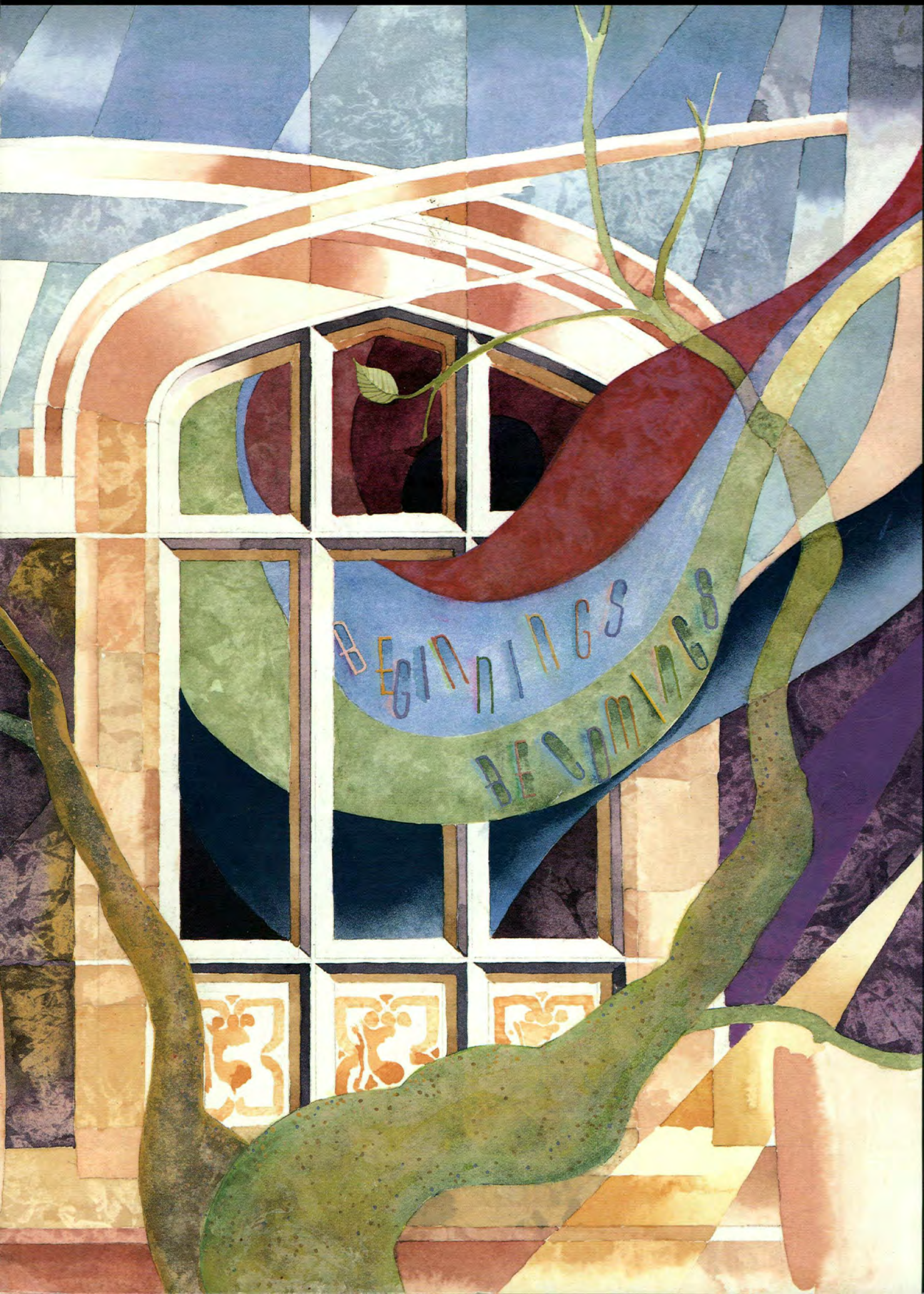


CONTINUING EDUCATION



A nice fresh batch of beginnings.

What's new now: A number of new course offerings invite a closer look. Navigating in Other Cultures is an intermediate level workshop with a practical focus for people engaged in or seeking trans-national business pursuits. Three new literature courses will also have powerful appeal. Literature of the Holocaust, Voices From the Margin, and Winners All: Award Winning Novels. All provide stimulating reading and discussion. A new section under Noncredit highlights morning and afternoon classes at the East Boulder Community Center, offered in cooperation with the City of Boulder Senior Services Division; current choices include Colorado Geology, Plant Identification and a video workshop. Plus dozens of our usual (and not so usual) offerings, from computer programming to analytic geometry, TQM training, public speaking, film studies, Hebrew studies and much much more. Please browse and enjoy.

Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801 between 8 a.m. and 5 p.m..

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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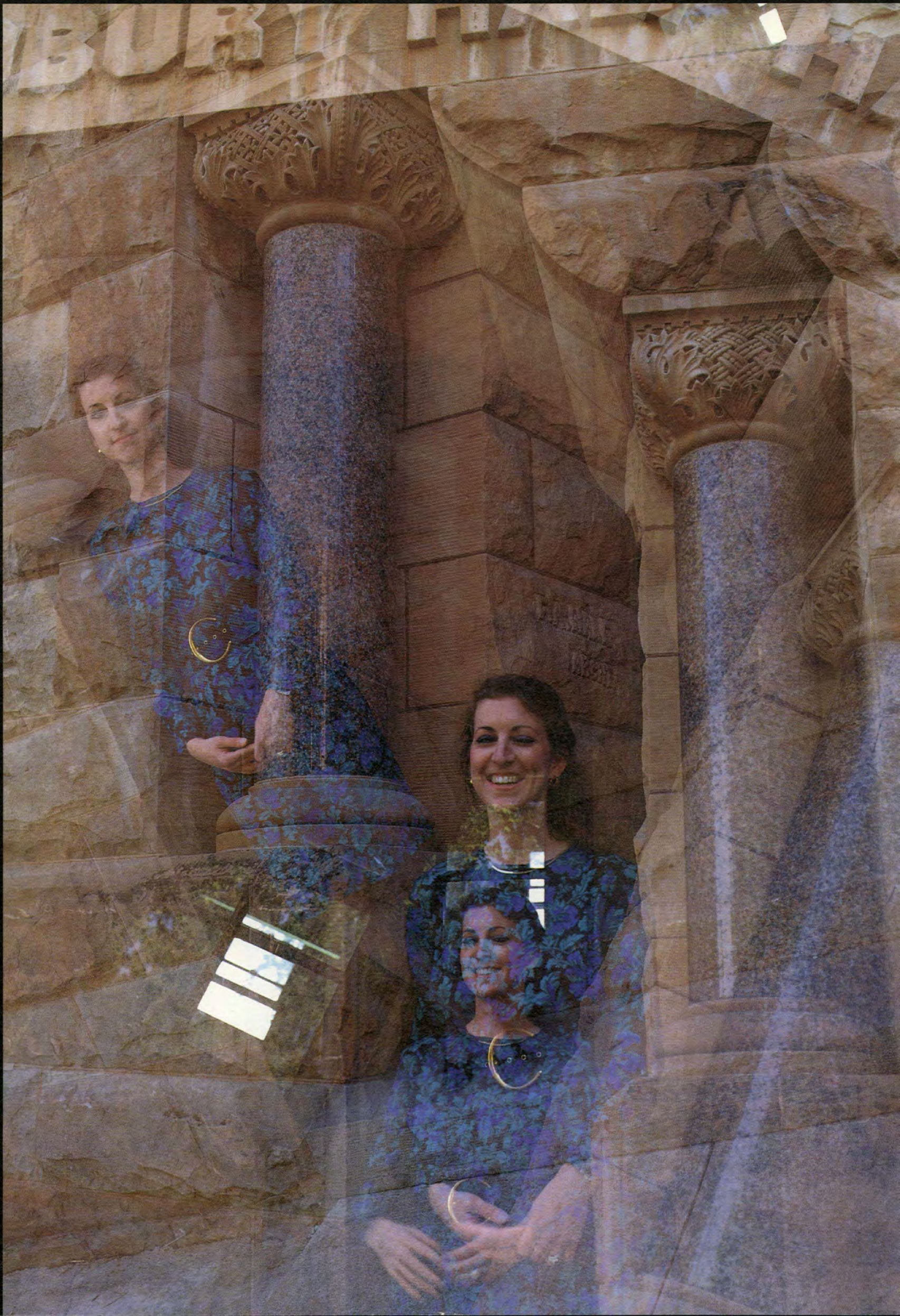
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University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, Economics, English, Geography, Mathematics, Philosophy and Psychology.	
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A lively, relevant approach to the arts, languages, lifestyles, testing and writing.	
Business Classes	26
Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development Certificate also available.	
Computer Applications Certificate Program	33
Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.	
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Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.	
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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.	
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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.





After-hours learning: Solid academic challenge with a kick-back collegial energy. Can be habit forming.

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

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

Residency: Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$80 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Spring semester is January 31, 1995.

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

Tuition: Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 9 for more information.

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

- Total library services at no additional charge
- Recreation Center Membership for \$74 a semester
- Wardenburg Student Health Services for \$52.80 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

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

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, Room 2 or call 492-7322.

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

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

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

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 17.

Nanci Grayson says that Nutrition, Health and Performance is a basic nutrition education course that shows how food choices affect performance in all areas of life. This upper division science course appeals to Premed students, Kinesiology majors and anyone with an interest in the subject. The highlight of the course? Self-assessment of your own habits. She says, "It's an eye opener." The biggest mistake most students make is "thinking that a supplement will make up for unhealthy habits. Or getting so focused on one nutrient (fat, for example) that they lose track of the

big picture." Nanci holds a Master of Science degree in Food Science and Human Nutrition from CSU. She is a Registered Dietitian and a Certified Diabetic Educator who provides outpatient nutrition counseling at Boulder Medical Center. A sports enthusiast who takes advantage of Colorado's spectacular recreational resources, Nanci enjoys skiing, hiking, biking, camping and riding. She likes the Evening Credit program because of its "motivated students, people who are here by choice."

Credit Classes Calendar—Dates You Should Know

December 5 First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
January 16 Martin Luther King, Jr., Holiday. Division Offices Closed.
January 17 Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
January 24 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.
January 25 Instructor's signature required to drop Session I classes.*
January 31 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.
February 1 Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
February 15 Petition required to drop Full Term classes.
March 2 SESSION I TUESDAY AND THURSDAY CLASSES END.
March 6 SESSION I MONDAY AND WEDNESDAY CLASSES END.
March 13 Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
March 17 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.
March 27-31 Spring Break. NO CLASSES.
March 20 Instructor's signature required to drop Session II classes.*
April 5 Petition required to drop Session II classes.
April 25 FULL TERM TUESDAY CLASSES END.
April 26 FULL TERM WEDNESDAY CLASSES END.
April 27 FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
May 1 FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS. FULL TERM MONDAY AND THURSDAY CLASSES END.
May 3 SESSION II MONDAY AND WEDNESDAY CLASSES END.
May 4 SESSION II TUESDAY AND THURSDAY CLASSES END.

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

Refund Schedule for Credit Classes

FULL TERM	SESSION I	SESSION II
100% through Jan. 31	100% through Jan. 24	100% through Mar. 17
60% Feb. 1 through Feb. 14	60% Jan. 25 through Jan. 31	60% Mar. 20 through Mar. 24
40% Feb. 15 through Feb. 28	40% Feb. 1 through Feb. 7	40% Mar. 27 through April 7
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

Full Term Classes by Starting Date, Spring 1995

Dept.	Course No. & Hours	Section	Time	Course Title
Monday Courses, Begin January 23 and End May 1				
APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
ECON	2020-3	300	7-10 p.m.	Principles of Macroeconomics
EDUC	4800-3	303	5-8 p.m.	Special Topics: Creating Active Learning
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
FINE	1209-3	300	6:30-9:30 p.m.	Introduction to Western Art 2
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
HIST	4627-3	300	7-10 p.m.	The Indian in American History: The Western Region
MATH	1021-2	300	7-9 p.m.	Numerical and Analytical College Trigonometry
ORMG	3300-3	300	6:30-9:30 p.m.	Introduction to Management and Organization
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
Monday and Wednesday Courses, Begin January 18 and End May 1				
ARAB	1020-5	300	4:50-7:20 p.m.	Beginning Arabic 2
FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
Monday, Wednesday and Friday Course, Begins January 18 and Ends May 1				
HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew 1
Monday and Thursday Course, Begins January 18 and Ends May 1				
MATH	2300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 2
Tuesday Courses, Begin January 17 and End April 25				
ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
COMM	2000-3	300	6:30-9:30 p.m.	Perspectives on Human Communication
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	3662-3	300	6:30-9:30 p.m.	Survey of American Literature 2
FINE	4339-3	300	6:30-9:30 p.m.	Modern Art 2
HIST	1015-3	300	6:30-9:30 p.m.	History of the United States to 1865
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
SOCY	1015-3	300	6-9 p.m.	U.S Race and Ethnic Relations
Tuesday and Thursday Courses, Begin January 17 and End April 27				
ARAB	2120-3	300	7:30-9 p.m.	Intermediate Arabic 2
CDSS	2334-3	300	5:30-7 p.m.	American Sign Language 4: Linguistics of ASL
FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
MATH	1081-3	300	6-7:30 p.m.	Calculus for Social Science and Business
Wednesday Courses, Begin January 18 and End April 26				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2010-3	300	6-9 p.m.	Principles of Microeconomics
ENGL	1800-3	300	6:30-9:30 p.m.	American Ethnic Literatures
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
HEBR	2110-3	300	1-4 p.m.	Intermediate Hebrew 1
HIST	1020-3	300	7-10 p.m.	Western Civilization 2
HIST	1025-3	300	7-10 p.m.	History of the United States Since 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
PHIL	1000-3	300	7-10 p.m.	Introduction to Philosophy
PSCI	4272-3	300	6:30-9:30 p.m.	The Political Economy of Industrial Societies
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society

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. Tuition is listed at the end of each course description.

Not Attending Classes Does Not Mean You Have Withdrawn.

Full Term Classes by Starting Date, Spring 1995

Dept.	Course No. & Hours	Section	Time	Course Title
Thursday Courses, Begin January 19 and End April 27				
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	301	7-10 p.m.	Special Topics: Advertising and Society
EDUC	4800-3	302	6-9 p.m.	Special Topics: Children's Creative Response to Conflict
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
HIST	4126-3	300	7-10 p.m.	Diplomatic History of the United States since 1920
JOUR	4453-3	300	7-10 p.m.	Advertising and Society
MKTG	3000-3	300	6:30-9:30 p.m.	Principles of Marketing
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Courses, Begin January 18 and End March 6				
ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	6:30-9:30 p.m.	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin January 17 and End March 2

COMM	1010-3	100	6-9 p.m.	Public Speaking
EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1—Climate and Vegetation
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment

Session II Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Courses, Begin March 13 and End May 3				
ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	6:30-9:30 p.m.	Introduction to Human Geography
SOCY	1001-3	200	7-10 p.m.	Analyzing Society

Tuesday and Thursday Courses, Begin March 14 and End May 4

COMM	1010-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2—Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
PSYC	2303-3	200	7-10 p.m.	Psychology of Adjustment
SOCY	4003-3	200	6:30-9:30 p.m.	Sociology of Aging

ANTHROPOLOGY

*Anthropology 1030-3 Principles of Anthropology 1

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

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Hellems 247. \$240 (resident).

*Anthropology 1040-3 Principles of Anthropology 2

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

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Hellems 247. \$240 (resident).

*Anthropology 2020-3 Introduction to Physical Anthropology 2

Continuation of ANTH 2010. Emphasizes quantitative analysis, genetics, and race. Students may not receive credit for both ANTH 2020 and 2060. Prerequisite, ANTH 2010. Approved for arts and sciences core curriculum: natural science.

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

*Anthropology 3000-3 Primate Behavior

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

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

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

Springtime Babin is a Poli. Sci. major graduating in May, who works part time at the Clarion. Spring has taken advantage of Boulder Evening classes to fit in interesting electives. She says, "It's so convenient— evening classes fit so well with busy schedules."

ARABIC

Arabic 1020-5 Beginning Arabic 2

Prerequisite, Arabic 1010.
Full Term - Section 300:
Mondays and Wednesdays, 4:50-7:20 p.m.
Hellems 220. \$550 (resident).

Arabic 2120-3 Intermediate Arabic 2

Prerequisite, Arabic 2110.
Full Term - Section 300:
Tuesdays and Thursdays, 7:30-9 p.m.
Hellems 85. \$330 (resident).

ASTRONOMY

*APAS 1120-3 General Astronomy: Stars and Galaxies

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. APAS 1110 and 1120 may be taken in either order. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Mondays, 7-10 p.m.
Hale 270. \$240 (resident).

BIOLOGY

*EPOB 1220-3 General Biology 2

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Recommended for science majors. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Thursdays,
6:30-9:30 p.m. Hale 270. \$240 (resident).

Survival Tips

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



COMMUNICATION

Communication 1010-3 Public Speaking

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 191. \$240 (resident).

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.
Hellems 193. \$248 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Hellems 193. \$248 (resident).

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

*Communication 2000-3 Perspectives on Human Communication

Surveys communication in a variety of contexts and applications. Topics include basic concepts and general models of communication, ethics, language and nonverbal communication, personal relationships, group decision making, organizational communication, and impact of technological developments on communication.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 181. \$240 (resident).

*Communication 2030-3 Interpersonal Communication

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 191. \$240 (resident).

COMMUNICATION DISORDERS AND SPEECH SCIENCE

CDSS 2334-3 American Sign Language 4: Linguistics of ASL

Acquaints students with the concept of bilingualism (diglossia) in the deaf community, with ASL historical foundations, and with current research on the phonology and morphology of ASL. Conversational usage of ASL to refine expressive skills. Prerequisites, CDSS 2304, 2314, 2324, or equivalent.

Full Term - Section 300:
Tuesdays and Thursdays, 5:30-7 p.m.
Hale 240. \$240 (resident).

ECONOMICS

*Economics 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 markets work and how they fail, and how government actions affect markets. Approved for arts and sciences core curriculum: contemporary societies.

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

*Economics 2020-3 Principles of Macroeconomics

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

Full Term - Section 300: Mondays,
7-10 p.m. Economics 117. \$240 (resident).



EDUCATION

Education 4800-3 301

Special Topics: Advertising and Society in the Classroom

See page 12 under Journalism 4453.

