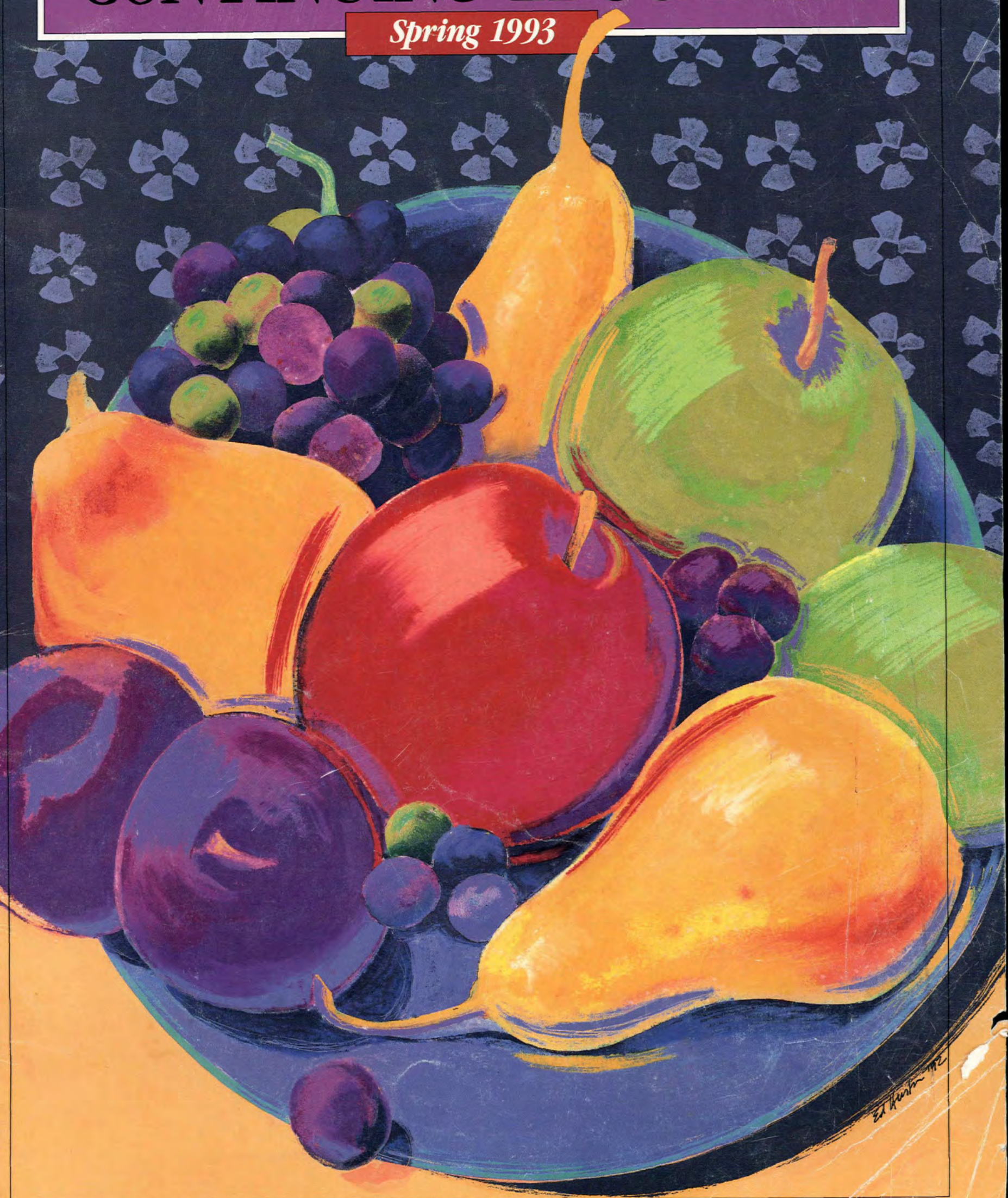


UNIVERSITY OF COLORADO AT BOULDER

CONTINUING EDUCATION

Spring 1993



Help Yourself!

We are in the final stretch of a year-long process of evaluating our business courses, an important component of our program. You'll be pleased to know that, starting with this issue, all noncredit business classes are now in one section, grouped by topic, to make it easier to see what we offer and find what you need. For a full update, turn to page 26.

Cover: Our students and teachers represent a wide range of backgrounds and experience. Out of this colorful diversity, a community is forged. So the fruit bowl is an apt metaphor for what we see every year—a spirited exchange of ideas and insights that makes us all a little richer.

Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 51 for noncredit and certificate, page 53 for credit.
2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 51 for noncredit and certificate courses. Send both front and back of page 53 for credit courses.
3. **In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
4. **Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 51) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801.

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

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

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:

Commercial Design

Computer Applications and Computer Graphics

Management Development

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

Real Estate Education Program

Special Professional and Corporate Programs

Video Teleconferences

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.

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

Other Questions? Problems? Special Needs?

Disabled individuals should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

Books and supplies required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.



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Catalog Production.

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





Help Yourself to College Credit.

Some of the university's most sought-after courses are offered after 5 p.m., taught by top-notch instructors to a diverse group of people who share a keen interest in personal development and professional advancement.

Credits earned can be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours—usually 12—before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

Residency: Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$70 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

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

Tuition: Resident tuition is \$70 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 9 for more information.

