

C O N T I N U I N G  
**EDUCATION** **SPRING**  
1998 **N**

UNIVERSITY OF COLORADO AT BOULDER

*The Next Step*



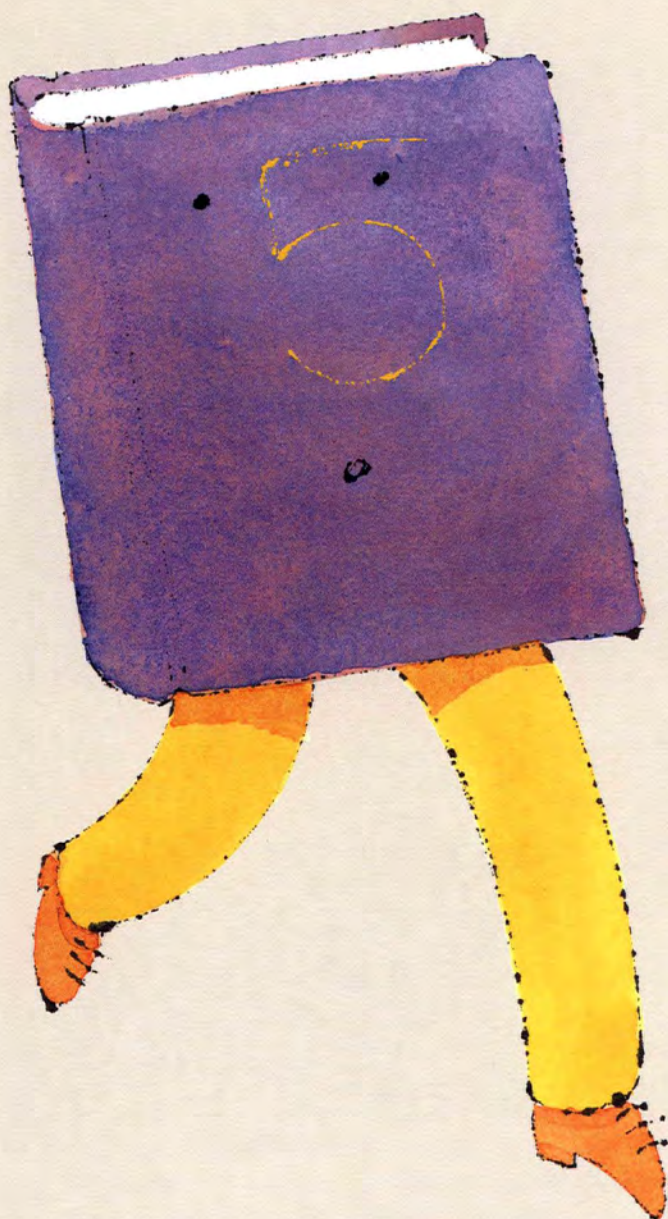
*Ed Hurston '97*

# NEW AND NOTEWORTHY.

**A FRESH CROP OF NEW COURSES.** Computer buffs will be glad to know that we're introducing several new courses focusing on the Internet, including one on designing your own home page using JavaScript. And we are moving to Office 97 applications in the PC environment. On the Noncredit side, we're bringing back the Friday Lunch and Learn Series. Introduced last fall, this program, produced through a partnership for learning with Chautauqua, was very well received. It features renowned CU faculty in informal lecture-and-discussion sessions on a host of fascinating topics.

**SCHOLARSHIPS AVAILABLE.** For information about scholarship funds for Continuing Education classes, call 492-5148.

## FIVE 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. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.

Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 800-331-2801.

### 5. VIA CU CONNECT FOR BOULDER EVENING COURSES.

See page 57 for more information.

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

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**BOULDER EVENING CREDIT CLASSES**

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

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**NONCREDIT (PERSONAL DEVELOPMENT) COURSES**

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

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**BUSINESS CLASSES**

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

35

**COMPUTER APPLICATIONS CERTIFICATE PROGRAM**

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge. Certificate in Network Administration also available.

52

**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.

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**ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION**

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

Independent Study

SAVE and High School Concurrent Programs

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

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**REGISTRATION INFORMATION**

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

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**REGISTERING USING CU CONNECT**

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**CREDIT REGISTRATION FORM**

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**NONCREDIT/CERTIFICATE REGISTRATION FORM**

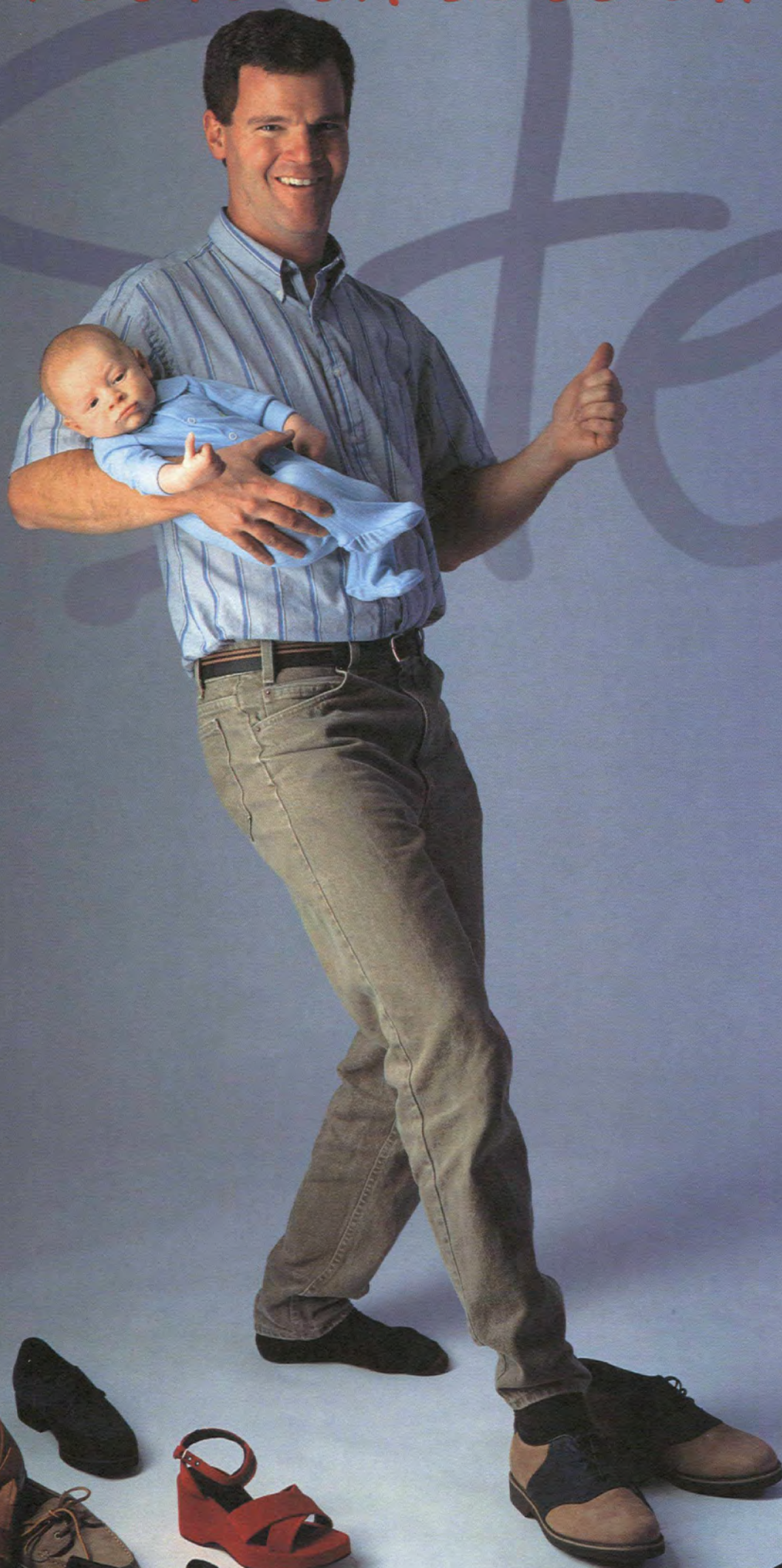
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**INDEX****CATALOG PRODUCTION.**

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.



Create an academic track



# record, one step at a time

**FOR MANY PEOPLE,** an Evening Credit course is the next step in pursuing a CU degree program. Evening Credit courses enable you to build an academic track record; try on the idea of choosing CU; fit classes around other demands; or just see what college work is like. Whatever your goals, you'll enjoy being part of the university's academic community. (For more information on degree programs, 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 3, 1998.

**UNDER 23?** If you're not 23 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents live out of state, you may petition the University of Colorado for resident status as an emancipated minor. If you believe your initial classification is incorrect, talk to the Classification Coordinator at 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

Jay Kaplan's childhood gave him a close-up look at a number of economic systems. Jay's dad worked for the State Department and the family hopscotched around the globe. Jay was born in Japan and spent time in Washington, DC, the Philippines, England and Germany while growing up. He says "It was great to see the world for free. You really appreciate America after that. Jay and his wife have roots in Colorado now, where they look forward to introducing Joseph (7 weeks) to biking and all of the recreational treasures of the area. Jay is director of the internship program for the Department of Economics and an Econ instructor. He teaches Macroeconomics and Environmental Economics for the Evening Credit program and says, "It's great. It's a nice change of pace. Jay brings a real-world emphasis to the Macro class. He wants students to walk away with a practical understanding of the economy and the way financial markets relate to it. If you need a better grasp of basic economic forces to get a step ahead, put your best foot forward and join him.

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, total library services are available at no additional charge.

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

**ACADEMIC ADVISING:** An academic advisor is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 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 CU Connect, by mail, by FAX, or in person at the Division of Continuing Education, 1221 University Avenue. See the instructions on the inside front cover of this catalog.

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

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

**SPECIAL FACULTY-STAFF REGISTRATION:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 20.

**REGISTRATION USING CU CONNECT:** Boulder Evening students can register via CU Connect, the telephone registration system. Complete instructions on how to register via CU Connect are available on page 57 of this catalog. As always, students may register for Boulder Evening by mail, fax or in person.

## CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

<b>DECEMBER 8</b>	First day of registration at the Division of Continuing Education, 1221 University, 9 a.m.-6 p.m. Monday through Thursday, 9-5 Friday.
<b>JANUARY 19</b>	Martin Luther King, Jr. Holiday. Division Offices Closed.
<b>JANUARY 20</b>	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.
<b>JANUARY 27</b>	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.
<b>JANUARY 28</b>	Instructor's signature required to drop Session I classes.*
<b>FEBRUARY 3</b>	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.
<b>FEBRUARY 4</b>	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
<b>FEBRUARY 18</b>	Petition required to drop Full Term classes.
<b>MARCH 5-9</b>	SESSION I CLASSES END.
<b>MARCH 16</b>	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>MARCH 23-27</b>	Spring Break. NO CLASSES.
<b>MARCH 26</b>	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.
<b>MARCH 30</b>	Instructor's signature required to drop Session II classes.*
<b>APRIL 6</b>	Petition required to drop Session II classes.
<b>APRIL 28-MAY 4</b>	FULL TERM CLASSES END.
<b>MAY 6-7</b>	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. 3	100% through Jan. 27	100% through March 26
60% Feb. 4 through Feb. 17	60% Jan. 28 through Feb. 3	60% March 30 through April 3
40% Feb. 18 through March 3	40% Feb. 4 through Feb. 10	40% Apr. 6 through April 10
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, 1998

Course No.	Dept. & Hours	Section	Call No.	Time	Course Title
<b>Monday Courses, Begin January 26 and End May 4</b>					
ANTH	3000-3	300	30002	6:30-9:30 p.m.	Primate Behavior
ASTR	1120-3	300	30005	7-10 p.m.	General Astronomy: Stars and Galaxies
ECON	2010-3	300	30008	6-9 p.m.	Principles of Microeconomics
EDUC	4800-3	301	30041	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL	1191-3	300	30007	6-9 p.m.	Introduction to Creative Writing
HIST	4627-3	300	30033	7-10 p.m.	The Indian in American History: The Western Region
JOUR	4453-3	300	30042	7-10 p.m.	Advertising and Society
JOUR	5453-3	300	30043	7-10 p.m.	Advertising and Society
MGMT	3030-3	300	30009	6:30-9:30 p.m.	Critical Leadership Skills
PSCI	1101-3	300	30036	6-9 p.m.	The American Political System
PSCI	3163-3	300	30010	6:30-9:30 p.m.	American Foreign Policy
QRMS	1010-3	300	30011	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1016-3	300	30012	6-9 p.m.	Sex, Gender and Society 1
<b>Monday and Wednesday Courses, Begin January 21 and End May 4</b>					
ARAB	1020-5	300	30003	5:30-8 p.m.	Beginning Arabic 2
ARAB	2120-3	300	30004	4-5:30 p.m.	Intermediate Arabic 2
FINE	1212-3	300	30059	6:30-9:30 p.m.	Basic Painting
MATH	1011-3	300	30013	7:30-9 p.m.	Fundamentals and Techniques of College Algebra
MATH	1081-3	300	30080	5:30-7 p.m.	Calculus for Social Science and Business
<b>Monday, Wednesday and Friday Course, Begins January 21 and Ends May 4</b>					
HEBR	1010-5	300	30014	11 a.m.-1 p.m.	Beginning Hebrew 1
<b>Monday and Thursday Courses, Begin January 22 and End May 4</b>					
MATH	2300-5	300	30016	5:30-8:15 p.m.	Analytic Geometry and Calculus 2
SPAN	1020-5	301	30073	6:30-9 p.m.	Beginning Spanish 2
SPAN	1020-5	302	30074	6:30-9 p.m.	Beginning Spanish 2
<b>Tuesday Courses, Begin January 20 and End April 28</b>					
COMM	2400-3	300	30018	6:30-9:30 p.m.	Communication and Society
ENGL	3677-3	300	30019	6-9 p.m.	Jewish-American Fiction and Old World Backgrounds
EPOB	1220-3	300	30044	6:30-9:30 p.m.	General Biology 2
HIST	1015-3	300	30062	6:30-9:30 p.m.	History of the United States to 1865
PSCI	3171-3	300	30038	6:30-9:30 p.m.	Government and Capitalism in the United States
PSYC	4406-3	300	30069	6:30-9:30 p.m.	Social Psychology
SOCY	1005-3	300	30082	6-9 p.m.	Social Conflict and Social Values
UWRP	3020-3	301	30077	7-10 p.m.	Topics in Writing: <i>Catcher in the Rye</i>
<b>Tuesday and Thursday Courses, Begin January 20 and End April 30</b>					
CDSS	2314-4	300	30075	6-8 p.m.	American Sign Language 2
FINE	1012-3	300	30058	6:30-9:30 p.m.	Basic Drawing
FINE	1171-3	300	30050	6:30-9:30 p.m.	Basic Photography
KREN	1010-5	300	30052	6-8:30 p.m.	First-Year (Beginning) Korean 1
PSYC	2101-4	300	30067	6:30-8:30 p.m.	Statistics and Research Methods in Psychology
<b>Wednesday Courses, Begin January 21 and End April 29</b>					
ANTH	2020-3	300	30001	6:30-9:30 p.m.	Introduction to Physical Anthropology 2
ECON	2020-3	300	30023	6-9 p.m.	Principles of Macroeconomics
ECON	3545-3	300	30024	6-9 p.m.	Environmental Economics
ENGL	3060-3	300	30026	6-9 p.m.	Modern and Contemporary Literature
FILM	3501-3	300	30027	7-10 p.m.	Film Production Management
HEBR	2110-3	300	30015	1-4 p.m.	Intermediate Hebrew 1
HIST	1025-3	300	30063	7-10 p.m.	History of the United States Since 1865
JOUR	1001-3	300	30034	6-9 p.m.	Contemporary Mass Media
PHIL	1000-3	300	30035	7-10 p.m.	Introduction to Philosophy
PSYC	1001-3	300	30040	6:30-9:30 p.m.	General Psychology
THTR	1009-3	300	30076	6-9 p.m.	Introduction to Theatre

## SURVIVAL TIPS

Nondegree students may take an unlimited number of credit hours through Continuing Education. Credit hours will be reviewed and applied to your transcript, as appropriate, if you are admitted as a CU degree student.

## FULL TERM CLASSES BY STARTING DATE, SPRING, 1998—CONT.

Course No.		Dept. & Hours	Section	Call No.	Time	Course Title
<b>Thursday Courses Begin, January 22 and End April 30</b>						
COMM	1300-3	300	30020	6:30-9:30 p.m.	Public Speaking	
EDUC	4800-3	302	30046	6-9 p.m.	Special Topics: Children's Creative Response to Conflict	
EDUC	4800-3	303	30053	5-8 p.m.	Special Topics: Expanding Awareness	
ENGL	3000-3	300	30025	6-9 p.m.	Shakespeare for Nonmajors	
FINE	1409-3	300	30061	6:30-9:30 p.m.	History of World Art 2	
HIST	1123-3	300	30064	6:30-9:30 p.m.	The History of England, 1660 to Present	
MATH	1021-2	300	30081	6-8 p.m.	Numerical and Analytical College Trigonometry	
PSCI	3011-3	300	30037	6-9 p.m.	The American Presidency	
PSYC	4303-3	300	30068	6:30-9:30 p.m.	Abnormal Psychology	
SOCY	1001-3	300	30070	6:30-9:30 p.m.	Analyzing Society	
SOCY	4024-3	300	30083	6-9 p.m.	Juvenile Delinquency	
UWRP	3020-3	302	30084	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture	

## SESSION I CLASSES BY STARTING DATE

### Monday and Wednesday Courses, Begin January 21 and End March 9

EDUC	4800-3	102	30049	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
GEOG	1982-3	100	30031	6-9 p.m.	World Regional Geography
KINE	3420-3	100	30065	7-10 p.m.	Nutrition, Health and Performance
SOCY	1004-3	100	30071	6:30-9:30 p.m.	Deviance in U.S. Society

### Tuesday and Thursday Courses, Begin January 20 and End March 5

EDUC	4800-3	101	30045	6:30-9:30 p.m.	Special Topics: Building Family Strengths
ENGL	1500-3	100	30054	6-9 p.m.	Masterpieces of British Literature
FILM	3563-3	100	30056	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	30029	6-9 p.m.	Environmental Systems 1 — Climate and Vegetation
SOCY	1015-3	100	30072	6-9 p.m.	U.S. Race and Ethnic Relations



Jodi Samuels is a Communications major with two classes left to graduate. A part time student, she works in marketing and public relations. Evening Credit classes make it easy to pick up the credits she needs. John Gross is a graduate student at UCD in Criminal Justice who lives in Boulder. Herb Covey's course on gangs appealed to him because of timing, location, and Covey's experience and reputation. "I'm pleased," he says, adding somberly, "I learned more about gangs than I think I really wanted to."



## SESSION II CLASSES BY STARTING DATE

Course No.					
Dept. & Hours	Section	Call No.	Time	Course Title	
<b>Monday and Wednesday Courses, Begin March 16 and End May 6</b>					
ANTH.....4180-3.....	200	30088	7-10 p.m.	Anthropological Perspectives: Contemporary Issues	
COMM.....2400-3.....	200	30022	6:30-9:30 p.m.	Communication and Society	
EDUC.....4800-3.....	202	30048	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)	
GEOG.....1992-3.....	200	30032	6-9 p.m.	Human Geographies	
SOCY.....1006-3.....	200	30087	6:30-9:30 p.m.	The Social Construction of Sexuality	
UWRP.....3020-3.....	200	30078	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture	
<b>Tuesday and Thursday Courses, Begin March 17 and End May 7</b>					
COMM.....1300-3.....	200	30021	6-9 p.m.	Public Speaking	
EDUC.....4800-3.....	201	30047	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom	
ENGL.....1600-3.....	200	30055	6-9 p.m.	Masterpieces of American Literature	
FILM.....3563-3.....	200	30057	7-10 p.m.	Producing the Feature Film	
GEOG.....1011-4.....	200	30060	6-9 p.m.	Environmental Systems – Landscapes and Water	
KINE.....3420-3.....	200	30066	7-10 p.m.	Nutrition, Health and Performance	
SOCY.....1003-3.....	200	30085	6-9 p.m.	Ethics and Social Issues in U.S. Health and Medicine	
SOCY.....3151-3.....	200	30086	6-9 p.m.	Self in Modern Society	

### 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.



## 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: Call No. 30001  
Wednesdays, 6:30-9:30 p.m. Hale 230.  
\$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: Call No. 30002 Mondays,  
6:30-9:30 p.m. Hale 230. \$270 (resident).

### ANTH 4180-3

#### Anthropological Perspectives: Contemporary Issues

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

Richard Haly, Ph.D.

Session II - Section 200: Call No. 30088  
Mondays and Wednesdays, 7-10 p.m.  
Ketchum 120. \$270 (resident).

## ARABIC

### ARAB 1020-5

#### Beginning Arabic 2

Prereq., ARAB 1010.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 30003  
Mondays and Wednesdays, 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: Call No. 30004  
Mondays and Wednesdays, 4-5:30 p.m.  
Chemistry 131. \$290 (resident).

## ASTRONOMY

### ASTR 1120-3

#### General Astronomy: Stars and Galaxies

Principles of modern astronomy for nonscience 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. ASTR 1110 and 1120 can be taken in either order. There will be opportunities to attend nighttime sessions at Sommers-Bausch Observatory. Some sessions will be at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 30005  
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: Call No. 30044  
Tuesdays, 6:30-9:30 p.m. Benson Earth  
Sciences 180. \$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: Call No. 30020  
Thursdays, 6:30-9:30 p.m. Helms 247. \$270  
(resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 30021  
Tuesdays and Thursdays, 6-9 p.m. Helms 237.  
\$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: Call No. 30018 Tuesdays,  
6:30-9:30 p.m. Helms 211. \$270 (resident).

Session II - Section 200: Call No. 30022  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Education 220. \$270 (resident).



## SURVIVAL TIPS

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

## ECONOMICS

### ECON 2010-3 Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Students may not receive credit for ECON 2010 and 2011 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Call No. 30008 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. May not be taken before ECON 2010. Students may not receive credit for ECON 2020 and 2021 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

David Carr, Ph.D.

Full Term - Section 300: Call No. 30023  
Wednesdays, 6-9 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: Call No. 30024  
Wednesdays, 6-9 p.m. Economics 119.  
\$270 (resident).

## EDUCATION

### EDUC 4800-3 301 Call No. 30041 Special Topics: Advertising and Society in the Classroom

See Journalism 4453.

### EDUC 4800-3 Special Topics: Building Family Strengths

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

Jennifer Downs, M.A.

