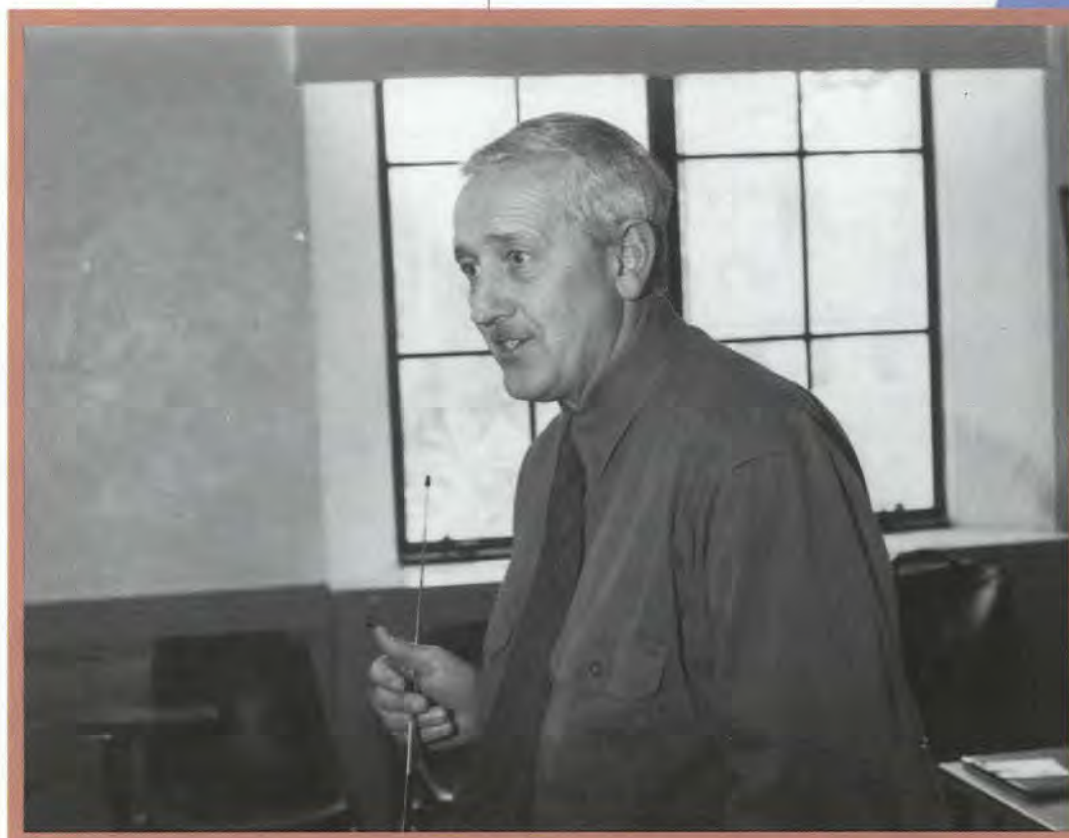
NC B 002 Starting A Business: From the Ground Up

Beginning Level

This course will cover the many requirements from various government agencies that a new business must comply with. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. The workshop will help you understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.

Donald Kaniecki, has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Saturday, November 4, 9 a.m.-1 p.m. 1 session. Business 250. \$50.



Fred Moore teaches Accounting and Budgeting for the Non-Accountant, a course that appeals to the self-employed as well as individuals completing the Management Development Certificate program. A practicing CPA who is an entrepreneur and a professional trainer, Fred teaches students practical skills and perspectives for real-life business challenges.



Entrepreneurism/ Small Business—con't.

NC B 300 Tax Strategies for Small Businesses

Intermediate Level

For corporate owners, partnerships, sole proprietors, consultants or individuals, this class covers qualified plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Learn what is possible, how the concepts work and the implications for your heirs. Be in a position to begin financial planning with sound insight.

Aivars Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.

Section 300: Wednesdays, October 25-November 8, 6-9 p.m. 3 sessions. Duane Physics G131. \$75.

NC B 120 Writing Business Plans

Beginning Level

Learn to write a plan that clarifies financial, marketing and operational plans and becomes a valued guide in running a profitable business. We cover sales and cost projections, cash flow, marketing research and facilities management. Emphasis is on a formal business plan for lenders/investors and as a management tool.

Donald Kaniecki, has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Thursdays, October 12-19, 6-8:30 p.m. 2 sessions. Business 250. \$55.

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NC B 401 How to Become a Successful Consultant

Intermediate Level

Discover the means to become a successful consultant in this hands-on, three-day workshop. Learn how to identify your consulting skill areas, including the features and benefits of your services. You will learn how to identify your client's needs, define the roles of you and the client, and how to formulate your consulting strategy. Also, how to market yourself and your services via publishing, speaking, direct marketing, and direct sales for bottom-line success.

Pamela Adams, B.A., is a trainer and communications consultant who conducts training seminars all over the country.

Section 300: Saturdays, September 30-October 14, 9 a.m.-4 p.m. 3 sessions. Hale 240. \$175.



Human Resources Management

NC B 500 16 Ways to Implement Pay for Performance

Intermediate Level

This workshop is designed for managers, supervisors, human resource managers and directors in city, state, and county agencies, and school and special use districts. The course will show you how Pay for Performance can help your staff pull together as a team, meet organizational goals, and perform up to expected levels. Pay for Performance links the employees' tasks directly to the goals of the organization, and their performance is reflected in their pay and other compensation. This workshop will discuss how to implement such a management system within an existing organizational structure, utilizing evaluative measures and other information already available.

Kenneth T. Tagawa, Ph.D., is Director of the Center for Human Resources, at the University of Colorado at Denver. Dr. Tagawa is the chair of the compensation/classification and pay for performance task force for Colorado higher education, and has given numerous presentations on Pay for Performance.

Section 300: Friday, October 6, 8:30 a.m.-4:30 p.m. 1 session. Coors Events Center, Room 3. \$99 (lunch is not included).

NC B 252 A Workshop on Understanding Sexual Harassment in the Workplace

Intermediate Level

Understanding, managing, and preventing sexual harassment is a critical issue for organizations today — especially where they may find themselves facing legal action and costly court judgments if violation of state and federal laws is proved. This timely, experiential workshop presents the latest details on: sexual harassment: what is it?; quid pro quo vs. hostile work environment harassment; how and why harassment occurs; the six levels of harassment; managing and preventing harassment through employer practices and policies; and tools for conducting a harassment claim investigation.

Pamela Adams, B.A., is a trainer and communications consultant who conducts training seminars all over the country.

Section 300: Friday, September 22, 8:30 a.m.-4:30 p.m. 1 session. Coors Events Center, Room 3. \$95 (lunch is not included).

NC B 237 Encouraging Diversity to Hone Your Competitive Edge

Intermediate Level

Many companies, trying to maintain a competitive edge, are tapping and encouraging the different types of people, styles of working, cultural and ethnic backgrounds, and gender differences of their workforce through a diversity program. This hands-on participatory workshop will show you how to implement a diversity initiative or how to fine tune your current diversity effort. Subject covered will include: what are the benefits?; how to proceed; establishing a task force; the pros and cons of assessment; committing management to diversity; interventions; and troubleshooting.

Deborah Flick, Ph.D., is a training and development specialist with 18 years of experience consulting with corporations, government agencies and educational institutions.

Section 300: Friday, October 20, 9 a.m.-4 p.m. 1 session. Coors Events Center, Room 3. \$95 (lunch is not included).

NC B 320 Developing A Performance Evaluation

Intermediate Level

Learn how to design and use a performance plan for evaluation and employee counseling. Elements of a performance plan and appraisal; the role of counseling; job enrichment and employee satisfaction; evaluating individual contributions in teams; employee participation in the evaluation process; and implementing the plan in the workplace will be covered. Students will develop a performance evaluation to use in their own offices.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.

Section 300: Saturday, September 23, 9 a.m.-1 p.m. 1 session. Hellems 255. \$50.



Diana Marinaro is taking Fred Moore's Accounting course "for my own knowledge." With a career interest in Human Resources management, she feels budgeting skills would be a plus. Diana did her undergraduate work at Berkeley and earned her law degree here at CU. She says the course is very good. "I'm very impressed. I've had a lot of schooling and I appreciate a good instructor."

NC B 250
Basics of Human Resource Management
 Beginning Level

In today's competitive climate, human resources management is an important business component. Recruitment and the selection process; equal employment opportunity laws and harassment issues; the compensation process; benefits; human resource issues; and careers in human resources will be discussed.

Paul Terry, M.B.A., S.P.H.R., is Vice President of Human Resources at a major engineering company.

Section 300: Tuesdays and Thursdays, November 28-December 12, 6:30-9 p.m. 5 sessions. Hellems 255. \$110.



International Business

NC B 405
Exporting and Investing Overseas
 Intermediate Level

The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. The opportunities, rewards and problems of overseas trading and investing, planning the project, obtaining financing, managing cultural problems and diversity, joint ventures with local partners, U.S. government assistance, and protecting assets and returns will be discussed.

Jonathan Hochberg, M.B.A., overseas investment consultant, was formerly an investor services officer with the federal Overseas Private Investment Corporation (OPIC).

Section 300: Tuesdays, September 19-October 24, 6:30-8:30 p.m. 6 sessions. Hellems 137. \$120.



Sales/Marketing

NC B 210
Understanding Marketing: Developing and Promoting Your Product or Service*
 Intermediate Level

You have a product, service or idea. How do you sell it to potential customers? This requires understanding marketing. This class discusses formulating your ideas; planning and setting objectives; understanding the market and your customer; assessing the competition; developing and promoting your products; getting products to market; and customer service.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on developing marketing plans, project management and writing.

Section 300: Tuesdays, September 19-October 24, 6:30-9 p.m. 6 sessions. Hellems 81. \$135.

NC B 295
Marketing for Professional Services
 Intermediate Level

Lawyers, consultants, medical services, and many other professionals need to be able to reach their potential clients. Don't waste precious time and money marketing your professional service like a product! Learn dozens of proven, profitable marketing strategies unique to professional services. You'll identify practical methods you can put to work right away and avoid common costly pitfalls. Learn low cost growth strategies, when and how to use advertising, and how to develop a personalized marketing plan.

