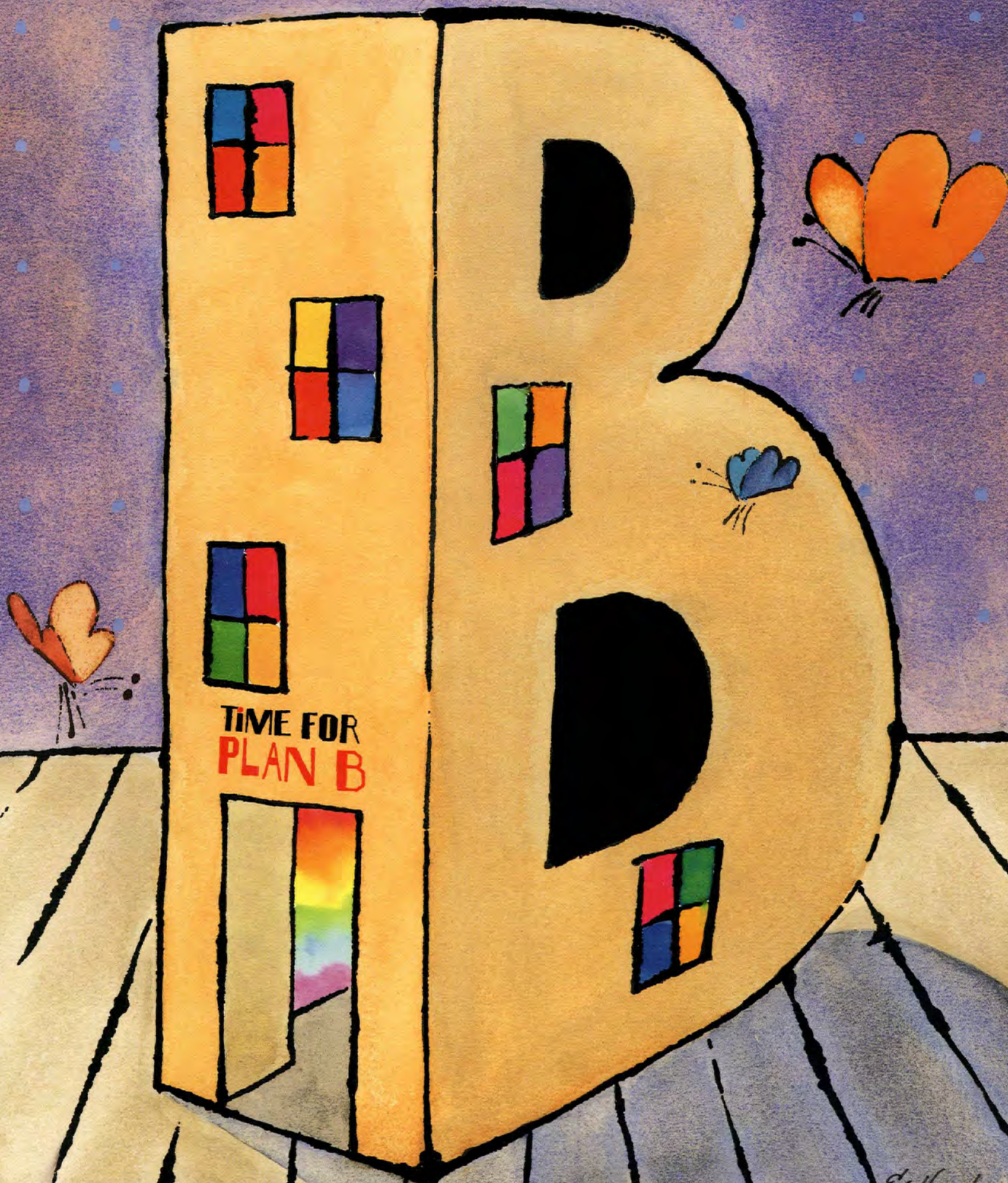


C O N T I N U I N G
EDUCATION **SPRING**
1997

UNIVERSITY OF COLORADO AT BOULDER



Ed Heston '96

NEW AND NOTEWORTHY.

Spring brings a bundle of new courses and programs to stimulate and support your Plan B thinking. Including a new certificate in Network Administration (LAN and WAN), and Windows 95 Office (Word, Excel, Access, and PowerPoint). Plus three fascinating Evening Credit courses that explore the tough realities of contemporary society: International Economics, Environmental Economics and War and Society in the Modern World. For literary loyalists, Noncredit offers two new classes, irresistible page turners for classics fans: Characters from the Old West and Jane Austen: From Novel to Film. As well as a course in Conversational Korean, so you can say **안녕하세요** ("hello") for business or pleasure.

SCHOLARSHIPS. Funds are available to trim tuition costs for Continuing Education students. Call 492-5148 for details.

NONDEGREE CREDIT EXTENSION. Nondegree students can now take unlimited credit hours through Continuing Education. (Until this year you were limited to 12 credits.) All appropriate credits will be applied to your transcript if you are admitted into a CU degree program. For help choosing courses that fit your plan, come see an advisor.

FOUR WAYS TO REGISTER



1. REGISTER BY MAIL.

A postage-paid envelope is located in this catalog. Registration forms are on page 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION.

Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for noncredit and certificate courses.

3. IN PERSON.

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

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

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

3

BOULDER EVENING CREDIT CLASSES

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

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NONCREDIT (PERSONAL DEVELOPMENT) COURSES

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

30

BUSINESS CLASSES

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

34

SPECIAL SEMINARS — PARTNERSHIPS WITH THE COMMUNITY

Quality, thought-provoking and even life changing programs offered in cooperation with the Boulder Chamber of Commerce and Chautauqua.

37

COMPUTER APPLICATIONS CERTIFICATE PROGRAM

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

53

REAL ESTATE AND APPRAISAL PROGRAM

A full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado.

54

ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

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

Independent Study

SAVE and High School Concurrent Programs

Professional Certificate Program in Total Quality Management

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

International English Center

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SUMMER SESSION

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REGISTRATION INFORMATION

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

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CREDIT REGISTRATION FORM

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NONCREDIT/CERTIFICATE REGISTRATION FORM

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INDEX**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.



B STANDS FOR BALANCE.

EVENING CREDIT REALLY HELPS.

You'd be surprised. An Evening Credit course can ease the pressure of days packed with classes and work. If you're just not a morning person, trade that 8:00 a.m. for a 6:00 p.m. and watch your productivity improve. Note: if you're thinking about applying to CU, an Evening Credit course can help you decide. But be sure to check a current catalog for admission requirements and make an appointment with an 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 may not enroll.)



RESIDENCY: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Spring semester is February 4, 1997.

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

TUITION: Tuition is determined by residency status. Resident tuition is \$90 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$170 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session. The Division will charge our in-state rate for Boulder Evening classes when

a non-resident, degree student pays full out-of-state tuition to the campus and then enrolls for additional Boulder Evening courses.

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

- Total library services at no additional charge
- Recreation Center Membership for \$79 a semester
- Wardenburg Student Health Services for \$57.50 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

FINANCIAL AID: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design building, Room 2 (492-4518).

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

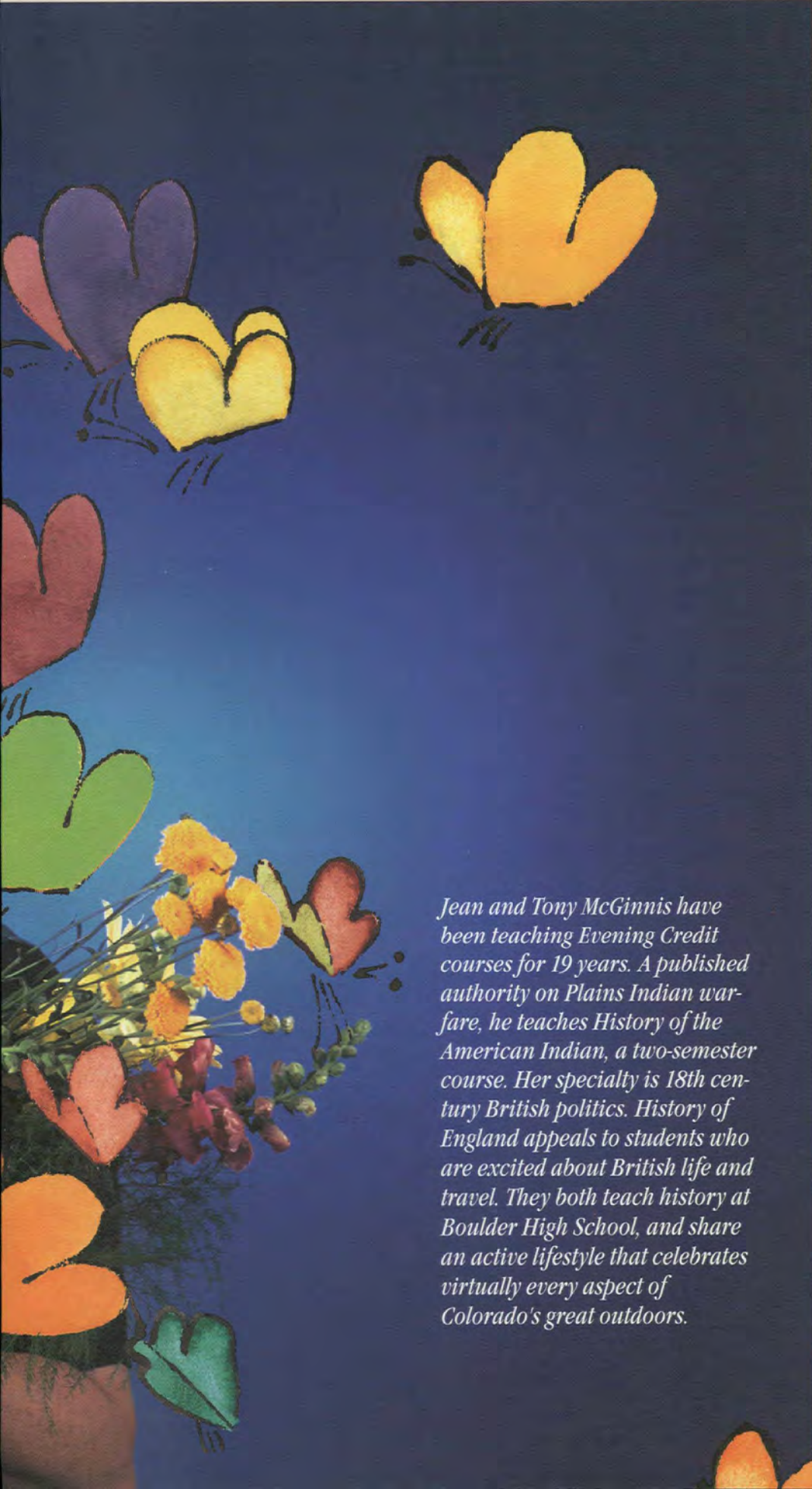
TO ENROLL: Advance registration is necessary, by mail, by FAX, or in person at the Division of Continuing Education, 1221 University Avenue. See the instructions on the inside front cover of this catalog.

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 21.



Jean and Tony McGinnis have been teaching Evening Credit courses for 19 years. A published authority on Plains Indian warfare, he teaches History of the American Indian, a two-semester course. Her specialty is 18th century British politics. History of England appeals to students who are excited about British life and travel. They both teach history at Boulder High School, and share an active lifestyle that celebrates virtually every aspect of Colorado's great outdoors.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

DECEMBER 9	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m.-6 p.m. Monday through Thursday; 9-5 Friday.
JANUARY 20	Martin Luther King, Jr., Holiday. Division Offices Closed.
JANUARY 21	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 28	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 29	Instructor's signature required to drop Session I classes.*
FEBRUARY 4	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 5	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
FEBRUARY 19	Petition required to drop Full Term classes.
MARCH 6-10	SESSION I CLASSES END.
MARCH 17	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
MARCH 24-28	Spring Break. NO CLASSES.
MARCH 27	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
MARCH 31	Instructor's signature required to drop Session II classes.*
APRIL 7	Petition required to drop Session II classes.
APRIL 29-MAY 5	FULL TERM CLASSES END.
MAY 7-8	SESSION II CLASSES END.

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

REFUND SCHEDULE FOR CREDIT CLASSES

FULL TERM	SESSION I	SESSION II
100 % through Feb. 4	100 % through Jan. 28	100 % through Mar. 27
60% Feb. 5 through Feb. 18	60% Jan. 29 through Feb. 4	60% Mar. 31 through April 4
40% Feb. 19 through March 4	40% Feb. 5 through Feb. 11	40% Apr. 7 through April 11
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

SURVIVAL TIPS

Important Information for Arts and Sciences Students

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

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

Not Attending Classes Does Not Mean You Have Withdrawn.

FULL TERM CLASSES BY STARTING DATE, SPRING 1997

Dept	Course No. & Hours	Section	Time	Course Title
Monday Courses, Begin January 27 and End May 5				
ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
ECON	2010-3	300	6-9 p.m.	Principles of Microeconomics
EDUC	4800-3	301	7-10 p.m.	Special Topics: Advertising and Society
ENGL	1191-3	300	6-9 p.m.	Introduction to Creative Writing
HIST	4627-3	300	7-10 p.m.	The Indian in American History: The Western Region
JOUR	4453/5453-3	300	7-10 p.m.	Advertising and Society
QRMS	1010-3	300	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
Monday and Wednesday Courses, Begin January 22 and End May 5				
CDSS	2324-4	300	5:30-7:30 p.m.	American Sign Language 3
FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
MATH	1011-3	300	7:30-9 p.m.	Fundamentals and Techniques of College Algebra
MATH	1081-3	300	5:30-7 p.m.	Calculus for Social Science and Business
Monday, Wednesday and Friday Course, Begins January 22 and Ends May 5				
HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew 1
Monday and Thursday Course, Begins January 23 and Ends May 5				
MATH	2300-5	300	5:30-8:15 p.m.	Analytic Geometry and Calculus 2
Tuesday Courses, Begin January 21 and End April 29				
COMM	2400-3	300	6:30-9:30 p.m.	Communication and Society
ECON	3403-3	300	7-10 p.m.	International Economics and Policy
ENGL	1800-3	300	6-9 p.m.	American Ethnic Literatures
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
HIST	1015-3	300	6:30-9:30 p.m.	History of the United States to 1865
HIST	2222-3	300	6:30-9:30 p.m.	War and Society in the Modern World
PSCI	2481-3	300	6:30-9:30 p.m.	Introduction to the Legal Process
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	4004-3	300	6:30-9:30 p.m.	Topics in Criminology: Drugs, Crime, and Criminal Justice
UWRP	3020-3	301	7-10 p.m.	Topics in Writing: Examining Popular Culture
Tuesday and Thursday Courses, Begin January 21 and End May 1				
ARAB	1020-5	300	5:30-8 p.m.	Beginning Arabic 2
ARAB	2120-3	300	4-5:30 p.m.	Intermediate Arabic 2
CDSS	2314-4	300	5:30-7:30 p.m.	American Sign Language 2
FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
PSYC	2101-4	300	6-8 p.m.	Statistics and Research Methods in Psychology
Wednesday Courses, Begin January 22 and End April 30				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
ECON	3545-3	300	6-9 p.m.	Environmental Economics
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
FINE	1209-3	300	6:30-9:30 p.m.	Introduction to Western Art 2
GEOG	3412-3	300	6-9 p.m.	Conservation Practice and Resource Management
HEBR	2110-3	300	1-4 p.m.	Intermediate Hebrew 1
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	1101-3	300	6-9 p.m.	The American Political System
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
PSYC	2643-3	300	6:30-9:30 p.m.	Child and Adolescent Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society
THTR	1009-3	300	6-9 p.m.	Introduction to Theatre

SURVIVAL TIPS

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

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

GIVE THE GIFT OF LEARNING!

For that person who is hard to shop for or who has everything, purchase a Continuing Education Gift Certificate. Call us at 492-5148 for more information.

CLASSES BY STARTING DATE, SPRING 1997 – CONT.

Dept	Course No. & Hours	Section	Time	Course Title
Thursday Courses, Begin January 23 and End May 1				
COMM	1300-3	300	6:30-9:30 p.m.	Public Speaking
ECON	2020-3	300	7-10 p.m.	Principles of Macroeconomics
EDUC	4800-3	302	6-9 p.m.	Special Topics: Children's Creative Response to Conflict
EDUC	4800-3	303	5-8 p.m.	Special Topics: Creating Active Learning
HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
PSCI	3011-3	300	6-9 p.m.	The American Presidency
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
UWRP	3020-3	302	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

SESSION I CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin January 22 and End March 10**

EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
EDUC	4800-3	103	6-9 p.m.	Special Topics: Teaching in Postsecondary Institutions
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 21 and End March 6

ARSC	1150-3	100	6-9 p.m.	Writing in the Arts and Sciences
EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	100	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1: Climate and Vegetation
SOCY	1015-3	100	6-9 p.m.	U.S. Race and Ethnic Relations



SESSION II CLASSES BY STARTING DATE

Monday and Wednesday Courses, Begin March 17 and End May 7

CHST.....1015-3	200	6-9 p.m.	Introduction to Chicano Studies
COMM.....2400-3	200	6:30-9:30 p.m.	Communication and Society
EDUC.....4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
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
PSCI.....4734-3	200	6-9 p.m.	Politics and Literature
SOCY.....1001-3	200	7-10 p.m.	Analyzing Society
UWRP.....3020-3	200	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

Tuesday and Thursday Courses, Begin March 18 and End May 8

COMM.....1300-3	200	6-9 p.m.	Public Speaking
ENGL.....1600-3	200	6-9 p.m.	Masterpieces of American Literature
EDUC.....4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
FILM.....3501-3	200	7-10 p.m.	Film Production Management
GEOG.....1011-4	200	6-9 p.m.	Environmental Systems 2: Landforms and Soils
KINE.....3420-3	200	7-10 p.m.	Nutrition, Health and Performance
SOCY.....4003-3	200	6-9 p.m.	Sociology of Aging

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SURVIVAL TIPS

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

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

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

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

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

All tuition and refund determinations are subject to audit.

Are you math-phobic? Cherilynn Morrow teaches QRMS 1010, math in the context of relevant real-world issues. Her mission is to help students move from misery to mastery. And yes, there is computation involved. But a special project gives students a chance to plan a service project involving mathematics. In this way, "you get your mind off your own suffering" and see how math helps the world work. Cherilynn says it's a challenging course but one that produces real break-throughs.



ANTHROPOLOGY

ANTH 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. Prereq., ANTH 2010. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Mondays, 7-10 p.m. Economics 117. \$270 (resident).

ANTH 3000-3

Primate Behavior

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

Sue Woods, Ph.D.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Economics 13. \$270 (resident).

ARABIC

ARAB 1020-5

Beginning Arabic 2

Prereq., ARAB 1010.

Nadia Turk, Ph.D.

Full Term - Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Chemistry 145. \$470 (resident).

ARAB 2120-3

Intermediate Arabic 2

Prereq., ARAB 2110.

Nadia Turk, Ph.D.

Full Term - Section 300: Tuesdays and Thursdays, 4-5:30 p.m. Chemistry 145. \$290 (resident).

ARTS AND SCIENCES

ARSC 1150-3

Writing in Arts and Sciences

Emphasizes the development of effective writing skills with instruction provided in expository and analytical writing. Basic elements of grammar, syntax, and composition will be reviewed as needed. Approved for arts and sciences core curriculum: written communication.

Patricia Thompson, M.A.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 108. \$270 (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.

Joe Romig, Ph.D.

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

BIOLOGY

EPOB 1220-3

General Biology 2

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Prereq., EPOB 1210 or equivalent. Recommended for science majors. Similar to EPOB 1620. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

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

COMMUNICATION

COMM 1300-3

Public Speaking

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

Joel Guenther, M.A.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 301. \$270 (resident).

David Steiner, Ph.D.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Economics 13. \$278 (resident).

COMM 2400-3

Communication and Society

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

Joel Guenther, M.A.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 301. \$270 (resident).

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Ketchum 119. \$270 (resident).

COMMUNICATION DISORDERS AND SPEECH SCIENCE

CDSS 2314-4

American Sign Language 2

Continuation of CDSS 2304; develops more complex receptive and expressive grammatical structures and a larger sign vocabulary. Classes continue to be taught without depending on spoken English.

Elaine Gale, M.A.

Full Term - Section 300: Tuesdays and Thursdays, 5:30-7:30 p.m. CDSS 230. \$360 (resident).

CDSS 2324-4

American Sign Language 3

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

Tom Riggs, M.A.

Full Term - Section 300: Mondays and Wednesdays, 5:30-7:30 p.m. Clare Small 208. \$360 (resident).



ECONOMICS

ECON 2010-3

Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for arts and sciences core curriculum: contemporary societies. Jay Kaplan, Ph.D.

Full Term - Section 300: Mondays, 6-9 p.m.
Economics 119. \$270 (resident).

ECON 2020-3

Principles of Macroeconomics

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

Jill Holman, M.A.

Full Term - Section 300: Thursdays, 7-10 p.m.
Economics 119. \$270 (resident).

ECON 3403-3

International Economics and Policy

Examines national and supranational policies that affect the international economy, with attention to trade barriers, economic nationalism and regionalism, international political economy, exchange market intervention, and international transmission of economic perturbations. Open to nonmajors only. Prereqs., ECON 1000 or 2010 and 2020. Approved for arts and sciences core curriculum: contemporary societies.

Jill Holman, M.A.

Full Term - Section 300: Tuesdays, 7-10 p.m.
Economics 117. \$270 (resident).

ECON 3545-3

Environmental Economics

Causes of excessive environmental pollution and tools for controlling it through economic analysis; values of preservation; distribution of costs and benefits from environmental protection programs. For nonmajors. Students may not receive credit for both ECON 3545 and 4545. Prereq., ECON 1000 or 2010. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m.
Guggenheim 3. \$270 (resident).

EDUCATION

EDUC 4800-3 301

Special Topics: Advertising and Society in the Classroom

See Journalism 4453.

EDUC 4800-3

Special Topics: Building Family Strengths

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

Jennifer Downs, M.A.

Session I - Section 101: Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 141.
\$278 (resident).

EDUC 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.

Holly Giffin, Ph.D.

Full Term - Section 302: Thursdays, 6-9 p.m.
Hellems 211. \$270 (resident).

EDUC 4800-3

Special Topics: Creating Active Learning *expanding awareness*

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

Martha Belknap, M.A.

Full Term - Section 303: Thursdays, 5-8 p.m.
McKenna 112. \$270 (resident).