Session I - Section 101: Call No. 30045 Tuesdays and Thursdays, 6:30-9:30 p.m. Ketchum 118.  
\$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: Call No. 30046  
Thursdays, 6-9 p.m. Ekeley M203.  
\$270 (resident).

### EDUC 4800-3 Special Topics: Expanding Awareness

For students who have completed CLEAR or SMART and want a deeper understanding of creativity and consciousness. We use the teachings of Jean Houston, Buckminster Fuller, Leo Buscaglia and others, and practice ways of integrating new concepts into our lives to expand personal and planetary awareness.

Martha Belknap, M.A.

Full Term - Section 303: Call No. 30053  
Thursdays, 5-8 p.m. Hale 236. \$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: Call No. 30047  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Hellems 245. \$278 (resident).

Natasha Ramsaran is a Sociology major who is interested in criminology, so Herb Covey's course on gangs is a natural.

She has taken a number of Evening Credit courses and enjoys the informal give-and-take evening classes offer.

She says, "You get to know your teachers a lot better. It's more fun. And it helps me pick up credits in a way that works out well. It's very convenient."

### EDUC 4800-3 Special Topics: Creative Learning Experiences and Resources (CLEAR)

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

Martha Belknap, M.A.

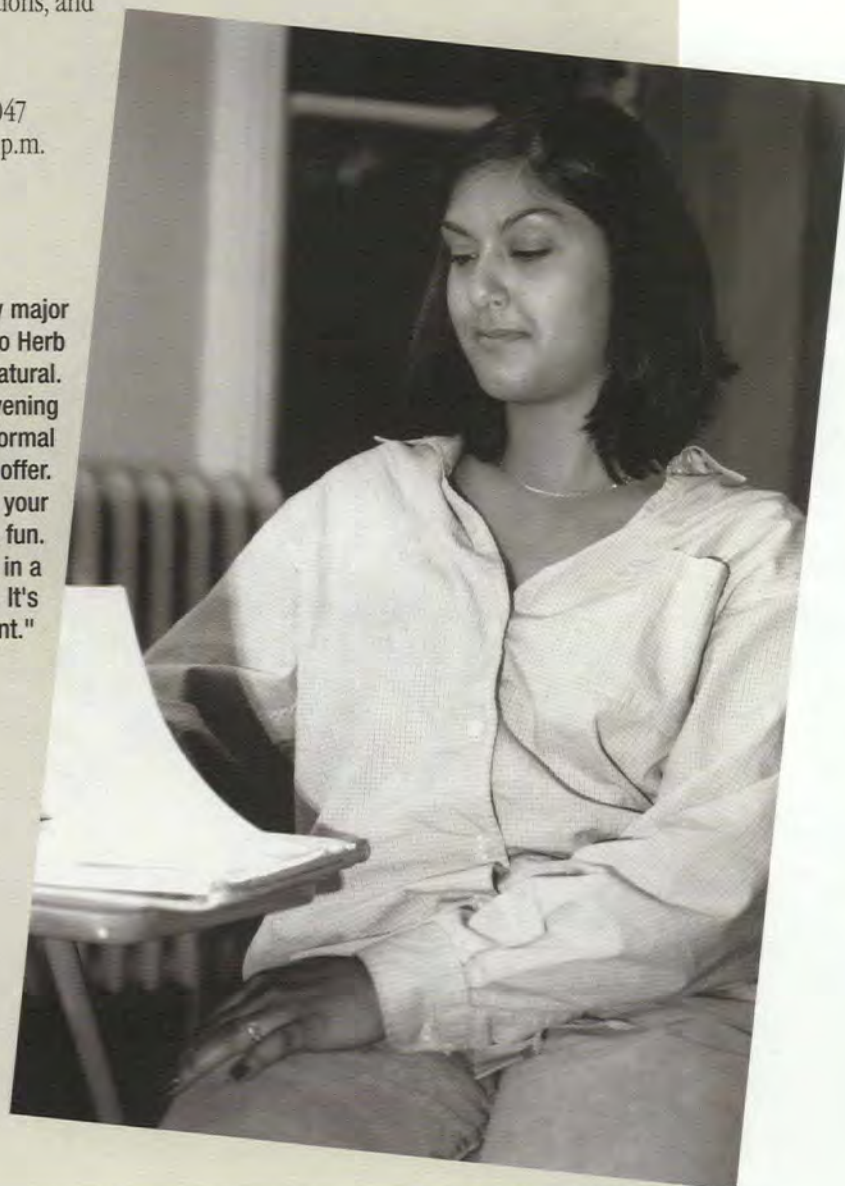
Session II - Section 202: Call No. 30048  
Mondays and Wednesdays, 5-8 p.m. Ketchum  
234. \$278 (resident).

### 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: Call No. 30049 Mondays and Wednesdays, 5-8 p.m. Ketchum 234. \$278 (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: Call No. 30007  
Mondays, 6-9 p.m. Helms 259.  
\$270 (resident).

### ENGL 1500-3 Masterpieces of British Literature

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

Patricia Thompson, M.A.

Session I - Section 100: Call No. 30054 Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 151. \$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: Call No. 30055  
Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 151. \$270 (resident).

### ENGL 3000-3 Shakespeare for Nonmajors

Introduces students to Shakespeare's major works—the histories, comedies, and tragedies. May include 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: Call No. 30025  
Thursdays, 6-9 p.m. Hale 230. \$270 (resident).

### ENGL 3060-3 Modern and Contemporary Literature

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

George Moore, Ph.D.

Full Term - Section 300: Call No. 30026  
Wednesdays, 6-9 p.m. Muenzinger E131.  
\$270 (resident).

### ENGL 3677-3 Jewish-American Fiction and Old World Backgrounds

Explores cross-cultural transitions, influences, and ethnicity in the social and literary history of Europe and America through Jewish experience, expressed in the works of such writers as Heine, Sholom Aleichem, Peretz, Babel, Singer, Malamud, Roth, and Woody Allen. Prereq., sophomore standing. Approved for arts and sciences core curriculum: cultural and gender diversity.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30019  
Tuesdays, 6-9 p.m. Ketchum 235.  
\$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.

Full Term - Section 300: Call No. 30027  
Wednesdays, 7-10 p.m. Guggenheim 205.  
\$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: Call No. 30056  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. \$278 (resident).

Session II - Section 200: Call No. 30057  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. \$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: Call No. 30058  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Fine Arts N275. \$290 (resident).

### FINE 1171-3 Basic Photography

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

Crista Cammarato, M.F.A.

Full Term - Section 300: Call No. 30050  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Fine Arts C175. \$320 (resident).



**FINE 1212-3  
Basic Painting**

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 30059  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Fine Arts C103. \$280 (resident).

**FINE 1409-3  
History of World Art 2**

A basic survey of major art styles from 1600 to the present, including European, Asian, Islamic, the American, and tribal arts. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1409 and FINE 1209. Approved for arts and sciences core curriculum: literature and the arts.

Susanna Podboy, M.A.

Full Term - Section 300: Call No. 30061 Thursdays,  
6:30-9:30 p.m. Education 134. \$270 (resident).

**GEOGRAPHY****GEOG 1001-4  
Environmental Systems 1 – Climate  
and Vegetation**

First course in two-semester introduction to the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Both GEOG 1001 and 1011 emphasize the distribution of physical features across the Earth's surface and the interactions between humans and their environment, especially those leading to global change on the time scale of decades to centuries. Approved for arts and sciences core curriculum: natural science.

Steve Welter, Ph.D.

Session I - Section 100: Call No. 30029  
Tuesdays and Thursdays, 6-9 p.m. Muenzinger  
E0046. \$360 (resident).

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

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

Steve Welter, Ph.D.

Session II - Section 200: Call No. 30060  
Tuesdays and Thursdays, 6-9 p.m. Muenzinger  
E0046. \$360 (resident).

**GEOG 1982-3  
World Regional Geography**

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

Shannon O'Lear, Ph.D.

Session I - Section 100: Call No. 30031 Mondays  
and Wednesdays, 6-9 p.m. Muenzinger E123.  
\$270 (resident).

**GEOG 1992-3  
Human Geographies**

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

Shannon O'Lear, Ph.D.

Session II - Section 200: Call No. 30032  
Mondays and Wednesdays, 6-9 p.m.  
Muenzinger E123. \$270 (resident).

**HEBREW****HEBR 1010-5  
Beginning Hebrew 1**

Uri Neil, J.D.

Full Term - Section 300: Call No. 30014  
Mondays, Wednesdays and Fridays,  
11 a.m.-1 p.m. TBA. \$450 (resident).

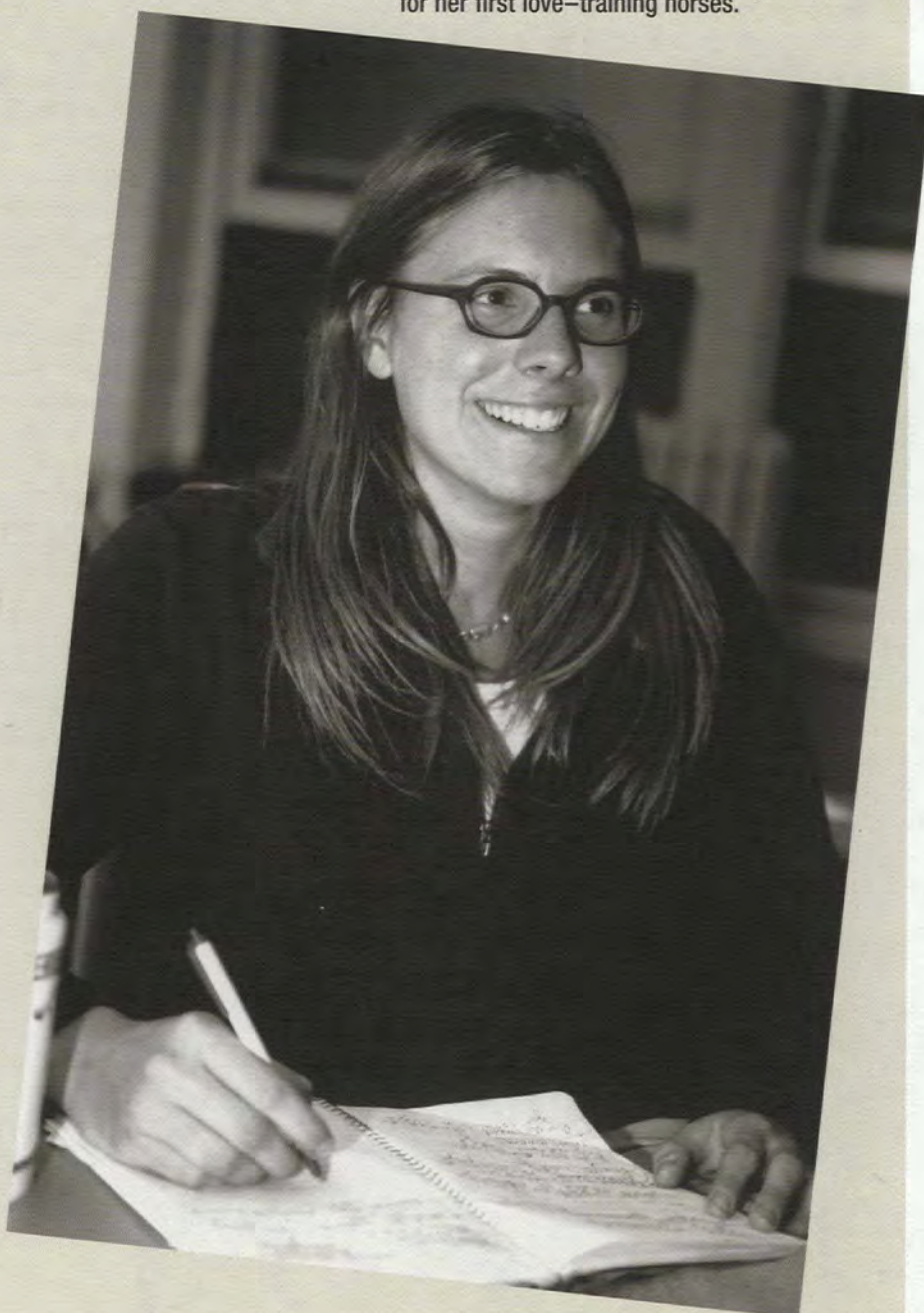
**HEBR 2110-3  
Intermediate Hebrew 1**

Prereq., HEBR 1020.

Uri Neil, J.D.

Full Term - Section 300: Call No. 30015  
Wednesdays, 1-4 p.m. TBA. \$270 (resident).

Amy Butowicz is a Studio Arts major taking an Evening Credit course to fulfill an upper division elective. With six credits to go, she looks forward to graduation and a little more time for her first love—training horses.



## 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: Call No. 30062 Tuesdays, 6:30-9:30 p.m. Hellems 199. \$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: Call No. 30063 Wednesdays, 7-10 p.m. Engineering Center CR 133. \$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: Call No. 30064 Thursdays, 6:30-9:30 p.m. Engineering Center CR 139. \$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 Indian's role in western North American history is demonstrated. Same as AIST 4627.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 30033 Mondays, 7-10 p.m. Duane Physics G131. \$270 (resident).

## JOURNALISM

### JOUR 1001-3

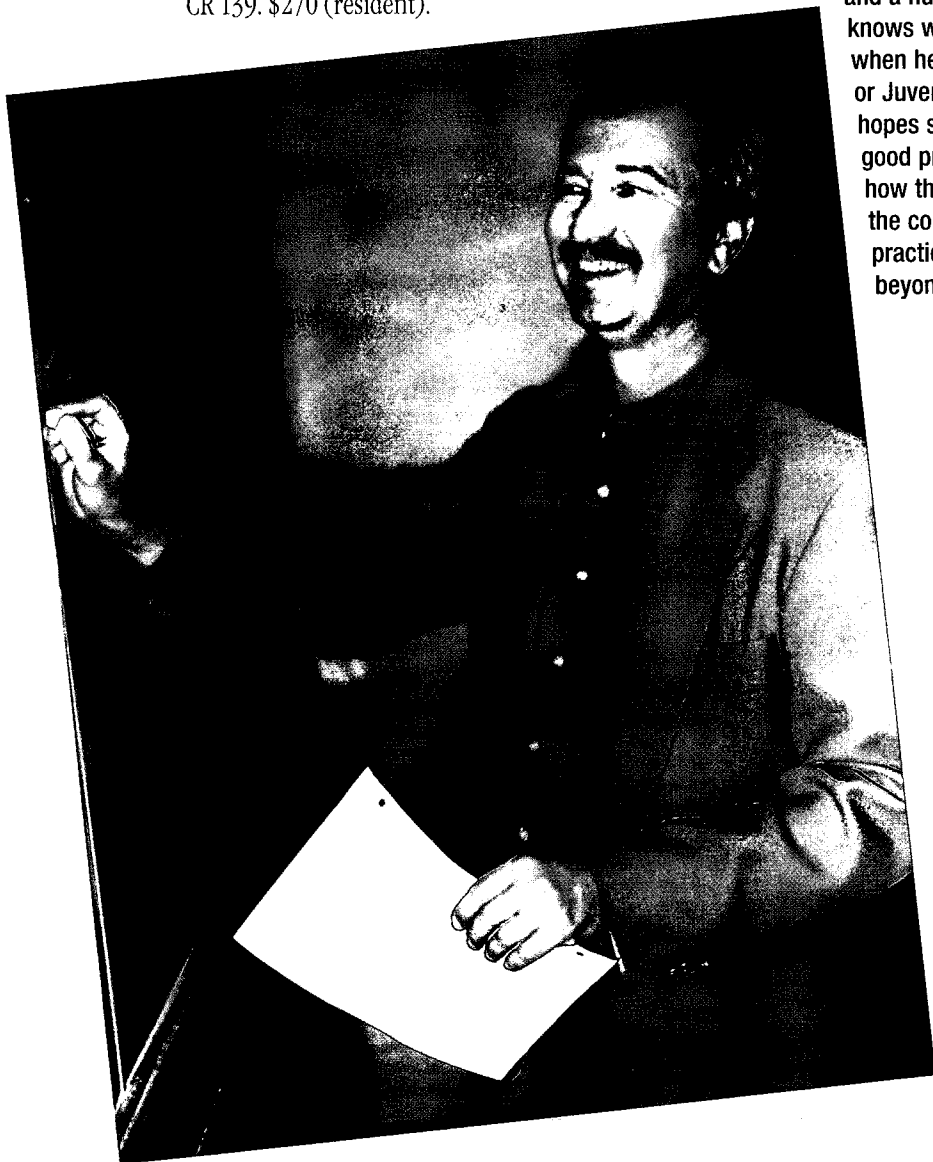
#### Contemporary Mass Media

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: Call No. 30034 Wednesdays, 6-9 p.m. Hellems 247. \$270 (resident).

Instructor Herb Covey is Director of Organizational Development for the Colorado Department of Human Services, and serves on the Juvenile Parole Board for the state. He has authored or co-authored five books in his field and a number of articles. So he knows what he's talking about when he teaches Juvenile Gangs or Juvenile Delinquency. He hopes students will take away a good practical understanding of how the world operates outside the college campus and a practical sense of what lies beyond their experience.



### JOUR 4453-3

#### Advertising and Society

Examines criticisms and contributions of advertising in society and the economy. Richard Goode-Allen, M.A.

Full Term - Section 300: Call No. 30042 Mondays, 7-10 p.m. Economics 13. \$270 (resident).

### JOUR 5453 Call No. 30043

## 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: Call No. 30065 Mondays and Wednesdays, 7-10 p.m. Hellems 199. \$270 (resident).

Nanci Grayson, M.A.

Session II - Section 200: Call No. 30066 Tuesdays and Thursdays, 7-10 p.m. Engineering Center CR 200. \$270 (resident).

## KOREAN

### KREN 1010-5

#### First-Year (Beginning) Korean 1

This course trains students in elementary conversational and writing skills and provides a grounding in the basic idiomatic and syntactical features of Korean, through lectures, drills and language laboratory sessions based on set dialogues and readings.

Yo Anna Cho, M.A.

Full Term - Section 300: Call No. 30052 Tuesdays and Thursdays, 6-8:30 p.m. Norlin Library M300D. \$470 (resident).

## MANAGEMENT

### MGMT 3030-3

#### Critical Leadership Skills

These skills include leadership, negotiation, conducting performance appraisals, delegation, effective communication, interviewing and making hiring decisions and managing employees with problem behaviors. Prereq., BCOR 2150.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30009 Mondays, 6:30-9:30 p.m. Duane Physics G125. \$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: Call No. 30013  
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 1½ years high school algebra and 1 year high school geometry. Bernard Gillett, M.A.

Full Term - Section 300: Call No. 30081  
Thursdays, 6-8 p.m. Engineering Center CR 1B51.  
\$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: Call No. 30080  
Mondays and Wednesdays, 5:30-7 p.m.  
Engineering Center CR 1B51. \$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. Prereq., Calculus 1. Ira Becker, Ph.D.

Full Term - Section 300: Call No. 30016  
Mondays and Thursdays, 5:30-8:15 p.m.  
Ketchum 303. \$450 (resident).

## PHILOSOPHY

### PHIL 1000-3 Introduction to Philosophy

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

Full Term - Section 300: Call No. 30035  
Wednesdays, 7-10 p.m. Hellems 211.  
\$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: Call No. 30036  
Mondays, 6-9 p.m. Hellems 201.  
\$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 curriculum: United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 30037 Thursdays,  
6-9 p.m. Duane Physics G131. \$270 (resident).

### PSCI 3163-3 American Foreign Policy

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

TBA *Larry David*  
Full Term - Section 300: Call No. 30010  
Mondays, 6:30-9:30 p.m. Muenzinger E131.  
\$270 (resident).

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

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

Richard Braunstein, M.A.

Full Term - Section 300:  
Call No. 30038  
Tuesdays, 6:30-9:30 p.m. Hellems 191.  
\$270 (resident).



## PSYCHOLOGY

### PSYC 1001-3 General Psychology

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

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 30040  
Wednesdays, 6:30-9:30 p.m. Helms 201.  
\$270 (resident).

### PSYC 2101-4 Statistics and Research Methods in Psychology

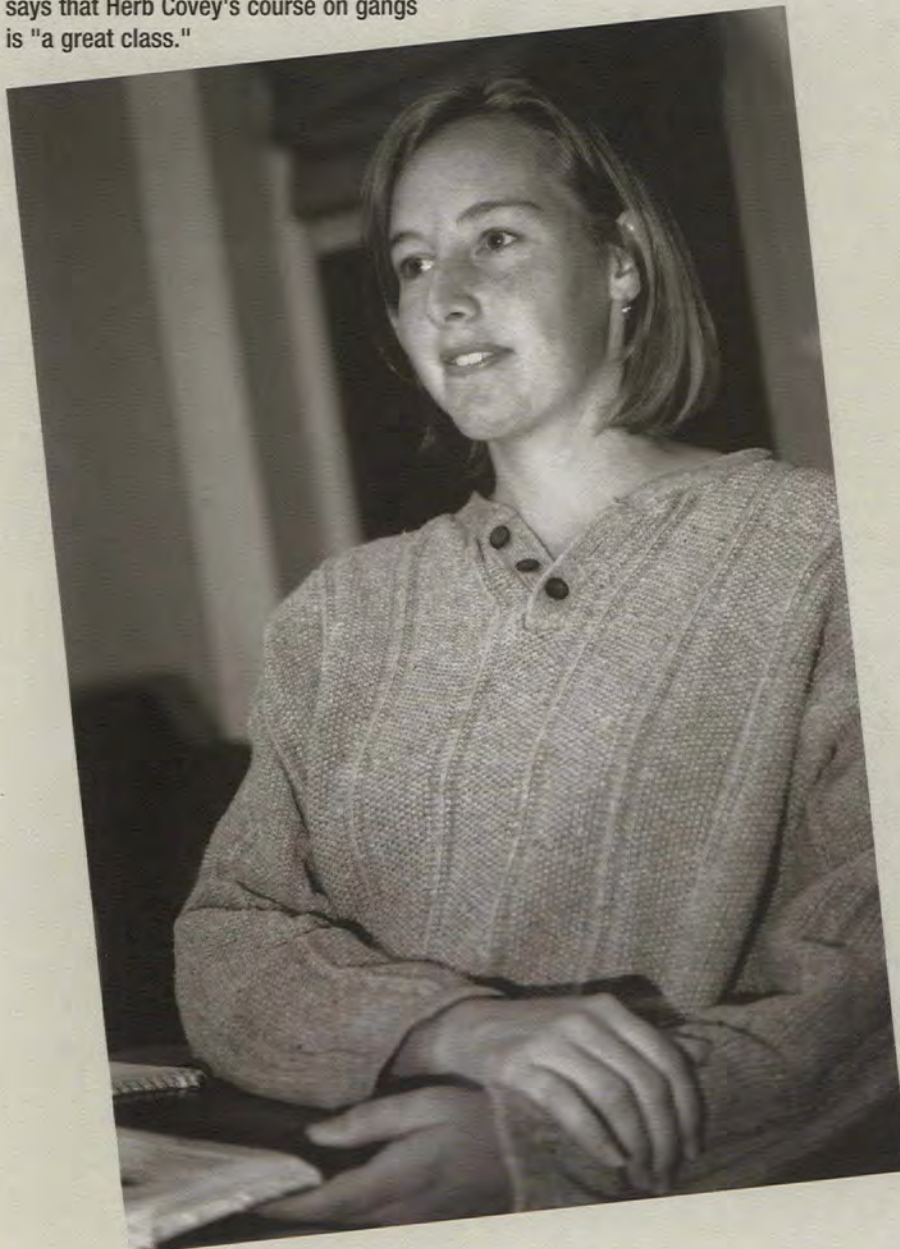
Introduces descriptive and inferential statistics and their roles in psychological research.

Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. Prereq., MATH 1000 or equivalent is highly recommended.

Howard Bashinski, Ph.D.

Full Term - Section 300: Call No. 30067  
Tuesdays and Thursdays, 6:30-8:30 p.m.  
Ketchum 234. \$360 (resident).

Sandy Crowell is an Anthropology major, a new mom and, right now, a part time student who is taking three classes through Continuing Education this semester. She says that Herb Covey's course on gangs is "a great class."



### 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: Call No. 30068  
Thursdays, 6:30-9:30 p.m. Muenzinger E123.  
\$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: Call No. 30069  
Tuesdays, 6:30-9:30 p.m. Muenzinger E118.  
\$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: Call No. 30011  
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. TBA

Full Term - Section 300: Call No. 30070  
Thursdays, 6:30-9:30 p.m. Engineering Center CR 105. \$270 (resident).

### SOCY 1003-3 Ethics and Social Issues in U.S. Health and Medicine

Explores current ethical and policy issues in U.S. health and medical practices. Includes such issues as alcohol and drug abuse, organ transplants and substitutes, genetic engineering, contraception, abortion, occupational safety and health, and euthanasia. Approved for arts and sciences core curriculum: ideals and values.

Adele Platter, Ph.D.

Session II - Section 200: Call No. 30085  
Tuesdays and Thursdays, 6-9 p.m. Ketchum 301.  
\$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 life styles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.

*Garrett Ferrini*

Session I - Section 100: Call No. 30071 Mondays and Wednesdays, 6:30-9:30 p.m. Education 220.  
\$270 (resident).



**SOCY 1005-3****Social Conflict and Social Values**

Explores origin, escalation, and resolution of social 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: Call No. 30082 Tuesdays, 6-9 p.m. Duane Physics G131. \$270 (resident).

**SOCY 1006-3****The Social Construction of Sexuality**

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

TBA *Gary Ferrini*

Session II - Section 200: Call No. 30087 Mondays and Wednesdays, 6:30-9:30 p.m. Hellems 199. \$270 (resident).

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

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

Duncan Rinehart, Ph.D.

Session I - Section 100: Call No. 30072 Tuesdays and Thursdays, 6-9 p.m. Ketchum 301. \$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.

Dana Johnson, M.A. *McGlocklin, T.*

Full Term - Section 300: Call No. 30012 Mondays, 6-9 p.m. Hellems 141. \$270 (resident).

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

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

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

Duncan Rinehart, Ph.D.

Session II - Section 200: Call No. 30086 Tuesdays and Thursdays, 6-9 p.m. Economics 117. \$270 (resident).

**SOCY 4024-3****Juvenile Delinquency**

Examines the history, incidence, and prevalence of nations regarding why children become involved in criminal activity. Approved for arts and sciences core curriculum: contemporary societies.

Herb Covey, Ph.D.

Full Term - Section 300: Call No. 30083 Thursdays, 6-9 p.m. Hellems 199. \$270 (resident).

**SPANISH****SPAN 1020-5****Beginning Spanish 2**

Continuation of SPAN 1010. Attendance at language laboratory may be mandatory. Prereq., SPAN 1010 or placement.

Javier Garces, B.A.

Full Term - Section 301: Call No. 30073 Mondays and Thursdays, 6:30-9 p.m. Hellems 185. \$470 (resident).

Cassandra Cleavinger, M.A.

Full Term - Section 302: Call No. 30074 Mondays and Thursdays, 6:30-9 p.m. Hellems 191. \$470 (resident).

**SPEECH, LANGUAGE AND HEARING SCIENCES****CDSS 2314-4****American Sign Language 2**

Develops more complex receptive and expressive grammatical structures and an understanding of deaf culture. Classes are taught using ASL without the use of spoken English. Prereq., CDSS 2304 or equivalent.

Tom Riggs, M.A.

Full Term - Section 300: Call No. 30075 Tuesdays and Thursdays, 6-8 p.m. Economics 205. \$380 (resident).

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

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

David Steiner, Ph.D.

Full Term - Section 300: Call No. 30076 Wednesdays, 6-9 p.m. Muenzinger D439. \$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.

**Catcher in the Rye**

Lynn Gingrass, M.A.

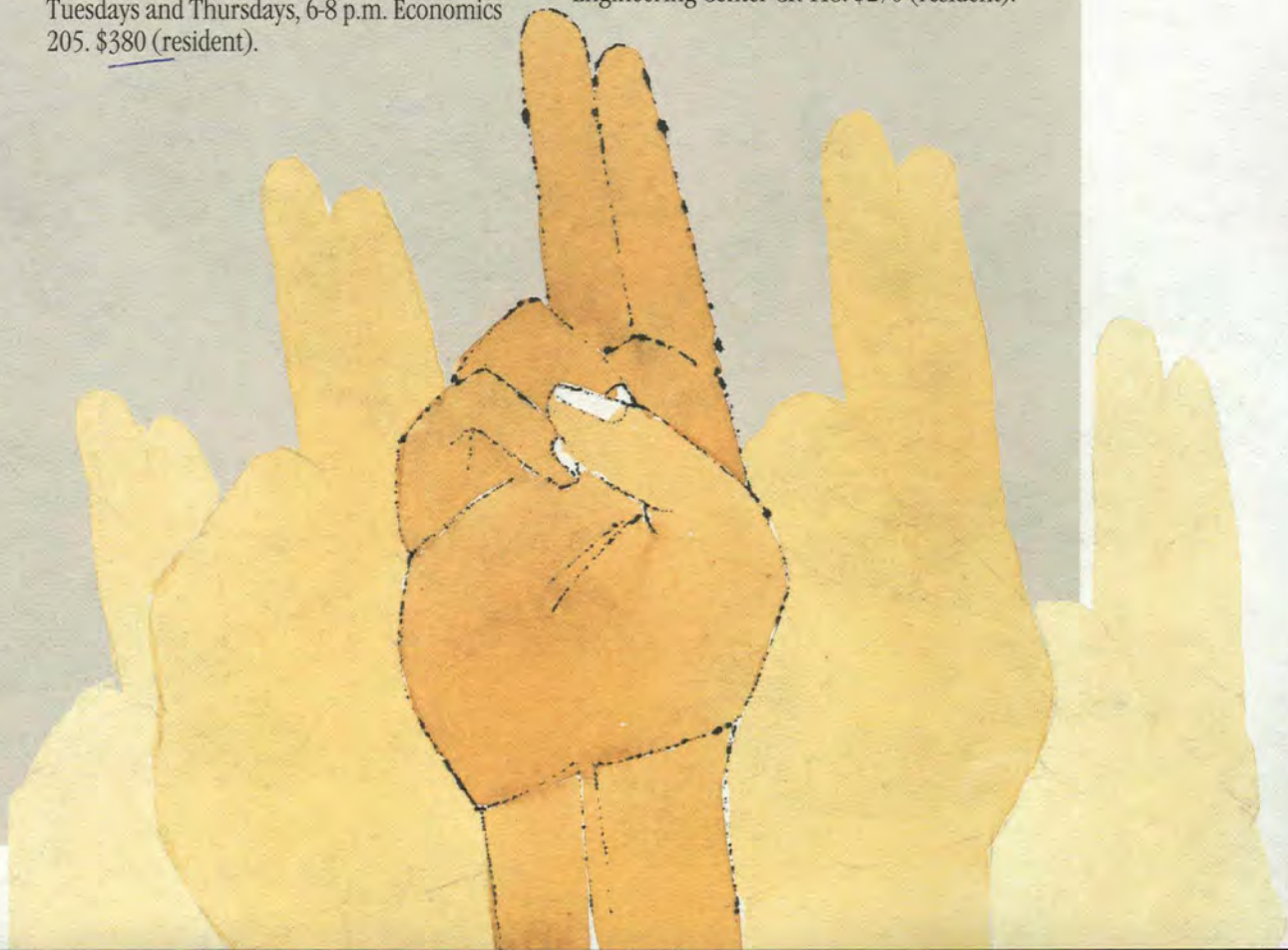
Full Term - Section 301: Call No. 30077 Tuesdays, 7-10 p.m. Fine Arts N185. \$270 (resident).

**Writing/Reading Culture**

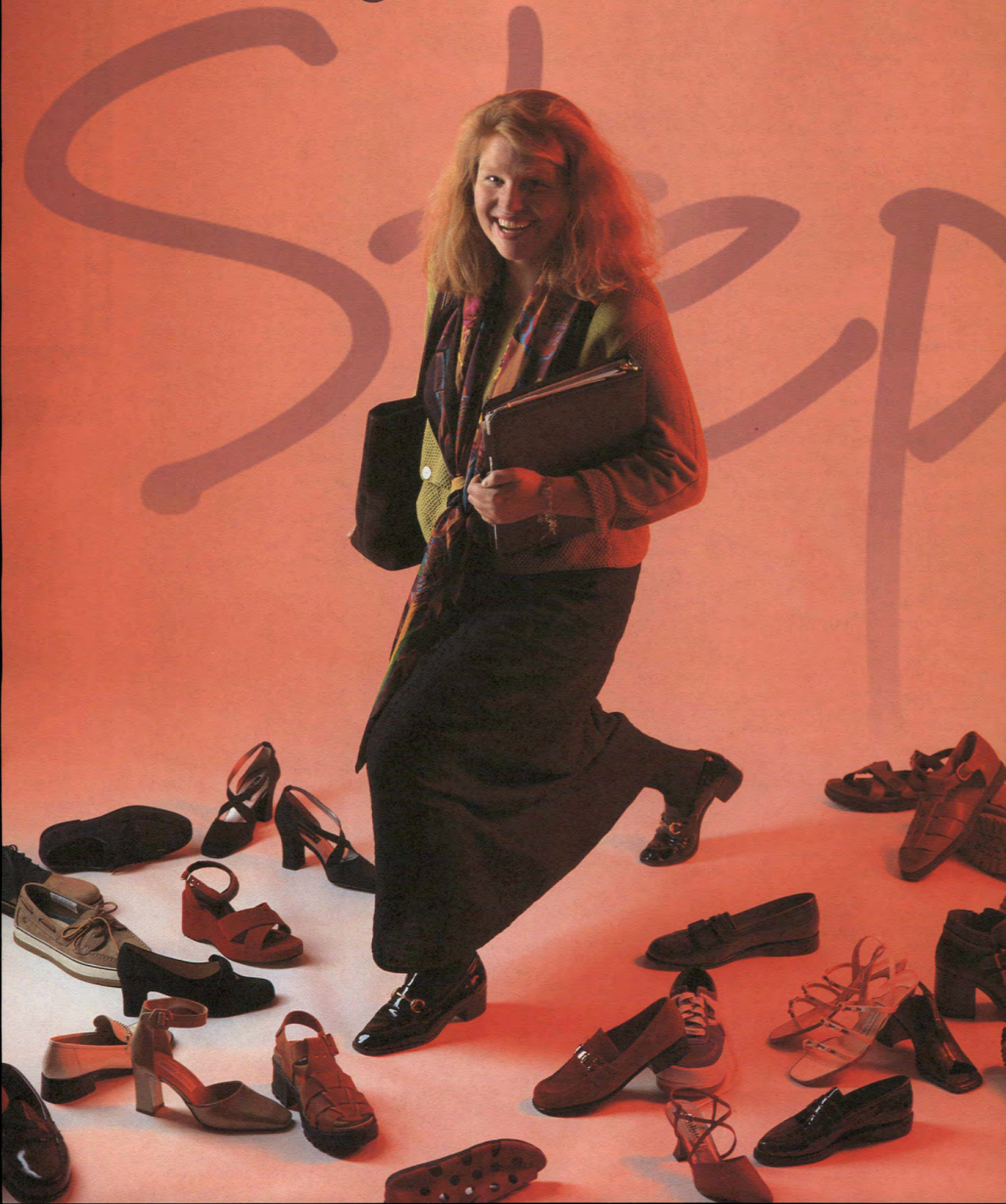
Lynda McNeil, Ph.D.

Full Term - Section 302: Call No. 30084 Thursdays, 6:30-9:30 p.m. Engineering Center CR 116. \$270 (resident).

Session II - Section 200: Call No. 30078 Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 118. \$270 (resident).



Step right up! To the p



# re pleasure of learning.

## WE'VE SEEN AN INCREASE IN ENROLLMENTS

in the creative arts this past year. Noncredit students tend to be busy people with rich, interesting lives who have a great curiosity about the world and their place in it. Join them as you try your hand at stone carving, photography or learning the fundamentals of Fresco. Develop your creativity, learn chess, study Italian cinema or the Incan culture. Or, if you must be practical, unlock the mystery of the markets with a course or two on personal investments. But whatever you do, have fun!

As a grad student, Priscilla Craven spent one delicious year in Italy, living in the Oltrarno area near the church of Santo Spirito—where Renaissance artists once hung out—crossing the Ponte Vecchio daily on her way to classes at the University of Florence. Art Appreciation: From the Renaissance to the Present is a leisurely ramble through 600 years of artistic expression on both sides of the Atlantic. With a B.A. in Art History from Vanderbilt, an M.A. in Art History from CU and an M.A. in Italian from Middlebury, Priscilla has the credentials to help you deepen your appreciation of the visual arts, and a passion for the material that makes art and artists spring to life. As a bonus, the course includes an insider tour of the superb new 6th floor European gallery at the Denver Art Museum and a look at the Native American Collection. Priscilla is an instructor in the CU French and Italian Department. But art history brings it all together—her interest in stories, context, people and art. Slip on your favorite "espresso in the piazza" shoes and join her.

Classes will not meet March 23-28.

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.** 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.

Although she has a Masters in Integrated Marketing Communication, Kristin Fanch spends her days basically working with numbers, as a project manager for Amrion, a supplements manufacturer. Nancy Rasmussen's writing course has provided some balance: "When I'm ready, I'll know where to go."



## NONCREDIT COURSES, SPRING, 1998

<b>Architecture and Landscape</b> .....	19	<b>Lifestyles – Personal and Professional</b> .....	24
How to Design or Remodel a House with an Architect		Creativity and Personal Renewal: A Workshop of Ideas and Activities	
Introduction to Interior Design		Do What You Love	
Intermediate Interior Design		Meta-Reading: Beyond Thresholds of Efficiency and Satisfaction	
Designing with Antiques		Nutrition and Performance	
Xeriscape Landscaping: Low Water, Low Maintenance		Nutrition for Baby Boomers	
Landscapes for Colorado		Beginning Chess	
Kidscape: Landscaping for and with Kids		Research for the Legal Consumer	
<b>Communication</b> .....	19	<b>Science</b> .....	25
Introduction to American Sign Language		A Field Trip: The Geology of Boulder	
<b>Fine Arts</b> .....	19	Identifying Plants of Boulder County – Plant Identification I and II	
Art Appreciation: From the Renaissance to the Present		Ethnoherbology: Edible and Medicinal Plants of the West	
Developing Your Career as an Artist		Organic Vegetable and Herb Gardening	
Discovering Your Creativity		<b>Testing and Academic Preparation</b> .....	26
Introduction to Drawing		Making Sense of the College Admission Process:	
Life Drawing		For the Parent and/or Student	
The Fundamentals of Fresco		Preparing for the SAT/ACT	
Introduction to Oil Painting		Preparing for the Graduate Management Admission Test (GMAT)	
Introduction to Watercolor		Preparing for the Graduate Record Exam (GRE)	
Studies in Pastel		Preparing for the Law School Admission Test (LSAT)	
Sculpture – Stonecarving		<b>Theatre and Music</b> .....	27
Basic Photography		Introducing Italian Cinema	
Creative Photography Workshop		Acting Basics	
Alternative Photographic Processes		Beyond Acting Basics: A Monologue Workshop	
Traditional Character Animation		Heavenly Monks to Heavy Metal, a.k.a. How Music Got Here From There	
<b>Foreign Languages</b> .....	22	<b>Writing and Literature</b> .....	27
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Intermediate Conversational and Written Chinese		The Children's Book: Illustrating and Getting Published	
Beginning Conversational French		Write Fiction That Sells	
Intermediate Conversational French		English Writing Made Simple	
Beginning Conversational German		Making Grammar Work for You	
Beginning Conversational Italian		How to Write Magazine Articles...and Get Them Published	
Intermediate Conversational Italian		Memoirs	
Beginning Conversational and Written Japanese		Comedy in Drama	
Intermediate Conversational and Written Japanese		Writing Character for Film and Stage	
Beginning Conversational and Written Korean		<b>East Boulder Community Center</b> .....	29
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<b>History and Culture</b> .....	23	Introduction to Colorado Geology	
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The Incas and Their Empire		Victorian Gothic Literature	
<b>Investment and Personal Finance</b> .....	23	Venus Revealed	
Basic Investing		Authors, Directors, and Auteurs: Who Makes a Movie?	
Advanced Investment Strategies			
Mutual Fund Investing			
Making Ends Meet: 7 Keys to Managing Your Cash Flow			

## 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 10-March 10, 7-9 p.m. 5 sessions. Hellems 251. \$65.

### NCAL 029 Introduction to Interior Design

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

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

Section 500: Thursdays, February 5-March 19, 7-9 p.m. 7 sessions. Hellems 141. \$95.

### NCAL 031 Intermediate Interior Design

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

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

Section 500: Thursdays, April 2-30, 7-9 p.m. 5 sessions. Hellems 141. \$70.

### NCAL 032 Designing with Antiques

Learn about the history of antique furnishings and become familiar with definitions and the vernacular of the antique trade. Gain confidence in learning how to use antiques in modern interior settings with color and fabric guidelines. Students will learn how to judge quality through the construction of wooden and upholstered pieces.

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

Section 500: Saturday, March 7, 9:30 a.m.-12:30 p.m. 1 session. McKenna 112. \$25.

### NCAL 005 Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

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 4, 6-9 p.m. 1 session. Hellems 181. \$25.

### NCAL 003 Kidscape: Landscaping for and with Kids

Learn to keep your yard "safe" and interesting for children while engaging their curiosity and energy. Class will include information on play structures, vegetable and herb gardens, water features and more.

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

Section 500: Tuesday, April 28, 6-9 p.m. 1 session. Hellems 247. \$25.

## COMMUNICATION

### NC C 008 Introduction to American Sign Language

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

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

Section 500: Tuesdays, February 17-March 31, 6-8 p.m. 6 sessions. Hellems 267. \$90.

## FINE ARTS

### NCFA 070 Art Appreciation: From the Renaissance to the Present

Learn to appreciate the art around you by learning more about its historical and cultural context. We will look at paintings and sculptures with a critical eye, analyzing different styles and discussing how artists' works often reflect the world around them. We'll cover significant periods in art history, looking at works of major artists and analyzing prevalent styles. Periods to be covered are the Renaissance/Baroque, Impressionism, Native American, and Modern. You'll never feel intimidated or apathetic in a museum again and will finish the course with a much greater appreciation of the visual arts. Includes optional visit to the Denver Art Museum on February 28.

Priscilla Craven has an M.A. in Art History from CU-Boulder, and an M.A. in Italian.

Section 500: Wednesdays, February 4-25, 6:30-8:30 p.m., Hale 240. Saturday, February 21, 10 a.m.-noon, Denver Art Museum. 5 sessions. \$65.



**FINE ARTS – CONTINUED****NCFA 038****Developing Your Career as an Artist**

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

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

Section 500: Saturday, April 18, 10 a.m.-4 p.m. 1 session. McKenna 112. \$35.

**NCFA 050****Discovering Your Creativity**

This course presents a comprehensive program devoted to stirring creativity and developing imagination. Using a variety of highly effective exercises and activities, you will capture new ideas and successfully tap your individual pool of creativity. You don't have to be an artist to benefit from this class! Required text, *The Artist's Way*, by Julia Cameron. Bring the book, pen and paper and read pages 1-24 prior to the first class meeting.

Yengata Tawahade, B.A., is a sculptor and has been teaching the creative process for several years.

Section 500: Thursdays, February 12-April 9, 6-8 p.m. 8 sessions. Helms 251. \$105.

Charlie Stoddard is a publicist for Roberts Rinehart in Niwot. She says, "I seem to take these jobs that parallel the writing life and yet I never seem to jump into it myself anymore." She signed up for Nancy Rasmussen's writing class "hoping it would give me a jump start—and it has."

**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 art conservator technician.

Section 500: Mondays, February 2-March 16, 6-8:30 p.m. 7 sessions. Fine Arts N298. \$125.

**NCFA 005****Life Drawing**

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

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

Section 500: Wednesdays, February 11-April 8, 7-9 p.m. 8 sessions. Fine Arts N275. \$130.

**NCFA 052****The Fundamentals of Fresco**

This course will explore the classical fresco technique of painting on fresh wet plaster with earth pigments. Students will mix plaster from scratch using centuries-old recipes and will build tabletop size "walls" on which to paint. Dry pigments mixed with water will then be applied to create unsurpassed luminous paintings. Classical influences will be presented such as the Italian masters, Amerindian (pre-Columbian) pyramid paintings of the Americas and Etruscan wall decorations. Group critiques will also be included. This course is well suited for anyone with previous painting experience and in particular those dedicated to purist procedures involving the handling of raw materials and labor intensive methods. Call 492-5148 for a list of supplies which will cost approximately \$100.

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

Section 500: Saturdays, February 7-March 7, 8:30 a.m.-12:30 p.m. 5 sessions. Fine Arts C153. \$140.

**NCFA 028****Introduction to Oil Painting**

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory, palette selection and color mixing. Traditional techniques and oil-based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary. Call 492-5148 for a list of supplies to purchase. (Cost estimate \$50 to \$100.)