Education 4800-3

Special Topics: Building Family Strengths

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

Session I - Section 101:

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

Education 4800-3

Special Topics: Children's Creative Response to Conflict

Course trains teachers in how to help children 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.

Full Term - Section 302: Thursdays, 6-9 p.m.
Hellems 137. \$240 (resident).

Education 4800-3

Special Topics: Creating Active Learning

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

Full Term - Section 303: Mondays, 5-8 p.m.
Woodbury 106. \$240 (resident).

Education 4800-3

Special Topics: Creating Community in the Classroom

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

Session II - Section 201:

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

Using an innovative approach to role-playing, Richard Goode-Allen's course on Advertising and Society puts students right in the center of complex business communications issues that surface a host of good questions about societal choices and values. A former Madison Avenue copywriter, Richard uses a variety of source material to help students understand how products and ideas are promoted in the real world. He enjoys teaching the course because "it's a class that changes people. It makes them more conscious."

Education 4800-3

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

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

Session II - Section 202:

Tuesdays and Thursdays, 5-8 p.m.
Ketchum 234. \$248 (resident).

Education 4800-3

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

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

Session I - Section 102:

Tuesdays and Thursdays, 5-8 p.m.
Ketchum 234. \$248 (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.

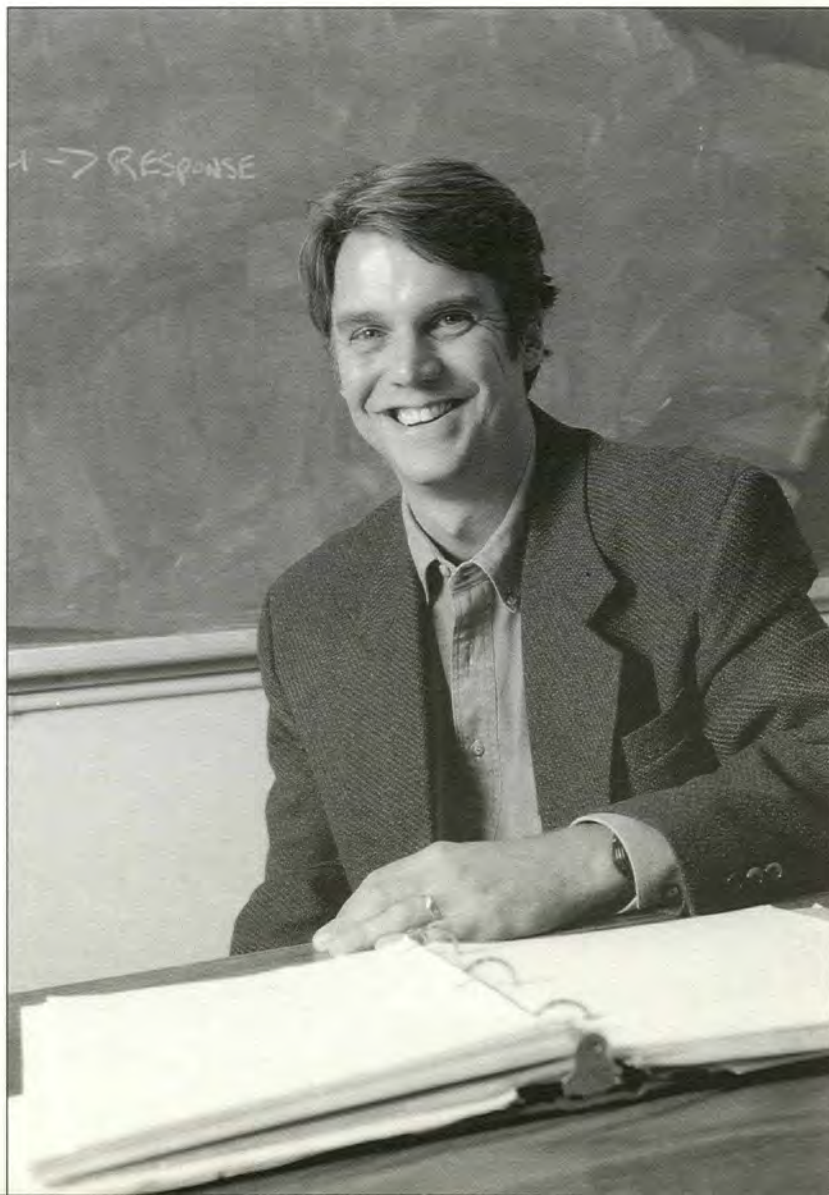
Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

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 resident tuition rate cited in the most recent program publication. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division of Continuing Education, regardless of program, are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session.

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

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

All tuition and refund determinations are subject to audit.



ENGLISH

English 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.

Full Term - Section 301: Mondays, 6:30-9:30 p.m. Hellems 259. \$240 (resident).

Full Term - Section 302: Thursdays, 6:30-9:30 p.m.

Engineering Center CR 1-26. \$240 (resident).

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 1-26. \$240 (resident).

*English 1500-3 Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-twentieth century English novel, and works by Chaucer and/or Milton. Approved for arts and sciences core curriculum: literature and the arts.

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

*English 1600-3 Masterpieces of American Literature

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

Full Term - Section 300: Thursdays, 6-9 p.m. Engineering Center CR 1-24. \$240 (resident).

English 1800-3 American Ethnic Literatures

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Readings may include such authors as Toni Morrison, Rudolfo Anaya and Leslie Marmon Silko.

Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 193. \$240 (resident).

*English 3002-3 Shakespeare for Nonmajors

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 141. \$240 (resident).

*English 3062-3 Modern and Contemporary Literature

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

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

English 3662-3 Survey of American Literature 2

Chronological survey of the literature from Whitman to Faulkner. Continuation of ENGL 3652. Prerequisite, sophomore standing. Limited to English, humanities, and film studies majors only.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 251. \$240 (resident).

Kory Goetz has taken several Evening Credit classes. "I like them because of the small class size. You get more personal attention and it works well if you work during the day."



FILM

Film Studies 3501-3 Film Production Management

Hone production skills while learning to trim costs, using Script Breakdown and Production Boarding as a central problem-solving tool. Based on methods developed for film and TV. For students with a career interest in entertainment and filmmaking. Prerequisite: FILM 3563 or instructor consent.

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

Film Studies 3563-3 Producing the Feature Film

A real-world study of production, from development through distribution, for students with a career interest in film. We discuss story components, the crucial role of the script, production values, editing, music, job functions and opportunities. Analysis of current scripts and clips and feature film screenings are used throughout.

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

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

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

FINE ARTS

Fine Arts 1012-3 Basic Drawing

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

Full Term - Section 300:
Mondays and Wednesdays, 6:30-9:30 p.m.
Fine Arts N298. \$270 (resident).

Fine Arts 1209-3 Introduction to Western Art 2

Introduces Western art, from about 1600 A.D. to the present. Traces the expansion of European culture, painting, sculpture, and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Approved for arts and sciences core curriculum: literature and the arts.

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

Fine Arts 1212-3 Basic Painting

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

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

Fine Arts 4339-3 Modern Art 2

Emphasizing the various "isms" of the twentieth century, course begins with early Picasso and cubism, including analytic and synthetic cubism. Also studied are Italian futurism, de Stijl, and the Bauhaus, dada, and surrealism.

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

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

GEOGRAPHY

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

Introduces the atmospheric environment of the Earth: the elements and controls of climate and their implications for hydrology, vegetation, and soils. 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. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for arts and sciences core curriculum: natural science.

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 206. \$320 (resident).

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

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Prerequisite, GEOG 1001. Approved for arts and sciences core curriculum: natural science.

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 206. \$320 (resident).

*Geography 1982-3 World Regional Geography

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

Session I - Section 100:
Mondays and Wednesdays, 6:30-9:30 p.m.
Education 220. \$240 (resident).

*Geography 1992-3 Introduction to Human Geography

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

Session II - Section 200:
Mondays and Wednesdays, 6:30-9:30 p.m.
Education 220. \$240 (resident).

HEBREW

Hebrew 1010-5 Beginning Hebrew 1

Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m.
Chemistry 146. \$550 (resident).

Hebrew 2110-3 Intermediate Hebrew 1

Prerequisite Hebrew 1020.
Full Term - Section 300: Wednesdays, 1-4 p.m. Hellems 245. \$330 (resident).



HISTORY

*History 1015-3

History of the United States to 1865

Surveys American history from first settlement until end of the Civil War.

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

Full Term - Section 300:

Tuesdays, 6:30-9:30 p.m.

Engineering Center 1-09. \$240 (resident).

*History 1020-3

Western Civilization 2

Survey course dealing with political, economic, social, and intellectual development in European history from the seventeenth century to the present. Similarities and contrasts between European states are underscored, as is Europe's changing role in world history. Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 81. \$240 (resident).

*History 1025-3

History of the United States since 1865

Surveys social, economic, political and cultural development of the United States from the close of the American Civil War to the present. Approved for arts and sciences core curriculum: United States context.

Full Term - Section 300:

Wednesdays, 7-10 p.m.

Engineering Center CR 1-42. \$240 (resident).

*History 1123-3

The History of England, 1660 to Present

Deals with the period from the seventeenth century to the present. Political, economic, social and imperial developments that contributed to creation of the modern industrial and democratic state are the major issues covered. Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Thursdays, 7-10 p.m.

Engineering Center CR 1-30. \$240

(resident).

History 4126-3

Diplomatic History of the United States since 1920

Traces the rise of the United States to a position of preeminence from 1900 until the present. Not only describes the events of diplomatic history but seeks to explain economic, social, and intellectual roots of foreign policy. Approved for arts and sciences core curriculum: United States context.

Full Term - Section 300: Thursdays, 7-10 p.m.

Hellems 267. \$240 (resident).

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

History 4433-3

Nazi Germany

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Hellems 252. \$240 (resident).

History 4627-3

The Indian in American History: The Western Region

Explores the longevity and continuity of human history in North America by discussing pre-European social and cultural developments. By examining ways in which Indian societies west of the Mississippi River responded to Euro-Americans, the Indians' role in western North American history is demonstrated. Same as AIST 4627. Approved for arts and sciences core curriculum: cultural and gender diversity.

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

JOURNALISM

Journalism 1001-3

Contemporary Mass Media

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 301. \$240 (resident).

Journalism 4453-3

Advertising and Society

Examines criticisms and contributions of advertising in society and the economy.

Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center CR 1-09. \$240 (resident).

KINESIOLOGY

Kinesiology 3420-3

Nutrition, Health and Performance

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

Approved for arts and sciences core curriculum: natural science.

Session I - Section 100:

Mondays and Wednesdays, 7-10 p.m.

Engineering Center CR 2-06. \$240 (resident).

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m.

Engineering Center CR 0-30. \$240 (resident).



MARKETING

Marketing 3000-3 Principles of Marketing

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

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

MATHEMATICS

Mathematics 1011-3 Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010 and 1020. Prerequisite, placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and science core curriculum: quantitative reasoning and mathematical skills.

Full Term - Section 300:
Mondays and Wednesdays, 7-8:30 p.m.
Engineering Center CR 1-40. \$240 (resident).

Mathematics 1021-2 Numerical and Analytical College Trigonometry

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

Full Term - Section 300: Mondays, 7-9 p.m.
Business 251. \$160 (resident).

Mathematics 1081-3 Calculus for Social Science and Business

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

Full Term - Section 300:
Tuesdays and Thursdays, 6-7:30 p.m.
Engineering Center CR 1-12. \$240 (resident).

*Mathematics 2300-5 Analytic Geometry and Calculus 2

Continuation of MATH 1300. Topics include transcendental functions, methods of integration, polar coordinates, conic sections, improper integrals and infinite series. Students with credit in MATH 2300 may not receive credit in APPM 1360 or APPM 1380. Prerequisite, Calculus 1.

Full Term - Section 300:
Mondays and Thursdays, 5:30-8 p.m.
Hellems 263. \$400 (resident).

ORGANIZATIONAL MANAGEMENT

Organizational Management 3300-3 Introduction to Management and Organization

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

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

PHILOSOPHY

Philosophy 1000-3 Introduction to Philosophy

Introduces fundamental questions of philosophy. Approved for arts and sciences core curriculum: ideals and values.

Full Term - Section 300: Wednesdays,
7-10 p.m. Hellems 267. \$240 (resident).



Jennifer Byrne, a senior from Sioux Falls, S.D., says Advertising and Society is "really interesting. I've never really looked forward to a class as much as I have this one. He is the ultimate professor you'd like to have in college." The discussion format brings up issues of money, media and marketing in a way that challenges students to get outside of their own perspective.

POLITICAL SCIENCE

*Political Science 1101-3 The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for arts and sciences core curriculum: contemporary societies or United States context.

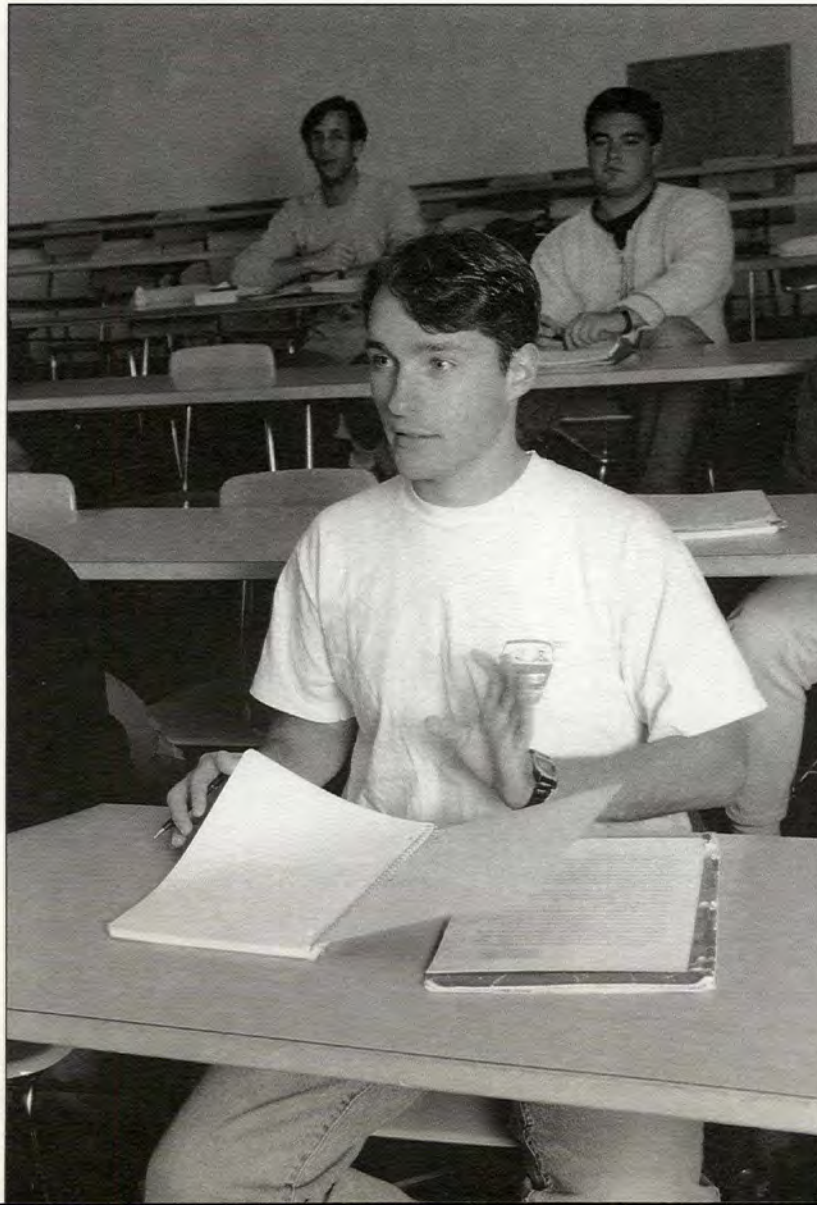
Full Term - Section 300: Thursdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

Political Science 4272-3 The Political Economy of Industrial Societies

Considers how political power is used to achieve economic ends and to shape the operations of market economics. Focuses on economic conflicts as political contests, and explores how politics shape the course of economic development as well as the basis of social and political life. Prerequisites, PSCI 2012 and ECON 2020. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 235. \$240 (resident).

Christopher Santini is taking an Evening Credit course while he waits to establish residency in Colorado. A newcomer from New York state, he plans to enroll as a full-time postgraduate student. He says, "Boulder is beautiful."



PSYCHOLOGY

*Psychology 1001-3 General Psychology

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

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

*Psychology 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for arts and sciences core curriculum: natural science.

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

*Psychology 2303-3 Psychology of Adjustment

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

Session I - Section 100:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 247. \$240 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 247. \$240 (resident).

Psychology 4303-3 Abnormal Psychology

Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001.

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

Psychology 4406-3 Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101. Approved for arts and sciences core curriculum: contemporary societies.

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

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

SOCIOLOGY

***Sociology 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.

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

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Hellems 201. \$240 (resident).

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

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

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Hellems 201. \$240 (resident).

***Sociology 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.

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

***Sociology 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 CHST 1013. Approved for arts and sciences core curriculum: United States context.

Full Term - Section 300: Tuesdays, 6-9 p.m.
Muenzinger E131. \$240 (resident).

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

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

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

***Sociology 2011-3 Contemporary Social Issues and Human Values**

Explores contemporary societies on a global scale. Focuses on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. Approved for arts and sciences core curriculum: ideals and values.

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

Sociology 4003-3 Sociology of Aging

Studies present and future roles of the aged in the family, the community, and the economic, political, health, and retirement systems. Approved for arts and sciences core curriculum: contemporary societies.

