

CONTINUING EDUCATION

UNIVERSITY OF COLORADO AT BOULDER

FALL
1998

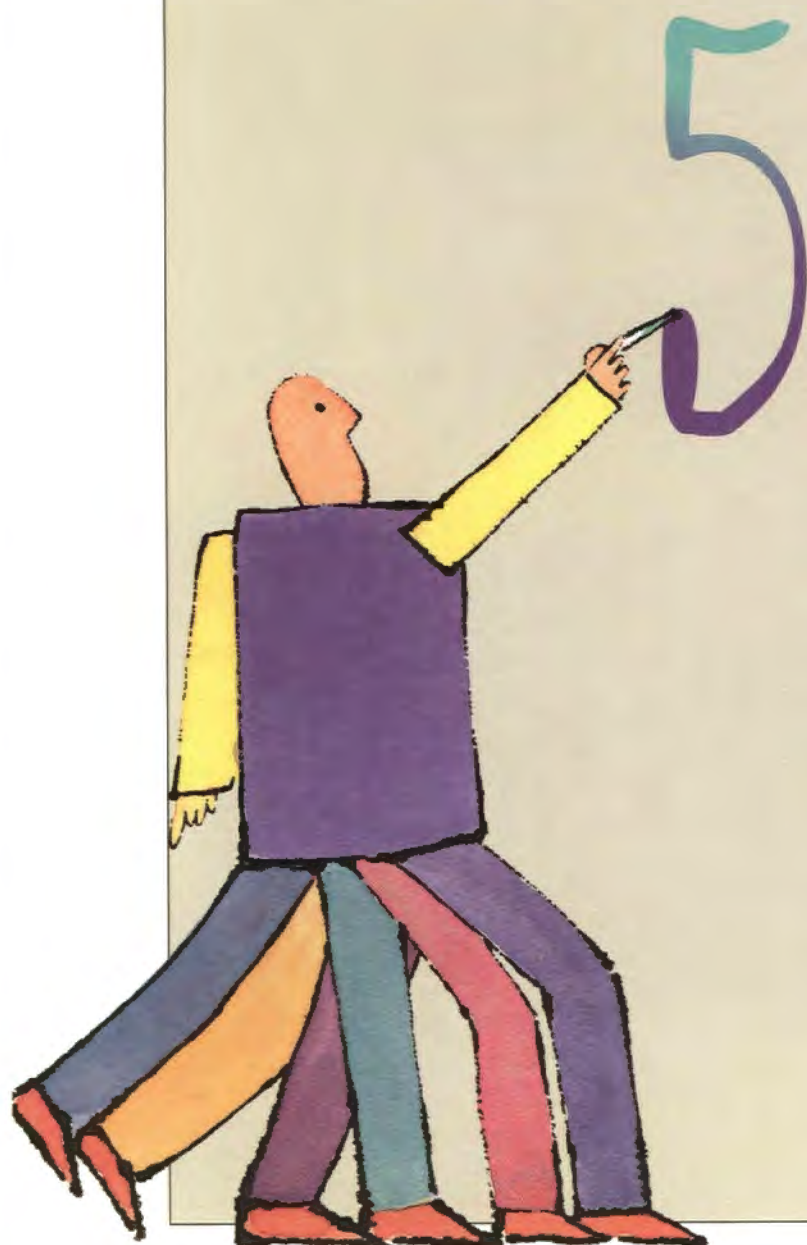


Give yourself a breakthrough.

NEW AND NOTEWORTHY.

CERTIFICATE IN PROGRAMMING. Strong interest has prompted development of this targeted credential. It's a compact program that lets you absorb a lot of information quickly, with the convenience of scheduling options that include evenings and weekends. Choose one of three tracks: C, C++ or Java. For details, consult the Computer Applications section of this catalog. **NEW HEADQUARTERS.** On December 1, Continuing Education will be in new quarters at 1505 University, with more room and better facilities to meet the growing needs of our loyal student population. **SCHOLARSHIPS AVAILABLE.** For information about scholarship funds for Continuing Education classes, call 303-492-5148.

FIVE WAYS TO REGISTER



1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 63 for credit, page 64 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to 303-492-3962. Send page 63 for credit courses. Send page 64 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. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 64) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.

5. VIA CU CONNECT FOR BOULDER EVENING COURSES. See page 61 for more information.

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

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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 and Entrepreneurship 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. Certificates in Network Administration and Programming also available.

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DISTANCE LEARNING

Programs designed to bridge the distance between you and the University.

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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.

SAVE and High School Concurrent Programs
International English Center
CU Before the Game
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REGISTRATION INFORMATION

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CATALOG PRODUCTION.

Catalog production is wholly self-sustaining and does not involve funds allocated by the legislature for the university at large. Recycled paper is used throughout the book. Share your catalog with friends, and recycle all appropriate materials. Thank you.



YOUR CHOICE. YOUR CHANCE. EMB



FACE THE CHALLENGE OF CU ACADEMICS.

EVENING CREDIT COURSES give you a chance to sample the CU curriculum. People take Evening Credit classes to build an academic track record; to try on the idea of choosing CU; to fit classes around other demands; to pick up core or elective credits they need to graduate; or just to see what college work is like. Whatever your goals may be, you'll enjoy being part of the university's academic community. To understand exactly how Evening Credit courses fit into your planned program of study, check a current University catalog for admission and program requirements and make an appointment to talk to an 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 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 15, 1998.

UNDER 23? If you're not 23 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 303-492-5148.

TUITION: Tuition is determined by residency status. Resident tuition is \$100 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 \$180 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division may be assessed non-resident tuition at the rate established by the Board of Regents. The Division will charge our in-state rate for Boulder Evening classes when a non-resident student pays for 4 or more hours through the Boulder Campus and then enrolls for additional Boulder Evening courses.

PRIVILEGES: As a Boulder Evening Credit student, total library services are available at no additional charge.

STUDENT FEES: Boulder Evening students have the option of paying student fees for use of campus facilities (RTD bus pass, Recreation Center, Wardenburg Health Center and other student services). Information on cost and paying student fees may be obtained by calling 303-492-5148.

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 303-492-5145 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 (303-492-4518).

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 303-492-7322.

TO ENROLL: Advance registration is necessary, by CU Connect, 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.

PASS/FAIL: Any Boulder Evening course taken for pass/fail is subject to restrictions established by your school or college.

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.

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 31.

IMPORTANT INFORMATION

On December 1, 1998, Continuing Education will be moving to our new location at 1505 University Avenue. Telephone numbers will remain the same however there may be a brief interruption in service as we relocate.

Sue Woods is teaching two Anthropology courses this Fall, *Primate Behavior* and *Introduction to Physical Anthropology*. Because most of her students are not Anthropology majors, (these courses fulfill a core requirement in Natural Sciences) she often begins the semester with a class full of questioning faces. But, as the semester progresses, she gets to see those faces light up, particularly in the Primate class, "when we hit the great apes" and students learn more about behaviors—including political maneuvering—that we think of as uniquely human. Sue holds a B.A. in Anthropology and French (a double major) from Wichita State University and earned her Masters and Ph.D. at CU-Boulder in Anthropology, gravitating from Cultural Anthropology to the study of primates, her passion. In fact, she did her doctoral work observing the gorillas at the Denver Zoo and is now doing similar research at the Cheyenne Mountain Zoo in Colorado Springs.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

AUGUST 3	First day of registration at Continuing Education, 1221 University, 9 a.m.-6 p.m. Monday through Thursday; 9-5 Friday.
AUGUST 31	Full Term and Session I classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
SEPTEMBER 4	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 7	Labor Day Holiday. Division offices closed.
SEPTEMBER 8	Instructor's signature required to drop Session I classes.*
SEPTEMBER 15	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
SEPTEMBER 16	Petition required to drop Session I classes. Instructor's signature required to drop Full Term classes.*
SEPTEMBER 30	Petition required to drop Full Term classes.
OCTOBER 15-19	SESSION I CLASSES END.
OCTOBER 26	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
OCTOBER 30	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
NOVEMBER 2	Instructor's signature required to drop Session II classes.*
NOVEMBER 9	Petition required to drop Session II classes.
NOVEMBER 26-27	Thanksgiving Holiday. NO CLASSES.
DECEMBER 1	Continuing Education moves to new location at 1505 University Avenue.
DECEMBER 1-10	FULL TERM CLASSES END.
DECEMBER 9-15	SESSION II 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. 15	100% through Sept. 4	100% through Oct. 30
60% Sept. 16 through Sept. 29	60% Sept. 8 through Sept. 15	60% Nov. 2 through Nov. 6
40% Sept. 30 through Oct. 13	40% Sept. 16 through Sept. 22	40% Nov. 9 through Nov. 13
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

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.

FULL TERM CLASSES BY STARTING DATE, FALL 1998**Monday Courses, Begin August 31 and End December 7**

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	3000-3	300	90003	6:30-9:30 p.m.	Primate Behavior
ASTR	1110-3	300	90004	7-10 p.m.	General Astronomy: The Solar System
ECON	2020-3	300	90005	6-9 p.m.	Principles of Macroeconomics
EDUC	4800-3	301	90006	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL	1191-3	300	90007	6-9 p.m.	Introduction to Creative Writing
HIST	1025-3	300	90008	6:30-9:30 p.m.	History of the United States Since 1865
JOUR	4453-3	300	90009	7-10 p.m.	Advertising and Society
JOUR	5453-3	300	90010	7-10 p.m.	Advertising and Society
MGMT	3030-3	300	90011	6:30-9:30 p.m.	Critical Leadership Skills
PSCI	3163-3	300	90013	6:30-9:30 p.m.	American Foreign Policy
QRMS	1010-3	300	90014	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1016-3	300	90015	6-9 p.m.	Sex, Gender and Society 1

Monday and Wednesday Courses, Begin August 31 and End December 7

Department	Course No.	Section	Call No.	Time	Course Title
ARAB	1010-5	300	90016	5:30-8 p.m.	Beginning Arabic 1
ARAB	2110-3	300	90017	4-5:30 p.m.	Intermediate Arabic 1
FINE	1212-3	300	90019	6:30-9:30 p.m.	Basic Painting
MATH	1011-3	300	90020	7:30-9 p.m.	Fundamentals and Techniques of College Algebra
MATH	1071-3	300	90021	5:30-7 p.m.	Finite Mathematics for Social Science and Business
SLHS	2324-4	300	90018	5:30-7:30 p.m.	American Sign Language 3

Monday, Wednesday and Friday Course, Begins August 31 and Ends December 9

Department	Course No.	Section	Call No.	Time	Course Title
HEBR	1020-5	300	90022	11 a.m.-1 p.m.	Beginning Hebrew 2

Monday and Thursday Courses, Begin August 31 and End December 10

Department	Course No.	Section	Call No.	Time	Course Title
MATH	1300-5	300	90023	5:30-8:15 p.m.	Analytic Geometry and Calculus 1
SPAN	1010-5	301	90024	6:30-9 p.m.	Beginning Spanish 1
SPAN	1010-5	302	90025	6:30-9 p.m.	Beginning Spanish 1

Tuesday Courses, Begin September 1 and End December 1

Department	Course No.	Section	Call No.	Time	Course Title
COMM	2400-3	300	90026	6:30-9:30 p.m.	Communication and Society
ENGL	3000-3	300	90027	6-9 p.m.	Shakespeare for Nonmajors
EPOB	1210-3	300	90028	6:30-9:30 p.m.	General Biology 1
HIST	4617-3	300	90029	6:30-9:30 p.m.	The Indian in American History: The Eastern Region
PHIL	3430-3	300	90051	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSCI	1101-3	300	90012	6-9 p.m.	The American Political System
PSCI	3171-3	300	90030	6:30-9:30 p.m.	Government and Capitalism in the United States
PSYC	2606-3	300	90031	6:30-9:30 p.m.	Social Psychology
SPAN	2110-3	300	90085	6-9 p.m.	Second-Year Spanish 1
UWRP	3020-3	301	90033	6:30-9:30 p.m.	Topics in Writing: TBA

Tuesday and Thursday Courses, Begin September 1 and End December 8

Department	Course No.	Section	Call No.	Time	Course Title
FINE	1012-3	300	90035	6:30-9:30 p.m.	Basic Drawing
FINE	1171-3	300	90036	6:30-9:30 p.m.	Basic Photography 1
SLHS	2304-4	300	90034	6-8 p.m.	American Sign Language 1

Wednesday Courses, Begin September 2 and End December 2

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	2010-3	300	90037	6:30-9:30 p.m.	Introduction to Physical Anthropology 1
ECON	2010-3	300	90038	6-9 p.m.	Principles of Microeconomics
ENGL	3060-3	300	90040	6-9 p.m.	Modern and Contemporary Literature
FILM	3501-3	300	90083	7-10 p.m.	Film Production Management
HEBR	2120-3	300	90041	1-4 p.m.	Intermediate Hebrew 2
HIST	1015-3	300	90042	6:30-9:30 p.m.	History of the United States to 1865
JOUR	1001-3	300	90043	6-9 p.m.	Contemporary Mass Media
PHIL	1000-3	300	90044	7-10 p.m.	Introduction to Philosophy
PSYC	1001-3	300	90045	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	90032	6:30-9:30 p.m.	Analyzing Society
THTR	1009-3	300	90082	6-9 p.m.	Introduction to Theatre

SURVIVAL TIPS

Nondegree students may take an unlimited number of credit hours through Continuing Education.

Credit hours will be reviewed and applied to your transcript, as appropriate, if you are admitted as a CU degree student.

FULL TERM CLASSES BY STARTING DATE, FALL 1998 - CONTINUED**Thursday Courses, Begin September 3 and End December 10**

Department	Course No.	Section	Call No.	Time	Course Title
CHST	1015-3	300	90047	6:30-9:30 p.m.	Introduction to Chicano Studies
COMM	1300-3	300	90046	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	302	90048	5-8 p.m.	Special Topics: Creating Active Learning
FINE	1309-3	300	90049	6:30-9:30 p.m.	History of World Art 1
HIST	1113-3	300	90050	6:30-9:30 p.m.	The History of England to 1660
PSCI	3041-3	300	90087	6-9 p.m.	Advanced American Government: The Congress
PSYC	4303-3	300	90052	6:30-9:30 p.m.	Abnormal Psychology
SOCY	4024-3	300	90053	6-9 p.m.	Juvenile Delinquency
UWRP	3020-3	302	90054	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

SESSION I CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin August 31 and End October 19**

Department	Course No.	Section	Call No.	Time	Course Title
EDUC	4800-3	102	90055	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
ENGL	1260-3	100	90056	6-9 p.m.	Introduction to Women's Literature
GEOG	1982-3	100	90057	6-9 p.m.	World Regional Geography
KINE	3420-3	100	90058	7-10 p.m.	Nutrition, Health and Performance
PSCI	4734-3	100	90077	6-9 p.m.	Politics and Literature
SOCY	1004-3	100	90059	6-9 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin September 1 and End October 15

Department	Course No.	Section	Call No.	Time	Course Title
EDUC	4800-3	101	90060	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	100	90062	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	90063	6-9 p.m.	Environmental Systems 1 - Climate and Vegetation
JOUR	4331-3	100	90064	6-9 p.m.	Women and Popular Culture
JOUR	5872-3	100	90092	6-9 p.m.	Special Topics: Women and Popular Culture
SOCY	1015-3	100	90065	6-9 p.m.	U.S. Race and Ethnic Relations

SESSION II CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin October 26 and End December 9**

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	4180-3	200	90066	7-10 p.m.	Anthropological Perspectives: Contemporary Issues
COMM	2400-3	200	90081	6:30-9:30 p.m.	Communication and Society
EDUC	4800-3	202	90068	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
EDUC	4800-3	203	90067	6-9 p.m.	Special Topics: Creative Response to Conflict
ENGL	1600-3	200	90080	6-9 p.m.	Masterpieces of American Literature
GEOG	1992-3	200	90069	6-9 p.m.	Human Geographies
SOCY	1006-3	200	90071	6:30-9:30 p.m.	The Social Construction of Sexuality
UWRP	3020-3	200	90072	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

Tuesday and Thursday Courses, Begin October 27 and End December 15

Department	Course No.	Section	Call No.	Time	Course Title
COMM	1300-3	200	90073	6-9 p.m.	Public Speaking
EDUC	4800-3	201	90074	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
EDUC	4800-3	204	90061	6:30-9:30 p.m.	Special Topics: Holocaust
FILM	3563-3	200	90084	7-10 p.m.	Producing the Feature Film
GEOG	1011-4	200	90076	6-9 p.m.	Environmental Systems 2 - Landscapes and Water
JOUR	4651-3	200	90079	6:30-9:30 p.m.	Mass Communication Law
JOUR	5651-3	200	90091	6:30-9:30 p.m.	Mass Communication Law
KINE	3420-3	200	90070	7-10 p.m.	Nutrition, Health and Performance
SOCY	1005-3	200	90089	6-9 p.m.	Social Conflict and Social Values
SOCY	3151-3	200	90078	6-9 p.m.	Self in Modern Society

SURVIVAL TIPS

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

ANTHROPOLOGY

ANTH 2010-3

Introduction to Physical Anthropology 1

Detailed consideration of human biology, humans' place in the animal kingdom, primate ecology, 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.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90037
Wednesdays, 6:30-9:30 p.m. Hale 230. \$300 (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 and junior standing. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90003 Mondays, 6:30-9:30 p.m. Hale 230. \$300 (resident).

ANTH 4180-3

Anthropological Perspectives: Contemporary Issues

Aztecs. Who are they? Who were they? What will they become? In this course we will examine Aztec religion, social institutions, arts, and material culture by looking through as well as at the perspectives of the conquistadors, clergy, philosophers, historians, anthropologists, politicians, and novelists who have spoken for the Aztecs in their writing over the past 450 years, and comparing these perspectives to the Aztecs themselves. Prereqs., background knowledge of general areas in anthropology, upper-division standing, and instructor consent. Approved for arts and sciences core curriculum: critical thinking.

Richard Haly, Ph.D.

Session II - Section 200: Call No. 90066 Mondays and Wednesdays, 7-10 p.m. Hellems 81. \$300 (resident).

ARABIC

ARAB 1010-5

Beginning Arabic 1

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90016 Mondays and Wednesdays, 5:30-8 p.m. Chemistry 131. \$520 (resident).

ARAB 2110-3

Intermediate Arabic 1

Advanced grammar and conversation.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90017 Mondays and Wednesdays, 4-5:30 p.m. Chemistry 131. \$320 (resident).

ASTRONOMY

ASTR 1110-3

General Astronomy: The Solar System

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. ASTR 1110 and 1120 may be taken in either order. There will be opportunities to attend nighttime observing sessions at Sommers-Bausch Observatory. Some sessions will be at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 90004 Mondays, 7-10 p.m. Hale 270. \$300 (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.

Beth Bennett, Ph.D.

Full Term - Section 300: Call No. 90028
Tuesdays, 6:30-9:30 p.m. MCDB A2B70. \$300 (resident).

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.

Joel Guenther, M.A.

Full Term - Section 300: Call No. 90046
Thursdays, 6:30-9:30 p.m. Hellems 251. \$300 (resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 90073 Tuesdays and Thursdays, 6-9 p.m. Hellems 255. \$308 (resident).

This fall Dr. Moore is teaching three courses for the Evening Credit program: *Modern and Contemporary Literature*, *Introduction to Creative Writing and Shakespeare for Nonmajors*. A published poet, he has a new book coming out on Gertrude Stein. He has published two volumes of poetry, *The Petroglyphs at Wedding Rocks and Other Poems (1997)* and *The Long Way Around (1992)*. American modernism is his specialty, encompassing the major authors of the 20th century. But teaching Shakespeare provides nice balance. "It's incredible literature," he says, adding that many students take the course because they are interested in exploring the complexities of the work. He finds students "eager for ideas and excited about the material, and that's what keeps me excited."



COMMUNICATION

-CONTINUED

COMM 2400-3**Communication and Society**

Seeks to increase students' awareness of the ways in which gender, dialect (ethnic, regional, and social class), and cultural background influence communication behavior and its consequences. Deepens understanding of communication as a social process, making students more sophisticated observers and participants in their own and other cultures. Approved for arts and sciences core curriculum: contemporary societies.

Joel Guenther, M.A.

Full Term - Section 300: Call No. 90026
Tuesdays, 6:30-9:30 p.m. Hellems 251. \$300 (resident).

Session II - Section 200: Call No. 90081 Mondays and Wednesdays, 6:30-9:30 p.m. Ketchum 119. \$300 (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. Students may not receive credit for ECON 2010 and ECON 2011 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

David Carr, Ph.D.

Full Term - Section 300: Call No. 90038
Wednesdays, 6-9 p.m. Economics 117. \$300 (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. May be taken before ECON 2010. Students may not receive credit for ECON 2020 and 2021 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

James Lynch, M.A.

Full Term - Section 300: Call No. 90005 Mondays, 6-9 p.m. Economics 117. \$300 (resident).

EDUCATION**EDUC 4800-3 301 Call No. 90006****Special Topics: Advertising and Society in the Classroom**

See 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.

Jennifer Downs, M.A.

Session I - Section 101: Call No. 90060 Tuesdays and Thursdays, 6:30-9:30 p.m. Ketchum 119. \$308 (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.

Martha Belknap, M.A.

Full Term - Section 302: Call No. 90048
Thursdays, 5-8 p.m. Hellems 263. \$300 (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.

Jennifer Downs, M.A.

Session II - Section 201: Call No. 90074 Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 185. \$308 (resident).

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.

Martha Belknap, M.A.

Session II - Section 202: Call No. 90068 Mondays and Wednesdays, 5-8 p.m. Ketchum 301. \$308 (resident).

EDUC 4800-3**Special Topics: Creative Response to Conflict**

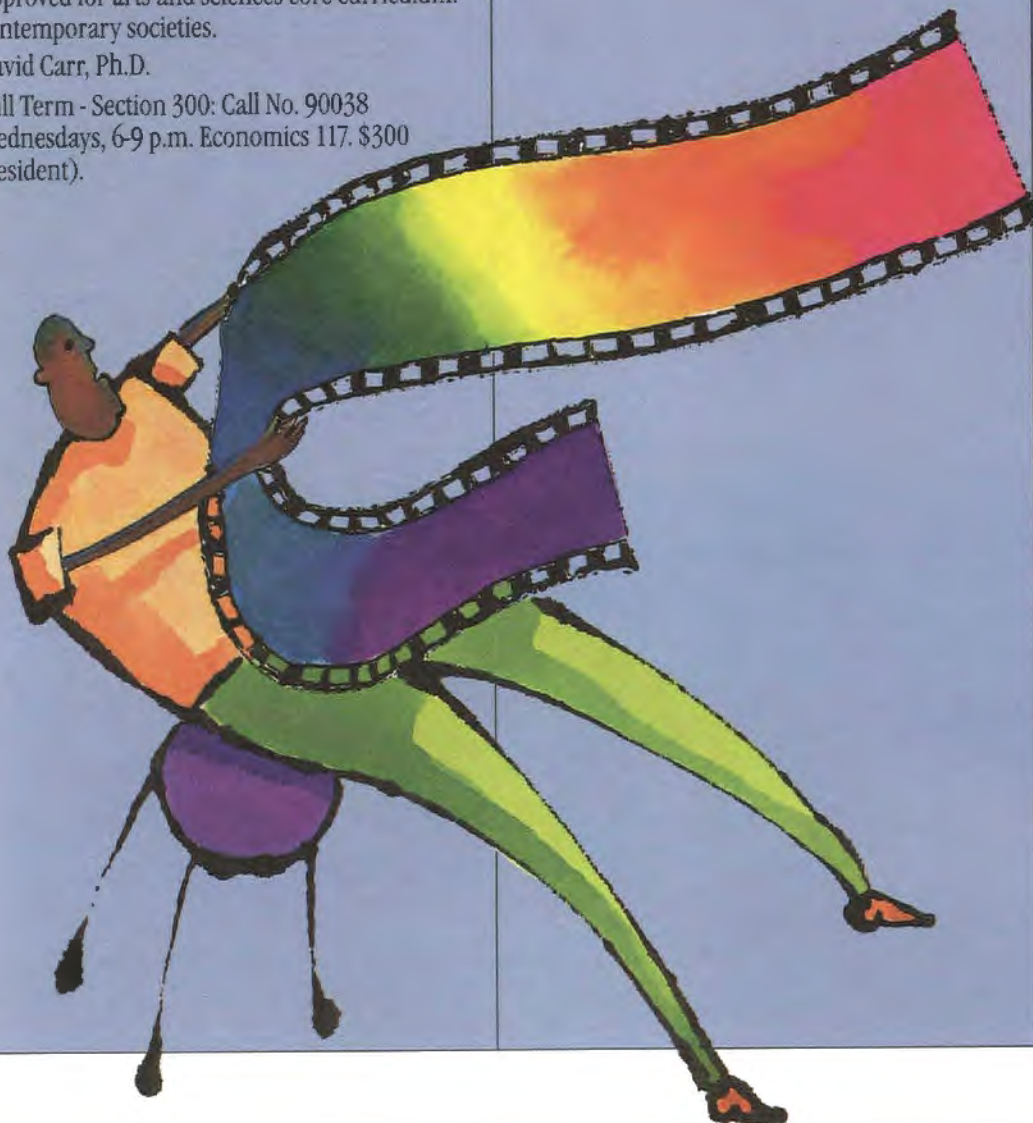
Course trains teachers in how to help individuals develop competency in interpersonal communication, community-building and conflict resolution skills. Participants will learn practical techniques and activities as well as the theory and principles from which they derive.

Holly Giffin, Ph.D.

Session II - Section 203: Call No. 90067 Mondays and Wednesdays, 6-9 p.m. Ketchum 235. \$300 (resident).

SURVIVAL TIPS

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



EDUC 4800-3**Special Topics: Holocaust**

The goal of this course is to provide educators with a deeper understanding of the complexities of the Holocaust with a hands-on approach to curricula, methods and resources. Participants will discover the richness and varieties of Holocaust literature, art, drama, and film while using journalism, sciences, mathematics, and oral history. By processing this emotional and complicated event, participants can develop strategies for their individual educational settings.

Nancy Brown, M.A., and Susan Shear, M.A.

Session II - Section 204: Call No. 90061 Tuesdays and Thursdays, 6:30-9:30 p.m. Muenzinger E123. \$300 (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.

Martha Belknap, M.A.

Session I - Section 102: Call No. 90055 Mondays and Wednesdays, 5-8 p.m. Muenzinger E417. \$308 (resident).

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. May not be repeated.

George Moore, Ph.D.

Full Term - Section 300: Call No. 90007 Mondays, 6-9 p.m. Hellems 259. \$300 (resident).

ENGL 1260-3**Introduction to Women's Literature**

Introduces literature by women in England and America. Covers both poetry and fiction and varying historical periods. Acquaints students with the contribution of women writers to the English literary tradition and investigates the nature of this contribution. Same as WMST 1260. Approved for arts and sciences core curriculum: cultural and gender diversity.

Patricia Thompson, M.A.

Session I - Section 100: Call No. 90056 Mondays and Wednesdays, 6-9 p.m. Engineering Center CR 139. \$300 (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.

Patricia Thompson, M.A.

Session II - Section 200: Call No. 90080 Mondays and Wednesdays, 6-9 p.m. Engineering Center CR 139. \$300 (resident).

ENGL 3000-3**Shakespeare for Nonmajors**

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

George Moore, Ph.D.

Full Term - Section 300: Call No. 90027 Tuesdays, 6-9 p.m. Hellems 267. \$300 (resident).