Suzanne Houck, M.B.A., is president of a national training and marketing company.

Section 300: Saturday, September 30, 9 a.m.-4 p.m. 1 session. Economics 205. \$85.



Supervision/Management

NC B 230
Critical Issues in Current Management*
 Intermediate Level

Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing problem employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.

Charles Rice, M.B.A., instructor at UCD, College of Business Administration, specializes in executive training and development.

Section 300: Mondays, October 30-November 27, 7-9 p.m. 5 sessions. Business 250. \$99.

NC B 245
Managing People*
 Intermediate Level

A unique class teaches practical skills related to motivation, communication, leadership and time management, to improve work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.

Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Hellems 255. \$95.



Professional Development

NC B 014
Handling Difficult People
 All Levels

You can't escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.

Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.

Section 300: Tuesday, October 3, 6-9 p.m. 1 session. Duane Physics G116. \$35.



Writing and Communication

NC B 170
Communication Skills for Maximum Performance in Business
 Intermediate Level

Effective communication is critical in today's competitive business environment. Communication skills don't just happen, they need to be learned and practiced. This workshop will give participants the skills necessary to interact in teams, work groups, or in one-on-one situations. Students will learn how to successfully adopt powerful interpersonal communications techniques that apply in all areas of business.

Karen Becker, M.B.A., M.A., is president of a Boulder based training company specializing in communication skills training and organizational effectiveness.

Section 300: Thursdays, September 21-October 12, 7-9 p.m. 4 sessions. Hellems 137. \$95.

NC B 475
How to Write Better Business Letters, Memos and Reports
 All Levels

Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap, dialog, brainstorm, and freewrite to define audience and purpose, and develop collaborative efforts between writers and editors.

Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.

Section 300: Saturday, September 23, 9 a.m.-4:30 p.m. 1 session. Duane Physics G025. \$70.

NC B 470
Technical Writing
 All Levels

Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audio-visual and instructional materials, catalogs, and much more in a clear, readable way. 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 of the bestseller, *Workbench Guide to Electronic Circuits*, is a consultant with major engineering and research firms.

Section 300: Wednesdays, September 27-October 18, 6:30-9 p.m. 4 sessions. Duane Physics G027. \$99.

Hands-on help makes learning new



computer applications fast, efficient and fun.

Even people who were once reluctant to “boot up” are coming around now, and what they really want is hands-on how-to from someone who speaks plain English. Meantime, aficionados are hungry for instruction that keeps up with them. We serve both groups and everyone in between, with practical pointers from exceptional instructors who make fast-track learning easy and fun.

Certificate in Computer Applications

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

A. Four required core courses:

1. Computer Literacy* (CCA 100)
2. Concepts of Data Processing and Information Technology (CCA 335)
3. Computer Application Systems Overview (CCA 340)
4. Software Development and Maintenance (CCA 350)

***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 letter to the Division of Continuing Education requesting an exemption from **CCA 100 Computer Literacy**, if you plan on achieving the Certificate.

B. At least one course in programming. Programming languages offered include Pascal, C, and C++. Others are added to keep pace with industry standards.

C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Leading-Edge Courses in: Basic computer skills
Operating systems
Graphical user interfaces
Computer Aided Design
Desktop Publishing
Computer Graphics
Programming

Course Locations: The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine; in the Sibell Wolle Fine Arts Building next to the University Memorial Center; and a new location at the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

Prerequisites: Many courses have prerequisites listed at the end of the descriptions. If you are unsure if you have the necessary background to successfully complete the course, please call (303) 492-6226.

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. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call (303) 492-6226 if you have questions about computer access.

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.

Questions? If you have any questions about this program, please call the Division of Continuing Education at (303) 492-5148, or outside the Denver Metro area, 1-800-331-2801.

Working one on one, Michelle Sharon says it's important to respect where people are in the process of learning computer applications. In an environment that is constantly changing, she laughs, "It's okay not to know something." Michelle teaches DOS, Lotus, Windows, and WordPerfect for Windows for Continuing Education. Her teaching style is relaxed and friendly, but highly focused, enriched by her experience as a sought-after applications trainer and consultant. Her consulting practice, Peak Process Technologies, makes her adept at observing how people interact with technology, and at finding ways to make them more effective. She is resource, translator and coach for people who need to master new programs in a hurry. Michelle is a member of Information Systems Trainers (IST) and is working on certification as a Certified Network Engineer. She grew up in Virginia, has been in the Boulder area for the past three years, and loves it. She and her husband live in Nederland, where she is treasurer of the Chamber of Commerce. They have five dogs (three are "adopted") and take to the hills often for skiing, hiking and mountain biking.

Computer Applications Courses, Fall 1995

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Presentations for the DOS System	38	Desktop Publishing for the Macintosh	44
Spreadsheets for the DOS System	38	Computer Graphics for the Macintosh.....	44
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Computer Aided Design	41	The UNIX Operating System	45
Desktop Publishing for the DOS System	42	Programming Languages.....	45

Understanding Computers

Getting Started

CCA 100
Computer Literacy

This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on IBM compatible PCs, three on Apple Macintosh, one on the campus UNIX mainframe system. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you. Take the mystery out of basic computer jargon and learn start-up skills that open the door to more targeted learning.

John Dick, Ph.D.

Section 301: Tuesday, August 29, 6-8 p.m. plus lab sections. Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Tuesdays, September 5-October 17, 6-8 p.m.

Lab Section 30B: Tuesdays, September 5-October 17, 8-10 p.m.

Dale Heuer, MBA

Section 302: Wednesday, September 13, 6-8 p.m. plus lab sections. Please indicate lab section preference (30C or 30D) at registration:

Lab Section 30C: Wednesdays, September 20-November 1, 6-8 p.m.

Lab Section 30D: Wednesdays, September 20-November 1, 8-10 p.m.

Calvin Cline

Section 303: Thursday, September 28, 6-8 p.m. plus lab sections. Please indicate lab section preference (30E or 30F) at registration:

Lab Section 30E: Thursdays, October 5-November 16, 6-8 p.m.

Lab Section 30F: Thursdays, October 5-November 16, 8-10 p.m.

All Sections: 8 sessions. Ketchum 301. \$110.

Note: Location changes after first class. Please contact Continuing Education if you are unable to attend first class.

The Computer System

CCA 212
Internet Fundamentals

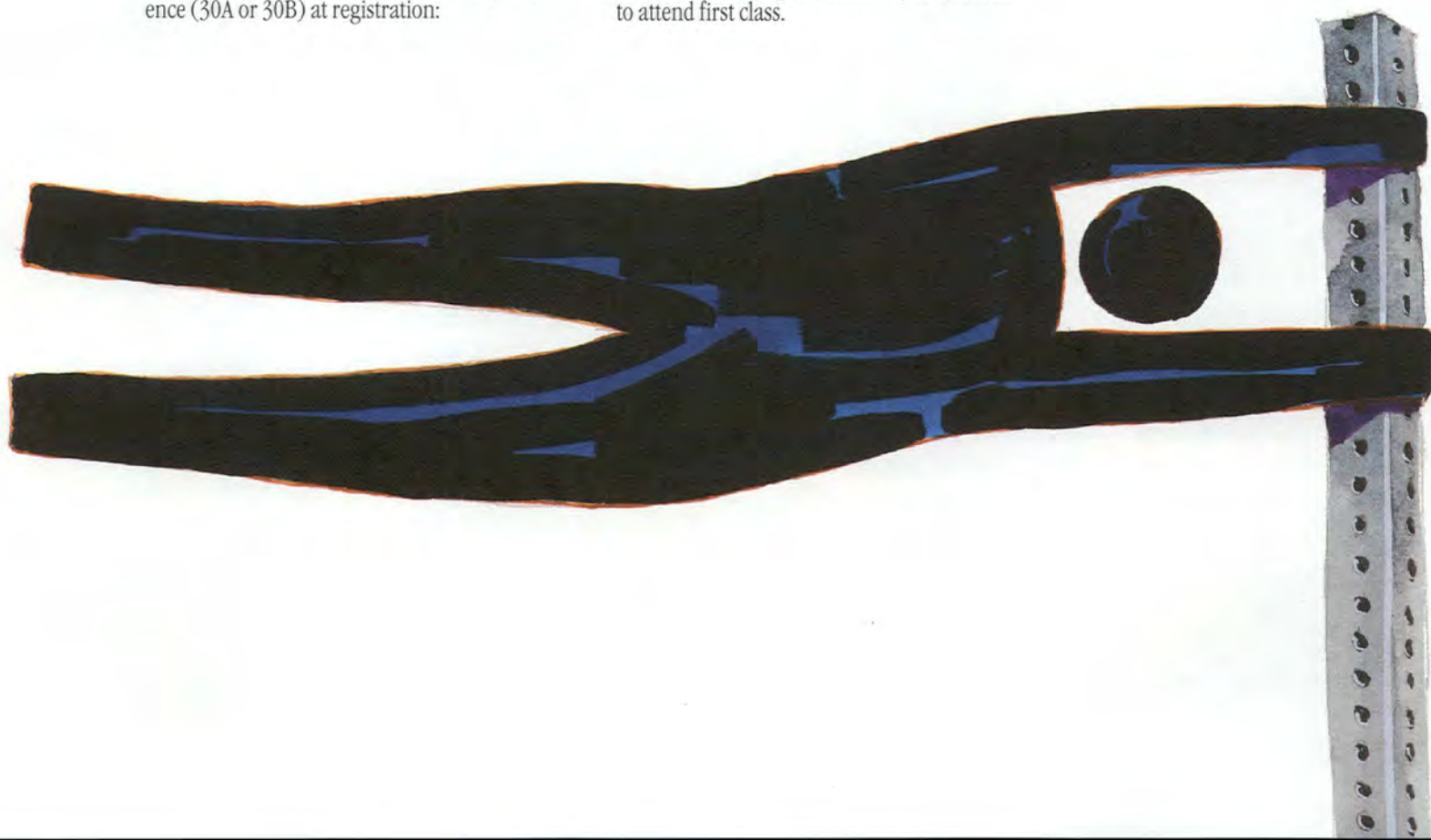
This class is intended for computer literate students interested in knowing what today's information SuperHighway, the Internet, offers. Topics will include an overview of the Internet, its history and technology, access providers and ways to join the network, and such basic Internet applications as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World-Wide-Web. Classroom lectures will include on-line demonstrations of how the Internet is used for applications on both PC and Macintosh platforms. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 301: Mondays, September 11-25, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 123. \$100.