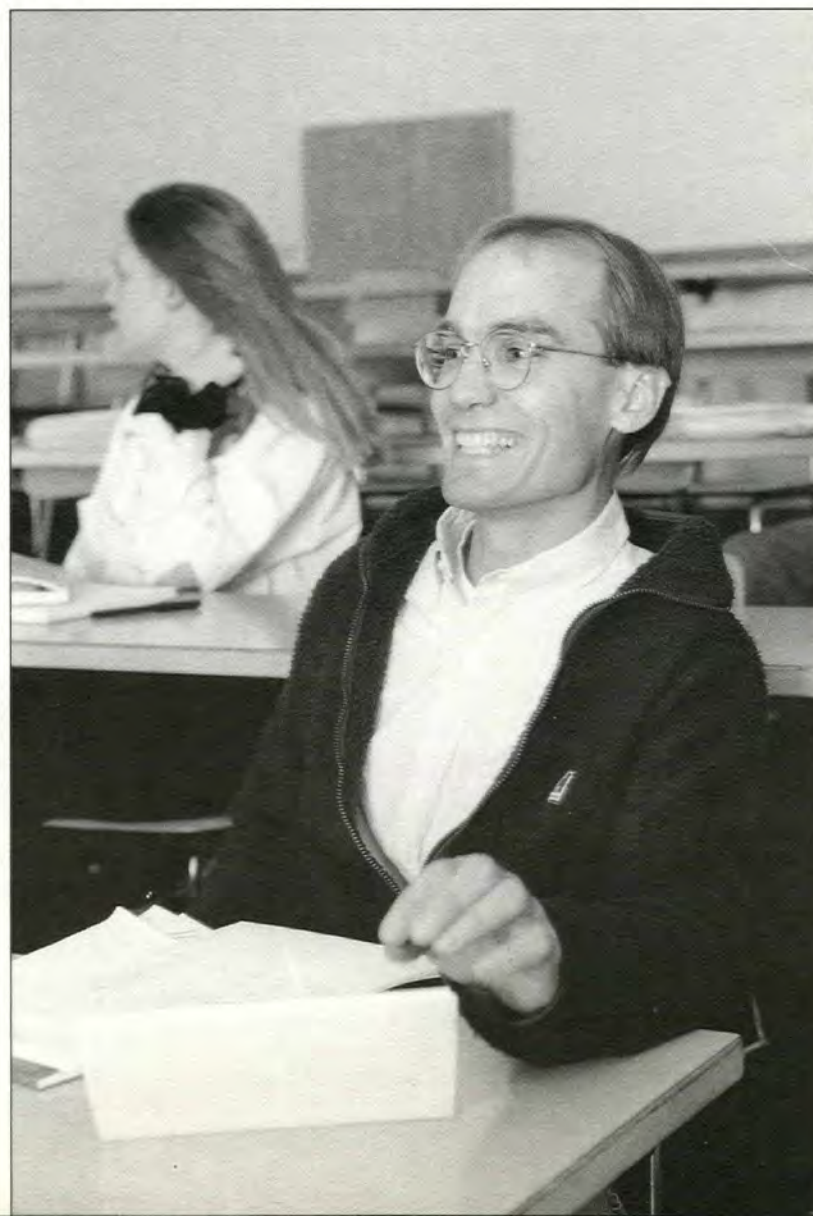
Session II - Section 200:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Economics 13. \$240 (resident).

***Sociology 4024-3 Juvenile Delinquency**

Studies factors involved in causes and distribution of delinquent behavior, problems of adjustment of delinquents, and factors in treatment and in post-treatment adjustment. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Thursdays,
6-9 p.m. Education 220. \$240 (resident).

Mike Mesbek is in between jobs, investigating an interest in journalism. So far, he's taken Intro to Mass Media with Dr. Jan Whitt and Advertising and Society with Richard Goode-Allen. He says, "It's fun. Both are taught by very enthusiastic teachers who are passionate about their material."





Something you've been meaning to get around to: time out to tune up. Recharge those batteries.

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

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

Classes will not meet March 27-31.

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

call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellem's 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.



Terry Maker doesn't just teach art, she makes it. And she shows students how to see the world through artists' eyes. Creativity, she says, is an expansive mode of "what-if" thinking. Like a muscle, it can be developed in a disciplined way, to open up a more adventuresome approach to your work and your life. A professional artist affiliated with Denver's Robischon Gallery, Terry works conceptually with found objects. Her students (she teaches drawing and painting) often begin cautiously ("... if you have to step over some fears to do this") and end up

amazed at what they produce. Terry is a CU alum with an M.F.A. and another Masters degree in Education (counseling), making her an empathetic listener and a respectful coach. She works part-time as a conservation technician for Denver-based WCCFA, on paintings for the Denver Art Museum and private collections. An expert at in-painting, she has filled in damaged sections of works by Georgia O'Keeffe and other prominent artists. Free time finds her combing flea markets for bizarre and evocative objects that invite a creative response.

Noncredit Courses, Spring 1995

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Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	19	Beginning Conversational German	20
		Beginning Conversational Italian	21
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Business classes are located on pages	26-31	Basic Investing	21
		Advanced Investment Strategies	21
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		Diet, Emotions and Behavior	22
		Stress Management Through Biofeedback	22
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How to Look at Art	19	A Field Trip: The Geology of Boulder	23
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Introduction to Drawing	19	Identifying Plants of Boulder County	23
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Introduction to Painting	19	Testing	
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Woodcarving Sculpture	19	Preparing for the Graduate Management Admission Test (GMAT)	23
Sculpture—Stonecarving	19	Preparing for the Graduate Record Exam (GRE)	23
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		Writing and Literature	
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		Usage and Grammar: Guidelines and Rules for Everyday Usage	24
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		Morning and Afternoon Classes at East Boulder Community Center	
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		A Short Seminar in Plant Identification	25

Lara Bergin plunged into acting with speaking parts in a couple of plays last summer, and then decided to take a course. She says, "It's fun. I've always been sort of interested in it." This noncredit acting class provides a nice break from a busy schedule that includes work as a regulatory specialist for U S WEST Technologies, and work on a Masters degree in Telecommunications.



ARCHITECTURE AND LANDSCAPE

NCAL 028

How to Design and Remodel a House with an Architect

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

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

Section 500: Tuesdays, February 7-March 7, 7-9 p.m. 5 sessions. Education 143. \$60.

NCAL 029

Introduction to Interior Design

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

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

Section 500: Thursdays, February 2-March 16, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 005

Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Xeriscape landscaping involves selecting the right plants for the location to minimize water and maintenance. Careful selection and good planting techniques can produce a lush yard. Plant lists and useful handouts provided.

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

Section 500: Wednesday, March 8, 6-9 p.m. 1 session. Helms 241. \$20.

BUSINESS

Business classes are located on pages 26 to 31.

COMMUNICATIONS

Communications classes are located in the professional development, and writing and communications sections of Business, on pages 29 and 31.

FINE ARTS

NCFA 235

How to Look at Art

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

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

Section 500: Thursday, March 2, 7-9 p.m. 1 session. Environmental Design 122. \$15.

NCFA 075

Introduction to Art and Antiques

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

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

Section 500: Tuesdays, February 28-March 21, 7-9 p.m. 4 sessions. McKenna 112. \$50.

NCFA 020

Introduction to Drawing

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

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

Section 500: Wednesdays, February 1-March 15, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

NCFA 005

Life Drawing

Using exercises in learning to see and respond, drawing the 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, 18 x 24 newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, soft pastels (optional). Tuition includes fees for a model, present at every session.

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

Section 500: Wednesdays, February 1-March 22, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

NCFA 028

Introduction to Painting

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

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

Section 500: Tuesdays, February 7-March 21, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

NCFA 008

Introduction to Soft Pastel Painting

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

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

Section 500: Saturdays, February 4-March 11, 9 a.m.-12 noon. 6 sessions. Fine Arts N103. \$110.

NCFA 015

Woodcarving Sculpture

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

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

Section 500: Mondays, February 6-April 10, 5-7 p.m. 9 sessions. Fine Arts C102. \$110.

NCFA 011

Sculpture—Stonecarving

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

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

Section 500: Mondays, February 6-April 10, 7-9 p.m. 9 sessions. Fine Arts C102. \$110.

506 - cancelled

FINE ARTS-CONT.

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. One field trip. Slides, lecture and discussion with helpful hand-outs. Bring your camera and manual to every session.

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

Section 500: Wednesdays,
February 1-March 22, 7-9 p.m.
8 sessions. Fine Arts C175C. \$90.

NCFA 002

Creative Photography Workshop

Learn about amazing new films like Fujicolor and Reala, new cameras, filters, telephoto and wide angle lens use, flash, macro shots, professional tips, composition, and an introduction to digital photography with Adobe Photoshop. Darkroom instruction includes black and white printmaking, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer digital imaging equipment. Cost of the chemicals is included. Bring your own 35 mm camera to the first class. You will need to purchase paper and film after the first class. Class will meet at the photo center during the week of March 30.

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

Section 500: Thursdays,
February 16-April 13, 7:30-9:30 p.m.
9 sessions. Ketchum 303. \$135.

GRAPHIC COMMUNICATION

NCFA 350

Advertising Design: The Creative Director

This program for aspiring graphic artists and computer designers, introduces skills for creating corporate and small business advertisements emphasizing traditional graphic and digital solutions. From the basics of executing ad illustration to writing effective headlines and body copy, type selection and design, this class covers the creative stages of generating ads that work, from the rough idea through finished layout and comprehensive art. Traditional art and digital demonstration via Macintosh, will include techniques for art directing a print campaign, scanning photo material and line art, making art camera ready and designing for impact. Please bring a fine line black ink pen, #2 pencil, a ruler, and an x-acto knife to class.

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

Section 500: Saturday and Sunday,
February 4-5, 9 a.m.-5 p.m.
2 sessions. Geology 114. \$160.

Amy Cox enrolled in Acting Basics on impulse. "I found the catalog. I was flipping through it and it caught my eye." She says the class is great. "Dr. Osnes is an extraordinary professor. She's really focused. She gives great feedback, and she's sort of gentle and encouraging with the class, so it's a safe place to give it a try."



NCFA 353

Professional Handlettering, Calligraphy and Logo Design

An intensive hands-on workshop covering both traditional handlettering principles and applications via micro-computer typography design. The class will introduce basic handlettering concepts including proportion, word spacing, divisions of calligraphic style, and rough and finished technique. Assignments will cover advertising sign painting, cards, invitations, and logo/trademark design for small business client applications. Demonstrations will also cover digital design techniques as it relates to type design, logo treatment and page layout application. Please bring a fine line black ink pen, #2 pencil, a ruler, and an x-acto knife to class.

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

Section 500: Monday, Tuesday, and
Wednesday, February 6-8, 5:30-10 p.m.
3 sessions. Geology 114. \$160.

FOREIGN LANGUAGES

NCFL 100

Beginning Conversational French

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class. Nadia Turk, Ph.D., has taught at CU Boulder since 1982.

Section 500: Mondays,
February 6-April 17, 7:30-9:30 p.m.
10 sessions. Hellems 267. \$125.

NCFL 200

Intermediate Conversational French

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

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

Section 500: Wednesdays,
February 8-April 19, 7:30-9:30 p.m.
10 sessions. Hellems 251. \$125.

NCFL 101

Beginning Conversational German

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

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

Section 500: Tuesdays, February 7-April 18,
7-9 p.m. 10 sessions. Hellems 245. \$120.

NCFL 102
Beginning Conversational Italian

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

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

Section 500: Mondays, February 6-April 17, 7-9 p.m. 10 sessions. Hellems 255. \$120.

NCFL 203
Intermediate Conversational Italian

For students who have taken Beginning Italian and would like to learn more vocabulary, tenses and build speaking skills. Required text is available at the CU Bookstore.

Susanna Saurini, M.A., is a native speaker.

Section 500: Wednesdays, February 1-April 12, 7-9 p.m. 10 sessions. Hellems 185. \$120.

NCFL 104
Beginning Conversational and Written Japanese

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

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

Section 500: Fridays, January 20-March 3, 6-9 p.m. 7 sessions. Economics 117. \$135.

NCFL 204
Intermediate Conversational and Written Japanese

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

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

Section 500: Fridays, March 10-April 28, 6-9 p.m. 7 sessions. Economics 117. \$135.

NCFL 103
Beginning Conversational Spanish

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

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

Section 500: Tuesdays, February 7-April 18, 7-9 p.m. 10 sessions. Education 155. \$125.

SOL cancelled

NCFL 202
Intermediate Conversational Spanish

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent.

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

Section 500: Thursdays, February 9-April 20, 7-9 p.m. 10 sessions. Education 155. \$125.

SOS - cancelled

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. Suggested text is *One Up on Wall Street* by Peter Lynch, at the CU Bookstore.

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

Section 500: Wednesdays, February 1-22, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

NC I 007
Advanced Investment Strategies

Learn how world economics affects your investments. We examine actual fund portfolios to show how assets are allocated. Learn how to build your own portfolio using the valuative rating system.

Arnold Hart, M.A. Economics, is an investment advisor, and has taught for 13 years.

Section 500: Wednesdays, March 1-22, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

**NC I 001**
Investing for Income

How much income can you make from investments? Learn to evaluate income-producing investments, from CDs through government and tax-free bonds, based on your personal tolerance for risk and need for liquidity.

Arnold Hart, M.A. Economics, is an investment advisor, and has taught for 13 years.

Section 500: Mondays, February 6-27, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

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.

Arnold Hart, M.A. Economics, is an investment advisor, and has taught for 13 years.

Section 500: Wednesdays, April 5-26, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

NC I 014
Financial Planning for Women

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

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

Section 500: Tuesdays, February 7-28, 6-8:30 p.m. 4 sessions. Hale 236. \$60.

NC I 018
Retirement Distributions: Rollovers, Annuities, and Lump Sum Payments

This class explains the options available for retirement distribution, including annuitizations, rollovers and lump sum distributions. The tax and other financial implications of receiving money from an employer's retirement plan will be discussed.

Phyllis Moulton, M.S. Investment Broker, specializes in Retirement Distribution Planning, Hosts Local Radio Financial Program "Your Money Matters."

Section 500: Tuesdays, February 21-28, 6:30-8:30 p.m. 2 sessions. Hellems 185. \$35.

INVESTMENTS AND PERSONAL FINANCE -CONT.

NC I 011

Retirement Planning

To retire comfortably, start planning now. This class helps you set goals, determine capital needs, monthly savings required, and identify appropriate investment strategies.

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

Section 500: Tuesdays,
February 14-21, 6:30-8:30 p.m.
2 sessions. Hellems 191. \$35.

NC I 016

Estate Planning Techniques

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

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

Section 500: Tuesday,
February 28, 6:30-8:30 p.m.
1 session. Hellems 255. \$25.

LIFESTYLES

NC L 010

Making Career and Life Changes: A Workshop

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

Val Roche, is president of her own consulting firm and has 18 years of experience in teaching and human resources.

Section 500: Saturdays, February 18-25,
9 a.m.-4 p.m. 2 sessions. Hellems 255. \$90.

NC L 018

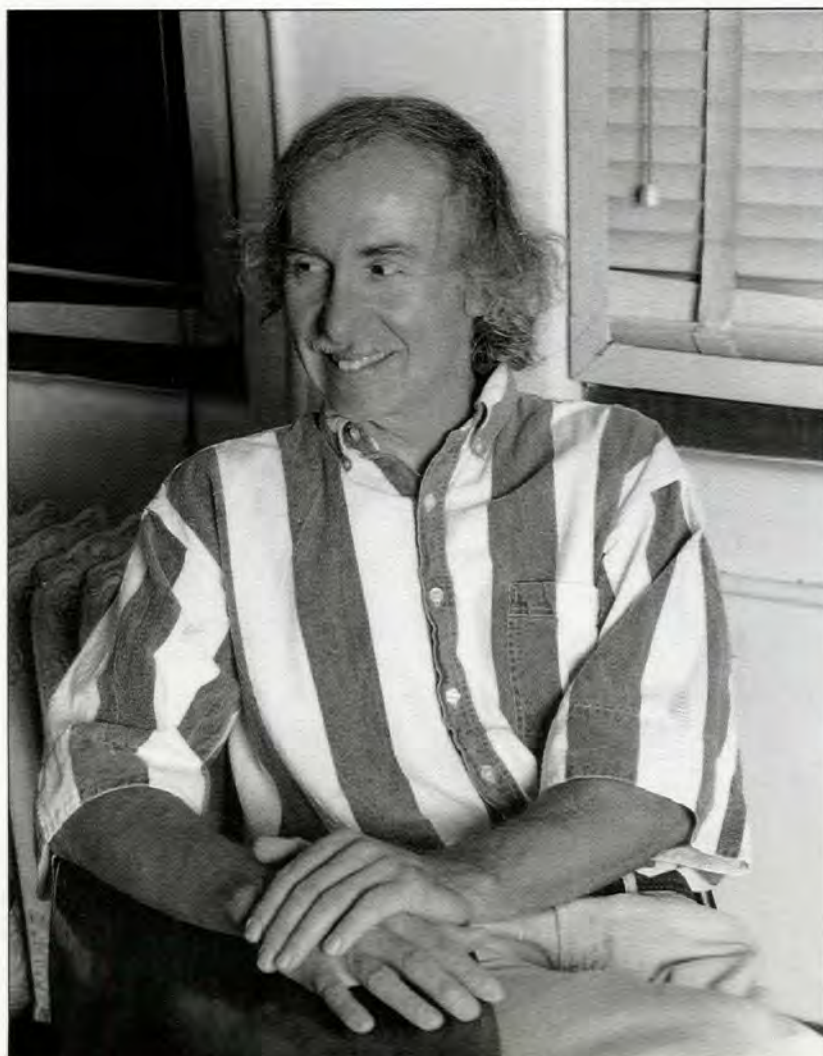
Diet, Emotions and Behavior

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

Peggy Phillips, M.Ed., is a nutrition consultant.

Section 500: Saturday, February 25,
10 a.m.-4 p.m. 1 session. Hellems 247. \$35.

Joe Bush's decision to take an acting class is "totally not work related." He has a CAD business, so this is "kind of a social outlet for me." Joe says, "It's a really good class. Beth is a good teacher. We're having fun and learning, too." He also gives high marks to Nadia Turk's Conversational French class.



NC L 051

Stress Management Through Biofeedback

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

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

Section 500: Wednesdays,
February 8-March 22 (No class Feb. 15),
7-9 p.m. 6 sessions. Hale 260. \$65.

NC L 032

Cultivating Love

It almost never occurs to us that love is something that we can have control over. Indeed, it is possible for us to create more love in our lives, with or without a partner who reciprocates. Exploring our feelings, attitudes and fears about love may lead us to understand why we often hesitate to fall in love, why we may be fearful about staying in love, and therefore why we may wind up sabotaging or distancing a love relationship that appears to be working. This evocative, healing and fun workshop will be enlightening to all those who would like to love more, and who are open to experimenting with various ways of increasing and cultivating more love in their lives.

Neil Rosenthal, Licensed Marriage and Family Therapist, and is a columnist for the Denver Post, which is syndicated nationally and internationally.

Section 500: Saturday, February 11,
10 a.m.-5 p.m. 1 session.
University Memorial Center 235. \$40.

NC L 034

Study Smarter

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

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

Section 500: Mondays,
February 6-March 6, 5:30-7 p.m.
5 sessions. Duane Physics 0021. \$45.