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

- Total library services at no additional charge
- Recreation Center Membership for \$72 a semester
- Wardenburg Student Health Services for \$51.50 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (Please bring photo identification.)

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

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

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design Room 2 (492-5091). The Colorado Commission on Higher Education also provides some tuition assistance to eligible students and these applications are also available from the Office of Financial Aid.

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 Affairs in the Office of Financial Aid, Environmental Design, Room 2 or call 492-5091.

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

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

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

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 19.

Lynda McNeil is interested in the way that mythic traditions have influenced postmodern poetry; she sees literature in a cultural context. When she teaches, she weaves a rich cloth that students appreciate, introducing illustrations and ideas from anthropology and archaeology. This spring, she's teaching Introduction to Creative Writing and World Literature 2 in the Evening Credit program. She likes teaching for Continuing Education because "it's intimate . . . an interactive kind of experience." Lynda has a Ph.D. in Comparative Literature from the University of Maryland and is the author of a volume of literary criticism, Recreating the World/Word, issued by SUNY Press in July 1992.

Survival Tips

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



Credit Classes Calendar—Dates You Should Know

December 7	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
January 18	Martin Luther King, Jr., Holiday. Division Offices Closed.
January 19	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
January 26	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
January 27	Instructor's signature required to drop Session I classes.*
February 2	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
February 3	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
February 17	Petition required to drop Full Term classes.
March 4	SESSION I TUESDAY AND THURSDAY CLASSES END.
March 8	SESSION I MONDAY AND WEDNESDAY CLASSES END.
March 15	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
March 19	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
March 22-26	Spring Break. NO CLASSES.
March 29	Instructor's signature required to drop Session II classes.*
April 5	Petition required to drop Session II classes.
April 27	FULL TERM TUESDAY CLASSES END.
April 28	FULL TERM WEDNESDAY CLASSES END.
April 29	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
May 3	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS. FULL TERM MONDAY AND THURSDAY CLASS ENDS.
May 5	SESSION II MONDAY AND WEDNESDAY CLASSES END.
May 6	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

Refund Schedule for Credit Classes

FULL TERM	SESSION I	SESSION II
100% through Feb. 2	100% through Jan. 26	100% through Mar. 25
60% Feb. 3 through Feb. 16	60% Jan. 27 through Feb. 2	60% Mar. 29 through Apr. 2
40% Feb. 17 through Mar. 2	40% Feb. 3 through Feb. 9	40% Apr. 5 through April 9
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER



Full Term Classes by Starting Date, Spring 1993

Dept.	Course No. & Hours	Section	Time	Course Title
Monday Courses, Begin January 25 and End May 3				
✓ ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
✓ APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
✓ ARAB	2120-3	300	2-5 p.m.	Intermediate Arabic 2
✓ COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
✓ EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
✓ EDUC	4800-3	302	5-8 p.m.	Special Topics: Expanding Awareness
✓ ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
✓ FILM	2400-3	300	7-10 p.m.	Intermediate Small-Format Production
✓ HIST	2117-3	300	7-10 p.m.	History of Colorado
✓ HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
✓ PHIL	1600-3	300	7-10 p.m.	Philosophy and Religion
✓ PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
✓ THTR	1003-3	300	6:30-9:30 p.m.	Introduction to Acting for Nonmajors
Monday and Wednesday Courses, Begin January 20 and End May 3				
✓ ARAB	1020-5	300	5-7:30 p.m.	Beginning Arabic 2
✓ FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
✓ HEBR	2110-3	300	1-3 p.m.	Intermediate Hebrew 1
✓ JOUR	3102-3	300	7-8:30 p.m.	Press Photography
✓ MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
Monday, Wednesday and Friday Course, Begins January 20 and Ends May 3				
✓ HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew 1
Monday and Thursday Course, Begins January 21 and Ends May 3				
✓ MATH	2300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 2
Tuesday Courses, Begin January 19 and End April 27				
✓ ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
✓ COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
✓ ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
✓ ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
✓ ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
✓ ENGL	2610-3	300	6-9 p.m.	Introduction to World Literature 2
✓ HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
✓ JOUR	2001-3	300	6-9 p.m.	Mass Media Writing
✓ PSCI	2222-3	300	7-10 p.m.	Introduction to International Relations
✓ PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
✓ PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
✓ SOCY	1015-3	300	6-9 p.m.	U.S. Race and Ethnic Relations
Tuesday and Thursday Courses, Begin January 19 and End April 29				
✓ CDSS	2334-3	300	5-6:30 p.m.	American Sign Language 4: Linguistics of ASL
✓ CSCI	1200-3	300	6-8:45 p.m.	Introduction to Programming 1
✓ FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
✓ MATH	1081-3	300	6-7:30 p.m.	Calculus for Social Science and Business
Wednesday Courses, Begin January 20 and End April 28				
✓ COMM	2000-3	300	6:30-9:30 p.m.	Perspectives on Human Communication
✓ ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
✓ ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
✓ HIST	1020-3	300	6-9 p.m.	Western Civilization 2
✓ HIST	1025-3	300	7-10 p.m.	History of the United States Since 1865
✓ JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
✓ MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
✓ PSCI	1101-3	300	6-9 p.m.	The American Political System
✓ PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
✓ SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society
✓ SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
✓ SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
✓ SOCY	4014-3	300	6:30-9:30 p.m.	Criminology

Survival Tips

Important Information for Arts and Sciences Students

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

Once you register, you are obligated for the full amount of tuition you are assessed. Tuition is listed at the end of each course description.