EDUC 4800-3

Special Topics: Creating Community in the Classroom

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

Jennifer Downs, M.A.

Session II - Section 201: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106.
\$278 (resident).

Michelle Alexander is taking QRMS 1010 to satisfy a math requirement. With a 4-1/2-year-old son to care for, she likes the scheduling advantage of Evening Credit classes. "Once a week is nice," she says, and evenings are easier to manage.



SURVIVAL TIPS

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

EDUCATION-CONTINUED**EDUC 4800-3****Special Topics: Creative Learning Experiences and Resources (CLEAR)**

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

Session II - Section 202: Mondays and Wednesdays, 5-8 p.m. Ketchum 235. \$278 (resident).

EDUC 4800-3**Special Topics: Stress Management and Relaxation Training (SMART)**

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

Session I - Section 102: Mondays and Wednesdays, 5-8 p.m. Ketchum 235. \$278 (resident).

EDUC 4800-3**Special Topics: Teaching in Postsecondary Institutions**

Have you ever considered teaching in a community college, liberal arts college, technical college or university? This course examines issues that affect postsecondary institutions; teaching and learning theory that applies to these areas, and what you can do to prepare yourself for a rewarding career in higher education.

Laura L.B. Border, Ph.D.

Session I - Section 103: Mondays and Wednesdays, 6-9 p.m. Guggenheim 205. \$270 (resident).

ENGLISH**ENGL 1191-3****Introduction to Creative Writing**

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. This course may not be repeated.

George Moore, Ph.D.

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 259. \$270 (resident).

ENGL 1600-3**Masterpieces of American Literature**

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

Patricia Thompson, M.A.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 108. \$270 (resident).

ENGL 1800-3**American Ethnic Literatures**

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

George Moore, Ph.D.

Full Term - Section 300: Tuesdays, 6-9 p.m. Economics 205. \$270 (resident).

ENGL 3002-3**Shakespeare for Nonmajors**

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

Hope Cantin, M.A.

Full Term - Section 300: Tuesdays, 6-9 p.m. Stadium 140. \$270 (resident).

ENGL 3062-3**Modern and Contemporary Literature**

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

George Moore, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 237. \$270 (resident).

ETHNIC STUDIES**CHST 1015-3****Introduction to Chicano Studies**

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

Dorothy Aguilera, M.A.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m. Muenzinger E123. \$270 (resident).

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

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

Frank Iannella, M.A.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 2. \$278 (resident).

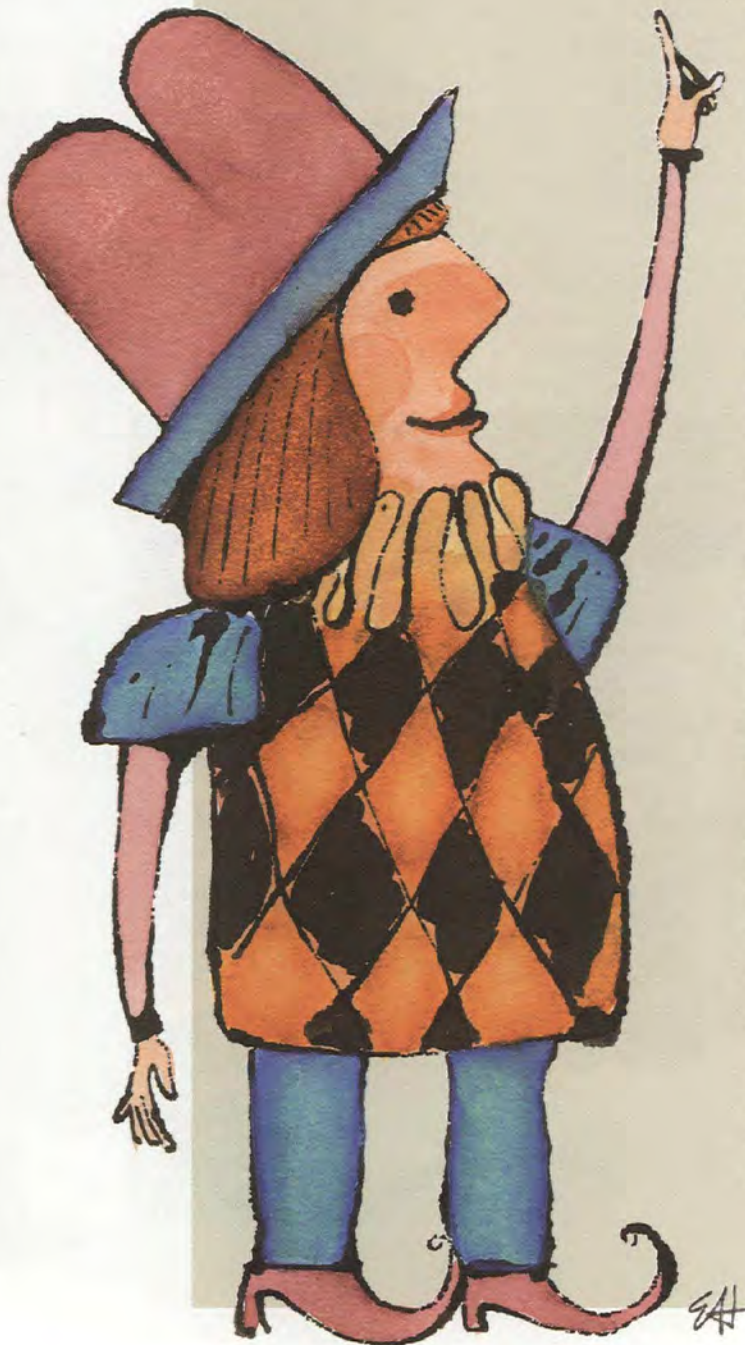
FILM 3563-3**Producing the Feature Film**

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

Frank Iannella, M.A.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 206. \$278 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Guggenheim 206. \$278 (resident).



FINE ARTS

FINE 1012-3

Basic Drawing

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N298. \$290 (resident).

FINE 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. Students may not receive credit for FINE 1209 and FINE 1409. Approved for arts and sciences core curriculum: literature and the arts.

Susana Podboy, M.A.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ramaley N1B31. \$270 (resident).

FINE 1212-3

Basic Painting

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N103. \$280 (resident).

GEOGRAPHY

GEOG 1001-4

Environmental Systems 1 – Climate and Vegetation

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

David Cook, Ph.D.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$360 (resident).

GEOG 1011-4

Environmental Systems 2 – Landforms and Soils

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

Approved for arts and sciences core curriculum: natural science.

Mark Van Steeter, Ph.D.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$360 (resident).

GEOG 1982-3

World Regional Geography

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

David Faust, Ph.D.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$270 (resident).

GEOG 1992-3

Introduction to Human Geography

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

David Faust, Ph.D.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$270 (resident).

GEOG 3412-3

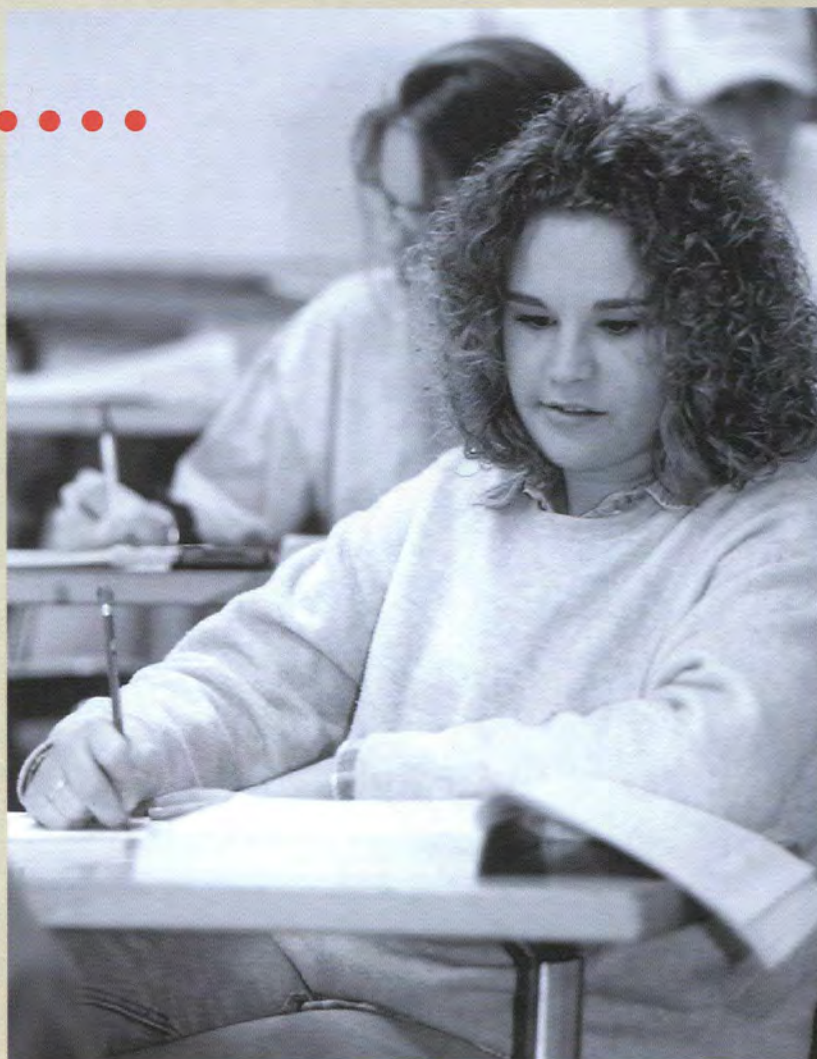
Conservation Practice and Resource Management

Inventory, policy and management of natural resources. Emphasizes practical approaches to the conservation and management of soil, land, water, and air resources.

Steve Welter, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m. Guggenheim 2. \$270 (resident).

Amy Harrison is a Psychology major taking QRMS 1010 to fulfill her core math requirement. A nanny by day, Amy is taking 9 credits of evening courses this semester. She says, "I'm not very competent in math and so far, I'm doing really well. I like the way she teaches. She works with everyone, not just the star students."



HEBREW

HEBR 1010-5 Beginning Hebrew 1

Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. Chemistry 146. \$450 (resident).

Uri Neil, J.D.

HEBR 2110-3 Intermediate Hebrew 1

Prereq., HEBR 1020.

Uri Neil, J.D.

Full Term - Section 300: Wednesdays, 1-4 p.m. TBA. \$270 (resident).

HISTORY

HIST 1015-3 History of the United States to 1865

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

James Fell, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Engineering Center CR 137. \$270 (resident).

HIST 1025-3 History of the United States since 1865

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

Tony McGinnis, Ph.D.

Full Term - Section 300: Wednesdays, 7-10 p.m. Engineering Center CR 137. \$270 (resident).

HIST 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.

Jean McGinnis, Ph.D.

Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center CR 137. \$270 (resident).

HIST 2222-3 War and Society in the Modern World

Focuses on war in European and/or American history. Explores the character, origins, and social, political, and intellectual impact of war in contexts ranging from several centuries of international conflict to the experience of individual nations in specific wars. Specific course focus may vary. Approved for arts and sciences core curriculum: historical context.

David Spires, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 201. \$270 (resident).

HIST 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.

Tony McGinnis, Ph.D.

Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center CR 137. \$270 (resident).

JOURNALISM

JOUR 1001-3 Contemporary Mass Media

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

Jan Whitt, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 301. \$270 (resident).

JOUR 4453/5453-3 Advertising and Society

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

Richard Goode-Allen, M.A.

Full Term - Section 300: Mondays, 7-10 p.m. Hellems 201. \$270 (resident).

KINESIOLOGY

KINE 3420-3 Nutrition, Health and Performance

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

Brian Seaward, Ph.D.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Engineering Center CR 200. \$270 (resident).

Nanci Grayson, M.A.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Engineering Center CR 200. \$270 (resident).



MATHEMATICS

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

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

Bernard Gillett, M.A.

Full Term - Section 300: Mondays and Wednesdays, 7:30-9 p.m. Engineering Center CR 150. \$270 (resident).

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

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prereq., MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1 1/2 years high school algebra and 1 year high school geometry.

Bernard Gillett, M.A.

Full Term - Section 300: Thursdays, 6-8 p.m. Engineering Center CR 150. \$180 (resident).

MATH 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, and 1100. Prereq., MATH 1011, 1071, 1010, or 1070 or placement examination score for MATH 1020 or 2 years of high school algebra.

Bernard Gillett, M.A.

Full Term - Section 300: Mondays and Wednesdays, 5:30-7 p.m. Engineering Center CR 151. \$270 (resident).

MATH 2300-5 **Analytic Geometry and Calculus 2**

A 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. Prereq., Calculus 1.

Ira Becker, Ph.D.

Full Term - Section 300: Mondays and Thursdays, 5:30-8:15 p.m. Hellems 229. \$450 (resident).

PHILOSOPHY

PHIL 1000-3 **Introduction to Philosophy**

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

Lee Speer, M.A.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 229. \$270 (resident).

POLITICAL SCIENCE

PSCI 1101-3 **The American Political System**

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

Vince McGuire, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m. Muenzinger E113. \$270 (resident).

PSCI 2481-3 **Introduction to the Legal Process**

Basic legal concepts and processes emphasizing the American system. Special attention to political functions of law. Recommended as preparation for PSCI 3261, 4241, and 4251. Prereq., PSCI 1101.

Richard Braunstein, M.A.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 120. \$270 (resident).

PSCI 3011-3 **The American Presidency**

Covers constitutional and institutional foundations and historical development of the presidency; roles, powers, selection, recent modifications, and institutionalization. Uses lectures and class discussion. Prereq., PSCI 1101. Approved for arts and sciences core curriculum: United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Thursdays, 6-9 p.m. Hale 230. \$270 (resident).

PSCI 4734-3 **Politics and Literature**

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

Loren Weinberg, Ph.D.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m. Ketchum 120. \$270 (resident).

Theodore Wild is a Geography major who likes the compact structure and the value offered by Evening Credit courses. "I like it. I can go to class one day a week and get it over with."



PSYCHOLOGY

PSYC 1001-3

General Psychology

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

Michael Freedman, Ph.D.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Clare Small 207. \$270 (resident).

PSYC 2101-4

Statistics and Research Methods in Psychology

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

Wendy Davis, Ph.D.

Full Term - Section 300: Tuesdays and Thursdays, 6-8 p.m. Clare Small 208. \$360 (resident).

PSYC 2643-3

Child and Adolescent Psychology

Covers principles of development in childhood and adolescence. Prereq., PSYC 1001.

Wendy Davis, Ph.D.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Clare Small 211. \$270 (resident).

PSYC 4303-3

Abnormal Psychology

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

Patrick Vann, Ph.D.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$278 (resident).

PSYC 4406-3

Social Psychology

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

Patrick Vann, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$270 (resident).

QUANTITATIVE REASONING AND MATHEMATICAL SKILLS

QRMS 1010-3

Quantitative Reasoning and Mathematical Skills

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

Cherilynn Morrow, Ph.D.

Full Term - Section 300: Mondays, 6-9 p.m. Engineering Center CR 105. \$270 (resident).

SOCIOLOGY

SOCY 1001-3

Analyzing Society

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

Rhonda Dibert, M.A.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 199. \$270 (resident).

Gary Ferrini, M.A.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Hellems 252. \$270 (resident).

SOCY 1004-3

Deviance in U.S. Society

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

Gary Ferrini, M.A.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Hellems 252. \$270 (resident).

SOCY 1005-3

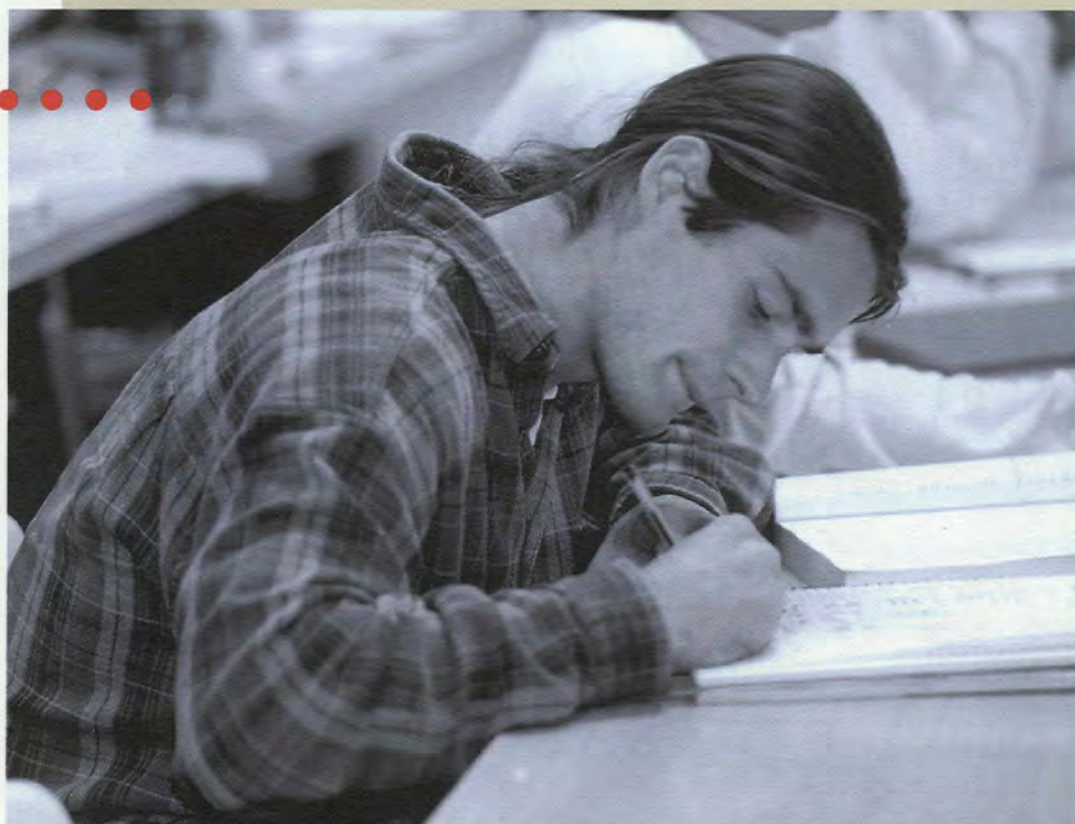
Social Conflict and Social Values

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

Ann Sherman, M.A.

Full Term - Section 300: Tuesdays, 6-9 p.m. Clare Small 209. \$270 (resident).

Mike Orsi is a Communications major who is taking QRMS 1010 because the regular day class was filled. He says he's "not crazy about math. It's tough for me." He's hoping this class will help.



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

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

Duncan Rinehart, Ph.D.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 105. \$270 (resident).

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

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

Eleanor Hubbard, Ph.D.

Full Term - Section 300: Mondays, 6-9 p.m. Hale 230. \$270 (resident).

SOCY 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.

Steve Kless, M.A.

Full Term - Section 300: Thursdays, 6-9 p.m. Guggenheim 205. \$270 (resident).

SOCY 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.

Adele Platter, Ph.D.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 105. \$270 (resident).

SOCY 4004-3**Topics in Criminology: Drugs, Crime and Criminal Justice**

Examines the extent of illicit drug use and drug dealing in the U.S.; their impact on individuals, communities, and the criminal justice system; and the connections between illicit drug use and other forms of criminal behavior. Efforts to reduce the supply of and demand for illicit drugs, including street-level law enforcement, military intervention, education, treatment, and drug testing are reviewed. Legal issues in drug policy, including the drug legalization debate are considered.

Scott Menard, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 199. \$270 (resident).

SOCY 4024-3**Juvenile Delinquency**

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

Herb Covey, Ph.D.

Full Term - Section 300: Thursdays, 6-9 p.m. Hellems 199. \$270 (resident).

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

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

David Steiner, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m. Muenzinger E131. \$270 (resident).

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

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

Examining Popular Media

Lynn Gingrass, M.A.

Full Term - Section 301: Tuesdays, 7-10 p.m. Hellems 251. \$270 (resident).

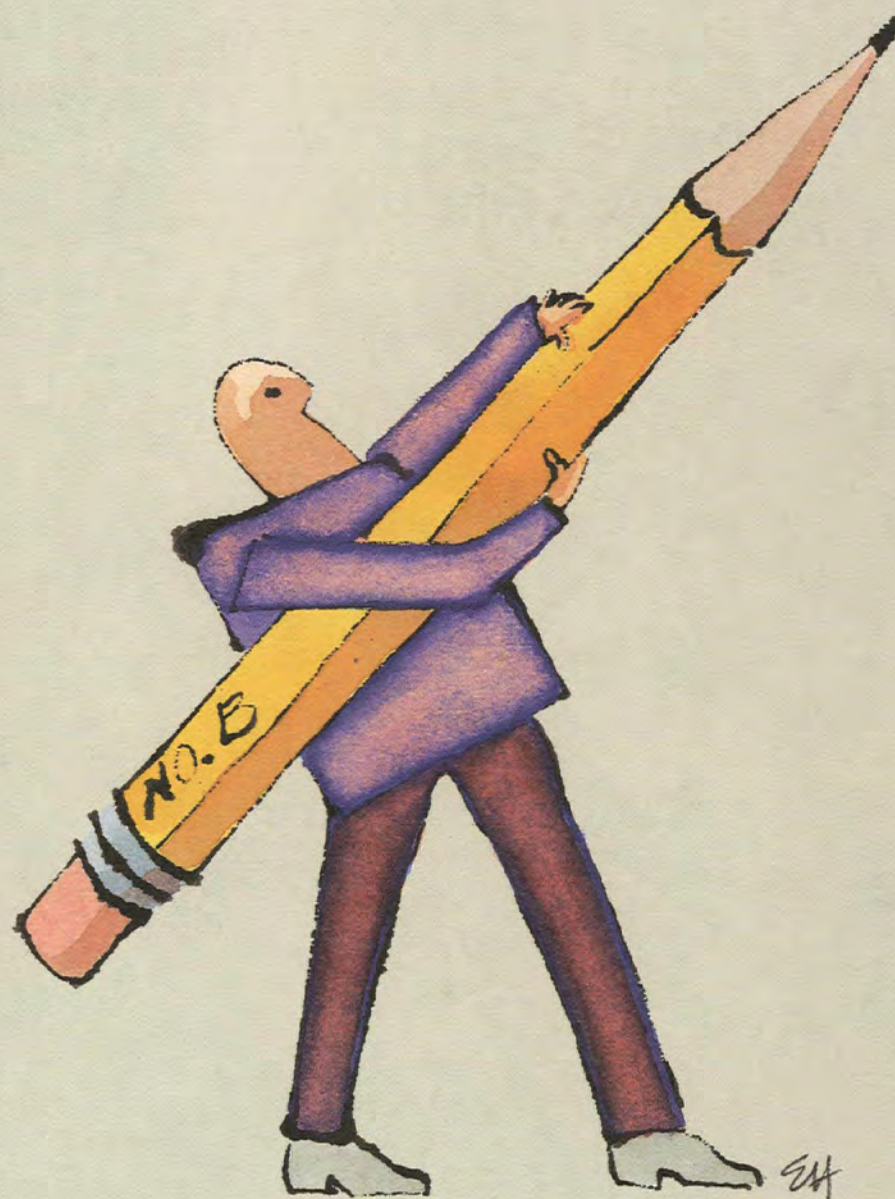
Writing/Reading Culture

Lynda McNeil, Ph.D.