SCIENCE

NCSO 027

A Field Trip: The Geology of Boulder

This two weekend class will take participants on a tour of the geologic formations around Boulder. Focus is on the geologic history at our feet and how the topography has changed over time. Bring a hand lens with you for examining rock samples. A pre-trip meeting on Tuesday will be used for organizing the field trips, giving out hand-out materials and other instructions.

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

Section 500: Tuesday, April 18, 7-8 p.m and Saturdays, April 22 and 29, 8 a.m.-4 p.m. 3 sessions. Geology 134. \$95.

NCSO 029

Using Geological and Topographic Maps

Geological and Topographic maps provide valuable information to people who enjoy travel or outdoor activities. This course will introduce participants to map reading and map selection. Two two-hour evening meetings will integrate instructor-led and hands-on experience. A three-hour outdoor trip will give participants practice in using topographic and geologic maps in the field. A previous course in geology or a related area is strongly suggested. A topographic map and a geologic map from the Boulder area will be required. All maps will be available for purchase at the CU Book Store. Barbara Mieras, Ph.D. Geological Sciences, has been an exploration geologist and science educator.

Section 500: Tuesdays, March 7 and 14, 6:30-8:30 p.m., Saturday March 18, 9 a.m.-12 noon. 3 sessions. Geology 134. \$40.

NCSO 025

Identifying Plants of Boulder County

This course focuses upon identification of plants on the East Slope of the Front Range in Boulder County. General principles of taxonomy will be taught along with identifying features of major plant families. Emphasis will be placed on learning taxonomic keys to identify native plant species. Taxonomic and ecological features of trees, shrubs, and flowering plants will be examined during the all-day Saturday field trip.

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

Section 500: Thursdays, March 16-April 20, 7-9 p.m. and Saturday, April 22, 9 a.m.-4 p.m. 6 sessions. Duane Physics G039. \$95.

TESTING

NC T 200

Preparing for the SAT/PSAT

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development and reading comprehension work to reinforce students' skills. Practice tests are provided. Texts not included in the fee. Students register separately for the exam.

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

Section 500: Saturday and Sunday, March 11-12, 9 a.m.-12 noon. 2 sessions. Hellems 201. \$130.

NC T 300

Preparing for the Graduate Management Admissions Test (GMAT)

Be test wise to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with time-test practice. We cover problem solving, data sufficiency, reading comprehension, sentence correction, critical reasoning and the new critical writing assessment section. Students register separately for the exam.

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

Section 500: Saturday and Sunday, March 11-12, 2-5 p.m. 2 sessions. Hellems 267. \$145.

NC T 301

Preparing for the Graduate Record Exam (GRE)

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need *GRE Prep Book 9* for the first class, available at the CU Bookstore. Students register separately for the exam.

Roe Willis, Ph.D., is a retired math teacher. Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 501: Tuesdays and Thursdays, March 7-April 6, 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

Section 502: Tuesdays and Thursdays, May 9-June 1, 6:30-9 p.m. 8 sessions. May 9 in University Memorial Center 235, thereafter in Hellems 211. \$165.

NC T 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. Students register separately for the LSAT examination.

Michelle Philip, J.D. is a practicing attorney.

Section 501: Saturdays and Sundays, January 21-February 4, 9 a.m.-2 p.m. 5 sessions. Hellems 245. \$195.

Section 502: Saturdays and Sundays, April 8-April 22, 9 a.m.-2 p.m. 5 sessions. Hellems 229. \$195.

Instructor Beth Osnes (left) and Amy Cox run through some warm-up exercises designed to help posture and warm up the voice. Dr. Osnes teaches Acting Basics to a mixed group of interested students, ranging from people who want to gain confidence speaking, to people who just want to give it a try. Many hope it will be a stepping stone to performance opportunities. She says teaching the class "is great. Students are very receptive and they're there for all the right reasons." Dr. Osnes has a Ph.D. in Theatre and, as a performer, is involved in innovative shadow theatre work.



THEATRE AND MUSIC

NCTH 017 Acting Basics

All the world's a stage . . . rather than putting on a character, the actor searches for the variety in everyone of us, the every one in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text: *The Zoo Story*, at the CU Bookstore.

Beth Osnes, Ph.D., Theatre, is an instructor, performer and director.

Section 500: Tuesdays, February 28-April 25, 6:30-8:30 p.m. 8 sessions. Geology 311. \$90.

NCTH 005 Shakespeare: From Page to Stage

Drawing on the four plays being produced for the 1995 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.

Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 500: Wednesdays, February 1-22, 7-9 p.m. 4 sessions. Hellems 181. \$55.

WRITING AND LITERATURE

NC W 066 Literature of the Holocaust

How is the Holocaust understood? How do we discuss the Shoah, its literary, political, social, and historical implications? 1995 marks fifty years since the end of World War II. The goal of the class is to place the Holocaust within a historical context, examine the literary attempts to frame, explain, and explore this event, and discuss these representations and what they mean to the past, to the present, and to the future. The course focuses on four texts and devotes one evening to a discussion of film. Please read Elie Wiesel's *Night*, available at the CU Bookstore, before the first class.

Robin Jones, Ph.D. Candidate in English Literature.

Section 500: Wednesdays, February 1-March 1, 7-9 p.m. 5 sessions. Hellems 137. \$60.

NC W 065 Winners All: Award Winning Novels

What kind of writing wins a Pulitzer Prize, Nobel Prize or other well-known awards? Join us in reading, discussing, and sharing opinions of four recent award winning novels. We will meet every two weeks to give time for reading. *Theory of War*—Joan Brady (Feb. 9); *The Shipping News*—Annie Proulx (Feb. 23); *Kitchen*—Banana Yoshimoto (March 9); and *Beloved*—Toni Morrison (March 23). Please read *Theory of War* before the first class.

Suzanne Gerson, M.A., M.Ed., has been an instructor of literature in Canada and the United States.

Section 500: Thursdays, February 9-March 23, 7-9 p.m. 4 sessions. Engineering Center CR 1-03. \$45.

NC W 067 Voices From the Margin

Explore short fiction and one novel by writers whose works have been on the periphery and are now moving toward the center. We will examine issues of ethnicity, gender, and literary style as we enjoy exposure to a constellation of new voices. Works included: *The House on Mango Street* by Sandra Cisneros; *Columbus' Eggs: New Latin American Stories on the Conquest*; *Her True-True Name: An Anthology of Women's Writing from the Caribbean*; *The Lightning Within: An Anthology of Contemporary American Indian Fiction*; and *A Yellow Raft in Blue Water* by Michael Dorris. Please read *The House on Mango Street* before the first class.

Ann Armstrong Scarboro, Ph.D., is a teacher, journal writer and published literary critic.

Section 500: Tuesdays, January 24-March 7, 7-8:30 p.m. 7 sessions. Hellems 285. \$65.

NC W 003 English Writing Made Simple

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing.

Jean Thyfault, is a former editor, managing journal publications.

Section 500: Thursdays, February 2-March 23, 7-9 p.m. 8 sessions. Hellems 211. \$90.

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

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

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

Section 500: Saturday, April 1, 9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

NC W 037 Keeping a Creative Notebook

Learn why and how to keep a creative notebook. Broaden your techniques through writing exercises in class. Learn a process for gleaning ideas from the notebook and shaping them into short literary pieces, such as stories, poems and essays, that are popular in today's market.

Kaye Bache-Snyder, Ph.D. English, is a professional writer with credits in national and regional publications.

Section 500: Thursdays, February 16-March 23, 6:30-8:30 p.m. 6 sessions. Hellems 259. \$70.



**NC W 006
Creative Writing**

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

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

Section 500: Tuesdays, January 31-March 21, 7-9 p.m. 8 sessions. Hellems 263. \$90.

**NC W 042
Poetry Workshop**

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

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

Section 500: Wednesdays, February 15-March 22, 6-9 p.m. 6 sessions. Muenzinger E118. \$90.

**NC W 008
Short Story Workshop**

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

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

Section 500: Thursdays, February 16-March 23, 7-9 p.m. 6 sessions. Hellems 245. \$70.

**NC W 004
Writing the Novel**

Tackle the fundamental challenges of the novel. Class sessions focus on vital concepts. Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility.

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

Section 500: Thursdays, February 2-April 13, 7-9 p.m. 10 sessions. Hale 260. \$110.

**NC W 021
Screenwriting**

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

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

Section 500: Thursdays, February 2-April 13, 6:30-8:30 p.m. 10 sessions. Hellems 181. \$115.

**NC W 012
The Children's Book: Illustrating and Getting Published**

Learn how to succeed in the highly competitive and rewarding field of children's books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/ms. preparation), agents, contracts, and self publishing. For writers or illustrators.

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

Section 500: Saturday, February 25, 9 a.m.-4:30 p.m. 1 session. Economics 119. \$45.

**LONGMONT
NONCREDIT CLASSES****NCEA 020
Introduction to Drawing**

No prior art experience necessary. Emphasis is on working with basic concepts of line, value, texture, shading, composition and the important value of perspective. This is not a technique demonstration class. By the last session we will work with conte crayons. Call Kelly at 492-8667 for a list of supplies to purchase.

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

Section 50L: Thursdays, February 9-March 16, 6:30-8:30 p.m. 6 sessions. Longmont High School. \$70.

**NCFL 103
Beginning Conversational Spanish**

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

Araceli Maira Benitez, M.A., is a native speaker.

Section 50L: Wednesdays, February 15-April 26, 6:30-8:30 p.m. 10 sessions. Longmont High School. \$110.

**MORNING AND
AFTERNOON CLASSES
AT EAST BOULDER
COMMUNITY CENTER**

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

**NCEA 150
Beginning Video Workshop**

This class shows you how to use your video camera and produce usable videos for family movies, documentation, short narratives or just expressing yourself. Learn the basics of the camera functions, focus, sound, hand holding and using a tripod, editing, proper care of your camera, and an introduction to producing a video. Bring your video camera, the camera's instruction manual, blank video tapes, and accessories.

Bill Mushkin, is completing his M.F.A. and works in video filmmaking.

Section 50B: Wednesdays, February 15-March 1, 9:30-11 a.m. 3 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$27.

**NCSO 017
Introduction to Colorado Geology**

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

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

Section 50B: Thursdays, February 16-23, 2-4 p.m. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$27.

**NCSO 025
A Short Seminar in Plant
Identification**

Springtime is the time to look at flowers and learn about the features that allow identification of our native species. Three morning sessions will allow us to closely examine plants growing in fields around the East Boulder Community Center and learn to use keys in identifying them. Bring a hand lens to aid in seeing small features within flowers.

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

Section 50B: Thursdays, April 6-20, 9-10:30 a.m. 3 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$27.

What do you need now to take you to the next level? More knowledge means more options.

Our classrooms are filled with men and women who respond positively to change, by taking the initiative to broaden their perspective and build their capabilities. Expect practical instruction with immediate value, and shared insights from people who have been there.

- All Continuing Education noncredit business classes are now in one section arranged by topic, so it's easier to find what you're looking for.
- The Management Development Certificate remains in place, representing a serious commitment to professional development.
- The Business and Technology Leadership Certificate is discontinued, but the course work remains available.
- New classes are added to make certain our program meets your changing needs. Watch for new classes and instructors.

Management Development Certificate of Achievement

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

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

Classes will not meet March 27-31.

Business Courses, Spring 1995

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SKILL LEVEL GUIDE

A Guide to Business Courses' Recommended Skill Levels

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

GETTING STARTED

NC B 100

Basic Skills for the Supervisor

Beginning Level

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

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

Section 500: Mondays, January 30-March 6, 7-9 p.m. 6 sessions. Business 250. \$110.

ACCOUNTING/ FINANCE

NC B 110

Accounting and Budgeting for the Non-Accountant*

Beginning Level

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

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

Section 500: Saturdays, February 4-11, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

NC B 015

Understanding and Using Financial Statements

Beginning Level

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

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

Section 500: Tuesdays, February 7-14, 6-8:30 p.m. 2 sessions. Business 250. \$55.

NC B 116

Credit and Collections: A Primer for Small and Medium-Sized Businesses

Intermediate Level

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

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

Section 500: Saturday, February 25, 9 a.m.-3 p.m. 1 session. Hellems 251. \$65.

NC B 330

Quicken! An Accounting Program for the IBM and Compatibles

Specialized Level

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

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

Section 500: Thursday, February 2, 9 a.m.-3 p.m. 1 session. University Computing Center 114. \$90.



ENTREPRENEURISM/ SMALL BUSINESS

NC B 401 How to Become a Successful Consultant

Intermediate Level

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

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

Section 500: Saturdays, February 18-March 4, 9 a.m.-4 p.m. 3 sessions. Hale 240. \$175.

Anya York got "a lot of good information" from Kathryn Novak's Marketing course. Best of all, Anya says it is "good practical knowledge of immediate value" in her work for the Career Counseling Service.



NC B 400 Entrepreneurism-Are You Ready?

All Levels

What does it take to be an entrepreneur? Businesses fail for many reasons: under-capitalization, 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. Financial Services, has been working in financial planning since 1971.

Section 500: Saturday, February 18, 9 a.m.-5 p.m. 1 session.
Duane Physics G131. \$75.

NC B 120 Writing Business Plans

Beginning Level

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

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

Section 500: Tuesdays, April 18-25, 6-8:30 p.m. 2 sessions. Business 250. \$55.

INTERNATIONAL BUSINESS

NC B 405 Trading and Investing Overseas

Intermediate Level

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

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

Section 500: Tuesdays and Thursdays, March 7-23, 6:30-8:30 p.m. 6 sessions.
Hellems 255. \$120.

NC B 513 Navigating in Other Cultures: A Cross-Cultural Training Workshop

Intermediate Level

As business becomes increasingly international, it is important to be able to work with people from different cultures and in foreign countries. This workshop will emphasize skill building to better understand the culture you are dealing with and to work more effectively. Topics covered will include: interacting with others; communication skills; discovering how to say No; checking for understanding; dealing with ambiguity; and non-verbal communication.

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

Andrew Bourne, M.B.A., is president of an international trade and consulting firm specializing in product sourcing, intercultural relations, and project implementation.

Section 500: Tuesdays and Thursdays, April 4-20, 6:30-8:30 p.m. 6 sessions.
Environmental Design 120. \$145.

LEGAL ISSUES

NC B 111 Colorado Construction Law

Intermediate Level

For contractors, subcontractors, material suppliers, architects, and homeowners constructing or remodeling their property. Topics covered: overview of law of contracts; how contracts can go wrong; pre-litigation remedies; legal remedies for breach of contract; the anatomy of a lawsuit; defending against mechanic's lien suits; post judgment collection remedies; drafting contracts and change orders; and record-keeping, personal guarantees, and credit applications.

Michelle Philip, J.D. is a practicing attorney.

Section 500: Saturdays, March 11-18,

9 a.m.-12 noon. 2 sessions.

Muenzinger E113. \$55.

PROFESSIONAL DEVELOPMENT

NC B 251 Personal Power Tool Workshop

Intermediate Level

People who feel good about themselves are more productive and do a better job. This workshop is designed to give employees the necessary tools to realize their full potential, be more effective, and make the necessary changes in order to feel better about themselves and their work environment. The workshop concentrates on positive thinking, creating strong interpersonal relationships, personal creativity, communication skills, and developing personal change strategies.

Karen Becker, M.A., has been a Manager in Training and Organization Development.

Section 500: Tuesdays and Thursdays,

March 7-16, 6-9 p.m. 4 sessions.

Muenzinger E123. \$75.

NC B 014 Handling Difficult People

All Levels

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

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

Section 500: Tuesday, February 21, 6-9 p.m.

1 session. Duane Physics G116. \$35.

NC B 165 Improving Your Listening and Communication Skills

Beginning Level

"That's not what I said" is a thought we all have at times. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of our communication style and accept half the responsibility in the communication process. Please purchase the *Attitudinal Listening Profile #C008* at the CU Bookstore and bring it to the first class.

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

Section 500: Mondays, February 6-March 6,

7-9 p.m. 5 sessions. Hellems 245. \$70.

NC B 125 Conducting Effective Meetings

Intermediate Level

This workshop introduces students to the basic considerations for forming an agenda and conducting an effective business meeting. It provides an introduction to parliamentary procedure, focusing on understanding the most common motions used for disposing of business in an orderly fashion. An emphasis will be on role playing common business meeting situations in which problems arise, with strategies discussed for quick resolution.

Dr. Gerald Hauser, Ph.D., Professor and Chair, Dept. of Communications, CU Boulder, has conducted classes on chairing business meetings to a number of business groups.

Section 500: Saturday, February 18,

8:30 a.m.-12:30 p.m. 1 session.

Education 132. \$40.

SALES/MARKETING

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

Intermediate Level

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

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

Section 500: Tuesdays, February 7-March 14,

6:30-8:30 p.m. 6 sessions. Hellems 81. \$110.



SALES/MARKETING -CONT.

NC B 220 Developing the Marketing Plan

Intermediate Level

Learn how to develop a marketing plan to promote your product or service. This workshop will show you how to define your product or service; perform both an internal and external analysis of your product and potential users; how to research the marketplace using such tools as surveys and focus groups; how to analyze the competition; budgeting; putting together the marketing plan; and implementing and updating the plan.

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

Section 500: Saturdays, March 11-18, 9 a.m.-4 p.m. 2 sessions. Hellems 255. \$110.

NC B 410 The Secrets of Successful Selling

Intermediate Level

Cultivating and keeping customers is essential to your business. Learn proven techniques for identifying prospects and their needs, telephone tips, strategies, presentation, overcoming obstacles and more.

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

Section 500: Saturday, February 18, 9 a.m.-4 p.m. 1 session. Hellems 245. \$55.

NC B 295 Marketing for Professional Services

Intermediate Level

Take the mystery out of marketing your professional service and avoid costly mistakes, with these practical hands on strategies. Evaluating consumer needs, low cost growth strategies, maximizing referrals, when and how to use advertising, and developing your own personalized marketing plan will be covered.

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

Section 500: Saturday, March 4, 9 a.m.-4 p.m. 1 session. Economics 205. \$85.

SUPERVISION/ MANAGEMENT

NC B 230 Critical Issues in Current Management*

Intermediate Level

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

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

Section 500: Mondays, March 13-April 17, 7-9 p.m. 5 sessions. Engineering Center CR 0-36. \$99.

NC B 245 Managing People*

Intermediate Level

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

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

Section 500: Thursdays, February 2-March 2, 7-9 p.m. 5 sessions. Hellems 81. \$95.