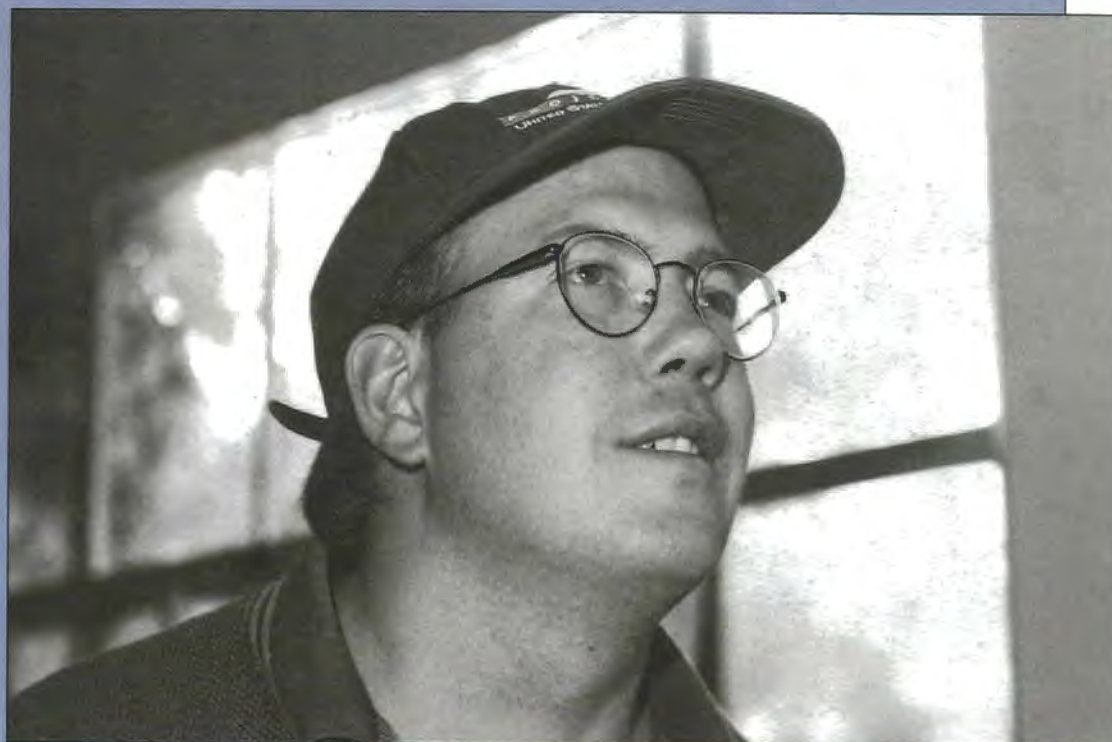
ENGL 3060-3**Modern and Contemporary Literature**

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.

George Moore, Ph.D.

Full Term - Section 300: Call No. 90040 Wednesdays, 6-9 p.m. Hellems 252. \$300 (resident).

Mike Dinsmore is a Chemistry major. All that stands between Mike and a degree are four Humanities courses he's left until the bitter end. He's taking George Moore's class on Modern and Contemporary Literature through the Evening Credit program. The first incentive is purely practical. Since he has a family and works fulltime as a chemist for Seagate, he likes the format (three hours, two nights a week for seven weeks instead of a whole semester). In addition, somewhat to his surprise, he is really enjoying the content with exposure to "thought-provoking literature" that "makes you think about your own interpretation of the readings." None of which prevents him from joking that, at the end of this Humanities block, "I'm going to be a very cultured person. Yeah, I'm doin' it for the culture."

**ETHNIC 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.

Margarita Olivas, B.A.

Full Term - Section 300: Call No. 90047 Thursdays, 6:30-9:30 p.m. Hale 230. \$300 (resident).

FILM STUDIES**FILM 3501-3****Film Production Management**

Familiarizes students with principles of 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. FILM 3501 or 3563 may be used for partial fulfillment of major requirements.

Frank Iannella, M.A.

Full Term - Section 300: Call No. 90083 Wednesdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

FILM STUDIES—CONTINUED**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. FILM 3501 or 3563 may be used for partial fulfillment of major requirements.

Frank Iannella, M.A.

Session I - Section 100: Call No. 90062 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

Session II - Section 200: Call No. 90084 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

FINE ARTS**FINE 1012-3
Basic Drawing**

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90035 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N275. \$310 (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.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90019 Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$310 (resident).

**FINE 1171-3
Basic Photography 1**

Introduces techniques and concepts of photography as art. Emphasizes photography as a means to formal and expressive ends. Students must have an adjustable camera. For fine arts majors. May not be repeated.

Greg Massey, M.F.A.

Full Term - Section 300: Call No. 90036 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N163. \$360 (resident).

**FINE 1309-3
History of World Art 1**

A basic survey of major art styles from the Paleolithic period through the Renaissance, including European, Asian, and the Pre-Columbian/Islamic World. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1309 and FINE 1109. Approved for arts and sciences core curriculum: literature and the arts.

Susanna Podboy, M.A.

Full Term - Section 300: Call No. 90049 Thursdays, 6:30-9:30 p.m. Ramaley N1B31. \$300 (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.

Steve Welter, Ph.D.

Session I - Section 100: Call No. 90063 Tuesdays and Thursdays, 6-9 p.m. Muenzinger E131. \$400 (resident).

**GEOG 1011-4
Environmental Systems 2 - Landscapes and Water**

Introduces landscapes and flowing water, emphasizing the formation and geographic distribution of mountains, volcanoes, valleys, and deserts, and their shaping by rivers and glaciers. Includes field trips. Approved for arts and sciences core curriculum: natural science.

Steve Welter, Ph.D.

Session II - Section 200: Call No. 90076 Tuesdays and Thursdays, 6-9 p.m. Hellems 199. \$400 (resident).

**GEOG 1982-3
World Regional Geography**

An intellectual journey around the globe, stopping at major regions to study the people, their environments, and how they interact. Topics include the political/economic tensions in changing Europe, conflicts in Brazilian rain forests, transitions facing African peoples, and rapid changes in China.

Betsy Forrest, M.A.

Session I - Section 100: Call No. 90057 Mondays and Wednesdays, 6-9 p.m. Muenzinger E113. \$300 (resident).

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GEOG 1992-3**Human Geographies**

Examines social, political, economic, and cultural processes creating the geographical worlds in which we live, and how these spatial relationships shape our everyday lives. Studies urban growth, geopolitics, agricultural development and change, and economic growth and decline, population dynamics, and migration exploring both how these processes work at global scale as well as shape geographies of particular places.

Betsy Forrest, M.A.

Session II - Section 200: Call No. 90069 Mondays and Wednesdays, 6-9 p.m. Education 220. \$300 (resident).

HEBREW**HEBR 1020-5****Beginning Hebrew 2**

Prereq., HEBR 1010.

Uri Neil, J.D.

Full Term - Section 300: Call No. 90022 Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. IEC. \$500 (resident).

HEBR 2120-3**Intermediate Hebrew 2**

Prereq., HEBR 2110.

Uri Neil, J.D.

Full Term - Section 300: Call No. 90041 Wednesdays, 1-4 p.m. Cottage 111. \$300 (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.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 90042 Wednesdays, 6:30-9:30 p.m. Hale 260. \$300 (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.

James Fell, Ph.D.

Full Term - Section 300: Call No. 90008 Mondays, 6:30-9:30 p.m. Helles 252. \$300 (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.

Jean McGinnis, Ph.D.

Full Term - Section 300: Call No. 90050 Thursdays, 6:30-9:30 p.m. Engineering Center CR 151. \$300 (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.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 90029 Tuesdays, 6:30-9:30 p.m. Engineering Center CR 105. \$300 (resident).

Shakti Davis teaches Social Studies and History at Boulder High School. He's taking George Moore's class on Modern and Contemporary Literature for recertification and to work toward another endorsement (in English). He says, "I try to bring a certain amount of literature into the courses I teach" because it helps students relate better to the material, so this course provides knowledge and stories that will further enhance his teaching.

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.

Jan Whitt, Ph.D.

Full Term - Section 300: Call No. 90043 Wednesdays, 6-9 p.m. Muenzinger E131. \$300 (resident).

JOUR 4453-3**Advertising and Society**

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

Richard Goode-Allen, M.A.

Full Term - Section 300: Call No. 90009 Mondays, 7-10 p.m. Hale 240. \$300 (resident).

JOUR 5453-3**Advertising and Society**

Same as JOUR 4453.

Full Term - Section 300: Call No. 90010 Mondays, 7-10 p.m. Hale 240. \$300 (resident).



JOURNALISM—CONTINUED**JOUR 4331-3
Women and Popular Culture**

The study of how women are portrayed in mass media, particularly advertising, television, film and contemporary popular literature. Critical methods will be utilized with a focus on producing responsible viewers and readers.

Jan Whitt, Ph.D.

Session I - Section 100: Call No. 90064 Tuesdays and Thursdays, 6-9 p.m. Ketchum 301. \$300 (resident).

**JOUR 5872-3
Special Topics: Women and Popular Culture**

Same as JOUR 4331.

Session I - Section 100: Call No. 90092 Tuesdays and Thursdays, 6-9 p.m. Ketchum 301. \$300 (resident).

**JOUR 4651-3
Mass Communication Law**

Studies state and federal laws and court decisions that affect mass communication in order to develop knowledge of mass media rights and responsibilities and an understanding of the legal system.

Laura Rowland, J.D.

Session II - Section 200: Call No. 90079 Tuesdays and Thursdays, 6:30-9:30 p.m. Hale 240. \$300 (resident).

**JOUR 5651-3
Mass Communication Law**

Same as JOUR 4651.

Session II - Section 200: Call No. 90091 Tuesdays and Thursdays, 6:30-9:30 p.m. Hale 240. \$300 (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. Prereq., junior standing (pre-nursing students are exempt). Approved for arts and sciences core curriculum: natural science.

Nanci Grayson, M.S.

Session I - Section 100: Call No. 90058 Mondays and Wednesdays, 7-10 p.m. CDSS 230. \$300 (resident).

Brian Seaward, Ph.D.

Session II - Section 200: Call No. 90070 Tuesdays and Thursdays, 7-10 p.m. Engineering Center CR 200. \$300 (resident).

MANAGEMENT**MGMT 3030-3
Critical Leadership Skills**

Provides an opportunity to learn about and practice the skills required of all managers. These skills include leadership, negotiation, conducting performance appraisals, delegation, effective communication, interviewing and making hiring decisions, and managing employees with problem behaviors. Objectives of the course include developing self-awareness of strengths and weaknesses as a manager, gaining familiarity with the use of these skills. Emphasizes experiential learning through group work, role plays, and case analysis. Prereq., BCOR 2150.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90011 Mondays, 6:30-9:30 p.m. Duane Physics G125. \$300 (resident).

Lisa Hollis is an English major at Milligan College in Tennessee. She needs a literature course in order to graduate next year and thought it would be nice to get it done over summer vacation (she lives in Longmont). Evening Credit makes it easy, and Lisa (who loves Milligan) enjoyed a chance to see what life is like on a big university campus.

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.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 90020 Mondays and Wednesdays, 7:30-9 p.m. Engineering Center CR 150. \$300 (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 1 and 1/2 years of high school algebra.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 90021 Mondays and Wednesdays, 5:30-7 p.m. Stadium 112. \$300 (resident).

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

Topics include limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration and applications of the definite integral. Students with credit in MATH 1080, 1090, and 1100 will receive only 2 credit hours in MATH 1300. Students with credit in MATH 1300 may not receive credit in MATH 1081, 1310 or APPM 1350. Prereq., two years of high school algebra, one year of geometry, and 1/2 year trigonometry or MATH 1000-1040. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Ira Becker, Ph.D.

Full Term - Section 300: Call No. 90023 Mondays and Thursdays, 5:30-8:15 p.m. Economics 119. \$500 (resident).

PHILOSOPHY**PHIL 1000-3
Introduction to Philosophy**

Introduces fundamental topics of philosophy, e.g., knowledge, truth, universals, self, the mind-body problem, time, God, and value. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Call No. 90044 Wednesdays, 7-10 p.m. Hellems 241. \$300 (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.

Sheralee Brindell, Ph.D.

Full Term - Section 300: Call No. 90051 Tuesdays, 6:30-9:30 p.m. Hellems 193. \$300 (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.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90012 Tuesdays, 6-9 p.m. CDSS 230. \$300 (resident).

PSCI 3041-3**Advanced American Government: The Congress**

Provides intensive examination of the role of Congress in American government, including congressional elections, representation, the organization of Congress, and congressional policy making. Examines larger context of congressional politics, including political parties, the president and interest groups. Prereq., PSCI 1101.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90087 Thursdays, 6-9 p.m. Economics 117. \$300 (resident).

PSCI 3163-3**American Foreign Policy**

Examines foundations, assumptions, objectives, dynamics and methods of U.S. foreign policy since WW II. Special attention to domestic and external problems of adapting U.S. policy to the changing world environment. Prereq., PSCI 2223. Approved for arts and sciences core curriculum: United States context.

David Lai, Ph.D.

Full Term - Section 300: Call No. 90013 Mondays, 6:30-9:30 p.m. Muenzinger E131. \$300 (resident).

PSCI 3171-3**Government and Capitalism in the United States**

Examines competing theoretical approaches to questions related to origins, development, and purposes of modern government in the United States; particular attention paid to impact of transformations in the underlying structure of the capitalist economy. Approved for arts and sciences core curriculum: United States context.

Richard Braunstein, M.A.

Full Term - Section 300: Call No. 90030 Tuesdays, 6:30-9:30 p.m. Ketchum 118. \$300 (resident).

PSCI 4734-3**Politics and Literature**

Broadly examines political topics as they are presented in important literary works and analyzes the possibilities involved in using the literary mode to present political teachings. Prereq., junior or senior standing. Approved for arts and sciences core curriculum: critical thinking.

Loren Weinberg, Ph.D.

Session I - Section 100: Call No. 90077 Mondays and Wednesdays, 6-9 p.m. Ketchum 235. \$300 (resident).

PSYCHOLOGY**PSYC 1001-3****General Psychology**

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

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 90045 Wednesdays, 6:30-9:30 p.m. Environmental Design 120. \$300 (resident).

PSYC 2606-3**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. Similar to PSYC 4406; students may not receive credit for both 2606 and 4406. Approved for arts and sciences core curriculum: contemporary societies.

Patrick Vann, Ph.D.

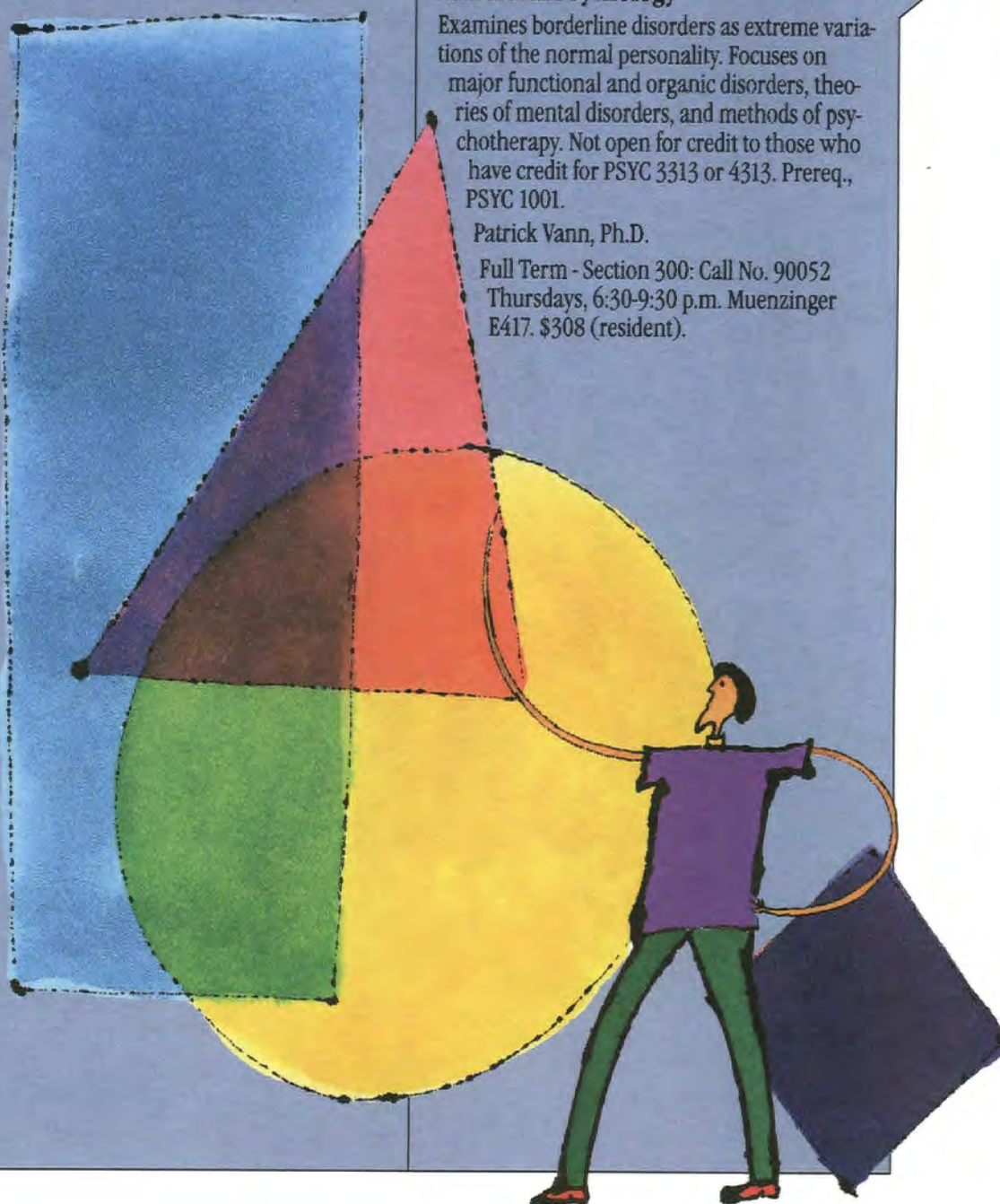
Full Term - Section 300: Call No. 90031 Tuesdays, 6:30-9:30 p.m. Muenzinger E417. \$300 (resident).

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 3313 or 4313. Prereq., PSYC 1001.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90052 Thursdays, 6:30-9:30 p.m. Muenzinger E417. \$308 (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.

Cherilynn Morrow, Ph.D.

Full Term - Section 300: Call No. 90014 Mondays, 6-9 p.m. Engineering Center CR 200. \$300 (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 sciences core curriculum: contemporary societies.

TBA

Full Term - Section 300: Call No. 90032
Wednesdays, 6:30-9:30 p.m. Ramaley N1B23.
\$300 (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.

TBA

Session I - Section 100: Call No. 90059 Mondays and Wednesdays, 6-9 p.m. Education 220. \$300 (resident).

SOCY 1005-3 Social Conflict and Social Values

Explores origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and use of simulation and negotiation exercises for learning conflict management skills. Approved for arts and sciences core curriculum: contemporary societies or ideals and values.

TBA

Session II - Section 200: Call No. 90089 Tuesdays and Thursdays, 6-9 p.m. Ketchum 301. \$300 (resident).

SOCY 1006-3 The Social Construction of Sexuality

Discusses current perspectives on the social determinants of sexuality. Emphasizes sociological critique, and analyzes the interfacing of societal, psychological, and cultural influences. Interactional perspective of human sexuality is presented. Same as WMST 1006. Approved for arts and sciences core curriculum: cultural and gender diversity.

TBA

Session II - Section 200: Call No. 90071 Mondays and Wednesdays, 6:30-9:30 p.m. Hellemes 199. \$300 (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.

Duncan Rinehart, Ph.D.

Session I - Section 100: Call No. 90065 Tuesdays and Thursdays, 6-9 p.m. Ketchum 235. \$300 (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.

TBA

Full Term - Section 300: Call No. 90015 Mondays, 6-9 p.m. Hellemes 241. \$300 (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.

Duncan Rinehart, Ph.D.

Session II - Section 200: Call No. 90078 Tuesdays and Thursdays, 6-9 p.m. Hellemes 252. \$300 (resident).

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Agnieszka Polanowski is a Business major specializing in Information Systems. She came to the states seven years ago, from Poland, and began her degree work as soon as her husband completed his (in Computer Science). This semester she is taking Sociology and a Lit course through Evening Credit. When asked, she admits that it is challenging to take a literature course in what is, for her, a second language, partly because of the verbal hurdles and partly because of cultural differences in the thought process itself. Agnieszka (pronounced "Ag-nyesh-ka") also works for JILA, coordinating the CU Wizards program, a science education program for children in grades 5 through 9.



SOCY 4024-3**Juvenile Delinquency**

Examines the history, incidence, and prevalence of delinquent behavior, as well as theoretical explanations regarding why children become involved in criminal activity. Approved for arts and sciences core curriculum: contemporary societies.

Herb Covey, Ph.D.

Full Term - Section 300: Call No. 90053
Thursdays, 6-9 p.m. Muenzinger E0046. \$300 (resident).

SPANISH**SPAN 1010-5****Beginning Spanish 1**

Offers students a firm command of Spanish grammar. Grammar is used as a point of departure for development of oral skills. Reading and writing are stressed to a lesser degree. Attendance at the language laboratory may be mandatory. Similar to SPAN 1150.

Javier Garces, B.A.

Full Term - Section 301: Call No. 90024 Mondays and Thursdays, 6:30-9 p.m. Clare Small 209. \$520 (resident).

Cassandra Cleavinger, M.A.

Full Term - Section 302: Call No. 90025 Mondays and Thursdays, 6:30-9 p.m. Clare Small 208. \$520 (resident).

SPAN 2110-3**Second-Year Spanish 1**

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1020 or 1150 with a grade of C- or better, or placement. Similar to SPAN 2150.

Javier Garces, B.A.

Full Term - Section 300: Call No. 90085
Tuesdays, 6-9 p.m. Environmental Design 122. \$320 (resident).

SPEECH, LANGUAGE AND HEARING SCIENCES**SLHS 2304-4 ✓****American Sign Language 1**

Introduces basic sign vocabulary, grammatical structures of ASL, and the culture of deaf people. Classes taught using ASL without the use of spoken English.

TBA

Full Term - Section 300: Call No. 90034 Tuesdays and Thursdays, 6-8 p.m. Hellems 141. \$420 (resident).

SLHS 2324-4 ✓**American Sign Language 3**

Continuation of SLHS 2314. Covers ASL literature, advanced grammatical structures, idiomatic expressions, and deaf culture. Prereq., SLHS 2314 or equivalent.

TBA

Full Term - Section 300: Call No. 90018 Mondays and Wednesdays, 5:30-7:30 p.m. Hellems 141. \$420 (resident).

THEATRE**THTR 1009-3 ✓****Introduction to Theatre**

Introduces the varieties of theatrical art, past and present, contributions of the various theatrical artists to the total production, and the place of theatre art in today's society. Readings, lectures, and attendance at university theatre productions. Designed for nonmajors. Approved for arts and sciences core curriculum: literature and the arts.

David Steiner, Ph.D.

Full Term - Section 300: Call No. 90082
Wednesdays, 6-9 p.m. Muenzinger E123. \$300 (resident).

UNIVERSITY WRITING PROGRAM**UWRP 3020-3****Topics in Writing**

Each instructor assigns two or more readings on a given topic. Students choose an essay, abstract its argument, analyze it, and agree or disagree with the author. They thus learn the principal modes of academic rhetoric: description, analysis and argument. Approved for arts and sciences core curriculum: written communication.

TBA

Full Term - Section 301: Call No. 90033 Tuesdays, 6:30-9:30 p.m. Fine Arts N185. \$300 (resident).

Writing/Reading Culture

Lynda McNeil, Ph.D.

Full Term - Section 302: Call No. 90054
Thursdays, 6:30-9:30 p.m. Fine Arts N185. \$300 (resident).

Session II - Section 200: Call No. 90072 Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 131. \$300 (resident).

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.

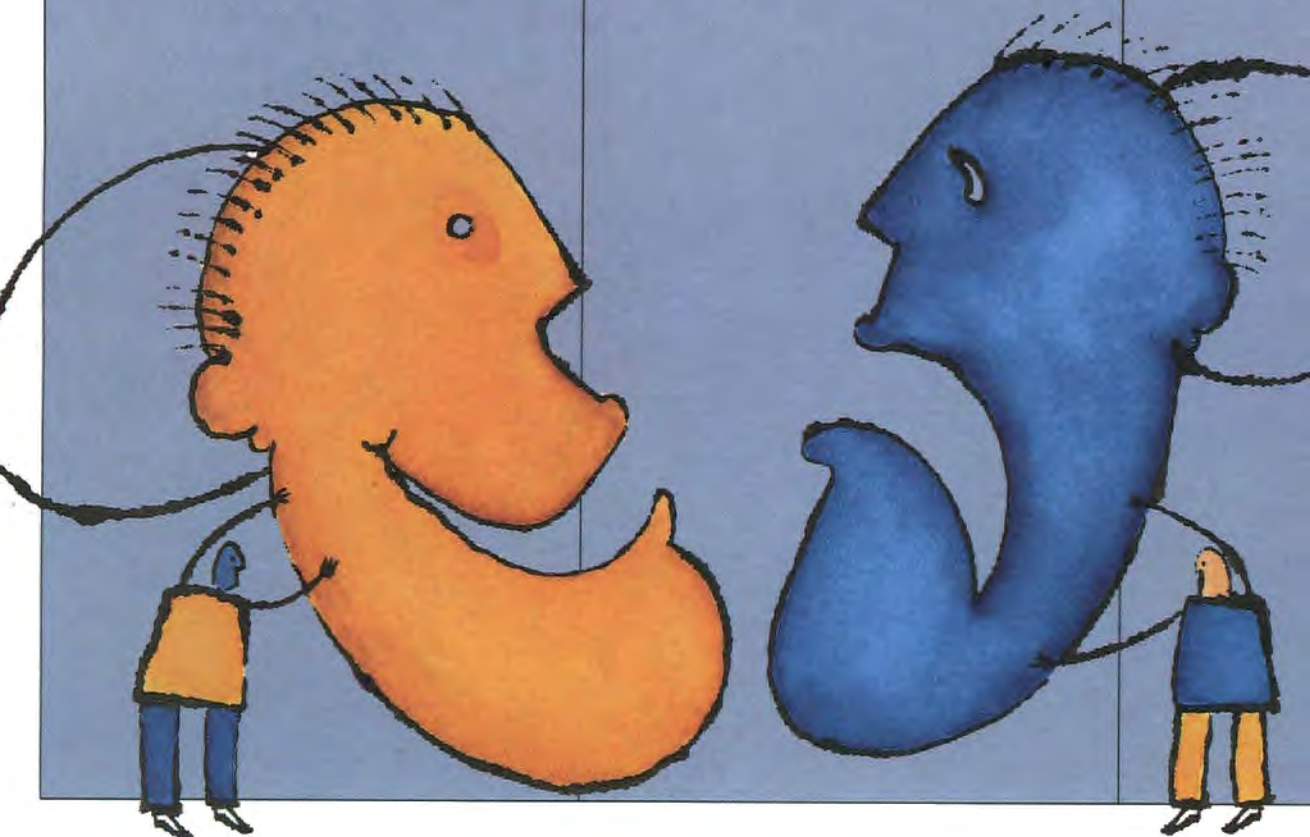
Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

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.

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

All tuition and refund determinations are subject to audit.

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YOU LOVE TO LEARN. YOU JUST DO! GIVE



YOURSELF TIME AND SPACE TO INDULGE.

TIME OFF PAYS OFF. Some of our most popular classes are filled with busy, successful people who understand the value of mental recreation. When you make time to spend time deeply absorbed in things that intrigue you—just for the pure pleasure of it—you renew your capacity to manage and enjoy every aspect of your life.

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.** 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.

Classes will not meet on November 26 and 27.

IMPORTANT INFORMATION

On December 1, 1998, Continuing Education will be moving to our new location at 1505 University Avenue. Telephone numbers will remain the same however there may be a brief interruption in service as we relocate.

Beth Osnes teaches Acting Basics, a Noncredit course that attracts participants of all ages and backgrounds. If you really want to give yourself a breakthrough, this class is an open invitation to shake things up and see where it leads. Course content begins with warm-ups, relaxation and breathing work and builds up to monologues and scenes. Beth encourages students to work with a variety of individuals in the class, to explore the range of possible dynamics. And she provides some one-on-one coaching to keep learning grounded and practical. Beth did her undergraduate work in Theology at Marquette University, and earned her Masters and Ph.D. in Theater at CU. She was a Fulbright Scholar in Malaysia, where she researched the shadow puppet theater that is a vital part of the culture. In pieces she creates, she is interested in capturing some of that vitality and magic—interested in making theater a more integral part of our society. She is collaborating with CU Professor Sam Gill on a reference book about acting techniques in other world cultures, to be published by ABC Clio in Denver. And she performs with Boulder-based Theater of the Vampires in an annual dance theater production.

NONCREDIT COURSES, FALL 1998

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- Introduction to Interior Design
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- Designing with Antiques

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- Art Appreciation: American Art from Colonial Times to the Present
- Developing Your Career as an Artist
- Discovering Your Creativity
- The Art of Handmade Books
- Introduction to Drawing
- Life Drawing
- Introduction to Oil Painting
- Introduction to Watercolor
- Landscape in Mixed Media
- Studies in Pastel
- Sculpture - Woodcarving
- Sculpture - Stonecarving
- Basic Photography
- Creative Photography Workshop
- Alternative Photographic Processes
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- Traditional Character Animation

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- Learning Chinese Characters
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- Beginning Conversational Italian
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- Beginning Conversational and Written Japanese
- Intermediate Conversational and Written Japanese
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- Beginning Conversational Spanish
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- History of Spain
- The Serengeti: Culture and Nature in East African Safari Land
- Introduction to the American Legal System

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- Making Grammar Work for You
- Poetry Workshop
- How to Write Magazine Articles...and Get Them Published
- Writing in the Real World: How to Write Non Fiction
- Consider the Irish

ARCHITECTURE AND LANDSCAPE

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

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

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

Section 300: Tuesdays, September 22-October 20, 7-9 p.m. 5 sessions. Hellem 247. \$65.