Not Attending Classes Does Not Mean You Have Withdrawn.

Full Term Classes by Starting Date, Spring 1993—cont.

Dept.	Course No. & Hours	Section	Time	Course Title
Thursday Courses, Begin January 21 and End April 29				
✓ COMM	2240-3	300	6:30-9:30 p.m.	Organizational Communication
✓ COMM	4520-3	300	6:30-9:30 p.m.	Senior Seminar: Organizational Communication
✓ ECON	2020-3	300	5:30-8:30 p.m.	Principles of Macroeconomics
✓ EDUC	4800-3	301	6:30-9:30 p.m.	Special Topics: Co-Emergent Creativity
✓ ENGL	1191-3	302	6-9 p.m.	Introduction to Creative Writing
✓ ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
✓ ENGL	1800-3	300	6:30-9:30 p.m.	American Ethnic Literatures
✓ EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
✓ GEOG	2002-3	300	7-10 p.m.	World Geographic Problems
✓ LING	1500-3	300	6:30-9:30 p.m.	Basic Traditional Grammar
✓ PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
✓ SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
✓ SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Courses, Begin January 20 and End March 8				
✓ ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
✓ EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
✓ FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
✓ GEOG	1992-3	100	7-10 p.m.	Introduction to Human Geography
✓ KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
✓ PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
✓ SOCY	1001-3	100	7-10 p.m.	Analyzing Society

Tuesday and Thursday Courses, Begin January 19 and End March 4

✓ COMM	1010-3	100	6-9 p.m.	Public Speaking
✓ EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
✓ FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
✓ GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1—Climate and Vegetation
✓ HIST	1015-3	100	6:30-9:30 p.m.	History of the United States to 1865
✓ SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

Session II Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Courses, Begin March 15 and End May 5				
✓ ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
✓ EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Building Family Strengths
✓ ENGL	1191-3	200	6-9 p.m.	Introduction to Creative Writing
✓ FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
✓ GEOG	1982-3	200	7-10 p.m.	World Regional Geography
✓ PSYC	2303-3	200	7-10 p.m.	Psychology of Adjustment
✓ SOCY	1004-3	200	7-10 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin March 16 and End May 6

✓ COMM	1010-3	200	6-9 p.m.	Public Speaking
✓ EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
✓ FILM	3501-3	200	7-10 p.m.	Film Production Management
✓ GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2—Landforms and Soils
✓ KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
✓ SOCY	2031-3	200	7-10 p.m.	U.S. Values, Social Problems and Change



Anthropology

*Anthropology 1030-3 Principles of Anthropology 1

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

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Hellems 245. \$210 (resident).

*Anthropology 1040-3 Principles of Anthropology 2

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

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Hellems 245. \$210 (resident).

*Anthropology 2020-3 Introduction to Physical Anthropology 2

Continuation of ANTH 2010. Emphasizes quantitative analysis, genetics, and race. Students may not receive credit for both ANTH 2020 and 2060. Prerequisite, ANTH 2010. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays, 7-10 p.m.
Hale 230. \$210 (resident).

*Anthropology 3000-3 Primate Behavior

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prerequisite, ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Hellems 81. \$210 (resident).

Arabic

Arabic 1020-5 Beginning Arabic 2

Prerequisite, Arabic 1010.
Full Term - Section 300:
Mondays and Wednesdays, 5-7:30 p.m.
Hellems 85. \$500 (resident).

Arabic 2120-3 Intermediate Arabic 2

Prerequisite, Arabic 2110.
Full Term - Section 300: Mondays, 2-5 p.m.
Cottage 104. \$300 (resident).

Astronomy

*APAS 1120-3 General Astronomy: Stars and Galaxies

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Mondays, 7-10 p.m.
Engineering Center CR 2-28. \$210 (resident).

Biology

*EPOB 1220-3 General Biology 2

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Prerequisite, EPOB 1210. Open to nonmajors. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Thursdays,
6:30-9:30 p.m. Engineering Center CR 2-28.
\$210 (resident).

Instructor Loren Weinberg (right) shares a light moment with student Chris Fischer. Weinberg says lately students are more willing to look critically at the machinations of political power in America. His class can be a wake-up call. "Once in a while I get a note that says, 'Guess what?

Communication

Communication 1010-3 Public Speaking

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

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Ketchum 301.
\$210 (resident).

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.
Hellems 193. \$218 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Hellems 193. \$218 (resident).

*Communication 2000-3 Perspectives on Human Communication

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

Full Term - Section 300: Wednesdays,
6:30-9:30 p.m. Ketchum 301.
\$210 (resident).

I'm getting involved! It's encouraging." Fischer, who works for Colorado Daily, says the class is stimulating. "Oh, I love it," she says, "even after the mid-term!" For her, it's a first step back toward completing a four-year program.

Survival Tips

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



Communication—cont.

*Communication 2030-3 Interpersonal Communication

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

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 118. \$210 (resident).

*Communication 2240-3 Organizational Communication

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 118. \$210 (resident).

Communication 4520-3 Senior Seminar: Organizational Communication

Reviews current research and theory on topics such as communication and organizational decision making, organizational culture, communication and power in organizations. Recommended prerequisite, COMM 2240.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. McKenna 112. \$210 (resident).