NC B 235 Managing Organizational Change: The Polarity Model

Intermediate Level

In a time of great uncertainty and change, most organizations are struggling with conflicting structural issues, such as: stability and change, centralization and decentralization, and individuals and teams. This workshop will teach participants how to use the polarity model to identify organizational polarities and create integrating strategies to manage them. Students will learn how to use polarity models to design action plans, cultivate commitment, identify warning signs, find ways to maximize change, and transfer these strategies to the workplace.

Michael Pacanowsky, Ph.D., an Associate Professor of Organizational Communications at C.U. Boulder, has 10 years of experience working with international team-based organizations.

Section 500: Saturday, February 25, 8 a.m.-5 p.m. 1 session. Hale 236. \$80.

NC B 340 Establishing Self-Directed Work Teams

Specialized Level

Fortune Magazine called self-managed teams the productivity breakthrough of the 90's, estimating that 90% of U.S. organizations will use them by 1999. This course, designed for CEOs, senior management, team coaches, leaders and members, presents theory in terms of application: What is a self-managed team? Relationship to TQM? And how to establish and support effective self-managed teams (compensation and support, per performance appraisals and on-going training).

Loren Ankarlo, B.A., is president of his own training company.

Section 500: Saturday, March 18, 9 a.m.-4 p.m. 1 session. Hellems 251. \$70.

NC B 236 Improving Team Performance Though Effective Communication

Intermediate Level

More and more organizations are organizing tasks, planning, and decision-making around teams. Effective communication is essential to team performance. This workshop will look at different types of teams, communication styles, collaborative and competitive approaches to teamwork, and leadership styles. Students will build skills in listening, assertiveness, conflict resolution, and creative problem solving. Students will design strategies for applying these skills in their workplaces.

Michael Pacanowsky, Ph.D., an Associate Professor of Organizational Communications at C.U. Boulder, has 10 years of experience working with international team-based organizations.

Section 500: Saturday, March 11, 8 a.m.-5 p.m. 1 session. Hale 236. \$80.

NC B 320 Developing a Performance Evaluation

Intermediate Level

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

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

Section 500: Saturday, February 25, 9 a.m.-1 p.m. 1 session. Hellems 229. \$50.

**NC B 247
Problem Solving in Business and Organizations**

Intermediate Level

This workshop focuses on identifying problems and developing effective solutions. It covers the components of creating an organizational charter for continuous improvement; and the assessment techniques used to identify and better understand the issues, including assessment models, employee opinion surveys, and focus group interviews. Finally, the class discusses developing a strategic plan for change, including the components of strategic planning, prioritizing, coordinating activities, involving the organization, and evaluating progress.

Karen Becker, M.A., has been a Manager in Training and Organization Development.

Section 500: Tuesdays and Thursdays, February 7-16, 6-9 p.m., 4 sessions. Muenzinger E123. \$85.

**ORGANIZATIONAL DEVELOPMENT/
HUMAN RESOURCES MANAGEMENT**

**NC B 250
Basics of Human Resource Management**

Beginning Level

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

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

Section 500: Tuesdays and Thursdays, February 7-21, 6:30-9 p.m. 5 sessions. Hellems 255. \$105.

WRITING AND COMMUNICATIONS

**NC B 351
Working with the Media:
How to Get Press Coverage**

Beginning Level

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

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

Section 500: Tuesdays, February 21-28, 6-9 p.m. 2 sessions. Muenzinger E113. \$50.

**NC B 265
A Communication Workshop in Conflict Management**

Intermediate Level

This workshop will explore what is conflict; the role of communication in conflict: how conflict can be managed toward productive outcomes; positional bargaining and interest-based negotiation; and the process of mediation. Lecture, discussion, videotapes, exercises, and role playing will be used in the class.

Dr. Anna Spradlin, Ph.D. is a professor in the Dept. of Communications, CU Boulder, and is also a mediator and facilitator.

Section 500: Friday, February 17, 6-9 p.m. and Saturday, February 18, 9 a.m.-4 p.m. 2 sessions. Hellems 247. \$75.

March 2 + March 4 Th + SA

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

All Levels

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

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

Section 500: Saturday, March 18, 9 a.m.-4:30 p.m. 1 session. Duane Physics G025. \$70.

**NC B 470
Technical Writing**

All levels

Learn the skills to write multipage reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, M.B.A., author of the bestseller *Workbench Guide to Electronic Circuits*, and is a consultant with major engineering and research firms.

Section 500: Wednesdays, February 15-March 8, 6:30-9 p.m. 4 sessions. Duane Physics G027. \$99.



Greg Kyde is a manager for Rocky Mountain Solar Glass who appreciated his instructor's field experience. He says concepts learned in Alan Kreglo's *Managing People* class will be "directly applicable" on the job.



Working with marginal computer skills is like driving your car with the brake on. Let us help.

There are many ways to build proficiency in a program or system, but there's nothing like hands-on help from an expert who can tell you why, show you how, and show you again when you get mixed up. You can earn a certificate or just pick up some shortcuts. Either way, individual attention from outstanding instructors makes it painless for learners at every level.

Certificate in Computer Applications

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

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

*Computer Literacy, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers, you may omit it.* Simply submit a letter to the Division of Continuing Education requesting an exemption from CCA 100 Computer Literacy, if you plan on achieving the Certificate.

- B. At least one course in programming. Programming languages offered include BASIC, Pascal, C and C++. Others are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Leading-Edge Courses in:

- Basic computer skills
- Operating Systems
- Graphical user interfaces
- Computer Aided Design
- Desktop Publishing
- Computer Graphics
- Programming

Course Locations

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

Recommended Skill Levels

Beginner Level

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

Intermediate Level

Elementary computer knowledge; have taken CCA 100 Computer Literacy or equivalent experience. Familiarity with specific software applications and/or systems.

Advanced Level

Seeking experience with specific applications procedures as in systems, documentation, or management. Current information systems involvement, comfortable with most popular software applications, basic programming skills.

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 492-6226 if you have questions about computer access.

Tuition and Refunds

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

Questions?

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

Art Smoot defines the Internet as "a network of networks kept together by organized chaos." He describes it as a host of applications linked by a single protocol that "enables you to do almost anything you want" in the realm of computer-driven communication. If you've always been curious to know what lies beyond e-mail, Art's hands-on Internet class will give you a personal guided tour. An independent computer consultant, Art believes the Internet will "change the way commerce is done in some respects," and that "small companies can be most swift in taking advantage of it." It's almost impossible to measure, but educated guesses place the size of the worldwide Internet user community at 24 to 30 million and growing rapidly. "Every day when you get on, more people are connected," Art notes. Class participants are given an account through the university, enabling them to log in and use most tools in a UNIX shell. You can't get your hands on everything, but it is a close-up look at what's available and possible now.

Computer Applications Courses, Spring 1995

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UNDERSTANDING COMPUTERS

GETTING STARTED

CCA 100 Computer Literacy

Beginner Level

This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on Macintosh (Apple), three on IBM PCs, one on the campus mainframe (UNIX) 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 501: Tuesday, January 17, 6-8 p.m. plus lab sections. Please indicate lab section preference (50A or 50B) at registration:

Lab Section 50A: Tuesdays, January 24-March 7, 6-8 p.m.

Lab Section 50B: Tuesdays, January 24-March 7, 8-10 p.m. Ketchum 303.

Beth Montano, M.S.

Section 502: Wednesday, February 15, 6-8 p.m. plus lab sections. Please indicate lab section preference (50C or 50D) at registration:

Lab Section 50C: Wednesdays, February 22-April 5, 6-8 p.m.

Lab Section 50D: Wednesdays, February 22-April 5, 8-10 p.m. Ketchum 303.

John Dick, Ph.D.

Section 503: Thursday, March 16, 6-8 p.m. plus lab sections. Please indicate lab section preference (50E or 50F) at registration:

Lab Section 50E: Thursdays, March 23-May 11 (skip March 30), 6-8 p.m.

Lab Section 50F: Thursdays, March 23-May 11 (skip March 30), 8-10 p.m. Ketchum 207.

All Sections: 8 sessions. \$105.

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

THE COMPUTER SYSTEM

CCA 212 Internet Fundamentals

Intermediate Level

This class is intended for computer literate students interested in knowing what today's information SuperHighway, the Internet, offers. Topics will include an overview of the Internet, its history and technology, access providers and ways to join the network, and such basic Internet applications as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World-Wide-Web.

Classroom lectures will include on-line, hands-on demonstrations of how the Internet is used for applications on both PC and Macintosh platforms. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 501: Wednesdays, February 1-15, 6-9 p.m. 3 sessions.

Art Smoot, M.S.

Section 502: Tuesday and Thursday, March 21 and 23, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 123. \$95.



**CCA 213
Internet Applications**

Intermediate Level

Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications:

- E-Mail applications on UNIX, DOS/Windows and the Mac
- Reading USENET with a news reader
- Moving Data: FTP and up/down loading files
- Finding Files: Archie
- GopherSpace
- Remote applications: Telnet
- WAIS Servers
- The World-Wide-Web: Mosaic and HTML

Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications. **Prerequisite:** CCA 212 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 501: Tuesday and Thursday, April 4 and 6, 9 a.m.-2:30 p.m. 2 sessions.

Art Smoot, M.S.

Section 502: Wednesdays, April 12-26, 6-9 p.m. 3 sessions.

All Sections: Computing Center 123. \$95.

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

Intermediate Level

An introduction to the advanced concepts and terminology of business data processing and organizational information systems is presented. Major topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line demonstrations, this class allows students to come away with a solid understanding of both practical and theoretical concepts which will enhance their opportunities in the fields of data processing and information technology. **Prerequisite:** CCA 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Book Center, UMC 10.

Ron Clarke, M.S.

Section 500: Thursdays, January 19-March 9, 6-8:30 p.m.

8 sessions. Computing Center 123. \$170.

**CCA 350
Software Development & Maintenance**

Intermediate Level

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

Pat Melton, M.A.

Section 500: Mondays, March 13-May 8 (skip March 27), 6-9 p.m. 8 sessions.

Computing Center 123. \$170.

**CCA 354
Designing Modern Networks**

Intermediate Level

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

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

Barry Compton, M.I.S.

Section 500: Wednesdays, February 22-March 22, 6-9 p.m.

5 sessions. Computing Center 123. \$165.

**IBM AND
COMPATIBLE
SYSTEMS****THE DOS SYSTEM****CCA 120****Introduction to the IBM and Compatible Personal Computer**

Beginner Level

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions, with hands-on practice. Learn to use specific DOS commands. A survey of easy software programs will be presented.

Pat Melton, M.A.

Section 501: Mondays, January 23-February 6, 6-9 p.m.

3 sessions. Computing Center 114. \$95.

Debbie Stone

Section 502: Saturdays, February 4 and 11, 9 a.m.-2:30 p.m.

2 sessions. Computing Center 142. \$95.

Chris Mattson

Section 503: Tuesday and Thursday, February 14 and 16, 9 a.m.-2:30 p.m.

2 sessions. Computing Center 114. \$95.

John Dick, Ph.D.

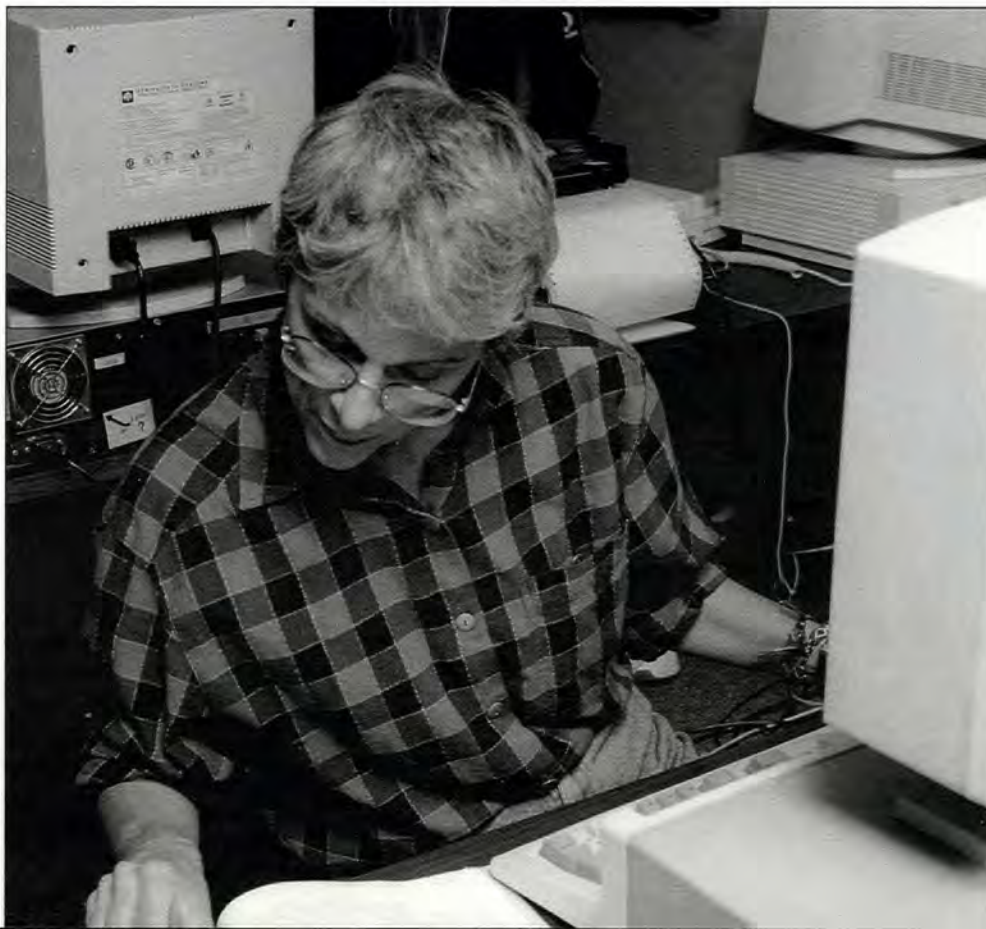
Section 504: Wednesdays, February 22-March 8, 6-9 p.m.

3 sessions. Computing Center 114. \$95.

Beth Montano, M.S.

Section 505: Wednesdays, April 26-May 10, 6-9 p.m.

3 sessions. Computing Center 142. \$95.



Fran Eastman is contemplating a career shift back to her roots in editing and graphic design. The Intro to IBM course is a first step in acclimating to a computer-driven environment.

THE DOS SYSTEM -CONT.

CCA 122 IBM and Compatible Personal Computer System Configuration

Intermediate Level

Are you responsible for determining what PC equipment and configurations are required to properly automate your workstation or business? Learn what you need to know to make informed decisions. Develop expertise on the best way to configure DOS, Windows, Windows for Workgroups and Personal Netware. This course presents an extensive overview of many of the system components you may need including: the computer (speed, memory, disk size, display, etc.), computer bus (ISA, EISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser/dot matrix), modems (9600/14400, computer/fax), networks (peer-to-peer, client-server, Personal Netware, Windows/NT, etc.) and multimedia. **Prerequisites:** CCA 120 Introduction to the IBM and Compatible PC and CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 500: Thursdays,
April 20-May 11, 6-9 p.m.
4 sessions. Computing Center 142. \$135.

CCA 200 Using MS-DOS

Intermediate Level

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

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

Section 501: Tuesdays,
January 17-31, 6-9 p.m. 3 sessions.
University Management Systems Bldg. \$95.

Pat Melton, M.A.

Section 502: Mondays,
February 13-27, 6-9 p.m. 3 sessions.
University Management Systems Bldg. \$95.

Michelle Sharon, B.S.

Section 503: Tuesday and Thursday,
February 21 and 23, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 114. \$95.

Dale Heuer, MBA

Section 504: Thursdays,
March 2-16, 6-9 p.m. 3 sessions.
University Management Systems Bldg. \$95.

CCA 203 Intermediate DOS

Intermediate Level

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

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

Section 501: Saturday,
February 11, 9 a.m.-5 p.m.
1 session. Computing Center 114. \$95.

Dale Heuer, MBA

Section 502: Wednesdays,
February 22 and March 1, 6-9:30 p.m.
2 sessions. Computing Center 142. \$95.

CCA 303 Advanced DOS/Windows

Advanced Level

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

Jerry Reynolds, MSEE

Section 501: Saturdays,
March 4 and 11, 9 a.m.-4 p.m.

Dale Heuer, MBA

Section 502: Saturdays,
April 1 and 8, 9 a.m.-4 p.m.

All Sections: 2 sessions.

Computing Center 142. \$135.

CCA 210 Introduction to Windows (3.1)

Beginner Level

Microsoft Windows is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt.

Verlene Leeburg, M.A.

Section 501: Wednesdays,
January 18 and 25, 6-9 p.m.
2 sessions. Computing Center 114. \$90.

Michelle Sharon, B.S.

Section 502: Mondays,
February 13 and 20, 6-9 p.m.
2 sessions. Computing Center 114. \$90.

Verlene Leeburg, M.A.

Section 503: Wednesday,
February 22, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

Lisa Kelly, B.A.

Section 504: Saturday,
March 4, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

Verlene Leeburg, M.A.

Section 505: Thursdays,
March 9 and 16, 6-9 p.m.
2 sessions. Computing Center 142. \$90.



WORD PROCESSING

CCA 375

Word for Windows (6.0)

Intermediate Level

Learn the fundamentals of Microsoft Word for the IBM/Compatible Windows environment—a powerful package. We cover everything you need to create a simple document: editing and filing documents, cursor movement, deleting, simple formatting, the help system, special effects, and printing. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/DD diskette.

Lisa Kelly, B.A.

Section 501: Thursdays,
January 26-February 9, 6-9 p.m.
3 sessions. Computing Center 114. \$120.

Samten Nagarajan, B.A.

Section 502: Mondays,
February 27-March 13, 6-9 p.m.
3 sessions. Computing Center 114. \$120.

Lisa Kelly, B.A.

Section 503: Tuesday and Thursday,
February 28 and March 2, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 114. \$120.

Samten Nagarajan, B.A.

Section 504: Thursdays,
March 23-April 13 (skip March 30), 6-9 p.m.
3 sessions. Computing Center 142. \$120.

CCA 376

Intermediate Word for Windows (6.0)

Intermediate Level

Word for Windows has an incredible collection of tools for creating complex documents. Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and the graphics and desktop publishing features to create professional looking documents. **Prerequisite:** CCA 375 Word for Windows or equivalent. Bring a 3.5 inch DS/DD diskette.