CCA 213 Internet Applications

Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications: e-mail applications on UNIX, DOS/Windows and the Mac, reading USENET with a news reader, moving data (FTP and up/down loading files), finding files (Archie and GopherSpace), remote applications (Telnet, WAIS Servers), the World-Wide-Web (Mosaic, Netscape, and HTML). Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications.

Prerequisite: CCA 212 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 301: Mondays, October 2-16, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, October 24 and 26, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 123. \$100.

CCA 214 Hypertext Mark-up Language (HTML)

Learn to author documents and applications for delivering information on the Internet World-Wide-Web. The concepts of the international standard, Standard Generalized Markup Language (SGML), will be reviewed and the basic HTML tag set introduced. This class will also cover formatting issues, linking to internal and external documents, graphics and hypertext objects. Additional topics covered include interactive forms, querying, image maps, server side includes, and user authentication and tracking. **Prerequisite:** CCA 213 Internet Applications or equivalent.

Art Smoot, M.S.

Section 300: Saturday, October 28, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

CCA 335 Concepts of Data Processing and Information Technology

An introduction to the advanced concepts and terminology of business data processing and organizational information systems is presented. 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 the fields of data processing and information technology. **Prerequisite:** CCA 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Book Center, UMC 10.

Ron Clarke, M.S.

Section 300: Thursdays, September 7-October 26, 6-8:30 p.m. 8 sessions. Computing Center 123. \$180.

CCA 350 Software Development & Maintenance

Develop effective tools to monitor and organize computer systems that are critical to effective computer operations. We cover: systems and analysis, configuration options, software design and selection, installation, data conversion, logging and file maintenance, documentation, support contracts, training and error identification. Lab sessions included. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 300: Wednesdays, October 18-December 13 (skip November 22), 6-8:30 p.m. 8 sessions. Computing Center 123. \$180.

CCA 354 Introduction to Networks

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices about implementing a network in your business depends on an understanding of the basic concepts of networks, a grasp of the "lingo" and an accurate evaluation of various networking configurations. Learn what you need to know to make a good decision about networking your business computers. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems for small to medium sized businesses. **Prerequisite:** CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S., M.Ed.

Section 300: Thursdays, November 2-December 7 (skip November 23), 6-9 p.m. 5 sessions. Computing Center 123. \$175.

IBM Compatible Systems

The DOS System

CCA 120 Introduction to the IBM Compatible Personal Computer

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system. A survey of easy software programs will be presented.

Prerequisite: CCA 100 Computer Literacy or equivalent.

John Dick, Ph.D.

Section 301: Wednesdays, August 30-September 13, 6-9 p.m. 3 sessions.

Pat Melton, M.A.

Section 302: Tuesday and Thursday, October 10 and 12, 9 a.m.-2:30 p.m. 2 sessions.

Valerie Parker, M.I.S., M.Ed.

Section 303: Tuesdays, October 24-November 7, 6-9 p.m. 3 sessions.

Dale Heuer, MBA

Section 304: Thursdays, November 30-December 14, 6-9 p.m. 3 sessions.

All Sections: Computing Center 126. \$100.

Jayna Conkey is a graduate student in Photography. She's taking Adobe Photoshop because she feels that "Photography is changing," influenced by the impact of computer imaging. Jayna says, "I love it. I want to be able to manipulate my own images" and teach it as well. From a career perspective she firmly believes that the more skills you have, the more marketable you are.



The DOS System — continued

CCA 122 IBM Compatible PC System Configuration

Are you responsible for determining what PC equipment and configurations are required to properly automate your workstation or business? Learn what you need to know to make informed decisions. Develop expertise on the best way to configure DOS, Windows, Windows for Workgroups and Personal Netware. This course presents an extensive overview of many of the system components you may need including: the computer (speed, memory, disk size, display, etc.), computer bus (ISA, EISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser/dot matrix), modems (9600/14400, computer/fax), Networks (peer-to-peer, client-server, Personal Netware, Windows/NT, etc.) and multimedia. **Prerequisite:** CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 300: Tuesdays, October 24-November 14, 6-9 p.m. 4 sessions. Computing Center 124. \$140.

CCA 200 Using MS-DOS

File management and DOS commands are emphasized in this class. We cover practical commands like copy, delete, disk format; hard disk commands to create, remove and back up directories; and an introduction to batch files. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/HD diskette.

Dale Heuer, MBA

Section 301: Tuesdays, August 29-September 12, 6-9 p.m. 3 sessions. Computing Center 126. \$100.

Pat Melton, M.A.

Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$100.

CCA 203 Intermediate DOS

Learn to write your own DOS commands, take control of your system and create "smart" commands. We begin with I/O redirection, pipes, and filter commands for customizing DOS, leading to creation of smart commands that allow you to develop other powerful commands tailored to your specific needs. **Prerequisite:** CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 300: Wednesdays, November 8-29 (skip November 22), 6-9 p.m. 3 sessions. Computing Center 126. \$100.

CCA 303 Advanced DOS/Windows

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer: know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. **Prerequisites:** CCA 210 Introduction to Windows and CCA 203 Intermediate DOS or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays, November 21-December 12, 6-9 p.m. 4 sessions. Computing Center 124. \$140.

CCA 210 Introduction to Windows (3.1)

Microsoft Windows is one of the most widely used graphical user interfaces (GUI). We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Michelle Sharon, B.S.

Section 301: Thursdays, August 31 and September 7, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Samten Nagarajan, B.A.

Section 302: Wednesdays, September 13 and 20, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Lisa Kelly, B.A.

Section 303: Wednesday, September 27, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

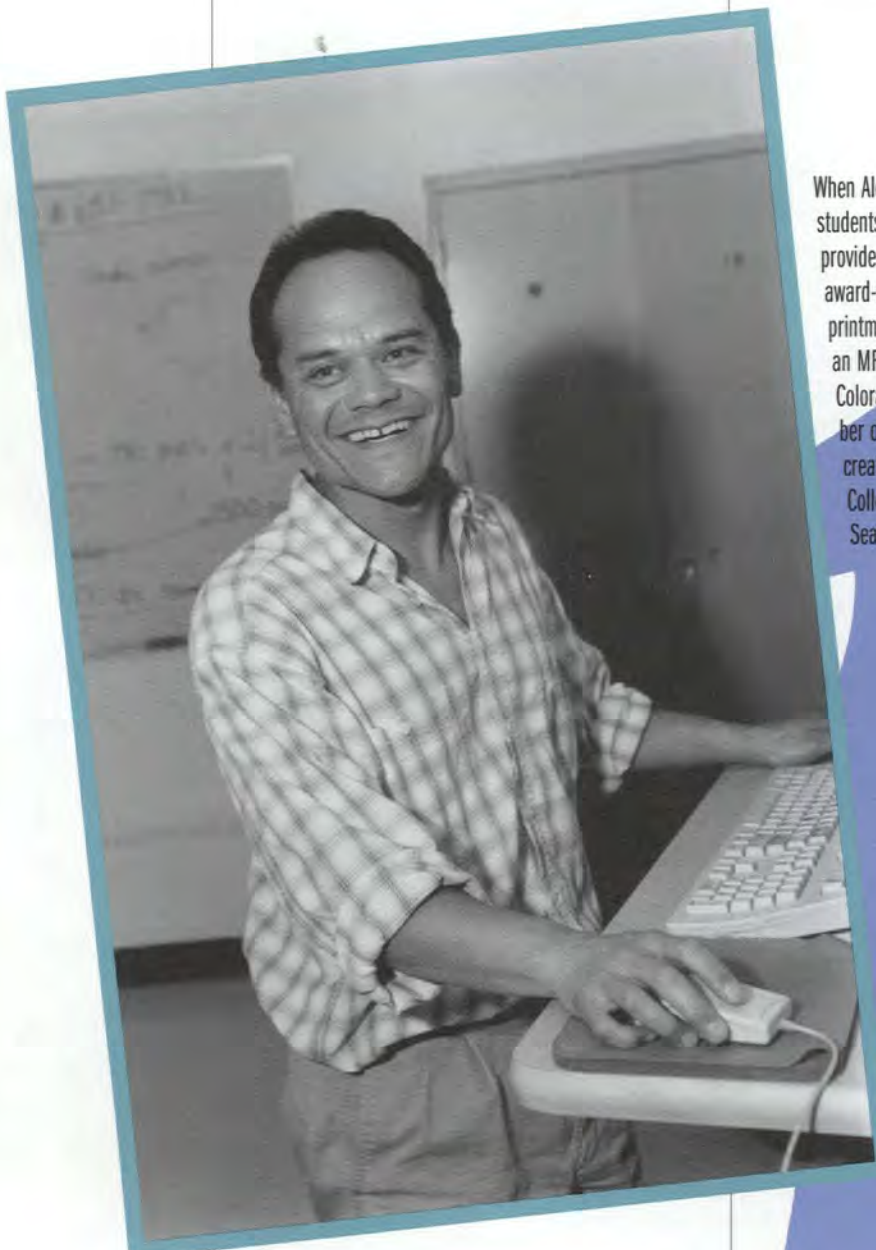
Michelle Sharon, B.S.

Section 304: Wednesday, October 18, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

Mitzi Katz, M.Ed.

Section 305: Mondays, October 23 and 30, 6-9 p.m. 2 sessions. Computing Center 126. \$95.