NCAL 029 Introduction to Interior Design

Residential interior design for homeowners and prospective designers. Learn to create the most desirable space within the allowed budget. Learn how to work with design professionals, suppliers and installers. Color, lighting and design techniques and materials will also be covered.

Ann Lansing is a professional member of the American Society of Interior Designers and the owner of a design center in Boulder.

Section 300: Tuesdays, September 15-October 27, 7-9 p.m. 7 sessions. Muenzinger E113. \$95.

NCAL 031 Intermediate Interior Design

This course covers in-depth interior planning, furniture selection, lighting, paint schemes, and budgets. Prerequisite: Introduction to Interior Design.

Ann Lansing is a professional member of the American Society of Interior Designers and the owner of a design center in Boulder.

Section 300: Tuesdays, November 3-December 1, 7-9 p.m. 5 sessions. Muenzinger E113. \$70.

NCAL 032 Designing with Antiques

Learn about the history of antique furnishings and become familiar with definitions and the vernacular of the antique trade. Gain confidence in learning how to use antiques in modern interior settings with color and fabric guidelines. Students will learn how to judge quality through the construction of wooden and upholstered pieces. There will be a field trip to an upholsterer on November 14th.

Linda Morrell, B.A., is an interior designer with 20 years experience and has written articles for newspapers nationwide.

Section 300: Saturdays, October 24-November 14 (no class October 31), 9:30 a.m.-12:30 p.m. 3 sessions. McKenna 112. \$60.

COMMUNICATION

NC C 008 Introduction to American Sign Language

Acquire a basic knowledge of American Sign Language and deaf culture and learn basic vocabulary and phrases. A fun filled class with lots of activities. No text required.

Kelly Gibbs, B.A., has worked as an ASL teacher and a volunteer curator, and serves in numerous community organizations.

Section 300: Tuesdays, September 22-November 10, 6:30-8:30 p.m. 8 sessions. Chemistry 131. \$105.

NC C 009 Beyond Conflict: Marriage for the New Millennium

Recent university research continues to confirm that successful long-term relationships demand hard work and earnest commitment from both partners. How partners communicate remains the best indicator of whether their "coupleship" will sink or sail over time. In this course, conflict skills will be reviewed, based on the PREP™ techniques featured on the national television shows Oprah, 60 Minutes, and 20/20. This is NOT a therapy or encounter group. \$20 materials fee per couple payable to instructor at first class.

Virginia Detweiler, MSW, LCSW, CAC III, is a licensed clinical social worker and corporate trainer specializing in teaching the skills to navigate difficult communication in all forms of relationships.

Section 300: Saturday, October 3, 9 a.m.-4:30 p.m. 1 session. Hale 236. \$105 per couple.

FINE ARTS

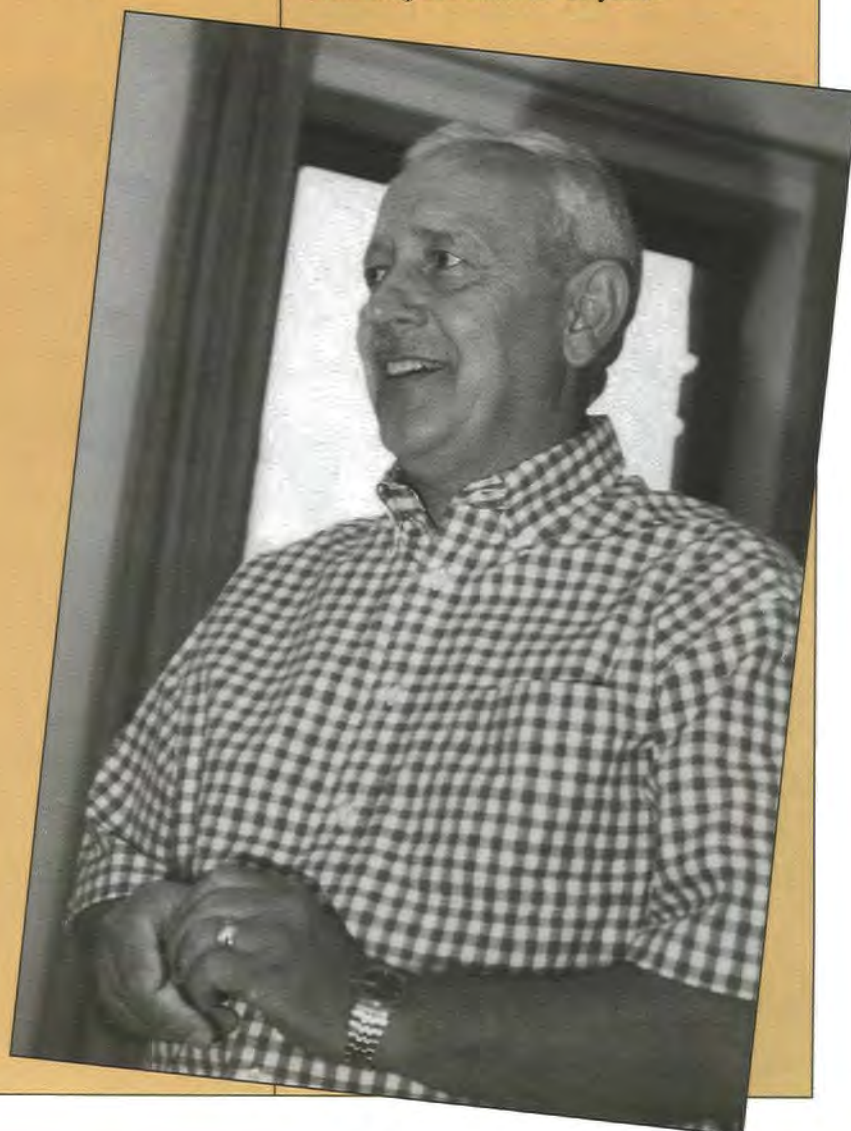
NCFA 079 Art Appreciation: Survey of Art in the '90s

Provides students with a brief overview of trends in art during the twentieth century, followed by an intensive examination of the art of the century's final decade. Focusing on the United States and Europe, we will explore the pluralism which is the hallmark of art as the new millennium approaches. Painting, sculpture, installation, performance, photography, and multimedia art will be discussed.

Christina Craigo, M.F.A., is a painter who has exhibited her works in New York and India.

Section 300: Thursdays, September 17-October 22, 6:30-8:30 p.m. 6 sessions. Economics 205. \$85.

Fred Moore teaches Accounting and Budgeting for the Non-Accountant, a popular Noncredit course designed for people who own their own businesses or are thinking of launching a business, for new managers and for anyone who needs to understand the numbers that drive a business—and where they come from. Fred's Boulder-based business, Personalized Accounting Services, Inc., specializes in small business start-ups. He's been teaching for Continuing Education for 20 years.



FINE ARTS—CONTINUED

NCFA 070

Art Appreciation: American Art from Colonial Times to the Present

Take a trip through American history starting with the paintings of early settlers and moving into the 20th century. We'll look at everything from Colonial portraiture, to the sweeping landscapes of the 19th century, to the abstract paintings of Jackson Pollock. See the way in which visual arts reflect history by looking at works that foreshadow the Civil War and others that reflect New Deal politics. From beginners to experts, this class is sure to open your eyes to the fascinating world of American Art! The class includes an insider's tour of the recently renovated 7th floor American gallery at the Denver Museum of Art. Recommended text: *American Visions* by Robert Hughes, available at the CU Bookstore.

Priscilla Craven, M.A. in art history and Italian, has taught a variety of art history classes in Boulder.

Section 300: Wednesdays, September 23-October 14, 6:30-8:30 p.m. Ketchum 120. Saturday, October 10, 10 a.m.-12 noon. Denver Art Museum. 5 sessions. \$65.

Arlene Brownell is taking Fred Moore's class, *Accounting and Budgeting for the Non-Accountant*, "to better understand and manage my personal cash flow records, my business records, and to better serve my clients." Arlene is a business consultant who launched her own firm in February. She says Fred Moore is "a great instructor."

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NCFA 038

Developing Your Career as an Artist

Learn the skills to successfully approach galleries, create and distribute press releases, apply for grants, residencies, and jobs in the fine arts. Acquire a working knowledge of contracts and sales of work. We will explore how to build your resume, portfolio presentation, public and private resources available to you, and many other topics.

Lisa Stanley, M.A., is currently the Director of the UMC Fine Arts Gallery, has worked as a grant writer, and has exhibited her own work nationally for twenty years.

Section 300: Saturday, October 3, 10 a.m.-4 p.m. 1 session. McKenna 112. \$35.

NCFA 050

Discovering Your Creativity

This course presents a comprehensive program devoted to stirring creativity and developing imagination. Using a variety of highly effective exercises and activities, you will capture new ideas and successfully tap your individual pool of creativity. You don't have to be an artist to benefit from this class! Required text: *The Artist's Way* by Julia Cameron, available at the CU Bookstore. Bring the book, pen and paper and read pages 1-24 prior to the first class meeting. Yengata Tawahade, B.A., is a sculptor and has been teaching the creative process for several years.

Section 300: Thursdays, September 17-November 5, 6-8 p.m. 8 sessions. Chemistry 145. \$105.

NCFA 030

The Art of Handmade Books

An artistic approach to an age-old pleasure. This series of four "hands-on" workshops will introduce students to the exciting and enriching art and technique of book making. Using decorated book papers, letter press and linocut printing, sewn bindings, accordion folds, photo albums and other new and classic techniques, students will design and create personal books to treasure and acquire the materials and skills to keep creating on their own. Classes are designed so that materials created in one session are added to in the following sessions. Three instructors plan to be at each class, providing close personal attention and encouragement to each student. \$25 materials fee payable to instructor at first class. Louise Padden, M.F.A., Julie Seko, B.A., and Kay Moller, B.Sc., are members of the Book Arts League.

Section 300: Saturdays, October 3-November 7 (no class October 10 and 31), 12 noon-4 p.m. 4 sessions. Fine Arts C174. \$130.

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 or 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. Supplies will cost approximately \$50. Call (303) 492-5148 for a supply list.

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

Section 300: Tuesdays, September 15-October 27, 7-9:30 p.m. 7 sessions. Fine Arts N298. \$125.

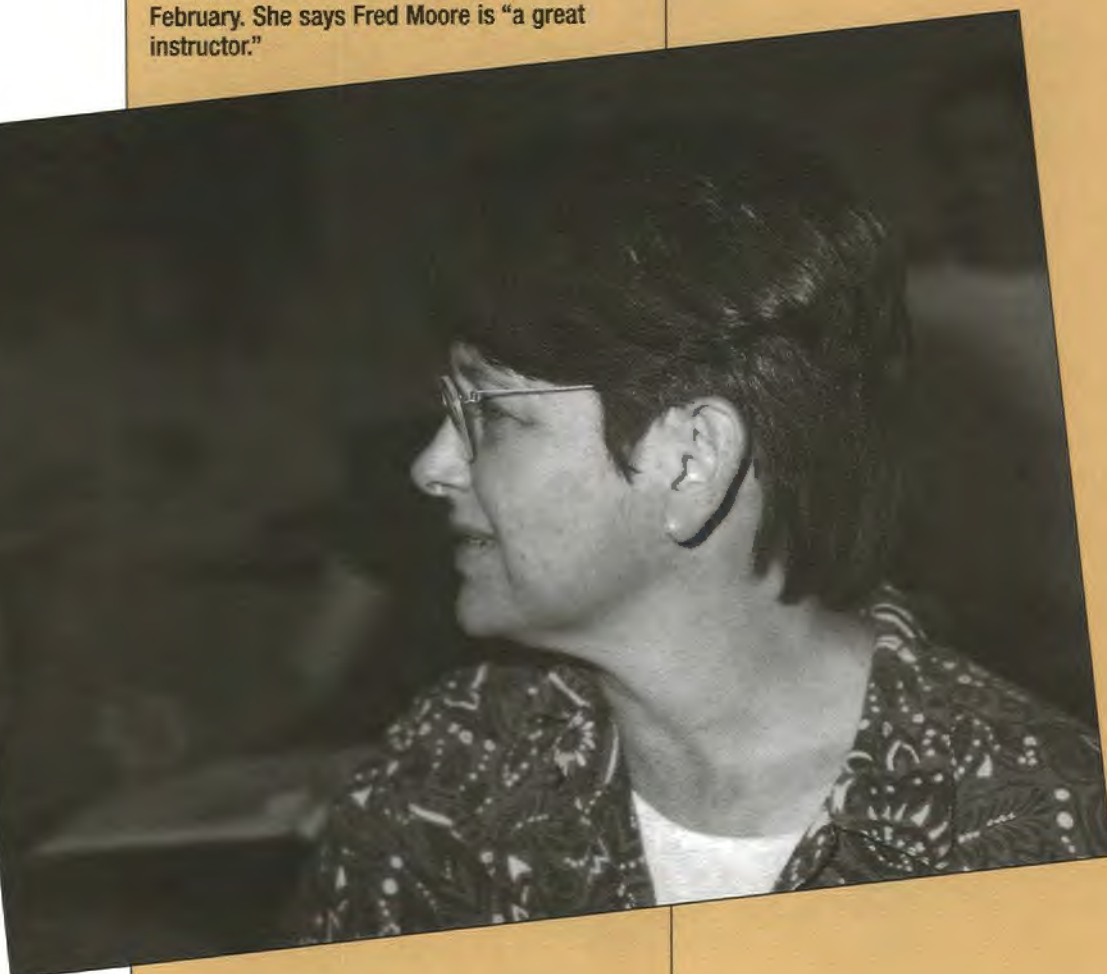
NCFA 005

Life Drawing

Using exercises in learning to see and respond, drawing the figure 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, bamboo pen, and red, yellow, green, purple, orange, and white soft pastels. 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 16-November 4, 7-9 p.m. 8 sessions. Fine Arts N275. \$130.



NCFA 028**Introduction to Oil Painting**

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory and color mixing. Traditional techniques and oil-based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary. Supplies will cost approximately \$120-\$150. Call (303) 492-5148 for a supply list.

Christina Craig, M.F.A., is a painter who has exhibited her works in New York and India.

Section 300: Tuesdays, September 22-November 3, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$125.

NCFA 009**Introduction to Watercolor**

Learn to paint your world in the pure, vivid pigments of watercolor. You will have an opportunity to paint botanical studies, still life and a series of objects you love. Discussions will center on color, light, composition and techniques. For beginning and intermediate students who want to learn about this popular medium which has been used to record and illustrate. Supplies will cost approximately \$85. Call (303) 492-5148 for a supply list.

Kimberlee Sullivan, M.F.A. in Painting and Drawing from CU-Boulder, is an Associate of the Rocky Mountain Women's Institute and a current member of the EDGE Gallery.

Section 300: Thursdays, September 24-November 12, 6:30-9 p.m. 8 sessions. Fine Arts N298. \$140.

NCFA 022**Landscape in Mixed Media**

No experience required to create a stunning fall landscape in a different location each Saturday morning. Composition, color and creative techniques will be the focus of this class. A variety of media can be used including watercolor, dry watercolor, water-based crayons and/or pencils, soft pastels, oil pastels or colored pencils. Call (303) 492-5148 for a supply list. Meet on Varsity Bridge near Macky Auditorium for the first class meeting. Other destinations include Boulder Creek at the Library, Chautauqua Park, and Artist's Point at top of Flagstaff Mountain. Weather dates arranged if needed.

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

Section 300: Saturdays, September 12-October 3, 10 a.m.-1 p.m. 4 sessions. \$80.

NCFA 042**Studies in Pastel**

If you haven't tried painting, pastels provide a wonderful way to make the transition from drawing. If you're already a pastel lover we don't have to tell you what a forgiving media this is. Regardless of your skill level, this class will focus on concerns inherent to all those who paint - composition, proportion, expression, application, and color - with an emphasis on how these principles are applied to pastel. Each class includes technical information and individual help. Supplies will cost approximately \$50-\$75. Please call (303) 492-5148 for a supply list.

Teri Gortmaker, M.A., P.S.A., works exclusively in pastels. She exhibits and sells her work nationally.

Section 300: Wednesdays, September 30-November 18, 6:30-9 p.m. 8 sessions. Fine Arts N298. \$140.

NCFA 015**Sculpture - Woodcarving**

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 23-November 18, 5-7 p.m. 9 sessions. Fine Arts C102. \$130.

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 23-November 18, 7:15-9:15 p.m. 9 sessions. Fine Arts C102. \$130.

NCFA 001**Basic Photography**

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

Mia Semingson, M.F.A., exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 300: Mondays, September 14-November 2, 6:30-9 p.m. 8 sessions. Hellems 137. \$130.



FINE ARTS—CONTINUED**NCEFA 002****Creative Photography Workshop**

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom work covers black and white print making, 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 imaging equipment, based on student's proficiency. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

Don Oberbeck is a professional photographer and runs the Boulder Photo Center.

Section 300: Thursdays, September 24-November 19, 7:30-9:30 p.m. 9 sessions. Ketchum 207; Photo Lab at 1815 Pearl Street. \$135.

NCEFA 051**Alternative Photographic Processes**

Are you interested in photo based processes, yet you don't have access to a darkroom and equipment? This course focuses on alternative photographic processes which may be done in your own home. We'll cover Cyanotype (blue printing), Van Dyke Brown Printing, Gel Medium Transfer, and Polaroid Transfer. Processes will be combined and worked with other media such as paint, charcoal colored pencil and pastels. Designed for people who have little or no knowledge of photography as well as for those who want to expand their knowledge of photographic processes. Supplies will cost approximately \$40. Call (303) 492-5148 for a supply list. Mia Semingson, M.F.A., exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 300: Wednesdays, September 23-November 11, 6:30-8:30 p.m. 8 sessions. Fine Arts C1B70. \$135.

NCEFA 044**Landscape Portraiture and Nature Photography**

Learn the basics of color landscape using Chautauqua as your backdrop. Find out more about camera equipment and filters as well as compositional strategies. After having the film processed, we'll meet as a group to view and discuss our photographs.

Elizabeth Cantrell is a 1994 Fullbright recipient and 1996 MFA Graduate in Photography and Media Arts from the University of Colorado at Boulder.

Section 300: Wednesdays, September 23-September 30, 6:30-8:30 p.m. Hellems 191. Saturday, October 3, 2-7 p.m. 3 sessions. \$55.

NCEFA 130**Traditional Character Animation**

Experience the animation process by constructing and animating a flip book and producing your own zoetrope. Students will create characters and a story which they will storyboard and animate. Finally, the collaborative animation process will be featured in an exciting group project in clay animation which will be filmed.

Evert Brown is an Emmy award winning animation director and has directed television network specials.

Section 300: Thursdays, September 17-November 19, 6:30-9 p.m. 10 sessions. Muenzinger D439. \$175.

FOREIGN LANGUAGES**NCFL 108****Beginning Conversational and Written Chinese**

Emphasis on practical and colloquial Chinese for business and travel. Students learn proper pronunciation and useful conversational phrases in a variety of situations. Chinese characters will be introduced to reinforce language learning skills. Chinese culture will also be explored.

Chung-Hui Kuo Cheng, M.A. Chinese, is a native speaker.

Section 300: Tuesdays, September 15-November 17, 6:30-8:30 p.m. 10 sessions. Clare Small 209. \$140.

NCFL 305**Learning Chinese Characters**

Emphasis will be placed on learning written Chinese characters; over 100 everyday-use characters both traditional and simplified. In addition, we will review the Chinese phonetic (both pinyin and zhuyin fuhao) pronunciation and enhance the conversational fluency. This course offers the opportunity to build vocabulary and to understand sentence structures.

Chung-Hui Kuo Cheng, M.A. Chinese, is a native speaker.

Section 300: Wednesdays, September 16-November 18, 6:30-8:30 p.m. 10 sessions. Hellems 193. \$140.

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Beverly Nix works for Sievers Instruments. She signed up for Fred Moore's class "to learn more about business accounting."



NCFL 100**Beginning Conversational French**

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Required text: *Parlons Francais Part I*, available at the CU Bookstore.

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

Section 300: Tuesdays, September 15-November 17, 7-9 p.m. 10 sessions. Economics 205. \$140.

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. Required text: *Parlons Francais Part II*, available at the CU Bookstore.

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

Section 300: Thursdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 245. \$140.

NCFL 101**Beginning Conversational German**

Designed for students with little or no knowledge of German, this course covers grammar but emphasizes practical conversation for travelers. In addition, students will learn cultural aspects to gain insight into German life today. Required text: *Communicating in German*, available at the CU Bookstore

Dennis Chandler, M.A. candidate, has studied German in the U.S. and Austria and is studying to become a secondary German teacher.

Section 300: Thursdays, September 10-November 12, 6:30-8:30 p.m. 10 sessions. Hellems 81. \$140.

NCFL 201**Conversational German for Advanced Beginners**

Review basic grammar concepts introduced in Beginning German as well as expand on vocabulary and expressions essential for conversational fluency in German. The course will continue to integrate aspects of modern German life and culture. A course packet will be available at the first class session. The fee will be payable to the instructor.

Edward Maier, Ph.D., is a German instructor at CU-Boulder.

Section 300: Tuesdays, September 22-November 10, 7-9 p.m. 8 sessions. Clare Small 211. \$115.

NCFL 102**Beginning Conversational Italian**

Examines the basics of Italian conversational grammar as well as various aspects of modern Italian culture and the Italian way of life. Participants will learn the elements of the language, view videos, and hold open discussions. Required text: *In Italiano*, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

Section 300: Wednesdays, September 16-November 18, 6-8 p.m. 10 sessions. Hellems 137. \$140.

NCFL 202**Conversational Italian for Advanced Beginners**

Review basic grammar concepts introduced in Beginning Italian as well as expand on vocabulary and expressions essential for conversational fluency in Italian. The course will continue to integrate aspects of modern Italian life and culture. Required text: *In Italiano*, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

Section 300: Tuesdays, September 15-November 17, 6-8 p.m. 10 sessions. Clare Small 212. \$140.

NCFL 302**Intermediate Conversational Italian**

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Text to be announced at first class meeting.

Stefano D'Amico, Ph.D. in Italian History, is a native Italian speaker.

Section 300: Mondays, September 21-November 23, 6:30-8:30 p.m. 10 sessions. Hellems 193. \$140.

NCFL 104**Beginning Conversational and Written 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, Book 1*, available at the CU or Colorado Bookstore.

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

Section 300: Fridays, August 28-October 16 (no class September 4), 6-9 p.m. 7 sessions. Economics 119. \$140.



FOREIGN LANGUAGES

-CONTINUED

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 II*, available at the CU or Colorado Bookstore.

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

Section 300: Fridays, October 23-December 11 (no class November 27), 6-9 p.m. 7 sessions. Economics 119. \$140.

NCFL 109 Introduction to Korean

Learn the Korean alphabet, common idioms and expressions, and the basic patterns of sentence construction for simple communication. Vocabulary will emphasize common, useful terms for practical use, and Korean culture will be introduced. For students with no prior knowledge of Korean.

Douglas Gordon, M.A., taught at Seoul National University as a Fulbright Fellow for two years and regularly travels to Korea on business and for research.

Section 300: Wednesdays, September 16-October 28, 7-9 p.m. 7 sessions. Economics 13. \$90.

NCFL 103 Beginning Conversational Spanish

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

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

Section 300: Tuesdays, September 15-November 17, 7-9 p.m. 10 sessions. Environmental Design 120. \$140.

NCFL 303 Intermediate Conversational Spanish

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

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

Section 300: Thursdays, September 17-November 19, 7-9 p.m. 10 sessions. Education 155. \$140.

Cheryl Hedman manages the Quality Systems Department for Maxtor Corp., a hard disc drive manufacturer based in Longmont. She is taking Fred Moore's class "to understand in greater depth how to manage a department budget and how it impacts the bottom line of a company."



HISTORY AND CULTURE

NCH 013 History of Boulder

This information packed course will trace over 12,000 years of human activity in the Boulder area. Using an extensive graphics and slide collection, the first session will set the natural scene, discuss the Native American occupants, and follow the explorers, fur traders, and gold seekers into the area. The second session will focus on development of the area from the establishment of the Boulder City Town Company in 1859 through the Depression era of the 1930s. The last session will concentrate on the dynamic changes from World War II to the present day. Thomas Meier, B.S., is Executive Director of the Boulder Historical Society.

Section 300: Wednesdays, October 7-21, 6:30-9:30 p.m. 3 sessions. Helms 267. \$40.

NCH 020 History of Spain

Spain... the land of Don Quixote, where time is not money and words can create realities. Spain's influence, reflected in customs, language, religion and social institutions, stretches over two continents. By studying the history, we not only come to understand the forces and events which made Spain so different from the rest of Europe but we also gain insight into Latin American cultures. This course will cover the major historical periods and the major cultural groups - Romans, Arabs, Jews, and Christians - which shaped the Spain of today. Also covered are the magnificent architectural monuments and great works of art by some of Spain's greatest painters.

Neil Magee, M.A. in Spanish Civilization, lived in Spain for over thirty years.

Section 300: Thursdays, September 17-October 29, 7-8:30 p.m. 7 sessions. Guggenheim 2. \$70.

NCH 019 The Serengeti: Culture and Nature in East African Safari Land

This course will provide an overview of the amazing wildlife and culture of the traditional peoples who live in the Serengeti and beyond in Tanzania and Kenya. The course will give an overview of the Maasai Mara, the Serengeti and Ngorongoro. In addition to learning more about the various animals, we will teach about the environment of the Serengeti ecosystem. We will also talk about the Maasai, a traditional group that has lived off the land for centuries. We will also discuss health and safety tips for participants who may be interested in travel to Tanzania.

Laura DeLuca, Ph.D. candidate, served in the Peace Corps and on the Women and Development Project in East Africa.

Section 300: Thursdays, October 1-8, 6-7:30 p.m. 2 sessions. Hale 240. \$35.

NC H 021**Introduction to the American Legal System**

Topics covered will include: English common law and the American system, the U.S. Constitution, the powers of Congress, the allocation of power between the Federal government and the states, the structure of the Federal and state court systems, and current trends in the legal system. The course will partially focus on how the legal system evolves with society over time, the condition of the system in the 1990's and new possibilities for the legal system into the 21st century.

Michael Kanotz, J.D., is a practicing attorney in Boulder.

Section 300: Tuesdays, September 22-October 20, 6:30-8:30 p.m. 5 sessions. Business 250. \$65.

INVESTMENTS AND PERSONAL FINANCE

NC I 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. Optional text: *One Up on Wall Street*, available at the CU Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, and has more than 15 years experience in the field.

Section 300: Wednesdays, September 16-October 7, 6:30-8:30 p.m. 4 sessions. Clare Small 207. \$60.

NC I 007**Advanced Investment Strategies**

Designed to build on foundations created in Basic Investing, this course will 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. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities.

John D. Bonica, B.A., is an investment advisor with a large investment firm with more than 10 years experience in asset management.

Section 300: Wednesdays, October 14-November 4, 6:30-8:30 p.m. 4 sessions. Stadium 140, Gate 7. \$60.

NC I 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 more than 15 years experience in the field.

Section 300: Wednesdays, November 11-18, 6:30-8:30 p.m. 2 sessions. Stadium 140, Gate 7. \$30.

NC I 021**The Five Minute a Day Personal Financial Plan**

For busy people who want to secure their financial independence. Be prepared to work on your personal financial plan for savings, investments, insurance needs, taxes, major future purchases, vacations and just plain old accumulation and distribution of assets. You will develop your investment portfolio, cash flow and budgeting system, and learn to preserve and increase your net worth. During the class you will learn the ABC's of investing, portfolio design, using money as a tool, develop future money needs adjusted for inflation, and develop and implement an action plan. By knowing what you want and need you will be in control. Then when you meet with your personal advisors you will tell them what you want and not the other way around.

Aivars Ziedins, C.F.P., Ch.F.C., C.L.U., G.R.I., M.S.F.S. has over 26 years experience as a financial planner and entrepreneur.

Section 300: Wednesdays, October 21-November 4, 6-9 p.m. 3 sessions. Hellems 201. \$65.