Samten Nagarajan, B.A.

Section 501: Thursdays,
February 16-March 2, 6-9 p.m.
3 sessions. Computing Center 114. \$120.

Lisa Kelly, B.A.

Section 502: Tuesday and Thursday,
March 7 and 9, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 114. \$120.

Samten Nagarajan, B.A.

Section 503: Mondays,
March 20-April 3, 6-9 p.m.
3 sessions. Computing Center 142. \$120.

CCA 386

Advanced Word for Windows (6.0)

Advanced Level

Complete your understanding of this versatile software by mastering the more advanced features of Word including the merge feature to create form letters, and the Object Linking features to create compound documents. **Prerequisite:** CCA 376 Intermediate Word for Windows or equivalent.

Samten Nagarajan, B.A.

Section 500: Saturday,
April 15, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

CCA 380

Beginning WordPerfect for DOS (6.0)

Intermediate Level

Learn to use WordPerfect to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. You'll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed.

Prerequisite: CCA 120 Introduction to the IBM and Compatible Computers or equivalent. Bring a 3.5 DS/DD diskette.

Michelle Sharon, B.S.

Section 501: Tuesdays,
January 24-February 7, 6-9 p.m.
3 sessions. Computing Center 142. \$120.

Michelle Sharon, B.S.

Section 502: Tuesday and Thursday,
February 14 and 16, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 142. \$120.

CCA 381

Intermediate WordPerfect for DOS (6.0)

Intermediate Level

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

Michelle Sharon, B.S.

Section 500: Tuesdays,
March 14-28, 6-9 p.m.
3 sessions. Computing Center 114. \$120.

CCA 382

Advanced WordPerfect for DOS (6.0)

Advanced Level

Experience the power and ease of WordPerfect with this class! Learn about fonts, styles, columns and graphics and assemble these for brochures, flyers or newsletters. Use the new graphic border feature or the watermark feature to dress up your documents and really get your reader's attention! Work more easily in larger size documents by learning how to create footnotes, outlines, tables of content and cross references.

Prerequisite: CCA 381 Intermediate WordPerfect for DOS or equivalent. Bring a 3.5 inch DS/DD diskette.

Michelle Sharon, B.S.

Section 500: Tuesdays, May 2 and 9, 6-9 p.m.
2 sessions. Computing Center 142. \$90.

Jo Ward is a system administrator for the City of Boulder, working on a Novell system. Even so, she says, "I lacked a good DOS background. I got thrown into this stuff without knowing the why and the wherefore." Instruction has accelerated her use of the system. Jo notes, "I have received a couple of projects based on the class." She says that the city has an excellent training program but "there are some things I can't get through the city. This was money well spent."



WORD PROCESSING -CONT.

CCA 394 Beginning WordPerfect for Windows (6.0)

Intermediate Level

Tap into the power of WordPerfect for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents.

Prerequisite: CCA 210 Introduction to Windows or equivalent.

Peggy Purvis
Section 501: Tuesdays,
February 28-March 14, 6-9 p.m.
3 sessions. Computing Center 142. \$120.

Verlene Leebug, M.A.
Section 502: Tuesday and Thursday,
March 14 and 16, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 114. \$120.

Tim Hall is a food service manager at Darley Commons. He's taking an intro level computer course for future reference and for home use, in time. Tim says, "I really did enjoy the class. I got a lot out of it."



CCA 395 Intermediate WordPerfect for Windows (6.0)

Intermediate Level

In this WordPerfect for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect.

Prerequisite: CCA 394 Beginning WordPerfect for Windows or equivalent.

Peggy Purvis
Section 500: Tuesdays, April 4-18, 6-9 p.m.
3 sessions. Computing Center 142. \$120.

CCA 396 Advanced WordPerfect for Windows (6.0)

Advanced Level

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

Peggy Purvis
Section 500: Saturday,
April 29, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

SPREADSHEETS

CCA 311 Beginning Lotus 1-2-3 for Windows (4.0)

Intermediate Level

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

Peggy Purvis
Section 501: Wednesday,
March 1, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

Michelle Sharon, B.S.
Section 502: Tuesdays,
April 4 and 11, 6-9 p.m.
2 sessions. Computing Center 114. \$90.

CCA 312 Intermediate Lotus 1-2-3 for Windows (4.0)

Intermediate Level

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

Michelle Sharon, B.S.
Section 500: Tuesdays,
April 18 and 25, 6-9 p.m.
2 sessions. Computing Center 114. \$90.

CCA 313 Advanced Lotus 1-2-3 for Windows (4.0)

Advanced Level

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

T.B.A.
Section 500: Saturday, May 6, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

CCA 345
Beginning Excel for Windows (5.0)

Intermediate Level

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

Dennis Taylor, M.S.

Section 501: Tuesdays,
January 31 and February 7, 6-9 p.m.
2 sessions. Computing Center 114. \$90.

Dennis Taylor, M.S.

Section 502: Wednesday,
March 8, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

Lisa Kelly, B.A.

Section 503: Tuesdays,
March 21 and 28, 6-9 p.m.
2 sessions. Computing Center 142. \$90.

CCA 346
Intermediate Excel for Windows (5.0)

Intermediate Level

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

Lisa Kelly, B.A.

Section 501: Tuesdays,
February 14 and 21, 6-9 p.m.
2 sessions. Computing Center 142. \$90.

Dennis Taylor, M.S.

Section 502: Wednesday,
March 15, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

CCA 347
Advanced Excel for Windows (5.0)

Advanced Level

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

Dennis Taylor, M.S.

Section 501: Saturday,
April 8, 9 a.m.-4 p.m.
1 session. Computing Center 114. \$90.

Dennis Taylor, M.S.

Section 502: Wednesday,
April 12, 9 a.m.-4 p.m.
1 session. Computing Center 142. \$90.

DATABASES**CCA 231**
Introduction to Database Management Systems

Intermediate Level

Obtain the most from your favorite database system! Develop a basic understanding of the foundation for database applications including entities, relationships, attributes, subentities and diagrams, all of which are presented in the context of basic analysis and basic relational design. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Franco Reyes-Amoroso, M.S.

Section 501: Thursdays,
February 2-23, 6-9 p.m. 4 sessions.
University Management Systems Bldg. \$135.

Franco Reyes-Amoroso, M.S.

Section 502: Tuesday and Thursday,
April 11 and 13, 9 a.m.-4 p.m.
2 sessions. Computing Center 142. \$135.

CCA 236
Intermediate/Advanced SAS—Statistical Analysis System

Advanced Level

This course will investigate a whole spectrum of topics that will add to your understanding of SAS including advanced control flow, SAS functions and arrays, user-defined customized functions, advanced I/O functions, and structured query language (SQL). Applied statistics using the SAS system will also be included. A class project will enhance your understanding of these advanced features of SAS. **Prerequisite:** CCA 235 Introduction to SAS—Statistical Analysis System or equivalent.

Franco Reyes-Amoroso, M.S.

Section 500: Mondays,
March 6-April 10, 6-9 p.m. 6 sessions.
University Management Systems Bldg. \$175.

CCA 356
Introduction to Access for Windows (2.0)

Intermediate Level

Combine the utility of Windows with the data management capabilities of Access for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisites:** CCA 210 Introduction to Windows and CCA 231 Introduction to Database Management Systems or equivalent.

Chris Mattson

Section 500: Thursdays,
March 9-23, 6-9 p.m.
3 sessions. Computing Center 114. \$120.

CCA 351
Introduction to FoxPro for Windows (2.6)

Intermediate Level

The Windows version of FoxPro adds even more versatility to this popular database management software. Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. The graphic interface provided by Windows quickens your ability to begin useful data management projects! **Prerequisites:** CCA 210 Introduction to Windows and CCA 231 Introduction to Database Management or equivalent.

Bill Devenney

Section 500: Fridays,
February 3-March 10, 6-9 p.m.
6 sessions. Computing Center 114. \$175.

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

Intermediate Level

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

Clyde Getty, B.S.

Section 500: Mondays,
March 20-April 24, 6-9 p.m.
6 sessions. Computing Center 114. \$180.



COMPUTER AIDED DESIGN

CAD 311 Beginning Computer Aided Design

Beginner Level

This introductory, two-session lecture course in Computer Aided Design (CAD) covers the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include:

- Overview of CAD applications in engineering, design, drafting and architecture
- Overview of AutoCAD third-party software
- Highlights of upcoming CAD courses
- The impact and future of CAD
- Hardware and peripherals
- Managing CAD system issues

Prerequisite: Highly recommended for those with no CAD or computer graphics experience. A technical background is not required, but some familiarity with microcomputers is helpful.

David Clafin, M. Arch.

Section 500: Tuesday and Thursday, January 17 and 19, 6-9 p.m.

2 sessions. Computing Center 142. \$90.

CAD 322 Computer Aided Design: Level I

Intermediate Level

Explore the capabilities of computer aided design, using AutoCad on a 486/50 MHz PC. We cover drawing set-up, creating and editing points—all the skills you need to create, edit and plot your own drawings. Topics include: loading AutoCAD, drawing editors, new drawing set-up, text specifications and editing commands, display commands, producing hardcopy, layering, Dialogue Box, interface and grip editing. **Prerequisite:** Level 1 is for anyone involved, or who plans to be involved, in technical drawing or drafting and has some computer graphics experience. **Required text:** *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

David Clafin, M. Arch

Section 500: Tuesday-Thursday, February 7-9, 8 a.m.-5 p.m.

3 sessions. Computing Center 142. \$295.

CAD 323 Computer Aided Design: Level I for Windows

Intermediate Level

The availability of AutoCAD for Windows brings the functionality of Windows to the power of AutoCAD. This course covers all of the topics included in CAD 322 Computer Aided Design: Level I, while focusing attention on the specifics of this release for Windows. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Dan Myers, M.S.

Section 500: Mondays, January 23-March 13, 6-9 p.m.

8 sessions. Computing Center 142. \$295.

CAD 333 Computer Aided Design: Level II

Intermediate Level

Level II is an expert instruction for people seeking advanced CAD drafting capabilities. 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:** CAD 322 Computer Aided Design: Level I or equivalent. **Required text:** *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

David Kingsley

Section 500: Tuesday-Thursday, February 21-23, 9 a.m.-4 p.m.

3 sessions. Computing Center 142. \$275.

CAD 334 Computer Aided Design: Level II for Windows

Intermediate Level

This course covers all the topics included in CAD 333 Computer Aided Design: Level II while focusing attention on the specifics of this release for Windows. **Prerequisite:** CAD 323 Computer Aided Design: Level I for Windows or equivalent.

Dan Myers, M.S.

Section 500: Wednesdays, March 15-April 19, 6-9 p.m.

6 sessions. Computing Center 142. \$295.

CAD 335 Computer Aided Design: Level III Customizing AutoCAD

Advanced Level

Level III is designed for professionals who are customizing a microcomputer-based CAD system to modify drawings and handle routine tasks more quickly. Generating slide shows and presentation-quality hardcopy are covered. Topics include: custom libraries and menus, creating sets of shapes, symbols, and/or drawings, text, MENU commands, macros and custom menus, adding commands to AutoCAD, AutoLISP interface for Artificial Intelligence functions, creating SCRIPT files and system variables. **Prerequisite:** CAD 333 Computer Aided Design Level II or equivalent.

Phil Kreiker, MSEE

Section 500: Tuesday-Thursday, April 25-27, 9 a.m.-4 p.m.

3 sessions. Computing Center 142. \$275.

CAD 355 AutoCAD 3D and Designer

Advanced Level

Learn to create advanced 3D designs using the User Coordinate System and dynamically view wire-frame and surface models. Utilize Autodesk's new Designer software inside of AutoCAD to create parametric, dimension-driven solid models for mechanical design. Designer picks up where AME (Advanced Modeling Extension) left off. Parts are bi-directionally associated with drawings. If you change a dimension on the part, the part stretches to accommodate the new value, and the drawing also updates! **Prerequisite:** CAD 333 Computer Aided Design Level II or equivalent.

Brad Strong, M.A.

Section 500: Tuesday-Thursday, April 4-6, 9 a.m.-4 p.m.

3 sessions. Computing Center 142. \$240.



DESKTOP PUBLISHING

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

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

Bruce Frehner, M.A.
Section 500: Wednesdays,
January 18-February 15, 6-9 p.m.
5 sessions. Computing Center 142. \$165.

CCG 386 Advanced PageMaker Desktop Publishing for Windows (5.0)

Advanced Level
Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and 'off-the-shelf' clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CCG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3.5 inch DS/DD diskette.

Bruce Frehner, M.A.
Section 500: Saturdays,
February 18 and 25, 9 a.m.-5 p.m.
2 sessions. Computing Center 142. \$165.

CCG 387 Ventura Desktop Publishing for Windows

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

Bruce Frehner, M.A.
Section 500: Saturdays,
April 29 and May 6, 9 a.m.-5 p.m.
2 sessions. Computing Center 142. \$165.

CCG 361 Advanced CorelDRAW! (5.0)

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

Jerry Reynolds, MSEE
Section 500: Saturdays,
March 18 and 25, 9 a.m.-4 p.m.
2 sessions. Computing Center 142. \$135.

COMPUTER GRAPHICS

CCG 351 CorelDRAW! (5.0)

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

Jerry Reynolds, MSEE
Section 501: Thursdays,
February 2-23, 6-9 p.m.
Jerry Reynolds, MSEE
Section 502: Mondays,
April 10-May 1, 6-9 p.m.
All Sections: 4 sessions.
Computing Center 142. \$135.

CCG 354 Scanning and Image Editing

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

Jerry Reynolds, MSEE
Section 500: Saturdays,
April 15 and 22, 9 a.m.-4 p.m.
2 sessions. Computing Center 142. \$135.



APPLE MACINTOSH SYSTEM

THE MACINTOSH SYSTEM

CCA 105

Introduction to the Macintosh

Beginner Level

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.

Bob Carlisle, M.A.

Section 501: Wednesdays,
January 18-February 15, 6-9 p.m. 5 sessions.

Sharon Pike, M.S.

Section 502: Tuesdays,
February 14-March 14, 6-9 p.m. 5 sessions.

Scott Dixon, M.A.

Section 503: Saturdays,
March 11 and 18, 9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$100.

Diana David-Cline is a free-lancer who specializes in structural and architectural working drawings. She's interested in CAD training, but says that taking time to go step by step is proving really valuable.



WORD PROCESSING

CCA 377

Beginning Microsoft Word (6.0)

Intermediate Level

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

Scott Dixon, M.A.

Section 501: Wednesdays,
March 1-15, 6-9 p.m. 3 sessions.

Sharon Pike, M.S.

Section 502: Tuesday and Thursday,
March 7 and 9, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Norlin 310B. \$120.

CCA 378

Intermediate Microsoft Word (6.0)

Intermediate Level

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

Sharon Pike, M.S.

Section 500: Thursdays, April 6-20,
6-9 p.m. 3 sessions. Norlin 310B. \$120.

CCA 379

Advanced Microsoft Word (6.0)

Advanced Level

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

Sharon Pike, M.S.

Section 500: Thursdays, April 27 and May 4,
6-9 p.m. 2 sessions. Norlin 310B. \$90.

SPREADSHEETS

CCA 336

Beginning Excel for the Macintosh (5.0)

Intermediate Level

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

J. Burke Taft, M.Ed.

Section 501: Tuesdays,
March 7 and 14, 6-9 p.m. 2 sessions.

J. Burke Taft, M.Ed.

Section 502: Tuesday and Thursday,
March 21 and 23, 1 p.m.-4 p.m. 2 sessions.

All Sections: Norlin 310B. \$90.

CCA 337

Intermediate Excel for the Macintosh (5.0)

Intermediate Level

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

J. Burke Taft, M.Ed.

Section 500: Wednesdays, April 4 and 11,
6-9 p.m. 2 sessions. Norlin 310B. \$90.

CCA 338

Advanced Excel for the Macintosh (5.0)

Advanced Level

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

J. Burke Taft, M.Ed.

Section 500: Wednesdays, April 18 and 25,
6-9 p.m. 2 sessions. Norlin 310B. \$90.

DESKTOP PUBLISHING

CCG 373 QuarkXPress for the Designer (3.3)

Intermediate Level

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. **Prerequisites:** CCA 105 Introduction to the Macintosh and CCA 377 Beginning Microsoft Word or equivalent. **Recommended text:** *QuarkXPress by Example*, University Book Center, UMC 10.

Sharon Pike, M.S.

Section 501: Thursdays,
January 19-February 16, 6-9 p.m. 5 sessions.

Sharon Pike, M.S.

Section 502: Wednesdays,
March 15-April 12, 6-9 p.m. 5 sessions.

Tim Meehan

Section 503: Monday and Wednesday,
April 3 and 5, 9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$165.

CCG 374 Advanced QuarkXPress (3.3)

Advanced Level

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

Tim Meehan

Section 500: Saturdays,
April 15 and 22, 9 a.m.-4 p.m.

2 sessions. Fine Arts C1B53. \$165.

As manager of First National Bank in Niwot, Bill Head is certainly computer literate, but his experience has centered on menu-driven systems. He took Intro to IBM "to learn more about what my computer is capable of doing." He says the class material is helping him "access more things in day-to-day use of the system."

CCG 375 Introduction to FrameMaker 3.0

Intermediate Level

FrameMaker 3.0 has its niche in the desktop publishing field in its ability to manage complex technical publications with relative ease. Learn the basic FrameMaker concepts; navigate through FrameMaker windows and controls; build paragraph, character and table formats; use FrameMaker drawing tools; import and manipulate graphics; and take advantage of FrameMaker's productivity tools. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent and some experience with a word processing package.

Stephen Adams, B.S.

Section 500: Mondays,
February 27-March 27, 6-9 p.m.
5 sessions. Fine Arts C1B53. \$165.

CCG 367 Aldus FreeHand (4.0)

Intermediate Level

MacWeek calls this the most powerful one page layout program there is—a bit daunting until you realize how easy it is to use. Creative potential is wide open for producing anything from your own holiday card to a 4-color ad for publication. It exports to all page layout programs via EPS format, does its own separations, and imports TIFF images from paint/image processing applications. Light up your board and learn how much fun Freehand can be. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Familiarity with other graphic software is helpful. Bring a 3.5 inch DS/HD diskette.

Michael Nash, M.F.A.

Section 500: Fridays,
January 20-February 17, 6-9 p.m.
5 sessions. Fine Arts C1B53. \$165.