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When Alex Horstman teaches Photoshop, he shows students how to use the software, and more. He provides the viewpoint and sensibility of an award-winning professional artist (painting, printmaking and computer imaging). Alex holds an MFA in Fine Arts from the University of Colorado. His work has been featured in a number of area exhibits and a handmade book he created is part of the Rare and Special Books Collection at the University of Washington in Seattle.



Word Processing

CCA 375 Word for Windows (6.0)

Learn the fundamentals of Microsoft Word for the Windows environment. This class covers everything you need to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Samten Nagarajan, B.A.

Section 301: Mondays, September 11-25, 6-9 p.m. 3 sessions.

Lisa Kelly, B.A.

Section 302: Tuesday and Thursday, October 10 and 12, 9 a.m.-2:30 p.m. 2 sessions.

Mitzi Katz, M.Ed.

Section 303: Wednesdays, November 8-29 (skip November 22), 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$125.

CCA 376 Intermediate Word for Windows (6.0)

Word for Windows has an incredible collection of tools for creating professional looking documents. Learn the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates. **Prerequisite:** CCA 375 Word for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Samten Nagarajan, B.A.

Section 301: Tuesdays, October 10-24, 6-9 p.m. 3 sessions.

Lisa Kelly, B.A.

Section 302: Tuesday and Thursday, October 24 and 26, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Management Systems 001. \$125

CCA 386 Advanced Word for Windows (6.0)

Complete your understanding of this versatile software by mastering the more complex features of Word including formatting sections, columns, styles and graphics. Learn newsletter design and the ability to link documents and files. **Prerequisite:** CCA 376 Intermediate Word for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Lisa Kelly, B.A.

Section 300: Wednesday, November 15, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CCA 380 Beginning WordPerfect for DOS (6.0)

Learn to use WordPerfect to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. You'll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Computer or equivalent. Bring a 3.5 inch DS/HD diskette.

Michelle Sharon, B.S.

Section 301: Tuesdays, September 19-October 3, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

Peggy Purvis

Section 302: Tuesday and Thursday, October 31 and November 2, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. \$125.

CCA 381 Intermediate WordPerfect for DOS (6.0)

Take full advantage of WordPerfect's capabilities with the following: create tables for forms, invoices, calendars, etc.; utilize the merge feature for letters, envelopes and labels; learn how to sort different types of documents, including secondary merge documents, and to create headers and footers for your documents. You will learn about special characters and how to create and edit time-saving macros. **Prerequisite:** CCA 380 Beginning WordPerfect for DOS or equivalent. Bring a 3.5 inch DS/HD diskette.

Peggy Purvis

Section 300: Tuesday and Thursday, November 14 and 16, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. \$125.

CCA 382 Advanced WordPerfect for DOS (6.0)

Experience the power and ease of WordPerfect with this class! Learn about fonts, styles, columns and graphics and assemble these for brochures, flyers or newsletters. Use the new graphic border feature or the watermark feature to dress up your documents and really get your reader's attention! Work more easily in larger size documents by learning how to create footnotes, outlines, tables of content and cross references. **Prerequisite:** CCA 381 Intermediate WordPerfect for DOS or equivalent. Bring a 3.5 inch DS/HD diskette.

Peggy Purvis

Section 300: Saturday, December 2, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.



Word Processing — continued

CCA 394 Beginning WordPerfect for Windows (6.1)

Tap into the power of WordPerfect for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Michelle Sharon, B.S.

Section 301: Thursdays, September 14-28, 6-9 p.m. 3 sessions.

Peggy Purvis

Section 302: Tuesday and Thursday, October 3 and 5, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 126. \$125.

CCA 395 Intermediate WordPerfect for Windows (6.1)

In this WordPerfect for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect. **Prerequisite:** CCA 394 Beginning WordPerfect for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Lisa Kelly, B.A.

Section 301: Tuesdays, October 3-17, 6-9 p.m. 3 sessions. Computing Center 124. \$125.

Peggy Purvis

Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. \$125.

CCA 396 Advanced WordPerfect for Windows (6.1)

WordPerfect for Windows holds great formatting capabilities. You will learn about font styles and sizes; create and edit document styles; work with text columns, imbed picture and text graphics in a document; and develop a table of contents for a document. Use all these features to assemble a newsletter. **Prerequisite:** CCA 395 Intermediate WordPerfect for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Peggy Purvis

Section 300: Saturday, October 21, 9 a.m.-4 p.m. 1 session. Computing Center 124. \$95.

Presentations

CCA 275 PowerPoint!

Create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. You will also learn how to create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CCA 375 Word for Windows or equivalent.

Lisa Kelly, B.A.

Section 300: Wednesday, October 18, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

Jennifer Wells (in front) owns Momiji Design in Boulder. She's taking Photoshop to test-drive the program. Judy Sanchez (at back) is a freelance photographer with an interest in advertising. New to computers, she hopes the class will help her pursue some bread and butter opportunities, to underwrite her fine arts work.

Spreadsheets

CCA 345 Beginning Excel for Windows (5.0)

Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Chris Mattson

Section 301: Thursdays, September 14 and 21, 6-9 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 302: Wednesday, October 11, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 303: Saturday, October 21, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$95.

CCA 346 Intermediate Excel for Windows (5.0)

Expand your abilities with Excel by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Excel's wealth of graphic features! **Prerequisite:** CCA 345 Beginning Excel for Windows or equivalent.

Lisa Kelly, B.A.

Section 301: Wednesday, October 25, 9 a.m.-4 p.m. 1 session.

Peggy Purvis

Section 302: Tuesdays, November 14 and 21, 6-9 p.m. 2 sessions.

All Sections: University Management Systems 001. \$95.



CCA 347

Advanced Excel for Windows (5.0)

Maximize Excel's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. **Prerequisite:** CCA 346 Intermediate Excel for Windows or equivalent.

Lisa Kelly, B.A.

Section 300: Wednesday, November 29, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CCA 311

Beginning Lotus 1-2-3 for Windows (4.0)

Boost your productivity by learning to use Lotus 1-2-3 for Windows efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Michelle Sharon, B.S.

Section 301: Wednesdays, September 27 and October 4, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Section 302: Wednesday, October 25, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

CCA 312

Intermediate Lotus 1-2-3 for Windows (4.0)

Expand your abilities with Lotus 1-2-3 for Windows by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features. **Prerequisite:** CCA 311 Beginning Lotus 1-2-3 for Windows or equivalent.

Peggy Purvis

Section 300: Wednesday, November 15, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

CCA 313

Advanced Lotus 1-2-3 for Windows (4.0)

Maximize Lotus 1-2-3 for Windows' efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. **Prerequisite:** CCA 312 Intermediate Lotus 1-2-3 for Windows or equivalent.

Peggy Purvis

Section 300: Wednesday, November 29, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

CCA 348

Introduction to Quattro Pro for Windows

Quattro Pro is attracting attention and gaining in popularity among spreadsheet users. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Peggy Purvis

Section 300: Tuesday, November 28, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

Databases

CCA 344

FileMaker Pro for Windows (2.1)

This course explores the many features of this versatile database management application including form generation, field formatting, numeric calculations and summary fields. Auto entry configuration, report and lookup options will also be explored. Other features presented include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. Students will create a variety of databases, formats and merge documents. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Mitzi Katz, M.Ed.

Section 300: Wednesday, October 11, 9 a.m.-4 p.m. 1 session. Computing Center 126. \$95.

Bill Mitzelfeld is president of Scott, Cox and Associates, Inc., a civil engineering firm that specializes in site development and geotechnical work. A firm believer in Continuing Education's Computer Applications curriculum, he has sent other staff members to learn programs and improve skills. Now he's taking Photoshop, to learn ways to illustrate planned work more compellingly.

CCA 356

Introduction to Access for Windows (2.0)

Combine the utility of Windows with the data management capabilities of Access for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Chris Mattson

Section 301: Thursdays, October 5-19, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, November 7 and 9, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 126. \$125.





Databases—continued

CCA 366 Intermediate Access for Windows (2.0)

Expand your understanding of this popular database management application. This course focuses on the use of macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for you personal or business needs. **Prerequisite:** CCA 356 Introduction to Access for Windows or equivalent.

Chris Mattson

Section 300: Thursday, November 16, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

Wes Kruse is taking Adobe Photoshop to build job skills with a career interest in marketing and graphic arts. He says, "It's a good experience. He's a great teacher and we're learning a lot."

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CCA 351 Introduction to FoxPro for Windows (2.6)

The Windows version of FoxPro adds even more versatility to this popular database management software. Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. The graphic interface provided by Windows quickens your ability to begin useful data management projects! **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Bill Devenney

Section 300: Wednesdays, September 20-October 25, 6-9 p.m. 6 sessions. Computing Center 126. \$180.

CCA 357 Intermediate/ Advanced Applications with FoxPro for Windows (2.6)

Learn how to put your database basics together and build more sophisticated, user-friendly database applications to solve real-life business problems. Utilizing both Windows and DOS environments, FoxPro is the leader in today's "x-base" race. We cover the use of multiple files, menus, screens, use of relations, functions, and indexes. Topics also include programming commands, total system design, and translation from other database languages. **Prerequisite:** CCA 351 Introduction to FoxPro for Windows or equivalent. Bring several 3.5 inch DS/HD diskettes.

Clyde Getty, B.S.

Section 300: Mondays, November 6-December 11, 6-9 p.m. 6 sessions. Computing Center 126. \$180.



Computer Aided Design

CAD 311 Introduction to Computer Aided Design

This introductory, two session course in Computer Aided Design (CAD) covers the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting, and architecture, an overview of third party software, hardware and peripherals and managing CAD systems issues. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

David Clafin, M.Arch.

Section 300: Tuesday and Thursday, September 5 and 7, 6-9 p.m. 2 sessions. Computing Center 124. \$100.

CAD 323 Computer Aided Design: Level I for Windows

Learn how to use AutoCAD, the industry's leading computer aided design program to view, create and modify drawings electronically. This course focuses on the 2D drafting features of AutoCAD with an emphasis on: setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hard-copy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAD 311 Introduction to Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful.

Dan Meyers, M.S.