Full Term - Section 302: Thursdays, 6:30-9:30 p.m. Engineering Center CR 110. \$270 (resident).

Lynda McNeil, Ph.D.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 131. \$270 (resident).



NONCREDIT CLASSES ARE



PLAN B INCUBATORS.

SIGN UP AND SEE.



Sometimes Plan B begins with a wild idea. You get a recurring impulse to learn Korean painting, study women writers of the West or take a stonecarving class. But it's hard to justify if it won't lead to a degree, a raise or a promotion. You know what? You should just stop arguing with yourself and sign up. Do something non-practical for once. Hobbies keep us healthy and relaxed and sometimes, redefine dreams and careers.

Classes will not meet March 24-28.

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 must be made on the Petition for Exception Form. Call 492-5145 for forms and information. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

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

Chung-Hui K. Cheng teaches conversational and written Chinese, a popular new noncredit course that attracts a diverse group of people interested in Chinese language and lifestyle. Born in China, Chung-Hui lived in Taiwan and Singapore before coming to the states, where she earned an M.S. in Organic Chemistry from the University of Wisconsin in Madison and an M.S. in Chinese at C.U. Now she creates "good chemistry" for learning in a class that hums with excitement and fun.

NONCREDIT COURSES, SPRING 1997

Architecture and Landscape	19	Investment and Personal Finance	24
How to Design or Remodel a House with an Architect		Basic Investing	
Introduction to Interior Design		Advanced Investment Strategies	
Intermediate Interior Design: A Hands-On Workshop		Mutual Fund Investing	
Xeriscape Landscaping		Making Ends Meet: 7 Keys to Managing Your Cash Flow	
Communication	19	Lifestyles-Personal and Professional	24
Communicating Effectively Across Cultures		Do What You Are	
Introduction to American Sign Language		Nutrition for the New Year - Getting Back to Basics	
Fine Arts	20	Nutrition and Physical Performance	
So You Want to Be an Artist		Vegetarianism in the '90s	
How to Look at Art		Nutrition Fads and Quackery - Separating Fact From Fiction	
Introduction to Drawing		Stress Management Through Biofeedback	
Life Drawing		Enjoy Change and Change Your Life	
Design Principles and Composition		Revitalize Yourself: Creating a More Compelling Vision	
Beginning Watercolor		Effective Strategies for Achieving Your Goals	
Chinese Brush Painting		Science	26
Introduction to Oil/Acrylic Painting		Identifying Plants of Boulder County	
Introduction to Multiculturalism in Oil/Acrylic Painting		Geology of Boulder: An Armchair Tour	
Painting People in Costume		Ethnoherbology: Edible and Medicinal Plants of the West	
Creative Expression in Soft Pastel		Organic Vegetable and Herb Gardening	
Sculpture-Stonecarving		Test and College Preparation	26
Basic Photography		Making Sense of the College Admission Process: For the Parent	
Creative Photography Workshop		Everything You Need to Know About Your First Year at College	
Graphic Communication	22	Preparing for the SAT/PSAT	
Professional Book Illustration Techniques		Preparing for the Graduate Record Exam (GRE)	
Greeting Cards		Preparing for the Law School Admission Test (LSAT)	
Foreign Languages	22	Theatre	27
Beginning Conversational and Written Chinese		Acting Basics	
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ARCHITECTURE AND LANDSCAPE

NCAL 028

How to Design or Remodel a House with an Architect

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

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

Section 500: Tuesdays, February 11-March 11, 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 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: Mondays, January 27-March 10, 6:30-8:30 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 031

Intermediate Interior Design: A Hands-On Workshop

This course builds on the basic concepts of interior design, and takes students through the process of designing a room. This room will be a hypothetical situation provided by the instructor, or an actual room students wish to design with guidance. Concepts covered will include spatial planning, colors, creating a selection of furniture and fabrics, and accessorizing the room. Students should have taken the Introduction to Interior Design class, or be familiar with basic interior design principles. Out-of-class preparation time is required on the part of the students, and minimal supplies will need to be purchased during the course.

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

Section 500: Mondays, March 31-May 12, 6:30-8:30 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 005

Xeriscape Landscaping

Course 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 5, 6-9 p.m. 1 session. Hellems 241. \$25.

BUSINESS

Business classes are located on pages 31-33.

COMMUNICATION

Many communication classes are also located in the Business section on pages 31-33.

NC C 045

Communicating Effectively Across Cultures

Are you traveling abroad for business or pleasure? Do you plan to host someone from abroad either at home or work? Gain the confidence and skills you'll need to interact with people from foreign cultures. Learn how cultural differences can affect relationships and how to identify personal stereotypes; recognize and learn how to deal with possible fears of traveling abroad; explore the reality of culture shock; and learn where to find information on the countries you are visiting.

David Sanford, MIA, has delivered training seminars for Fortune 500 executives, has negotiated business meetings between American and foreign executives, and served in the Peace Corps.

Section 500: Wednesdays, March 5-12, 6:30-9 p.m. 2 sessions. Economics 205. \$30.

NC C 008

Introduction to American Sign Language

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

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

Section 500: Tuesdays, February 11-March 18, 6:30-8:30 p.m. 6 sessions. Hellems 267. \$75.



FINE ARTS

NCFA 038
So You Want to Be an Artist

Explore the various means of making a living from the visual arts – painting, photography, ceramics, sculpture, and fiber arts. Topics discussed will include determining the quality of art work, how to improve it, selling it yourself, selling it through a gallery, and how to get into a gallery. The class will introduce you to the current art market and how to survive in it. Covers publicity, press releases, and developing media contacts.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 500: Wednesdays, February 19-March 5, 6:30-8:30 p.m. 3 sessions. Hellems 141. \$36.

NCFA 235
How to Look at Art

Have you wondered what makes one piece great and another piece 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, including oils, watercolors, serigraphs and pastels. Saturday, we'll visit some Boulder galleries.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 500: Wednesday, April 2, 6:30-8:30 p.m., Hellems 137; Saturday, April 5, 10 a.m.-noon, Pearl Street Mall. 2 sessions. \$25.

Instructor Barbara Preskorn helps Yumiko Kotsuji with brush work. The life drawing class covers both wet and dry media. It appeals to professional artists and crafts people, and to working professionals who find the work deeply relaxing as a creative outlet. In eight weekly 2-hour sessions, students get a lot done. Assignments include long poses and short poses. Instruction emphasizes both technical and intuitive aspects. Students master a process of rendering that provides a reliable structure for figure drawing. And they also do some gestural work that helps them learn "how to convey expression and capture the essence, quickly."

**NCFA 020**
Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph or an object) and work with a design. No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (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 an art conservation technician.

Section 500: Wednesdays, February 5-March 19, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFA 005
Life Drawing

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

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

Section 500: Wednesdays, February 12-April 9, 7-9 p.m. 8 sessions. Fine Arts N275. \$125.

NCFA 045
Design Principles and Composition

We'll explore principles of compositional balance by experimenting with the fundamental elements of design: line, shape, form, space, texture, tonal value and color. In considering the properties of visual weight manifested by these elements, students will work toward balancing two-dimensional compositions while focusing on the following structures of balance: unity and variety; emphasis and focal point; proportion and scale; rhythm. Course will consist of individual in-class and out-of-class exercises, sketchbook studies, readings, and a final project. Call 492-5148 for a list of supplies needed (approximately \$75).

Michael Giron, B.F.A., has taught painting and drawing and designed New Orleans Mardi Gras floats.

Section 500: Tuesdays, February 4-April 15, 6-8:30 p.m. 10 sessions. Fine Arts N298. \$160.

NCFA 009
Beginning Watercolor

You will learn to work with this fluid medium and explore the possibilities of watercolor techniques. This class covers the elements of drawing and texture study, as well as the principles of color and contrasts. Supplies are approximately \$45. Call 492-5148 for a supply list.

Ileana Barbu, M.F.A., paints in oil and watercolors and is an expert in the areas of clay modeling and bas-relief.

Section 500: Wednesdays, February 19-April 16, 6-9 p.m. 8 sessions. Geology 114. \$150.

NCFA 012
Chinese Brush Painting

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

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

Section 500: Tuesdays, February 18-April 15, 6:30-8:30 p.m. 8 sessions. Geology 114. \$96.

NCFA 028
Introduction to Oil/Acrylic 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. The student will choose to work with either oils or 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 an art conservation technician.

Section 500: Tuesdays, February 4-March 18, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFA 046**Introduction to Multiculturalism in Oil/Acrylic Painting**

This course introduces "Primitive Art" and Folk Art in painting through a series of exercises using the color wheel, still-life, and portraiture from a photographic source. Collaboration and ritual will be encouraged. Learn non-Western methods to create work that is unique in content and approach. No prior art experience necessary. Students choose from oil or acrylic and canvas panels or gessoed masonite. Call 492-5148 for a supply list. Cost estimate for supplies: \$50-\$100.

Anita Rodriguez-Wakelin, M.F.A. candidate, works primarily with oils and acrylics and the exploration of her Mexican heritage.

Section 500: Mondays, February 24-April 14, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFA 043**Painting People in Costume**

This class will address the challenges of drawing and painting the life model in costume, how clothing hangs on the model, the anatomy of fabric as well as the anatomy of the human form, how to compose the subject on various formats, how to combine drawing and painting skills in pastel, how to work from the overall to the specific using massing as the foundation and becoming more detailed as the work progresses. Other basic considerations will include understanding value transition, the temperature of color, the use of neutral and vibrant color, and altering the texture of the surface as well as the textures created by pastel. Tuition includes fees for a model present at every session. Call 492-5148 for a supply list.

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

Section 500: Saturdays, January 25-March 8, 9 a.m.-noon. 7 sessions. Fine Arts N103. \$155.

NCFA 042**Creative Expression in Soft Pastel**

Develop creative and expressive work using the medium of soft pastel by exploring realistic, stylistic and abstract expression. Students will do a representational painting and from this painting alter the imagery to create a stylized version. From the second painting, students will again alter the imagery creating an abstraction and perhaps even a non-objective painting from the abstract. With each painting students will perceive information differently, calling for more expressive responses to resolve the design problems posed in each painting.

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

Section 500: Saturdays, March 15-May 3, 9 a.m.-noon 7 sessions. Fine Arts N103. \$140.

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 10-April 14, 7-9 p.m. 9 sessions. Fine Arts C102. \$120.

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 handouts. Bring your camera and manual to every session.

Jayna Conkey, M.F.A., has shown in Colorado, Florida and Nevada.

Section 500: Thursdays, February 13-April 10, 6:30-8:30 p.m. 8 sessions. Hellem 181. \$95.

NCFA 002**Creative Photography Workshop**

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom work covers black and white print making, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer imaging equipment, based on student's proficiency. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

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

Section 500: Thursdays, February 6-April 10, 7:30-9:30 p.m. 9 sessions. Ketchum 235. \$135.



GRAPHIC COMMUNICATION

NCFA 358 Professional Book Illustration Techniques

A "how-to" for those who want to create and sell illustrations to the vast book publishing market. Learn the secrets and insights covering a wide range of styles including black and white, color renderings, washes, and textured board surfaces. Learn to create a dummy and how to present art to a publisher. Class projects include adult mass trade, children's books, and book jacket and CD cover design.

Eric Teitelbaum is a cartoonist with *The New Yorker Magazine* as well as an artist and teacher.

Section 500: Saturday, Sunday, March 1-2, 9 a.m.-4:30 p.m. 2 sessions. Geology 127. \$160.

NCFA 356 Greeting Cards

An intensive workshop covering the fascinating world of greeting cards from both the artistic and business point of view. We'll cover: styles of writing—“cute humor”, poetic verse, gags and humorous cards; styles of art—line, neon, black border, psychology of color communicating mood, feeling and eye control; business strategy—selling and presentation techniques for starting a business and freelancing, licensing rights, manufacturing and distribution. By the end of the program, participants will create a finished sample line of cards appropriate for display in a beginning portfolio.

Eric Teitelbaum is a cartoonist with *The New Yorker Magazine* as well as an artist and teacher.

Section 500: Monday, Tuesday, Wednesday, March 3, 4, 5, 6-9:30 p.m. 3 sessions. Geology 127. \$160.

Gerry Karnish is an industrial designer with Fusion Specialties in Broomfield who studied at both Pratt and FIT in New York City. His profession is "fairly exacting." He's taking the figure drawing class as a creative outlet. The structure built in by signing up for the class is helpful, he says. It creates a set time set aside each week for the pleasure of creative expression.



FOREIGN LANGUAGES

NCFL 108 Beginning Conversational and Written Chinese

Emphasis on practical and colloquial Chinese for business and travel. Students learn proper pronunciation and useful conversational phrases in a variety of situations. Chinese characters will be introduced to reinforce language learning skills. Chinese culture will also be explored. Chung-Hui Kuo Cheng, M.A., Chinese, is a native speaker.

Section 500: Wednesdays, February 5-April 16, 6:30-8:30 p.m. 10 sessions. Economics 117. \$130.

NCFL 208 Intermediate Conversational and Written Chinese

For students who already have strong reading skills of either *pinyin* or *zhuyin fuhao*, this course continues the development of speaking and reading skills that are geared toward everyday life situations.

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

Section 500: Tuesdays, February 4-April 15, 6:30-8:30 p.m. 10 sessions. Hale 236. \$130.

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 3-April 14, 7-9 p.m. 10 sessions. Hellems 267. \$130.

NCFL 200 Intermediate Conversational French

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

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

Section 500: Wednesdays, February 5-April 16, 7-9 p.m. 10 sessions. Hellems 267. \$130.

NCFL 101 Beginning Conversational German

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

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

Section 500: Mondays, February 10-April 21, 7-9 p.m. 10 sessions. Hellems 137. \$130.

NCFL 102 Beginning Conversational Italian

Examines the basics of Italian conversational grammar as well as various aspects of modern Italian culture and the Italian way of life. Participants will learn the elements of the language, view videos, and hold open discussions. Required text, *Italianissimo I* by De Rome, is available at the CU Bookstore.

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

Section 500: Wednesdays, February 5-April 16, 6-8 p.m. 10 sessions. Hellems 211. \$130.

NCFL 202 Intermediate Conversational Italian

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Required text is *Italianissimo I* by De Rome, available at the CU Bookstore.

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

Section 500: Mondays, February 10-April 21, 6:30-8:30 p.m. 10 sessions. Hellems 247. \$130.

NCFL 104 Beginning Conversational and Written Japanese

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

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

Section 500: Fridays, January 24-March 7, 6-9 p.m. 7 sessions. Economics 117. \$136.

NCFL 204**Intermediate Conversational and Written Japanese**

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

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

Section 500: Fridays, March 14-May 2, 6-9 p.m. 7 sessions. Economics 117. \$136.

NCFL 109**Introduction to Korean**

Learn the Korean alphabet, common idioms and expressions, and the basic patterns of sentence construction for simple communication. Vocabulary will emphasize common, useful terms for practical use, and Korean culture will be introduced. For students with no prior knowledge of Korean. Required text: *Functional Korean*, by Chang and Kim available at the CU Bookstore.

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

Section 500: Wednesdays, February 5-March 19, 7-9 p.m. 7 sessions. Economics 119. \$85.

NCFL 103**Beginning Conversational Spanish**

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

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

Section 500: Tuesdays, February 4-April 15, 7-9 p.m. 10 sessions. Education 155. \$130.

NCFL 203**Intermediate Conversational Spanish**

An opportunity to build vocabulary and conversational ability and address cultural and social aspects.

Prerequisite: Beginning Spanish or equivalent. Required text, *Pasajes: Lengua* by Bretz, is available at the CU Bookstore.

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

Section 500: Thursdays, February 6-April 17, 7-9 p.m. 10 sessions. Education 155. \$130.

HISTORY AND CULTURE**NCH 013****History of Boulder**

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

Thomas Meier, B.S., is Executive Director of the Boulder Historical Society.

Section 500: Wednesdays, March 5-19, 6:30-8:30 p.m. 3 sessions. Hellems 137. \$40.

NCH 016**Soldiers, Scouts, Scribes and Scientists: Some Characters from the Old West**

Illuminates the fascinating, exciting, and often dangerous lives of two dozen individuals, mostly lesser known, who left their mark on the 19th century American West. Learn about scouts, Yellowstone Kelly and Lonesome Charley Reynolds; newspaperman John F. Finerty, "The Fighting Irish Pencil-Pusher"; the great Apache Indian leader, Mangas Coloradas; the explorer scientist Ferdinand Vandever Hayden, and army families such as Col. Henry B. Carrington and his wives Margaret and Francis.

Jerry Keenan devotes full time to researching and writing about the American West and the Civil War, is widely published, and is currently completing an encyclopedia of America's Indian Wars.

Section 500: Tuesdays, February 18-March 11, 6:30-8:30 p.m. 4 sessions. Woodbury 106. \$50.

NCH 011**The Incas and Their Empire**

An introduction to the history, culture and civilization of the Incas, creators of the most extensive empire ever achieved by Native Americans. Explore the Inca's origin myth, their arrival in the Cuzco valley, their rise to a great dynastic power, and the disintegration and destruction of that empire. Examine various aspects of the Incan civilization including the everyday life of the nobility and peasants, their religion, system of land tenure and use, agricultural practices, arts and sciences, military technology and tactics, and architecture.

Kevin Haight, J.D., made four trips to the Cuzco area of Peru, and has intensively studied the Incan culture and civilization.

Section 500: Thursdays, March 6-April 17, 7:30-9:30 p.m. 6 sessions. Economics 205. \$75.



INVESTMENT AND PERSONAL FINANCE

NCI 008

Basic Investing

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

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 500: Wednesdays, February 12-March 5, 6:30-8:30 p.m. 4 sessions. Hale 230. \$50.

NCI 007

Advanced Investment Strategies

Designed to build on foundations created in *Basic Investing*, this course will deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90 percent of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities.

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

Section 500: Wednesdays, March 12-April 9, 6:30-8:30 p.m. 4 sessions. Duane Physics G131. \$50.

Chris Jehn is a professional watercolorist, gallery owner (Bristlecone Gallery and Gifts, Longmont-part owner), and part-time developer who is taking Barbara Preskorn's life drawing class a second time for two reasons—good discipline and pure pleasure. Drawing is like practicing the piano, Chris says. If you don't practice, you get rusty. And signing up for the class "builds in a scheduled time to be creative in the midst of a busy life."



NCI 017

Mutual Fund Investing

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

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 500: Wednesdays, April 16-23, 6:30-8:30 p.m. 2 sessions. Duane Physics G131. \$25.

NCI 020

Making Ends Meet: 7 Keys to Managing Your Cash Flow

Budgeting for the financially frustrated! Learn to develop and apply budgeting skills that really work. This course focuses on specific techniques applicable to individual, family, and small business budgets. It's a hands-on course where the skills learned each session can be applied during the interim week, then reviewed and refined at the next class session. Learn to take control of your finances and even commit yourself to financial "plastic surgery." Bring a hand held calculator to each session. The use of basic spreadsheet software is covered in class but not required.

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

Section 500: Tuesdays, January 28-February 25, 6:30-9 p.m. 5 sessions. Economics 13. \$75.

LIFESTYLES — PERSONAL AND PROFESSIONAL

NCL 052

Do What You Are

Changing careers? If you're like many career changers, you may not ever have given much thought to careers which might be most satisfying for you. Or, after years of doing a particular kind of work, you may have trouble imagining what else you might do. Understanding your in-born Personality Type can help you discover what you need in a job for it to be energizing. This interactive, engaging, and informative program introduces participants to their own personality types, their natural strengths and potential weaknesses. Required text, *Do What You Are*, by Paul D. Tieger and Barbara Barron-Tieger, is available at the CU Bookstore.

Sara Dodge, B.A., is an 18-year consumer products marketing veteran, and is certified in the field of personality types.

Section 500: Tuesday, Thursday, March 11-18, 6:30-8:30 p.m. 3 sessions. Hellems 141. \$36.

NCL 055

Nutrition for the New Year — Getting Back to Basics

Feeling like the holidays derailed your nutrition and fitness program? This class is designed to get you back on track! The course focuses primarily on weight control, and includes a computerized dietary analysis to help participants pinpoint their problem areas as well as set goals for improvement. Participants will keep a detailed food record for three days, which will be analyzed by a state-of-the-art nutrition software program. Results may then be compared to current nutrition guidelines for calories, fat, protein, cholesterol, etc. Learn how to overcome barriers to maintaining a healthy lifestyle.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 500: Tuesdays, January 28-February 11, 7-8:30 p.m. 3 sessions. Hellems 185. \$50.

NCL 047

Nutrition and Physical Performance

Learn about nutrition as it relates to physical activity and athletic performance. Specific topic areas will include: fuel supplies for physical activity, fluids and electrolytes, vitamins and minerals, supplements and ergogenic aids. We discuss nutritional problems facing active individuals and provide suggestions for meal planning.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 500: Thursdays, February 27-March 6, 6:30-8:30 p.m. 2 sessions. Economics 117. \$25.

NCL 053**Vegetarianism in the '90s**

Vegetarian diets are becoming more and more popular for health and other reasons. What are the potential health benefits as well as problems for those adhering to a plant-based diet? This course provides up-to-date information on planning a healthy and nutritionally complete vegetarian diet. Meal ideas, including nutrition information, provided.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 500: Saturday, March 22, 10 a.m.-noon. 1 session. Hale 240. \$20.

NCL 057**Nutrition Fads and Quackery — Separating Fact From Fiction**

Frequently, you open a paper or turn on the television and find there is a new nutrition study that touts one food, herb, or vitamin as a cure-all! How can you determine what may or may not be valid? This course gives you tools to look critically at media reports and advertising so that you can make good nutrition related decisions. "Hot" new products will be discussed.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 500: Saturday, April 26, 10 a.m.-noon. 1 session. Hale 240. \$20.