COMPUTER GRAPHICS

CCG 356 Basic Macintosh Computer Art

Intermediate Level

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

Barry Ratliff, M.F.A.

Section 500: Mondays,
January 23-February 20, 6-9 p.m.
5 sessions. Fine Arts C1B53. \$150.

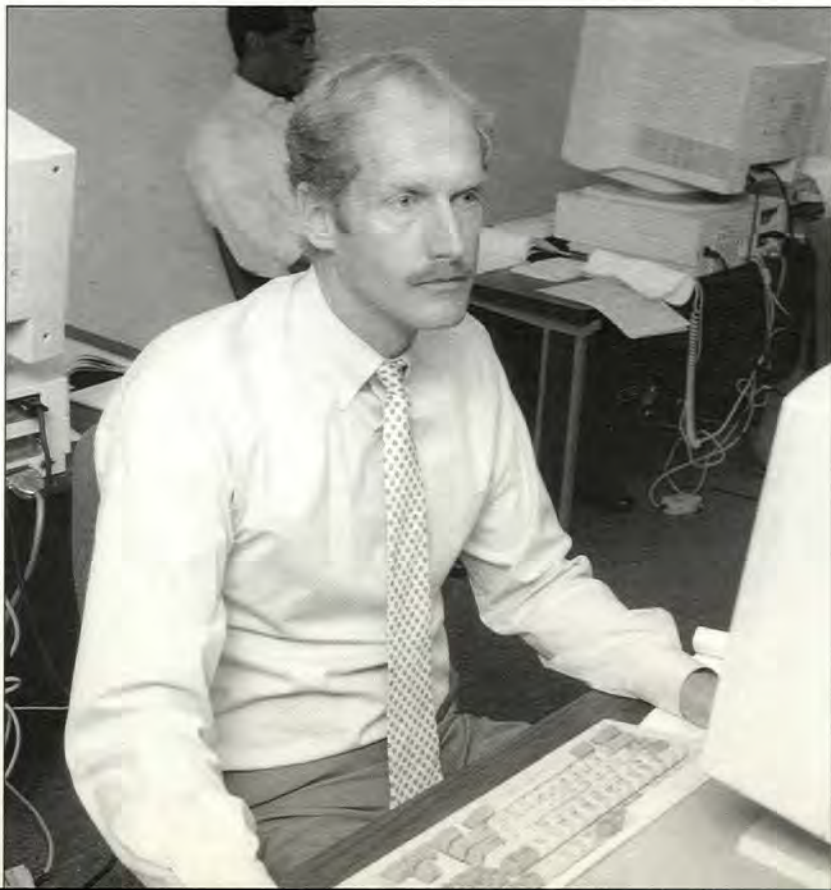
CCG 362 Ray Dream Designer (2.0)

Intermediate Level

Take your Macintosh designs and art into the third dimension with Ray Dream's 3D modeling software, Designer. By using many familiar Mac drawing tools you will learn how to create objects with depth, shape and volume and place them in scenes that you can control and edit with ease. We will explore how multiple light sources, realistic surface reflections, textures and transparencies can give your work a new dimension, the third dimension. It is suggested that you have some experience with a Macintosh illustration and/or a paint program such as FreeHand, Illustrator, Painter, or Photoshop. Bring several 3.5 inch diskettes to class.

Michael Nash, M.F.A.

Section 500: Thursdays,
February 23-March 9, 6-9 p.m.
3 sessions. Fine Arts C1B53. \$120.



COMPUTER GRAPHICS—CONT.

CCG 365 Adobe Photoshop (2.5)

Intermediate Level

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

Recommended text: *Adobe: Classroom in a Book*, University Book Center, UMC 10

Michael Nash, M.F.A.

Section 501: Tuesdays,
March 21-April 18, 6-9 p.m. 5 sessions.

Michael Nash, M.F.A.

Section 502: Saturdays,
May 6-13, 9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$165.

MULTIMEDIA

CCG 376 Multimedia Production Using Macromedia Director

Intermediate Level

Learn the production of interactive multimedia presentations, including animation, still graphics, voice, sound, text and video. Presentations are designed using Macromedia Director. A host of other graphics and sound software will be used to complement what Director does. Emphasis will be on high quality presentations and finished productions that run on both Macintosh and PC platforms.

J. Burke Taft, M.Ed.

Section 500: Mondays, April 3-24, 6-9 p.m.
4 sessions. Fine Arts C1B53. \$165.

UNIX SYSTEMS

THE UNIX OPERATING SYSTEM

CCA 360 Introduction to UNIX

Intermediate Level

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

Prerequisite: CCA 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays,
January 17-February 28, 6:30-9:30 p.m.
7 sessions. Computing Center 123. \$250.

CCA 361 Intermediate UNIX

Intermediate Level

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

Ed Zucker, M.S.

Section 500: Tuesdays, March 14-April 18
(skip March 28), 6:30-9:30 p.m.
5 sessions. Computing Center 123. \$235.

CCA 362 UNIX Programming Tools

Advanced Level

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

Jeffrey S. Haemer, Ph.D.

Section 500: Thursdays,
April 6-May 11, 6-9 p.m.
6 sessions. Computing Center 123. \$200.



PROGRAMMING

PROGRAMMING
LANGUAGES**CCA 290**
Introduction to Programming I

Beginner Level

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

Charry Stover, M.S.

Section 500: Wednesdays, January 18-March 1 (skip one), 6-9 p.m. 6 sessions. Engineering Center CR 1-07. \$235.

CCA 291
Introduction to Programming II

Intermediate Level

This course gives students some practice writing actual code that uses the basic logic structures learned in the Introduction to Programming I. It will be a hands-on course where sample Pascal programs will be presented and students will write their own Pascal programs using nested loops, nested ifs and subroutines. Ideal for students who want to take CCA 301 Hands-On C. **Prerequisite:** CCA 290 Introduction to Programming I or equivalent.

Charry Stover, M.S.

Section 500: Wednesdays, March 8 and 15, 6-9 p.m. 2 sessions. University Management Systems Bldg. \$90.

CCA 301
Hands-On C I

Intermediate Level

This hands-on class will provide an opportunity to learn C programming for those who are new to programming or want a gentle introduction to C. The course will cover basic I/O, conditionals and loops, and is partially self-paced. The class will reinforce the basic principles of structured programming for those who are new to it, and provide an introduction to C for all levels of students. **Prerequisite:** CCA 291 Introduction to Programming II or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Charry Stover, M.S.

Section 501: Wednesdays, April 5-26, 6-9 p.m. 4 sessions.

Neal Bauer, M.S.

Section 502: Mondays, April 17-May 8, 6-9 p.m. 4 sessions.

All Sections: University Management Systems Bldg. \$180.

CCA 302
Hands-On C II

Intermediate Level

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

Charry Stover, M.S.

Section 501: Wednesdays, May 3-17, 6-9 p.m. 3 sessions.

Neal Bauer, M.S.

Section 502: Saturdays, May 13 and 20, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Management Systems Bldg. \$135.

CCA 315
Application Programming

Intermediate Level

This more intensive first programming course is structured after the University's CSCI-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions and procedures with parameter passing, data structures, files, recursion and pointers. It is designed to provide a sound background for entering a computer science degree program or for a course containing C++ programming. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal (Version 6.0) and Turbo C++ (Version 1.0). Students may complete 2 to 5 application programs. No programming experience is required. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 500: Tuesdays, February 28-May 9, 6-9 p.m. 11 sessions.

University Management Systems Bldg. \$265.

Barbara Guthrie (left) gets an encouraging word from instructor Pat Melton. Barbara is taking the class for personal interest and in preparation for reentering the job market. She says, "Pat is a great teacher. What I've learned will be very useful." An experienced instructor, Pat Melton gets rave reviews for her ability to make material interesting and clear for students at all levels of proficiency.



PROGRAMMING LANGUAGES—CONT.

CCA 320 Introduction to the C Language for Programmers

Intermediate Level

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

Carol J. Meier, M.S.
Section 500: Mondays,
January 23-March 13, 6-9 p.m.
8 sessions. Hellems 137. \$265.

CCA 321 Intermediate/Advanced C Programming

Advanced Level

This course addresses C programming language issues and techniques needed for production programming and preparation for C programming. Topics include: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts. **Prerequisite:** CCA 320 Introduction to C Programming for Programmers or equivalent and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.
Section 500: Mondays, March 20-May 1
(skip March 27), 6-9 p.m.
6 sessions. Hellems 137. \$235.

CCA 327 Introduction to C++ Programming

Intermediate Level

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

Tom Cargill, Ph.D.
Section 500: Mondays,
January 23-February 27, 6-9 p.m.
6 sessions. Hellems 141. \$235.

CCA 328 Intermediate C++ Programming

Intermediate Level

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

Tom Cargill, Ph.D.
Section 500: Mondays,
March 6-April 17 (skip March 27), 6-9 p.m.
6 sessions. Hellems 141. \$235.

CCA 329 Advanced Topics in C++ Programming

Advanced Level

This course completes the treatment of C++ covering multiple inheritance and templates in detail, and introducing exceptions. We address the subtle question of which kind of problems really need multiple inheritance, and the language complexities of virtual base classes. Templates (generic types) are more straightforward, but also require skill for their effective use. Exceptions are introduced; they are not yet widely supported by production compilers. **Prerequisite:** CCA 328 Intermediate C++ or equivalent.

Tom Cargill, Ph.D.
Section 500: Mondays, April 24 and May 1,
6-9 p.m. 2 sessions. Hellems 141. \$150.

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

Advanced Level

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

Geoff Thompson, M.S.
Section 500: Wednesday,
May 3, 8:30 a.m.-5 p.m.
1 session. Computing Center 123. \$150.



Quality as a way of life. Instruction that takes you from theory to practice . . . to results.

A Professional Certificate Program in Total Quality Management.

The rules of the marketplace have changed, and quality has become a key factor in determining a company's success. The demand for qualified professionals competent in implementing and managing successful strategies of Total Quality Management continues to grow as does the impact of TQM on all aspects of American business.

To meet the challenge, the University of Colorado at Boulder, Division of Continuing Education is proud to address this timely subject. In cooperation with local business and industry, the Division is offering a Professional Certificate Program in Total Quality

Management. This program will provide the knowledge and skills requisite to promote and implement TQM successfully in the workplace. Although anyone may take as many or as few courses as they wish, to earn the Professional Certificate in Total Quality Management, individuals must apply for admission to the certificate program, complete the seven core courses and two approved elective courses of their choice, and complete a team/individual project demonstrating total quality management skills and concepts. Participants with prior training/work experience may be allowed to substitute advanced elective courses for some of the required introductory core courses.

Our program is unique . . .

The Professional Certificate Program in Total Quality Management was developed at the request of business and industry. Representatives from a variety of firms were involved in its creation. Their input was employed in curriculum design, as well as in administrative processes. Course content and format will be practical and hands-on. Team participation within an organization will be encouraged through a reduced tuition plan for those employers enrolling three or more employees in the program. The culmination of the certificate program will be a team/individual project that will demonstrate the participants' knowledge and skills in total quality management.

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The Change Management Group

Michael Chapman, CQE
The Chapman Group

Barney Feinblum
President and Chief Operating Officer
Natural Ventures Partners, Inc.

Diane Gladue
Manager of Continuous Improvement
Porter Memorial Hospital

Kenneth Gordon
Department Chair
College of Business and Administration
University of Colorado at Boulder

Robert Grubb
President
DTM Products, Inc.

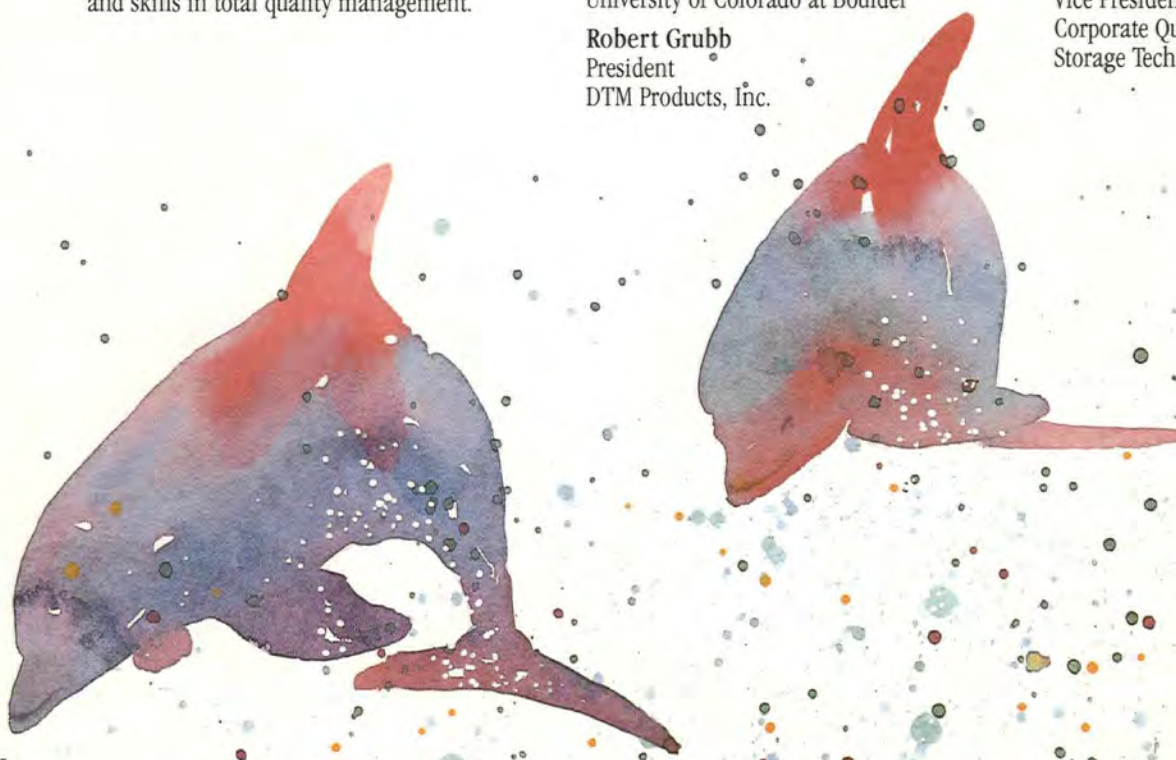
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Chief Operating Officer
ERBTEC Engineering, Inc.

Vicky Powell
Process Quality Engineer
Storage Technology Corporation

Sheldon Romer
President and General Manager
Rudi's Bakery

A. Donald Stratton
Vice President
Corporate Quality and Education
Storage Technology Corporation



REQUIRED COURSES

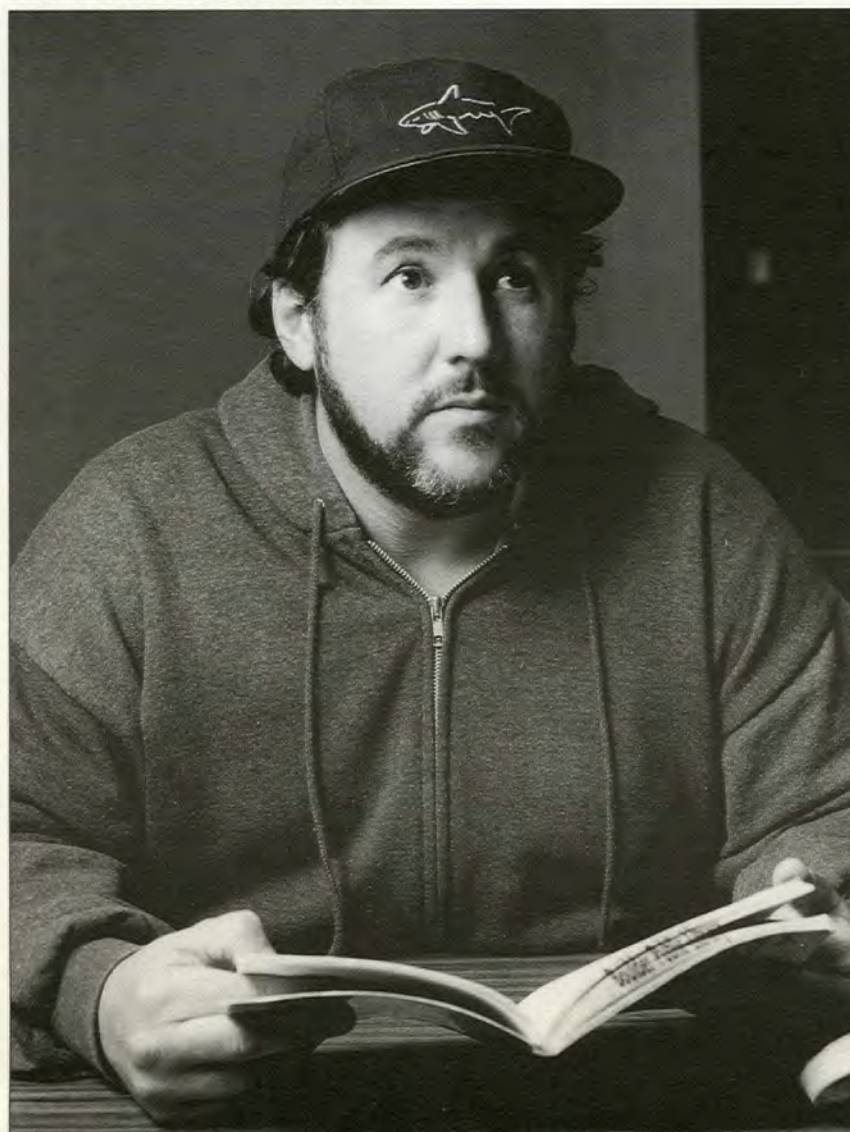
Introduction to Quality Management Fundamentals and Philosophy

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

Managing the Transition to TQM

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

David Kane once heard TQM described as "Totally Questionable Management." Since that time he has taken a few classes to gain an insight into TQM and has found that returning to school helped renew a confidence he once thought long lost.



Basic Tools for Improving Quality and Productivity

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

Building High Performance Work Teams

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

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

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

Measuring and Achieving Customer Satisfaction

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

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

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.

ELECTIVE COURSES

Manufacturing Electives

Introduction to World Class Manufacturing
Practical Reliability Analysis Methods
Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment
Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management
Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm Baldrige Criteria for Improving Quality
Managing Quality in a Small Company
Introduction to ISO 9000
Benchmarking for Quality Excellence
Re-Design of Business Processes

Total Quality Management is a proven process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Spring Semester course information, telephone Dr. Susie Benson at 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.