NC I 022**The Debt Free Prosperous Living Seminar**

Get completely out of debt in 5-7 years, including mortgage. Sounds impossible? Well, whether you earn \$15,000 a year or \$150,000 a year, this program will teach you how to turn \$1 of debt into \$11.83 of real wealth! You will owe no money to anyone and you will have no credit debt. No second jobs or austerity budgets are necessary.

Learn how to live on 100% cash, handle emergencies, purchase a new home, and buy cars and appliances. Bring list of debts and calculator and leave with your own debt elimination plan that can be immediately implemented into your own lifestyle. Optional text is available in class for \$49.

Jeff Meyer, B.A., was a successful investment advisor when he developed and began teaching the debt elimination program.

Section 301: Thursday, October 1, 6:30-9:30 p.m. 1 session. Hellems 201. \$40.

Section 302: Saturday, October 3, 9 a.m.-noon 1 session. Hellems 201. \$40.

Section 303: Tuesday, November 3, 6:30-9:30 p.m. 1 session. Hellems 201. \$40.

Section 304: Thursday, November 5, 6:30-9:30 p.m. 1 session. Hellems 201. \$40.

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JUST FOR PARENTS

NCL 065

Discover and Nurture Your Child's True Talents and Abilities

This seminar is for parents intent on providing the critical guidance necessary to "grow" self-actualizing children who can express their greatest talents and live to their true career potential. Learn to recognize and foster your child's: talents/skills/aptitudes; career-related interests/motivations; unique vocational calling and life's related work; and ensure your child grows up to be successful doing what they love for a living. Optional text is available in class for \$20.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led highly acclaimed workshops for over 24 years.

Section 300: Thursdays, October 8-15, 6:30-9 p.m. 2 sessions. Economics 13. \$35.

NCL 067

For Professional Parents - How to Get it All Done

In this hands-on seminar busy parents will learn how they can stay one step ahead at home and also find quality time for themselves. Specific strategies will be given for everything from organizing your home in a way that works for you to how to communicate clearly to the rest of your family. The emphasis is on streamlining routine tasks and using teamwork as a way to create more time and a harmonious home environment.

Marianne Roller, B.A., has been working in the area of "productivity enhancement" for 16 years.

Section 301: Thursdays, September 24-October 15, 6-8 p.m. 4 sessions. Hellems 285. \$60 for one parent.

Section 302: Thursdays, September 24-October 15, 6-8 p.m. 4 sessions. Hellems 285. \$100 for couples.

NCT 019

Making Sense of the College Admission Process: For the Parent and/or Student

Eliminate the mystery and guess work involved in the college admission process. Know how to support your student during the decision process - what your role as parent is and how to be coach, mentor, talent scout, coordinator, and champion. This seminar gives you the tools necessary to assist your student in choosing the right college. Learn how to identify your student's abilities and interests and match these to a college; how to organize the application process; how to represent one's self on applications and essays; and how to make the most out of college visits and admissions interviews. This course will give you the tools to choose the best college for your child and your family budget. Students welcome to the last session.

Jana Lynn, Ph.D., has guided students for more than 20 years, has served as an administrator at both public and private colleges, and is an educational consultant.

Section 301: Mondays, October 19-26, 6:30-9:30 p.m. 2 sessions. Clare Small 207. \$50 for one parent.

Section 302: Mondays, October 19-26, 6:30-9:30 p.m. 2 sessions. Clare Small 207. \$90 for two parents.

LIFESTYLES - PERSONAL AND PROFESSIONAL

NCL 052

Do What You Love

Break out of the "earning-a-living" rut and be paid to do what you truly love. This workshop takes participants through a hands-on, eight-step career decision making process, utilizing time tested exercises and vocational testing. Discover what you are truly capable of; generate a realistic list of career options, including self-employment; identify your greatest talents, interests and hidden motivators; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. \$20 materials fee payable to instructor at first class for workbook, handouts and testing materials.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led this highly acclaimed workshop for over 24 years.

Section 300: Tuesdays, September 22-October 6, 6-9 p.m. 3 sessions. Economics 13. \$60.

NCL 016

Creativity and Personal Renewal: A Workshop of Ideas and Activities

The sense of wonder we all had as children gets buried as we grow older. Creativity gets lost under layers of conformity, coping and competition. The goal of this course is to free the imagination and learn to play. This workshop examines the nature of creativity and creative blocks, and ways to overcome them. Class members will have opportunities to find sources of renewal in observing and drawing nature, and in synesthesia, the crossover between the emotional message of one sensory medium into another. We will read poems, look at paintings, take imaginary excursions, create rhythm, and devise stories from photographs.

James Downing, M.S., is an author, educator, and playwright who enjoys traveling.

Section 300: Wednesdays, September 16-October 7, 6:30-8:30 p.m. 4 sessions. Ketchum 119. \$55.

NCL 010

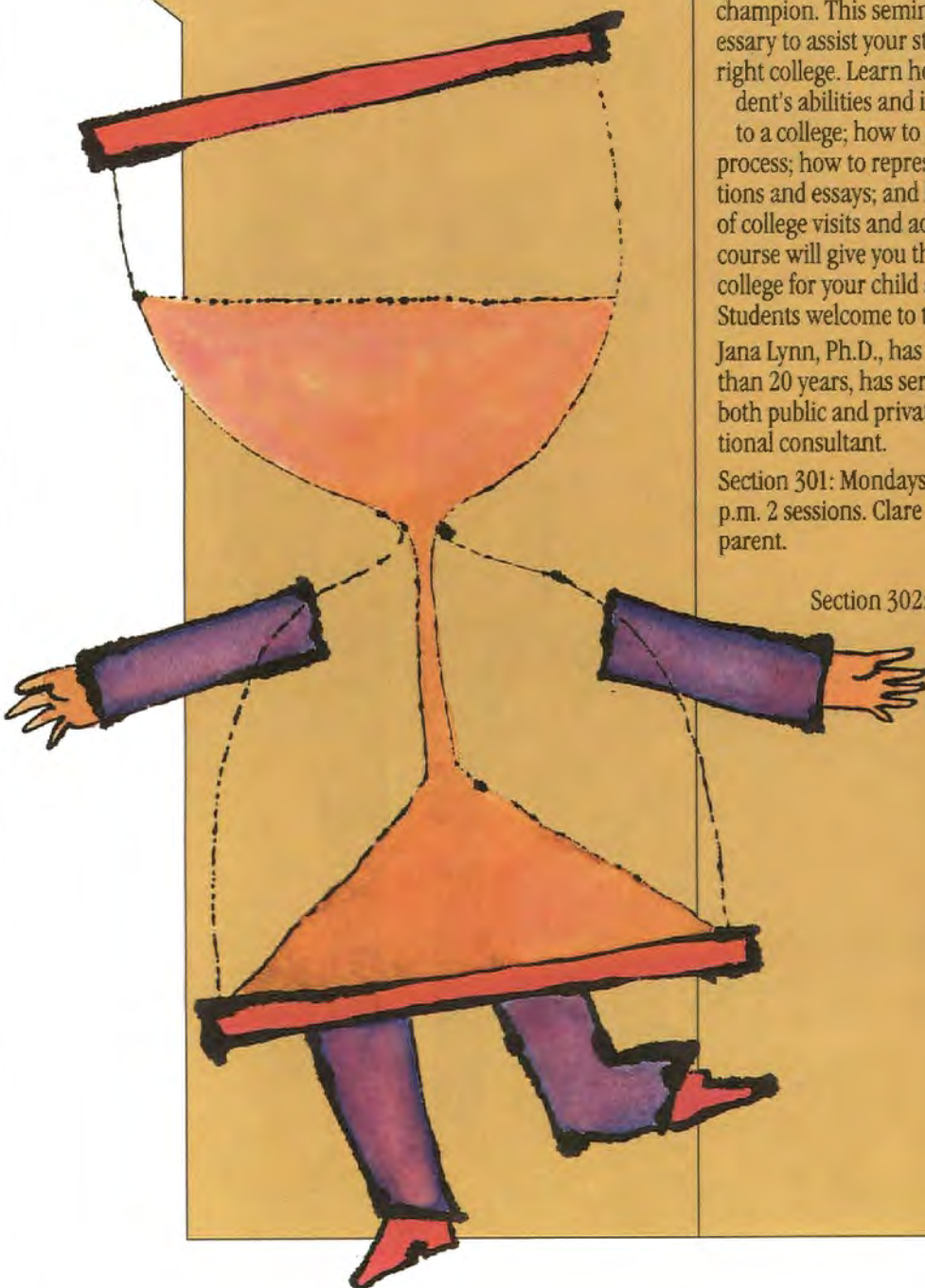
Making Career and Life Changes: A Workshop

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. In this class you will identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Required text: *Neurolinguistic Programming Personal Profile*, available at the CU Bookstore. Bring the book to the first class.

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

Section 300: Saturdays, September 12-19, 9 a.m.-4 p.m. 2 sessions. Hale 240. \$80.

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NCL 066
Overcoming Time

This comprehensive seminar provides the necessary tools to effectively orchestrate a demanding profession and create more meaning and satisfaction in one's life as well. A thorough assessment of personal and professional priorities helps participants identify the things that hold value in their lives and gives the necessary tools to integrate these priorities into the present. Individuals decide on a particular focus to work toward accomplishing during the course of the seminar. The emphasis of this seminar is on practically integrating the course material into specific life and work situations. It is highly interactive and involves participation in group problem solving and individual exercises.

Marianne Roller, B.S., has worked in the area of "productivity improvement" for 16 years.

Section 300: Tuesdays, September 22-October 20, 6-8 p.m. 5 sessions. Hale 240. \$65.

NCL 021
Accelerated Reading Practices

So many books... so little time? Not to mention the stacks of newsletters, magazines, journals, reports, memos... If you still read the way you learned in elementary school, there is a better way. Make a shift from the linear, sequential, laborious paradigm of word-by-word, page-by-page reading to a whole brain/body model that is purposeful, motivating, and energizing because it taps into your creative and intuitive reserves.

Deborah Fink, an academic librarian and teacher for two decades, is a certified PhotoReading instructor and the founder of MetaLearning.

Section 300: Saturday, October 3, 10:30 a.m.-4:30 p.m. 1 session. Norlin Library 424B (Mabel Van Duzee Room). \$40.

NCL 051
Stress Management Through Biofeedback

What is stress? How does it affect your health? What is biofeedback and how can it help manage your stress? Learn lifetime techniques to manage stress and live more peacefully. Progressive and deep relaxation, breathing, imagery, meditation, body scanning and temperature training will be taught. Examine belief systems, thoughts, value conflicts, communication styles, self-esteem, job, nutrition, exercise, dysfunctional families, pain. Learn how muscle tension and hand temperature correlate with headaches, hypertension and indigestion.

Priscilla Hustad, M.A., has been a biofeedback therapist since 1980.

Section 300: Wednesdays, October 7-November 11, 7-9 p.m. 6 sessions. Hellems 229. \$80.

NCL 061
Principles of Dream Interpretation

Bring your dreams to class and learn more about dream interpretation from the Jungian perspective. Class topics include: The Psychology of the Unconscious; Archetypes and the Collective Unconscious; the structure of dreams; exploring the notions of Dream Ego; and the Alchemy of Dreams, surveying the dynamic, transformational aspect of dreaming. This approach will focus on the practical aspects of dream wisdom in everyday life.

Evan Hodkins, M.A., M. Div., is a psychotherapist and specializes in Jungian Psychology.

Section 300: Saturday, October 3, 9 a.m.-4 p.m. 1 session. Hale 240. \$40.

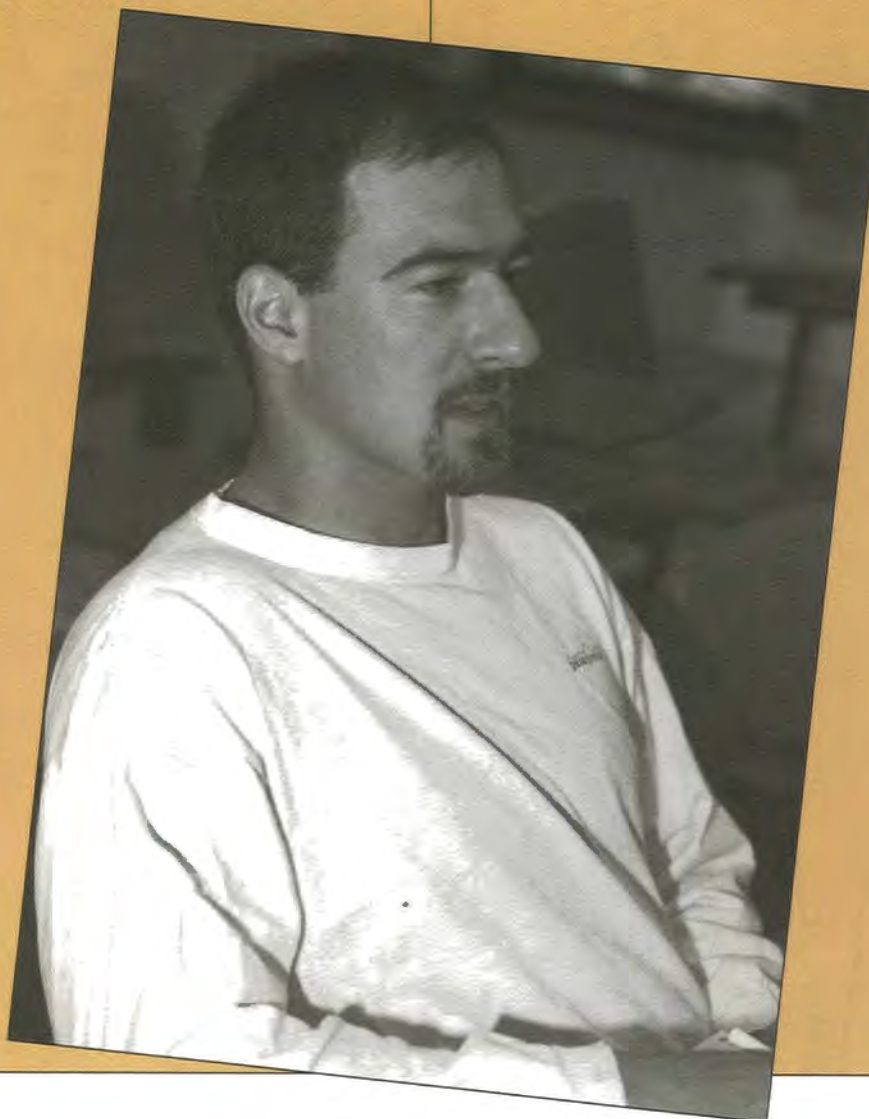
NCL 047
Nutrition and Performance

Learn about the nutritional needs of active people and strategies for improving athletic performance. Includes recommendations on the amount of calories, carbohydrates, fats, and protein needed for different types of activities. Other topics include hydration, vitamins and minerals, supplements, ergogenic aids, weight management, what to eat before, during, and after exercise and how to evaluate nutritional claims.

Eileen Faughey, M.A., R.D., is a nutrition consultant for families, individuals and corporations.

Section 300: Tuesdays, October 27-November 3, 6:30-8 p.m. 2 sessions. Economics 13. \$25.

Jon Aron works for a software company. He decided to take Fred Moore's Accounting and Budgeting class, "to better understand where the numbers were coming from and how to set up a budget."

**NCL 069**
Introduction to Alternative Medicine

Learn about various alternative therapies including acupuncture, chiropractic, herbal medicines, homeopathy, osteopathy and traditional Chinese medicine. The various therapies discussed will cover history, philosophy, educational requirements, current research and clinical case histories.

Cynthia Tucker, D.C., is a practicing chiropractor. Section 300: Mondays, September 14-November 16, 6-7:30 p.m. 10 sessions. Economics 13. \$100.

SCIENCE**NCSO 003**
Discover the Night Sky

A fascinating universe exists over our heads, one that many people seldom look at and rarely understand. For the non-expert, this brief course teaches you how to appreciate the night sky with just your eyes. We will learn the constellations, how the sky changes through the year and how to watch the moon, planets, comets, meteor showers and more. While the focus of the course is how to watch the sky with just your eyes, we will use telescopes as well. The night sky is not hard to understand; all you need is a little knowledge to open a whole new world for you. Course open to stargazers of all ages.

Victoria Alten, M.S. in Astrophysics, Planetary and Atmospheric Sciences, works at the National Center for Atmospheric Research.

Section 300: Sundays, September 13-27, 7-9 p.m. 3 sessions. Sommers-Bausch Observatory S175. \$40.

SCIENCE— CONTINUED**NCSO 023****An Ecological Guide to Boulder County**

Boulder County, only 748 square miles in size, is one of Colorado's smaller counties, but it is one of the most diverse ecologically, ranging from 5,000 to over 14,000 feet in elevation. This class examines natural ecosystems of Boulder County from the short-grass prairie to the alpine tundra. A Saturday field trip will enhance the classroom sessions. Optional text: *From Grassland to Glacier: The Natural History of Colorado*, available at the CU Bookstore.

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

Section 300: Thursdays, September 24-October 1, 6:30-9:30 p.m. Economics 2. Saturday, October 3, 9 a.m.-3 p.m. 3 sessions. \$80.

NCSO 036**Ethnoherbology: Edible and Medicinal Plants of the West Parts I & II****Part I**

Journey with us into the past, through slides and stories, to learn about the medicinal/edible uses of plants by ancient and not-so-ancient people, including your own ancestral roots. Learn also how to grow some of these plants in your garden as well as go "into the field" to identify plants. Samples of various plants will be provided in class as well as recipes for remedies, food, and the home. \$3 materials fee payable to instructor at first class. Saturday field trip in Boulder area to identify medicinal and edible plants is included.

Part II

Incorporating the concept of "I hear and I forget, I see and I remember, I do and I understand", this class will continue the history of herbs, cross-cultural ceremonial uses of herbs, the making of herbal products, and learning about natural plant dyes. There will be deeper coverage of women's, men's, children's and seniors' herbs, and designing an herb garden. We will also have a two hour field walk to see what some of these plants look like late in the season. Prerequisite: Ethnoherbology Part I or instructor's permission.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with more than 25 years of organic gardening experience and a trained herbalist.

Section 301-Part I: Wednesdays, September 9-30, 6:30-8:30 p.m. Hale 236. Saturday, September 12, 9 a.m.-12 noon. 5 sessions. \$75.

Section 302-Part II: Wednesdays, October 28-November 18, 6:30-8:30 p.m. Hale 236. Saturday, November 7, 9 a.m.-12 noon. 5 sessions. \$75.

Section 303-Parts I & II: Wednesdays, September 9-30 and October 28-November 18, 6:30-8:30 p.m. Hale 236. Saturdays, September 12 and November 7, 9 a.m.-12 noon. 10 sessions. \$130.

NCSO 043**New Discoveries in Astronomy**

How old is the Universe? What are gamma ray bursts? Are there planets around other stars. How do we know and how can we find out? And what about life elsewhere in the Universe? These are just some of the questions we will tackle in this discussion-oriented class as we explore some of the newest research and developments in astronomy. Background for each topic will be provided along with assigned readings. Students will come away with a better understanding of the exciting research going on in astronomy today.

R. Young Shuping, Ph.D. Candidate at CU-Boulder, has taught various undergraduate introductory astronomy courses.

Section 300: Tuesdays, October 6-November 10, 6:30-8 p.m. 6 sessions. Duane Physics G131. \$60.

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. 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 and science educator.

Section 300: Tuesdays, November 10-17, 6:30-8:30 p.m. 2 sessions. Guggenheim 2. \$30.

TESTING & ACADEMIC PREPARATION**NCT 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, Ph.D., is Director of Student Programs in the College of Engineering.

Section 300: Thursdays, September 17-October 8, 6-8 p.m. 4 sessions. Hale 260. \$55.

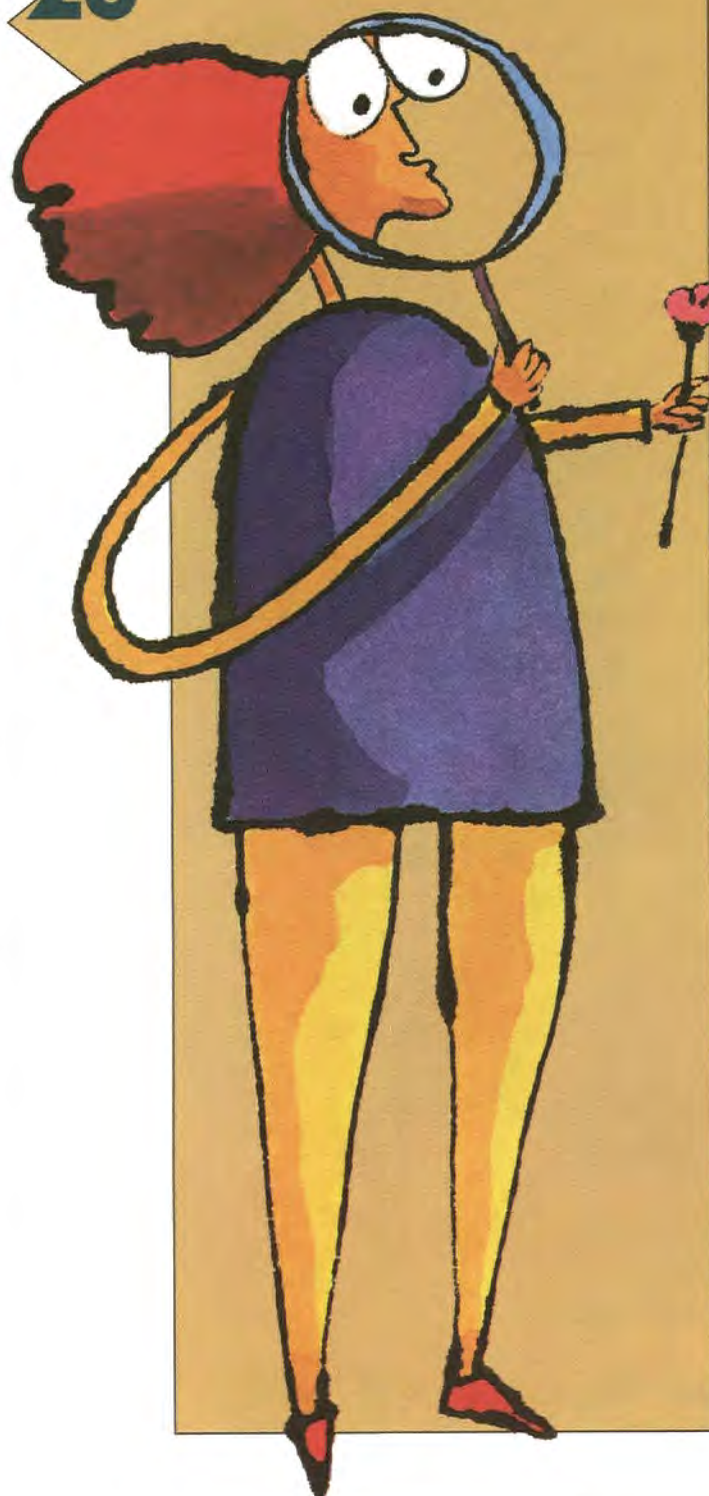
NCT 200**Preparation for the SAT/ACT**

Maximize your ACT and SAT test results! Students in this class will review all portions, verbal and quantitative, of each test, and practice using the strategies introduced. All materials provided. Students preparing only for the ACT need not attend Sunday, September 27, 1-3 p.m. Mary Johnson, B.A., and Heather Tolby, B.A., are educators as well as test review instructors for PREP Associates.

Section 301: Sundays, September 20-27, 9 a.m.-3 p.m. 2 sessions. Hale 240. \$160.

Section 302: Sundays, September 20, 9 a.m.-3 p.m. and September 27, 9 a.m.-12 noon. 2 sessions. Hale 240. \$135.

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NCT 301 Preparing for the Graduate Record Exam (GRE)

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. Students need 9th Edition, *Official Guide: Practicing to take the GRE General Test* for the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call (510)-873-8100 for exam registration information. Strategies for computer test included.

Heather Tolby, B.A., and Mary Johnson, B.A., are educators as well as test review instructors for PREP Associates.

Section 301: Monday and Tuesday, October 12-13, 6-10 p.m. and Wednesday and Thursday, October 14-15, 6-9 p.m. 4 sessions. Geology 121. \$165.

Section 302: Monday and Tuesday, November 2-3, 6-10 p.m. and Wednesday and Thursday, November 4-5, 6-9 p.m. 4 sessions. Geology 121. \$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 at the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call (215)-968-1001 for exam registration information.

Michelle Philip, J.D., is an attorney who has taught LSAT prep courses for five years.

Section 301: Saturdays and Sundays, August 29-September 19 (no class September 5 and 6), 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

Section 302: Saturdays and Sundays, November 7-21, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

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

This class provides a thorough review of the verbal and quantitative strategies needed for this exam. Students will become familiar with test content and practice strategies for each test portion. All materials provided. Recommend text: *The GMAT Official Guide, 9th edition*, available at the CU Bookstore. Course addresses computer-based testing which began in Fall 97.

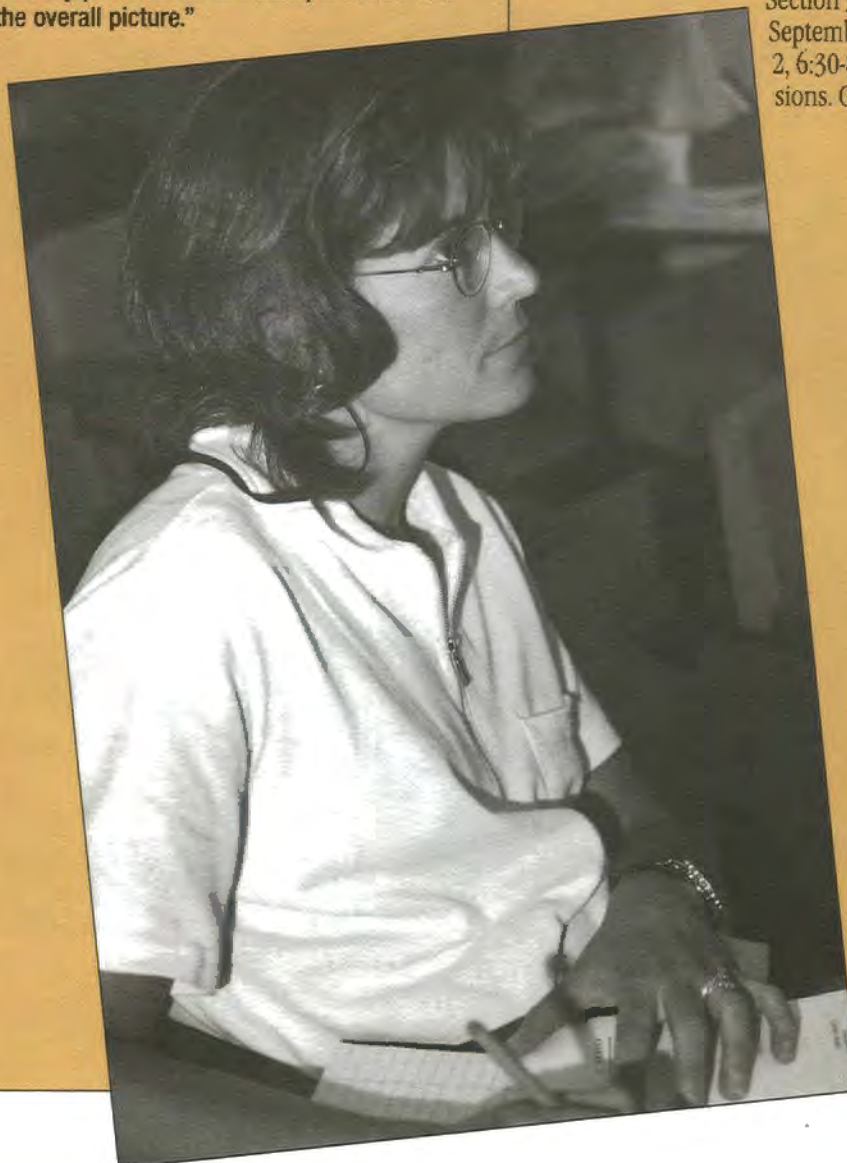
Heather Tolby, B.A., and Mary Johnson, B.A., are educators as well as test review instructors for PREP Associates.

Section 301: Verbal: Analytical Reasoning and Reading, Sentence Correction and Writing. Monday and Wednesday, September 14-16, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 302: Quantitative: Problem Solving and Data Sufficiency. Monday and Wednesday, September 21-23, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 303: Verbal and Quantitative. Mondays and Wednesdays, September 14-23, 6-10 p.m. 4 sessions. Guggenheim 206. \$250.