NCL 051**Stress Management Through Biofeedback**

Discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. Learn methods such as progressive relaxation, breathing, deep muscle relaxation imagery, meditation, and short relaxation techniques. The physiology of stress will also be covered. Examine the types of behaviors, thoughts, belief systems and value conflicts that may be causing problems. Discuss self-esteem, communication styles; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Bring a mat and pillow to each class for relaxation exercises. There is a \$10 material fee payable to the instructor at the first class.

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

Section 500: Wednesdays, February 12-March 19, 7-9 p.m. 6 sessions. Hale 260. \$72.

A THREE-PART SERIES:

Take one or all three:

NCL 054**Enjoy Change and Change Your Life**

Is your job status uncertain? Are your relationships changing? Is the pace of change wearing you down? Explore your response to transition and learn how to embrace changes with joy. Identify stages of transition, explore what accelerates change, and identify and overcome your resistance to it.

Val Roche specializes in personal and organizational development and has over 18 years of teaching and human resource experience.

Section 500: Saturday, February 1, 9 a.m.-4 p.m. 1 session. Hellems 137. \$50.

NCL 056**Revitalize Yourself: Creating a More Compelling Vision**

Confused about where your life is going? Is your life too predictable and boring? In this workshop examine the beliefs that influence and mold your behavior, your life script, and leave with a compelling personal vision. Learn to distinguish between enabling and limiting beliefs and identify your beliefs of excellence.

Val Roche specializes in personal and organizational development and has over 18 years of teaching and human resource experience.

Section 500: Saturday, March 1, 9 a.m.-4 p.m. 1 session. Hellems 137. \$50.

NCL 058**Effective Strategies for Achieving Your Goals**

Do you find yourself wishing and wanting but never achieving your personal goals? Learn how to achieve more of what you want in life and how to create a personal action plan. Discover how to establish compelling goals, identify your personal effectiveness strategy for achieving goals, and how to establish a well-defined plan of action, using your creative, critical thinking and planning abilities.

Val Roche specializes in personal and organizational development and has over 18 years of teaching and human resource experience.

Section 500: Saturday, April 5, 9 a.m.-4 p.m. 1 session. Hellems 267. \$50.



SCIENCE

NCSO 025

Identifying Plants of Boulder County

Learn general principles of taxonomy and identifying features of major plant families. Emphasis placed on understanding taxonomic keys to identify native plant species. Taxonomic and ecological features of trees, shrubs, and flowering plants examined during the Saturday field trip. Transportation on own.

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

Section 500: Thursdays, April 24-May 8, 7-9 p.m. Muenzinger E118; Saturday, May 10, 9 a.m.-4 p.m. 4 sessions. \$80.

NCSO 027

Geology of Boulder: An Armchair Tour

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

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

Section 500: Saturday, April 26, 9 a.m.-noon. 1 session. Economics 13. \$25.

NCSO 036

Ethnoherbology: Edible and Medicinal Plants of the West

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

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

Section 500: Thursdays, February 6-27, 6:30-8:30 p.m., Hale 240; Saturday, March 1, 10 a.m.-noon. Henderson Museum. 5 sessions. \$60.

Whitney Collins is focused on the advertising industry right now, but knows he'll be back in Fine Arts someday. He says, "You can't have too much figure drawing. It's a foundation, a building block." And it teaches you to see in a way you never did before. "Lots of people walk by you every day, but it's not until you take figure drawing that you really see and recognize and appreciate them."

NCSO 037

Organic Vegetable and Herb Gardening

For beginners, learn about design, planting, care, composting, and harvesting techniques for the organic garden, both on the Plains and at higher mountain altitudes. In addition, learn inexpensive techniques for outsmarting Mother Nature's "critters" and the weather. Learn how to start your backyard compost pile, do soil preparation, or actually grow your cold-hardy plants in a portable cold-frame. \$3 materials fee payable in class.

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

Section 500: Tuesdays, February 4-25, 6:30-8:30 p.m. 4 sessions. McKenna 112. \$48.

TEST AND COLLEGE PREPARATION

NCT 019

Making Sense of the College Admission Process: For the Parent

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

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

Section 500: Mondays, April 7-21, 6:30-9:30 p.m. 3 sessions. Hellems 191. \$60.

NCT 020

Everything You Need to Know About Your First Year at College

For students and parents, get a head start on common freshman issues which students face at all colleges and universities. Learn how to know when you need help and where to find it at any college or university; how to live with a new roommate; how to handle difficult social issues; and how to access university and college resources. Learn study strategies and get assistance in making your academic plans. Reduce your anxiety and gain confidence. Parent and student sessions held concurrently. Lunch follows with a question and answer period. Box lunch included.

Sherry Snyder, M.A., Coordinator, Academic Skills Program, University of Colorado Learning Center.

Irene Honey, M.S., Director, First Year Programs, University of Colorado.

Section 500: Saturday, April 5, 9 a.m.-1 p.m. 1 session. UMC 158. \$50.



NCT 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. Students need the text at the first class, available at the CU bookstore. Students register separately for the exam. This course is excellent preparation for students taking the ACT.

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

Section 500: Saturday, April 12, 9 a.m.-4 p.m.
1 session. Hellems 267. \$130.

NCT 301**Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need *GRE Prep Book 9* for the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 510-873-8100 for GRE exam registration information. Students need book at the first class meeting.

Roe Willis, Ph.D., is a retired math teacher.

Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 500: Tuesdays, Thursdays, March 11-April 10, 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 215-968-1001 for exam registration information.

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

Section 500: Saturdays and Sundays, April 19-May 3, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.

THEATRE**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. Optional text *The Stanislavski Method* and required text *Zoo Story* are available at the CU Bookstore. Beth Osnes, Ph.D. Theater, is an instructor, performer and director.

Section 500: Tuesdays, February 11-April 8, 6:30-8:30 p.m. 8 sessions. Geology 311. \$96.

NCTH 005**Shakespeare: From Page to Stage**

Drawing on the four plays produced by the 1997 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

Geron Coale, M.A., has directed numerous shows, including musicals, and is currently a Ph.D. candidate in Theatre at CU.

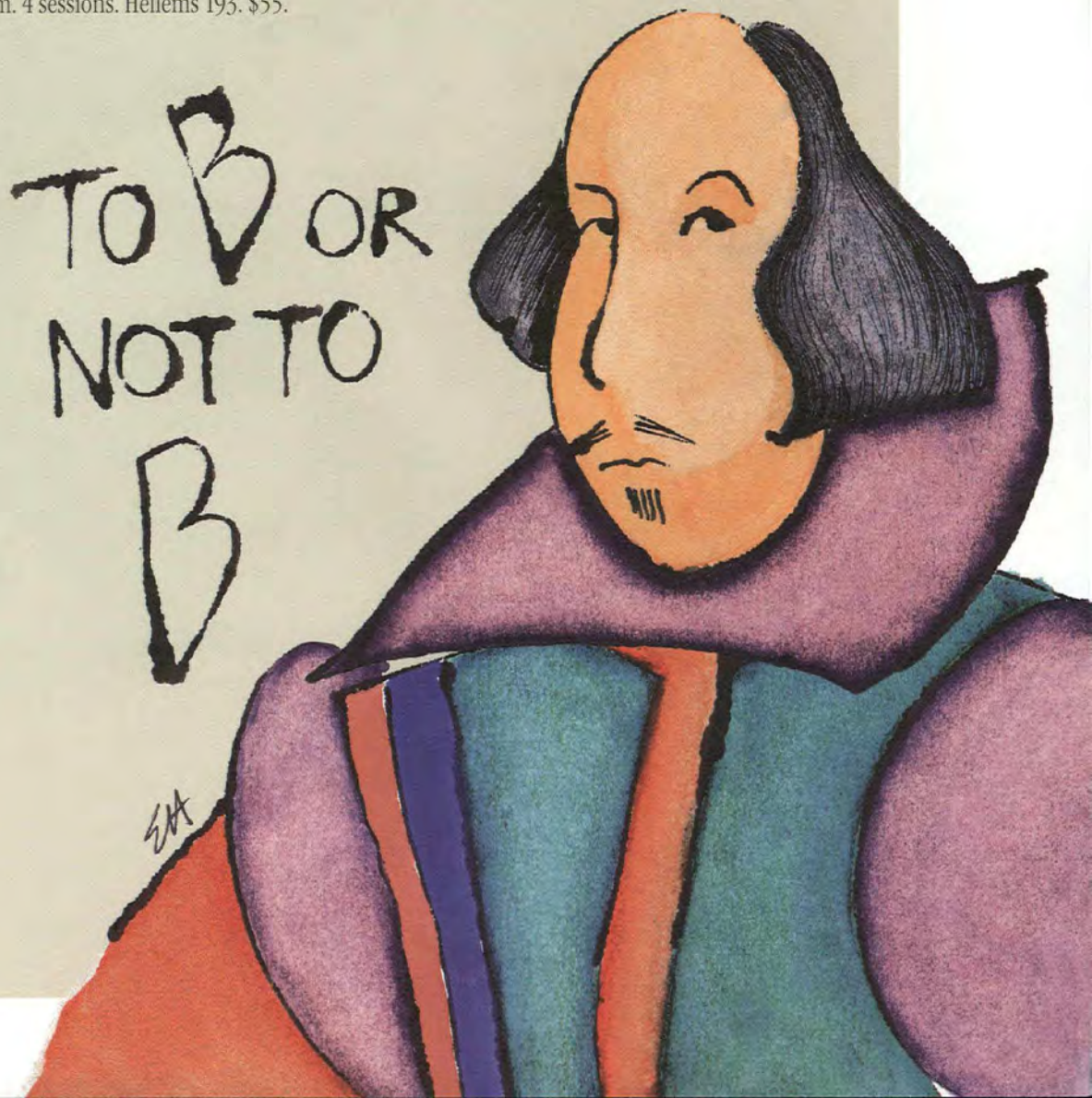
Section 500: Wednesdays, February 5-26, 7-9 p.m. 4 sessions. Hellems 193. \$55.

NCTH 008**What American Theatre Does Best: 100 Years of Broadway Musicals**

The Broadway musical is a uniquely American contribution to theatre. Beginning with the romanticism of *Desert Song* and *New Moon*, trace the development of the Broadway musical, through *Show Boat*; the wit of Cole Porter's lyrics; the patriotic musicals of Rodgers and Hammerstein; the disillusion and despair of the '60s in musicals such as *Hair* and *Godspell*; the fear of totalitarianism and repression in the *Man of La Mancha* and *Fiddler on the Roof*; the cynicism of the '80s in *A Chorus Line*; a nostalgic return to romanticism with *The Secret Garden*; and revivals of previous musicals.

Rebecca Gauss, M.A., is an actor and director, who is completing a study of the studios of the Moscow art theatre.

Section 500: Tuesdays, March 11-April 22, 7-9 p.m. 6 sessions. Hellems 247. \$75.



WRITING AND LITERATURE

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, March 8, 9 a.m.-1 p.m. 1 session. Hellems 137. \$30.

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 13-April 10, 6:30-8:30 p.m. 8 sessions. Hellems 263. \$95.

NC W 006

Creative Writing

Expand your creative abilities. Explore dialogue, characterization, narrative, description, view-point, 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, February 11-April 8, 7-9 p.m. 8 sessions. Hellems 137. \$95.

NC W 004

Writing the Novel

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

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

Section 500: Thursdays, January 30-April 10, 7-9 p.m. 10 sessions. Hale 235. \$120.

NC W 021

Introduction to Screenwriting

This informative class introduces a new approach to writing screenplays by providing the building blocks of screenwriting. Emphasis is placed on creating dynamic scenes, learning the language of film images, and developing character-driven action through believable dialogue.

Leigh Kennicott, M.A., has worked in development for major motion picture studios as well as in television and film production in Los Angeles.

Section 500: Mondays, February 10-April 21, 6:30-9 p.m. 10 sessions. Economics 205. \$150.

NC W 028

Write Fiction That Sells

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

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

Section 500: Wednesdays, February 19-April 16, 7-9:30 p.m. 8 sessions. Hellems 245. \$120.

NC W 005

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

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor also works individually with students' articles. Nancy Rasmussen, B.A., has published over 40 articles in national and local publications and has taught magazine article writing for six years. She also worked for a local publishing company and the *Denver Post*.

Section 500: Mondays, February 24-April 7, 7-9 p.m. 6 sessions. Hale 240. \$72.

Jim Uba works in technical support for Research Systems, a Boulder software firm. He says, "My mother and grandmother are artists. They taught me a little but I never took classes, never pursued it." Figure drawing is "a lot of fun. It's definitely relaxing and it forces me to get away from computers" for a while.



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, agents, contracts, self-publishing. For writers and illustrators.

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

Section 500: Saturday, February 22, 9 a.m.-4 p.m. 1 session. Economics 119. \$50.

NC W 072**Women Writers of the West**

Sample the rich tradition of women writing the West, old and new. Discover the qualities that have set apart women of the West: their close relationship to the land, their responsibility for their own destiny, and their changing roles in an era of mobility. Class will include visiting speakers who are local authors and founders of Women Writing the West. Books are: Willa Cather's, *O Pioneers*, and *Song of the Lark*; Teresa Jordan's, *Riding the White Horse Home*; and Sybil Downing's, *Fire in the Hole*.

Julie Kaewirt, Ed.M., is a published author and a founding member of Women Writing the West.

Section 500: Tuesdays, March 4-April 15, 7-9 p.m. 6 sessions. Helms 255. \$75.

NC W 073**Novels of New Americans**

New country, new language, new culture. The chosen land offers much to its newest citizens, but how do their pasts fit into the present? How do outsiders become part of the whole and at home with the new? Join us in reading and discussing four excellent novels by and about new Americans. To allow time for reading, we will meet every two weeks. Please read:

Breadgivers by Anzia Yezierska by February 6.
Typical American by Gish Jen by February 20.
Dreaming in Cuban by Cristina Garcia by March 6.
Native Speaker by Chang-Rae Lee by March 20.

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

Section 500: Thursdays, February 6-March 20, 7-9 p.m. 4 sessions. Hale 260. \$48.

NC W 074**Jane Austen: From Novel to Film**

With four successful film renditions of her novels, Jane Austen has established herself as one of the most popular writers today. Why her sudden popularity when she wrote in the early 19th century? We'll discuss three of Austen's novels and compare them to the films based on them: *Emma*, *Sense and Sensibility*, and *Persuasion*. Discover why readers of Jane Austen become Austenian addicts, and why major movie houses have embraced her. Start reading *Emma* before the first class; movies viewed outside class time.

Rebecca Dickson, Ph.D. in 19th century literature, teaches writing and literature at CU and is a published author.

Section 500: Wednesdays, February 19-April 9, 6:30-8:30 p.m. 7 sessions. Helms 185. \$85.

EAST BOULDER COMMUNITY CENTER

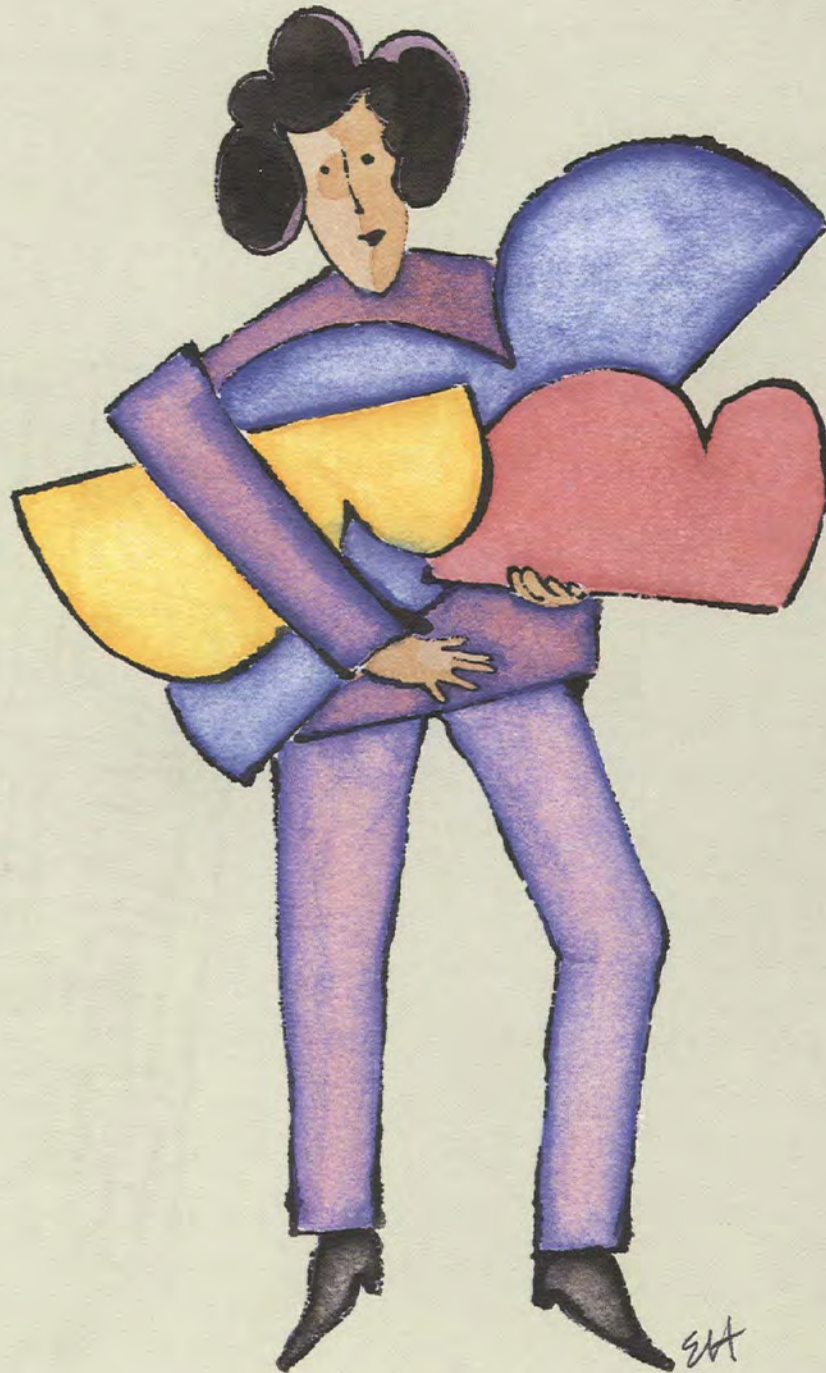
This daytime course is offered in cooperation with the City of Boulder, Housing and Human Services Department, Senior Services Division. The Community Center's address is 5660 Sioux Drive, Boulder.

NCSO 017**Introduction to Colorado's 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 investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting.

Donald Kron, Ph.D., is interested in fossil mammals and is experienced in recovering fossils.

Section 50B: Thursdays, February 20-27, 10 a.m.-noon. 2 sessions. \$25.



PLAN B THINKING HELPS YOU FACE AND ANTICIPATE CHANGE.

We're getting used to the idea of a career path that is not a straight line – new jobs, new opportunities, new careers await us. Many of us blew past Plan B some time ago with amazing results. But we need a little help with Plan C. Or is that Plan D? Our Business curriculum keeps up, to help you spot trends, polish skills and plan your next move.

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 on March 24-28.

BUSINESS COURSES, SPRING, 1997

Getting Started	31	Sales/Marketing	32
Basic Skills for the Supervisor		The Power of the Personal Sale	
Accounting and Finance	31	Understanding Marketing: Developing and Promoting Your Product or Service*	
Accounting and Budgeting for the Non-Accountant*		Public Relations for Small Businesses	
Understanding and Using Financial Statements		Supervision/Management	33
Entrepreneurism/Small Business	31	Basics of Nonprofit Management	
Entrepreneurism-Are You Ready?		Critical Issues in Current Management*	
Human Resources Management	31	Managing People*	
Basics of Human Resources Management		Writing and Communication	33
Understanding Sexual Harassment in the Workplace		Better Writing for Business and Professional Applications	
International	32	Technical Writing	
Exporting and Investing Overseas		Intermediate Technical Writing	
Professional Development	32		
Creating Spirit and Meaning in the Workplace			
Handling Difficult People			

SKILL LEVEL GUIDE

A Guide to Business Courses' Recommended Skills Levels

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

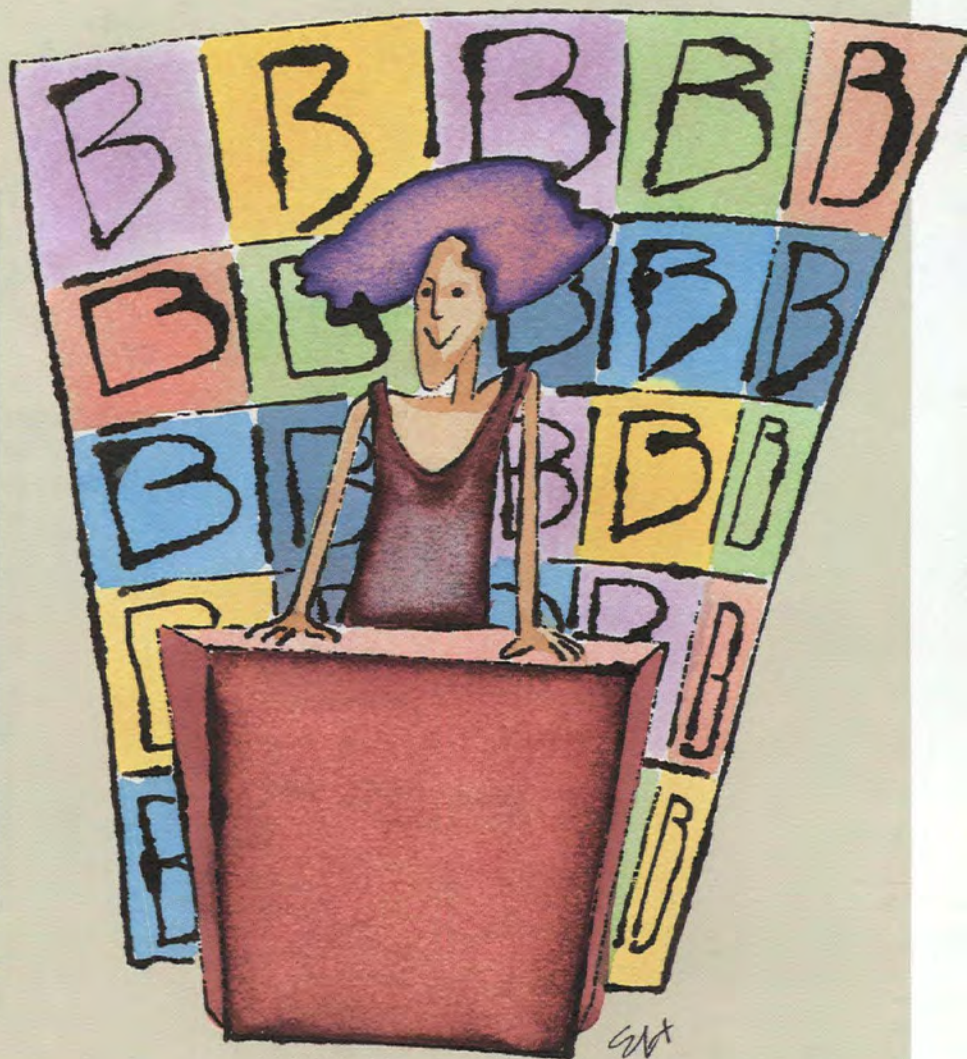
Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.