Kristen Peterson Snedeker, M.F.A., has exhibited nationally and her paintings are in numerous corporate collections.

Section 500: Wednesdays, February 18-April 8, 6:30-9 p.m. 7 sessions. Fine Arts N103. \$125.

**NCFA 009****Introduction to Watercolor**

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

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

Section 500: Thursdays, February 19-April 16, 6:30-9 p.m. 8 sessions. Fine Arts C153. \$140.

**NCFA 042  
Studies in Pastel**

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

Melissa Tangler, M.S., has 13 years of teaching experience at the college and university levels and is a pastel enthusiast.

Section 500: Thursdays, February 12-April 9, 6:30-9 p.m. 8 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 9-April 13, 7-9 p.m. 9 sessions. Fine Arts C102. \$130.

**NCFA 001  
Basic Photography**

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

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 500: Mondays, February 9-April 6, 6:30-8:30 p.m. 8 sessions. Hellems 181. \$110.

**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 5-April 9, 7:30-9:30 p.m. 9 sessions. Ketchum 235; Photo Lab at 1815 Pearl Street. \$140.

**NCFA 051  
Alternative Photographic Processes**

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

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 500: Wednesdays, February 18-April 15, 6:30-8:30 p.m. 8 sessions. Fine Arts C1B70. \$135.

**NCFA 130  
Traditional Character Animation**

Experience the animation process by constructing and animating a flip book and producing your own zoetrope. Students will create characters and a story which they will storyboard and animate. Finally, the collaborative animation process will be featured in an exciting group project in clay animation which will be filmed. \$6 fee to be paid to instructor for supplies.

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

Section 500: Thursdays, February 5-April 16, 6:30-9 p.m. 10 sessions. Education 143. \$175.



## FOREIGN LANGUAGES

### NCFL 108 Beginning Conversational and Written Chinese

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

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

Section 500: Wednesdays, February 4-April 15, 6:30-8:30 p.m. 10 sessions. Hellems 251. \$140.

### 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 3-April 14, 6:30-8:30 p.m. 10 sessions. Hellems 235. \$140.

*mkra 204*

### 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: Tuesdays, February 10-April 21, 7-9 p.m. 10 sessions. Education 143. \$140.

### NCFL 200 Intermediate Conversational French

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

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

Section 500: Thursdays, February 12-April 23, 7-9 p.m. 10 sessions. Hellems 267. \$140.

### NCFL 101 Beginning Conversational German

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

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

Section 500: Mondays, February 9-April 20, 7-9 p.m. 10 sessions. Hellems 251. \$140.

### NCFL 102 Beginning Conversational Italian

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

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

Section 500: Wednesdays, February 4-April 15, 6-8 p.m. 10 sessions. Hellems 141. \$140.

### NCFL 302 Intermediate Conversational Italian

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films.

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

Section 500: Mondays, February 9-April 20, 6:30-8:30 p.m. 10 sessions. Hellems 247. \$140.

### NCFL 104 Beginning Conversational and Written Japanese

We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese, Book 1* at the University Bookstore or Colorado Bookstore.

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

Section 500: Fridays, January 23-March 6, 6-9 p.m. 7 sessions. Economics 117. \$140.

Nancy Rasmussen has been there. A published writer with regional and national credits going back 25 years, she learned on her own *How to Write Magazine Articles...and Get Them Published*. Now she's sharing secrets she's picked up over the years. She loves teaching this class and says, "It's exciting. My last few classes, I've had a lot of people who are actively writing and sending things out." Her Spring class was so enthusiastic, they've formed their own support group. And she gets calls on a regular basis from former students, checking in to let her know when they hit print. If you've got an itch to write, this class could be a useful next step. Turns out Nancy Rasmussen took her first steps in a writing class at CU 25 years ago.





**NCFL 204**  
**Intermediate Conversational and Written Japanese**

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

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

Section 500: Fridays, March 13-May 1, 6-9 p.m. 7 sessions. Economics 117. \$140.

**NCFL 109**  
**Beginning Conversational and Written Korean**

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

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

Section 500: Wednesdays, January 28-March 11, 7-9 p.m. 7 sessions. Economics 13. \$90.

**NCFL 103**  
**Beginning Conversational Spanish**

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text 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 3-April 14, 7-9 p.m. 10 sessions. Education 155. \$140.

**NCFL 303**  
**Intermediate Conversational Spanish**

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

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

Section 500: Thursdays, February 5-April 16, 7-9 p.m. 10 sessions. Hellems 137. \$140.

## 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 4-18, 6:30-8:30 p.m. 3 sessions. Hellems 267. \$40.

**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, February 26-April 9, 7-9 p.m. 6 sessions. Hellems 193. \$80.

## INVESTMENTS AND PERSONAL FINANCE

**NCI 008**  
**Basic Investing**

Complete, understandable explanations for beginners covering terminology, products, and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Optional text, *One Up on Wall Street* by Peter Lynch, at the CU Bookstore. Mary Wright, B.A., is First Vice President with a large investment firm, with more than 15 years experience in the field.

Section 500: Wednesdays, February 11-March 4, 6:30-8:30 p.m. 4 sessions. Stadium 140 Gate 7. \$60.



## INVESTMENTS AND PERSONAL FINANCE-CONTINUED

### NC I 007

#### Advanced Investment Strategies

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

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

Section 500: Wednesdays, March 11-April 8, 6:30-8:30 p.m. 4 sessions. Stadium 140 Gate 7. \$60.

Daryn Harpaz develops web sites on the Internet and hopes to publish a series of articles promoting Internet awareness. Nancy Rasmussen's writing course has proven to be a helpful step. Daryn says, "I'm very pleased with the course."

### NC I 017

#### Mutual Fund Investing

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

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

Section 500: Wednesdays, April 22-29, 6:30-8:30 p.m. 2 sessions. Stadium 140 Gate 7. \$30.

### NC I 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 nationwide trainer in accounting and has been an accountant for 14 years in Boulder.

Section 500: Tuesdays, January 27-February 24, 6:30-9 p.m. 5 sessions. Hellems 193. \$80.

## LIFESTYLES — PERSONAL AND PROFESSIONAL

### NCL 016

#### Creativity and Personal Renewal: A Workshop of Ideas and Activities

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

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

Section 500: Wednesdays, February 11-March 11 (no class February 25), 6:30-8:30 p.m. 4 sessions. Ketchum 118. \$55.

### NCL 052

#### Do What You Love

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

Dick Roberts, M.S., is a certified career counselor and national seminar leader and has led this highly acclaimed workshop for over 20 years.

Section 500: Tuesdays, January 27-February 3, 6-9 p.m. 2 sessions. Hale 240. \$40.

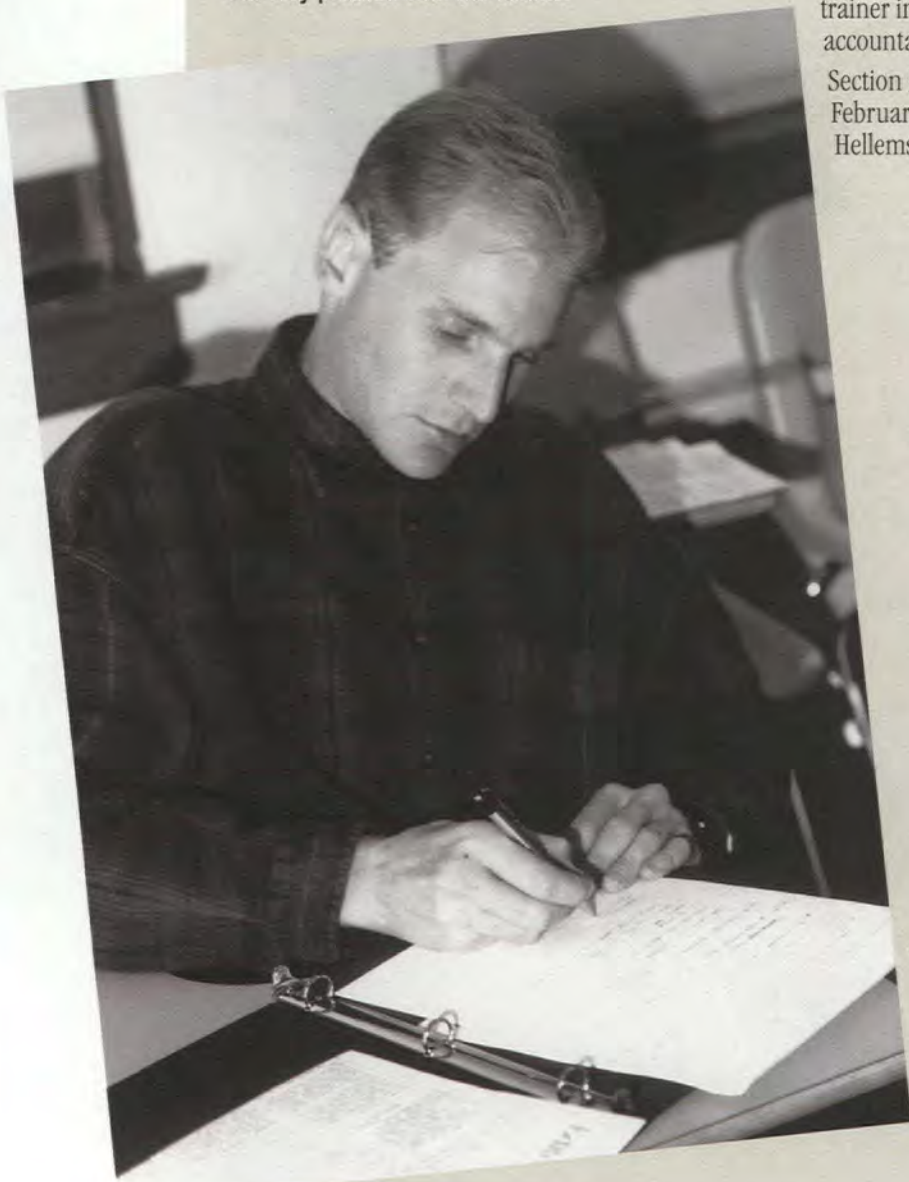
### NCL 021

#### Meta-Reading: Beyond Thresholds of Efficiency and Satisfaction

'Meta' processes arise from within as a result of self-reflection, interaction, and exploration of options. Develop a snapshot of your present reading habits and skills, clarify the parameters of your commitment to reading enhancement, and create choices that will energize you to integrate purposeful and strategic reading habits into your life. Accomplish the reading you need to do with greater efficiency, effectiveness, and satisfaction and enjoy time for the reading you want to do.

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

Section 500: Saturday, February 7, 10:30 a.m.-4:30 p.m. 1 session. Norlin Library 424B (Mabel Van Duzee Rm). \$40.



**NCL 047****Nutrition and Performance**

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

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

Section 500: Tuesdays, February 3-10, 6:30-8:30 p.m. 2 sessions. Ketchum 119. \$30.

**NCL 048****Nutrition for Baby Boomers**

As we age, we'd like to stay fit and healthy. Learn about the psychological changes that occur during midlife and how diet can reduce the risk of chronic disease and maintain fitness and energy. Learn about calorie requirements, nutrients we need to increase or decrease, and foods that can help maintain vitality. Also covered: meal planning strategies for putting these nutritional recommendations into practice.

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

Section 500: Tuesday, March 3, 6:30-8:30 p.m. 1 session. Ketchum 120. \$15.

**NCL 062****Beginning Chess**

This class introduces chess fundamentals, including opening principles, rules of the game, movement of pieces, endgame theory, and algebraic chess notation. Specific openings covered include: English Opening, Ruy Lopez, and Sicilian Defense. Also covered is important terminology such as stalemate, draw, fork, pin, and surprise check. Students practice new skills against instructor and each other. In addition, instructor challenges students to simultaneous exhibitions. No chess experience necessary. Bring a chess board and pieces, and a small *Chess Player Score Book*, available at the CU Bookstore.

Christian Fuller began teaching chess in 1982 and is a United States Chess Federation certified chess coach.

Section 500: Tuesdays, February 24-April 21, 6:30-8:30 p.m. 8 sessions. Helles 85. \$110.

**NCL 063****Research for the Legal Consumer**

Learn the fundamentals of legal research and how to be an informed consumer of legal services. This class provides an overview of how legal research is conducted and what tools are used. The class is not designed to be used in lieu of an attorney's services, but students will be able to make a visit to an attorney's office more cost effective.

Roz Lynn Dorf, M.A. Journalism from CU-Boulder, provides freelance paralegal services.

Section 500: Wednesdays, February 25-March 18, 6:30-8:30 p.m. 4 sessions. Norlin Library M300D. \$50.

**SCIENCE****NCSO 027****A Field Trip: The Geology of Boulder**

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

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

Section 500: Thursday, April 23, 7-9 p.m., Ramaley N1B31, and Saturday, April 25, 9 a.m.-4 p.m. 2 sessions. \$60.

**NCSO 025****Identifying Plants of Boulder County – Plant Identification I and II**

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. Part II is an intermediate level class based on the information learned in Part I.

Joyce Gellhorn, Ph.D., Botany, teaches field classes at CU-Boulder's Mountain Research Station.

Section 501: Thursdays, April 23-30, 6:30-9:30 p.m., Saturday, May 2, 9 a.m.-4 p.m. 3 sessions. Duane Physics G025. \$85.

Section 502: Thursdays, May 7-14, 6:30-9:30 p.m. Saturday, May 16, 9 a.m.-4 p.m. 3 sessions. Duane Physics G025. \$85.

Section 503: Parts I and II for \$145.

**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 in Boulder area to identify medicinal and edible plants is included.

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 5-26, 6:30-8:30 p.m. McKenna 112; Saturday, February 28, 10 a.m.-noon. 5 sessions. \$65.



**SCIENCE – CONTINUED****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 3-24, 6:30-8:30 p.m. 4 sessions. McKenna 112. \$50.

Carla Owlsley is an independent travel agent who is interested in doing some travel writing. She's taking Nancy Rasmussen's writing course to learn about the practical aspects – where and how to submit articles. She says, "Nancy's a wonderful instructor. Very supportive. And she gives us lots of good materials and examples."

**TESTING AND ACADEMIC PREPARATION****NCT 019****Making Sense of the College Admission Process: For the Parent and/or Student**

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

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

Section 501: Mondays, April 6-20, 6:30-9:30 p.m. 3 sessions. Economics 205. \$70 for one parent. Section 502: \$100 for two parents.

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

Maximize your ACT and SAT test results! Students in this class will review all portions, verbal and quantitative, of each test, and practice using the strategies introduced. All materials provided. Students preparing only for the ACT need not attend Sunday, March 15, 1-3 p.m.

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

Section 501: SAT/ACT Preparation. Sundays, March 8-15, 9 a.m.-3 p.m. 2 sessions. McKenna 112. \$160.

Section 502: ACT Preparation. Sundays, March 8, 9 a.m.-3 p.m. and March 15, 9 a.m.-noon. 2 sessions. McKenna 112. \$135.

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

This class provides a thorough review of the verbal and quantitative strategies needed for this exam. Students will become familiar to test content and practice strategies for each test portion. Purchase the *GMAT Official Guide*, 9th ed. Course addresses computer-based testing which began in Fall 97.

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

Section 501: Verbal: Analytical Reasoning and Reading, Sentence Correction and Writing. Monday and Wednesday, February 9-11, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 502: Quantitative: Problem Solving and Data Sufficiency. Monday and Wednesday, February 16-18, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 503: Verbal and Quantitative. Mondays and Wednesdays, February 9-18, 6-10 p.m. 4 sessions. Guggenheim 206. \$250.

**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 occur prior to the beginning of the class. Call 510-873-8100 for GRE exam registration information. Strategies for computer test included.

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

Section 500: Tuesdays and Thursdays, March 3-April 2, 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 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 18-May 2, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

**THEATRE AND MUSIC****NCTH 021****Introducing Italian Cinema**

You'll have an opportunity to analyze the work of the most famous Italian filmmakers of the last 50 years: DeSica, Visconti, Monicelli, Fellini, and others. Explore the art of Italian cinema as it developed from neorealism to contemporary movies and learn more about how it reflects the problems of Italian culture and society. One film shown each evening with discussion afterwards.

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

Section 500: Thursdays, February 19-April 9, 6-9 p.m. 7 sessions. Ketchum 119. \$140.

**NCTH 017****Acting Basics**

The goal of this class: Bringing to life moments of true emotions once felt, imagined, or written, to engage your mind, body, spirit, and emotions. Relaxation exercises and voice and breathing warm-ups will be stressed. Each student will prepare a two-minute monologue. We will also experiment with a variety of scene exercises involving two or more performers. In a supportive and safe environment you will gain tools for expressions and refine your own natural talents. All levels of experience are welcome.

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

Section 500: Thursdays, February 12-April 9, 6:30-8:30 p.m. 8 sessions. Geology 311. \$105.

**NCTH 018****Beyond Acting Basics: A Monologue Workshop**

You will rehearse a monologue of two to four minutes to be used for auditioning. Your performance will be built upon a foundation of understanding what you, as your character, are trying to express, to whom, and why. Your performance will gain both psychological depth and emotional truth. Monologues will be chosen by you, the student or recommended by the instructor. Although the choice should be made before class, your monologue need not be memorized before the first class. Call 492-5148 for an assignment handout.

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

Section 500: Saturdays, April 18-25, 9 a.m.-1 p.m. 2 sessions. Geology 311. \$55.

**NCTH 025****Heavenly Monks to Heavy Metal, a.k.a How Music Got Here from There**

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

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

Section 500: Mondays, February 9-April 6, 6:30-8:30 p.m. 8 sessions. Helms 267. \$105.

**WRITING AND LITERATURE****NC W 006****Creative Writing**

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

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

Section 500: Tuesdays, February 10-April 14 (no class March 17-24), 7-9 p.m. 8 sessions. Helms 137. \$105.

**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, and self-publishing. For writers and illustrators.

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

Section 500: Saturday, February 28, 9 a.m.-4 p.m. 1 session. Economics 119. \$50.



## WRITING AND LITERATURE—CONTINUED

### 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 18-April 15, 6:30-9:30 p.m. 8 sessions. Ketchum 119. \$130.

### 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 12-April 9, 6:30-8:30 p.m. 8 sessions. Hellems 263. \$105.

### NC W 029

#### Making Grammar Work for You

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

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

Section 500: Saturday, March 7, 9 a.m.-1 p.m. 1 session. Hale 260. \$30.

### NC W 005

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

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

Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years.

Section 500: Mondays, February 23-April 6, 7-9 p.m. 6 sessions. Education 132. \$80.

Jo Jacobson likes to write, but she didn't know what to do with the things she had written. In Nancy Rasmussen's writing class, she learned about query letters, fired off a few and has already gotten some favorable responses. A retired teacher and school principal, Jo is working on a series of reflections called "Letters From the Other Side of the Hill."

### NC W 073

#### Memoirs

What are the experiences that stay with a person? What issues become central to the life of a person and more particularly to an author? How do writers convey events that they have intimate knowledge of and wish to share with readers? Join us in reading and discussing five memoirs that demonstrate a range of styles, experiences and insights about the world. We will meet every two weeks to allow time for reading. Please read *The Color of Water*, by James McBride for February 4; *French Lessons*, by Alice Kaplan for February 18; *Fragments - Memories of a Wartime Childhood*, by Benjamin Wilkomirski for March 4; *How We Survived Communism and Even Laughed*, by Slevenska Drakulic for March 18; and *In Pharaoh's Army - Memories of the Lost War*, by Tobias Wolff for April 8.

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

Section 500: Wednesdays, February 4-April 8, 7-9 p.m. 5 sessions. Hale 260. \$65.

### NC W 076

#### Comedy in Drama

Why are sitcoms so popular? Why do Chaplin movies make us laugh despite the numerous falls, slaps, blows, bumps and bruises he is subjected to? Learn more about comic devices, the language, action, characters, plot and vision a dramatist uses. You'll have an opportunity to hear lectures, watch videos, and discuss a variety of comic plays and movies. Whether you are interested in literature or a novice playwright, learn to understand the fundamentals of comedy, from the ancient Greeks to the 1990's. Mary Joseph, Ph.D., teaches literature and drama, including Indian literature, fairy tales, Shakespeare and comedy.

Section 500: Tuesdays, February 10-March 17, 6-8 p.m. 6 sessions. Hale 236. \$80.

### NC W 069

#### Writing Character for Film and Stage

"Character Driven" is a term often used to describe today's films and plays. This creative class explores the relationship of character to plot by developing a character and watching he/she/it progress through life's obstacles. 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 9-April 20, 6:30-9 p.m. 10 sessions. Ketchum 119. \$165.



## EAST BOULDER COMMUNITY CENTER

5660 Sioux Drive

### NCFL 103

#### Beginning Conversational Spanish

Basic but lively Spanish for travelers in a communicative, fun format. We stress practical vocabulary. Recommended text is *Getting Along in Spanish* by Jarvis, available at the CU Bookstore.

Linda Grimes, M.A.T., teaches Spanish and Language Arts to businesses and individuals.

Section 50B: Wednesdays, February 4-April 8 (no class March 25), 10:45 a.m.-12:15 p.m. 9 sessions. \$95.

### NCFL 203

#### Conversational Spanish for Advanced Beginners

This course is a continuation of Beginning Conversational Spanish. Using a fun, lively format, we'll develop more oral language skills and vocabulary, as we learn about Hispanic culture.

Linda Grimes, M.A.T., teaches Spanish and Language Arts to businesses and individuals.

Section 50B: Wednesdays, February 4-April 8 (no class March 25), 9-10:30 a.m. 9 sessions. \$95.

### NCSO 017

#### Introduction to Colorado Geology

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

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

Section 50B: Thursdays, February 19-26, 10 a.m.-noon. 2 sessions. \$25.

## FRIDAY LUNCH AND LEARN SERIES AT CHAUTAUQUA

A partnership for learning! This year Chautauqua and the University of Colorado at Boulder present well-known faculty, who are authors as well, in a series of talks which promise to entertain, provoke, and inform. You'll have an opportunity to purchase the authors' books and have them autographed after each presentation. Bring your own brown bag lunch and join us. Light desserts and refreshments provided. All presentations are held at the Chautauqua Community House.

### Victorian Gothic Literature

Those of us who have been horrified and fascinated by famous horror novels like *Dracula* and *Dr. Jekyll and Mr. Hyde* may not know that countless others like them were written in the late 19th century. Gothic vampires, beast-people and other monsters were created in part in response to new conceptions of human identity arising from Victorian science. Learn more about 19th-century Gothic literature, its importance within Victorian Britain, and its relationship to its monstrous descendants in today's horror literature and film.