Communication Disorders and Speech Science

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

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

Full Term - Section 300:
Tuesdays and Thursdays, 5-6:30 p.m.
Muenzinger D439. \$210 (resident).

Computer Science

Computer Science 1200-3 Introduction to Programming 1

An introductory course in computer programming covering the basic techniques for designing common algorithms to solve practical problems, the major characteristics of modern computers, the elements of structured programming and the use of data structures. The course provides current methods for constructing, debugging, testing, and documenting computer programs. Programming projects use Pascal. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics, including trigonometry or MATH 1100 or 1020, or consent of instructor. CSCI 1200-3 is an appropriate first programming course for students who may transfer to Computer Science in the College of Engineering.

Full Term - Section 300:
Tuesdays and Thursdays, 6-8:45 p.m.
Engineering Center CR 1-24. \$280 (resident).

Economics

*Economics 2010-3 Principles of Microeconomics

Studies decision making under uncertainty in the presence of scarcity by households, firms, and government units. Analyzes resource allocation under competitive and noncompetitive market structures, income distribution, and comparative economic systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

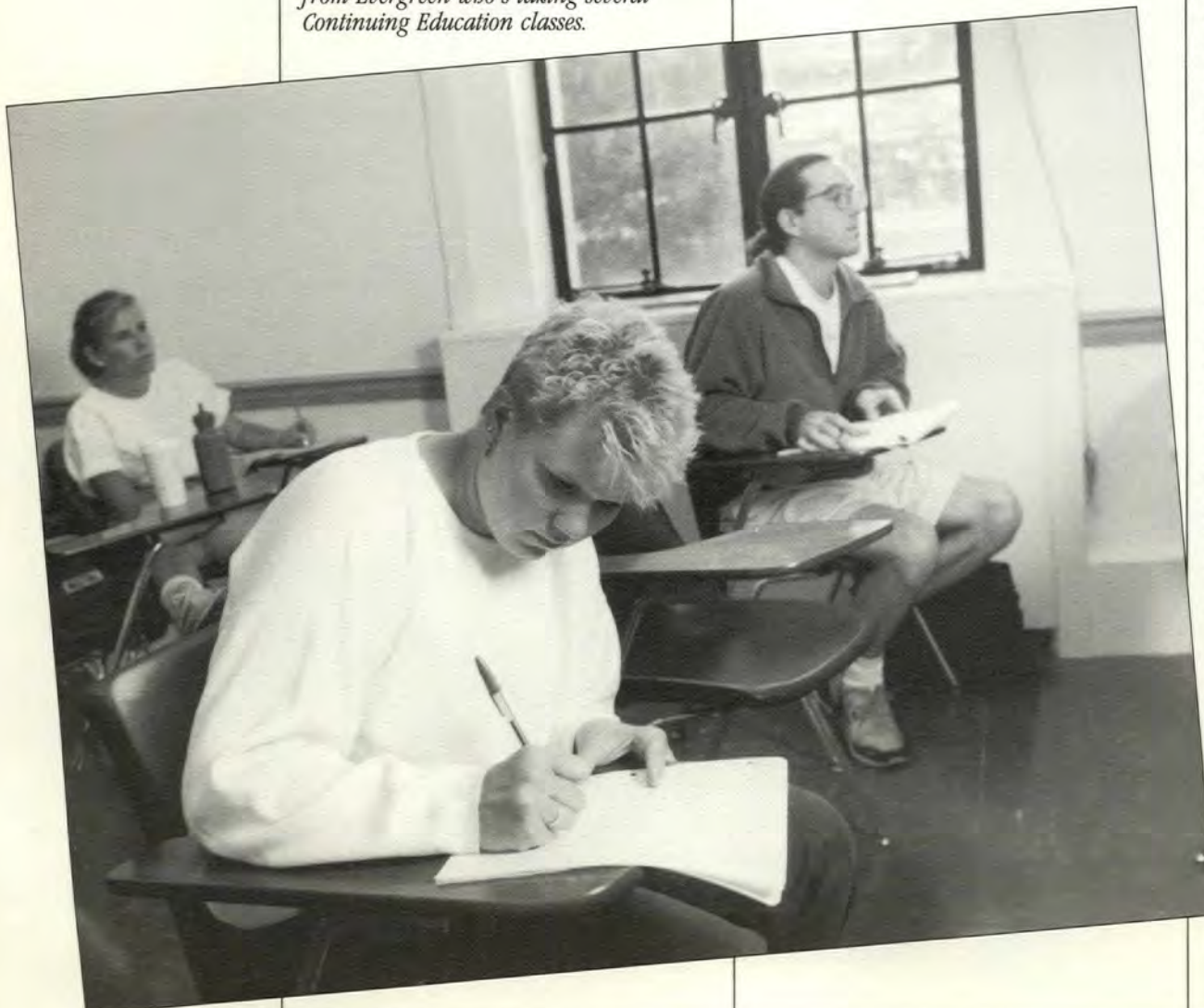
Full Term - Section 300: Tuesdays, 5:30-8:30 p.m. Economics 117. \$210 (resident).

*Economics 2020-3 Principles of Macroeconomics

Examines basic concepts of macroeconomics, or behaviors and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:
Thursdays, 5:30-8:30 p.m.
Economics 117. \$210 (resident).