GETTING STARTED

NC B 100

Basic Skills for the Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, building productive work teams, managing change and conflict, and managerial problem solving. A recommended 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 27-March 10 (no class February 17), 7:30-9:30 p.m. 6 sessions. Business 250. \$120.

ACCOUNTING AND FINANCE

NC B 110

Accounting and Budgeting for the Non-Accountant*

Beginning Level

Understand where the numbers come from and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue. Students need a hand-held calculator at the first class meeting. Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 500: Saturdays, January 25-February 1, 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 uninformed? 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 County for 15 years, working with small businesses and small business owners.

Section 500: Saturday, February 8, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

ENTREPRENEURISM/ SMALL BUSINESS

NC B 400

Entrepreneurism-Are You Ready?

All Levels

What does it take to be an entrepreneur?

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

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

Section 500: Saturday, March 1, 9 a.m.-4:30 p.m. 1 session. Hellems 211. \$75.



GIVE THE GIFT OF LEARNING!

For that person who is hard to shop for or who has everything, purchase a Continuing Education Gift Certificate. Call us at 492-5148 for more information.

Leslie Ewy is a software engineer for Array Technology in Boulder. She takes courses through the Division of Continuing Education "to expand career opportunities."



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.

Janice Kay, M.A., has been the director of training and development for major firms and is an experienced change agent.

Section 500: Saturdays, February 22-March 1, 9 a.m.-4 p.m. 2 sessions. Economics 205. \$135.

NC B 252

Understanding Sexual Harassment in the Workplace

Intermediate Level

Understanding, managing, and preventing sexual harassment is a critical issue for organizations. This timely workshop presents the six levels of harassment including legal definition; quid pro quo vs. hostile work environment; how and why it occurs; management and prevention through employer practices and policies; and tools for conducting a claim investigation.

Pamela Adams, B.A., is a national trainer and communications consultant and certified as a trainer by the Civil Rights Commission.

Section 500: Saturday, April 12, 8:30 a.m.-4:30 p.m. 1 session. Hale 240. \$80.

INTERNATIONAL

NC B 405

Exporting and Investing Overseas

Intermediate Level

The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. Topics include 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.

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, March 4-April 15, 6:30-8:30 p.m. 6 sessions. Hale 240. \$130.

PROFESSIONAL DEVELOPMENT

NC B 021

Creating Spirit and Meaning in the Workplace

All Levels

Find meaning, value and creativity again in your daily work through this hands-on workshop. Using insights from recent organizational studies, discover how to achieve true personal empowerment, the deep connection between meaning and values, and how creativity can be linked to profits.

David Roche, B.A., has over 20 years of experience in assisting individuals and organizations to link their values with effective, productive work practices.

Section 500: Saturday, March 15, 9 a.m.-4 p.m. 1 session. Hellems 137. \$60.

NC B 014

Handling Difficult People

All Levels

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

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

Section 500: Tuesday, March 18, 6-9 p.m. 1 session. Duane Physics G116. \$35.

SALES/MARKETING

NC B 215

The Power of the Personal Sale

All Levels

You can do the best job of selling your company's products and services when you do the best job of selling yourself. This program will help you achieve peak sales performance and dramatically increase profits by showing you how to make the personal sale. Included are 25 sell-yourself strategies and insights on how to truly distinguish yourself from competitors, "polish" your presentations and communicate with confidence. Learn self-promotion methods and materials that will enable you to make a maximum impact for a minimal investment of time and money. You'll walk away with what you need to know to gain the visibility, credibility and recognition that will reap rewards for your organization.

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

Section 500: Saturday, March 1, 8:30 a.m.-4:30 p.m. 1 session. Hale 240. \$80.

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? Learn to formulate your ideas; plan and set objectives; understand the market and your customer; assess the competition; develop and promote your products; get products to market; and satisfy your customers.

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

Section 500: Tuesdays, February 11-March 18, 6-8:30 p.m. 6 sessions. Hellems 81. \$150.

NC B 051

Public Relations for Small Businesses

All Levels

Learn how to promote your business through highly effective public relations. This course provides a step-by-step approach to creating a press release, background information, developing a press kit, preparing for press interviews and contacting the media. Learn the importance of building targeted press lists, pitching customer/client success stories, and handling crises. Includes a comprehensive "how-to" reference manual with a starter set of press labels and a press list of local media.

Yvonne Lynott, B.A., is partner of a Boulder-based public relations firm specializing in emerging and high growth companies and conducts PR training seminars for small businesses.

Section 500: Wednesdays, February 19-26, 6:30-9 p.m. 2 sessions. Economics 205. \$75.

Sanford Baran is a computer consultant and media developer who finds Continuing Education courses "helpful for my business."



SUPERVISION/ MANAGEMENT

NC B 023

Basics of Nonprofit Management

All Levels

What makes a nonprofit different from a for-profit organization? What are the best ways to build a strong and effective board of directors, a versatile volunteer core, and engage committed staff? And what about structuring an easy to use budget? If you're interested in learning more about these and other issues pertaining to nonprofit management, then this four-session overview is for you!

Catherine Underhill, MPA, is Executive Director of the Arts and Humanities Assembly of Boulder which serves artists and cultural organizations of Boulder County.

Section 500: Wednesdays, April 2-23, 7-9 p.m. 4 sessions. Hellems 193. \$90.

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, April 7-May 5, 7:30-9:30 p.m. 5 sessions. Business 250. \$100.

NC B 245

Managing People*

Intermediate Level

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

Alan Kreglo, M.S., in addition to management experience in manufacturing and development, has experience in human resources in both the public and private sector.

Section 500: Thursdays, February 20-March 20, 7-9 p.m. 5 sessions. Hellems 255. \$105.

WRITING AND COMMUNICATION

NC B 022

Better Writing for Business and Professional Applications

All Levels

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

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

Section 500: Tuesdays, February 11-25, 6:30-8:30 p.m. 3 sessions. Hale 240. \$60.

NC B 470

Technical Writing

Beginning Level

Learn to apply technical writing skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Course provides step-by-step learning modules that help you progress from basic to advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production. Student writing projects will be critiqued with constructive suggestions for improvement.

Brian Bevirt, B.A., has 18 years of experience as a technical communicator for business, industry, and science.

Section 500:
Tuesdays, February 11-
March 11, 6:30-9 p.m. 5
sessions. Duane Physics
G027. \$125.

NC B 471

Intermediate Technical Writing

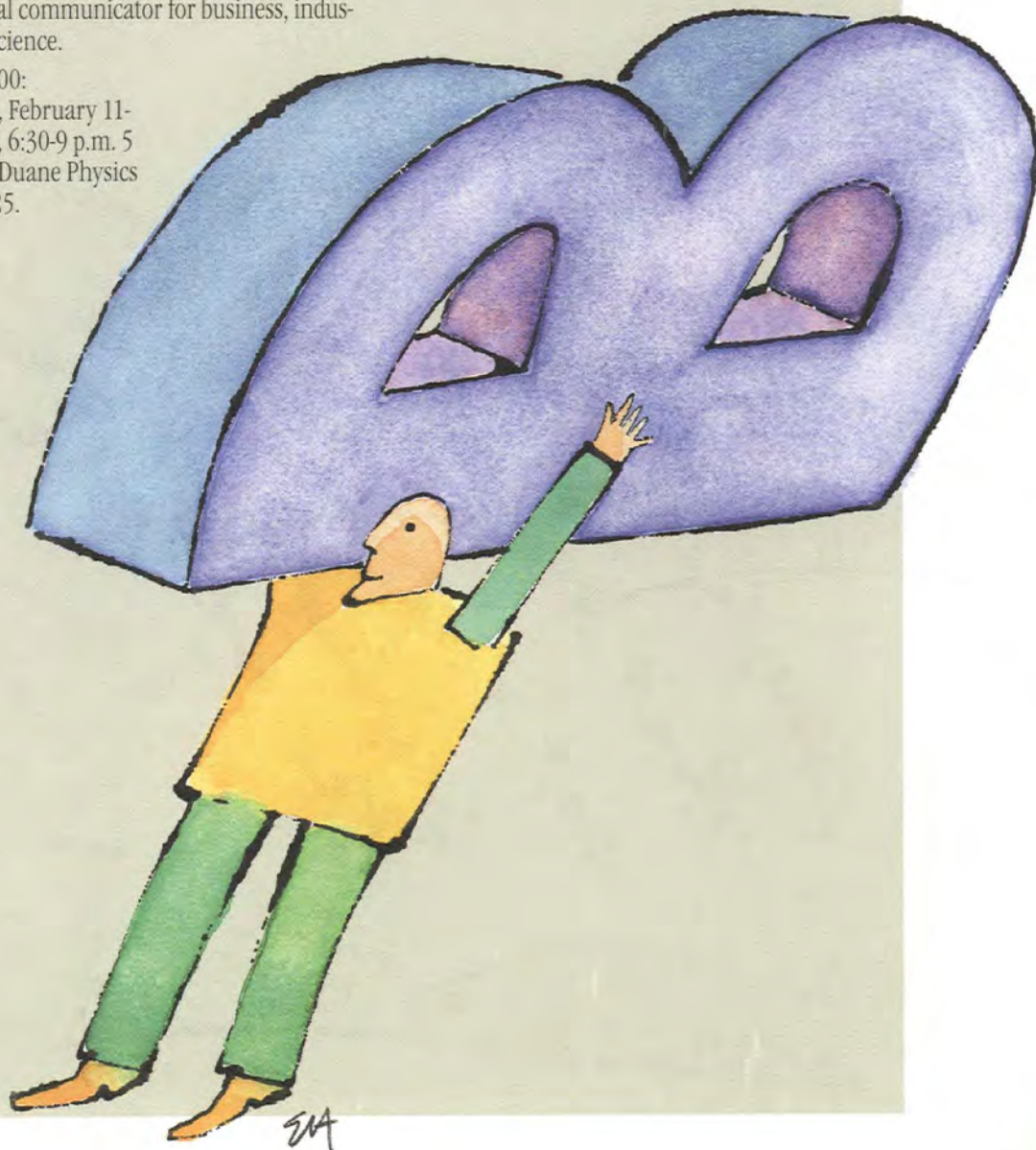
Intermediate Level

Building on what was taught in the beginning class, this course offers a more in-depth exposure to the technical writing profession.

Elements of the course include writing for both expert audiences and non-discipline specific audiences, how to deal with and translate discipline-specific vocabularies, how to work with technical specialists and other groups in a business/industrial environment, how to prepare pre-writing plans for the various products of the technical writing profession, and how to carry these plans through the writing and post-writing stages. Prerequisites for this course include completing the beginning course or applicable work experience.

Stephen Carroll, Ph.D., is director of communications for the CU-Boulder College of Engineering and Applied Science. He has won numerous awards in technical and scientific communications.

Section 500: Tuesdays, April 1-22, 6:30-9 p.m. 4 sessions. Duane Physics G131. \$100.



SPECIAL SEMINARS: PARTNERSHIPS WITH THE COMMUNITY

The Division of Continuing Education partners with the Boulder community to provide quality, thought-provoking, and even life changing programs. A feast for the mind in the areas of race and forgiveness, leadership, the 96 Olympics and exponential growth shown through arithmetic. Read on for details.

Refunds are granted prior to the beginning of any workshop or event; none later.

LIFEWORk: MAKING LIVES AND BUSINESSES WORK BETTER

Increasingly, people are discovering that what worked yesterday, won't work today. Rules have shifted and success in the workplace and security at home seem less assured. As for tomorrow, from changing workplace demands to the instability of Social Security the only constant is change. This new world demands new ways of doing business and living life. From life mapping to financial planning, giving people the tools they need to deal with the challenges of today and tomorrow is what the LifeWork workshop is all about.

LifeWork offers a tool kit and a blueprint for people seeking to be more effective today and

feel more confident about tomorrow. People in the "second half" of life, 40 or older, are especially likely to feel that not only have the rules of the game changed, but the stakes have risen. And LifeWork is designed especially for them. LifeWork is a half-time strategy session with expert coaches committed to helping design a more effective game plan, one that helps every participant get more out of tomorrow while focusing more clearly on today.

Created by Adrienne Hynes Associates, one of Denver's premier training firms, and featuring experts in a range of fields — experts with no axes to grind or products to sell — LifeWork has a ten year track record of helping people design the kind of lives they want and helping businesses develop the kind of confident, focused proactive employees they need. Up to now LifeWork has been only offered in-house as a big company benefit, with satisfied customers including a veritable "who's who" of major Denver area businesses. Now in a unique cosponsorship arrangement between CU's Division of Continuing Education and the Boulder Chamber of Commerce, this two-day program is available to groups and individuals in the Boulder area. For a business owner looking for a program that will truly benefit your employees and your business, or an individual seeking to get a better handle on the hand you've been dealt, this seminar presents two

days of invaluable information and strategies! Workshop includes the *LifeWork Workbook* and lunches both days.

Presenters:

Mark Grimm, LCSW: Day One - LifeStyle Issues
The author of the *Life Styles Issues Section of the LifeWork Workbook*, Mark is a nationally known trainer, consultant and expert on life transitions and life planning issues. Over the past two decades he has helped hundreds develop a focused, balanced, effective "life plan" that works as well at home as it does at work.

John Panasewicz, M.B.A.: Day Two - Financial Planning

An MBA from the Wharton School of Finance with almost 20 years experience on the finance staffs of some of America's largest corporations, John has been the Chief Financial Officer of two Colorado companies. The author of the *Financial Section of the LifeWork Workbook*, John's approach to finances is unorthodox, insightful and based on understanding the basics of managing your money and investments while creating an empowered new proactive "psychology of money."

LifeWork meets Thursday and Friday, April 10-11, 8:30 a.m.-4:30 p.m.; Boulder Chamber of Commerce, 2440 Pearl Street, Second Floor.

NCSS 705 Section 501: \$350 (Full tuition)

NCSS 705 Section 502: \$300 (for Boulder Chamber of Commerce Members)



FRIDAY LUNCH AND LEARN SERIES

A partnership for learning-Chautauqua and the University of Colorado at Boulder! From the earliest days of Chautauqua cooperative ventures have occurred in the areas of education, administration, and even housing. This long-term partnership continues, bringing you new learning adventures with the Friday Lunch and Learn series. Held at Chautauqua's Community House and featuring renowned faculty from the University of Colorado at Boulder, the Friday Lunch and Learn Series promises to entertain, provoke, and inform. Join us and see for yourself. Box lunch included. Chautauqua residents register through Chautauqua for a reduced fee.

Arithmetic, Population, and Energy

Learn what happens when steady growth continues in a finite environment. Dr. Bartlett examines the arithmetic of steady growth as it relates to populations and fossil fuels, and offers recommendations revealed by simple arithmetic.

Albert Bartlett, Ph.D., Professor Emeritus, Department of Physics, has won numerous scientific and teaching awards, and has been honored as the CU Boulder scientist who has made "the most significant contribution to the public's understanding of science."

NCSS 728 Section 500. Friday, February 21, Noon-1:30 p.m. \$22.

An Insider's View of the 1996 Olympics

Learn about the 1996 Olympics from the point of view of a 62-year-old college professor who volunteered his time and effort for the entire 17-day Olympic event. Assignment: translating for the athletes who came to Atlanta from Greece, the birth place of the Olympics.

P. John Lymberopoulos, Ph.D., is Associate Dean and Professor of International Business and Finance in the College of Business and Administration and the Graduate School of Business. He formerly served as C.U.'s Dean of Continuing Education. He was a Fulbright scholar at Athens College in Greece and the recipient of the May D&F Teaching Excellence Award. A noted speaker, he has addressed national audiences of business leaders and executives in the areas of strategic planning, profitability management, forecasting and many other topics. He currently serves as a consultant in both the public and private sector.

NCSS 725 Section 500. Friday, March 7, noon-1:30 p.m. \$22.

Leadership for Everyday Life

Leadership skills- everyone needs them. They are useful at all levels, from the simplest interpersonal relationships to complex interactions within large professional organizations and civic groups. Perhaps even more important, leadership starts with being the leader of your life and taking control of it. Learn more about what leadership is and how to apply it in your everyday life.

Ron Billingsley, Ph.D., served for five years as a U.S. Naval officer. He has designed and taught more than 20 interdisciplinary courses during his 22 years at C.U. and is especially concerned with interdisciplinary and multicultural approaches to education. He is the winner of several awards for teaching excellence. Currently he serves as Associate Director of The Presidents Leadership Class. In this position he has combined his strong interest in leadership issues with interdisciplinary studies, curriculum development, and teacher training. He has also been involved in leadership programs for Colorado high school students.

NCSS 727 Section 500. Friday, March 14, Noon-1:30 p.m. \$22.

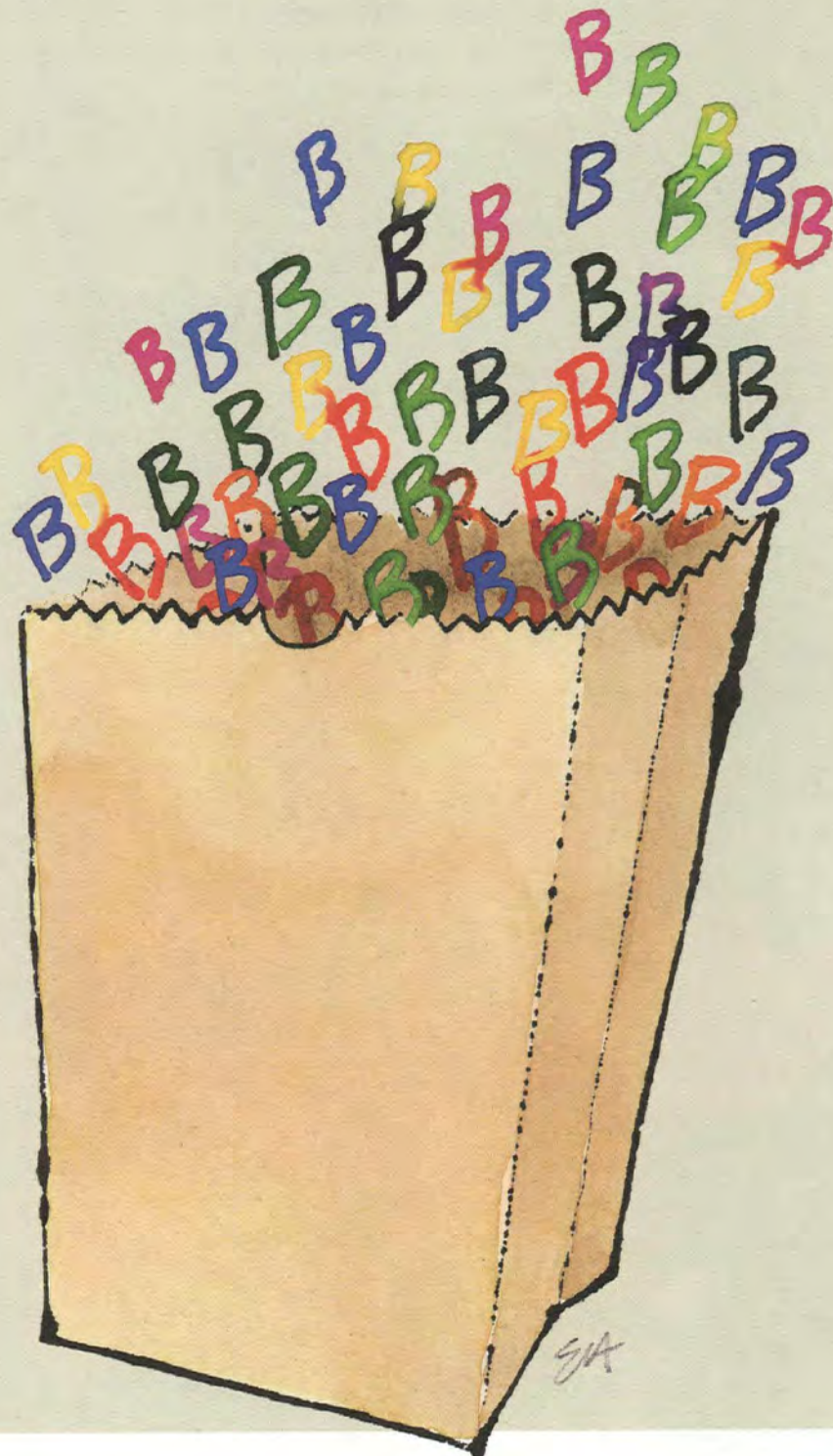
Race and Forgiveness

Author of *My First White Friend*, Patricia Raybon discusses her intense personal journey from hatred to forgiveness in hopes of helping other victims of hate to heal. Learn more about her childhood, what shaped her anger and hatred, and how she escaped destructive anger and learned to trust, love and forgive both herself and others.

Patricia Raybon, Associate Professor, Journalism, is an award-winning writer whose personal essays on race, family and culture have been published locally as well as in *The New York Times Magazine*, *Newsweek*, and other national publications. She is also a regular contributor to National Public Radio's "Weekend Edition" and worked for more than a dozen years as a newspaper reporter and editor.

NCSS 726 Section 500. Friday, April 4, Noon-1:30 p.m. \$22.

NCSS 720 Section 500. Sign up for all four programs in the **Lunch and Learn** series. \$78.



BUILD HANDS-ON PROFICIENCY.

ALWAYS A GOOD PLAN!

As you've discovered, you can spend a lot of time by yourself "saving time" with your powerful new software, or your new computer. Fortunately, there's a painless way to accelerate your learning curve on top equipment with expert instructors. Come enjoy the difference.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. Effective Summer, 1996, these requirements have been modified to provide a more comprehensive understanding of an ever-changing computer industry.