**Kelly Hurley**, Ph.D., is an Associate Professor of English at CU-Boulder who specializes in Victorian studies and popular culture. She has written, *The Gothic Body: Sexuality, Materialism and Degeneration at the Fin de Siecle*.

NCSS 729 Section 500:

Friday, February 27, Noon-1:30 p.m. \$15.

### Venus Revealed

The planet Venus has long been worshiped, feared and studied by humans. Modern spacecraft observations have revealed that in many ways this world is a twin to our Earth and a place that can teach us many valuable lessons regarding our own global environment. This talk, embellished with slides of beautiful spacecraft images, will describe humanity's changing relationship with Venus, and how knowledge of Venus can help us take care of Earth.

**David Harry Grinspoon**, Ph.D., is an Assistant Professor of Astrophysical and Planetary Sciences at CU-Boulder. His research in comparative planetology is funded by NASA. Information about his book, *Venus Revealed*, can be found on the world wide web at <http://sunra.colorado.edu/david>

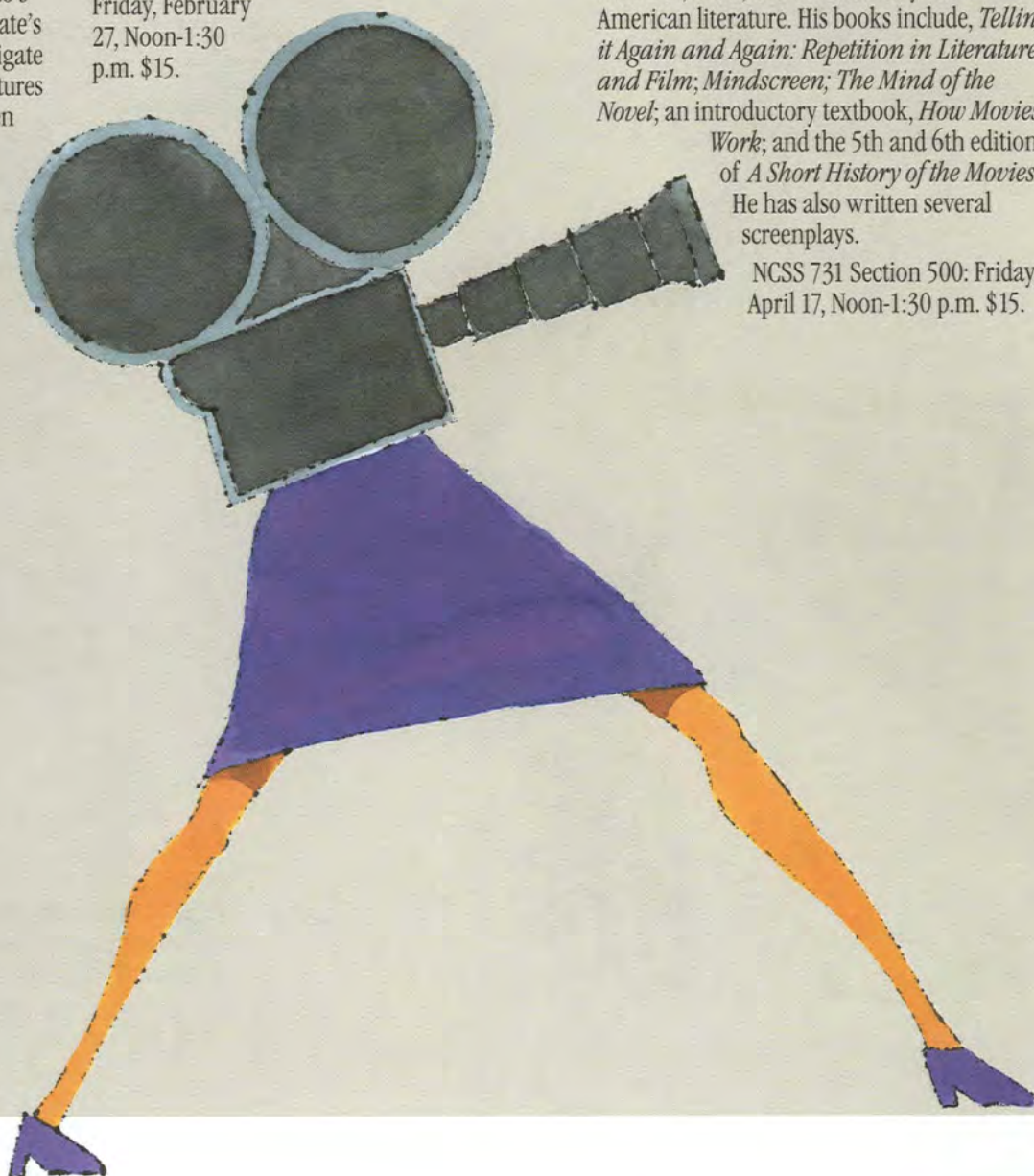
NCSS 730 Section 500: Friday, March 13, Noon-1:30 p.m. \$15.

### Authors, Directors, and Auteurs: Who Makes a Movie?

What is an auteur? Learn about the "auteur theory" as it is applied in Hollywood and France. Examine the question of authorship as it applies to a movie. Take a behind-the-scenes look at the claims of directors. See some examples of auteurs who were directors, e.g., Howard Hawks; and some who were not, e.g., producer Val Lewton and writer Horton Foote.

**Bruce Kawin**, M.F.A. and Ph.D., is a Professor of English and Film Studies at CU-Boulder, where he teaches classes in film history, film theory, screenwriting, horror, modern poetry, Faulkner, Stein, and 20th century British and American literature. His books include, *Telling it Again and Again: Repetition in Literature and Film*; *Mindscreen*; *The Mind of the Novel*; an introductory textbook, *How Movies Work*; and the 5th and 6th editions of *A Short History of the Movies*. He has also written several screenplays.

NCSS 731 Section 500: Friday, April 17, Noon-1:30 p.m. \$15.



# Keep in step with current concepts and fresh ideas.

Maybe you're just stepping out into the business world. Or maybe you're a seasoned player. Either way, it's good strategy to broaden your perspective of the working world and deepen your understanding of concepts that will make it easier for you to get what you want to get to go where you want to go. We can help.

## MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

recommended as a starting point. The required classes are: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing: Developing and Promoting your Product or Service, and Managing People.

## CERTIFICATE OF ENTREPRENEURSHIP

The Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business venture. Participants are required to take six

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

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

**Classes will not meet during Spring Break, March 23-28.**

## BUSINESS COURSES, SPRING, 1998

<b>Getting Started</b> .....	<b>31</b>
Basic Skills for the Supervisor	
<b>Accounting and Finance</b> .....	<b>31</b>
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Building a Business Plan Entrepreneurism-Are You Ready?	
<b>Human Resources Management</b> .....	<b>31</b>
Fundamentals of Human Resource Management	
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Understanding Marketing: Developing and Promoting Your Product or Service	

<b>Management/Supervision</b> .....	<b>32</b>
Critical Issues in Current Management Managing People	
<b>Professional Development</b> .....	<b>32</b>
From A to Internet - How to Research the Hidden Job Market Polish Your Presentation Skills Handling Difficult People	
<b>Writing and Communication</b> .....	<b>33</b>
Beginning Technical Writing Effective Document Review-"Do It Right" Better Business Writing Grant Writing Basics	



### 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 Better Writing for Business or equivalent skill level.

#### All Levels

Course encompasses varied levels of experience.

Tess Knight earned a Journalism degree in 1988 and then "life took me in different directions and I didn't get to do what I wanted to do with the degree." She signed up for Nancy Rasmussen's writing class to get back in the loop and says, "I have loved it. It's very informative. I have some articles I think I can present to some magazines and I'm hoping to jump start my career back to where I wanted it about 10 years ago."



## 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: Wednesdays, January 28-March 4, 7-9 p.m. 6 sessions. Economics 205. \$130.

## ACCOUNTING AND FINANCE

### NC B 015 Understanding and Using Financial Statements

#### Beginning Level

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

Donald Kaniecki has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 500: Saturday, February 7, 9 a.m.-1 p.m. 1 session. Business 250. \$55.

### 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 31-February 7, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$155.

## ENTREPRENEURISM/ SMALL BUSINESSES

### NC B 120 Building a Business Plan

#### Beginning Level

This workshop focuses on building your business plan. Participants will be introduced to both a feasibility plan and a business plan. The instructor will bring in "real world" sources of financing, including professionals from banking and venture capital, who will add their perspectives on what they look for and what to avoid in constructing a successful business plan. Keith Brigham, M.B.A., is currently pursuing his Ph.D. in Strategy and Entrepreneurship at CU-Boulder.

Section 500: Saturday, February 21, 10 a.m.-2:30 p.m. 1 session. Economics 205. \$50.

### 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, February 28, 9 a.m.-4:30 p.m. 1 session. Business 250. \$100.

## HUMAN RESOURCES MANAGEMENT

### NC B 250 Fundamentals of Human Resource Management

#### All Levels

No matter how large or small a company is, the employees are the greatest asset - and can be the greatest headache! How you handle your daily human resource challenges can enhance or hinder your ability to succeed. Whether you are a small business owner, a departmental manager, or team leader, the situations remain constant. If you are considering entering the field of HR, come learn about the various aspects of this challenging, rewarding career.

Sylvia Trujillo, B.S., has 20 years experience in human resources management for small, mid and large sized companies.

Section 500: Saturdays, March 7-14, 9 a.m.-4 p.m. 2 sessions. Economics 117. \$135.



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

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

Robert Beck, M.B.A., has marketed many brands and services, from household names to start-ups.

Section 500: Tuesdays, February 10-March 17, 5:30-8 p.m. 6 sessions. Hellems 247. \$165.

**MANAGEMENT/  
SUPERVISION****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: Wednesdays, April 1-29, 7-9 p.m. 5 sessions. Muenzinger E118. \$110.

**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: Tuesdays, February 17-March 17, 7-9 p.m. 5 sessions. Hellems 255. \$110.

**PROFESSIONAL  
DEVELOPMENT****NC B 024****From A to Internet - How to Research the Hidden Job Market****All Levels**

Learn how to use the Internet to enhance any kind of job search in this highly participative workshop. This nuts-and-bolts workshop is designed to help participants gain a fresh approach to job hunting. Learn the benefits of using research as part of a job search plan. Participants will practice using the Internet for their research and learn how to post an electronic resume. A workbook, filled with valuable tips, techniques, shortcuts, and resources is included. Students must have a basic knowledge of computers and be able to use a mouse.

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

Section 500: Saturday, February 7, 9 a.m.-noon. 1 session. University Computing Center, Room 126 (corner of Arapahoe and Marine Streets). \$45.

**NC B 053****Polish Your Presentation Skills****All Levels**

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

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

Section 500: Saturday, March 7, 9 a.m.-1 p.m. 1 session. Hale 236. \$45.

**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 10, 6-9 p.m. 1 session. Muenzinger E123. \$35.



## WRITING AND COMMUNICATION

### NC B 470 Beginning Technical Writing

#### All Levels

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

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

Section 500: Tuesdays, February 10-March 10, 6:30-9 p.m. 5 sessions. Duane Physics G027. \$140.

### NC B 055 Effective Document Review – “Do It Right”

#### All Levels

Companies today invest considerable resources in preparing technical manuals, scientific reports, FDA submissions, SOPs, ISO 9000 documentation, and marketing materials.

Typically, several people must review and “sign off” these documents, thus causing an endless cycle of review and revision. This class targets common problems in document review and shows you how to improve the process within your company. You will learn how to use limited resources wisely and save precious time while actually improving the quality and accuracy of the final document. Develop practical approaches to reviewing and editing documents, with specific examples for in-class practice and discussion.

Mary King, Ph.D., owns a medical and scientific communications firm.

Section 500: Saturday, March 7, 9 a.m.-1 p.m. 1 session. Hale 240. \$50.

As R&D Manager for Coleman Powermate, Harold Scott helps develop new products for camping and outdoor adventure. He took Nancy Rasmussen's writing course because “I've always wanted to try writing and I'm not getting any younger, so I thought I'd give it a try.” Right now, he's working on a piece about hiking with young children, called “Hiking Across the Generation Gap.” Harold is taking seven courses this semester, all through Continuing Education, including two writing courses and five computer classes. He says the work load is fine. Business travel occasionally gets in the way, but he says he finally just decided not to worry about it.

### NC B 022 Better Business Writing

#### Beginning Level

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

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

Section 500: Mondays, February 9-23, 6:30-8:30 p.m. 3 sessions. Hale 240. \$65.

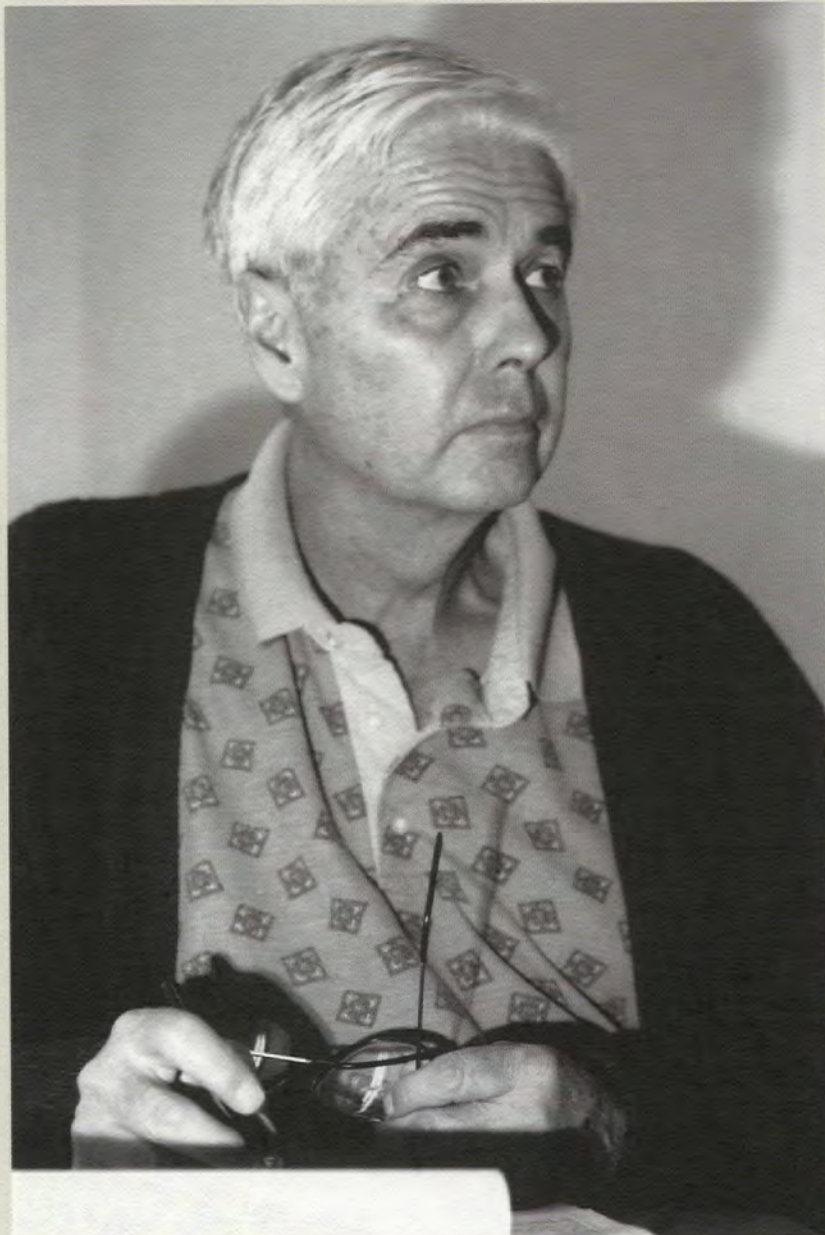
### NC B 050 Grant Writing Basics

#### All Levels

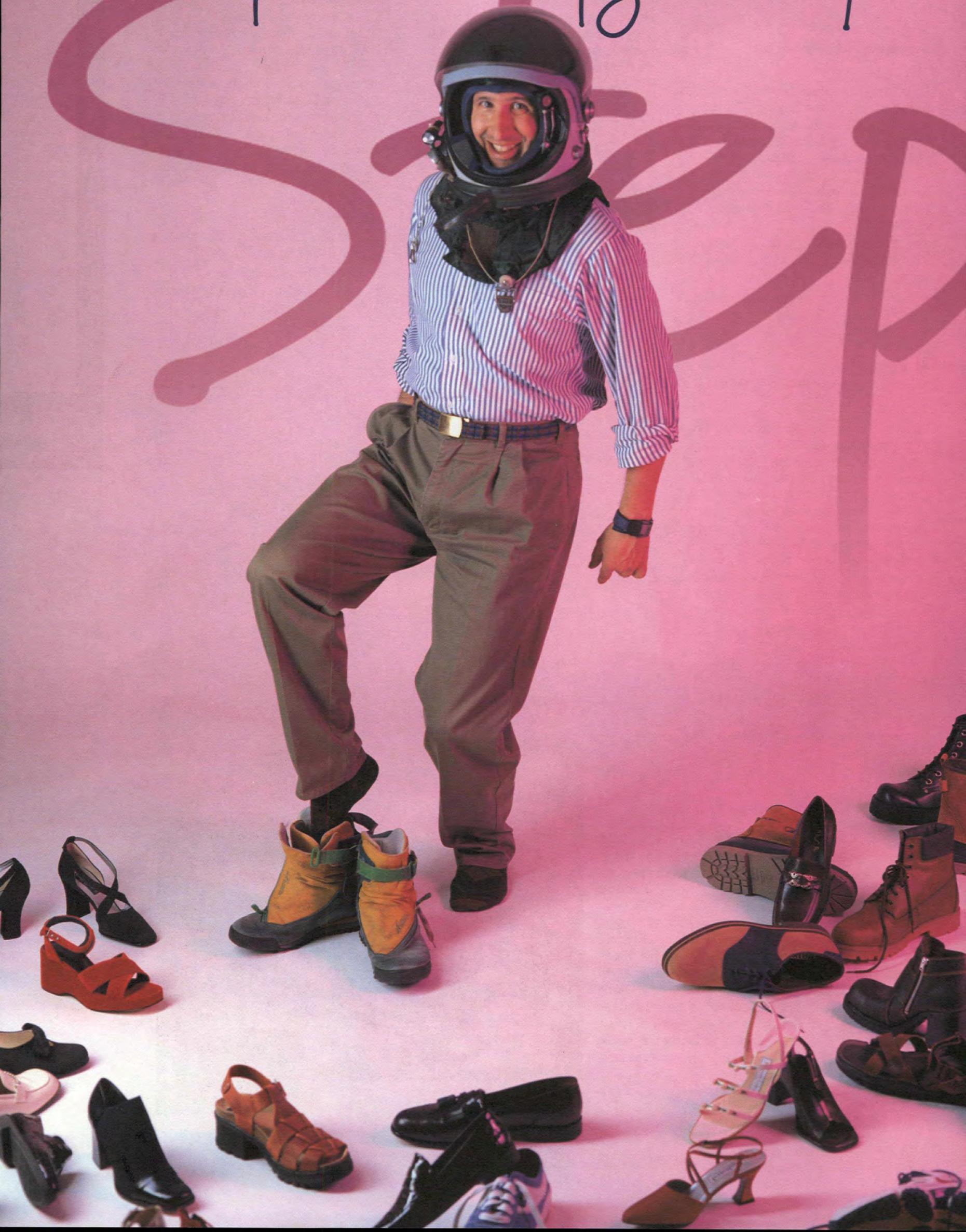
Acquire a basic understanding of all phases of the grant writing and evaluation process. Specific topics will include selecting a proposal topic, developing a compelling narrative and meaningful budget, identifying and researching potential funders, and learning about how grants are evaluated once they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

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

Section 500: Tuesdays and Thursdays, February 3-19, 6-8 p.m. 6 sessions. Hellems 181. \$135.



A step ahead: upgrade your



# Skills to increase your value.

**NO MATTER WHAT YOU DO** or plan to do, it pays to increase your comfort level on the computer applications that "pertain to your field of interest. It makes you more employable and more valuable on the job. Our labs are stocked with the latest hardware meticulously maintained, and with the software programs people are most keen to master. And our new Network Administration Certificate program is in a league of its own — strong on content and marketplace relevance, with exceptional value.

## CERTIFICATE IN COMPUTER APPLICATIONS

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

A. Five required core courses:

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

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

- B. At least one course in programming. Programming languages offered include, C, C++, and Java. Other topics are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

## CERTIFICATE IN NETWORK ADMINISTRATION

The Division of Continuing Education offers a Certificate in Network Administration for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

Some people work to live, some people live to work. Tim Meehan works for fun. As a semi-retired author and self-professed nerd, he's got four books in print, plus Korean and Japanese translations that bring the total to six. Topics range from Photoshop to QuarkXpress and travel writing. The only trouble with working is that it cuts into Tim's flying schedule. Still, when we spoke to him, he was just about to shake down the Rhapsody OS as a member of Apple's Solution Professionals Network, and he was pretty excited to get a peek at this innovative "monster operating system" that is said to make graphical interface so intuitive that it becomes "practically invisible." Tim's teaching repertoire for Continuing Education centers on the Mac and includes QuarkXpress and Adobe Photoshop. If your "next step" calls for paragliding through page layout and image processing, slip on your Doc Martens and your helmet and join him.

**Choose one of three tracks:**

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

### A. Windows/Intel Track

1. CAPC 100 Introduction to the PC
2. CAPC 203 Windows 95 Level I

### B. Macintosh Track

1. CAMC 100 Introduction to the Macintosh

### C. UNIX Track

1. CACS 211 Introduction to UNIX
2. CACS 311 Intermediate UNIX

**Operating System Courses** (required for all students)

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

**Administration Courses** (Select at least one)

CACS 414 NetWare/AppleShare Administration  
CACS 415 UNIX System Administration  
CACS 304 Introduction to Windows NT 4.0 Administration

**Other Administration Courses**

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

**Programming Courses**

Choose at least one course in programming.

**Database Courses**

Choose at least one course in database management.

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

**COURSE LOCATIONS:** The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine (3645 Marine) and the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

**PARKING:** At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), Saturday and evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) may be purchased for \$3.75 at the class. For other course locations, please refer to the campus map located at the back of the catalog.

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

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

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

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

## COMPUTER APPLICATIONS COURSES, SPRING, 1998

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## THE COMPUTER SYSTEM

### UNDERSTANDING COMPUTERS

#### CACS 100 Computer Literacy

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

Dale Heuer, MBA

Section 501: Tuesday, January 20, 6-8 p.m. plus lab sections. Please indicate lab preference (50A or 50B) at registration: Lab Section 50A: Tuesdays, January 27-February 24, 6-8 p.m. Lab Section 50B: Tuesdays, January 27-February 24, 8-10 p.m.