Section 301: Mondays and Wednesdays, September 11-October 4, 6-9 p.m. 8 sessions.

Phil Kreiker, MSEE

Section 302: Tuesdays and Thursdays, October 10-19, 9 a.m.-4 p.m. 4 sessions.

All Sections: Computing Center 124. \$350.

CAD 333 Computer Aided Design: Level II for Windows

This course builds on the CAD Level I class to expand your knowledge in the use of AutoCAD. Topics include dimensioning, dimension variables, hatching, paper space, isometric drawing tools, external reference (XREF) drawings, attributes and sketching, and advanced file management. **Prerequisite:** CAD 323 Computer Aided Design: Level I for Windows or equivalent.

Dan Meyers, M.S.

Section 301: Mondays and Wednesdays, October 16-25, 6-9 p.m. 4 sessions.

David Clafin, M.Arch.

Section 302: Tuesday and Thursday, October 31 and November 2, 9 a.m.-4 p.m. 2 sessions.

All Sections: Computing Center 124. \$250.

CAD 335
Computer Aided Design: Level III
Advanced AutoCAD

This course is designed for the AutoCAD user who needs to improve their professional skills. Learn to use techniques, processes and advanced command usage to facilitate project coordination. Topics will include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered.

Prerequisite: CAD 333 Computer Aided Design Level II for Windows or equivalent and professional AutoCAD experience.

David Kingsley

Section 300: Mondays and Wednesdays, October 30-November 15, 6-9 p.m. 6 sessions. Computing Center 124. \$275.

CAD 355
AutoCAD Designer

AutoDesk's new Designer software automatically creates dimensioned drawings from your 3D solid. Designer runs inside of AutoCAD to create parametric, dimension-driven solid models for mechanical design. Parts are bi-directionally associated with drawings; if you change a dimension on the part, the part stretches to accommodate the new value, and the drawing also updates! **Prerequisite:** CAD 333 Computer Aided Design Level II or equivalent.

Brad Strong, M.A.

Section 300: Mondays and Wednesdays, November 20-December 11 (skip November 22), 6-9 p.m. 6 sessions. Computing Center 124. \$275.

Desktop Publishing

CCG 377
Introduction to PageMaker Desktop Publishing for Windows (5.0)

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. **Prerequisite:** CCA 210 Introduction to Windows or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, October 7 and 14, 9 a.m.-5 p.m. 2 sessions. Computing Center 124. \$175.

CCG 386
Advanced PageMaker Desktop Publishing for Windows (5.0)

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 overall polished look for your work. **Prerequisite:** CCG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, October 28 and November 4, 9 a.m.-5 p.m. 2 sessions. Computing Center 124. \$175.

CCG 387
Ventura Desktop Publishing for Windows

Learn to use this popular software to enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished products is done in class. **Prerequisite:** CCA 210 Introduction to Windows. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, November 11 and 18, 9 a.m.-5 p.m. 2 sessions. Computing Center 124. \$175.

Computer Graphics

CCG 351
CorelDRAW! (5.0)

The drawing board of the future is a computer screen. Learn the leading illustration application! This course starts with the basics of CorelDRAW! and gives you a basic understanding of this software. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 301: Thursdays, October 5-26, 6-9 p.m. 4 sessions.

Section 302: Tuesdays and Thursdays, November 7 and 9, 9 a.m.-4 p.m. 2 sessions.

All Sections: Computing Center 124. \$145.



CCG 361

Advanced CorelDRAW! (5.0)

This course takes you to the next level of computer graphic skills. Gain hands-on experience solving design problems. The course will cover making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration. This software is an ideal tool for creating professional quality art work, technical illustrations and business graphics presentations. **Prerequisite:** CCG 351 CorelDRAW! or equivalent.

Jerry Reynolds, MSEE

Section 300: Thursdays, November 16-December 14 (skip November 23), 6-9 p.m. 4 sessions. Computing Center 124. \$145.

CCG 354

Scanning and Image Editing

Have you ever wondered how to properly scan an image to capture it and place the result into a document or illustration? In this course you will learn what important parameters you have to consider in order to properly scan and edit the result. Learn the leading image editing application Adobe Photoshop for Windows. Scan and edit your own photos and clipart to place them into a publication. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 300: Saturdays, December 2 and 9, 9 a.m.-4 p.m. 2 sessions. Computing Center 124. \$145.

CCA 378

Intermediate Microsoft Word (6.0)

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents, and graphics and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CCA 377 Beginning Microsoft Word or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 301: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions.

Debbie Stone

Section 302: Wednesdays, November 1-15, 6-9 p.m. 3 sessions.

All Sections: Norlin 310B. \$125.

CCA 379

Advanced Microsoft Word (6.0)

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking text. **Prerequisite:** CCA 378 Intermediate Microsoft Word or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 300: Wednesday, November 29, 9 a.m.-4 p.m. 1 session. Norlin 310B. \$95.

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Apple Macintosh System

The Macintosh System

CCA 105

Introduction to the Macintosh

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Bob Carlisle, M.A.

Section 301: Thursdays, August 31-September 28, 6-9 p.m. 5 sessions. Fine Arts C1B53. \$105.

Sharon Pike, M.S.

Section 302: Tuesday and Thursday, September 26 and 28, 9 a.m.-5 p.m. 2 sessions. Norlin 310B. \$105.

Scott Dixon, M.A.

Section 303: Tuesdays, September 26-October 24, 6-9 p.m. 5 sessions. Fine Arts C1B53. \$105.

Word Processing

CCA 377

Beginning Microsoft Word (6.0)

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents: editing, text/graphic interfaces, use of key features. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 301: Tuesday and Thursday, October 3 and 5, 9 a.m.-2:30 p.m. 2 sessions.

Debbie Stone

Section 302: Wednesdays, October 11-25, 6-9 p.m. 3 sessions.

All Sections: Norlin 310B. \$125.

Spreadsheets

CCA 336

Beginning Excel for the Macintosh (5.0)

Discover features that make Excel a powerful and easy-to-use productivity tool for the Macintosh and see how it works with other software. Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We will study formulas and explore other powerful features. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 301: Tuesday and Thursday, October 10 and 12, 1-4 p.m.

Bob Carlisle, M.A.

Section 302: Tuesdays, October 17 and 24, 6-9 p.m.

All Sections: 2 sessions. Norlin 310B. \$95.



CCA 337
Intermediate Excel for the Macintosh (5.0)

This course expands upon the formulas and functions used in Excel. You will have the opportunity to build a database, explore charting and begin to build macros in Excel. **Prerequisite:** CCA 336 Beginning Excel for the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 301: Tuesday and Thursday, October 24 and 26, 1-4 p.m.

Bob Carlisle, M. A.

Section 302: Tuesdays, October 31 and November 7, 6-9 p.m.

All Sections: 2 sessions. Norlin 310B. \$95.

CCA 338
Advanced Excel for the Macintosh (5.0)

Expand upon the capabilities of Excel by exploring "what if" scenarios. Write more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CCA 337 Intermediate Excel for the Macintosh or equivalent.

J. Burke Taft, M.Ed.

Section 300: Tuesday and Thursday, November 14 and 16, 1-4 p.m. 2 sessions. Norlin 310B. \$95.

Desktop Publishing

CCG 373
QuarkXPress for the Designer (3.3)

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production.

Prerequisite: CCA 377 Beginning Microsoft Word or equivalent. **Recommended text:** *QuarkXPress by Example*, University Book Center, UMC 10.

Alex Horstman, M.F.A.

Section 301: Mondays, September 11-October 9, 6-9 p.m. 5 sessions.

Sharon Pike, M.S.

Section 302: Wednesdays, October 11-November 8, 6-9 p.m. 5 sessions.

Becky Milmoie, B.F.A.

Section 303: Monday and Wednesday, October 23 and 25, 9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$175.

CCG 374
Advanced QuarkXPress (3.3)

QuarkXPress is an advanced publication design and graphic production software package that incorporates remarkable precision and broad versatility, making it the ideal software tool for the professional graphic designer. Focus will be on professional use of QuarkXPress and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks that only QuarkXPress can accomplish will be discussed. **Prerequisite:** CCG 373 QuarkXPress for the Designer or equivalent. **Recommended text:** *QuarkXPress by Example*, University Book Center, UMC 10.

Becky Milmoie, B.F.A.

Section 300: Saturdays, November 11 and 18, 9 a.m.-4 p.m. 2 sessions. Fine Arts C1B53. \$165.

Computer Graphics

CCG 356
Basic Macintosh Computer Art

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. Work on MacII/Quadra series computers with color screens and laser output. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 300: Saturdays, September 30 and October 7, 9 a.m.-5 p.m. 2 sessions. Fine Arts C1B53. \$150.





Multimedia

CCG 376 Multimedia Production Using Macromedia Director

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video using Macromedia Director. A host of other graphics and sound software will be used to complement what Director does. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 301: Thursdays, October 26-November 16, 6-9 p.m.

Section 302: Mondays, November 20-December 11, 6-9 p.m.

All Sections: 4 sessions. Fine Arts C1B53. \$170.

UNIX Systems



The UNIX Operating System

CCA 360 Introduction to UNIX

Become a proficient user of the UNIX operating system. This is a course for anyone who needs to use UNIX, program in its environment, manage UNIX users, or obtain sufficient knowledge to evaluate it. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, I/O redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 300: Tuesdays, September 12-October 24, 6:30-9:30 p.m. 7 sessions. Computing Center 123. \$265.

CCA 361 Intermediate UNIX

This is the perfect next step for advancing your use of UNIX, to create your own tools, or do system administration. We cover advanced use of UNIX commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** CCA 360 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 300: Tuesdays, November 7-December 5, 6:30-9:30 p.m. 5 sessions. Computing Center 123. \$250.

CCG 365 Adobe Photoshop

This course focuses on the image processing capabilities of Adobe Photoshop. Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. This course is project oriented to allow hands-on experience. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe: Classroom in a Book*, University Book Center, UMC 10. Bring a 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 301: Mondays, October 16-November 13, 6-9 p.m. 5 sessions.