Sharon Pike introduces students to the wizardry of Quark as a valuable tool in a larger process of design and production. She has a background in fine arts and design, including agency and in-house work. She started Pike Computing Resources in 1989 and teaches a number of classes for Continuing Education. Free time is spent with her family, hiking and camping when time permits.



Students who are currently pursuing a Certificate may continue with the format established before Summer, 1996, or follow the new format.

- A. Five required core courses:
1. CACS 100 Computer Literacy*
 2. CACS 201 Concepts of Computer Information Technology
 3. CACS 202 Computer Applications Overview
 4. CACS 204 Computer Systems Overview
 5. CACS 220 Introduction to Networks

***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it the same time as another course. *If you have a substantial background with computers*, you may request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

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

- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

CERTIFICATE IN NETWORK ADMINISTRATION

This semester, the Division of Continuing Education begins offering a Certificate in Network Administration for individuals responsible for technical support of local and wide area networks. Information regarding the requirements for this Certificate may be obtained by calling 492-6596 or by visiting the Computer Applications Program home page at:

www.colorado.edu/conted/computer

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 and the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) may be purchased for \$3.95 at the front counter. For other course locations, please refer to the campus map located at the back of the catalog.

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

ESSENTIAL INFORMATION: Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call (303) 492-6596 if you have questions about computer access.

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

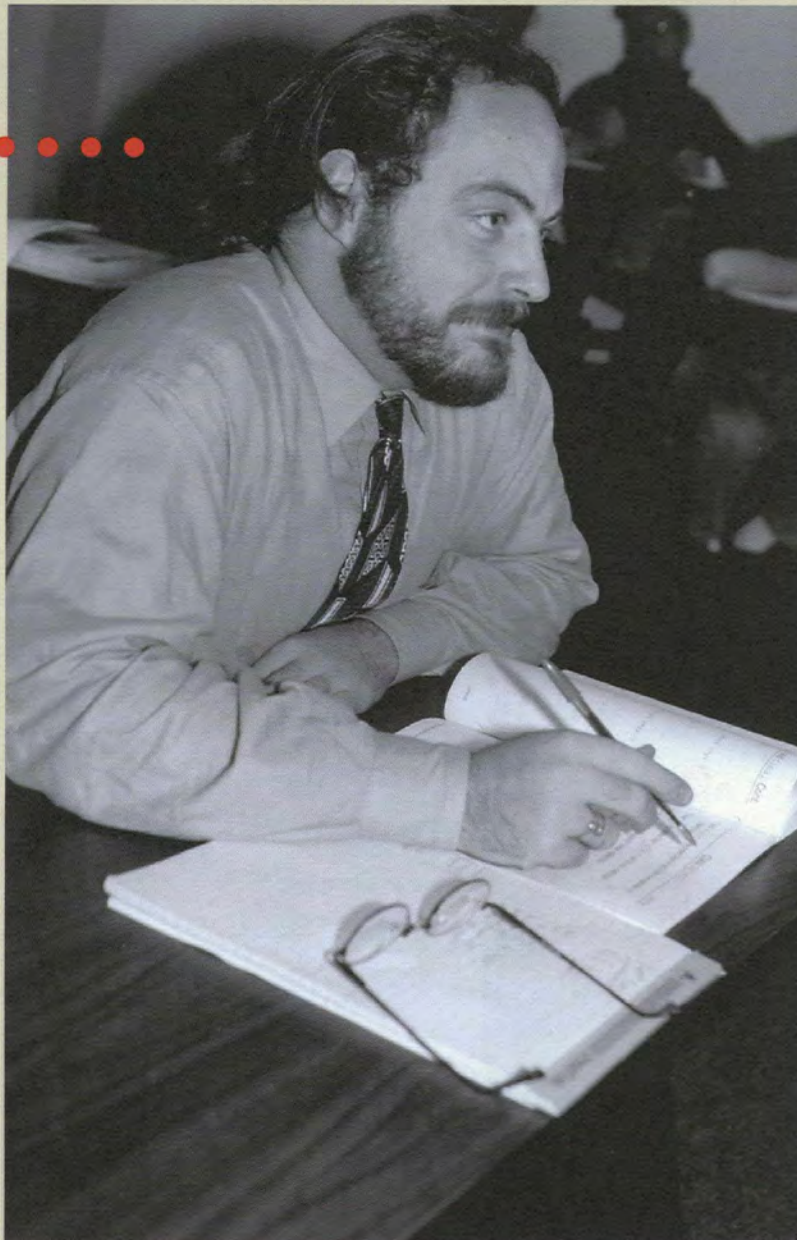
QUESTIONS? If you have any questions about this program, please call the Division of Continuing Education at (303) 492-5148, or outside the Denver Metro area, 1-800-331-2801.



COMPUTER APPLICATIONS COURSES, SPRING, 1997

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Patrick Kellogg is a computer consultant who is always interested in learning about the latest and greatest. He says that applications classes through Continuing Education are "a chance to train myself at a good price." He is impressed that instructor Tom Cargill knew about Java early on ("before it happened!") and thus, anticipated the "gold rush" toward Java. Patrick has worked with Java and Active X, the parallel product from Microsoft. He says Active X does more than Java, but it's too product related. "Java is a real language. It's coherent. It's real. It makes sense."



GIVE THE GIFT OF LEARNING!

For that person who is hard to shop for or who has everything, purchase a Continuing Education Gift Certificate. Call us at 492-5148 for more information.

THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

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

Beth Sigren, B.S.

Section 501: Tuesdays, January 21, 6-8 p.m. plus lab sections.

Please indicate lab preference (50A or 50B) at registration:

Lab Section 50A: Tuesdays, January 28-February 25, 6-8 p.m.

Lab Section 50B: Tuesdays, January 28-February 25, 8-10 p.m.

John Dick, Ph.D.

Section 502: Wednesdays, February 12, 6-8 p.m. plus lab sections.

Please indicate lab preference (50C or 50D) at registration:

Lab Section 50C: Wednesdays, February 19-March 19, 6-8 p.m.

Lab Section 50D: Wednesdays, February 19-March 19, 8-10 p.m.

Dale Heuer, MBA

Section 503: Thursdays, March 6, 6-8 p.m. plus lab sections.

Please indicate lab preference (50E or 50F) at registration:

Lab Section 50E: Thursdays, March 13-April 17, 6-8 p.m.

Lab Section 50F: Thursdays, March 13-April 17, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$110.

CACS 201 Concepts of Computer Information Technology

Topics include computer organization, applications support, internetworking, telecommuting, career opportunities and the future of computers in society. Through class discussions and on-line demonstrations, students gain an understanding of both practical and theoretical concepts which enhance their opportunities in the fields of computer information technology.

Prerequisite: CACS 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Bookstore, UMC 10.

Ron Clarke, M.S.

Section 500: Thursdays, January 23-February 27, 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

CACS 202 Computer Applications Overview

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

Prerequisite: CACS 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 500: Mondays, March 10-April 21 (skip March 24), 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

CACS 204 Computer Systems Overview

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

Dale Heuer, MBA

Section 500: Mondays, February 3-24, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

NETWORKS

CACS 220 Introduction to Networks

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

Valerie Parker, M.I.S.

Section 500: Wednesdays, February 19-March 19, 6-9 p.m. 5 sessions. University Computing Center 123. \$175.



NETWORKS-CONTINUED**CACS 321
Network Administration**

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

Michelle Sharon, B.S.

Section 500: Wednesdays, April 2-23, 6-9 p.m.
4 sessions. University Computing Center 123. \$145.

**CACS 323
Network Operating Systems**

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of commonly used systems such as Novell, Appleshare and NT. Network topologies and hardware are also introduced.

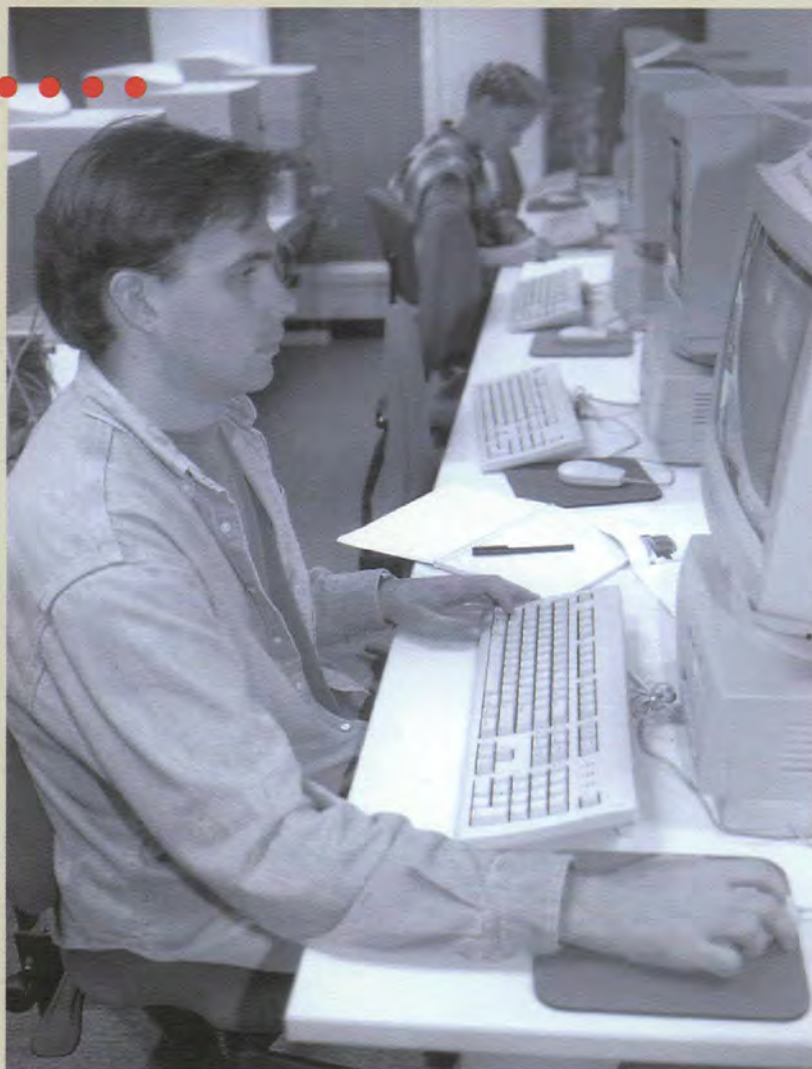
Prerequisite: CACS 220 **Introduction to Networks** or equivalent.

Willie Hutton

Andy Rumer

Section 500: Thursdays, April 3-24, 1-4 p.m.
4 sessions. University Computing Center 123. \$145.

Eric Schmidt took Quark to "tune up" his resume and "to learn a little bit more about desktop publishing." He says, "I think it's great. I was really impressed."

**THE INTERNET****CACS 230
Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information on the World Wide Web, will be covered. Hands-on exercises provide an exciting glimpse into the wealth of information available on the Internet. **Prerequisite:** CACS 100 **Computer Literacy** or equivalent.

Michelle Munroe, B.S.

Section 501: Wednesdays, January 22 and 29,
6-9 p.m. 2 sessions.

Section 502: Wednesday, February 12, 9 a.m.-
4 p.m. 1 session.

All Sections: University Computing Center 126.
\$95.

**CACS 331
Internet Applications**

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

Art Smoot, M.S.

Section 501: Tuesdays, February 18-March 4,
6-9 p.m. 3 sessions.

Section 502: Tuesday and Thursday, March 18
and 20, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126.
\$125.

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

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Create pages with a text editor, handle basic formatting issues, include graphics into documents, and structure the flow of documents across multiple pages. All laboratory exercises are conducted in a Windows environment and involve the creation of several HTML pages. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Art Smoot, M.S.

Section 501: Tuesdays, April 1-15, 6-9 p.m.
3 sessions.

Section 502: Tuesday and Thursday, April 29
and May 1, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126.
\$125.

**CACS 432
Intermediate Hypertext Mark-up
Language (HTML)**

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

Art Smoot, M.S.

Section 500: Wednesday, May 7, 9 a.m.-4 p.m. 1
session. University Computing Center 123. \$95.

CACS 433**Web Server Administration**

If you are interested in running a World Wide Web server, this class will provide you with information on hardware, software, system configuration, security, logs and measurements, and virtual servers. You will also explore developing and testing Common Gateway Interface (CGI) programs, and updating and changing web pages on other servers. This class is presented in a lecture format with live illustrations of administrative functions. **Prerequisite:**

CACS 332 Introduction to Hypertext Markup Language (HTML) or equivalent.

Art Smoot, M.S.

Section 500: Wednesday, May 14, 9 a.m.-4 p.m.
1 session. University Computing Center 123. \$125.

OPERATING SYSTEMS**CACS 303****Computer Operating Systems**

Emphasizes the components and architecture of computer operating systems including memory management, virtual memory, I/O subsystems and kernel implementations. Operating systems such as Macintosh, DOS/Windows, and UNIX derivatives will be examined.

Prerequisite: **CACS 204 Computer Systems Overview** or equivalent.

T.B.A.

Section 500: Wednesdays, February 26-March 19,
1-4 p.m. 4 sessions. University Computing
Center 123. \$145.

CACS 211**Introduction to UNIX**

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

Ed Zucker, M.S.

Section 500: Tuesdays, January 28-March 11,
6-9 p.m. 7 sessions. University Computing
Center 123. \$280.

CACS 311**Intermediate UNIX**

Create your own tools or do system administration. We cover advanced use of commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** **CACS 211 Introduction to UNIX** or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, April 1-29, 6-9 p.m.
5 sessions. University Computing Center 123. \$250.

PROGRAMMING**CACS 240****Introduction to Programming**

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C. 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.

Prerequisite: **CAPC 100 Introduction to the PC** or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 501: Tuesdays, Wednesday, Thursday,
January 21-23 and 28, 6-9 p.m. and Saturdays,
January 18 and 25, 9 a.m.-4 p.m.

Section 502: Tuesdays, Wednesday, Thursday,
March 11-13 and 18, 6-9 p.m. and Saturdays,
March 8 and 15, 9 a.m.-4 p.m.

All Sections: 6 sessions. Hellems 220. \$280.

CACS 241**Hands-On C**

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, reinforces the basic principles of structured programming and provides an introduction to C for all levels. This partially self-paced class also covers an introduction to functions and pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs "wired" and find the pursuit of the more arcane aspects of this language a simpler task.

Prerequisite: **CACS 240 Introduction to Programming** or equivalent. **Required text:** *Learn C Now*, Hansen, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 501: Tuesdays, Wednesday, Thursday,
February 11-13 and 18, 6-9 p.m. and Saturdays,
February 8 and 15, 9 a.m.-4 p.m.

Section 502: Tuesdays, Wednesday, Thursday,
April 8-10 and 15, 6-9 p.m. and Saturdays,
April 5 and 12, 9 a.m.-4 p.m.

All Sections: 6 sessions. University
Management Systems 001. \$280.



PROGRAMMING- CONTINUED

CACS 242

Application Programming

A more intensive first programming course structured after the University's CSCI-1300. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions and procedures with parameter passing, data structures, files, and recursion. It is designed to provide a sound background for entering a C++ programming course. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Problem Solving with C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 500: Mondays, January 27-March 17, 6-9 p.m. 8 sessions. University Management Systems 001. \$280.

CACS 243

Introduction to C Programming

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 are emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logons to university computers are provided for those with no access to their own C compiler. **Prerequisite:** Fluency in almost any language will suffice as basic programming concepts will not be covered. Those with no programming experience should consider CACS 241 Hands-On C.

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

Carol J. Meier, M.S.

Section 500: Mondays, January 27-March 3, 6-9 p.m. 6 sessions. Hale 260. \$250.

CACS 343

Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: 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. **Prerequisites:** CACS 243

Introduction to C Programming or equivalent and fluency in introductory topics (especially pointers and storage class issues).

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

Carol J. Meier, M.S.

Section 500: Mondays, March 10-April 21 (skip March 24), 6-9 p.m. 6 sessions. Hale 260. \$250.

CACS 244

Introduction to C++ Programming

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

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

Carol J. Meier, M.S.

Section 500: Wednesdays, January 29-March 5, 6-9 p.m. 6 sessions. Hale 240. \$250.

CACS 344

Intermediate C++ Programming

This course continues the treatment of C++ and object-oriented programming. First, it covers features 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 programmer. **Prerequisite:** CACS 244 Introduction to C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 500: Wednesdays, March 12-April 23 (skip March 26), 6-9 p.m. 6 sessions. Hale 240. \$250.

CACS 246

Java Programming Overview

This one day class will present an overview of the new object-oriented programming language developed at Sun Microsystems. We will compare and contrast the Java programming language with other competing technologies, as well as discuss where Java fits into the world wide web scene. We will introduce its language features and show why you want to use them. **Prerequisite:** familiarity with any common programming language.

George Watson

Section 500: Saturday, February 1, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.



CACS 247**Introduction to Java Programming**

This in-depth introduction begins with the basics of statements and expressions and progresses to inheritance, packages and interfaces, exceptions, threads and thread synchronization. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of the standard Java library is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** Fluency with an object-oriented programming language including inheritance and polymorphism is suggested. Those with no object-oriented programming experience should consider CACS 244 Introduction to C++ Programming. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10. Tom Cargill, Ph.D.

Section 500: Mondays, January 27-March 3, 6-9 p.m. 6 sessions. Hellems 211. \$250.

CACS 347**Intermediate/Advanced Java Programming**

This course examines Java and its libraries in more depth. Topics include the changes to Java and its virtual machine in release 1.1, additional details on the use of exceptions and threads, and the use of libraries for programming in graphics, networking, remote objects, data base access, and input/output. Further details (including a recommended text) will be available by 1/1/97 at www.sni.net/~cargill. **Prerequisite:** CACS 247 Introduction to Java Programming or equivalent.

Tom Cargill, Ph.D.

Section 500: Mondays, March 10-April 21 (skip March 24), 6-9 p.m. 6 sessions. Hellems 211. \$250.

CACS 445**The X Window System and OSF/Motif**

The X Window System is one of today's most important window systems, and it 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 and the programming fundamentals for the X library, the Toolkit, and OSF/Motif. Topics include: window system concepts and event-driven programming, 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. **Prerequisites:** CACS 343 Intermediate/Advanced C Programming or equivalent, and experience with complex, multi-layered software systems.

Geoff Thompson, M.S.

Section 500: Wednesday, April 2, 8:30 a.m.-5 p.m. 1 session. University Computing Center 123. \$160.

THE PC SYSTEM**CAPC 100****Introduction to the PC**

Get to know the DOS operating system for the PC. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system and what impact new operating systems such as Windows 95 will have on the PC environment. A survey of easy software programs will be presented. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

John Dick, Ph.D.

Section 501: Tuesdays, January 21-February 4, 6-9 p.m. 3 sessions. University Management Systems 001. \$100.

Valerie Parker, M.I.S.

Section 502: Tuesday and Thursday, February 18 and 20, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$100.

Dale Heuer, MBA

Section 503: Saturdays, March 1 and 8, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$100.

CAPC 202**Windows (3.1)**

Explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

Mitzi Katz, M.Ed.

Section 501: Wednesdays, January 29 and February 5, 6-9 p.m. 2 sessions.

Valerie Parker, M.I.S.

Section 502: Wednesday, February 19, 9 a.m.-4 p.m. 1 session.

Michelle Sharon, B.S.

Section 503: Tuesdays, February 25 and March 4, 6-9 p.m. 2 sessions.

Chris Mattson

Section 504: Wednesday, April 2, 9 a.m.-4 p.m. 1 session.

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

Smitha Sundareshan works for Kanbay, Inc., a computer consulting firm. She's taking the Java class because "we'll be using it heavily in two to three months." Smitha says she's getting what she needs, good practical knowledge about the language.



THE PC SYSTEM- CONTINUED

CAPC 203 Windows 95 Level I

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

John Dick, Ph.D.

Section 501: Thursdays, January 23 and 30, 6-9 p.m. 2 sessions.

Mitzi Katz, B.S.

Section 502: Wednesday, February 19, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 503: Wednesdays, March 12 and 19, 6-9 p.m. 2 sessions.

Michelle Sharon, B.S.

Section 504: Wednesday, April 2, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$95.

CAPC 303 Windows 95 Level II

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this new operating system. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths. Find out about hot shareware programs that will help you work with Windows 95. **Prerequisite:** CAPC 202 Windows 3.1 or CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Michelle Sharon, B.S.

Section 501: Thursdays, February 6 and 13, 6-9 p.m. 2 sessions.

Jerry Reynolds, MSEE

Section 502: Wednesday, March 19, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 503: Wednesdays, April 9 and 16, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$95.

WORD PROCESSING

CAPC 211 Word for Windows (6.0) Level I

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent. Bring a 3.5 inch DS/HD diskette.

Michelle Sharon, B.S.

Section 500: Thursdays, February 20-March 6, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

CAPC 311 Word for Windows (6.0) Level II

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates. **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 500: Thursdays, March 13-April 3 (skip March 27), 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

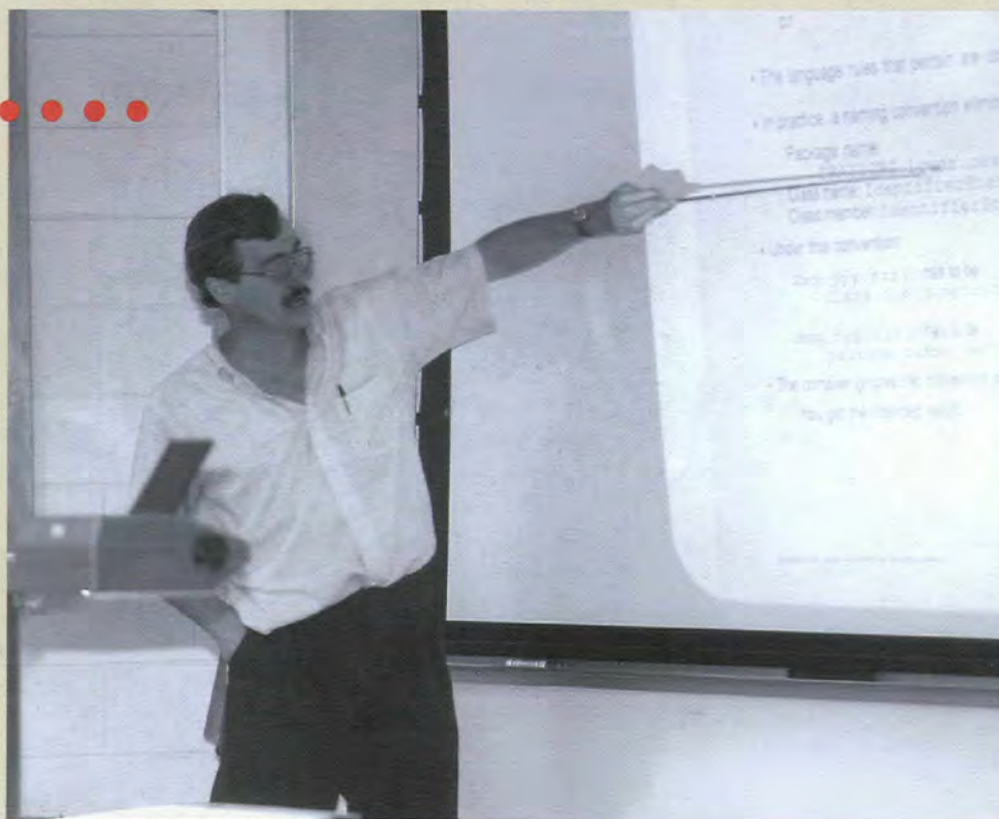
CAPC 411 Word for Windows (6.0) Level III

Create and use Styles to automate repetitive tasks. Use built in Style headings to create a table of contents. Learn about Section formatting to control document layout. Explore the various Graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use WordArt and Draw to create graphics. Create template forms using text, date, drop down and check-box form fields, and text, date and number fields. **Prerequisite:** CAPC 311 Word for Windows Level II or equivalent.