Beth Sigren, B.S.

Section 502: Wednesday, February 18, 6-8 p.m. plus lab sections. Please indicate lab preference (50C or 50D) at registration: Lab Section 50C: Wednesdays, February 25-April 1 (skip March 25), 6-8 p.m. Lab Section 50D: Wednesdays, February 25-April 1 (skip March 25), 8-10 p.m.

John Dick, Ph.D.

Section 503: Thursday, March 5, 6-8 p.m. plus lab sections. Please indicate lab preference (50E or 50F) at registration: Lab Section 50E: Thursdays, March 12-April 16 (skip March 26), 6-8 p.m. Lab Section 50F: Thursdays, March 12-April 16 (skip March 26), 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$120.

#### CACS 201

#### Concepts of Computer Information Technology

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

Cherie Quaintance, B.A.

Section 500: Thursdays, January 22-February 26, 6-9 p.m. 6 sessions. University Computing Center 123. \$200.

#### CACS 202

#### Computer Applications Overview

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

Chris Mattson, B.S.

Section 500: Mondays, March 9-April 6 (skip March 23), 6-9 p.m. 4 sessions. University Computing Center 124. \$160.



**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 2-23, 6-9 p.m. 4 sessions. University Computing Center 126. \$160.

**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 501: Tuesdays and Thursdays, January 20-February 3, 6-9 p.m. 5 sessions.

Section 502: Saturdays, April 4 and 11, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 126. \$190.

**CACS 305****Computer Architecture**

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

Dave Bodnar

Section 500: Mondays and Wednesdays, January 14-28 (skip January 19), 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

**CACS 321****Network Administration**

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

Michelle Sharon, B.S.

Section 500: Mondays and Wednesdays, February 2-11, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

**CACS 323****Network Operating Systems**

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

**Prerequisite:** CACS 321 Network Administration or equivalent. **Required text:** *Netware: The Professional Reference*, 4th edition, Siyan, CU Bookstore, UMC 10.

Willie Hutton and Andy Rumer

Section 500: Thursdays, March 12-April 9 (skip March 26), 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

**CACS 304****Introduction to Windows NT 4.0 Administration**

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

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

Andy Rumer

Section 500: Mondays, March 30-April 20, 6-9 p.m. 4 sessions. University Computing Center 126. \$200.

**CACS 404****Intermediate Windows NT 4.0 Administration**

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

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

Andy Rumer

Section 500: Wednesdays, April 29-May 20, 6-9 p.m. 4 sessions. University Computing Center 126. \$200.

Laura Rowland and Steve Zweck-Bonner are part of a special two-session class arranged for members of the University Counsel's office. Laura said, "They gave us new computers with Windows 95. What can you do? It was either throw the computer out the window or deal. At first it was hard, I wanted my old friend back (Word perfect for DOS). But it's much better now. I mutter but I don't scream anymore." Laura is a legal researcher and Steve is Senior Assistant University Counsel.



**NETWORKS**—CONTINUED**CACS 322**  
**Lotus Notes**

This lecture-lab course explores the desktop, understanding notes applications and uses, example applications, Using Lotus Notes Mail: sending mail, addressing mail, formatting messages, sending mail to the Internet, Using Lotus Notes Discussion Database: creating threaded discussions, deleting documents, formatting rich text documents, and Exploring Notes Applications & Domino. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Knowledge of other applications, such as Word or Excel, is suggested.

Jeff Woodruff

Section 500: Tuesday and Thursday, February 10 and 12, 6-9 p.m. 2 sessions. University Computing Center 124. \$115.

**CACS 414**  
**NetWare/AppleShare Administration**

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

Michelle Sharon, B.S.

Section 500: Wednesdays, Monday and Thursday, March 11, 16, 18, and 19, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

**CACS 415**  
**UNIX System Administration**

Examine the fundamental aspects of managing users, installing and troubleshooting software and hardware, and effective backup and security schemes. Advanced topics include an overview of network management as well as suggestions for effective system monitoring schemes, particular setup strategies and other "tricks of the system administration trade."

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

John Bevilacqua and Lucky Vidmar

Section 500: Mondays, April 20-May 18, 6-9 p.m. 5 sessions. University Computing Center 123. \$275.

**CACS 424**  
**Wide Area Networking Topics**

This course presents an overview of Wide Area Network technologies that are commonly used at the University of Colorado, Boulder Campus as well as other businesses. The course will cover WAN standards, such as PPP, SLIP, frame relay and V.34 modem protocols with hands-on configuration of systems for access to UCB modem pools and Internet service providers. Windows 95 and Macintosh configurations will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Valerie Parker and Barry Compton

Section 500: Thursdays, April 16-30, 6-9 p.m. 3 sessions. University Computing Center 123. \$140.

Lyn Delgero is one of the research attorneys for the University Counsel group at CU, making time to tune up skills on programs they depend on.

**CACS 425**  
**UCB Systems Seminar**

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

**Prerequisite:** CACS 424 Wide Area Networking Topics or equivalent.

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

Section 500: Tuesdays, May 5-19, 1-4 p.m. 3 sessions. University Computing Center 123. \$140.

**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 and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Michelle Sharon, B.S.

Section 501: Wednesday, January 21, 9 a.m.-4 p.m. 1 session.

Dale Heuer, M.B.A.

Section 502: Wednesdays, April 1 and 8, 6-9 p.m. 2 sessions.

Beth Sigren, B.S.

Section 503: Wednesdays, April 15 and 22, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 126. \$105.

**CACS 237**  
**Doing Business on the Internet**

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

Jeff Woodruff

Section 500: Mondays, March 2-16, 6-9 p.m. 3 sessions. University Computing Center 126. \$140.





### CACS 331 Internet Applications

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

Joe Betts, M.S.

Section 501: Thursdays, February 19-March 5, 6-9 p.m. 3 sessions.

Lisa Kelly, B.A.

Section 502: Monday and Wednesday, March 16 and 18, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$140.

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

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents, and graphics and hypertext objects are also covered. Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Joe Betts, M.S.

Section 501: Tuesdays, April 7-21, 6-9 p.m. 3 sessions.

Michelle Munroe, B.S.

Section 502: Tuesday and Thursday, April 28 and 30, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$140.

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

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

Michelle Munroe, B.S.

Section 500: Wednesday, May 6, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$105.

### CACS 334 Design Techniques for Web Sites

Learn the similarities and differences between designing for print and designing for the web. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include: visual appeal and effectiveness, today's technological realities, typography, and color theory. This course will be held in the Macintosh lab. PC users are encouraged to attend. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Becky Milmo, B.F.A.

Section 501: Tuesday, April 21, 9 a.m.-4 p.m. 1 session.

Section 502: Wednesdays, May 13 and 20, 6-9 p.m. 2 sessions.

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

### CACS 336 Introduction to JavaScript

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

Joe Betts, M.S.

Section 500: Tuesdays, March 10-31 (skip March 24), 6-9 p.m. 3 sessions. University Computing Center 126. \$140.

### CACS 436 JavaScript Language

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

Joe Betts, M.S.

Section 500: Thursdays, April 9-May 14, 6-9 p.m. 6 sessions. University Computing Center 126. \$200.

### CACS 433 Web Server Administration

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

Art Smoot, M.S.

Section 500: Monday, May 18, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$140.



## 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.

Willie Hutton and Andy Rumer

Section 500: Mondays, February 16-March 9, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

### 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 27-March 10, 6-9 p.m. 7 sessions. University Computing Center 123. \$300.

### 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: Wednesdays, April 1-29, 6-9 p.m. 5 sessions. University Computing Center 123. \$275.

### CACS 312 Hands-On UNIX

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

Advanced topics include customization of the user environment, basic shell programming, and an overview of the different versions of UNIX available on the market today. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

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

Section 500: Tuesdays, April 21-May 19, 6-9 p.m. 5 sessions. University Computing Center 127. \$200.

## 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: Saturdays, January 31 and February 7, 9 a.m.-5 p.m. and Monday, Tuesday, Thursday, February 2, 3, and 5, 6-9 p.m. 5 sessions. Hellems 255. \$300.

Section 502: Monday and Thursdays, April 2, 6 and 9, 6-9 p.m. and Saturdays, April 4 and 11, 9 a.m.-5 p.m. 5 sessions. Hellems 255. \$300.

### CACS 241 Introduction to 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. Call 492-5148 for the title of the required text.

Charry Stover, M.S.

Section 501: Saturdays, February 28 and March 7, 9 a.m.-4 p.m. and Monday, Tuesday, Thursday, March 2, 3, and 5, 6-9 p.m. 5 sessions.

Section 502: Monday and Thursdays, April 30, May 4 and 7, 6-9 p.m. and Saturdays May 2 and 9, 9 a.m.-4 p.m. 5 sessions.

All Sections: University Management Systems 001. \$300.

### CACS 341 Intermediate Hands-On C

This course will cover pointers, arrays, strings, structures, and file handling. It is hands-on and partially self-paced. Students should be able to write a C program with functions before taking this class. **Prerequisite:** CACS 241 Introduction to Hands-On C or equivalent.

Call 492-5148 for the title of the required text.

Susan Ramirez, B.S.

Section 500: Saturdays, March 14, 9 a.m.-4 p.m. and March 21, 9 a.m.-12 p.m. 2 sessions.

University Management Systems 001. \$180.

Kyle Brabec is a legal assistant for the University Counsel, Health Sciences Center campus. Kyle says, "We're trying to get all of the university legal offices networked and up to speed on the same packages so that we can send documents back and forth. This is the combination (Word Perfect and Windows 95) that legal offices prefer to use."

Makeup  
class  
snow 7/28



### CACS 242 Introduction to Application Programming

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include functions with parameter passing, data structures, abstract data types, objects, classes, inheritance, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 100

**Introduction to the PC** or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 500: Mondays and Wednesdays, January 26-February 18, 6-9 p.m. 8 sessions. University Management Systems 001. \$300.

### CACS 342 Intermediate Application Programming

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Topics include pointers, dynamic data structures, multidimensional arrays, linked lists, recursion, trees, and A/I. Course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 **Introduction to Application Programming** or equivalent. **Recommended text:** *Turbo C++*, Adams, Leestma and Nyhoff, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 500: Wednesdays, March 4-April 29 (skip March 25), 6-9 p.m. 8 sessions. University Management Systems 001. \$300.

### CACS 243 Introduction to C for Programmers

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

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

Carol J. Meier, M.S.

Section 500: Mondays, January 26-March 9, 6-9 p.m. 7 sessions. Hellems 211. \$300.

### 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: command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts. **Prerequisites:** CACS 243

**Introduction to C for Programmers** or equivalent (10,000+ lines of C code) and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10. Carol J. Meier, M.S.

Section 500: Mondays, March 30-April 27, 6-9 p.m. 5 sessions. Hellems 211. \$275.

### CACS 244 Introduction to Object-Oriented Programming in C++

C++ is an extension of the C language that supports object-oriented (O-O) programming. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). **Prerequisite:** CACS 343 **Intermediate/Advanced C Programming** or equivalent.

Carol J. Meier, M.S.

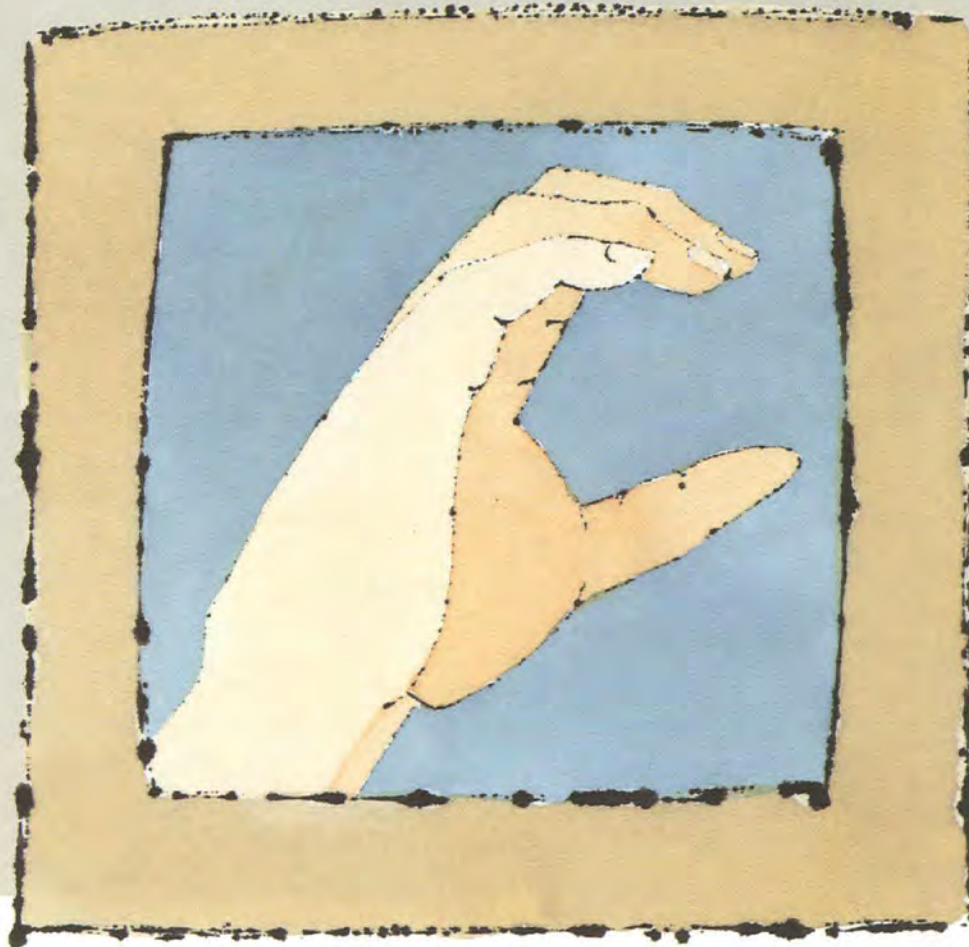
Section 500: Thursdays, January 22-February 19, 6-9 p.m. 5 sessions. Hellems 211. \$275.

### CACS 344 Intermediate/Advanced C++ Programming

This course features production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. The second half covers multiple inheritance, templates and exceptions in detail, and introduces the Standard Template Library (STL). Subtle questions of which kind of problems need multiple inheritance, and the language complexities of virtual base classes.

Templates (generic types) are more straightforward, but require skill for effective use. Exception handling policies and mechanisms plus the STL concept of "generic programming" (iterators, collections and algorithms) covered. **Prerequisite:** CACS 244 **Introduction to Object-Oriented Programming in C++** or equivalent. David Leberknight, M.S. and Ron LeMaster, M.S.

Section 500: Thursdays, February 26-April 23 (skip March 26), 6-9 p.m. 8 sessions. Hale 240. \$325.



## PROGRAMMING -CONTINUED

### CACS 444 C++ Gotchas

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

**Prerequisite:** CACS 344 Intermediate/Advanced C++ Programming or equivalent.  
Paul Jensen, M.S.

Section 500: Saturday, April 18, 9 a.m.-4 p.m.  
1 session. University Computing Center 123.  
\$105.

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

This course cuts through the hype to give you the information to evaluate Java's suitability for your projects. Topics include: Java's popularity and origins, Java vs. JavaScript, Java vs. C++, the web and applets, portability, performance, suitable domains, compilation/execution models, acquiring Java, licensing, pricing, the language basics, OO support, packages, interfaces, exceptions, dynamic class loading, threads and synchronization, inner classes, reflection, garbage collection, and native methods, libraries for I/O, data structures, networking, GUIs, applets, database connectivity, remote method invocation, I18N, media and more, security, standardization, implementation technologies, Java Beans, Java Spaces, Java Server, JavaOS, JavaCC, JMAPI, JNDI, JTAPI, JFC, etc. **Prerequisite:** CACS 240 Introduction to Programming or intermediate experience with any common programming language. O-O experience helpful but not required.

Language features will be presented at several levels to accommodate a diverse audience.

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

Section 501: Saturday, February 7, 9 a.m.-4 p.m.

Section 502: Saturday, March 14, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 123. \$105.

### CACS 345 Object-Oriented Design Patterns

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

Greg Holling, B.A.

Section 500: Saturday, April 4, 9 a.m.-4 p.m.  
1 session. University Computing Center 123.  
\$105.

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

Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, methods, dynamic method binding). We also cover managing objects collections. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 243 Introduction to C for Programmers or equivalent. As Java derives much of its syntax from C, knowledge of the C language is assumed, and we will discuss the places Java differs from C. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 500: Thursdays, March 12-April 30  
(skip March 26), 6-9 p.m. 7 sessions.  
Hellems 211. \$300.

### CACS 347 Intermediate Java Programming

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

Brian DeCamp, B.A.

Section 500: Tuesdays, January 27-March 10,  
6-9 p.m. 7 sessions. Hellems 201. \$300.



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

This course examines Java features and libraries in more depth. Topics include: the basic thread lifecycle and coarse granularity interaction between threads, fine-grain synchronization between threads for concurrent programming, inner classes, the symmetry and patterns of the java.io library, client and server stream and datagram communication using Internet protocols, and reflection.

**Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent experience with complex, multi-layered software systems.

Tom Cargill, Ph.D.

Section 500: Thursdays, April 2-30, 6-9 p.m. 5 sessions. Hellems 201. \$275.

**CACS 348****GUI Programming in Java**

Using the Abstract Window Toolkit (AWT) and the Java Foundation Classes (JFC), examine GUI programming for stand-alone applications and applets on Web pages using JDK 1.1. Topics include: components, events, layout management, graphics, custom components, menus, dialogs, animation, images, sound, and features from JDK 1.2, including the JFC and the Swing set components. This course also provides the background necessary for understanding Java Beans and advanced GUI topics. **Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming Using Java** or equivalent.

Geoff Thompson, M.S.

Section 500: Tuesdays, March 17-April 28 (skip March 24), 6-9 p.m. 6 sessions. University Computing Center 123. \$275.

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

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

Valerie Parker, M.I.S.

Section 501: Tuesday and Thursday, February 17 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$110.

Section 502: Saturdays, March 14 and 21, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$110.

John Dick, Ph.D.

Section 503: Tuesdays, April 21-May 5, 6-9 p.m. 3 sessions. University Management Systems 001. \$110.

**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.

Lisa Kelly, B.A.

Section 501: Tuesdays, January 20 and 27, 6-9 p.m. 2 sessions.

Valerie Parker, M.I.S.

Section 502: Saturday, February 28, 9 a.m.-4 p.m. 1 session.

Issy Kilbride

Section 503: Wednesday, March 11, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 504: Tuesday and Thursday, April 21 and 23, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$105.

**CAPC 303****Windows 95 Level II**

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this new operating system. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths.

Find out about hot shareware programs that will help you work with Windows 95.

**Prerequisite:** CAPC 203 **Windows 95 Level I** or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Jerry Reynolds, MSEE

Section 501: Monday, February 9, 9 a.m.-4 p.m. 1 session.

Michelle Sharon, B.S.

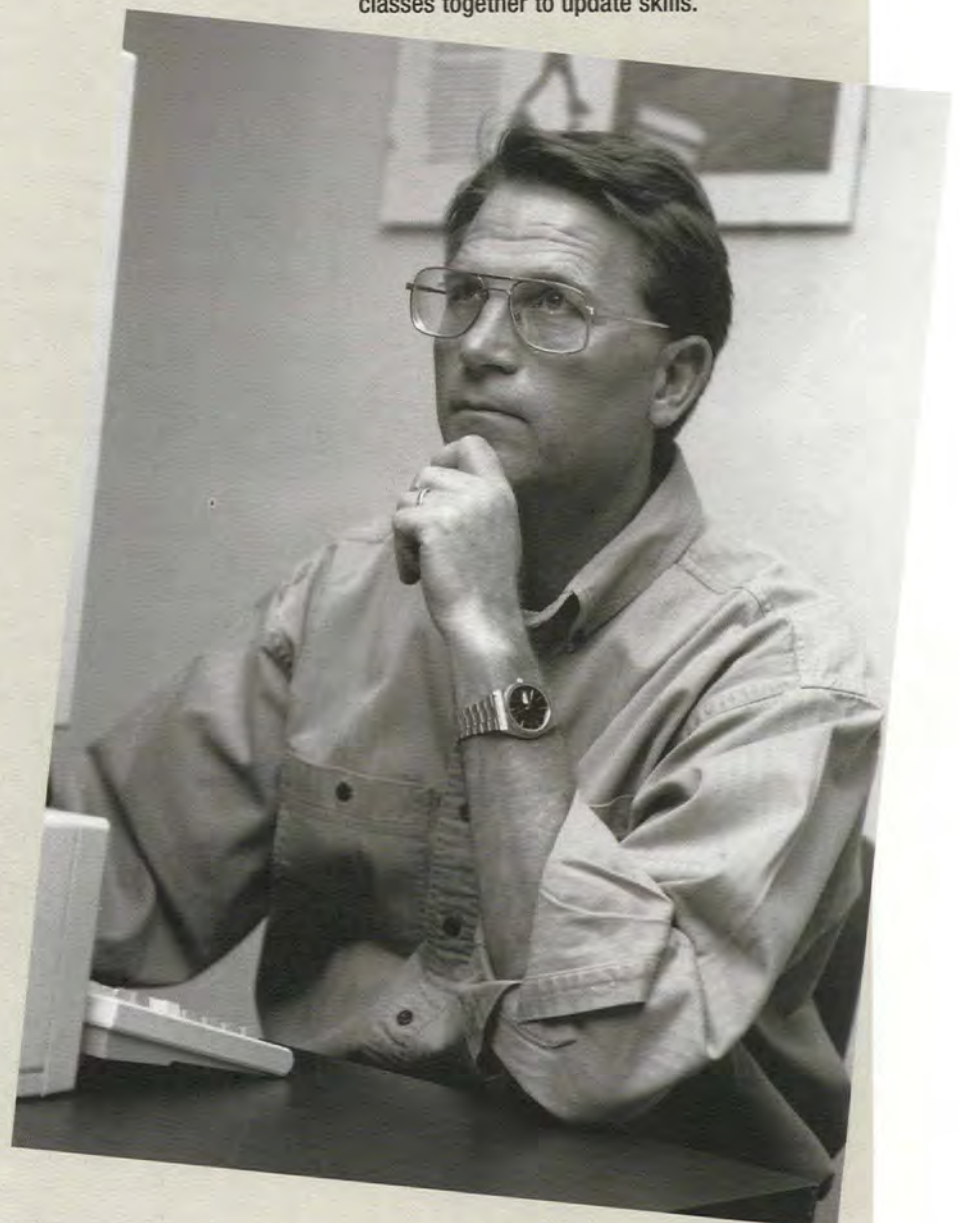
Section 502: Monday, April 6, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 503: Tuesday and Thursday, May 5 and 7, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$105.