Section 302: Saturdays, October 21 and 28, 9 a.m.-5 p.m. 2 sessions.

Section 303: Tuesdays, October 31-November 28, 6-9 p.m. 5 sessions.

All Sections: Fine Arts C1B53. \$175.

CCG 370 Creative Photoshop

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! **Prerequisite:** CCG 365 Adobe Photoshop or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though!

Alex Horstman, M.F.A.

Section 300: Saturdays, December 2 and 9, 9 a.m.-5 p.m. 2 sessions. Fine Arts C1B53. \$175.

CCG 366 Adobe Illustrator (5.0)

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 300: Wednesdays, November 15-December 13, 6-9 p.m. 5 sessions. Fine Arts C1B53. \$175.

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CCA 362 UNIX Programming Tools

Programmers need to know more than the syntax of the C language to successfully write quality C programs—they need to know the tools for making programs, libraries, and multi-directory projects, the tools for checking source code for bugs, debugging executables, and controlling versions of source code. This course presents the tools for doing C software development in the UNIX programming environment. These tools are essential in the development of small programs or large multi-programmer projects. Topics include: understanding executables; linking; libraries; using cc, ar, nm, strings and strip; checking source code with lint; using make to automate building programs, libraries, and projects; maintaining source code with SCCS and RCS; and debugging with dbx and gdb. **Prerequisite:** CCA 360 Introduction to UNIX or equivalent. Jeffrey S. Haemer, Ph.D.

Section 300: Mondays, October 30-December 4, 6-9 p.m. 6 sessions. Computing Center 123. \$215.

CCA 301 Hands-On C I

This hands-on course will provide an opportunity to learn C programming for those who are new to programming or want a gentle introduction to C. The course will cover basic I/O, conditionals, and loops, and is partially self-paced. The class will reinforce the basic principles of structured programming for those that are new to it, and provide an introduction to C for all levels of students. **Prerequisite:** CCA 290 Introduction to Programming or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 301: Saturdays, September 23 and 30, 9 a.m.-4 p.m. 2 sessions.

Neal Bauer, M.S.

Section 302: Mondays, October 16-November 6, 6-9 p.m. 4 sessions.

All Sections: University Management Systems 001. \$190.

CCA 302 Hands-On C II

This class is partially self-paced and will cover functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs “wired” by the end of this class, and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CCA 301 Hands-On C I or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 301: Saturdays, October 7 and 14, 9 a.m.-2:30 p.m. 2 sessions.

Neal Bauer, M.S.

Section 302: Mondays, November 13-27, 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$150.

Programming

Programming Languages

CCA 290 Introduction to Programming

This is an excellent first programming course. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. This course is a prerequisite for students with minimal or no programming background who want to take Hands-On C. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Book Center, UMC 10.

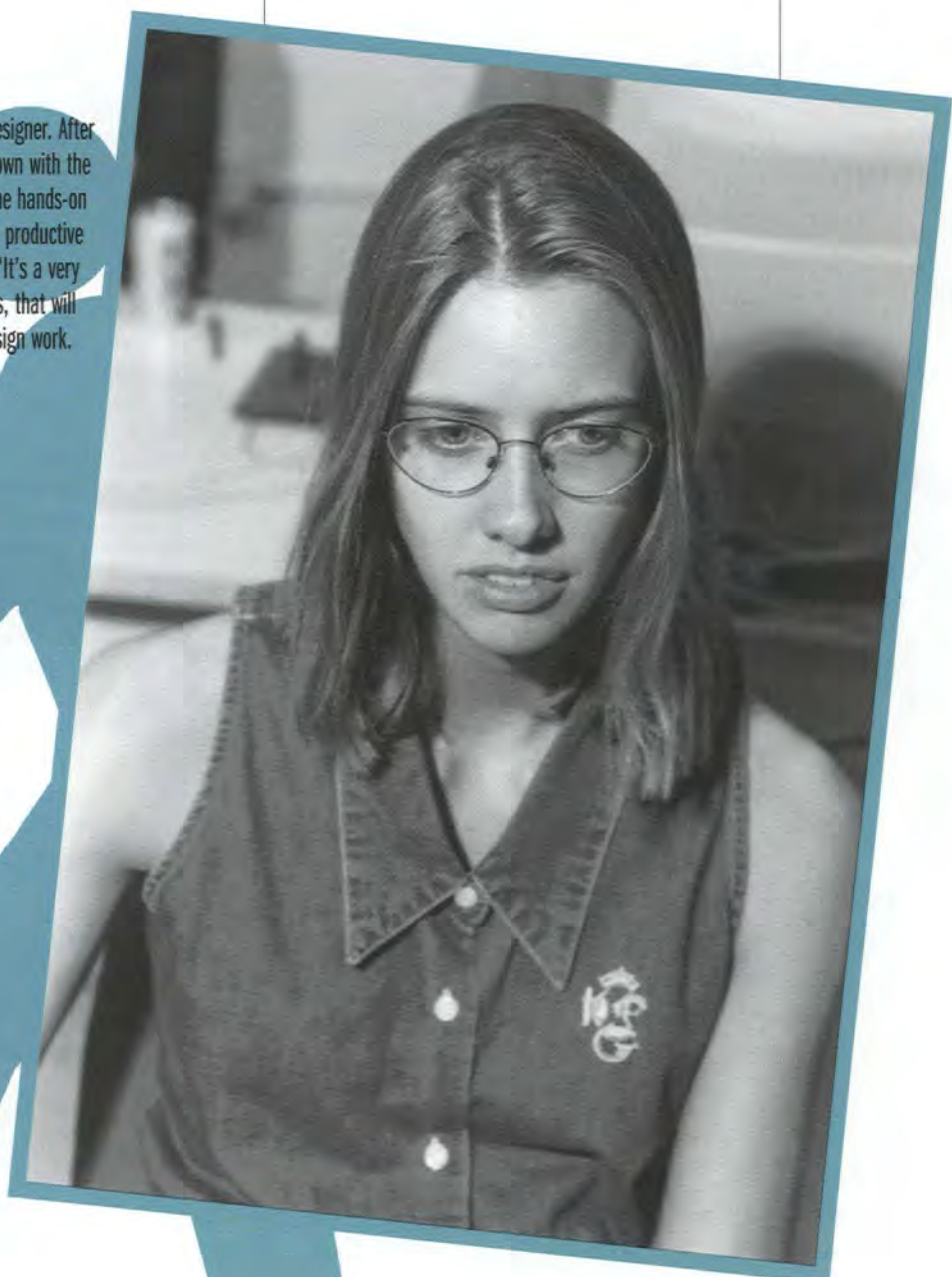
Charry Stover, M.S.

Section 301: Mondays and Wednesdays, September 11-October 9 (skip 2 sessions), 6-9 p.m.

Section 302: Mondays and Wednesdays, November 6-December 6 (skip 2 sessions + November 22),

All Sections: 7 sessions. Duane Physics G025. \$280.

Liz Adams is a graphic designer. After tackling Photoshop on her own with the manual, she decided some hands-on instruction would be a more productive way to learn the basics. “It’s a very technical program,” she says, that will be useful for freelance design work.





Programming — continued

CCA 315 Application Programming

This more intensive first programming course is structured after the University's CSCI-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions and procedures with parameter passing, data structures, files, recursion and pointers. It is designed to provide a sound background for entering a computer science degree program or for a course containing C++ programming. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal (Version 6.0) and Turbo C++ (Version 1.0). Students may complete 2 to 5 application programs. No programming experience is required. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent.

Recommended text: *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10. Bring a 3.5 inch DS/HD diskette.
Tom Harrold, MBS, Ed.D.

Section 300: Thursdays, September 28-December 14 (skip November 23), 6-9 p.m. 11 sessions. University Management Systems 001. \$280.

CCA 320 Introduction to the C Language for Programmers

This course provides an introduction to the C programming language for professional programmers. Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. Portability, efficiency and readability will be emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logins on university computers will be provided for those with no access to their own C compiler. **Prerequisite:** Fluency in almost any language will suffice as basic programming concepts will not be covered. Those with no programming experience should consider CCA 302 Hands-On C II. **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, September 11-October 30, 6-9 p.m. 8 sessions. Hellems 241. \$280.

CCA 321 Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts.

Prerequisite: CCA 320 Introduction to C Programming for Programmers or equivalent and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.
Carol J. Meier, M.S.

Section 300: Mondays, November 6-December 11, 6-9 p.m. 6 sessions. Hellems 241. \$250.

CCA 327 Introduction to C++ Programming

C++ is an extension of C that supports object-oriented (O-O) programming. This course addresses the essential concepts of O-O programming (classes, objects, inheritance and polymorphism), showing how these are supported in C++ (member functions, public and private, virtual functions). The course also covers parts of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). **Prerequisite:** CCA 321 Intermediate/Advanced C Programming or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, September 11-October 16, 6-9 p.m. 6 sessions. Hellems 141. \$250.

CCA 328 Intermediate C++ Programming

This course continues the treatment of C++ and object oriented programming. First, it covers features of C++ that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting C++ programmer. **Prerequisite:** CCA 327 Introduction to C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, October 30-December 4, 6-9 p.m. 6 sessions. Hellems 141. \$250.

CCA 358 Programmer's Introduction to the X Window System and OSF/Motif

The X Window System, one of today's most important window systems, is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) of X. This course provides a technical overview of X and the programming fundamentals for the X library, the X Toolkit, and OSF/Motif. Topics include: window system concepts and event-driven programming, X fundamentals (client/server model, windows, events, graphics, and window managers), and toolkit fundamentals (callback style programming, widgets, classes, resources; the Motif widget set). Examples given in C. **Prerequisite:** CCA 321 Intermediate/Advanced C Programming or equivalent.

Geoff Thompson, M.S.

Section 300: Wednesday, November 15, 8:30 a.m.-5 p.m. 1 session. Computing Center 123. \$160.



Total Quality Management: real mastery of a proven approach that reinvents the rules and the results.