Margaret Terrill is a first semester student from Evergreen who's taking several Continuing Education classes.



Education

Education 3303-2

Oral Communication for Teachers

Designed for prospective teachers. Deals with applications of oral communication methods in education. Fulfills the School of Education oral competency requirement.

Full Term - Section 300: Mondays, 6-8 p.m. Helms 193. \$148 (resident).

Education 4800-3

Special Topics: Building Family Strengths

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

Session I - Section 101:

Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 1-05. \$218 (resident).

Session II - Section 201:

Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 1-05. \$218 (resident).

Education 4800-3

Special Topics: Co-Emergent Creativity

We will look at the teaching experience with an interest in sparking and revitalizing creativity in teachers and students. We study the various stages of the creative process and learn how to overcome creative blocks. The course requires a willingness to work spontaneously. Homework includes keeping a creativity journal and special assignments linked to each stage of the creative process.

Full Term - Section 301:

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

Economics 13. \$218 (resident).

Education 4800-3

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

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

Session II - Section 202:

Tuesdays and Thursdays, 5-8 p.m.

Ketchum 234. \$218 (resident).

Survival Tips

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

Education 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.

Full Term - Section 302: Mondays, 5-8 p.m. McKenna 112. \$218 (resident).

Education 4800-3

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

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

Session I - Section 102:

Tuesdays and Thursdays, 5-8 p.m.

Ketchum 234. \$218 (resident).

English

English 1191-3

Introduction to Creative Writing

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students.

Full Term - Section 301: Tuesdays,

6:30-9:30 p.m. Helms 245. \$210 (resident).

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

Engineering Center CR 1-26. \$210 (resident).

Session II - Section 200:

Mondays and Wednesdays, 6-9 p.m.

Engineering Center CR 1-28. \$210 (resident).

*English 1500-3

Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-twentieth century English novel, and works by Chaucer and/or Milton. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Tuesdays, 6-9 p.m.

Engineering Center CR 1-28. \$210 (resident).

*English 1600-3

Masterpieces of American Literature

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Thursdays, 6-9 p.m.

Engineering Center CR 1-07. \$210 (resident).

Survival Tips

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

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

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

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

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

All tuition and refund determinations are subject to audit.



English—cont.

English 1800-3 American Ethnic Literatures

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, Afro-american, and Chicano traditions. Reading such authors as Toni Morrison, Louise Erdrich and Alice Walker. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 245. \$210 (resident).

*English 2610-3 Introduction to World Literature 2

Close study of literary classics of Western civilization: major Roman and medieval texts. Not open to students who have credit in HUMN 1010-1020.

Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center CR 1-05. \$210 (resident).

Survival Tips

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

*English 3002-3 Shakespeare for Nonmajors

Introduces students to Shakespeare's major works—the histories, comedies and tragedies—and may include the nondramatic poetry as well. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 255. \$210 (resident).

*English 3062-3 Modern and Contemporary Literature

Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 191. \$210 (resident).

*English 3672-3 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. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 181. \$210 (resident).

Film

Film Studies 2400-3 Intermediate Small-Format Production

Instruction on video including technical video basics, shooting and editing techniques and aesthetics including computer/video interfacing and visiting artists. Also instructions on video toaster. Students complete a project involving a semester of preparation, shooting, reshooting, editing, and final prints. Prerequisite, FILM 2000 or instructor consent. Students should expect to spend approximately \$200-250 to produce their projects.

Full Term - Section 300: Mondays, 7-10 p.m. Ketchum 119. \$210 (resident).

Film Studies 3501-3 Film Production Management

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

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 206. \$218 (resident).

Film Studies 3563-3 Producing the Feature Film

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

Session I - Section 101: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$218 (resident).

Session I - Section 102: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 206. \$218 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$218 (resident).

Fine Arts

Fine Arts 1012-3 Basic Drawing

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

Full Term - Section 300: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts C153. \$240 (resident).

Fine Arts 1212-3 Basic Painting

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

Full Term - Section 300: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N102. \$240 (resident).

Geography

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

Introduces the atmospheric environment of the Earth; the elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Guggenheim 205. \$280 (resident).

Alex Steppacher took Loren Weinberg's class in *American Political Systems*. He says, "I liked it a lot—it's my favorite class. He's a good professor." Alex is taking a full load of Continuing Education classes this semester, hoping to transfer into the regular program.



*Geography 1011-4

Environmental Systems 2— Landforms and Soils

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

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 205. \$280 (resident).

*Geography 1982-3

World Regional Geography

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

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 206. \$210 (resident).

*Geography 1992-3

Introduction to Human Geography

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

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 206. \$210 (resident).

*Geography 2002-3

World Geographic Problems

Set in several regions, problems include resource-use decision-making, locational analysis, third-world poverty and community development, and political and economic urban land use conflict. Small student groups take part in role-playing simulations leading to human decisions causing geographic change.

Full Term - Section 300: Thursdays,
7-10 p.m. Guggenheim 2. \$210 (resident).

Hebrew

Hebrew 1010-5

Beginning Hebrew 1

Full Term - Section 300: Mondays,
Wednesdays, and Fridays, 11 a.m.-1 p.m.
University Club. \$500 (resident).

Hebrew 2110-3

Intermediate Hebrew 1

Prerequisite Hebrew 1020.
Full Term - Section 300:
Mondays and Wednesdays 1-3 p.m.
University Club. \$300 (resident).