Michelle Sharon, B.S.

Section 500: Thursdays, April 17 and 24, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

According to several of his students, Instructor Tom Cargill is a Java guru. Tom is more modest. "I'm one of the early adopters," he says. "With 18 months experience, I guess I'm something of an expert." That's how fast Java has percolated through the programming community. While many people are interested in Java for its Web applications, Tom is quick to point out that Java is a general purpose programming language with a broad set of domains. His class focuses on core technology. Tom is a consultant and trainer with Profile Consulting who has authored one book and several chapters on C++ programming.



CAPC 213**Word for Windows 95 (7.0) Level I**

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the new integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Chris Mattson

Section 500: Tuesday and Thursday, March 11 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$125.

CAPC 313**Word for Windows 95 (7.0) Level II**

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word for Windows 95 Level I or equivalent.

Mitzi Katz, M.Ed.

Section 500: Tuesday and Thursday, April 8 and 10, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$125.

CAPC 213U**Word for Windows 95 (7.0) Update**

This class is designed for Word 6.0 users who are upgrading to Word 7.0. Learn about such new integrated features as extended filenames, desktop shortcuts, enhanced auto correct, Spell It, Find Fast and over 30 professionally created templates. **Prerequisite:** CAPC 211 Word for Windows (6.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Mitzi Katz, M.Ed.

Section 500: Wednesday, February 26, 9 a.m.-12 noon. 1 session. University Computing Center 126. \$50.

CAPC 212**WordPerfect for Windows 95 (7.0) Level I**

Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Learn about such new integrated features as extended filenames, desktop shortcuts, guidelines and spell as you go. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Verlene Leeburg, M.A.

Section 500: Tuesday and Thursday, February 18 and 20, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

CAPC 312**WordPerfect for Windows 95 (7.0)****Level II**

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

Verlene Leeburg, M.A.

Section 500: Tuesday and Thursday, March 11 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

CAPC 212U**WordPerfect for Windows 95 (7.0) Update**

This class is designed for WordPerfect 6.1 users who are upgrading to WordPerfect 7.0. Learn about such new integrated features as extended filenames, guidelines, spell as you go, and many desktop shortcuts including QuickFonts, QuickFormat, QuickFinder and QuickCorrect. **Prerequisite:** CAPC 212 WordPerfect for Windows (6.1) Level I or equivalent.

Verlene Leeburg, M.A.

Section 500: Wednesday, February 26, 9 a.m.-12 noon. 1 session. University Computing Center 124. \$50.

SPREADSHEETS**CAPC 231****Excel for Windows (5.0) Level I**

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Chris Mattson

Section 501: Wednesdays, February 19 and 26, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 502: Wednesday, March 12, 9 a.m.-4 p.m. 1 session.

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

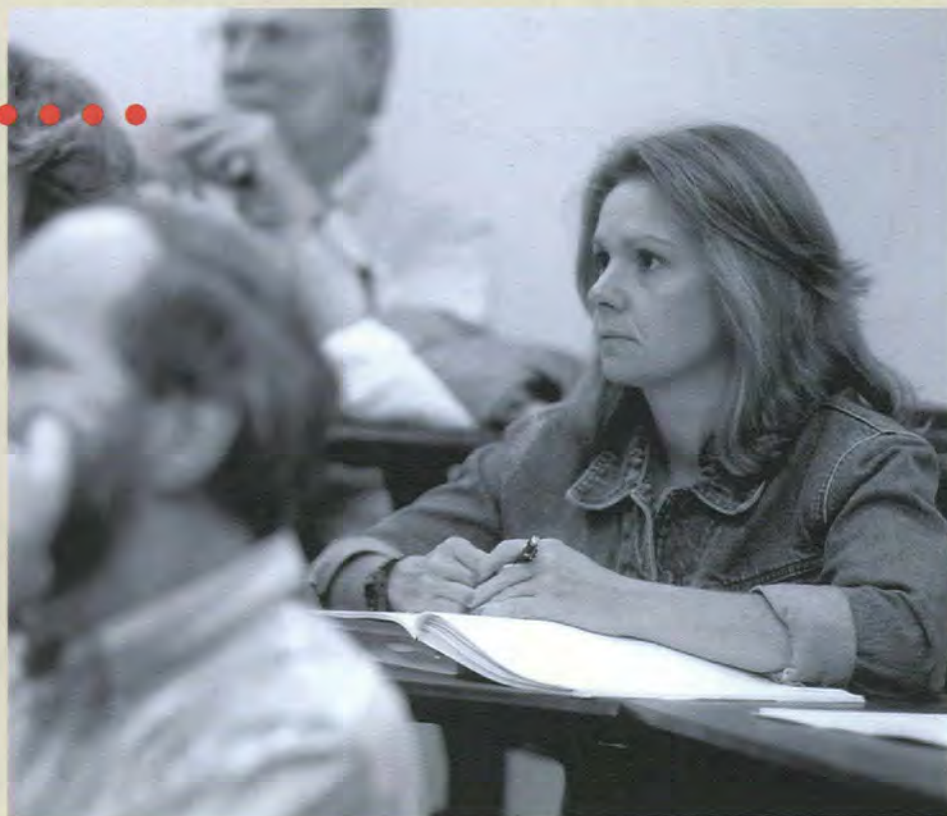
CAPC 331**Excel for Windows (5.0) Level II**

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! **Prerequisite:** CAPC 231 Excel for Windows Level I or equivalent.

Chris Mattson

Section 500: Tuesdays, March 11 and 18, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Cindy Russell works in the Laboratory for Atmospheric and Space Physics at CU, doing computer-based support for atmospheric research—they have instrumentation on board a research satellite launched in 1991. She's taking the Java course to stay abreast of emerging technology. "This language was only born a year ago. I was just thrilled to see that Continuing Education offered it."



**SPREADSHEETS-
CONTINUED****CAPC 431****Excel for Windows (5.0) Level III**

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 331 Excel for Windows Level II or equivalent.

Peggy Purvis

Section 500: Wednesday, April 30, 9 a.m.-4 p.m.
1 session. University Management Systems 001. \$95.

CAPC 234**Excel for Windows 95 (7.0) Level I**

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

Michelle Sharon, B.S.

Section 500: Wednesday, March 5, 9 a.m.-4 p.m.
1 session. University Computing Center 126. \$95.

CAPC 334**Excel for Windows 95 (7.0) Level II**

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about such new integrated features as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel for Windows 95 Level I or equivalent.

Peggy Purvis

Section 500: Wednesday, April 9, 9 a.m.-4 p.m.
1 session. University Computing Center 126. \$95.

CAPC 234U**Excel for Windows 95 (7.0) Update**

This class is designed for Excel 5.0 users who are upgrading to Excel 7.0. Learn about such new integrated features as extended filenames, desktop shortcuts, easier number formatting, enhanced drag and drop, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 231 Excel for Windows (5.0) Level I or equivalent.

Michelle Sharon, B.S.

Section 500: Wednesday, February 26, 1-4 p.m.
1 session. University Computing Center 126. \$50.

CAPC 232**Lotus 1-2-3 for Windows (5.0) Level I**

Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Topics include file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Peggy Purvis

Section 500: Wednesday, April 16, 9 a.m.-4 p.m.
1 session. University Computing Center 124. \$95.

CAPC 332**Lotus 1-2-3 for Windows (5.0) Level II**

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphics features. **Prerequisite:** CAPC 232 Lotus 1-2-3 for Windows Level I or equivalent.

Peggy Purvis

Section 500: Wednesday, April 23, 9 a.m.-4 p.m.
1 session. University Computing Center 124. \$95.

CAPC 233**Quattro Pro for Windows 95 (7.0) Level I**

Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet. Learn about such new integrated features as extended filenames, desktop shortcuts, Enhanced Formula Composer, Perfect-Expert, QuickCorrect, QuickFill, and over 30 pre-formatted templates. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Peggy Purvis

Section 500: Wednesday, February 19, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$95.

PRESENTATIONS**CAPC 221****PowerPoint**

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy font and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Chris Mattson

Section 501: Wednesday, March 19, 9 a.m.-4 p.m. 1 session.

Michelle Sharon, B.S.

Section 502: Mondays, April 14 and 21, 6-9 p.m.
2 sessions.

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



PROJECT MANAGEMENT

CAPC 343 Project for Windows 95 (4.1)

Learn how you can benefit from using this automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 231 Excel Level I for Windows or CAMC 231 Excel for the Macintosh or equivalent. **Recommended text:** *Using Microsoft Project 4 Windows*, Pyron, University Bookstore, UMC 10.

Ulla Merz, Ph.D.

Section 500: Tuesdays and Thursdays, February 25-March 6, 1-4 p.m. 4 sessions. University Computing Center 124. \$175.

FINANCIAL MANAGEMENT

CAPC 241 Quicken for Windows (5.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 202 Windows 3.1 Level I or equivalent.

Mitzi Katz, M.Ed.

Section 501: Tuesdays, February 11 and 18, 6-9 p.m. 2 sessions.

Section 502: Wednesday, April 2, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$95.

CAPC 242 QuickBooks for Windows (4.0)

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 202 Windows 3.1 Level I or equivalent.

Mitzi Katz, M.Ed.

Section 500: Wednesday, March 12, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$95.

DATABASES

CAPC 251 FileMaker Pro for Windows 95 (3.0)

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

Mitzi Katz, M.Ed.

Section 500: Wednesday, March 5, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$95.

CAPC 252 Access for Windows (2.0) Level I

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Chris Mattson

Section 500: Wednesdays, March 5-19, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

CAPC 352 Access for Windows (2.0) Level II

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

Prerequisite: CAPC 252 Access for Windows Level I or equivalent.

Chris Mattson

Section 500: Mondays, March 31-April 7, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

CAPC 255 Access for Windows 95 (7.0) Level I

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Explore the integrated features of this new version including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson

Section 500: Tuesday and Thursday, March 18 and 20, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

David Black is a programmer with BVT Associates, a consulting firm that specializes in data communications. He has no immediate need for Java fluency but feels that the course is a good introduction, and that applications courses offer "a good way to keep up with changes in the industry." David should know—he has taught a few applications classes for Continuing Education in the past few years.



DATABASES-CONTINUED**CAPC 255U****Access for Windows 95 (7.0) Update**

This class is designed for Access 2.0 users who are upgrading to Access 7.0. Learn about such new integrated features as extended filenames, desktop shortcuts, intelligent tables, improved form and report wizards, import and table analyzer wizards, and filter by selection/form.

Prerequisite: CAPC 252 Access for Windows (2.0) Level I or equivalent.

Mitzi Katz, M.Ed.

Section 500: Wednesday, February 26, 1-4 p.m. 1 session. University Computing Center 124. \$50.

CAPC 253**Visual FoxPro for Windows 95 (3.0)**

Learn how to create and manage your own database design, share data with other applications and create many different reports. This easy to use software makes handling data as easy as manipulating words with word processing. A most efficient and accurate method of collecting, storing, manipulating and reporting data that straddles Windows, Macintosh and UNIX environments with one language and interface. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Clyde Getty, B.S.

Section 500: Mondays, March 3-31 (skip March 24), 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

CAPC 254**Paradox for Windows 95 (7.0)**

Design and construct efficient databases for maximum database management. Record, organize, access and report volumes of data using techniques built into this relational database. This new version utilizes "Experts" that automate virtually every common database task and a range of usability enhancements that help beginning users to start working with their data immediately. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Dale Heuer, MBA

Section 500: Mondays, March 31-April 14, 6-9 p.m. 3 sessions. University Computing Center 124. \$125.

DESKTOP PUBLISHING**CAPC 271****PageMaker for Windows 95 (6.0) Level I**

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

Prerequisites: CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, February 15 and 22, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 371**PageMaker for Windows 95 (6.0) Level II**

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271 PageMaker for Windows 95 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, March 1 and 8, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 272**Ventura for Windows (5.0) Level I**

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:** CAPC 202 Windows (3.1) or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, April 5 and 12, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

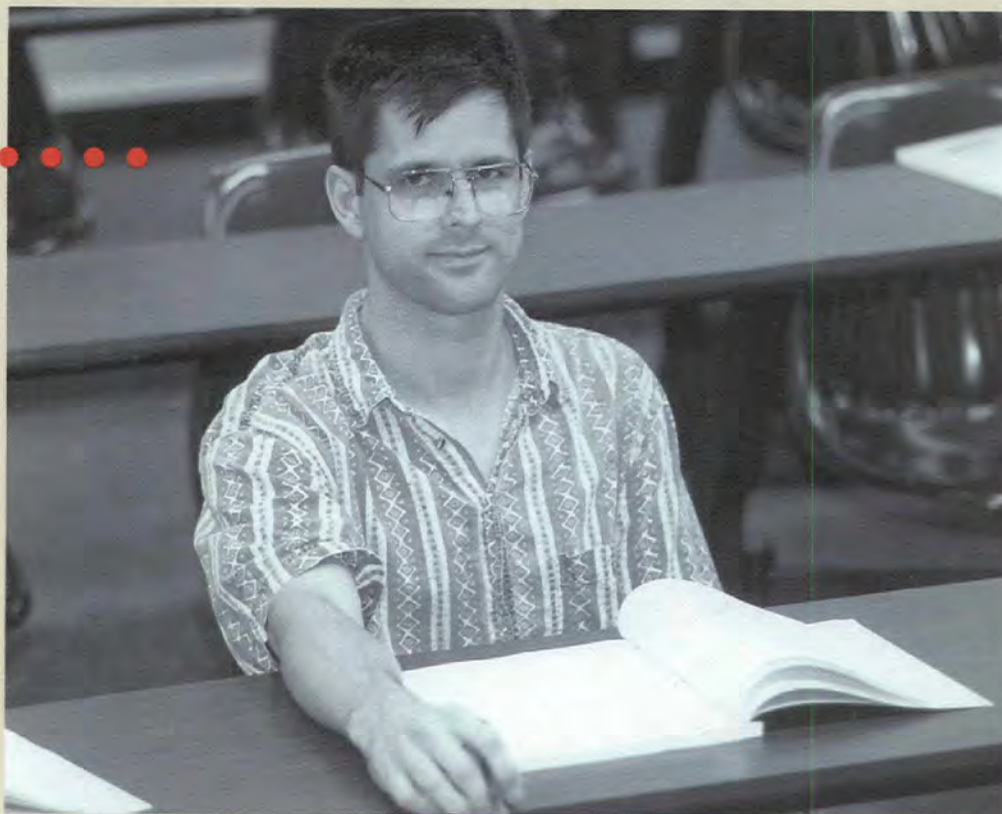
CAPC 372**Ventura for Windows (5.0) Level II**

Learn the intricate aspects of this software including tables of content and indexes, table editing, managing publications, automatic numbering and updating pages, tables and figures. Explore advanced techniques for frames, graphics, and tagging. Continued discussions on typography, design and layout for large, complex documents will be held. **Prerequisite:** CAPC 272 Ventura for Windows Level I or equivalent.

Bruce Frehner

Section 500: Saturdays, April 19 and 26, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

Bill Hause is a computer programmer with Micro Analysis and Design in Boulder. He feels it's "good to be familiar with new programs and applications."



COMPUTER GRAPHICS

CAPC 281

CorelDRAW! for Windows 95 (6.0) Level I

This course introduces you to complex graphics and special effects such as blending, contouring, extruding, and powerclip. Learn how to import and export different file types. Expand your ability to use clipart to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 501: Thursdays, February 6-27, 6-9 p.m. 4 sessions.

Section 502: Tuesday and Thursday, April 1 and 3, 9 a.m.-4 p.m. 2 sessions.

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

CAPC 381

CorelDRAW! For Windows 95 (6.0) Level II

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about Corel OCR-TRACE, CAPTURE and FONT-MASTER. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Thursdays, April 10-May 1, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

CAPC 282

Photoshop for Windows 95 (3.0) Level I

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Saturdays, March 15 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$145.

CAPC 382

Photoshop for Windows 95 (3.0) Level II

Learn advanced photo retouching techniques. Sharpen your skills on scanning and image editing. Learn prepress and production techniques for integrating photographs and illustrations into your work. **Prerequisite:** CAPC 282 Photoshop for Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Saturdays, April 5 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$145.

COMPUTER AIDED DESIGN

CAPC 161

Beginning Computer Aided Design

Cover the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture, an overview of third party software, hardware and peripherals, and managing CAD system issues. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

David Claffin, M.Arch.

Section 500: Tuesday and Thursday, January 21 and 23, 6-9 p.m. 2 sessions. University Computing Center 124. \$100.

CAPC 261

Computer Aided Design for Windows (R13) Level I

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 161 Beginning Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful.

Dan Myers, M.S.

Section 501: Mondays and Wednesdays, January 27-February 19, 6-9 p.m.

David Kingsley

Section 502: Tuesdays and Thursdays, February 25-March 20, 6-9 p.m.

All Sections: 8 sessions. University Computing Center 124. \$350.

CAPC 361

Computer Aided Design for Windows (R13) Level II

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows Level I or equivalent.

Dan Myers, M.S.

Section 501: Mondays and Wednesdays, March 3-12, 6-9 p.m.

Phil Kreiker, MSEE

Section 502: Tuesdays and Thursdays, April 1-10, 6-9 p.m.

All Sections: 4 sessions. University Computing Center 124. \$250.

CAPC 461

Computer Aided Design for Windows (R13) Level III

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered.

Prerequisites: CAPC 361 Computer Aided Design for Windows Level II or equivalent and some professional AutoCAD experience.

Brad Strong, M.A.

Section 500: Tuesdays and Thursdays, April 15-May 1, 6-9 p.m. 6 sessions. University Computing Center 124. \$275.



THE MACINTOSH SYSTEM

CAMC 100

Introduction to the Macintosh

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

Sharon Pike, M.S.

Section 501: Tuesdays, January 21-February 11, 6-9 p.m. 4 sessions.

Sharon Pike, M.S.

Section 502: Tuesdays and Thursdays, February 18 and 20, 9 a.m.-4 p.m. 2 sessions.

Christie Roberts, B.A.

Section 503: Mondays, February 24-March 17, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 127. \$105.

WORD PROCESSING

CAMC 211

Word for Macintosh (6.0) Level I

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents including editing, text/graphic interfaces, use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Beth Sigren, B.S.

Section 501: Thursdays, January 30-February 13, 6-9 p.m. 3 sessions.

Sharon Pike, M.S.

Section 502: Tuesday and Thursday, February 25 and 27, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$125.

CAMC 311

Word for Macintosh (6.0) Level II

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics and desktop publishing features to create complex, professional looking documents. **Prerequisite:**

CAMC 211 Word for Macintosh Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Beth Sigren, B.S.

Section 501: Tuesdays, March 4-18, 6-9 p.m. 3 sessions.

Sharon Pike, M.S.

Section 502: Tuesday and Thursday, April 1 and 3, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$125.

CAMC 411

Word for Macintosh (6.0) Level III

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking documents. **Prerequisite:** CAMC 311 Word for Macintosh Level II or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 500: Wednesday, April 9, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

SPREADSHEETS

CAMC 231

Excel for Macintosh (5.0) Level I

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 501: Wednesdays, February 26 and March 5, 6-9 p.m. 2 sessions.

Sharon Pike, M.S.

Section 502: Wednesday, March 12, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$95.

CAMC 331

Excel for Macintosh (5.0) Level II

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 501: Wednesdays, April 2 and 9, 6-9 p.m. 2 sessions.

Mitzi Katz, M.Ed.

Section 502: Wednesday, April 16, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$95.

Tracy Denig works for SpectraLink in Boulder and Quark is one of the packages she uses at work. She says she is getting what she needs. "I'm glad I'm doing this."



CAMC 431**Excel for Macintosh (5.0) Level III**

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most popular features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh Level II or equivalent.

Mitzi Katz, M.Ed.

Section 500: Wednesday, April 23, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

FINANCIAL MANAGEMENT

CAMC 241**Quicken for Macintosh (5.0)**

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Mitzi Katz, M.Ed.

Section 500: Wednesday, March 19, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

DESKTOP PUBLISHING

CAMC 273**QuarkXPress (3.3) Level I**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh Level I or equivalent. **Recommended text:**

QuarkXPress by Example, University Bookstore, UMC 10.

Sharon Pike, M.S.

Section 501: Thursdays, February 20-March 20, 6-9 p.m. 5 sessions.

Tim Meehan

Section 502: Saturdays, April 5 and 12, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 373**QuarkXPress (3.3) Level II**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAMC 273 QuarkXPress Level I or equivalent. **Recommended text:** *QuarkXPress by Example*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Saturdays, April 19 and 26, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$145.

COMPUTER GRAPHICS

CAMC 280**Basic Macintosh Computer Art**

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 500: Saturdays, February 15 and 22, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 282**Photoshop for Macintosh (3.0) Level I**

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Adobe: Classroom in a Book*, University Bookstore, UMC 10.

Christie Roberts, B.A.