A Professional Certificate Program in Total Quality Management

As regional businesses face escalating competition in expanding markets, the demand for professionals qualified to implement Total Quality Management programs continues to grow. Developed in cooperation with local businesses and industry, the certificate program provides the knowledge and skills to promote and implement TQM in the workplace. Program requirements include: completion of seven core courses and two approved electives, and completion of a team/individual project demonstrating mastery of concepts and skills.

Our program is unique...

Representatives from a variety of firms are closely involved in the program. Their input is employed in curriculum design as well as in administrative processes. Course content and format are practical and hands-on. Team participation within an organization is encouraged through a reduced tuition plan for employers enrolling three or more employees. The capstone of the program is a team/individual project that demonstrates each participant's understanding of TQM concepts and skills.

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TQM Advisory Committee Members

Charlene Adair

Principal
The Change Management Group

Michael Chapman, CQE

The Chapman Group

Barney Feinblum

President and Chief Operating Officer
Natural Ventures Partners, Inc.

Diane Gladue

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Porter Memorial Hospital

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Garrison Krause

Director
FutureFocus Inc.

Bruce Murray

Executive Vice President and Chief
Operating Officer
ERBTEC Engineering, Inc.

Vicky Powell

Consultant
Andersen Consulting

Sheldon Romer

President and General Manager
Rudi's Bakery



Art Markey (front) is Human Resources Director for Kryptonics, one of the country's leading producers of in-line skate wheels. He is nearing completion of the TQM certificate program, having opted for an aggressive load of five to six classes per semester. Art says, "it's been intense but extremely valuable." Blaine Bateman works for Sievers Instruments, a Boulder company that is a global supplier of sulfur analyzers, nitric oxide analyzers and total organic carbon analyzers. Because he is quality assurance manager, the TQM certificate program "is very pertinent to me." He says that the company is expanding into new and competitive markets, "and we want to be able to meet our customers' highest expectations."



Required Courses

Introduction to Quality Management Fundamentals and Philosophy

Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Teguchi. This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

Managing the Transition to TQM

Understanding and promoting the tools of quality are requisite to implementing TQM but are insufficient as "stand alone steps" to that process. To implement TQM successfully, one must also understand and address organizational systems, culture, and power blocks. Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Basic Tools for Improving Quality and Productivity

For most American companies, the cost of quality runs to approximately 25-40% of the costs of goods sold. This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams

This course will focus on techniques for building and maintaining high performance, continuous improvement work teams. Topics will include how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills. Participants will also be introduced to problem solving and decision making techniques.

Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

Using statistical methods to improve quality will be the focus of this course. The key to improved quality is measurement. Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction

An introduction to the specific tools and techniques needed to build and measure a service culture and improve service levels within an organization. Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

Quality Function Deployment (QFD): A Structured Approach to Planning

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.



Elective Courses

Manufacturing Electives

Introduction to World Class Manufacturing

Practical Reliability Analysis Methods

Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment

Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management

Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm Baldrige Criteria for Improving Quality

Managing Quality in a Small Company

Introduction to ISO 9000

Benchmarking for Quality Excellence

Re-Design of Business Processes

Total Quality Management is a proven process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Fall Semester course information, telephone Dr. Susie Benson at (303) 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.



Independent Study

For people in transition, on the road, or just busy with multiple demands. An excellent solution for disciplined independent learners. More than 75 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Register and begin anytime. The Applied Music Program (private instruction for instrument or voice) is available for credit or noncredit during the Fall and Spring semesters. Call (303) 492-8757 for more information.

Real Estate Education

The Division of Continuing Education offers a full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado. This includes all of the hours required for the real estate sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal.

These courses are offered at a number of locations around the state (including Boulder) and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission. Please call (303) 492-8666 to request the current real estate catalog.

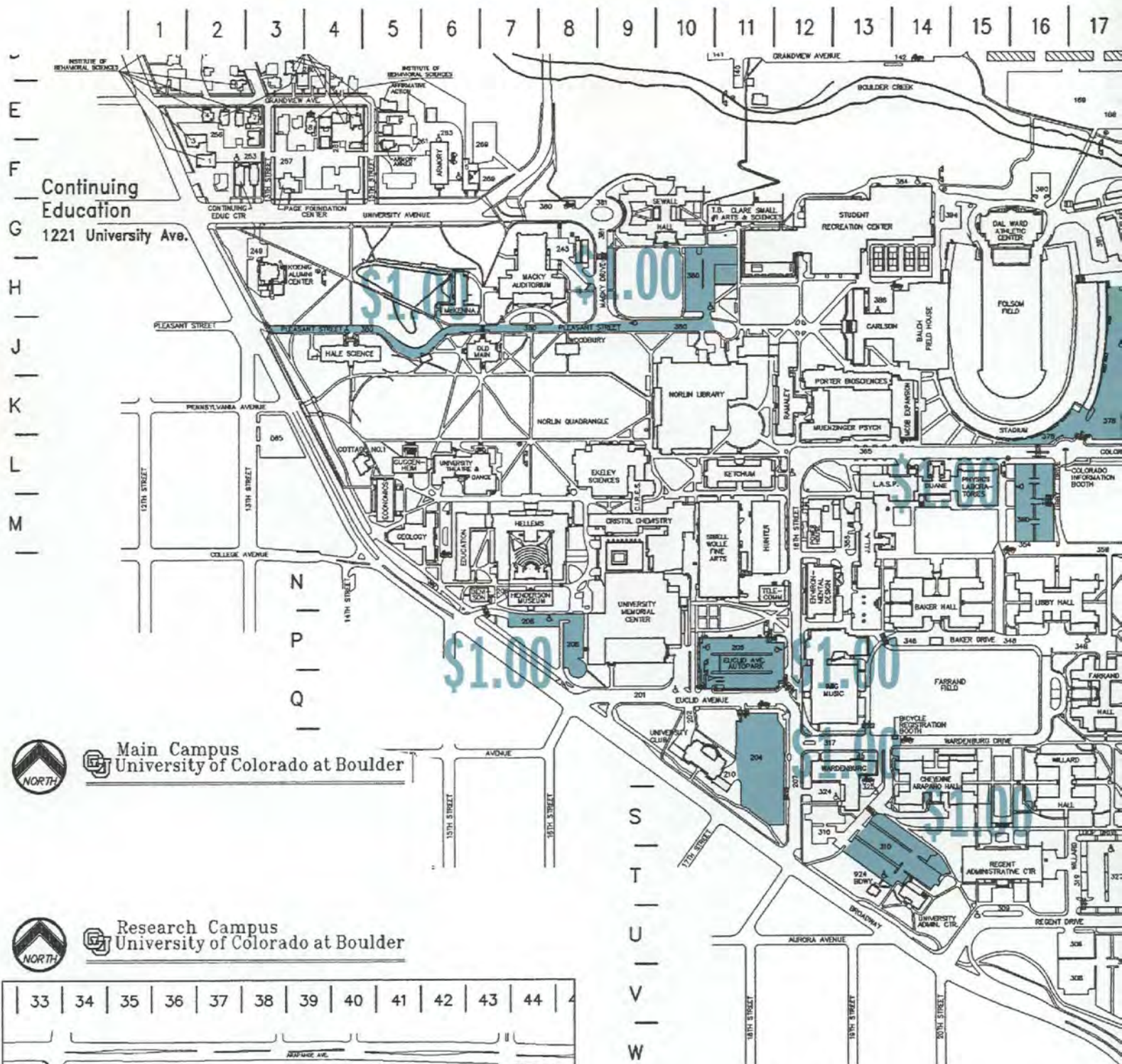
Center for Advanced Training in Engineering and Computer Science (CATECS)

CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.

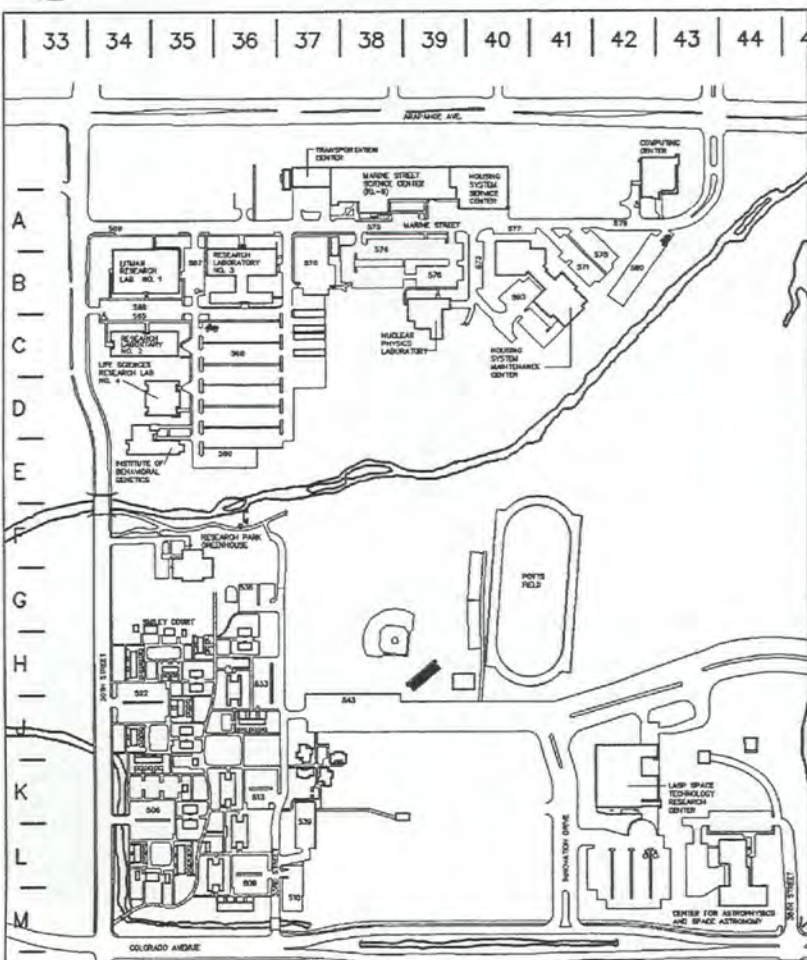
International English Center

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$165 for six weeks, the classes are offered at three different proficiency levels—beginning, intermediate and advanced. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