Maureen Rojas has a strong background in Human Resources. She just moved to Colorado and is interviewing for a new job. She decided to take advantage of this interval of to take Fred Moore's class in Accounting and Budgeting, "to have a better understanding of how my piece of the financial puzzle fits into the overall picture."



THEATRE AND MUSIC

NCTH 005 Shakespeare: From Page to Stage

Drawing on the four plays produced by the 1998 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 theatre, 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.

Geron Coale, Ph.D. candidate at CU-Boulder, is a director and theatre instructor.

Section 300: Wednesdays, October 7-28, 7-9 p.m. 4 sessions. Hellems 185. \$55.

NCTH 017 Acting Basics

The play is the thing. Learning to play hard, reaching a little further, and really believing in the given circumstances are the keys to honest performing. Creating a character will engage your mind, body, spirit, and emotions. Each student will work on a short monologue and scenes that will be given to you on the first day of class. Relaxation exercises and voice and breathing warm-ups will be part of each meeting. In a supportive and safe environment you can experiment with creating your own unique character. Beth Osnes, Ph.D. Theater, is an instructor, performer and director.

Section 300: Mondays, September 14-November 2, 6:30-8:30 p.m. 8 sessions. Geology 311. \$105.

THEATRE AND MUSIC- CONTINUED

NCTH 021

Masterpieces of European Cinema

This course introduces students to a variety of major European filmmakers of the last 50 years: De Sica, Truffaut, Bergman, and others. This course will consider the different techniques, themes, and aspects of society explored by each filmmaker. One film shown each evening with discussion afterwards.

Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy.

Section 300: Thursdays, October 1-November 5, 6-9 p.m. 6 sessions. Clare Small 211. \$115.

NCTH 024

One Day Chord Piano Workshop

You can learn to play any pop tune with both hands in this three-hour workshop. The secret lies in using chord and symbols rather than reading the notes in the music. Some knowledge of treble clef helpful. For piano, organ, or portable keyboard. Registration fee includes workbook and 60 minute practice cassette.

Dan Christian, B.M.E., has 13 years of music teaching experience and professional playing experience in a variety of musical styles.

Section 300: Saturday, October 3, 1-4 p.m. 1 session. University Memorial Center, Room 425. \$50.

Conchita Lovato is taking Fred Moore's Accounting and Budgeting class to help a friend who is starting a business, and to advance her own prospects in her current job.

NCTH 025

Music Appreciation

This course explores Western art music as a function of cultural, economic, and technological developments. Emphasis is on creative listening and understanding of the Gregorian plainchant through 20th century experimental music. Learn to distinguish different forms of music, such as the sonata, concerto, and cantata; as well as styles, Baroque, Classical, and Romantic. Optional group attendance at a concert is planned. Optional text: *Music: An Appreciation*, available at the CU Bookstore.

Eleanor Elkins, D.M.A., taught at the university level for five years and is currently a freelance musician and teacher in Boulder.

Section 300: Mondays, September 28-November 16, 6:30-8:30 p.m. 8 sessions. Hellems 267. \$105.

WRITING AND LITERATURE

NC W 004

Writing the Novel

An exploration of the elements of the novel, which includes characterization, voice, point-of-view, dialogue, conflict, structure, place and time. Emphasis is on grasping the fundamentals. Workshop setting in which students will share work-in-progress with classmates for editorial comment and suggestions.

Susan Church, M.F.A., is a teacher and published writer.

Section 300: Thursdays, September 24-November 19, 7-9 p.m. 9 sessions. Hellems 259. \$120.

NC W 006

Creative Writing

Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more, through 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, October 13-December 1, 7-9 p.m. 8 sessions. Education 138. \$105.

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. from the Iowa's Writers' Workshops, is published in numerous journals and the Pusheart Prize Anthology.

Section 300: Thursdays, September 17-October 22, 6:30-8:30 p.m. 6 sessions. Hellems 220. \$80.

NC W 021

Screenwriting

Whether a professional or just starting out, this workshop will benefit all writers of screenplays. Beginning with an overview of the form and creation of a screen treatment, and utilizing individual consultations with the instructor, students will pursue their own stories to completion of a first draft by the end of the session. As a springboard for further development, each student will receive a written evaluation of their work.

Leigh Kennicott, M.A., has worked in development for Columbia Pictures, Universal, and the Leonard Goldberg Company at Paramount Studio.

Section 300: Tuesdays, September 15-November 17, 7-9 p.m. 10 sessions. Clare Small 208. \$130.

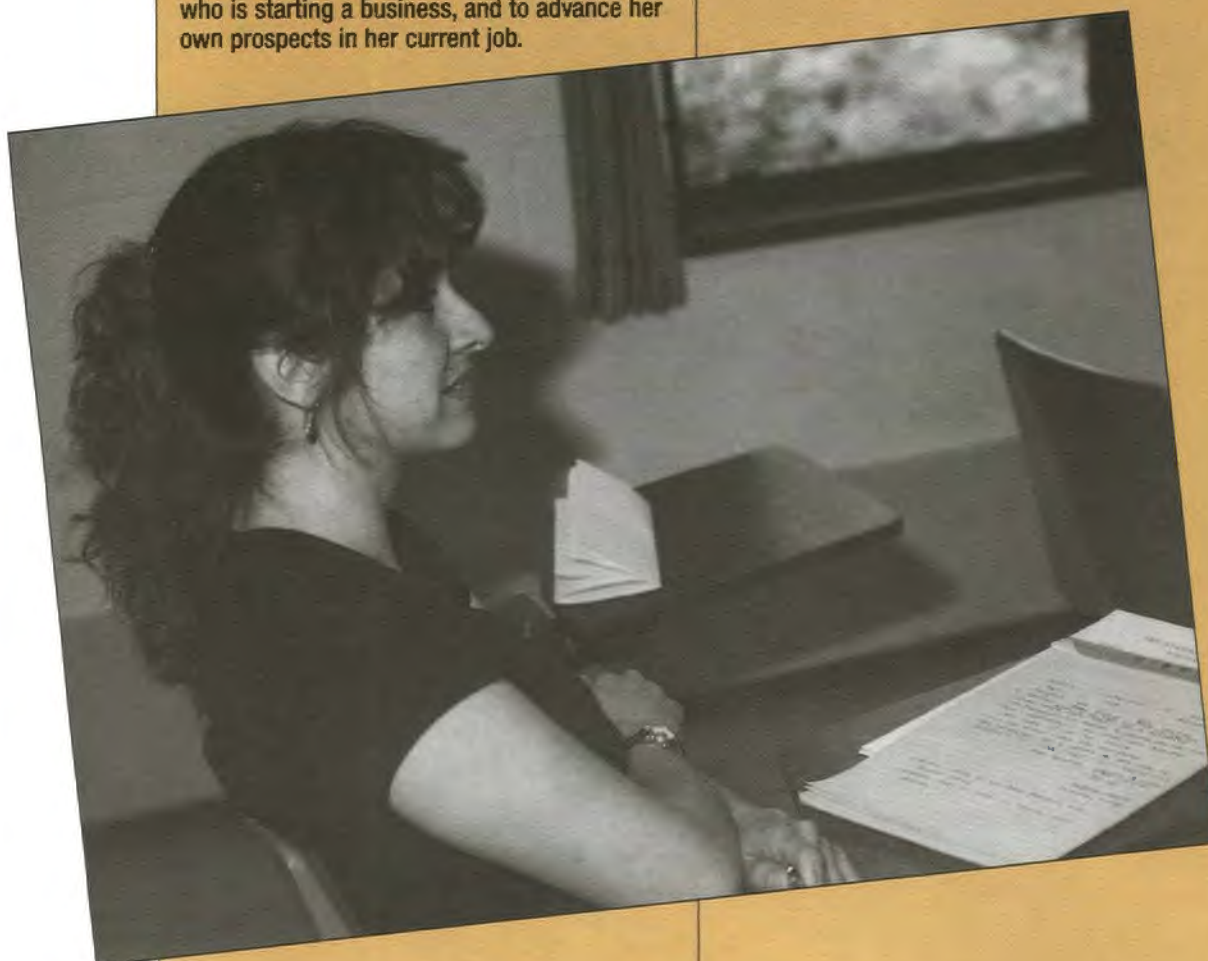
NC W 012

The Children's Book: Writing, Illustrating and Getting Published

Ever dared to dream of writing or illustrating a children's book? Learn the entire process, from the cultivation of ideas to the published work. We'll cover manuscript development, illustration techniques, picture book layouts, and submitting manuscripts to publishing companies. We'll also take an in-depth look at how straightforward it is to self-publish your own work.

Kerry MacLean, B.A., has written, illustrated and self-published three children's picture books, including the wildly popular *Pigs Over Boulder*.

Section 300: Saturday, November 7, 9 a.m.-4 p.m. 1 session. Hale 260. \$50.



NC W 077

Writing Fiction - A Weekend Intensive

Learn the fundamentals of writing fiction in one weekend. This innovative workshop is the place for beginners to get the basics and seasoned writers to sharpen skills. On Friday evening (bring popcorn and soda) we'll view a recent movie and then discuss the plot and story structure to see how film has affected the way in which popular fiction is written today. Saturday (bring something for a potluck lunch) we'll combine lecture, discussion and short writing exercises, featuring a different aspect of good fiction each hour. Topics include: creating dynamic characters, writing believable dialogue, pacing, and information about the business of writing.

Jerrie Hurd, M.F.A., is an experienced writing teacher, a frequent speaker at conferences, an award-winning writer and has recently published her third novel, *The Lady Pinkerton Gets Her Man*.

Section 300: Friday, October 2, 6-10 p.m. and Saturday, October 3, 9 a.m.-4 p.m. 2 sessions. Hellems 259. \$70.

NC W 029

Making Grammar Work for You

No diagramming sentences, just plenty of practical tips on how to improve everyday grammar, punctuation, and spelling. Areas for improvement are identified through a personal assessment. Participants then work toward understanding sentence elements and structure while learning techniques for writing clearly. This fast-paced workshop is designed especially for adults needing a grammar refresher. Group activities, games and individual skill practice make reviewing grammar enjoyable. Participants receive a workbook, filled with creative graphics, to use as a resource guide in the future.

Jodi Torpey, M.A., has extensive experience in business writing, marketing, consulting, training, and teaching.

Section 300: Saturday, December 5, 9 a.m.-1 p.m. 1 session. Hale 260. \$30.

NC W 042

Poetry Workshop

We all have poems we want to write, often they seem buried, and we don't know how to unearth them. In this interactive class, you'll have a chance to explore your own poetic impulses. Approaching poetry through a gardening metaphor, class time will include planting seeds—reading published poems with an eye for language, images, those things which make a poem crackle; composting—journaling, writing exercises, group exercises designed to turn off the internal critic and get to the juicy ideas we all have; and harvesting—looking at students' poems in a nurturing workshop setting. Join us, whether you're currently writing poetry and want some fresh ideas, or whether you want to begin writing poems for the first time. Bring *The Best American Poetry of 1996* to the first class, available at the CU Bookstore.

Deborah Viles, M.A., is a poet, a published author, and teaches writing at CU-Boulder.

Section 300: Mondays, September 21-November 9, 6:30-8:30 p.m. 8 sessions. Hellems 247. \$105.

NC W 005

How to Write Magazine Articles...and Get Them Published

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor also works individually with students' articles.

Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years. She also worked for a local publishing company and the Denver Post.

Section 300: Wednesdays, September 16-October 21, 7-9 p.m. 6 sessions. Hellems 285. \$80.

NC W 079

Writing in the Real World: How to Write Non-Fiction

Writing non-fiction articles, stories, and books is a specialty that requires tenacity, skill, dedication and hard work. An author must stick to the facts and still weave an interesting story. The results can be pleasing for the writer and illuminating for the reader. Technical writers, business executives and newspaper reporters deal in non-fiction writing every day. But how do you go about it? Where do you find the subject matter, how do you conduct the research, how do you outline your project, how do you write it, and where do you sell it? The goal of this course is to provide students with the tools needed to convert ideas into completed written works. At the end of six weeks, the student should emerge as a better researcher, investigator, interviewer, editor and writer.

Don Davis has over 20 years experience in the newspaper industry and has published seven non-fiction books and one novel.

Section 300: Mondays, September 14-October 19, 6-8 p.m. 6 sessions. Guggenheim 2. \$80.

NC W 081

Consider the Irish

You've heard of the Irish Potato Famine that brought a million and a half Irish people to America in the mid-1800's, and you're aware of Ireland's continuing political problems and violence in dealing with them. How many of you have had a chance to think about Ireland's contributions to civilization and to read some of their many fine novelists who have added to the 20th century's literature? Join us in reading and discussing six excellent books, five novels and one history chosen for their quality of writing and insights into Irish Culture. We will meet every two weeks to allow time for reading. Please read *How the Irish Saved Civilization* by Thomas Cahill for September 16; *A Portrait of the Artist as a Young Man* by James Joyce for September 30; *At Swim-Two-Birds* by Flann O'Brien for October 14; *Two Lives* by William Trevor for October 28; *The Butcher Boy* by Pat McCabe for November 11; and *Reading in the Dark* by Seamus Dean for December 2.

Susanne Stark Gerson, M.A., M.Ed., is an instructor of literature and humanities.

Section 300: every other Wednesday, September 16-December 2 (no class November 25), 7-9 p.m. 6 sessions. Hale 240. \$80.

plot and story structure
we to see how film
has affected the way
in which popular fiction
is written today
Saturday we'll
view a recent movie
then discuss the plot and
popular fiction



MAKE YOUR OWN BREAKTHROUGH. GIVE YOURSELF THE TOOLS YOU NEED RIGHT NOW.

There is increasing acceptance among people in business that training and development is an ongoing process. Give yourself an opportunity to fill in the gaps in your education and preparation, to make you a stronger candidate for the next opportunity that comes along.

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

To earn this certificate, you must satisfactorily complete four required courses and three or more electives. Basic Skills for the Supervisor is recommended as a starting point. The required

classes are: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing: Developing and Promoting Your Product or Service, and Managing People.

CERTIFICATE OF ENTREPRENEURSHIP

The Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business venture. Participants are required to take six core classes: Accounting and Budgeting for the Non-

Accountant, Funding the Entrepreneurial Dream, Starting a Business: From the Ground Up, Entrepreneurism – Are You Ready?, Understanding Marketing: Developing and Promoting Your Product or Service, and Building a Business Plan.

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 on November 26 and 27.

BUSINESS COURSES, FALL 1998

GETTING STARTED	33	MANAGEMENT/SUPERVISION	34
Basic Skills for the Supervisor		Managing People	
ACCOUNTING AND FINANCE	33	Critical Issues in Current Management	
Accounting and Budgeting for the Non-Accountant		PROFESSIONAL DEVELOPMENT	35
ENTREPRENEURISM/SMALL BUSINESSES	33	Handling Difficult People	
Starting A Business: From the Ground Up		Polish Your Presentation Skills	
Entrepreneurism-Are You Ready?		WRITING AND COMMUNICATION	35
Introduction to Business Law		Better Business Writing	
MARKETING/SALES	34	Grant Writing Basics	
Understanding Marketing: Developing and Promoting Your Product or Service		Effective Document Review	
Sell Yourself: How to Get Them to Buy from You		Beginning Technical Writing	
How to Write Successful Marketing Materials		Producing Business Videos	
The Marketing Side of Public Relations			

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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 303-492-5148.

Beginning

No previous experience necessary.

Intermediate

Assumes completion of Basic Skills for the Supervisor or Better Business Writing or equivalent skill level.

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 recommended prerequisite to other Management Development Certificate classes. Optional final exam.

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

Section 300: Wednesdays, September 9-October 14, 7:30-9:30 p.m. 6 sessions. Hellems 255. \$130.

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. Students need a hand-held calculator at the first class meeting.

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 31-November 7, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

ENTREPRENEURISM AND SMALL BUSINESS

NC B 002 Starting A Business: From the Ground Up Beginning Level

This course will cover the many requirements from various government agencies with which a new business must comply. 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 County for 15 years, working with small businesses and small business owners.

Section 300: Saturday, October 10, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

Jonna Sherrill works full time at a nonprofit agency. She's taking Fred Moore's class in Accounting and Budgeting "to enrich my grant writing skills. It has become increasingly clear to me that I need more detailed knowledge on accounting and budgeting to communicate with funders."

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 26 years, owning or running six different businesses.

Section 300: Wednesdays, September 23-October 7, 6-9 p.m. 3 sessions. Economics 205. \$100.

NC B 057 Introduction to Business Law All Levels

This introductory course will explore civil law issues pertaining to businesses operating in the United States. Topics include contracts, torts, agency, anti-discrimination laws, worker's compensation, partnership, corporation law, and the Uniform Commercial Code. The course will give business owners and other lay persons a general background in legal issues that may arise while operating a profit making entity.

Michael Kanotz, J.D., is a practicing attorney in Boulder.

Section 300: Tuesdays, October 27-November 24, 6:30-8:30 p.m. 5 sessions. Business 250. \$110.



MARKETING AND SALES

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

You or your company have products, services, or ideas for new offerings. How should you market them to potential customers? Learn why the most important part of marketing is knowing what to make or offer before beginning advertising and selling. Learn how to understand your market, evaluate competitors, formulate your ideas and budget, and implement your plan. This course presents a case study at each session for an interactive, skill-learning experience.

Robert Beck, M.B.A., has marketed many brands and services, from household names to start-ups. Section 300: Tuesdays, September 22-October 27, 5:30-8 p.m. 6 sessions. Hellems 81. \$165.

NC B 215 Sell Yourself: How to Get Them to Buy From You All Levels

You can't do the best job of selling your company's products and services until you can do the best job yourself. This program will help you achieve peak sales performance and dramatically increase profits by showing you how to make the personal sale. Included are 25 sell-yourself strategies, and insights on how to truly distinguish yourself from competitors, "polish" your presentations and communicate with confidence. Learn self-promotion methods and materials that will enable you to make a maximum impact for a minimal investment of time and money. You'll walk away with what you need to know to gain the visibility, credibility and recognition that will reap rewards for your organization.

Fred Berns is the author of self-promotion tapes, books, and articles and is a consultant and public speaker.

Section 300: Mondays, September 21-October 5, 6:30-8:30 p.m. 3 sessions. Economics 205. \$65.

NC B 477 How to Write Successful Marketing Materials Beginning Level

Marketing your product or service is an ongoing process vital to your company's continued success. Direct marketing is one medium that helps achieve this goal. Whether you want to develop a site on the World Wide Web, send out a direct mail piece or hand out a promotional brochure, this course will introduce you to the essential techniques for writing powerful marketing communications. You'll learn effective writing strategies that will enhance your efforts and boost your response rates.

Debra Jason, M.A., has over ten years experience in the field of direct marketing including Web pages.

Section 300: Mondays, September 28-October 19, 6-8 p.m. 4 sessions. Hellems 285. \$90.

NC B 056 The Marketing Side of Public Relations All Levels

This course explores new ways of communicating company image, product/service information, and company news. Topics include key marketing concepts, the marketing plan as a basis for developing a public relations activity, how market segmentation affects the communications strategy, and marketing communications techniques.

Peggy Lohman, B.A., is a marketing and public relations consultant with over 20 years experience in a broad range of industries.

Section 300: Tuesdays, October 6-November 10, 6-8:30 p.m. 6 sessions. Hellems 285. \$150.

MANAGEMENT AND SUPERVISION

NC B 245 Managing People Intermediate Level

For people with one to five years management experience, this unique class teaches practical skills related to communication, leadership, time management, and performance appraisal, skills that will improve both work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

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

Section 300: Wednesdays, October 21-November 18, 7:30-9:30 p.m. 5 sessions. Hellems 255. \$110.

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. Prerequisite: Basic Skills for the Supervisor.

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

Section 300: Saturdays, October 24-31, 9 a.m.-3 p.m. 2 sessions. Business 250. \$110.

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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 conducts training programs nationally.

Section 300: Wednesday, October 21, 6-9 p.m.
1 session. Ketchum 119. \$35.

NC B 053 Polish Your Presentation Skills All Levels

Would you like to create striking, on-target presentations to motivate managers, clients, and coworkers? This course enables you to approach making a presentation with a burst of imagination and boost of confidence. You'll learn how to set objectives, choose effective openings and closings, design a road map that drives the audience to your desired action plan, and "punch" your messages with visual aids and speaking flair. You'll have an opportunity to get feedback on a short presentation of your own.

Diane Fromme, B.A., is a communication and training specialist and has extensive experience in the field of public relations.

Section 300: Thursday, November 5, 6-10 p.m.
1 session. Guggenheim 2. \$45.

WRITING AND COMMUNICATION

NC B 022 Better Business Writing Beginning Level

Let your writing work for you. Learn the ingredients that lead to clear, effective prose that avoids making enemies or ending up in the circular file. Class focuses on writing skills with emphasis on organization, attractive presentation, and picking the right tone for your audience.

Jasmine Cori, M.S., author and educator, does writing and editing for business, professional, and academic audiences.

Section 300: Thursdays, October 22-November 12, 6:30-8:30 p.m. 4 sessions. Hale 260. \$85.

NC B 050 Grant Writing Basics All Levels

Acquire a basic understanding of all phases of the grant writing and evaluation process. Specific topics will include selecting a proposal topic, developing a compelling narrative and meaningful budget, identifying and researching potential funders, and learning about how grants are evaluated once they are in the hands of the funder. Participants should be prepared to work both independently and in groups to explore all aspects of the grant writing process. Modest writing and reading assignments will be required of each student.

Margaret Ness, B.A., has more than 20 years experience in the senior-level administrative capacity in the non-profit sector.

Section 300: Tuesdays and Thursdays, October 6-22, 6-8 p.m. 6 sessions. Hellems 185. \$135.

NC B 055 Effective Document Review All Levels

If your company invests time, money and manpower to prepare technical documents, this workshop will show you how to improve the process. The class targets common problems in document review in today's business environment, where an endless cycle of review and revision can devour precious corporate resources. You will learn how to save time and money while improving the quality of your final documents. Whether you work with technical manuals, FDA submissions, marketing materials, SOPs, or scientific reports, this workshop will give you practical approaches to redesigning and carrying out your review and edit process, with specific examples for in-class practice and discussion.

Mary King, Ph.D., operates a scientific communications firm that produces continuing medical education materials, technical reports and FDA submissions.

Section 300: Saturday, October 24, 9 a.m.-1 p.m.
1 session. Hale 240. \$50.

NC B 470 Beginning Technical Writing All Levels

Learn basic technical communication principles that apply to all forms of writing. Write clear, concise statements. Organize documents to deliver information efficiently. Design your message for maximum readability. Course provides four tutorial modules, in-class writing exercises, guidance for real-world writing projects, and individual feedback from the instructor.

Brian Bevirt, B.A., has over 20 years of experience as a technical communicator for business, industry, and science.

Section 300: Tuesdays, September 15-October 13, 6:30-9 p.m. 5 sessions. Guggenheim 2. \$135.

NC B 476 Producing Business Videos All Levels

Often employees are given the task of producing a video that highlights some aspect of their business. The deadline looms, and the employee jumps into production with both feet, only to emerge months later with a video that missed the deadline, blew the budget, or it isn't quite right. Study the step by step process of production, including: defining the message, audience analysis, gathering research, script writing, as well as, how to find, select, and work with video professionals. Examples of finished training, informational, motivational, educational, and sales/marketing programs will illustrate the concepts. Students will write a short script, a schedule and a budget.

Mary Ann Williamson, B.S., has written and produced marketing, informational, educational and training media programs.

Section 300: Thursdays, September 17-November 19, 6:30-8:30 p.m. 10 sessions. Education 138. \$200.



GIVE YOUR COMPUTING A TUNE-UP. AND



OUR STUDENTS UNDERSTAND the importance of computing skills and they are always on the lookout for practical instruction that makes work easier, from basic skills to programming and web sites. In response, we keep adding new courses to offer the latest on the greatest—at every level. Our labs are stocked with the machines you want to know better, and with the software you are most keen to learn. Our Certificate programs are strong on content and marketplace relevance, at an excellent price. And our instructors make hands-on learning painless and fun.

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 (3645 Marine) and 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.

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), Saturday and evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) will be available at the class. For other course locations, please refer to the campus map located at the back of the catalog.

PREREQUISITES: Many courses have recommended prerequisites listed at the end of each description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call 303-492-6596.

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 303-492-6596 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.

IMPORTANT INFORMATION

On December 1, 1998, Continuing Education will be moving to our new location at 1505 University Avenue. Telephone numbers will remain the same however there may be a brief interruption in service as we relocate.

Becky Milmo represents a new breed of artistic talent formed and forged by intense training in and exposure to the world of computers. She earned her B.F.A. in Graphic Design at the University of Denver and is now a partner in Zeotek International, a multimedia development firm. Becky says that she is "passionate about computers and design. It's great to do both. Even though I had to leave design for a while to learn the technology. Now I am able to bring the two together. And I am interested in design that uses these new tools in ways that really take advantage of their capabilities—design that is integrated and effective. I feel there is a lot of room for innovation—we haven't seen the best yet." This fall, Becky is teaching QuarkXPress and some web design classes, to a wide range of students, including entrepreneurs, people in the midst of career transitions and corporate marketing specialists. Becky adds that, from her vantage point, web awareness and sophistication has dramatically picked up from, say, a year ago. "It's really become significant," she notes.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. These requirements provide a comprehensive understanding of an ever-changing computer industry.

A. Five required core courses:

1. CACS 100 Computer Literacy*
2. CACS 201 Concepts of Computer Information Technology
3. CACS 202 Computer Applications Overview
4. CACS 204 Computer Systems Overview
5. CACS 220 Introduction to Networks

***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 request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

B. At least one course in programming. Programming languages offered include C, C++, and Java. Other topics 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 qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

CERTIFICATE IN NETWORK ADMINISTRATION

The Certificate in Network Administration is designed for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

Choose one of three tracks:

A. Windows/Intel Track, B. Macintosh Track or C. UNIX Track.

A. Windows/Intel Track

CACS 220 Introduction to Networks and
CACS 321 Network Administration

B. Macintosh Track

CAMC 100 Introduction to the Macintosh

C. UNIX Track

CACS 211 Introduction to UNIX and
CACS 311 Intermediate UNIX

Operating System Courses (required for all students)

CACS 303 Computer Operating Systems
CACS 305 Computer Architecture
CACS 323 Network Operating Systems

Administration Courses (Select at least one)

CACS 304 Introduction to Windows NT 4.0 Administration
CACS 414 NetWare Administration
CACS 415 UNIX System Administration
CACS 404 Intermediate Windows NT 4.0 Administration

Other Administration Courses

CACS 424 Wide Area Networking Topics
(Required for all students)
CACS 425 UCB Systems and Networks
(Required for CU employees)

Programming Courses

Choose at least one course in programming.

Database Courses

Choose at least one course in database management.

If you have a substantial background with computers, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

CERTIFICATE IN PROGRAMMING

The Certificate in Programming is designed for individuals who wish to pursue a career involving programming or who need to update their skills to stay current in the industry.

Choose at least one of three tracks: C, C++, or Java. The Certificate must be completed within a three-year period. Past courses may apply.

If you have a substantial background in programming, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

Novices are required to take CACS 240 Introduction to Programming and at least one of the following labs:

Other suggested courses for the novice:
CACS 241 Introduction to Hands-On C++
CACS 242 Introduction to Application Programming

C Track

CACS 243 Introduction to C for Programmers
CACS 343 Intermediate/Advanced C Programming
Students are required to take one hands-on lab, a C++ or Java Track course and one Special Topics course.

C++ Track

CACS 244 Introduction to Object-Oriented Programming in C++
CACS 344 Intermediate / Advanced C++
CACS 444 C++ Gotchas
CACS 341 Intermediate Hands-on C++ *or*
CACS 342 Intermediate Application Programming
Students are required to take two Design Topics courses.

Java Track

CACS 247 Introduction to Object-Oriented Programming
Using Java
CACS 347 Intermediate Java
CACS 447 Advanced Java Language
CACS 448 Advanced Java Library
Students are required to take at least one Java Topics course and one Design Topics course.

Special Topics Courses

All students are required to choose at least one Special Topics course not taken to satisfy a track requirement.

Java Topics:

CACS 246 One-Day Tour of the Java Programming Language
CACS 348 GUI Programming in Java
CACS 349 JavaBeans
CACS 449 2D and 3D Graphics with Java

Design Topics:

CACS 345 Object-Oriented Design Patterns
Introduction to Object-Oriented Analysis and Design
System Design
GUI Design

Visual Basics Topics:

CAPC 437 Visual Basic Programming Using Excel
CACS 245 Hands-On Visual Basic Programming

Database Design Topics:

CAPC 357 Database Design Concepts
CAPC 457 Intermediate Database Systems
Relational Database Concepts and SQL Programming

Other topics will be added to keep pace with industry standards.