INDEPENDENT STUDY

For people in transition, on the road, or just busy with multiple demands. An excellent solution for disciplined independent learners. More than 75 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Register and begin anytime. The Applied Music Program (private instruction for instrument or voice) is available for credit or noncredit during the Fall and Spring semesters. Call (303) 492-8757 for more information.

REAL ESTATE EDUCATION

Statewide noncredit courses available for real estate license renewal, broker's license, appraiser's license or seminars in specialized areas such as property management or water law. Required sales license courses (Practice and Law and Colorado Contracts and Law) also available statewide including Boulder. Call (303) 492-8666 and request the current real estate brochure.

TARGETED LEARNING FOR EMPLOYEE GROUPS ON CAMPUS OR ON-SITE

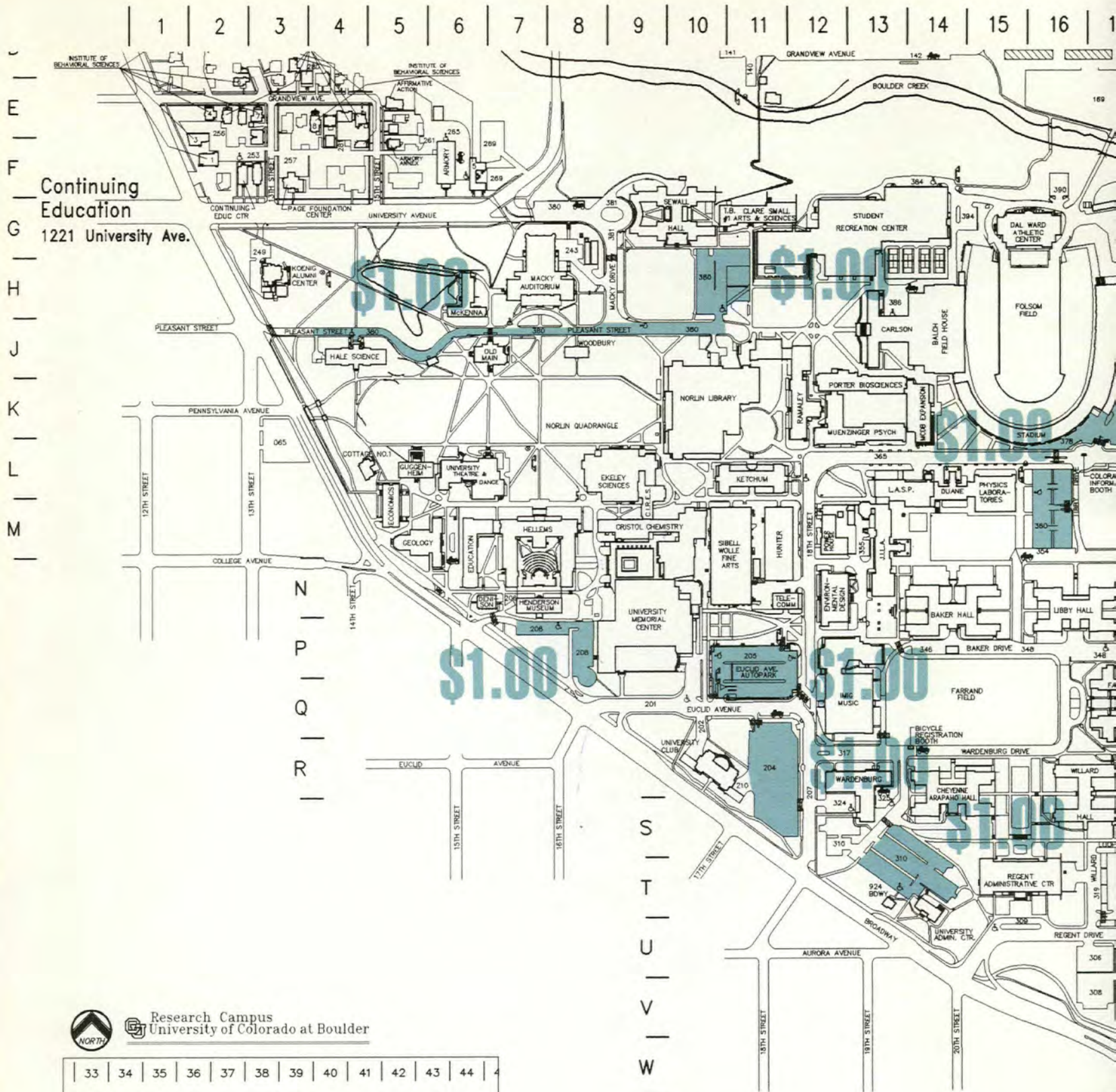
Increasingly, businesses are asking us to develop customized learning programs fitted to the needs of specific employee groups. Often, the need is for technical instruction—software applications, for example. These programs are best suited for on-campus delivery, taking advantage of state-of-the-art equipment in Continuing Education computer labs. Other programs, from technical writing to English as a Second Language (ESL), or need-specific training in mathematics, science or management, can be offered affordably and conveniently using your company's meeting and conference facilities. The range of possibilities is as broad as the University curriculum. From half-day programs to 15-week semester packages offered on a noncredit or credit basis. For more information, call the Division of Continuing Education at (303) 492-5148. Outside of the Denver metro area, dial 1-800-331-2801.


CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

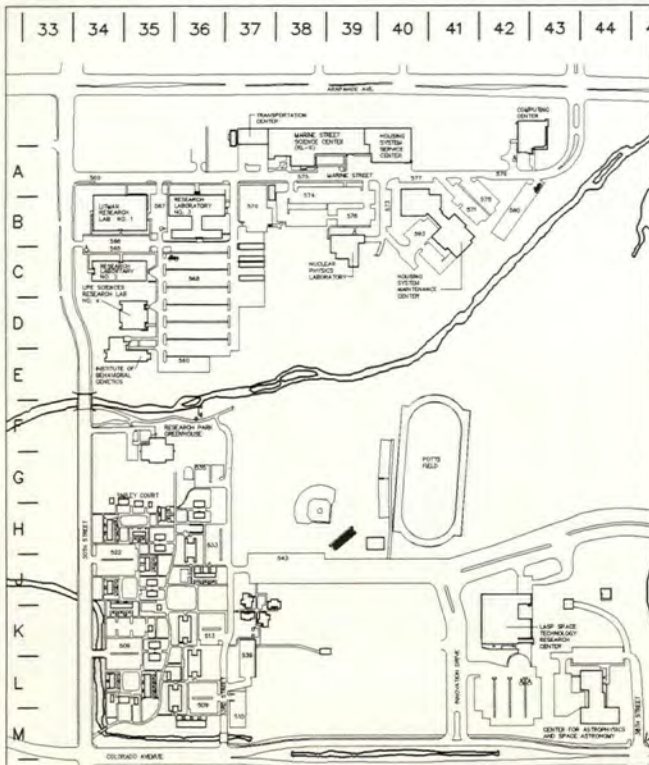
CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.


INTERNATIONAL ENGLISH CENTER

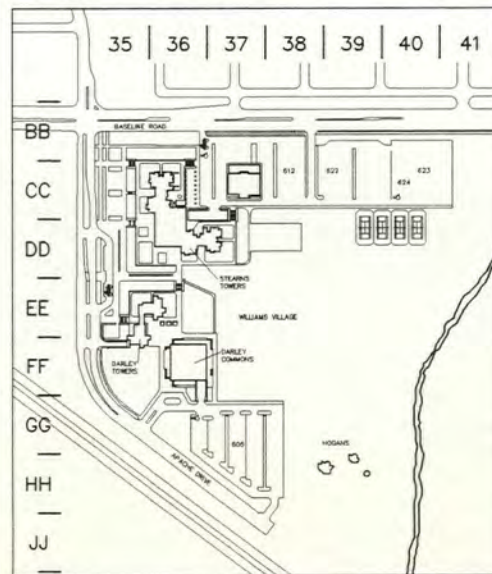
In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$165 for six weeks, the classes are offered at three different proficiency levels—beginning, intermediate and advanced. For registration information, please visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

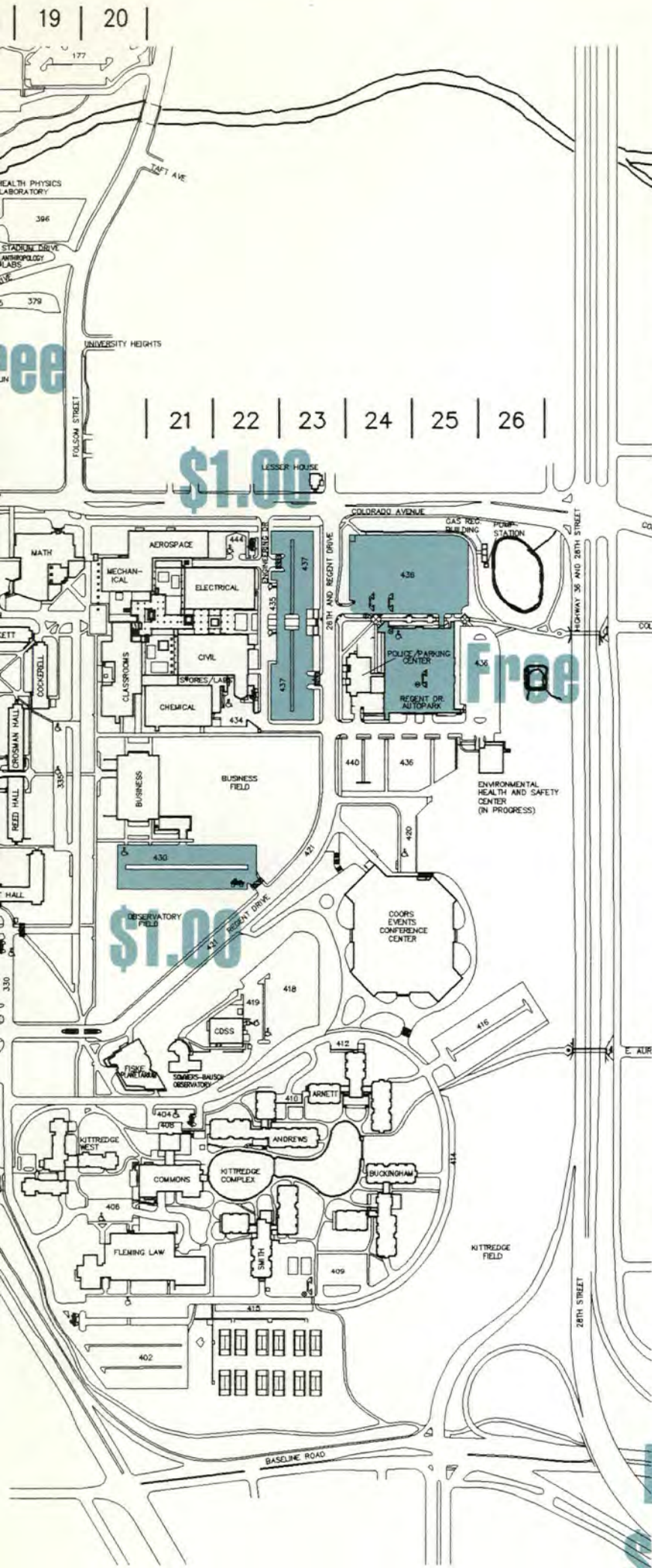


 Research Campus
University of Colorado at Boulder



 Williams Village
University of Colorado at Boulder





BUILDING KEY

- Aden Hall—P-17
- Andrews Hall—W-22
- Armory (1511 University)—F-6
- Arnett Hall—V-23
- Athens Court—D-12
- Baker Hall—P-14
- Balch Fieldhouse—J-14
- Brackett Hall—N-18
- Buckingham Hall—W-24
- Business—Q-20
- Carlson Gymnasium—J-13
- Center for Astrophysics and Space Astronomy (CASA)—K-43
- Chemistry—M-9
- Cheyenne Arapaho Hall—S-14
- Children's Center (2202 Arapahoe)—A-17
- C.I.R.E.S.—L-9
- Clare Small Arts & Sciences—G-11
- Cockrell Hall—P-19
- College Inn Conference Center (17th and Athens)—B-8
- Colorado Court—K-37
- Communication Disorders Bldg.—U-22
- Computing Center—A-42
- Continuing Education (1221-1229 University)—G-2
- Coors Events/Conference Center—T-24
- Cottage No. 1—L-4
- Cristol Chemistry—M-9
- Crosman Hall—Q-18
- Dal Ward Athletic Center—G-15
- Darley Commons—FF-36
- Darley Towers—FF-35
- Denison Laboratory—P-6
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Sciences—M-8
- Engineering Center—M-20 through P-21
- Environmental Design—P-12
- Environmental Health and Safety Center—P-27
- Euclid Ave. Autopark—Q-11
- Events Center—T-24
- Faculty-Staff Court—D-9, 10
- Farrand Hall—Q-17
- Fine Arts—N-10
- Fiske Planetarium—V-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Geology—N-5
- Grounds and Service Center—G-17
- Guggenheim Geography—L-5
- Hale Science—J-4
- Hallett Hall—S-18
- Health Physics Laboratory—H-18
- Hellems Arts and Sciences—M-7
- Henderson Museum—P-7
- Housing System Maintenance Center—C-41
- Housing System Service Center—A-40
- Hunter Science—N-11
- Imig Music—Q-12
- Institute of Behavioral Genetics—E-34
- Institute of Behavioral Science No. 1 (1416 Broadway)—F-2
- Institute of Behavioral Science No. 2 (1546 Broadway)—D-1
- Institute of Behavioral Science No. 3 (1424 Broadway)—F-2
- Institute of Behavioral Science No. 4 (1220 Grandview)—E-2
- Institute of Behavioral Science No. 5 (1201 17th)—F-6
- Institute of Behavioral Science No. 6 (1243 Grandview)—E-2
- Joint Institute for Laboratory Astrophysics—M-13
- Ketchum Arts and Sciences—L-11
- Kittredge Commons—W-21
- Kittredge West—W-20
- Koenig Alumni Center—H-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- LASP Space Technology Research Center—K-42
- Libby Hall—P-16
- Macky Auditorium—H-7
- Marine Court—C-14
- Marine Street Science Center—A-38
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- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—A-18
- Norlin Library—K-10
- Nuclear Physics Laboratory—C-39
- Old Main—J-6
- Police and Parking Services Center—P-24
- Porter Biosciences—K-12
- Power House—N-12
- Ramaley Biology (Life Science Labs)—K-12
- Reed Hall—R-18
- Regent Administrative Center—T-15
- Regent Drive Autopark—P-25
- Research Laboratory No. 1—B-34
- Research Laboratory No. 2—C-34
- Research Laboratory No. 3—B-36
- Research Laboratory No. 4—D-34
- Research Park Greenhouse—G-35
- Sewall Hall—G-9
- Sibell-Wolle Fine Arts—N-10
- Smiley Court—H-35
- Smith Hall—X-22
- Sommers-Bausch Observatory—V-2
- Stearns Towers—DD-36
- Student Recreation Center—G-13
- Telecommunications Building—P-11
- Temporary Building No. 1—H-11
- Transportation Center—A-37
- University Administrative Center (914 Broadway)—U-14
- University Club—R-10
- University Memorial Center—P-9
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—EE-37
- Woodbury Arts and Sciences—J-8



Emergency Call Box

Free
\$1.00

= Free parking after 5 p.m., and Saturdays

= \$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters or a dollar bill)

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).

Continuing Education students may also purchase parking permits from Parking Services for an additional fee.

Beginnings, becomings.

Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801 between 8 a.m. and 5 p.m.

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

Learning For Learning's Sake: Noncredit Courses

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

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Professional Enhancement: Certificate Programs

To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Computer Applications and Computer Graphics
Management Development
Total Quality Management**

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

**Real Estate Education Program
Special Professional Programs**

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

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

Student Privacy You may elect to have directory information withheld about yourself which includes requesting transcripts over the phone. To do this, please visit our office or call to receive the form.

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

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

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

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information.

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM / TERM

Last Name	First Name	Middle Name	Former or Maiden Name

Mailing address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

Employment address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

BIRTHDATE

Month	Day	Year

SEX:
 Male
 Female

ETHNICITY:
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 Caucasian/White
 Hispanic
 I do not wish to provide this information

RESIDENCY:
 Colorado
 Other State
 Abbr. _____

MILITARY SERVICE:
 Non-veteran
 Veteran
 Active Duty
 Dates _____ to _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

CITIZENSHIP:
 C = U.S. Citizen
 P = Non-U.S. Citizen/permanent status
 —List alien registr. No. _____
 T = Non-U.S. Citizen—Country _____
 —List Type of Temporary Visa _____

MARITAL STATUS:
 Single
 Married

FORMER CU STUDENT NUMBER:

--

1. Do you have a high school diploma or a G.E.D. Certificate? No (Submit HS Concurrent Form) Yes
 High School Name/City/State _____ Graduation Date _____
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?
 No Yes Campus _____ Term _____ Year _____ of most recent attendance
 Degree Student or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No Yes School _____
4. Do you owe a debt to any University of Colorado campus? No Yes
5. Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
 College Name/City/State _____
6. Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
 I certify that I am registered with the Selective Service
 I am not required to register with the Selective Service because:
 I am a female.
 I am in the U.S. Armed Forces on active duty.
 I have not yet reached my 18th birthday.
 I am age 26, or older, as of the date of the first day of class.
 I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.

	YOU	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of employment in Colorado (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
List exact years for which Colorado income taxes have been filed _____		
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of active duty military service, if applicable (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates stationed in Colorado (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Date of your marriage, if applicable (mo./day/yr.) _____	____/____/____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.) _____	____/____/____ to _____	____/____/____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.) _____	____/____/____ to _____	____/____/____ to _____
List exact years of Colorado motor vehicle registration _____		
Dates of Colorado voter registration (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of ownership of any Colorado residential property (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ 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.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature _____ Date _____

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

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

Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, CO 80309-0178
If using MasterCard, VISA, Discover
enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____

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

Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birth day _____
Month/Day/Year

Mr. _____
 Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado? No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed _____

Please register me for the course(s) listed above.

Signature _____ Date _____

Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado at Boulder
 Boulder, CO 80309-0178
 If using MasterCard, VISA, Discover
 enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

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- 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.

Note that credit card enrollments can be made by phone (see Registration Information).

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Intermediate Conversational and Written Japanese	21
Intermediate Conversational French	20
Intermediate Conversational Italian	21
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