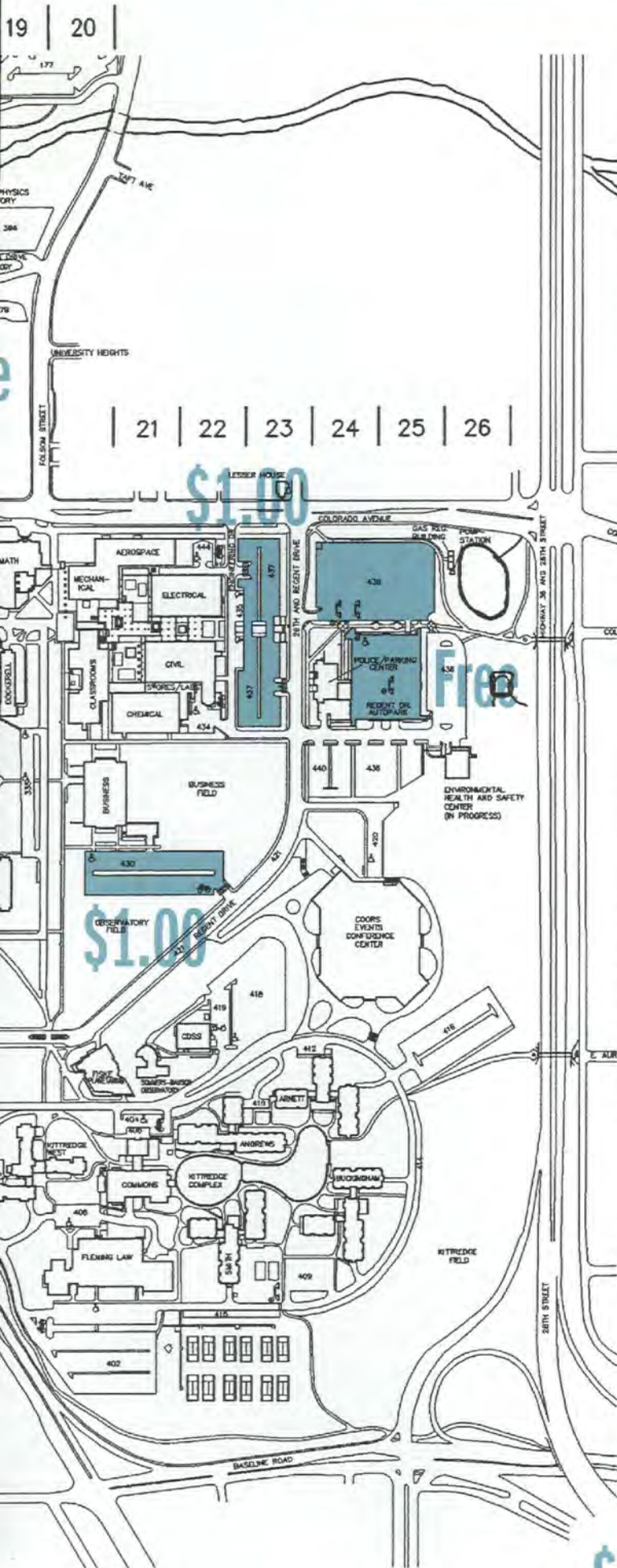
CAMPUS MAP



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CAMPUS MAP



BUILDING KEY

- Aden Hall—P-17
- Andrews Hall—W-22
- Armory (1511 University)—F-6
- Arnett Hall—V-23
- Athens Court—D-12
- Baker Hall—P-14
- Balch Fieldhouse—J-14
- Brackett Hall—N-18
- Buckingham Hall—W-24
- Business—Q-20
- Carlson Gymnasium—J-13
- Center for Astrophysics and Space Astronomy (CASA)—K-43
- Chemistry—M-9
- Cheyenne Arapaho Hall—S-14
- Children's Center (2202 Arapahoe)—A-17
- C.I.R.E.S.—L-9
- Clare Small Arts & Sciences—G-11
- Cockerell Hall—P-19
- College Inn Conference Center (17th and Athens)—B-8
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- Computing Center—A-42
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- Coors Events/Conference Center—T-24
- Cottage No. 1—L-4
- Cristol Chemistry—M-9
- Crosman Hall—Q-18
- Dal Ward Athletic Center—G-15
- Darley Commons—FF-36
- Darley Towers—FF-35
- Denison Laboratory—P-6
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Sciences—M-8
- Engineering Center—M-20 through P-21
- Environmental Design—P-12
- Environmental Health and Safety Center—P-27
- Euclid Ave. Autopark—Q-11
- Events Center—T-24
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- Farrand Hall—Q-17
- Fine Arts—N-10
- Fiske Planetarium—V-20
- Fleming Law—X-20
- Folsom Stadium—K-16
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- Grounds and Service Center—G-17
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- Imig Music—Q-12
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- Institute of Behavioral Science No. 1 (1416 Broadway)—F-2
- Institute of Behavioral Science No. 2 (1546 Broadway)—D-1
- Institute of Behavioral Science No. 3 (1424 Broadway)—F-2
- Institute of Behavioral Science No. 4 (1220 Grandview)—E-2
- Institute of Behavioral Science No. 5 (1201 17th)—F-6
- Institute of Behavioral Science No. 6 (1243 Grandview)—E-2
- Joint Institute for Laboratory Astrophysics—M-13
- Ketchum Arts and Sciences—L-11
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- Kittredge West—W-20
- Koenig Alumni Center—H-3
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- LASP Space Technology Research Center—K-42
- Libby Hall—P-16
- Macky Auditorium—H-7
- Marine Court—C-14
- Marine Street Science Center—A-38
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- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—A-18
- Norlin Library—K-10
- Nuclear Physics Laboratory—C-39
- Old Main—J-6
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- Power House—N-12
- Ramaley Biology (Life Science Labs)—K-12
- Reed Hall—R-18
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- Regent Drive Autopark—P-25
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- Research Laboratory No. 2—C-34
- Research Laboratory No. 3—B-36
- Research Laboratory No. 4—D-34
- Research Park Greenhouse—G-35
- Sewall Hall—G-9
- Sibell-Wolle Fine Arts—N-10
- Smiley Court—H-35
- Smith Hall—X-22
- Sommers-Bausch Observatory—V-2
- Stearns Towers—DD-36
- Student Recreation Center—G-13
- Telecommunications Building—P-11
- Temporary Building No. 1—H-11
- Transportation Center—A-37
- University Administrative Center (914 Broadway)—U-14
- University Club—R-10
- University Memorial Center—P-9
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—EE-37
- Woodbury Arts and Sciences—J-8



Emergency Call Box

Free

=Free parking after 5 p.m., and Saturdays

\$1.00

=\$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters or a dollar bill)

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).

Continuing Education students may also purchase parking permits from Parking Services for an additional fee.

University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

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

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Professional Enhancement: Certificate Programs To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Computer Applications and Computer Graphics
Management Development
Total Quality Management**

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

Real Estate Education Program

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

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.

Student Privacy You may elect to have directory information withheld about yourself which includes requesting transcripts over the phone. To do this, please visit our office or call to receive the form.

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

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

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

Call us at (303) 492-5148 or 1-800-331-2801 if you need help or additional information.

CREDIT REGISTRATION FORM



**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM / TERM

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
-----------	------------	-------------	-----------------------	--------

Mailing address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

Employment address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

BIRTHDATE

Month	Day	Year
-------	-----	------

SEX:
 Male
 Female

ETHNICITY:
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 Caucasian/White
 Hispanic
 I do not wish to provide this information

RESIDENCY:
 Colorado
 Other State
 Abbr. _____

MILITARY SERVICE:
 Non-veteran
 Veteran
 Active Duty
 Dates _____ to _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

CITIZENSHIP:
 C=U.S. Citizen
 P=Non-U.S. Citizen/permanent status
 -List alien registr. No. _____
 T=Non-U.S. Citizen-Country _____
 -List Type of Temporary Visa _____

MARITAL STATUS:
 Single
 Married

FORMER CU STUDENT NUMBER:

--



1. 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 _____
2. 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
 Degree Student or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No Yes School _____
4. Do you owe a debt to any University of Colorado campus? No Yes
5. Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
 College Name/City/State _____
6. Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
 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.
 I have not yet reached my 18th birthday.
 I am age 26, or older, as of the date of the first day of class.
 I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

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.

<p>YOU</p> <p>Dates of continuous physical presence in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of employment in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>List exact years for which Colorado income taxes have been filed _____</p> <p>Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of active duty military service, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates stationed in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Date of your marriage, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Date current Colorado driver's license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Issue date of previous Colorado license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>List exact years of Colorado motor vehicle registration _____</p> <p>Date of Colorado voter registration (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of ownership of any Colorado residential property (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Are your parents separated or divorced? Yes _____ No _____</p>	<p style="text-align: center;">CHECK ONE:</p> <p><input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p>
--	---

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 rejection or dismissal.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature _____ Date _____

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

Save Time and Money – Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form

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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, Discover
enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____/_____

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



NONCREDIT REGISTRATION FORM

Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed _____

Please register me for the course(s) listed above.

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, Discover
enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____/_____

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

Note that credit card enrollments can be made by phone (see Registration Information).

SELECTIVE SERVICE REGISTRATION CERTIFICATION:

- 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.
 - I have not yet reached my 18th birthday.
 - I am age 26, or older, as of the date of the first day of class.
 - I am a non-immigrant alien lawfully admitted in the U.S.

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Intermediate Conversational and Written German	22
Intermediate Conversational and Written Japanese	22
Intermediate Conversational French	22
Intermediate Conversational Spanish	22
Intermediate C++ Programming	46
Intermediate DOS	36
Intermediate Excel for the Macintosh (5.0)	43
Intermediate Excel for Windows (5.0)	38
Intermediate Field Photography and Alternative Printing Processes	21
Intermediate Hebrew 2	12
Intermediate Lotus 1-2-3 for Windows (4.0)	39
Intermediate Microsoft Word (6.0)	42
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