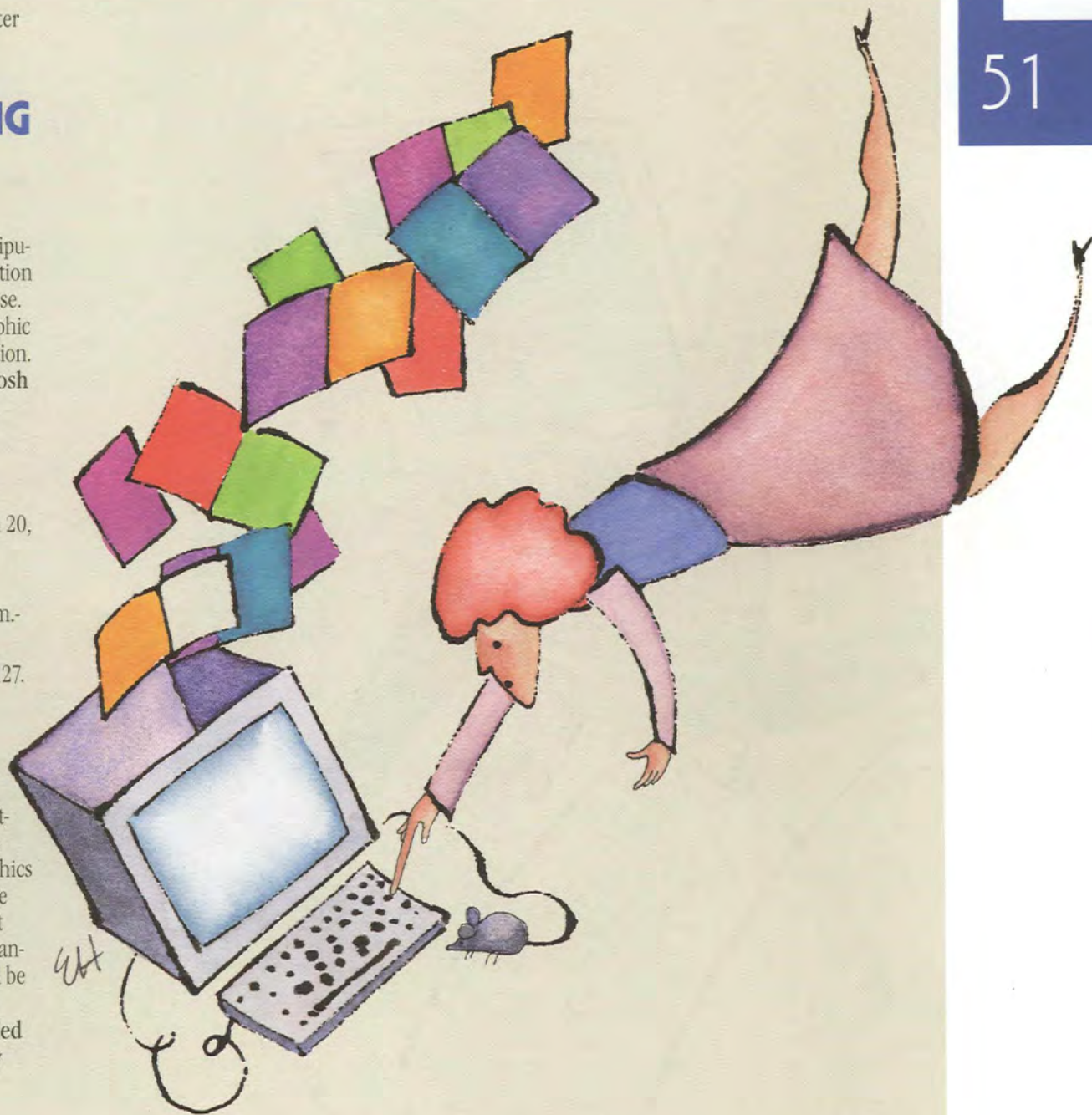
Section 501: Wednesdays, January 29-February 19, 6-9 p.m. 4 sessions.

Alex Horstman, M.F.A.

Section 502: Saturdays, March 1 and 8, 9 a.m.-4 p.m. 2 sessions.

Section 503: Tuesday and Thursday, March 18 and 20, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$145.



COMPUTER GRAPHICS -CONTINUED

CAMC 382 Photoshop for Macintosh (3.0) Level II

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 Photoshop for Macintosh Level I or equivalent.

Alex Horstman, M.F.A.

Section 500: Mondays, April 7-May 5, 6-9 p.m. 5 sessions. University Computing Center 127. \$175.

CAMC 482 Photoshop for Macintosh (3.0) Level III

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared-all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though!

Alex Horstman, M.F.A.

Section 500: Tuesday and Thursday, April 29 and May 1, 9 a.m.-2.30 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 283 Illustrator for Macintosh (6.0) Level I

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop.

Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 500: Saturdays, March 15 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 383 Illustrator for Macintosh (6.0) Level II

Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283 Illustrator for Macintosh Level I or equivalent.

Alex Horstman, M.F.A.

Alex Horstman, M.F.A.

Section 500: Wednesdays, April 16-May 7, 6-9 p.m. 4 sessions. University Computing Center 127. \$145.

MULTIMEDIA

CAMC 291 Macromedia Director (4.0) Level I

Learn the production of interactive multimedia presentations, including animation, still graphics, voice, sound, text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 501: Mondays, January 27-February 17, 6-9 p.m.

Section 502: Tuesdays, April 1-22, 6-9 p.m.

All Sections: 4 sessions. University Computing Center 127. \$145.

CAMC 391 Macromedia Director (4.0) Level II

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students. **Prerequisite:** CAMC 281 Macromedia Director Level I or equivalent.

J. Burke Taft, M.Ed.

Section 500: Saturdays, May 3-10, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.



REAL ESTATE EDUCATION PROGRAMS.

QUALITY. CREDIBILITY. EXPERIENCE. WE KNOW THE TERRITORY.

Are you considering a career in real estate sales or appraisal? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal profession? If so, check us out. Our courses are for everyone!

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, growth management, property management, residential construction, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission.

REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a **fully accredited curriculum** which includes all of the required pre-license and license renewal courses for the Colorado real estate and appraisal profession,
- ▶ a **top-notch faculty** who work in the profession and who practice what they teach,
- ▶ a **"no fear" registration** policy which guarantees you a full refund if you are unable to attend the course or if you are not satisfied with the course,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 10-20% off the regular course fee,
- ▶ a **student information system** that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

ENTER THE PROFESSION!

The associate broker license is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses being offered this spring which satisfy the 168-hour requirement are:

NCRE 007 Practice and Law — 48 classroom hours

NCRE 020 Colorado Contracts and Regulations — 48 classroom hours

NCRE 022 Record Keeping and Trust Accounts — 8 classroom hours

NCRE 029 Real Estate Closings — 24 classroom hours

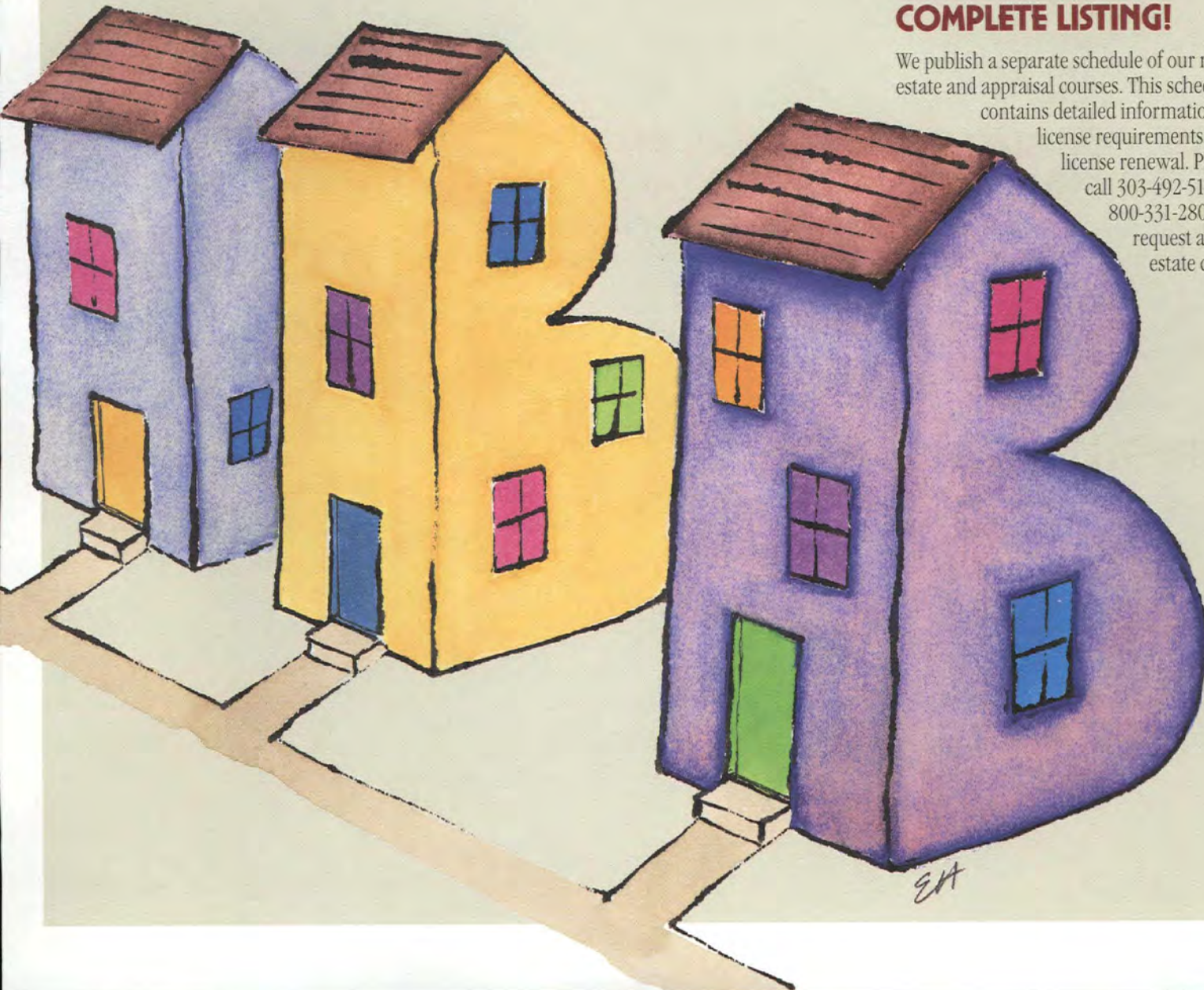
NCRE 032 Practical Applications — 32 classroom hours

NCRE 034 Current Legal Issues — 8 classroom hours

These courses are being offered this spring as evening classes (48 sessions over a 5-month period) in Boulder, and as intensive classes (21 one-day, 8-hour sessions over an 11-week period) in Denver.

CALL TODAY FOR A COMPLETE LISTING!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 800-331-2801 and request a real estate catalog.



ADDITIONAL OPPORTUNITIES

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. Some courses are available via the Internet at the following address: <http://stripe.Colorado.Edu/~cewww>. 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.

SAVE AND HIGH SCHOOL CONCURRENT PROGRAMS

Want to take a credit course at CU-Boulder during the day? Each Fall and Spring, the SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. Call 492-5148 for more information.

PROFESSIONAL CERTIFICATE PROGRAM IN TOTAL QUALITY MANAGEMENT

The Certificate Program in Total Quality Management is being phased out during 1997. Courses necessary for completion of the certificate will be offered. If you want to complete your certificate, please call Carol Mehls at (303) 492-2498 or toll free at 800-331-2801 for additional information. New students may register for any course but completion of the certificate program may not be possible.

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 \$190 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. A pronunciation course is offered on Tuesdays and Thursdays for \$175 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

USE SUMMER TO ACCELERATE YOUR ACADEMIC PROGRESS.

Summer session on the Boulder campus is something special. With over 500 campus courses to choose from, and 6,000 enrolled students, it's a relaxed, intimate learning environment. Classes are smaller. Parking is easier and dress code is casual – even by laid-back Boulder standards. And when you're not in class, you can soak up Boulder's mellow charm. Or explore Boulder's backyard, a high country playground that includes some of the country's most rugged and spectacular terrain.

Summer is a great time to get a jump on the next phase of your academic career. For example:

CU STUDENTS. Use summer to get a difficult course out of the way when you can give it all your attention. Or take a couple of appetizing electives to make Fall and Spring loads more manageable.

HIGH SCHOOL STUDENTS. Take a college course for experience, to enhance your college application, or to see if CU is the right school for you.

VISITING STUDENTS. Take advantage of CU resources to complete or enrich your own degree program.

TEACHERS. Earn recertification credits and tap into everything the university has to offer.

PROFESSIONAL DEVELOPMENT. Increase your knowledge base and build skills to enhance your capabilities.

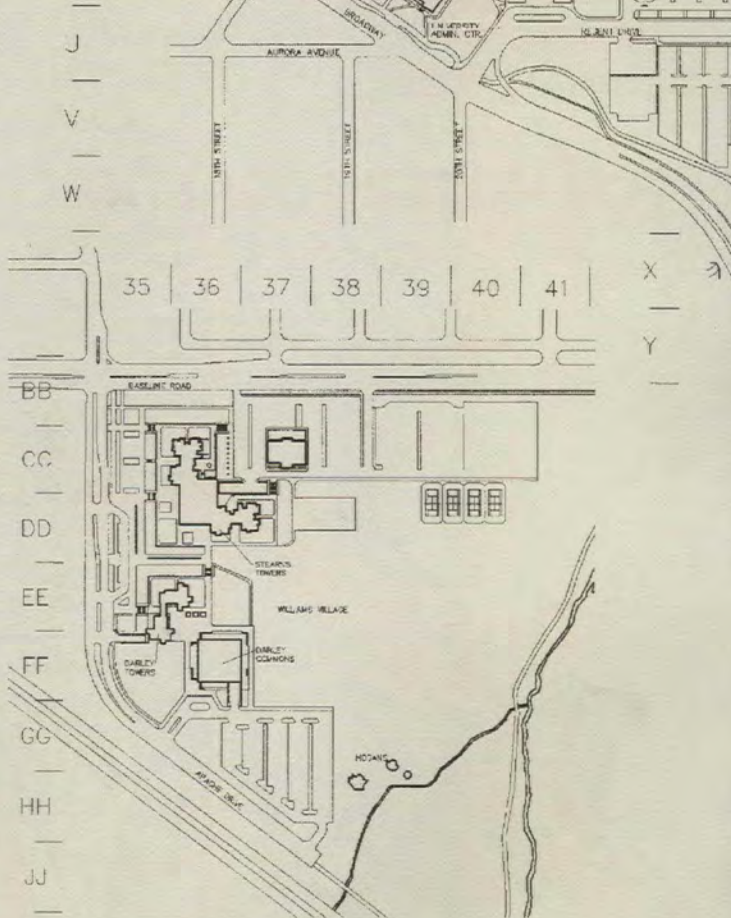
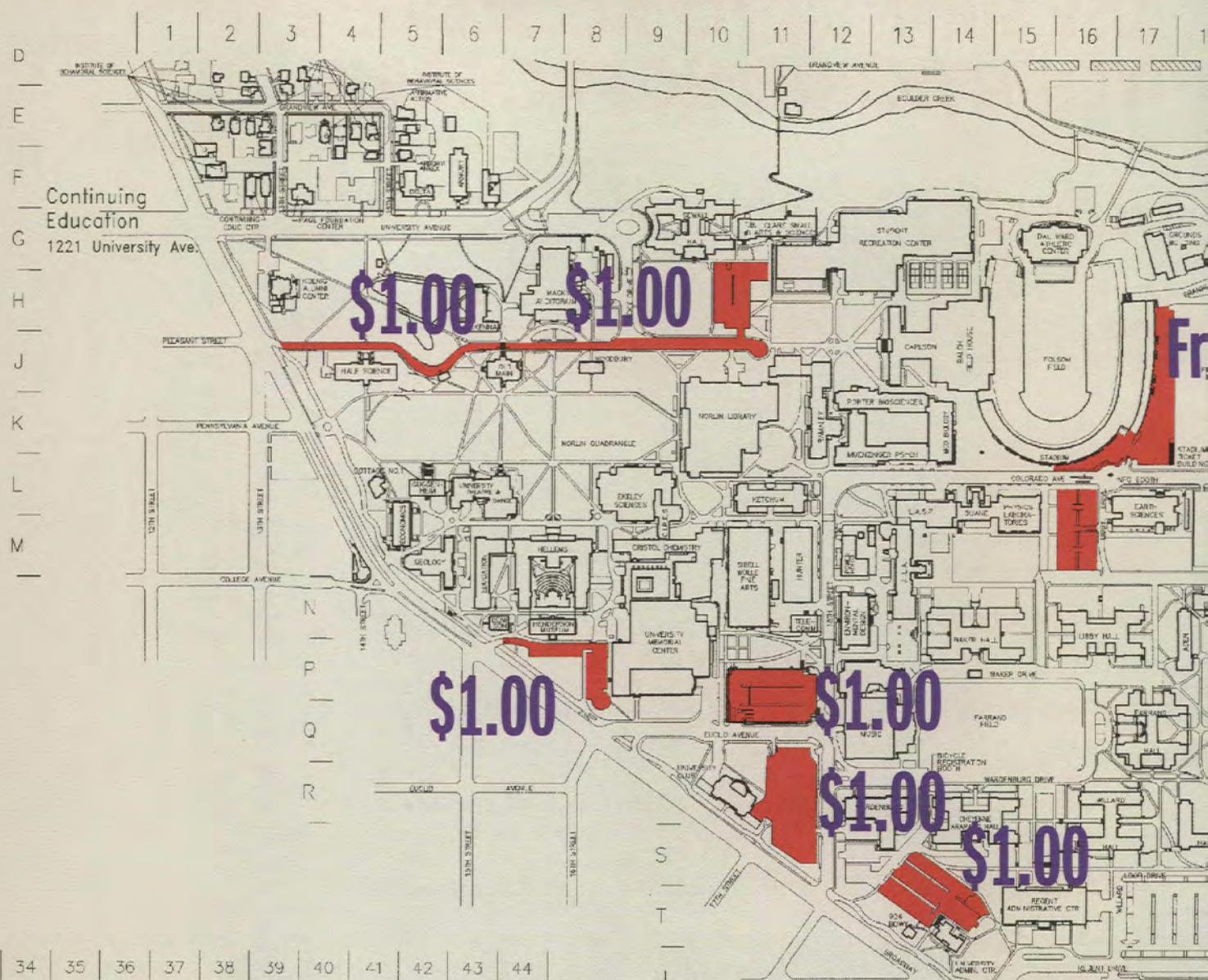
ENRICHMENT. Give yourself the pleasure of an academic challenge at CU this summer.

FOR MORE INFORMATION.

Call 492-5146 or 800-331-2801 to request Summer Session mailings.

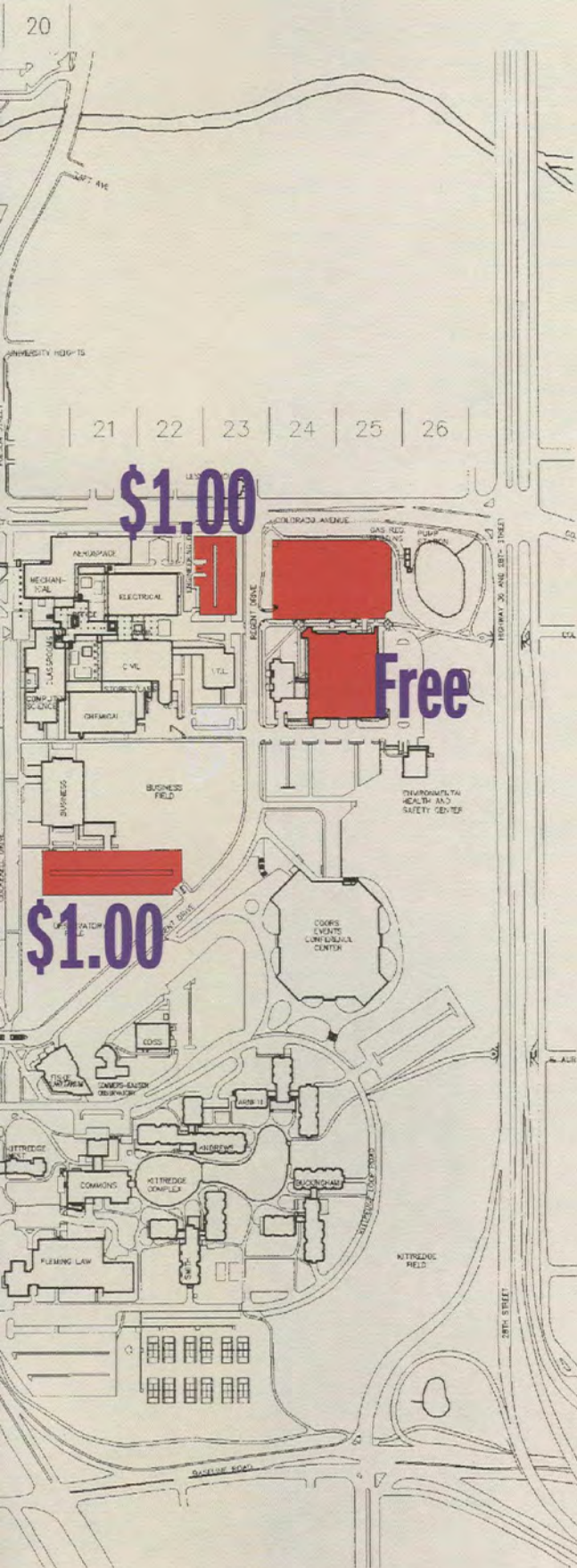


MAIN CAMPUS—UNIVERSITY OF COLORADO AT BOULDER



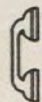
RESEARCH CAMPUS—UNIVERSITY OF COLORADO AT BOULDER

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
- Cockerell 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
- Mathematics Building—M-19
- 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

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

\$1.00

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

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

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

University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

FOUR WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for noncredit and certificate courses.

3. IN PERSON. Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description. You may pay by 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

Independent Study Programs

SAVE and High School Concurrent Programs

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

Learning for Learning's Sake:

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

Professional Enhancement: Certificate Programs

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

Or earn a Certificate in:

Computer Applications

Computer Network Administration

Management Development

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

Real Estate and Appraisal Program

Where Are Courses Given? Course locations are given at the end of most course descriptions. 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 492-5300 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

Books and Supplies required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at (303) 492-5148 or 1-800-331-2801 if you need help or additional information.

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

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director 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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Art Direction: Alana Shaw
Photography: Benko Photo
Typography: About Faces
Printing: Frederic Printing

REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
 Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed _____

Please register me for the course(s) listed above.

Signature _____ Date _____

TUITION PAYMENT

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