With approval of the Computer Science Department, certain programming courses may be used to fulfill prerequisites. Contact the Undergraduate Program Director at 492-6362 for advice about requirements and availability of current offerings.

COMPUTER APPLICATIONS COURSES, FALL 1998

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Office Packages	47	Spreadsheets	52
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Spreadsheets	48	Integrated Software	53
Presentations	48	Financial Management	53
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THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

An 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 five hands-on labs: three on the PC, and two on the Macintosh 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.

Dale Heuer, MBA

Section 301: Wednesday, September 2, 6-8 p.m. plus lab sections. Please indicate lab preference (30A or 30B) at registration: Lab Section 30A: Wednesdays, September 9-October 7, 6-8 p.m. Lab Section 30B: Wednesdays, September 9-October 7, 8-10 p.m.

Beth Sigren, B.S.

Section 302: Wednesday, September 30, 6-8 p.m. plus lab sections. Please indicate lab preference (30C or 30D) at registration: Lab Section 30C: Wednesdays, October 7-November 4, 6-8 p.m. Lab Section 30D: Wednesdays, October 7-November 4, 8-10 p.m.

John Dick, Ph.D.

Section 303: Thursday, October 15, 6-8 p.m. plus lab sections. Please indicate lab preference (30E or 30F) at registration: Lab Section 30E: Thursdays, October 22-November 19, 6-8 p.m. Lab Section 30F: Thursdays, October 22-November 19, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$125.

CACS 201 Concepts of Computer Information Technology

Examine the evolution of computers and their current role at the heart of today's technology. Look at the Information Age including the Internet, Intranet and Extranet; the technologies that are changing the way we work and live; critical technology issues and decisions; and how to identify the best career opportunities in this exciting field. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Cherie Quaintance, B.A.

Section 300: Thursdays, September 3-October 8, 6-9 p.m. 6 sessions. University Computing Center 123. \$205.

CACS 202 Computer Applications Overview

Learn the various categories of software applications. Explore the features, functions and benefits of major commercial products through conceptual lectures, design discussions and demonstrations of word processing, spreadsheets, databases, graphics and other widely used applications. Find out how these tools can help improve the productivity of your computer. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Chris Mattson, B.S.

Section 300: Saturdays, November 14 and 21, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

CACS 204 Computer Systems Overview

Learn what you need to know to make informed decisions on computer systems. This course presents an extensive overview of many of the system hardware components you may need and the appropriate software to make them work. Topics include: the computer (speed, memory, disk size, display, I/O, etc.), computer bus (ISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser), modems (14400/28800, computer/fax), networks (peer-to-peer, client-server), and multimedia. **Prerequisite:** CAPC 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Dale Heuer, MBA

Section 300: Tuesdays, October 27-November 17, 6-9 p.m. 4 sessions. University Computing Center 126. \$165.



NETWORKS

CACS 220 Introduction to Networks

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices depends on understanding the basic concepts, grasping the "lingo" and accurately evaluating various configurations. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems to small to medium sized businesses. **Prerequisite:** CAPC 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S.

Section 301: Saturdays, September 5 and 12, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123.

Section 302: Thursdays, October 1-29, 6-9 p.m. 5 sessions. University Computing Center 126.

All Sections: \$195.

This fall, Val Parker is teaching Windows 95 Levels 1 and 2, Intro to Networks, Wide Area Networks and Intro to the PC. She says, "I love it. I like working with students and teaching something so practical that people can use."

CACS 305 Computer Architecture

This course introduces the fundamentals of computer architecture, starting with the logical hierarchy. It also addresses how individual components, such as CPUs, memory, hard drives, video cards, network adapters and other peripherals interact with each other on various platforms. Hardware standards are examined for each of the platforms including PCI, Nubus, SCSI, IDE, and enhanced IDE. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Dave Bodnar, M.S.

Section 300: Mondays and Wednesdays, September 14-23, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 321 Network Administration

Explore one of the fastest growing areas in the computer industry. Learn a broad range of network management skills including managing user groups, network security, backups and other network resources. Develop effective troubleshooting techniques to minimize network problems. **Prerequisite:** CACS 220 Introduction to Networks or equivalent.

Michelle Sharon, B.S.

Section 300: Wednesdays, October 7-28, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 323 Network Operating Systems

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of Novell, AppleShare and NT. Network topologies and hardware are also introduced. **Prerequisite:** CACS 321 Network Administration or equivalent. **Required text:** *Using Networks*, Derfler, CU Bookstore, UMC 10. Willie Hutton

Section 300: Thursdays, October 29-November 19, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 304 Introduction to Windows NT 4.0 Administration

A technical hands-on course focusing on concepts necessary for installing and running Windows NT Workstation and Server in a simple small office environment. Topics include planning and installation, file systems and disks, application issues, printing, backups and performance tuning and optimization. **Prerequisites:** CACS 303 Computer Operating Systems and CACS 323 Network Operating Systems or equivalent.

Required text: *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Andy Rumer

Section 300: Mondays, November 9-30, 6-9 p.m. 4 sessions. University Computing Center 126. \$300.

CACS 404 Intermediate Windows NT 4.0 Administration

Expand on the topics covered in the introduction course by learning what it takes to adapt them to a larger scale, multi-server environment using Domains and Trusts. Also examine the Internet Information Server, Remote Access Service, and other network components. **Prerequisite:** CACS 304 Introduction to Windows NT 4.0 Administration or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Andy Rumer

Section 300: Mondays and Wednesdays, December 7-16, 6-9 p.m. 4 sessions. University Computing Center 126. \$300.

CACS 414 NetWare Administration

Learn how to manage Macintosh and PC networks efficiently and effectively. Through class discussions, group assignments and examples, learn the basic responsibilities of network administrators, types of networks, how network connections are made using NetWare and AppleShare, and how file structures on a server differ from stand alone systems. Examine issues such as network security, backups, set up of network printers, and utilities. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Michelle Sharon, B.S.

Section 300: Friday and Wednesday, December 4 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$170.

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**CACS 415
UNIX System Administration**

This hands-on course examines in-depth the fundamental aspects of managing users, installing and troubleshooting software and hardware, and effective backup and security schemes.

Advanced topics include an overview of network management as well as suggestions for effective system monitoring schemes, particular setup strategies and other "tricks of the trade."

Prerequisites: CACS 211 Introduction to UNIX or equivalent and users level knowledge of file ownerships, directories, permissions, basic commands and editors.

John Bevilacqua, M.S., and Lucky Vidmar, M.S.

Section 300: Tuesdays, November 3-December 8 (skip December 1), 6-9 p.m. 5 sessions.

University Computing Center 127. \$280.

**CACS 424
Wide Area Networking Topics**

This course presents an overview of Wide Area Network technologies that are commonly used at the University of Colorado, Boulder campus as well as other businesses. The course will cover WAN standards, such as PPP, SLIP, frame relay and V.34 modem protocols with hands-on configuration of systems for access to CU-Boulder modem pools and Internet service providers.

Windows 95 and Macintosh configurations will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Valerie Parker, M.I.S., and Barry Compton, M.S.C.S.

Section 300: Saturdays, October 24 and 31, 9 a.m.-2:30 p.m. 2 sessions. University

Computing Center 123. \$150.

**CACS 425
UCB Systems Seminar**

This course presents in a panel format, a brief overview of LAN technology used at the University of Colorado at Boulder. The panel will cover: Building Networks, Campus WAN, Topology of the UCB Network, Basic System Set-ups for the Boulder Campus Networks, Internetwork Management and Basic Network Troubleshooting. Following each panel member's presentation, there will be a question and answer session. **Prerequisite:** CACS 424 Wide Area Networking Topics or equivalent.

Panel members will consist of networking professionals for the University of Colorado at Boulder. Primary instructor: Dan Jones, B.A.

Section 300: Wednesdays, December 2-16, 1-4 p.m. 3 sessions. University Computing Center 123. \$150.

THE INTERNET

Also see Designing A User Interface with Photoshop using the Macintosh lab. CAMC 287, page 55.

**CACS 230
Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Dale Heuer, M.B.A.

Section 301: Thursdays, September 3 and 10, 6-9 p.m. 2 sessions.

Michelle Munroe, B.S.

Section 302: Thursday, October 8, 9 a.m.-4 p.m. 1 session.

Beth Sigren, B.S.

Section 303: Mondays, November 2 and 9, 6-9 p.m. 2 sessions.

All Sections: University Management Systems 001. \$115.

**CACS 137
From A to Internet-How to Research the Hidden Job Market**

Learn how to use the Internet to enhance any kind of job search in this highly participative workshop. This nuts-and-bolts workshop is designed to help participants gain a fresh approach to job hunting. Learn the benefits of using research as part of a job search plan. Participants will practice using the Internet for their research and learn how to post an electronic resume. A workbook, filled with valuable tips, techniques, shortcuts, and resources is included. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Jodi Torpey, M.A.

Section 300: Saturday, September 26, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$115.

**CACS 237
Doing Business on the Internet**

Millions of dollars of business sales/transactions are being done over the Internet. Analysts have projected that billions of dollars of business will be done via the Internet in the next couple of years. Do you want to know how and why? This class is for you. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Jeff Woodruff

Section 300: Mondays, October 12-26, 6-9 p.m. 3 sessions. University Computing Center 126. \$150.

**CACS 331
Internet Applications**

Most Internet applications can now be easily accessed from a World Wide Web browser. This class will utilize on-line, hands-on access utilizing a browser to explore the following applications: e-mail, USENET news, FTP and Gopher, and the World Wide Web. Activities will include searching for data, exploring the Web, and compiling and reporting information into a Web-based application. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Joe Betts, M.S.

Section 301: Tuesdays, October 6-20, 6-9 p.m. 3 sessions.

Michelle Munroe, B.S.

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

All Sections: University Computing Center 126. \$150.



THE INTERNET -CONTINUED

CACS 232 From Layout to On-line

Learn basic design principles and apply them to web page design. No art background is required. Lecture style class with hands-on drawing. Topics include audience, goal, marketing, perspective, flow-charting, graphics. Color theory is also discussed. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Michelle Munroe, B.S.

Section 300: Wednesday, October 14, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 332 Introduction to Hypertext Mark-up Language (HTML)

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents, and graphics and hypertext objects are also covered.

Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Joe Betts, M.S.

Section 301: Thursdays, October 29-November 12, 6-9 p.m. 3 sessions.

Michelle Munroe, B.S.

Section 302: Monday and Wednesday, November 30 and December 2, 10:30 a.m.-4 p.m. 2 sessions.

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

CACS 432 Intermediate Hypertext Mark-up Language (HTML)

This class provides more details about HTML and developing interactive applications from the server. Topics include interactive forms, frames, imagemaps and server-side includes. The Perl programming language will be introduced as a method of developing Common Gateway Interface (CGI) server programs. The course will also address server search engines, data base integration, and state maintaining applications. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Michelle Munroe, B.S.

Section 300: Wednesday, December 16, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$120.

CACS 334 Design Techniques for Web Sites

Learn the similarities and differences between designing for print and designing for the web. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include: visual appeal and effectiveness, today's technological realities, typography, and color theory. This course will be held in the Macintosh lab. PC users are encouraged to attend.

Prerequisite: CACS 331 Internet Applications or equivalent.

Becky Milmo, B.F.A.

Section 301: Friday, October 23, 9 a.m.-4 p.m. 1 session.

Section 302: Wednesdays, November 11 and 18, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 127. \$120.

CACS 336 Introduction to JavaScript

Learn how to apply JavaScript to enhance web pages. Topics include objects accessible with JavaScript, event handlers, syntax, and how to construct basic JavaScript programs to add features to web pages, such as scrolling marquee, document dates, form checking routines, creation of frames and windows and confirmation events. Hands-on exercises will be used to apply this information to practical problems facing web developers today. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Joe Betts, M.S.

Section 300: Fridays, November 6 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$150.

CACS 436 JavaScript Language

Review the JavaScript Authoring Guide and the language specification. Topics include creating client and server side scripts, performing mathematical operations, defining and manipulating variables, defining and manipulating functions, controlling program flow, creating objects, and interacting with other web resources. Hands-on exercises are used to gain experience with the language and develop practical applications of the technology to web pages. **Prerequisite:** CACS 336 Introduction to JavaScript or equivalent.

Joe Betts, M.S.

Section 300: Tuesdays and Thursdays, December 1-17, 6-9 p.m. 6 sessions. University Computing Center 126. \$215.

CACS 433 Web Server Administration

If you are interested in running a World Wide Web server, this class provides information on hardware, software, system configuration, security, logs and measurements, and virtual servers. You will also explore developing and testing Common Gateway Interface programs, and updating and changing web pages on other servers. This class is presented in a lecture format with live illustrations of administrative functions. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Art Smoot, M.S.

Section 300: Monday, December 7, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

Waranan Kirdchuchuen is an engineer from Thailand who completed her MBA at UCD and is interested in moving into a career in business. She is presently a manager for Blockbuster, and is working on the Certificate in Network Administration. Although her visa expires soon, her employer will work to help her get it extended. She hopes to remain in the United States long-term but notes that, even if she should return to Thailand, her enhanced knowledge of computers will be extremely useful.



OPERATING SYSTEMS

CACS 303 Computer Operating Systems

Emphasizes the components and architecture including memory management, virtual memory, I/O subsystems and kernel implementations. Operating systems such as Macintosh, DOS/Windows, and UNIX derivatives will be examined. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Willie Hutton

Section 300: Tuesdays, September 22-October 13, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 211 Introduction to UNIX

This is a course for anyone who needs to use UNIX, program in its environment, manage 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:** CACS 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 300: Mondays, September 28-November 9, 6-9 p.m. 7 sessions. University Computing Center 123. \$315.

CACS 311 Intermediate UNIX

Create your own tools or do system administration. We cover advanced use of 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:** CACS 211 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 300: Mondays, November 16-December 14, 6-9 p.m. 5 sessions. University Computing Center 123. \$290.

CACS 312 Hands-On UNIX

Learn the basics of the UNIX operating system for programming, Internet connectivity, and other daily tasks. The course covers UNIX fundamentals, such as the file and directory structure, essential commands, editors and shells.

Advanced topics include customization of the user environment, basic shell programming, and an overview of the different versions of UNIX available on the market today.

Prerequisite: CACS 100 Computer Literacy or equivalent.

Lucky Vidmar, M.S., and Orrie Gartner, B.S.

Section 300: Wednesday, December 2 and Tuesdays and Thursdays, December 8-17, 6-9 p.m. 5 sessions. University Management Systems 001. \$290.

PROGRAMMING

CACS 240 Introduction to Programming

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C++. Using an object-oriented approach, students will learn the logic patterns needed for structured programming in any language. They will work with if statements, loops and modularized code, and learn to write top-down, elegant code. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

Required text: *Karel++*, Pattis, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 301: Saturdays, September 19 and October 3, 9 a.m.-4 p.m. and Mondays and Tuesdays, September 21 and 22, October 5 and 6, 6-9 p.m. Hellems 185.

Section 302: Saturdays, October 24 and November 7, 9 a.m.-4 p.m. and Mondays and Tuesdays, October 26 and 27, November 9 and 10, 6-9 p.m. Hellems 191.

All Sections: 6 sessions. \$335.

CACS 241 Introduction to Hands-On C++

A gentle introduction to C++ programming for those who have some background in object-oriented structured programming. This partially self-paced course covers basic I/O, conditionals, loops, and an introduction to functions and 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" and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text:** *Teach Yourself C++ in 24 Hours*, Liberty, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 301: Saturdays, October 10-24, 9 a.m.-5 p.m.

Charry Stover, M.S.

Section 302: Thursdays, November 19 and December 3, Monday, December 7, 6-9 p.m., and Saturdays, November 21 and December 5, 9 a.m.-4 p.m. 5 sessions.

All Sections: University Management Systems 001. \$335.

CACS 242 Introduction to Application Programming

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include flow of control, functions with parameter passing, data structures, abstract data types, objects, classes, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 300: Tuesdays and Thursdays, September 15-October 13 (skip October 6), 6-9 p.m. 8 sessions. University Management Systems 001. \$335.



PROGRAMMING -CONTINUED

CACS 342

Intermediate Application Programming

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Object-oriented design is emphasized. Topics include pointers, dynamic data structures (linked lists, queues, stacks, binary trees), recursion, and A/I. Course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 Introduction to Application Programming or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10. Tom Harrold, Ed.D.

Section 300: Tuesdays, October 20-December 1 (skip November 10), 6-9 p.m. 6 sessions. University Management Systems 001. \$305.

CACS 245

Hands-On Visual Basic Programming

Visual Basic is a programming language that allows both beginning and experienced programmers to create custom Windows software without having to write out lines of code. The code is automatically generated as the standard Windows elements are inserted into the program by pointing and clicking with the mouse. The "Visual" (graphical) nature of this software makes it possible to create custom Windows programs relatively quickly and easily. **Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

Joe Kellogg, M.S.

Section 300: Saturdays, October 17-31, 9 a.m.-2:30 p.m. 3 sessions. University Computing Center 126. \$300.

CACS 243

Introduction to C for 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. See how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce concepts. Any C compiler will suffice and logons to university computers are provided for those with no access to their own C compiler. **Prerequisite:** Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 341 Intermediate Hands-On C.

Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, September 14-October 19, 6-9 p.m. 6 sessions. Hellems 191. \$335.

CACS 343

Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: multi-dimensional arrays, 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. **Prerequisites:** CACS 243 Introduction to C for Programmers or equivalent (10,000+ lines of C code) and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, November 2-30, 6-9 p.m. 5 sessions. Hellems 185. \$300.

CACS 244

Introduction to Object-Oriented Programming in C++

C++ is an extension of the C language that supports object-oriented (O-O) programming. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and will show how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions).

Prerequisite: CACS 343 Intermediate/Advanced C Programming or equivalent.

Jon Anderson, B.S.

Section 300: Thursdays, September 10-October 8, 6-9 p.m. 5 sessions. Hellems 211. \$300.

CACS 344

Intermediate/Advanced C++ Programming

This course features 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. The second half covers multiple inheritance, templates and exceptions in detail, and the Standard Template Library (STL). Subtle questions of which kind of problems need multiple inheritance, and the language complexities of virtual base classes are addressed. Templates (generic types) are more straightforward, but also require skill for their effective use. Exception handling policies and mechanisms plus the STL concept of "generic programming" (iterators, collections and algorithms) are covered.

Prerequisite: CACS 244 Introduction to Object-Oriented Programming in C++ or equivalent.

David Leberknight, M.S., and Richard Wolniewicz, Ph.D.

Section 300: Thursdays, October 15-December 10 (skip November 26), 6-9 p.m. 8 sessions. Hellems 211. \$380.



CACS 444**C++ Gotchas**

Production C++ programming is complicated by numerous features of the language that behave or interact in unexpected ways - "the Gotchas". This lecture class presents a collection of over 50 Gotchas (and techniques for avoiding them) including: constructors and destructors, function and operator overloading, scope, access control, arrays, const, references, inheritance and virtual functions, type-safe linkage, operators new and delete, initialization, multiple inheritance, virtual base classes and templates. **Prerequisite:** CACS 344 *Intermediate/Advanced C++ Programming* or equivalent.

Ron Schweikert

Section 300: Saturday, December 12, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 246**A One-Day Tour of the Java Programming Language**

This course cuts through the hype to give you the information to evaluate Java's suitability for your projects. Topics include: Java's popularity and origins, Java vs. JavaScript, Java vs. C++, the web and applets, portability, performance, suitable domains, compilation/execution models, acquiring Java, licensing, pricing, the language basics, O-O support, packages, interfaces, exceptions, dynamic class loading, threads and synchronization, inner classes, reflection, garbage collection, and native methods, libraries for I/O, data structures, networking, GUIs, applets, database connectivity, remote method invocation, II8N, security, standardization, implementation technologies, Java Beans, Java Spaces, Java Server, JavaOS, JavaCC, JMAPI, JNDI, JTAPI, JFC, etc. **Prerequisite:** CACS 240 *Introduction to Programming* or intermediate experience with any common programming language. O-O experience helpful but not required. Language features will be presented at several levels to accommodate a diverse audience.

Carol J. Meier, M.S., and George Watson

Section 300: Saturday, September 19, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 345**Object-Oriented Design Patterns**

Designers of object-oriented software have compiled many common architectural solutions to common problems, known as "design patterns". A pattern captures a recurring micro-architecture described in terms of how objects interact to perform a computation. Learning these patterns helps programmers evaluate, communicate, review, and implement software designs more effectively. They form a catalog of reusable architectural mechanisms (not a body of reusable source code). **Prerequisite:** CACS 244 *Introduction to Object-Oriented Programming in C++* or CACS 247 *Introduction to Object-Oriented Programming Using Java* or familiarity programming with objects.

Dave Leberknight, M.S.

Section 300: Saturday, November 7, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 247**Introduction to Object-Oriented Programming Using Java**

Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, class extension, dynamic method binding). We also cover managing objects collections. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 243 *Introduction to C for Programmers* or equivalent.

As Java derives much of its syntax from C, knowledge of the C language is assumed, and we will discuss the places Java differs from C.

Recommended text: *Just Java and Beyond*, Peter van der Linden, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Tuesdays, October 27-December 8, 6-9 p.m. 7 sessions. Hellems 211. \$350.

CACS 347**Intermediate Java Programming**

This in-depth look at the Java programming language covers inheritance, packages and interfaces, exceptions, and the Java virtual machine. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of standard Java library packages is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** CACS 247 *Introduction to Object-Oriented Programming Using Java* or fluency with object-oriented programming including inheritance and polymorphism. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Mark Abbott, Ph.D., and Brian DeCamp, B.S.

Section 300: Tuesdays, September 8-October 27, 6-9 p.m. 8 sessions. Hellems 201. \$380.

Ginnie Duran is a secretary for Boulder County Aging Services who also does some pinch-hit computer support "and needed to know more about it." So she's taking courses to earn the Certificate in Computer Applications. Although some of this intro course material is quite familiar to her she says it's been worthwhile because she's picked up information that nicely "fills in the holes" and provides a better foundation for more advanced learning—which comes in handy when a person is de-fragmenting a hard drive, and stuff like that.

**CACS 447****Advanced Java Programming Language Topics**

This course examines some Java language features in more depth. It presents the basic, coarse granularity, thread lifecycle model, with specific emphasis on portability considerations. This is followed by Java's fine-grain thread synchronization model for concurrent programming. Other topics include: inner classes, reflection and weak references. **Prerequisite:** CACS 347 *Intermediate Java Programming* or equivalent experience with complex, multi-layered software systems.

Tom Cargill, Ph.D.

Section 300: Mondays, September 21-October 19, 6-9 p.m. 5 sessions. Hellems 201. \$335.

CACS 448**Advanced Java Library Topics**

This course examines some Java libraries in more depth. The complexity of the java.io library is tamed by understanding its symmetry and the patterns that it uses. This library also supports serialization for object persistence and object distribution. The java.net section covers both client and server stream and datagram communication using Internet protocols. Java's remote method invocation (RMI) package provides a Java-to-Java distributed object model. The java.sql package for relational data base access contains several key abstractions, based on ODBC. **Prerequisite:** CACS 347 *Intermediate Java Programming* or equivalent experience with complex, multi-layered software systems.

Mark Abbott, Ph.D., and Brian DeCamp, B.S.

Section 300: Mondays, November 2-30, 6-9 p.m. 5 sessions. Hellems 201. \$335.

PROGRAMMING - CONTINUED

CACS 348 GUI Programming in Java

This is an intermediate level Java course that covers GUI programming for stand alone applications and applets on web pages using the Abstract Window Toolkit (AWT) and the Java Foundation Classes (JFC). This course covers the GUI fundamentals of JDK 1.1 in-depth, plus several intermediate and advanced topics. Topics include: components, events, layout management, graphics, fonts, colors, dialogs, menus, custom components, images, clipboard, printing, and an overview of the 1.2 Swing components. **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent.

Geoff Thompson, M.S.

Section 300: Tuesdays, November 3-December 15, 6-9 p.m. 7 sessions. University Computing Center 123. \$350.

CACS 449 2D and 3D Graphics with Java

We'll use the Java programming language to explore 2D and 3D graphics concepts, and to draw some cool pictures. We'll create simple and complex graphics, using both applets and applications, and discuss optimizing your graphics for use on the Internet. We'll also discuss strengths and weaknesses of the Java graphics model.

Prerequisite: CACS 348 GUI Programming in Java or equivalent.

Greg Holling, B.A.

Section 300: Saturday, December 19, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 349 JavaBeans

This course provides an overview of the JavaBeans component model. When JavaBeans components are used in a GUI builder or IDE tool, they can be connected together to create complex applications with little or no programming. We will cover: What is a bean?

Downloading and Installing the SDK, Naming rules and conventions, Packaging your bean, Using the beanbox, Properties, Events, Serializing and Restoring your bean, Property editors, Downloadable beans, Customizers, Beans and Threads, Relationship with other component technologies (ActiveX, Corba).

Prerequisites: CACS 347 Intermediate Java Programming or experience with the Abstract Windowing Toolkit (AWT) and new Java 1.1 features.

Greg Holling, B.A.

Section 300: Saturday, December 5, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

THE PC SYSTEM

CAPC 100 Introduction to the PC

Get to know the DOS operating system for the PC. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system and what impact operating systems such as Windows 95 have on the PC environment. A survey of easy software programs will be presented.

Prerequisite: CACS 100 Computer Literacy or equivalent.

Valerie Parker, M.I.S.

Section 301: Wednesdays, September 2-16, 6-9 p.m.

John Dick, Ph.D.

Section 302: Wednesdays, October 14-28, 6-9 p.m.

All Sections: 3 sessions. University Management Systems 001. \$115.

CAPC 203 Windows 95 Level I

If you are entirely new to the Windows environment, this class will help you explore the many features of this friendly user interface. Learn how to locate, access and organize files, associate files with programs and open, close and switch between applications. Other features examined include multitasking, properties, plug and play and multimedia. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

Valerie Parker, M.I.S.

Section 301: Mondays, September 14 and 21, 6-9 p.m. 2 sessions. University Computing Center 124.

Section 302: Monday, October 12, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

John Dick, Ph.D.

Section 303: Mondays, November 16 and 23, 6-9 p.m. 2 sessions. University Management Systems 001.

Issy Kilbride

Section 304: Wednesday, December 9, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

All Sections: \$110.

CAPC 303 Windows 95 Level II

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this new operating system. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths. Find out about hot shareware programs that will help you work with Windows 95. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Valerie Parker, M.I.S.

Section 301: Mondays, September 28 and October 5, 6-9 p.m. 2 sessions. University Computing Center 124.

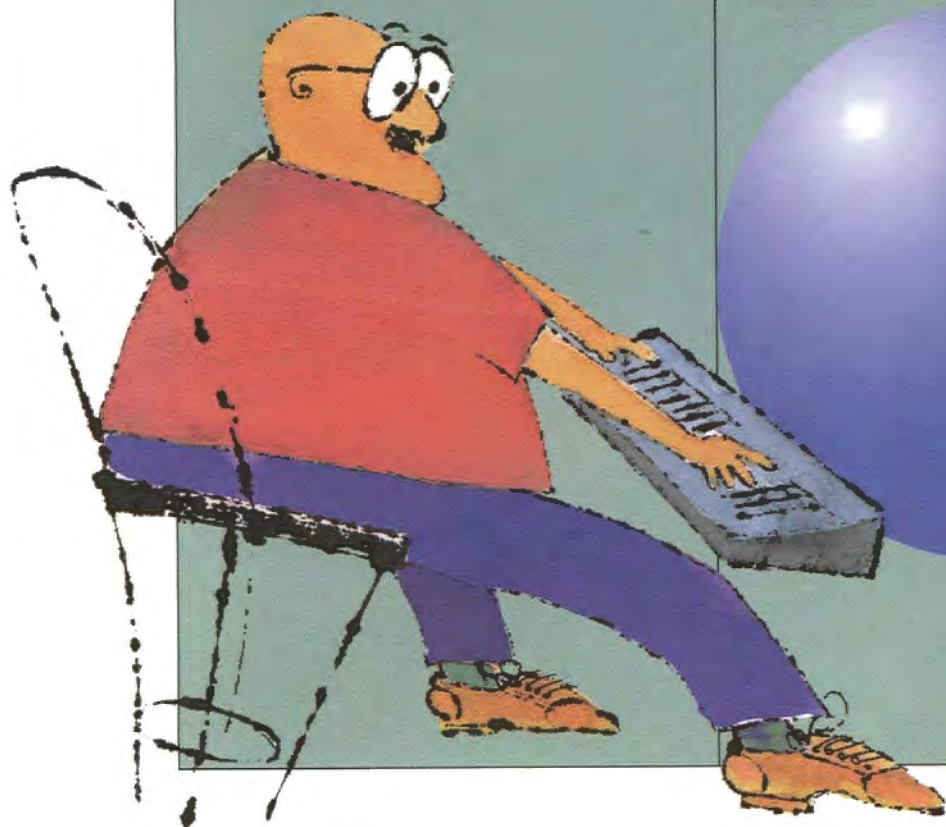
Jerry Reynolds, MSEE

Section 302: Monday, October 19, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

Dale Heuer, MBA

Section 303: Thursdays, November 12 and 19, 6-9 p.m. 2 sessions. University Computing Center 124.