History

*History 1015-3

History of the United States to 1865

Surveys American history from first settlement until the end of the Civil War. Approved for Arts and Sciences Core Curriculum: United States Context.

Session I - Section 100:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-12. \$210 (resident).

*History 1020-3

Western Civilization 2

Survey course dealing with political, economic, social, and intellectual development in European history from the seventeenth century to the present. Similarities and contrasts between European states are underscored, as is Europe's changing role in world history. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Wednesdays, 6-9 p.m.
Hellems 201. \$210 (resident).

*History 1025-3

History of the United States Since 1865

Surveys social, economic, political and cultural development of the United States from the close of the American Civil War to the present. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300:
Wednesdays, 7-10 p.m.
Engineering Center CR 1-42. \$210 (resident).

*History 1123-3

The History of England, 1660 to Present

Deals with the period from the seventeenth century to the present. Political, economic, social and imperial developments that contributed to creation of the modern industrial and democratic state are the major issues covered. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Tuesdays, 7-10 p.m.
Engineering Center CR 1-07. \$210 (resident).

History 2117-3

History of Colorado

Emphasizes historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.

Full Term - Section 300: Mondays, 7-10 p.m.
Engineering Center CR 1-07. \$210 (resident).

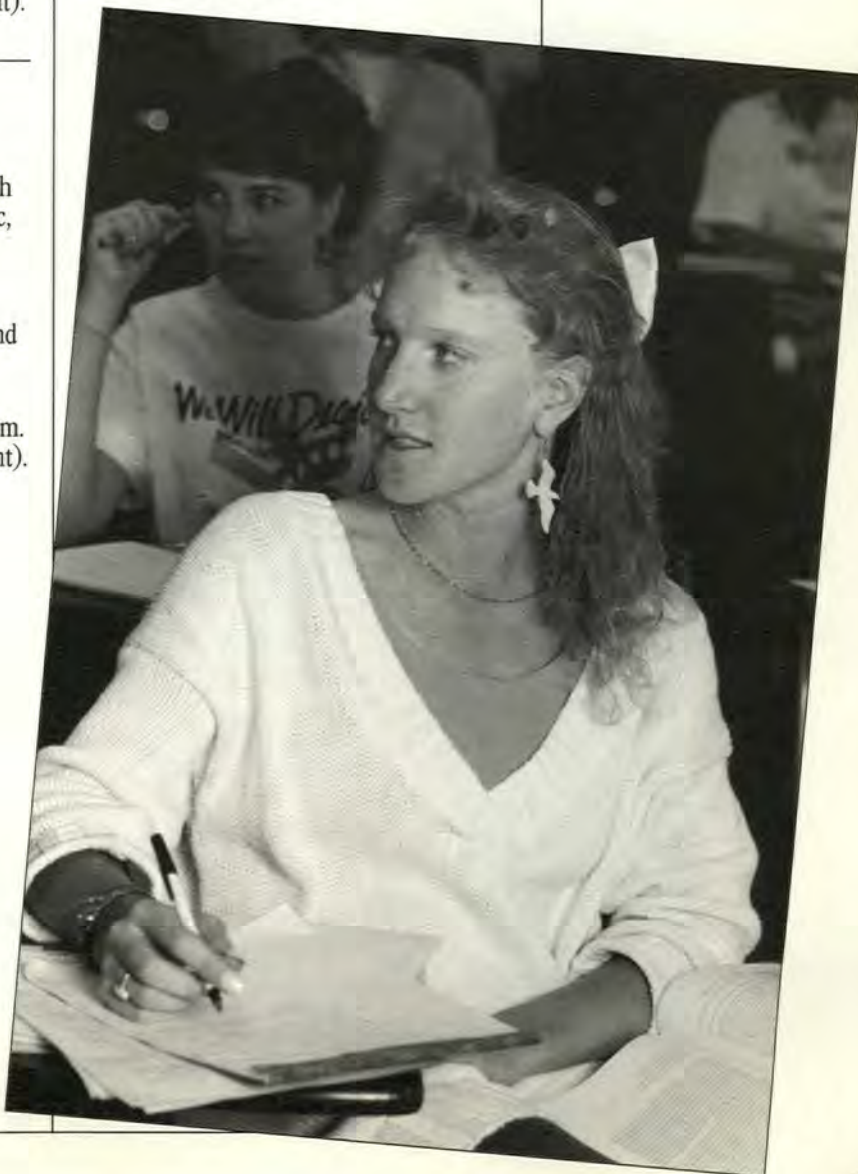
History 4433-3

Nazi Germany

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Hellems 199. \$210 (resident).

While she waits to earn Colorado residency, Lisa Smith plans to take a few Evening Credit classes. "It's a good way to get started," she says, and it fits well with her job in accounting at National Business Media in Broomfield.



Journalism

Journalism 1001-3 Contemporary Mass Media

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

Full Term - Section 300: Wednesdays, 6-9 p.m. McKenna 112. \$210 (resident).

Journalism 2001-3 Mass Media Writing

Introduces information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.

Full Term - Section 300: Tuesdays, 6-9 p.m. Macky 3C. \$210 (resident).

Journalism 3102-3 Press Photography

Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is \$50 (included in tuition) and covers facilities and chemicals. Students should expect to spend \$100-\$200 for paper and film in addition to tuition and lab fees.