**Charles Sweet is Vice President, University Counsel. The office is upgrading systems and staff members are taking word processing classes together to update skills.**



## OFFICE PACKAGES

### CAPC 216 Microsoft Office 97 Tips and Tricks

Learn how to use the shortcut bar and integrate the office programs. Learn to use the accessories such as Outlook and The Binder that come with Office 97. Meet your personal Office Assistant. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 500: Wednesday, May 13, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

## WORD PROCESSING

### CAPC 213 Word 97 (8.0) Level I

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the new integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast.

**Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Debbie Stone, A.A.

Section 501: Wednesdays, February 11-25, 6-9 p.m. 3 sessions.

Lisa Kelly, B.A.

Section 502: Tuesday and Thursday, March 17 and 19, 9 a.m.-2:30 p.m. 2 sessions.

Section 503: Thursdays, April 23 and 30, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 124. \$140.

### CAPC 313 Word 97 (8.0) Level II

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Lisa Kelly, B.A.

Section 500: Monday, May 4, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

### CAPC 413 Word 97 (8.0) 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 313 Word 97 (8.0) Level II or equivalent.

Lisa Kelly, B.A.

Section 500: Monday, May 11, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$105.

Dan Wilkerson is an attorney for the university. He says, "We're upgrading our entire office system and making sure everybody's up to speed."



### CAPC 212 WordPerfect for Windows 95 (8.0) Level I

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

Peggy Purvis

Section 500: Thursdays, January 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$140.

### CAPC 312 WordPerfect for Windows 95 (8.0) Level II

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

Peggy Purvis

Section 500: Thursdays, March 12 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$140.

## SPREADSHEETS

### CAPC 234 Excel 97 (8.0) Level I

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

Chris Mattson, B.S.

Section 501: Tuesday and Wednesday, January 20 and 21, 6-9 p.m. 2 sessions. University Management Systems 001. \$105.

J. Burke Taft, M.Ed.

Section 502: Tuesday and Thursday, March 3 and 5, 6-9 p.m. 2 sessions. University Computing Center 124. \$105.

Peggy Purvis

Section 503: Monday, April 6, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

Lisa Kelly, B.A.

Section 504: Tuesday, May 5, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$105.

**CAPC 334  
Excel 97 (8.0) Level II**

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

Section 501: Saturday, April 18, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$105.

Beth Sigren, B.S.

Section 502: Monday and Wednesday, May 4 and 6, 6-9 p.m. 2 sessions. University Computing Center 124. \$105.

**CAPC 434  
Excel 97 (8.0) Level III**

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

Section 500: Tuesday, May 5, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

**CAPC 436  
Excel 97 (8.0) Special Topics**

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent. Michelle Sharon, B.S.

Section 500: Tuesday and Thursday, May 12 and 14, 6-9 p.m. 2 sessions. University Management Systems 001. \$105.

**CAPC 437  
Visual Basic Programming Using Excel**

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

Section 500: Tuesday and Thursday, May 19 and 21, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$160.

**INTEGRATED  
SOFTWARE****CAPC 205  
Microsoft Works for Windows 95**

Learn to use an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAPC 100 Introduction to the PC or equivalent. John Dick, Ph.D.

Section 501: Saturdays, February 14 and 21, 9 a.m.-2:30 p.m.

Section 502: Saturdays, April 18 and 25, 9 a.m.-2:30 p.m.

All Sections: 2 sessions. University Computing Center 126. \$140.

**PRESENTATIONS****CAPC 221  
PowerPoint 97 (8.0)**

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy font and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent. Lisa Kelly, B.A.

Section 501: Wednesdays, February 4 and 11, 9 a.m.-2:30 p.m. 2 sessions.

Dale Heuer, MBA  
Section 502: Mondays, April 27-May 11, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$140.

**PROJECT  
MANAGEMENT****CAPC 343  
Project for Windows 95 (4.1)**

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (5.0) Level I or equivalent. Ulla Merz, Ph.D.

Section 500: Wednesdays, March 11-April 8 (skip March 25), 6-9 p.m. 4 sessions. University Computing Center 124. \$160.



## FINANCIAL MANAGEMENT

### CAPC 241

#### Quicken for Windows 95 (6.0)

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

Michelle Sharon, B.S.

Section 500: Monday and Wednesday, January 26 and 28, 6-9 p.m. 2 sessions. University Computing Center 126. \$105.

### CAPC 242

#### QuickBooks for Windows 95 (5.0)

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

Pat Melton, M.A.

Section 500: Saturday, January 31, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

## DATABASES

### CAPC 251

#### FileMaker Pro for Windows 95 (3.0) Level I

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

Lou Kingman, B.A.

Section 500: Thursday, February 12, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

### CAPC 351

#### FileMaker Pro for Windows 95 (3.0) Level II

Expand and automate your database. This class builds upon material from the first session. Explore FileMaker calculations in depth, develop field options, scripts, and buttons for error free operation and ease of use. Set multi user access levels and create lookups and relationships to communicate with other databases. **Prerequisite:** CAPC 251 FileMaker Pro for Windows 95 (3.0) Level I or equivalent.

Lou Kingman, B.A.

Section 500: Monday, March 2, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

Issy Kilbride says, "We get the best people in classes here. They are just a kick." Issy teaches both DOS and Mac, and right now, "a lot of Microsoft office stuff." Issy is quick to point out potholes in any program and to provide strategies for avoiding them, to make computing "quick, easy and brainless." Issy grew up in California. She started out as an accountant and later worked as a fine arts and commercial photographer before moving into computer applications. Her next step? Computers and photography—could be interesting.

### CAPC 255

#### Access 97 (8.0) Level I

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Explore the integrated features of this new version including extended file-names, desktop shortcuts, intelligent tables, and improved form and report wizards.

**Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 501: Mondays, February 2 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$160.

Chris Mattson, B.S.

Section 502: Tuesdays and Thursdays, April 7-16, 6-9 p.m. 4 sessions. University Management Systems 001. \$160.

### CAPC 355

#### Access 97 (8.0) Level II

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs. **Prerequisite:** CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 501: Tuesday and Thursday, March 10 and 12, 6-9 p.m. 2 sessions.

Section 502: Tuesday, May 5, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$105.

### CAPC 357

#### Database Design Concepts

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

Chris Mattson, B.S.

Section 500: Wednesdays, February 11-25, 9 a.m.-4 p.m. 3 sessions. University Computing Center 124. \$200.





## DESKTOP PUBLISHING

### CAPC 271

#### PageMaker for Windows 95 (6.5) Level I

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

**Prerequisite:** 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, M.A.

Section 500: Saturdays, February 7 and 14, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$190.

### CAPC 371

#### PageMaker for Windows 95 (6.5) Level II

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271 PageMaker for Windows 95 (6.5) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 500: Saturdays, March 7 and 14, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$190.

### CAPC 273

#### QuarkXPress for Windows 95 (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:** CAPC 213 Word 97 (8.0) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Wednesdays, February 18 and 25, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$190.

### CAPC 373

#### QuarkXPress for Windows 95 (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:** CAPC 273 QuarkXPress for Windows 95 (3.3) Level I or equivalent.

**Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Tuesdays, April 28-May 12, 6-9 p.m. 3 sessions. University Computing Center 126. \$160.

## COMPUTER GRAPHICS

### CAPC 281

#### CorelDRAW! for Windows 95 (7.0) Level I

This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 501: Thursdays, February 12 and 19, 9 a.m.-4 p.m. 2 sessions.

Section 502: Tuesdays and Thursdays, March 10-19, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 124. \$160.

### CAPC 381

#### CorelDRAW! for Windows 95 (7.0) Level II

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 (7.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Mondays and Wednesdays, April 13-22, 6-9 p.m. 4 sessions. University Computing Center 124. \$160.

### CAPC 282

#### Photoshop for Windows 95 (4.0) Level I

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication.

**Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesdays, April 21 and 28, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$160.

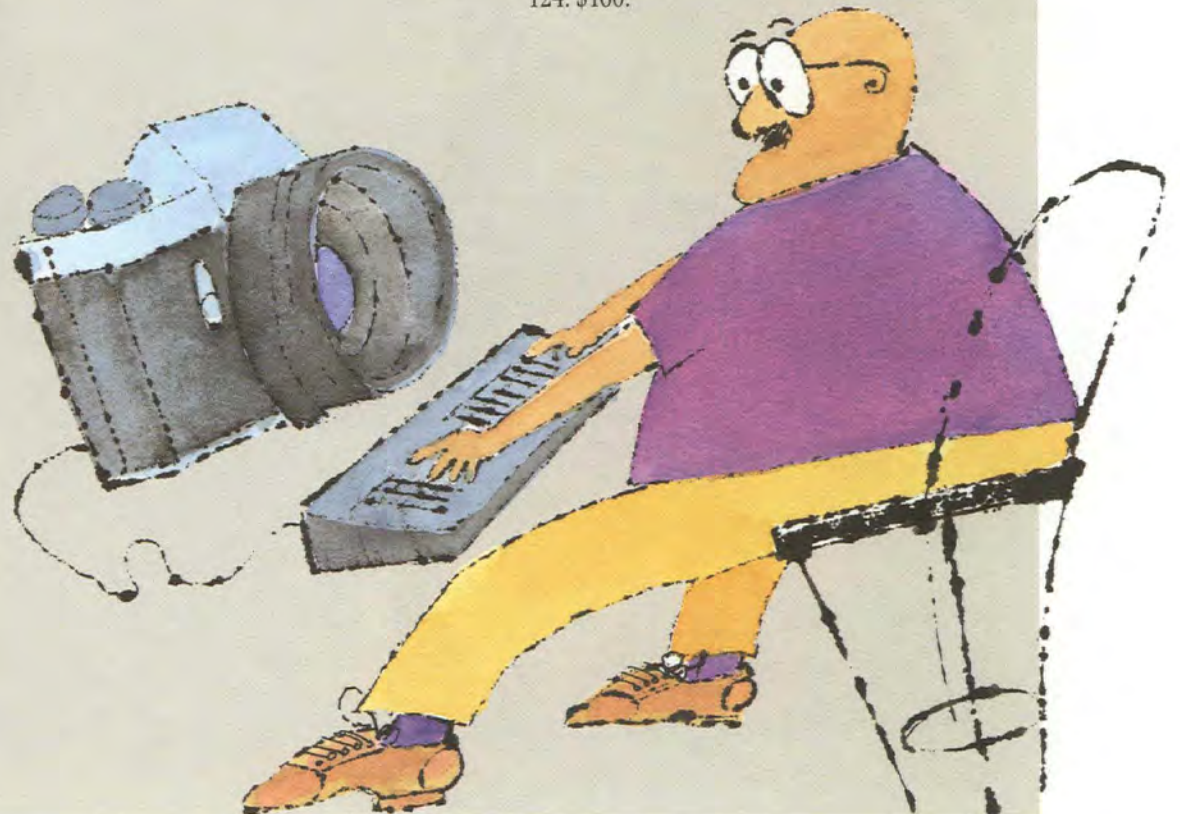
### CAPC 382

#### Photoshop for Windows 95 (4.0) Level II

Learn advanced photo retouching techniques. Sharpen your skills on scanning and image editing. Learn prepress and production techniques for integrating photographs and illustrations into your work. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (4.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Saturdays, May 9 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$160.



## 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 203 Windows 95 Level I or equivalent.

David Kingsley

Section 500: Wednesdays, January 14 and 21, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

### CAPC 261

#### Computer Aided Design for Windows (R14) Level I

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

Dan Myers, M.S.

Section 500: Thursdays and Mondays, January 22-February 19 (skip February 12), 6-9 p.m. 8 sessions. University Computing Center 124. \$385.

### CAPC 361

#### Computer Aided Design for Windows (R14) Level II

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows (R14) Level I or equivalent.

David Kingsley

Section 500: Saturdays, April 4 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$275.

### CAPC 461

#### Computer Aided Design for Windows (R14) Level III

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered. **Prerequisites:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience.

David Kingsley

Section 500: Saturdays, April 18-May 2, 9 a.m.-4 p.m. 3 sessions. University Computing Center 124. \$300.

Bob Chichester is a Senior Assistant University Counsel assigned to the Boulder campus. He's one of a group taking classes together, "to become more familiar with the computer system we work with so much every day."

## THE MACINTOSH SYSTEM

### THE INTERNET

Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 39.

### 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.

Debbie Stone, A.A.

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

Christie Roberts, B.A.

Section 502: Saturdays, February 21 and 28, 9 a.m.-4 p.m. 2 sessions.

Issy Kilbride

Section 503: Tuesday and Thursday, March 17 and 19, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$115.

### 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, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 501: Monday and Wednesday, February 16 and 18, 9 a.m.-2:30 p.m. 2 sessions.

Scott Dixon, M.A.

Section 502: Tuesdays, March 10-31 (skip March 24), 6-9 p.m. 3 sessions.

All Sections: University Computing Center 127. \$140.

### 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 (6.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 500: Tuesday and Thursday, April 14 and 16, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$140.



**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.

Issy Kilbride

Section 500: Tuesday, May 5, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

**SPREADSHEETS****CAMC 231****Excel for Macintosh (5.0) Level I**

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. Study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

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

Section 502: Wednesday, February 25, 9 a.m.-4 p.m. 1 session.

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

**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 (5.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 500: Monday, April 20, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

**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 recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (5.0) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 500: Wednesday, May 6, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

**PRESENTATIONS****CAMC 221****PowerPoint for Macintosh**

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:** CAMC 211 Word for Macintosh (6.0) Level I or equivalent.

Chris Mattson, B.S.

Section 501: Monday and Wednesday, March 2 and 4, 9 a.m.-2:30 p.m. 2 sessions.

Michelle Sharon, B.S.

Section 502: Monday and Wednesdays, May 4-11, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 127. \$140.

**INTEGRATED SOFTWARE****CAMC 205****Claris Works for Macintosh**

Learn to use an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Newt Perdue, B.A.

Section 500: Saturdays, March 14 and 21, 9 a.m.-2:30 p.m. 2 sessions.

University Computing Center 127. \$140.

**FINANCIAL MANAGEMENT****CAMC 241****Quicken for Macintosh 7.0**

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Christie Roberts, B.A.

Section 500: Wednesday, February 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

**DESKTOP PUBLISHING****CAMC 271****PageMaker for Macintosh (6.5) Level I**

Easy enough for the novice, yet comprehensive enough for the professional designer. PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use. Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. **Prerequisite:** CAMC 211 Word for Macintosh (6.0) Level I or equivalent.

Mary McGivern, B.A.

Section 500: Tuesday and Thursday, February 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$190.



**DESKTOP PUBLISHING**

-CONTINUED

**CAMC 371****PageMaker for Macintosh (6.5) Level II**

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAMC 271 **PageMaker for Macintosh (6.5) Level I** or equivalent. Bring a 3.5 inch DS/HD diskette.

Mary McGivern, B.A.

Section 500: Tuesday, March 10, 9 a.m.-4 p.m.  
1 session. University Computing Center 127.  
\$105.

**CAMC 273****QuarkXPress for Macintosh (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 (6.0) Level I** or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 501: Mondays, February 16-March 16,  
6-9 p.m. 5 sessions.

Becky Milmo, B.F.A.

Section 502: Mondays, March 30 and April 6,  
9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127.  
\$190.

**CAMC 373****QuarkXPress for Macintosh (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 for Macintosh (3.3) Level I** or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Saturdays, April 11 and 18,  
9 a.m.-4 p.m. 2 sessions. University Computing  
Center 127. \$160.

**CAMC 473****QuarkXPress for Macintosh (3.3) Level III**

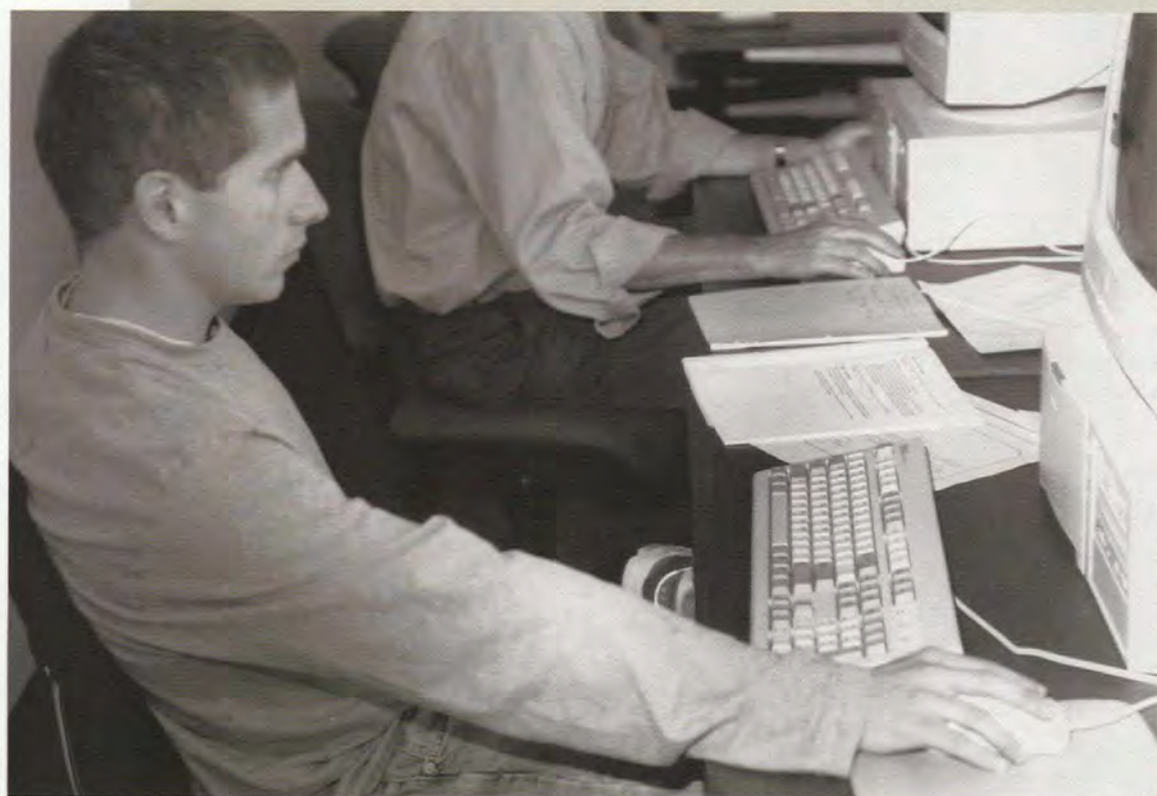
Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom design and production tricks. **Prerequisite:** CAMC 373

**QuarkXPress for Macintosh (3.3) Level II** or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Thursday, April 30, 9 a.m.-4 p.m.  
1 session. University Computing Center 127. \$105.

For busy people like Alex Hess, hands-on instruction makes sense. It's an easy way to pick up tips and shortcuts, to get full value out of the software you use every day.

**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: Saturday, February 7,  
9 a.m.-5 p.m. 1 session. University Computing  
Center 127. \$105.

**CAMC 282****Photoshop for Macintosh (4.0) Level I**

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. **Prerequisite:** CAMC 280 **Basic Macintosh Computer Art** or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 501: Tuesdays, February 10-March 3,  
6-9 p.m. 4 sessions.

Christie Roberts, B.A.

Section 502: Monday and Wednesday, March 9  
and 11, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127.  
\$160.

**CAMC 382****Photoshop for Macintosh (4.0) Level II**

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 **Photoshop for Macintosh (4.0) Level I** or equivalent.

**Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 500: Tuesday and Thursday, April 7  
and 9, 9 a.m.-4 p.m. 2 sessions. University  
Computing Center 127. \$160.

**CAMC 482****Photoshop for Macintosh (4.0) Level III**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh (4.0) Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though!

**Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Monday and Wednesday, April 27 and 29, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$160.

**CAMC 283****Illustrator for Macintosh (7.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.

Christie Roberts, B.A.

Section 501: Thursdays, February 12-March 5, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

Section 502: Tuesday and Thursday, March 31 and April 2, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$160.

**CAMC 383****Illustrator for Macintosh (7.0) Level II**

Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283 Illustrator for Macintosh (7.0) Level I or equivalent.

Christie Roberts, B.A.

Section 500: Monday and Wednesday, April 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$160.

**CAMC 483****Illustrator for Macintosh (7.0) Level III**

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 Illustrator for Macintosh (7.0) Level II or equivalent.

Tim Meehan

Section 500: Monday, May 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

**MULTIMEDIA****CAMC 292****The CD-ROM Development Process: How to Create and Market Your Own**

Designed for businesses needing an easy and relatively inexpensive way to create a quality CD-ROM for marketing, training, or maintaining valuable inventory or other data for remote sites. For hobbyists wanting an easy way to distribute their collection of images or other data and even musicians wanting to create a demo Audio CD. A sample CD-ROM will be produced in class. **Prerequisite:** CAPC 203 Windows 95 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Newt Perdue, B.A.

Section 500: Saturdays, April 25 and May 2, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$140.

*Nan Smith Scranton is a 4th year law student at DU in her second year of clerking for the University Counsel's office, Health Sciences Center. Nan is taking advantage of the word processing classes offered through the department, and finding it helpful. She does a lot of legal research on the Internet and the course has taught her a lot of useful shortcuts and surfaced nice resources for troubleshooting. "Now I can begin to customize the program so it will work better for me." She said Issy Kilbride is "a wonderful instructor. I really enjoyed her."*

**CAMC 291****Macromedia Director (6) Level I**

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 501: Wednesdays, February 18-March 11, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

Section 502: Wednesdays, April 8-29, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

**CAMC 391****Macromedia Director (6) Level II**

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students. **Prerequisite:** CAMC 291 Macromedia Director (6) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 500: Thursdays, April 23-May 14, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.



# CU Credentials help you put your best foot forward!

Are you considering a career in real estate sales or appraisal? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal profession? If so, check us out. Our courses are for everyone!

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, property management, residential construction, time trending and market change adjustments, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by the Colorado Real Estate Commission.

## REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a **fully accredited curriculum** which includes all of the required pre-license and license renewal courses for the Colorado real estate sales and appraisal professions,
- ▶ a **top-notch faculty** who work in the profession and who practice what they teach,
- ▶ a **"no fear" registration** policy which guarantees you a full refund if you are unable to attend the course you registered for,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 5-20% off the regular course fee,
- ▶ a **student information system** that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

## ENTER THE PROFESSION!

The "associate broker" is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses being offered this spring which satisfy the 168-hour requirement are:

- NCRE 007 Practice and Law** – 48 class hours
- NCRE 020 Colorado Contracts and Regulations** – 48 class hours
- NCRE 022 Record Keeping and Trust Accounts** – 8 class hours
- NCRE 029 Real Estate Closings** – 24 class hours
- NCRE 032 Practical Applications** – 32 class hours
- NCRE 034 Current Legal Issues** – 8 class hours

The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses being offered this spring which satisfy the 75-hour requirement are:

- NCRE 200 Registered Appraiser** – 40 class hours
- NCRE 201 Basic Appraisal Applications** – 24 class hours
- NCRE 208 Appraisal Standards and Ethics** – 16 class hours

The above associate broker license courses are offered as an evening and weekend program in Boulder, and the appraisal license courses are offered as intensive daytime classes in the Denver/Boulder area.

## CALL TODAY FOR A COMPLETE LISTING!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog. Or visit our web site at [www.colorado.edu/conted/RealEstate](http://www.colorado.edu/conted/RealEstate)



# 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. 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? 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 492-6226 for more information.

## 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, Computer Science, Electrical and Computer Engineering, Telecommunications, or Engineering Management. The Tape Library also makes available 100 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 or check our web site ([www.colorado.edu/CATECS](http://www.colorado.edu/CATECS)).

## INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$200 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. A pronunciation course is offered on Tuesdays and Thursdays for \$200 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

# Use Summer to Accelerate Your Academic Progress.

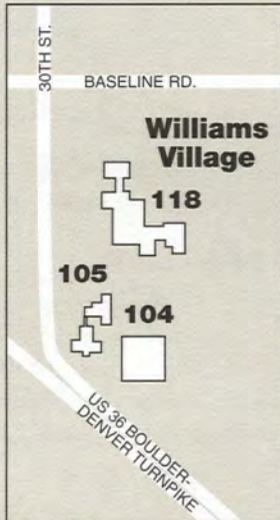
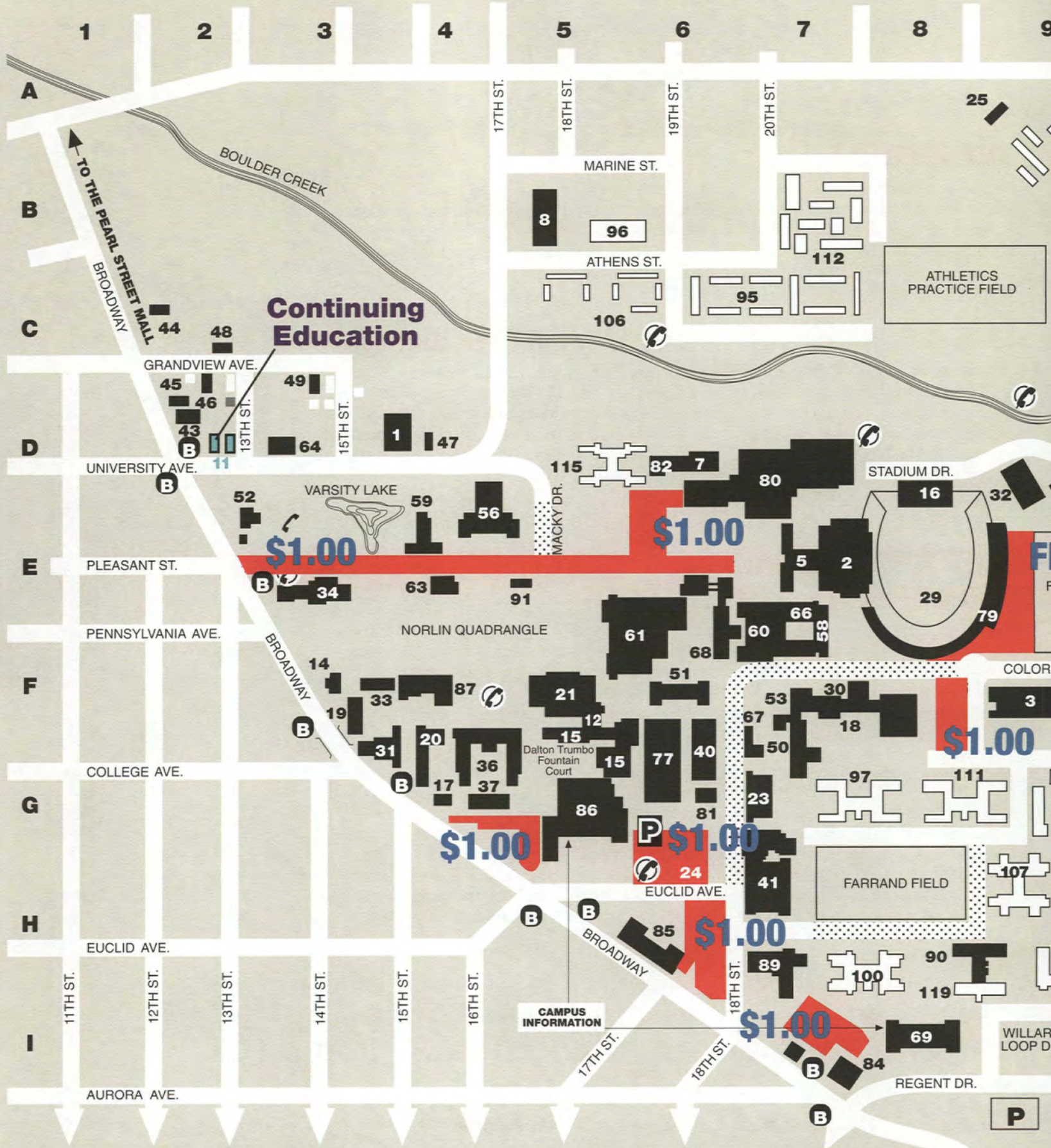
Summer session on the Boulder campus is something special. With over 500 campus courses to choose from, and 6,000 enrolled students, it's a relaxed, intimate learning environment. Classes are smaller. Parking is easier and dress code is casual.

Summer is a great time to get a jump on the next phase of your academic career.

**FOR MORE INFORMATION ON SUMMER SESSION** Call 492-5146 or visit the web site ([www.colorado.edu/conted/Summer](http://www.colorado.edu/conted/Summer)) to request Summer Session mailings.

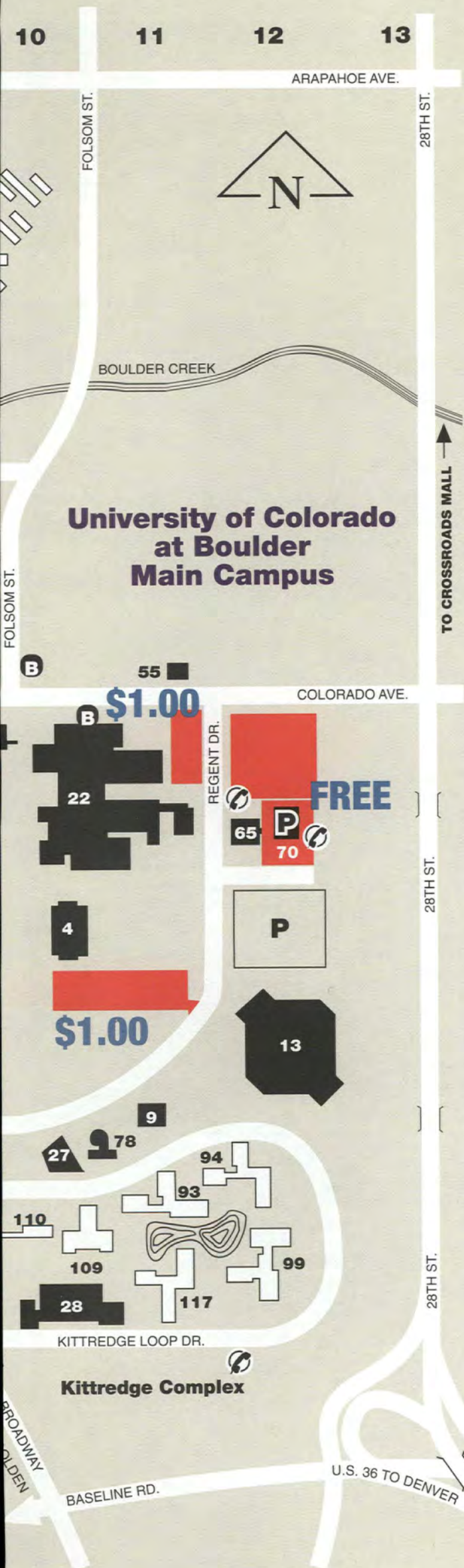
## HIGH SCHOOL SUMMER SCHOLARS PROGRAM

An introduction to college life for high school students who have completed at least their sophomore year are eligible to participate in this program. Credit and noncredit classes are taught by instructors selected for their knowledge, experience, warmth and enthusiasm. Staff and residence hall program assistants coordinate social, cultural, academic, and special activities for residential and day students. To place your name on the mailing list, call (303) 492-2498 or (800) 331-2801.



Legend	
	Streets (many main campus streets are limited access during certain hours)
	Limited access streets
	Major buildings
	Housing (residence halls and family housing)
	Pedestrian/bicycle underpass
	<b>FREE</b> Free parking after 5 p.m., and Saturdays
	<b>\$1.00</b> \$1.00 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
	Emergency telephones
	RTD bus stops bordering campus





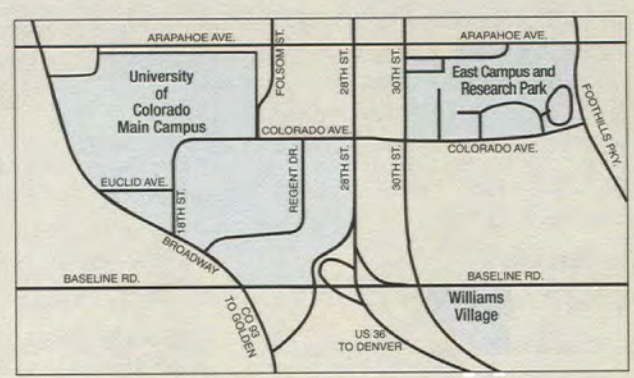
**University Buildings**

1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L-3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-2)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- \* Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center—Main Offices (A-9)
26. Family Housing Children's Center—Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Hellems Arts and Sciences/Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- \* Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- \* Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive Autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2—WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolle Fine Arts (G-6)
78. Sommers-Bausch Observatory (I-11)
79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)

81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
84. University Administrative Center and Annex (I-7)
85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center—North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

**University Housing**

92. Aden Hall (G-9)
93. Andrews Hall—Kittredge Complex (J-12)
94. Arnett Hall—Kittredge Complex (J-12)
95. Athens Court (B/C-6/7)
96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
99. Buckingham Hall—Kittredge Complex (K-12)
100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
103. Crosman Hall (G-10)
104. Darley Commons—Williams Village (L-6)
105. Darley Towers—Williams Village (L-5)
106. Faculty-Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons—Kittredge Complex (J-10)
- \* Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall—Kittredge Complex (J-10)
111. Libby Hall (G-8)
112. Marine Court (B-7)
113. Newton Court (B/C-9/10)
114. Reed Hall (H-10)
115. Sewell Hall (D-5)
116. Smiley Court (L-1)
117. Smith Hall—Kittredge Complex (K-11)
118. Stearns Towers—Williams Village (K-6)
119. Willard Hall—South Wing (H-8)
- \* Williams Village. See Darley Commons, Darley Towers, and Stearns Towers.



During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).  
 Continuing Education students may also purchase parking permits from Parking Services for an additional fee.  
 University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.  
 Based on map produced by Student Affairs Communications.

# FIVE WAYS TO REGISTER

- 1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 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. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.** Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 800-331-2801.
- 5. USE CU CONNECT FOR BOULDER EVENING COURSES.** See page 57 for more information.

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

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

**Boulder Evening Credit Classes  
Independent Study Programs**

**SAVE and High School Concurrent  
Programs**

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

**Learning for Learning's Sake:**

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

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Computer Applications**

**Entrepreneurship**

**Management Development**

**Network Administration**

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

**Real Estate Education Program**

**International English Center**

**Where Are Courses Given?** Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.00 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 735-5000 for 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: Andy Katz  
Typography: About Faces  
Printing: Frederic Printing

# TO REGISTER USING CU CONNECT

CU Connect is the University's telephone registration system by which credit students can register for courses, pay their tuition using Visa, MasterCard or Discover, check their grades and find out if their tuition bill is current. This option is available only for Boulder Evening. Read these instructions thoroughly before using CU Connect. To register via CU Connect, you must have a current term record. If you registered through Continuing Education (SAVE or Boulder Evening) for the Spring, Summer or Fall, 1997 semester, simply call (303) 492-5148 between 8:30 a.m. and 5 p.m. and ask to be activated for the current semester. (Note: if you have elected to have directory information withheld, the privacy code on your record will prevent the registration staff from activating you over the telephone.) If you did not register for Boulder Evening or SAVE for Spring, Fall or Summer and you wish to use CU Connect, simply return the credit registration form on page 59. You will be notified via US mail that you are eligible to use CU Connect with your PIN (Personal Identification Number). Please remember to keep your PIN confidential. Use of CU Connect obligates you for any tuition charges as a result of adding any course. If you need to change your PIN, come to the Continuing Education Registration Office with photo identification.

CU Connect is normally available Monday through Friday, 7 a.m. to midnight and on Sundays from 11 a.m. to midnight. **Exceptions: Limited hours** - December 24, 7 a.m.-5 p.m.; December 31, 7 a.m.-9 p.m.; January 8, 7 a.m.-8 p.m.; January 11, 10 a.m.-midnight; and on January 23, 7 a.m.-5 p.m. CU Connect is **not** available on Saturdays or on December 25 and January 1. In addition, CU Connect activity is extremely high the week of January 5 as degree students are adjusting their Boulder campus schedules. To avoid delays, call before 10 a.m. or after 4 p.m.

## CALLING CU CONNECT AND REGISTERING

Call CU Connect, (303) 938-8110, from any touch-tone phone to register. Use the confirmed registration function codes listed below.

- ▶ the Boulder-campus code **1**
- ▶ the Continuing Education code **1**
- ▶ the registration application code **14**
- ▶ the term code **981**
- ▶ your University student number \_\_\_\_\_
- ▶ your personal identification number (PIN) \_\_\_\_\_

Fill out the information below completely. When prompted, enter the courses you've listed below. Press the star (\*) or pound (#) keys as indicated. **Whenever you press the # key, wait for the computer voice to respond before proceeding with the next entry.** For more time between entries, press #.

ADD CODE	COURSE CALL NUMBER	Department Abbreviation	Course Number	Credit Hours	Enrolled Waitlisted?
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____

## OTHER CU CONNECT FUNCTIONS

- To **add** a course, press 2\*, the course call number, then #
- To **drop** a course, press 3\*, the course call number, then #
- To request a course for **no credit**, press \*1 between the course call number and #
- To request a course for **pass/fail**, press \*2 between the course call number and #
- To **list** your courses, press 5#
- To **search** for open sections, press 7#
- To place your name on a **wait list**, press 9#
- To **cancel** an entry, press \*# before you have completed the transaction
- To listen to your **account balance**, **pay your tuition with a credit card** or **exit** from CU Connect, press 8#

*Continued on next page*

**Verifying Your Schedule**

Once you have registered, it is important that you verify your schedule. To list your courses, press 5#. If you are satisfied with your selections, press 8# to exit the registration application and press 1 to find out your account balance and/or pay your tuition using Visa, MasterCard or Discover. Remember, you are obligated to pay all tuition and fees promptly.

**Course Restrictions**

Some Boulder Evening courses have prerequisites and enrollment restrictions. It is your responsibility to ensure that you have met the listed prerequisites and/or restrictions. If you are unsure, please call 492-5145 and make an appointment with our academic advisor.

**Adjusting Your Schedule**

Once you have registered, make adjustments to your schedule by calling CU Connect prior to the last day to register and/or drop. These dates are listed on page 4 of this catalog. Follow the CU Connect function codes described above to add or to drop courses from your schedule.

**Searching for Open Course Sections**

If you request a course section that has been canceled or is full, the computer voice asks you if you want to conduct a search for open sections of that course. If you do, press 7#. CU Connect will search for another section of the course that is available. If one is available, you can register for that open section if it does not conflict with another course.

**Listing Your Schedule**

To list your schedule, call CU Connect and press 5# after you enter your PIN and when the computer asks for your first request. If you are enrolled in a course you no longer want, drop it by the deadline. If you put your name on a course wait list, list your schedule frequently or look up the status of your wait-listed courses on the World Wide Web. Go to [www.colorado.edu](http://www.colorado.edu) (the UCB home page) and choose Personal Lookup Services or go directly to [www.colorado.edu/plus](http://www.colorado.edu/plus)

**Wait Lists**

Placing your name on a wait list does not guarantee that you will be enrolled in that course. Enrollment is determined by the total number of spaces and the demand for each particular course. Spaces may or may not become available at a future time.

You can check your position on any course wait list by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course and a space becomes available, a Continuing Education Registrar will contact you directly. If you wish to be enrolled, payment is due within 48 hours to hold your space in the course. Accurate telephone numbers are therefore important for us to contact you directly.

**Paying Tuition via CU Connect**

Credit card payments can be made through CU Connect once you have verified your schedule. Press 8# to exit the registration function, then press 1 to find out your account balance. If you would like to use Visa, MasterCard or Discover to pay your tuition, have your card in hand and follow the simple telephone instructions. Verification of payment will be sent to your mailing address within 10 working days. Please note: once you have entered the student billing application, you will need to call CU Connect back to access either the registration or grade function.

For other options on paying your tuition bill, please call 492-5145 and select the payment option. All tuition assessments are subject to audit by the Continuing Education Accounting Office.

You can also access your account balance any time during the semester by calling CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 2 for student billing application followed by your student number and PIN.

**Grades via CU Connect**

Grades for the current term will be available approximately 10 days after your course ends. To access grades, call CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 2 for the grade code function, enter the term code (981 for spring) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit is for the semester (1=Spring, 4=Summer, 7=Fall).

**Problems? Questions?**

If you have any type of registration stop, you will not be allowed to enroll via CU Connect. Please call our Registration office at 492-5148 for more information on your stop.

If you have a Continuing Education term record for Spring and no registration stop, please call 492-5148 between 8:30 a.m. and 5 p.m. Monday-Friday for further assistance. After hours, please call 492-5145 for a recorded message.

**SURVIVAL TIP**

When you register through CU Connect, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix

Mailing address \_\_\_\_\_  
 No. and Street, Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_ Phone \_\_\_\_\_

Employment address \_\_\_\_\_  
 No. and Street, Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_ Phone \_\_\_\_\_

<b>BIRTHDATE</b> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:33%; text-align:center;">Month</td> <td style="width:33%; text-align:center;">Day</td> <td style="width:33%; text-align:center;">Year</td> </tr> </table>	Month	Day	Year	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	ETHNICITY: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____ MILITARY SERVICE: <input type="checkbox"/> Non-veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Active Duty Dates _____ to _____	SOCIAL SECURITY NUMBER: <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:33%;"></td> <td style="width:33%;"></td> <td style="width:33%;"></td> </tr> </table> for record-keeping and identification of students only			
Month	Day	Year								
CITIZENSHIP: <input type="checkbox"/> C=U.S. Citizen <input type="checkbox"/> P=Non-U.S. Citizen/permanent status -List alien registr. No. _____ <input type="checkbox"/> T=Non-U.S. Citizen-Country _____ -List Type of Temporary Visa _____				FORMER CU STUDENT NUMBER: <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:100%;"></td> </tr> </table>						

1. Do you have a high school diploma or a G.E.D. Certificate? No  (Submit HS Concurrent Form)  Yes  
 High School Name/City/State \_\_\_\_\_ Graduation Date \_\_\_\_\_
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?  
 No  Yes  Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance  
 Degree Student  or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No  Yes  School \_\_\_\_\_
4. Do you owe a debt to any University of Colorado campus? No  Yes
5. Do you have a college degree? No  Yes  Highest Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_  
 College Name/City/State \_\_\_\_\_
6. Have you ever been convicted of a felony? (other than traffic violation) No  Yes  (Attach statement)

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**  
 I certify that I am registered with the Selective Service  
 I am not required to register with the Selective Service because:  
 I am a female.  
 I am in the U.S. Armed Forces on active duty.  
 I have not yet reached my 18th birthday.  
 I am age 26, or older, as of the date of the first day of class.  
 I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

**COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.**

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

**FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.**

YOU Dates of continuous physical presence in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Dates of employment in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ List exact years for which Colorado income taxes have been filed _____ Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Dates of active duty military service, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Dates stationed in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Date of your marriage, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Date current Colorado driver's license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Issue date of previous Colorado license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ List exact years of Colorado motor vehicle registration _____ Date of Colorado voter registration (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Dates of ownership of any Colorado residential property (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____ Are your parents separated or divorced? Yes _____ No _____	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____ _____ / _____ / _____ to _____ / _____ / _____
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I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## TUITION PAYMENT

Please send a check, payable to University of Colorado, to:  
 Division of Continuing Education  
 Campus Box 178  
 University of Colorado at Boulder  
 Boulder, CO 80309-0178  
 If using MasterCard, VISA, Discover enclose the following information.

Charge:    VISA     MasterCard     Discover     (check one)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

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

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

# 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.

Have you ever been convicted of a felony (other than a traffic violation)?  No  Yes

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

Please register me for the course(s) listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Boulder, CO 80309-0178  
 If using MasterCard, VISA, Discover  
 enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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

**Note** that credit card enrollments can be made by phone (see Registration Information).

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**

I certify that I am registered with the Selective Service

I am not required to register with the Selective Service because:

I am a female.

I am in the U.S. Armed Forces on active duty.

I have not yet reached my 18th birthday.

I am age 26, or older, as of the date of the first day of class.

I am a non-immigrant alien lawfully admitted in the U.S.

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**University of Colorado at Boulder**  
**Division of Continuing Education**

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# The Next Step.

If you want to get somewhere, the most important step is the next step. It can be small. It can be careful. Or it can be bold. But without it, you're stuck, stalled in a sea of good intentions and brilliant excuses. So stop wondering and worrying. And do what comes logically. Sensibly. Naturally. Pick up one foot and extend it forward until your weight shifts imperceptibly and gravity kicks in and you feel the flow of familiar motion, the reassuring power of self-directed action.

If it's time for you to take the next step, we can help. Our advisors are helpful at navigating the academic side of career hopes and dreams. We specialize in helping people do what they need to do. To go where they want to go.

**THE DIVISION OF CONTINUING EDUCATION**  
**WE HAVE TIME FOR YOU.**