All Sections: \$110.



OFFICE PACKAGES

CAPC 216 Microsoft Office 97 Tips and Tricks

Learn how to use the shortcut bar and integrate the office programs. Learn to use the accessories such as Outlook and The Binder that come with Office 97. Meet your personal Office Assistant.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 300: Monday, December 7, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

WORD PROCESSING

CAPC 213 Word 97 (8.0) Level I

Learn 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 include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the new integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Michelle Sharon, B.S.

Section 301: Mondays, September 14-28, 6-9 p.m. 3 sessions. University Management Systems 001.

Chris Mattson, B.S.

Section 302: Thursdays, October 15 and 22, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 303: Wednesdays, November 11 and 18, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$145.

CAPC 313 Word 97 (8.0) Level II

Create professional looking documents by learning 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 choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 300: Monday, November 30, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 413 Word 97 (8.0) Level III

Explore WordArt, draw, and picture toolbars to create various graphic and page design elements. Work with columns, drop caps, and watermarks. Learn how to link text boxes. Learn about section formatting to control document layout. Create template forms using text and date drop down, check-box, and number fields.

Prerequisite: CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Tuesday, December 8, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 414 Word 97 (8.0) Special Topics

Create and use styles to automate repetitive tasks. Use built-in style headings to create a table of contents. Use section breaks to create multiple headers and footers. Explore cross-referencing and bookmarks, outlining, and footnotes. Learn how to link and embed objects such as Excel spreadsheets. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Thursday, December 10, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 212 WordPerfect for Windows 95 (8.0) Level I

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. Learn about such new integrated features as extended filenames, desktop shortcuts, guidelines and spell as you go. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Peggy Purvis

Section 300: Wednesdays, September 23-October 7, 6-9 p.m. 3 sessions. University Management Systems 001. \$145.

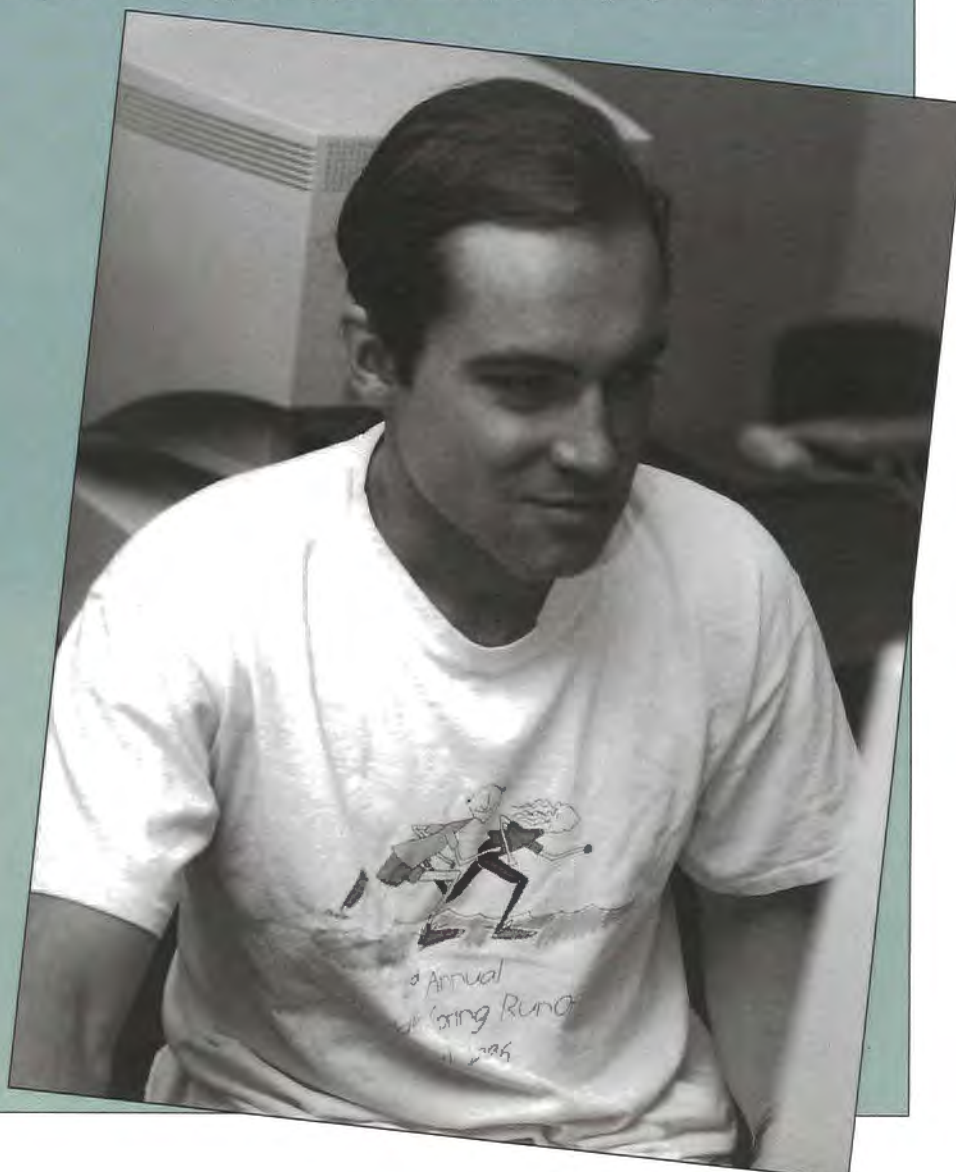
CAPC 312 WordPerfect for Windows 95 (8.0) Level II

Increase your efficiency by working with tables, merge and sort functions, page numbering, headers and footers, and macros. Use the mail, envelope and label merge and sort functions. Work with toolbars, templates and many new desktop shortcut features including QuickFonts, QuickFormat, QuickFinder and QuickCorrect. **Prerequisite:** CAPC 212 WordPerfect for Windows 95 (8.0) Level I or equivalent.

Peggy Purvis

Section 300: Thursdays, November 12 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$145.

Dave Balulski is blazing his way through Computer Applications courses, working toward the Certificate in Computer Applications, with his eye on the Certificate in Network Administration. He has three good reasons. First, he's in a blues-based rock band, Dirty Pool, that plays locally (with a national tour in the works) and they have a web site. Secondly, in terms of a day job, he wants some credentials to enhance his degree in English. And finally, his sister just gave him her old PC.



SPREADSHEETS

CAPC 234 Excel 97 (8.0) Level I

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the new integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

J. Burke Taft, M.Ed.

Section 301: Thursdays, September 10 and 17, 6-9 p.m. 2 sessions. University Computing Center 124.

Chris Mattson, B.S.

Section 302: Wednesday, October 7, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

Peggy Purvis

Section 303: Thursday, October 29, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

J. Burke Taft, M.Ed.

Section 304: Monday and Wednesday, December 7 and 9, 6-9 p.m. 2 sessions. University Computing Center 124.

All Sections: \$110.

CAPC 334 Excel 97 (8.0) Level II

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about such new integrated features as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Beth Sigren, B.S.

Section 301: Wednesdays, November 11 and 18, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 302: Monday, November 30, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$110.

CAPC 434 Excel 97 (8.0) Level III

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Tuesday, December 15, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

CAPC 436 Excel 97 (8.0) Special Topics

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool.

Prerequisite: CAPC 334 Excel 97 (8.0) Level II or equivalent.

Michelle Sharon, B.S.

Section 300: Monday and Wednesday, November 30 and December 2, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

CAPC 437 Visual Basic Programming Using Excel

Visual Basic is the powerful macro programming language used to build customized worksheets. Gain a basic understanding by learning about object properties and methods, understanding scope, scope levels, how to interpret Visual Basic syntax, proper naming procedures, arguments, variables, and datatypes. Learn how to record and run macros, edit macrocode, and write basic procedures. **Prerequisite:** CAPC 436 Excel 97 (8.0) Special Topics or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesday and Thursday, December 8 and 10, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

PRESENTATIONS

CAPC 221 PowerPoint 97 (8.0)

Learn to 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. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Chris Mattson, B.A.

Section 301: Monday and Wednesday, October 12 and 14, 9 a.m.-2:30 p.m. 2 sessions.

Dale Heuer, MBA

Section 302: Monday and Wednesdays, November 2, 11, and 18, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$145.

Gerry Fawcett is a mechanic who specializes in motosports equipment. But he is interested in computers and actively considering a career change. He says, "I'm early in the process, but I will take a series of classes and spend some time with it. See where it leads." He's enjoying the classroom experience. He says, "Work is a windmill. Just spending four hours at a stretch on one thing is a pleasure." Gerry feels he's gone as far as he can go in his present work, and he longs for more flexibility in his hours and the opportunity to increase his earning potential.



PROJECT MANAGEMENT

CAPC 343 Project 98 for Windows 95

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

Ulla Merz, Ph.D.

Section 300: Mondays and Wednesdays, October 19-28, 6-9 p.m. 4 sessions. University Computing Center 124. \$165.

FINANCIAL MANAGEMENT

CAPC 241 Quicken 98 for Windows 95

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesdays, September 22 and 29, 6-9 p.m. 2 sessions. University Computing Center 126. \$110.

CAPC 242 QuickBooks for Windows 95 (5.0)

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Pat Melton, M.A.

Section 300: Saturday, November 7, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 243 Managing Personal Finances Using Excel 97 (8.0)

Excel can be used to manage many financial applications in your household and business. You will learn how to create spreadsheets for saving money, borrowing money, and analyzing whether or not a purchase, such as real estate or stock, may be a good investment. Excel allows you to perform sensitivity or "what if" analysis through several means. You will learn how to create a ledger sheet for keeping track of expenses and how to analyze a database of stocks.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

John McKenzie, J.D.

Section 300: Saturday, September 26, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

DATABASES

CAPC 251 FileMaker Pro for Windows 95 (4.0) Level I

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Learn how to layout graphic screens. Auto entry configuration and report options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Lou Kingman, B.A.

Section 300: Tuesday, October 20, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 351 FileMaker Pro for Windows 95 (4.0) Level II

Expand and automate your database. This class builds upon material from the first session. Explore FileMaker calculations in depth, develop field options, scripts, and buttons for error free operation and ease of use. Set multi user access levels and create lookups and relationships to communicate with other databases.

Prerequisite: CAPC 251 FileMaker Pro for Windows 95 (4.0) Level I or equivalent.

Lou Kingman, B.A.

Section 300: Monday, November 9, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 255 Access 97 (8.0) Level I

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. Explore the integrated features of this new version including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 301: Thursdays, September 3-24 (skip September 10) and Monday, September 21, 6-9 p.m. 4 sessions.

Issy Kilbride

Section 302: Monday and Wednesday, October 26 and 28, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 126. \$175.

CAPC 355 Access 97 (8.0) Level II

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

Prerequisite: CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 301: Monday, November 16, 9 a.m.-4 p.m.

Section 302: Wednesday, December 2, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 126. \$120.



DATABASES—CONTINUED**CAPC 357****Database Design Concepts**

Learn insights into the processes of planning a database. The class introduces the concepts of "Normalization" and the five normal forms. Emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 255 Access 97 (8.0) Level I or equivalent and a good working knowledge of the Windows 95 interface. A basic understanding of Excel for Windows is recommended.

Chris Mattson, B.S.

Section 300: Monday, Wednesday, and Thursday, December 14-17, 9 a.m.-4 p.m. 3 sessions. University Computing Center 126. \$205.

DESKTOP PUBLISHING**CAPC 271****PageMaker for Windows 95 (6.5) Level I**

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

Prerequisites: CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended.

Bruce Frehner, M.A.

Section 300: Saturdays, October 3 and 10, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$195.

CAPC 371**PageMaker for Windows 95 (6.5) Level II**

Develop your skills and potential in printed media communications with 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:** CAPC 271 PageMaker for Windows 95 (6.5) Level I or equivalent.

Bruce Frehner, M.A.

Section 300: Saturdays, October 17 and 24, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$195.

CAPC 273**QuarkXPress for Windows 95 (4.0) Level I**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Saturdays, September 12 and 19, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$195.

Tomoko Takashima is a CU senior graduating in December. She's taking a basic computer applications class, partly out of personal interest and partly because she feels that increased familiarity with computers will make her more employable after graduation.

**CAPC 373****QuarkXPress for Windows 95 (4.0) Level II**

Focus will be on professional use of this software 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 will be discussed.

Prerequisite: CAPC 273 QuarkXPress for Windows 95 (4.0) Level I or equivalent.

Recommended text: *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Saturdays, October 3 and 10, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$175.

COMPUTER GRAPHICS**CAPC 280****Basic Windows Computer Art**

This course is an overview of the various Windows based graphic programs. This course will cover draw programs in Windows and Microsoft Works. It will include an overview of illustration applications such as Adobe Illustrator and CorelDRAW! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays, September 1 and 8, 6-9 p.m. 2 sessions. University Computing Center 126. \$110.

CAPC 281**CorelDRAW! for Windows 95 (8.0) Level I**

This course gives you 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. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays and Thursdays, September 22-October 1, 6-9 p.m. 4 sessions. University Computing Center 124. \$165.

CAPC 381**CorelDRAW! for Windows 95 (8.0) Level II**

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers 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. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 (8.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays, October 20 and 27, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

CAPC 282**Photoshop for Windows 95 (4.0) Level I**

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication.

Prerequisite: CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesday and Thursday, November 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 382**Photoshop for Windows 95 (4.0) Level II**

Learn advanced photo retouching techniques. Sharpen your skills on scanning and image editing. Learn prepress and production techniques for integrating photographs and illustrations into your work. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (4.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Saturdays, December 5 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 283**Illustrator for Windows 95 (7.0) Level I**

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. **Prerequisite:** CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 300: Monday and Wednesday, November 2 and 4, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

MULTIMEDIA

See courses on page 55 under same section heading. These applications are consistent on both PC and Macintosh platforms.

COMPUTER AIDED DESIGN**CAPC 161****Beginning Computer Aided Design**

Cover 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; third party software, hardware and peripherals; and managing CAD system issues.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 300: Wednesdays, September 23 and 30, 6-9 p.m. 2 sessions. University Computing Center 124. \$115.

CAPC 261**Computer Aided Design for Windows (R14) Level I**

Focus 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 hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 161 Beginning Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 300: Tuesdays and Thursdays, October 6-29, 6-9 p.m. 8 sessions. University Computing Center 124. \$390.

CAPC 361**Computer Aided Design for Windows (R14) Level II**

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows (R14) Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 300: Saturdays, October 31 and November 7, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$280.

CAPC 362**Computer Aided Design for Windows (R14) 3D Modeling**

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 14. It will provide general skills common to all disciplines. The concepts of wire-frame, surface and solid modeling will be discussed. The student will create 3D models and generate drawing documents from the models. The course will not include the Designer, AutoSurf, or Mechanical Desktop modules but will provide a valid foundation for future study. **Prerequisite:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 300: Mondays and Tuesdays, November 9-17, 6-9 p.m. 4 sessions. University Computing Center 124. \$280.

CAPC 461**Computer Aided Design for Windows (R14) Level III**

Use techniques, processes and advanced command usage to facilitate project coordination. Topics 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. **Prerequisites:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 300: Saturdays, December 5-19, 9 a.m.-4 p.m. 3 sessions. University Computing Center 124. \$305.



THE MACINTOSH SYSTEM

THE INTERNET

Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 42.

CAMC 100

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:** CACS 100 Computer Literacy or equivalent.

Wendy Rochman, M.Ed.

Section 301: Thursdays, September 3 and 10, 6-9 p.m. 2 sessions.

Section 302: Saturday, October 3, 9 a.m.-4 p.m. 1 session.

Issy Kilbride

Section 303: Tuesday, November 17, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.

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WORD PROCESSING

CAMC 211

Word for Macintosh (Office 98) Level I

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 including editing, text/graphic interfaces, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Issy Kilbride

Section 301: Tuesdays, September 8 and 15, 9 a.m.-2:30 p.m. 2 sessions.

Wendy Rochman, M.Ed.

Section 302: Tuesdays, October 6-20, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 127. \$145.

CAMC 311

Word for Macintosh (Office 98) Level II

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:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Issy Kilbride

Section 300: Tuesday and Thursday, December 1 and 3, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 411

Word for Macintosh (Office 98) Level III

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 documents. **Prerequisite:** CAMC 311 Word for Macintosh (Office 98) Level II or equivalent.

Issy Kilbride

Section 300: Tuesday, December 15, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

SPREADSHEETS

CAMC 231

Excel for Macintosh (Office 98) Level I

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. Study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

J. Burke Taft, M.Ed.

Section 301: Wednesdays, September 23 and 30, 6-9 p.m. 2 sessions.

Section 302: Wednesday, October 21, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.

CAMC 331

Excel for Macintosh (Office 98) Level II

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 300: Wednesday, November 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 431

Excel for Macintosh (Office 98) Level III

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (Office 98) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 300: Wednesday, December 2, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

PRESENTATIONS

CAMC 221

PowerPoint for Macintosh (Office 98)

Learn to 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. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Chris Mattson, B.S.

Section 300: Thursdays, October 1-15, 6-9 p.m. 3 sessions. University Computing Center 127. \$145.

INTEGRATED SOFTWARE

CAMC 205

ClarisWorks (5.0) for Macintosh

Learn to use an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Newt Perdue, B.A.

Section 300: Saturdays, November 14 and 21, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

FINANCIAL MANAGEMENT

CAMC 241

Quicken for Macintosh 7.0

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Christie Roberts, B.A.

Section 300: Thursday, December 17, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

DESKTOP PUBLISHING

CAMC 271

PageMaker for Macintosh (6.5) Level I

Easy enough for the novice, yet comprehensive enough for the professional designer. PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use. Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Mary McGivern, B.A.

Section 300: Tuesday and Thursday, October 27 and 29, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$195.

Minh Tran came to the states from Vietnam in 1975. At that time, learning English and getting a degree was enough of a challenge. But now, after a career with the federal government, he's ready for a change. The Certificate in Network Administration will give him an avenue to transition into a career working with computers.

CAMC 371

PageMaker for Macintosh (6.5) Level II

Develop your skills and potential in printed media communications with 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:** CAMC 271 PageMaker for Macintosh (6.5) Level I or equivalent.

Mary McGivern, B.A.

Section 300: Saturday, November 7, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 273

QuarkXPress for Macintosh (4.0) Level I

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 301: Mondays, September 14-October 12, 6-9 p.m. 5 sessions.

Becky Milmo, B.F.A.

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

All Sections: University Computing Center 127. \$195.

CAMC 373

QuarkXPress for Macintosh (4.0) Level II

Focus will be on professional use of this software 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 will be discussed. **Prerequisite:** CAMC 273

QuarkXPress for Macintosh (4.0) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Wednesdays, November 11 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

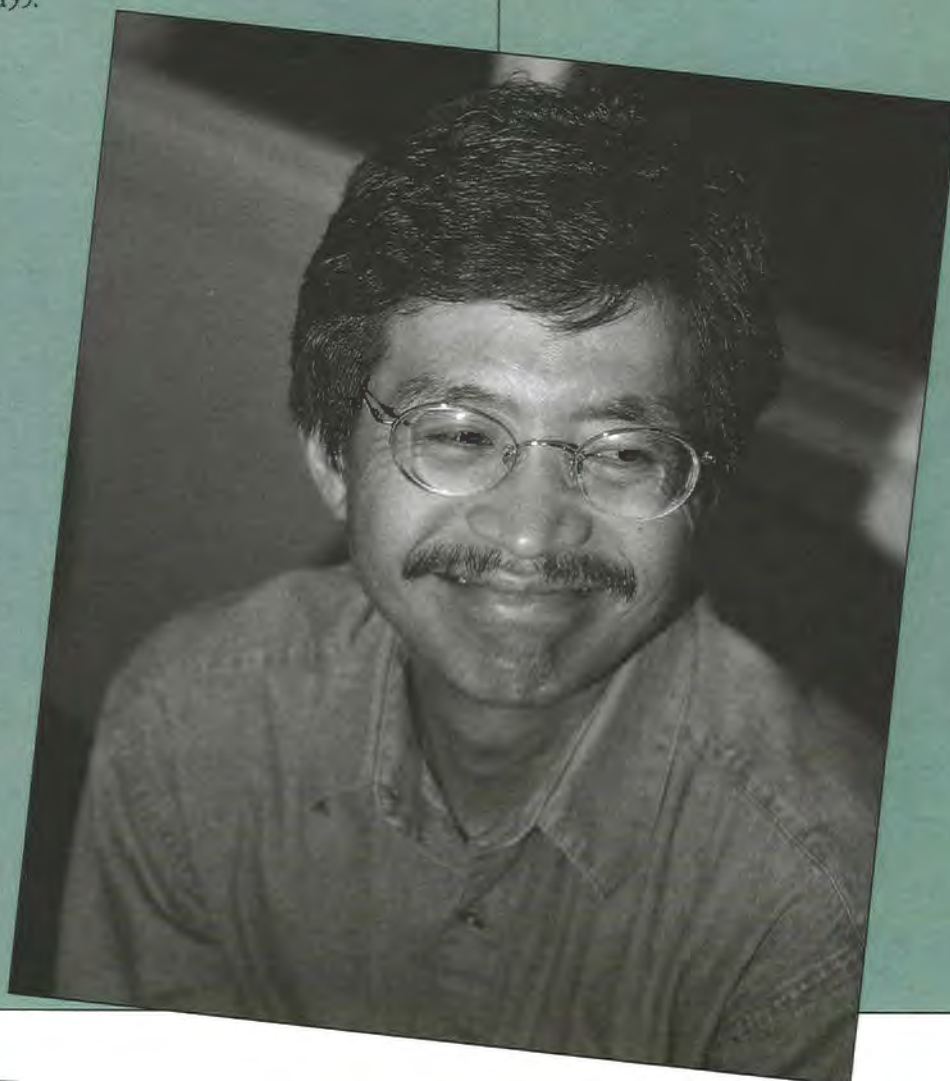
CAMC 473

QuarkXPress for Macintosh (4.0) Level III

Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom designs and production tricks. **Prerequisite:** CAMC 373 QuarkXPress for Macintosh (4.0) Level II or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Monday and Wednesday, December 7 and 9, 6-9 p.m. 2 sessions. University Computing Center 127. \$120.



COMPUTER GRAPHICS

CAMC 280

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. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Barry Ratliff, M.F.A.

Section 300: Saturday, September 12, 9 a.m.-5 p.m. 1 session. University Computing Center 127. \$120.

CAMC 380

Intermediate Macintosh Computer Art

Using your basic Macintosh art skills, we will focus on creativity and experimentation as we create your personal or corporate logo. A flatbed scanner and laser printer will be tools that transform your ideas and materials into a final product. Service bureau output (linotronic and color) are discussed. The emphasis of this class is on individual pacing and problem solving. Bring plenty of photos, drawings, and ideas.

Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent.

Barry Ratliff, M.F.A.

Section 300: Saturday, October 10, 9 a.m.-5 p.m. 1 session. University Computing Center 127. \$120.

CAMC 282

Photoshop for Macintosh (4.0) Level I

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.

Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 301: Mondays and Wednesdays, October 19-28, 6-9 p.m. 4 sessions.

Christie Roberts, B.A.

Section 302: Mondays, November 9 and 16, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 382

Photoshop for Macintosh (4.0) Level II

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication.

Prerequisite: CAMC 282 Photoshop for Macintosh (4.0) Level I or equivalent.

Recommended text: *Great Photoshop Techniques*, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 300: Mondays, November 30 and December 7, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 482

Photoshop for Macintosh (4.0) Level III

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:** CAMC 382 Photoshop for Macintosh (4.0) Level II 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! **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Monday and Wednesday, December 14 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 283

Illustrator for Macintosh (7.0) Level I

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. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 301: Wednesdays, September 16 and 23, 9 a.m.-4 p.m. 2 sessions.

Tim Meehan

Section 302: Mondays and Thursdays, November 2-12, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 383

Illustrator for Macintosh (7.0) Level II

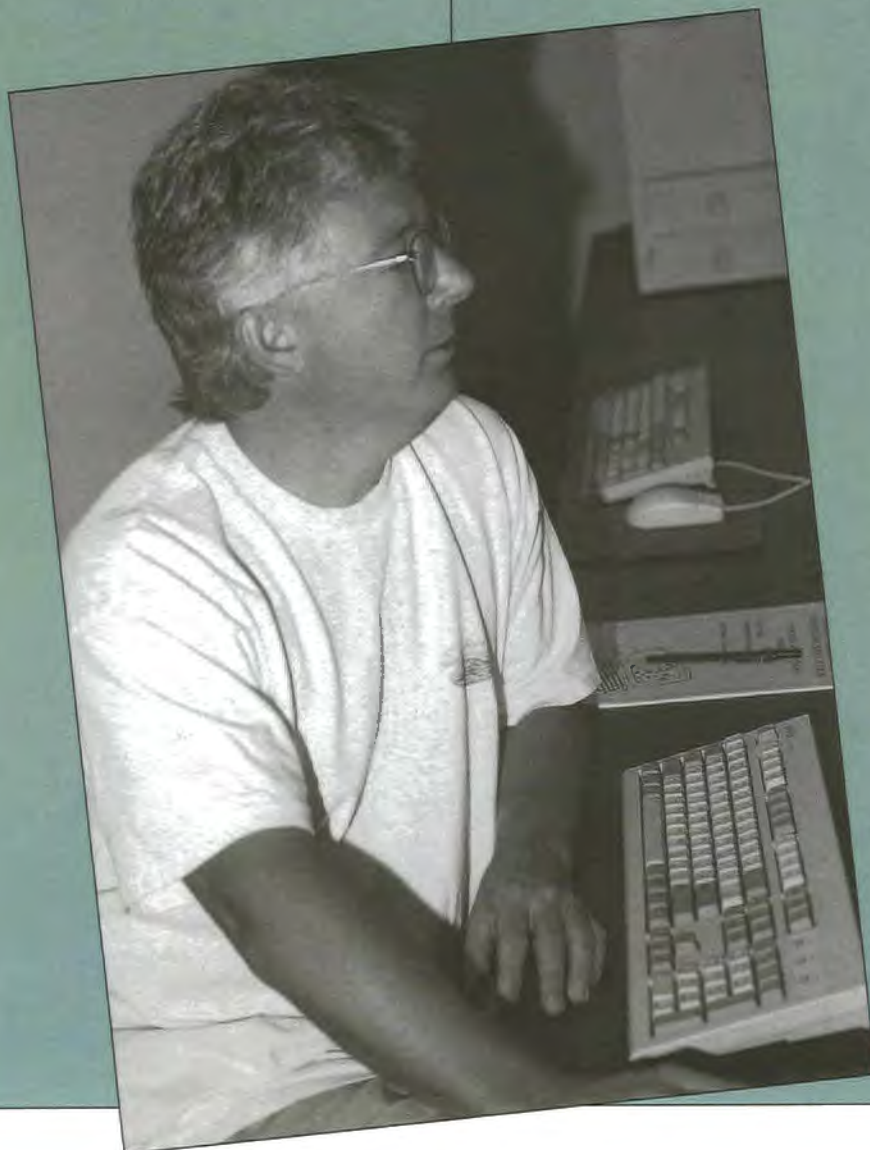
Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283

Illustrator for Macintosh (7.0) Level I or equivalent. Recommended text: *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 300: Fridays, November 13 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

Joe Hanlon works at the Powerhouse, the CU plant that supplies heating and cooling to the whole campus. He's taking Val Parker's class "to get a baseline knowledge of computers" to help in this work, since "our controls system is computerized."



CAMC 483**Illustrator for Macintosh (7.0) Level III**

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 *Illustrator for Macintosh (7.0) Level II* or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Tim Meehan

Section 300: Friday, December 11, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

MULTIMEDIA**CAMC 287****Designing A User Interface with Photoshop**

Discover what makes an effective interface for multimedia titles and web sites. Learn how to use Adobe Photoshop to create interesting interface elements like buttons, sliders, and textures. Explore what makes multimedia and the web unique and how to take advantage of the digital world using non-linear navigation and 3-D imagery. **Prerequisite:** CAMC 282 *Photoshop for Macintosh (4.0) Level I* or equivalent. **Recommended text:** *Interface Design with Photoshop*, Hamlin, University Bookstore, UMC 10.