Full Term - Section 300:
Mondays and Wednesdays, 7-8:30 p.m.
Macky 117 (seminar room). \$260 (resident).

Kinesiology

Kinesiology 3420-3 Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 0-30. \$210 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 199. \$210 (resident).

Linguistics

Linguistics 1500-3 Basic Traditional Grammar

Clear communication begins with a sound understanding of the fundamentals of grammar. The purpose of this course is to make concepts and uses of grammar understandable to those who wish to improve their writing. The focus will be on sentence structure and punctuation accepted in American business and academic settings. No previous formal study of English is necessary.

Full Term - Section 300:
Thursdays, 6:30-9:30 p.m.
McKenna 204. \$210 (resident).

Mathematics

Mathematics 1011-3 Fundamentals and Techniques of College Algebra

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

Full Term - Section 300:
Mondays and Wednesdays, 7-8:30 p.m.
Engineering Center CR 0-36. \$210 (resident).

Mathematics 1021-2 Numerical and Analytical College Trigonometry

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

Full Term - Section 300:
Wednesdays, 6-8 p.m.
Engineering Center CR 1-03. \$140 (resident).

Mathematics 1081-3 Calculus for Social Science and Business

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

Full Term - Section 300:
Tuesdays and Thursdays, 6-7:30 p.m.
Engineering Center CR 1-42. \$210 (resident).

*Mathematics 2300-5 Analytic Geometry and Calculus 2

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

Full Term - Section 300:
Mondays and Thursdays, 5:30-8 p.m.
Hellems 251. \$350 (resident).



Philosophy

*Philosophy 1600-3 Philosophy and Religion

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Mondays, 7-10 p.m. Hellems 267. \$210 (resident).

Political Science

*Political Science 1101-3 The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.

Full Term - Section 300: Wednesdays, 6-9 p.m. Economics 117. \$210 (resident).

*Political Science 2222-3 Introduction to International Relations

Introductory conceptual approaches, national and international dynamics of the international environment, problems and issues. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 81. \$210 (resident).

Psychology

*Psychology 1001-3 General Psychology

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. \$210 (resident).

*Psychology 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 211. \$210 (resident).

*Psychology 2303-3 Psychology of Adjustment

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

Session I - Section 100:

Mondays and Wednesdays, 7-10 p.m. Woodbury 106. \$210 (resident).

Session II - Section 200:

Mondays and Wednesdays, 7-10 p.m. Woodbury 106. \$210 (resident).

Psychology 4303-3 Abnormal Psychology

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

Full Term - Section 300:

Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$210 (resident).

Survival Tips

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

Psychology 4406-3 Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:

Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$210 (resident).

Psychology 4456-3 Psychology of Personality

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of the socio-cultural context. Prerequisite, 12 hours of psychology or consent of instructor.

Full Term - Section 300:

Mondays, 6:30-9:30 p.m. Muenzinger E432. \$210 (resident).

Ron Monahan is a Boulder contractor working toward a degree in business. He says, "It's wonderful. Evening Credit classes give me the opportunity to work toward my degree at my own pace."



Sanskrit

The Division is pleased to offer Sanskrit 1020-3 and 2120-3 through the Independent Study Program. See page 46 for details.

Sociology

***Sociology 1001-3 Analyzing Society**

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.
Environmental Design 120. \$210 (resident).
Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Duane Physics G125. \$210 (resident).

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

Examines deviant groups in the U.S. emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and the processes of social control. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session I - Section 100:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 267. \$210 (resident).
Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Duane Physics G125. \$210 (resident).

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

Exploration of origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and the use of simulation and negotiation exercises for learning conflict management skills. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or Ideals and Values.

Full Term - Section 300: Wednesdays,
6-9 p.m. Ketchum 119. \$210 (resident).

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

Examines race and minority problems in U.S. society, including psychological, social and cultural sources of prejudice and discrimination. Same as CHST 1013. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300: Tuesdays,
6-9 p.m. Ketchum 235. \$210 (resident).

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

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity. Same as WMST 1016.

Full Term - Section 300:
Wednesdays, 6-9 p.m.
Environmental Design 122. \$210 (resident).

Survival Tips

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

Brian Faricy is working on an M.S. in Systems. Evening Credit classes have helped him make more rapid progress. He says, "They're great, and the level of instruction is just incredible. I really did not expect that the instructors would be so interesting and knowledgeable. It's been very enjoyable."

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

Explores contemporary societies on a global scale. Focuses on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Thursdays,
6-9 p.m. Education 138. \$210 (resident).

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

Examines U.S. society from the perspective of values and theories of social change. Considers such problems as distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 267. \$210 (resident).

***Sociology 4014-3 Criminology**

Scientifically studies criminal behavior with special attention given to development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.
Economics 13. \$210 (resident).

***Sociology 4024-3 Juvenile Delinquency**

Studies factors involved in causes and distribution of delinquent behavior, problems of adjustment of delinquents, and factors in treatment and in post-treatment adjustment. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Thursdays,
6-9 p.m. Hellems 201. \$210 (resident).

Theatre

Theatre 1003-3 Introduction to Acting for Nonmajors

Teaches the basic principles of acting to non-theatre majors, focusing on relaxation, concentration, improvisation, use of imagination, actions, objectives, initial monologue and scene work, the audition process, and basic terms and concepts of process work for the actor.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Geology 311. \$210 (resident).



Help Yourself to the Excitement of Learning.