Becky Milmo, B.F.A.

Section 300: Friday, December 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 292**The CD-ROM Development Process: How to Create and Market Your Own**

Designed for businesses needing an easy and relatively inexpensive way to create a quality CD-ROM for marketing, training, or maintaining valuable inventory or other data for remote sites. For hobbyists wanting an easy way to distribute their collection of images or other data and even musicians wanting to create a demo Audio CD. A sample CD-ROM will be produced in class. **Prerequisite:** CAPC 203 *Windows 95 Level I* or CAMC 100 *Introduction to the Macintosh* or equivalent.

Newt Perdue, B.A.

Section 300: Saturdays, October 17 and 31, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 293**Multimedia Solutions**

This class introduces the types of equipment and technical considerations used in multimedia productions. It will focus on current types of equipment such as scanners, printers, digital cameras, and computers. The latest add-on boards to enhance productions and other peripheral devices are also covered. There will be hands-on experience with graphic animation authoring software. **Prerequisite:** CAMC 280 *Basic Macintosh Computer Art* or equivalent.

Michelle Sharon, B.S. and William Busch

Section 300: Wednesday and Friday, October 7 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 294**Multimedia Authoring**

Explore the interactive process of program design, authoring, and delivery techniques. It will introduce CD-ROM technology techniques that can be accomplished using the software packaged in Macromedia Director Studio 6. The programs introduced are Extreme 3D, ResEdit, Sound Studio, and Deck 2, all of which are bundled with Macromedia Studio. **Prerequisite:** CAMC 291 *Macromedia Director (6) Level I* or equivalent.

Michelle Sharon, B.S., and William Busch

Section 300: Mondays, October 12 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 392**Digital Video**

Put a little pizzazz in your multimedia presentations. Learn how to use a digitizing compression board for integrating video, audio and graphics into a single project. Cross platform issues are also considered. Final project consists of creating a CD-ROM. Software used is Adobe Premier and After Effects. **Prerequisite:** CAMC 292 *The CD-ROM Development Process: How to Create and Market Your Own* or equivalent.

Michelle Sharon, B.S., and William Busch

Section 300: Tuesday and Thursday, December 1 and 3, 6-9 p.m. 2 sessions. University Computing Center 127. \$120.

CAMC 291**Macromedia Director (6) Level I**

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 *Basic Macintosh Computer Art* or equivalent.

J. Burke Taft, M.Ed.

Section 300: Tuesdays, September 8-29, 6-9 p.m. 4 sessions. University Computing Center 127. \$175.

CAMC 391**Macromedia Director (6) Level II**

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students. **Prerequisite:** CAMC 291 *Macromedia Director (6) Level I* or equivalent.

J. Burke Taft, M.Ed.

Section 300: Tuesday and Thursdays, December 8 and 10, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.



DISTANCE LEARNING

CU PROGRAMS GIVE YOU CAMPUS ACCESS, NO MATTER WHERE YOU ARE.

As part of your academic planning, we invite you to consider Distance Learning—a variety of solutions that give you access to CU-Boulder without coming to campus. These alternative formats allow you to work at your own pace, on your own schedule, wherever you are—whether it's half way down the street or half way around the world. Distance Learning courses are no less demanding than those you'll find on campus. But they represent a strategic alternative that enables motivated learners to pursue their academic goals.

Consider Distance Learning. For fun. For credit. For completion of short-term courses that meet targeted business and professional needs. For work on accredited degree programs. Options are growing all the time. Watch this space for news.

INDEPENDENT STUDY VIA... THE INTERNET

From any computer with an Internet connection, you have access to over 20 web-based CU-Boulder courses. You complete assignments, communicate with your instructor and classmates through threaded discussion, and take tests at times that fit your schedule. Listed below are a few of the courses available along with web site addresses for you to browse.

Anthropology 2070 Bones, Bodies and Disease -
www.colorado.edu/cewww/anth2070

Geography 1992 Introduction to Human Geography -
www.colorado.edu/cewww/geog1992

Geography 6170 Geography Teaching Materials -
www.colorado.edu/cewww/geog6170

Journalism 3771 Mass Communication History -
www.colorado.edu/cewww/jour3771

CORRESPONDENCE

All you need to complete these print-based courses is a mailing address and a postage stamp. We have over 85 college credit courses available in 15 disciplines, plus more than 50 high school noncredit courses and 2 real estate courses.

For a complete listing of all our Independent Study offerings, visit the web site at www.colorado.edu/cewww or call 800-331-2801 and ask our Independent Study Office to send you more information.

CATECS

(Center for Advanced Training in Engineering and Computer Science)

CATECS delivers graduate engineering courses directly to your worksite via live microwave broadcasts with two-way audio interaction. Videotapes of past courses are also available for credit and noncredit. Master's degree programs are available in Aerospace Engineering, Computer Science, Electrical and Computer Engineering, Engineering Management, and Telecommunications. For more information on the CATECS option, call 303-492-6331 or visit the web site at www.colorado.edu/CATECS

Continuing Education is proud of its commitment to provide access to all students through its distance programs. For information on other programs available at the University of Colorado, visit the web site at www.cuonline.edu

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ADDITIONAL OPPORTUNITIES

SAVE AND HIGH SCHOOL CONCURRENT PROGRAMS

Want to take a credit course at CU-Boulder during the day? The SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. Call 303-492-6226 for more information.



REAL ESTATE AND APPRAISAL PROGRAM

Are you considering a career in real estate sales or appraisal? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal profession? If so, check us out. Our courses are for everyone!

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, property management, residential construction, time trending and market change adjustments, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by the Colorado Real Estate Commission.

REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a **fully accredited curriculum** which includes all of the required pre-license and license renewal courses for the Colorado real estate sales and appraisal professions,
- ▶ a **top-notch faculty** who work in the profession and who practice what they teach,
- ▶ a **"no fear" registration** policy which guarantees you a full refund if you are unable to attend the course you registered for,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 5-20% off the regular course fee,
- ▶ a **student information system** that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

CU BEFORE THE GAME

CU Before the Game invites you to come to campus before selected football games to enjoy provocative, stimulating talks and performances by CU-Boulder's faculty. These hour-long, free presentations begin two and 1/2 hours before kickoff. To receive a brochure, call 303-492-5148.

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 \$200 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. Courses in academic writing and pronunciation are offered on Tuesdays and Thursdays for \$200 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call 303-492-5547.

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ENTER THE PROFESSION!

The "associate broker" is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses which satisfy the 168-hour requirement are:

- NCRE 007 Practice and Law** – 48 class hours
- NCRE 020 Colorado Contracts and Regulations** – 48 class hours
- NCRE 022 Record Keeping and Trust Accounts** – 8 class hours
- NCRE 029 Real Estate Closings** – 24 class hours
- NCRE 032 Practical Applications** – 32 class hours
- NCRE 034 Current Legal Issues** – 8 class hours

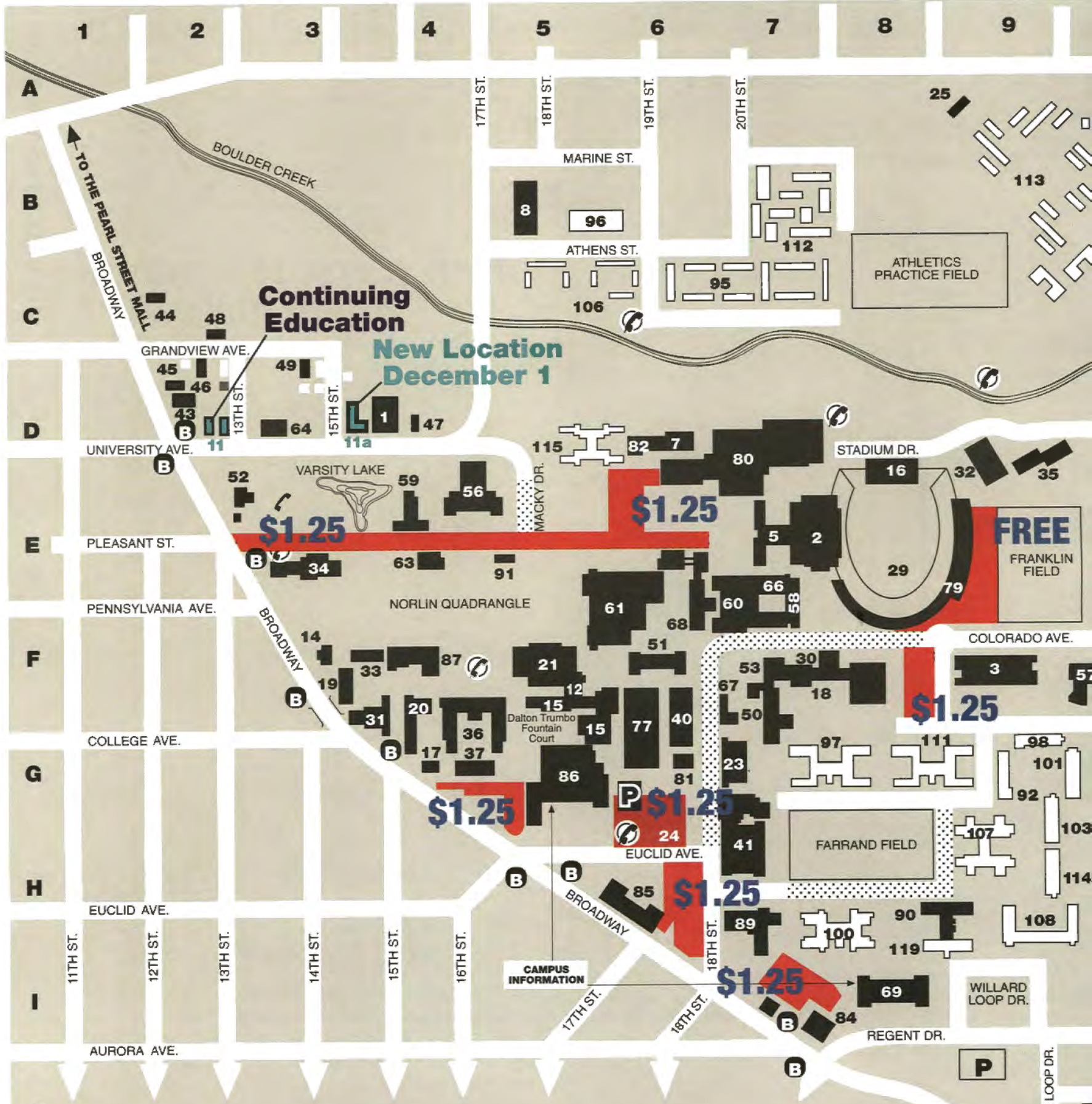
The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses which satisfy the 75-hour requirement are:

- NCRE 200 Registered Appraiser** – 40 class hours
- NCRE 201 Basic Appraisal Applications** – 24 class hours
- NCRE 208 Appraisal Standards and Ethics** – 16 class hours

The above associate broker license courses are offered as an evening and weekend program in Boulder, and the appraisal license courses are offered as intensive daytime classes in the Denver/Boulder area.

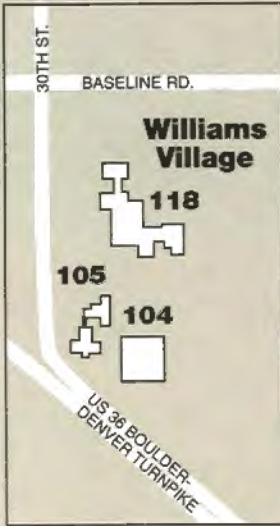
CALL TODAY FOR A COMPLETE LISTING!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog. Or visit our web site at www.colorado.edu/conted/RealEstate



Continuing Education

**New Location
December 1**



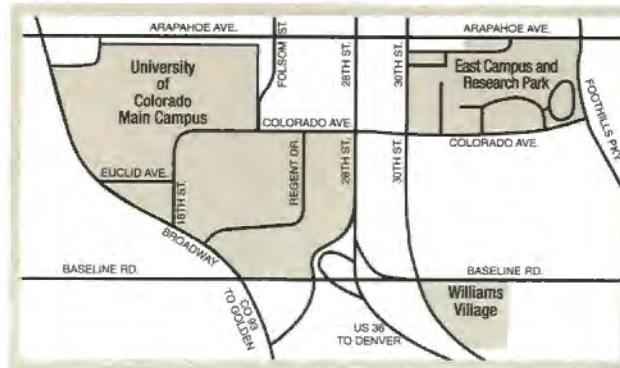
Legend

- Streets (many main campus streets are limited access during certain hours)
- Limited access streets
- Major buildings
- Housing (residence halls and family housing)
- Pedestrian/bicycle underpass
- FREE** Free parking after 5 p.m., and Saturdays
- \$1.25** \$1.25 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
- Emergency telephones
- RTD bus stops bordering campus



University Buildings

- | | | |
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| <ol style="list-style-type: none"> 1. Armory (D-4) 2. Balch Fieldhouse (E-7) 3. Benson Earth Sciences Building (F-9) 4. Business (H-10) 5. Carlson Gymnasium (E-7) 6. Center for Astrophysics and Space Astronomy (L-3) 7. Clare Small Arts and Sciences (D-6) 8. College Inn Conference Center (B-5) 9. Communication Disorders and Speech Science (I-11) 10. Computing Center (K-3) 11. Continuing Education (D-2) 11a. Continuing Education (D-2) 12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5) 13. Coors Events/Conference Center (I-12) 14. Cottage No. 1 (F-3) 15. Cristol Chemistry (G-5) 16. Dal Ward Athletic Center (D-8) 17. Denison Laboratory (G-4) * Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics. 18. Duane Physics and Astrophysics (F-7) 19. Economics (F-3) 20. Education (G-4) 21. Ekeley Sciences (F-5) 22. Engineering Center (F/G-10/11) 23. Environmental Design (G-7) 24. Euclid Avenue Autopark (G-6) 25. Family Housing Children's Center- Main Offices (A-9) 26. Family Housing Children's Center- Colorado Court (L-2) 27. Fiske Planetarium and Science Center (J-10) 28. Fleming Law (K-10) 29. Folsom Stadium (E-8) 30. Gamow Tower (F-7) 31. Geology (G-3) 32. Grounds and Service Center (D-9) 33. Guggenheim Geography (F-3) 34. Hale Science (E-3) 35. Health Physics Laboratory (D-9) 36. Hellems Arts and Sciences/ Mary Rippon Theatre (G-4) 37. Henderson Building, University of Colorado Museum (G-4) 38. Housing System Maintenance Center (K-2) 39. Housing System Service Center (K-2) 40. Hunter Science (F-6) | <ol style="list-style-type: none"> 41. Imig Music (H-7) 42. Institute for Behavioral Genetics (K-1) 43. Institute of Behavioral Science (IBS) No. 1 (D-2) 44. IBS No. 2 (C-2) 45. IBS No. 3 (D-2) 46. IBS No. 4 (D-2) 47. IBS No. 5 (D-4) 48. IBS No. 6 (C-2) * Integrated Teaching and Learning Laboratory. See Engineering Center. 49. International English Center (C-3) 50. Joint Institute for Laboratory Astrophysics (G-7) 51. Ketchum Arts and Sciences (F-6) 52. Koenig Alumni Center (E-2) 53. Laboratory for Atmospheric and Space Physics (LASP) (F-7) 54. LASP Space Technology Center (L-3) 55. Lesser House (F-11) * Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology. 56. Macky Auditorium (D-4) 57. Mathematics Building (F-10) 58. MCDB expansion (E-7) 59. McKenna Languages (E-4) 60. Muenzinger Psychology (E-7) 61. Norlin Library (E-6) 62. Nuclear Physics Laboratory (K-2) 63. Old Main (E-4) 64. Page Foundation Center (D-3) 65. Police and Parking Services (G-12) 66. Porter Biosciences (E-7) 67. Power House (F-6) 68. Ramaley Biology (E-6) 69. Regent Administrative Center (I-8) 70. Regent Drive Autopark (G-12) 71. Research Laboratory No. 1 (K-1) 72. Research Laboratory No. 2-WICHE (K-1) 73. Research Laboratory No. 3 (K-2) 74. Research Laboratory No. 4 (K-1) 75. Research Laboratory No. 6 (Marine Street Science Center) (K-2) 76. Research Park Greenhouse (K-1) 77. Sibell Wolle Fine Arts (G-6) 78. Sommers-Bausch Observatory (I-11) 79. Stadium Offices (E-8) 80. Student Recreation Center | <ol style="list-style-type: none"> (D-6/7) 81. Telecommunications Building (G-6) 82. Temporary Building No. 1 (D-6) 83. Transportation Center (K-2) 84. University Administrative Center and Annex (I-7) 85. University Club (H-6) 86. University Memorial Center (UMC) (G-5) 87. University Theatre (including Charlotte York Irey Studios) (F-4) 88. US West Research Park (L-4) 89. Wardenburg Student Health Center (H-7) 90. Willard Administrative Center-North Wing (H-8) 91. Woodbury Arts and Sciences (E-5) <p>University Housing</p> <ol style="list-style-type: none"> 92. Aden Hall (G-9) 93. Andrews Hall-Kittredge Complex (J-12) 94. Arnett Hall-Kittredge Complex (J-12) 95. Athens Court (B/C-6/7) 96. Athens North Court (B-6) 97. Baker Hall (G-7) 98. Brackett Hall (G-9) 99. Buckingham Hall-Kittredge Complex (K-12) 100. Cheyenne Arapaho Hall (H-7) 101. Cockerell Hall (G-10) 102. Colorado Court (L-1) 103. Crosman Hall (G-10) 104. Darley Commons- Williams Village (L-6) 105. Darley Towers-Williams Village (L-5) 106. Faculty-Staff Court (B-5) 107. Farrand Hall (H-9) 108. Hallett Hall (H-9) 109. Kittredge Commons-Kittredge Complex (J-10) * Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls. 110. Kittredge West Hall-Kittredge Complex (J-10) 111. Libby Hall (G-8) 112. Marine Court (B-7) 113. Newton Court (B/C-9/10) 114. Reed Hall (H-10) 115. Sewell Hall (D-5) 116. Smiley Court (L-1) 117. Smith Hall-Kittredge Complex (K-11) 118. Stearns Towers- Williams Village (K-6) 119. Willard Hall-South Wing (H-8) * Williams Village. See Darley Commons, Darley Towers, And Stearns Towers. |
|---|--|---|



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.

Based on map produced by Student Affairs Communications.

FIVE WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 63 for credit, page 64 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to 303-492-3962. Send page 63 for credit courses. Send page 64 for noncredit and certificate courses.

3. IN PERSON. Come to the Continuing Education Office, 1221 University Avenue (1505 University Avenue beginning December 1), between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 64) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.

5. USE CU CONNECT FOR BOULDER EVENING COURSES. See page 63 for more information.

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

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

**Boulder Evening Credit Classes
Independent Study Programs**

SAVE and High School Concurrent Programs

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

Learning for Learning's Sake:

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

Professional 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.

Computer Applications

Entrepreneurship

Management Development

Network Administration

Programming

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

Real Estate Education Program

International English Center

Where Are Courses Given? Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.25 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 303-735-5000 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

Books and Supplies required for courses are available at the University Bookstore 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.

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, Office of Diversity and Equity, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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TO REGISTER USING CU CONNECT

CU Connect is the University's telephone registration system by which credit students can register for courses, pay their tuition using Visa, MasterCard or Discover, check their grades and find out if their tuition bill is current. This option is available only for Boulder Evening. Read these instructions thoroughly before using CU Connect. To register via CU Connect, you must have a current term record. If you registered through Continuing Education (Boulder Evening, SAVE or Summer Session) for the Fall 1997, Spring 1998 or Summer 1998 semester, simply call 303-492-5148 between 8:30 a.m. and 5 p.m. and ask to be activated for the current semester. (Note: if you have elected to have directory information withheld, the privacy code on your record will prevent the registration staff from activating you over the telephone.) If you did not register for Boulder Evening, SAVE, or Summer Session for Fall, Spring or Summer and you wish to use CU Connect, simply return the credit registration form on page 63. You will be notified via US mail that you are eligible to use CU Connect with your PIN (Personal Identification Number). Please remember to keep your PIN confidential. Use of CU Connect obligates you for any tuition charges as a result of adding any course. If you need to change your PIN, come to the Continuing Education Registration Office with photo identification.

CU Connect is normally available Monday through Friday, 7 a.m. to midnight and on Sundays from 11 a.m. to midnight. CU Connect is **not** available Saturdays. Because of heavy registration for Boulder campus courses, CU Connect will have the following **limited hours**: August 20, 7 a.m.-5 p.m. and August 23, 10 a.m.-midnight.

CALLING CU CONNECT AND REGISTERING

Call CU Connect, 303-938-8110, from any touch-tone phone to register. Use the confirmed registration function codes listed below.

- ▶ the Boulder-campus code **1**
- ▶ the Continuing Education code **1**
- ▶ the registration application code **1**
- ▶ the term code **987**
- ▶ your University student number _____ - _____ - _____
- ▶ your personal identification number (PIN) _____

Fill out the information below completely. When prompted, enter the courses you've listed below. Press the star (*) or pound (#) keys as indicated. **Whenever you press the # key, wait for the computer voice to respond before proceeding with the next entry.** For more time between entries, press #.

ADD CODE	COURSE CALL NUMBER	Department Abbreviation	Course Number	Credit Hours	Enrolled Waitlisted?
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____

OTHER CU CONNECT FUNCTIONS

To **add** a course, press 2*, the course call number, then #

To **drop** a course, press 3*, the course call number, then #

To request a course for **no credit**, press *1 between the course call number and #

To request a course for **pass/fail**, press *2 between the course call number and #

To **list** your courses, press 5#

To **search** for open sections, press 7#

To place your name on a **wait list**, press 9#

To **cancel** an entry, press *# before you have completed the transaction

To **exit** the registration application, press 8# then 1 to access the student billing application for your account balance and/or credit card payment; or press 2 to **end** the call.

Verifying Your Schedule

Once you have registered, it is important that you verify your schedule. To list your courses, press 5#. If you are satisfied with your selections, press 8# to exit the registration application and press 1 to find out your account balance and/or pay your tuition using Visa, MasterCard or Discover. Remember, you are obligated to pay all tuition and fees promptly.

Course Restrictions

Some Boulder Evening courses have prerequisites and enrollment restrictions. It is your responsibility to ensure that you have met the listed prerequisites and/or restrictions. If you are unsure, please call 303-492-5145 and make an appointment with our academic advisor.

Adjusting Your Schedule

Once you have registered, make adjustments to your schedule by calling CU Connect prior to the last day to register and/or drop. These dates are listed on page 4 of this catalog. Follow the CU Connect function codes described above to add or to drop courses from your schedule.

Searching for Open Course Sections

If you request a course section that has been canceled or is full, the computer voice asks you if you want to conduct a search for open sections of that course. If you do, press 7#. CU Connect will search for another section of the course that is available. If one is available, you can register for that open section if it does not conflict with another course.

Listing Your Schedule

To list your schedule, call CU Connect and press 5# after you enter your PIN and when the computer asks for your first request. If you are enrolled in a course you no longer want, drop it by the deadline. If you put your name on a course wait list, list your schedule frequently or look up the status of your wait-listed courses on the World Wide Web. Go to www.colorado.edu (the UCB home page) and choose Personal Lookup Services or go directly to www.colorado.edu/plus

Wait Lists

Placing your name on a wait list does not guarantee that you will be enrolled in that course. Enrollment is determined by the total number of spaces and the demand for each particular course. Spaces may or may not become available at a future time.

You can check your position on any course wait list by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course and a space becomes available, a Continuing Education Registrar will contact you directly. If you wish to be enrolled, payment is due within 48 hours to hold your space in the course. Accurate telephone numbers are therefore important for us to contact you directly.

Paying Tuition via CU Connect

Credit card payments can be made through CU Connect once you have verified your schedule. Press 8# to exit the registration function, then press 1 to find out your account balance. If you would like to use Visa, MasterCard or Discover to pay your tuition, have your card in hand and follow the simple telephone instructions. Verification of payment will be sent to your mailing address within 10 working days. Please note: once you have entered the student billing application, you will need to call CU Connect back to access either the registration or grade function.

For other options on paying your tuition bill, please call 303-492-5145 and select the payment option. All tuition assessments are subject to audit by the Continuing Education Accounting Office.

You can also access your account balance any time during the semester by calling CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 3 for student billing application followed by your student number and PIN.

Grades via CU Connect

Grades for the current term will be available approximately 10 days after your course ends. To access grades, call CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 2 for the grade code function, enter the term code (987 for fall) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit is for the semester (1=Spring, 4=Summer, 7=Fall).

Problems? Questions?

If you have any type of registration stop, you will not be allowed to enroll via CU Connect. Please call our registration office at 303-492-5148 for more information on your stop.

If you have a Continuing Education term record for fall and no registration stop, please call 303-492-5148 between 8:30 a.m. and 5 p.m. Monday-Friday for further assistance. After hours, please call 303-492-5145 for a recorded message.

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SURVIVAL TIP

When you register through CU Connect, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

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 _____

MARITAL STATUS:
 Single
 Married

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

FORMER CU STUDENT NUMBER:

--

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 _____

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

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nonresident Student does not guarantee eligibility for regular degree status.

COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.

	YOU
	<input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of employment in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years for which Colorado income taxes have been filed _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of active duty military service, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Dates stationed in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Date of your marriage, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Date current Colorado driver's license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Issue date of previous Colorado license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years of Colorado motor vehicle registration _____	_____ / _____ / _____ to _____ / _____ / _____
Date of Colorado voter registration (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of ownership of any Colorado residential property (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____
Are your parents separated or divorced? _____	Yes _____ No _____

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.

Student's Signature _____ Date _____

TUITION PAYMENT

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.

REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
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.

Have you ever been convicted of a felony (other than a traffic violation)? No Yes

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

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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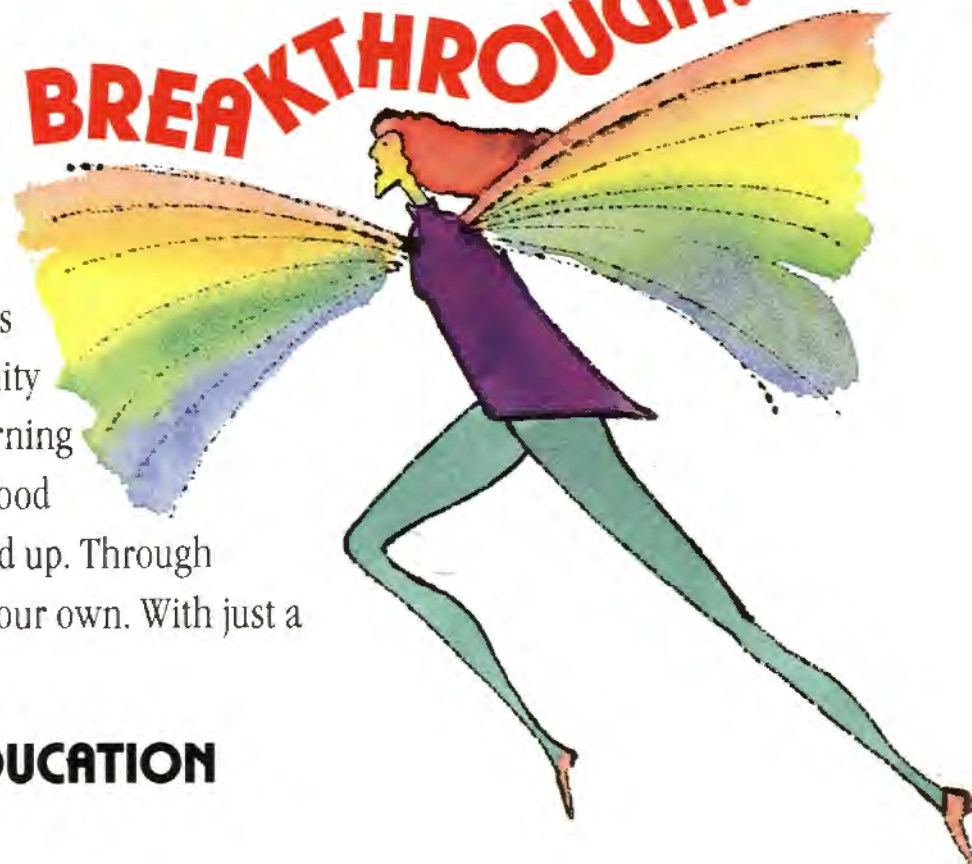
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