Around 400 B.C., Aristotle observed that "To learn is a natural pleasure, not confined to philosophers, but common to all men." These courses provide exciting opportunities to indulge an interest in learning—a habit that often leads to important insights and personal gain: a burst of creative energy. Perhaps a new career direction. Our students routinely discover keen interests and untapped talents.

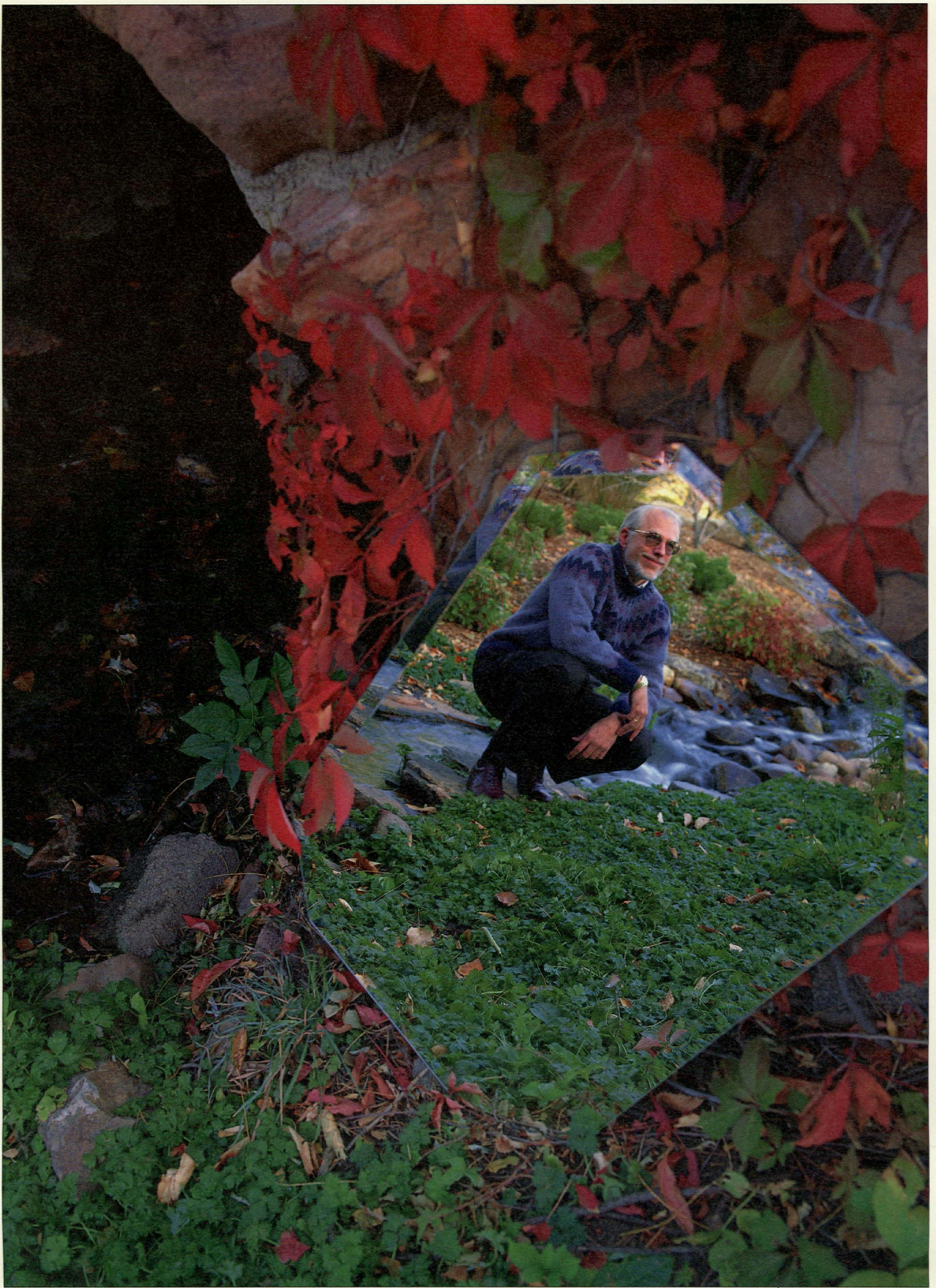
Most classes have limited enrollment. Early registration assures your place in class.

Classes will not meet March 22-26 for Spring Break.

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

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





Noncredit Courses, Spring 1993

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Architect Jeffrey Limerick teaches people how to work with architects, getting right down to brass tacks questions like "when to be demanding, and when to concede a little." And he doesn't duck the issue of cost. Because it's such a big concern, he says, "we cover it right up front." An architect for the Denver firm of Hoover, Berg, Desmond, he says that taking the course "makes people very smart clients, because they know what to expect." Teaching the course has also been a learning experience. "It helps me a lot in dealing and communicating with my clients," he says, adding, "It's valuable for me to see how people view my profession." Jeffrey earned a Bachelor of Architecture at Berkeley and a Masters of Architecture at Yale, where he taught before moving to Colorado.



Architecture and Landscape

NCAL 005

Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

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

Andrew Mead, B.S.

Section 500: Wednesday, March 3, 6-9 p.m. 1 session. Helms 241. \$15.

NCAL 028

How to Design or Remodel a House with an Architect

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

Jeffrey W. Limerick, M.Arch.

Section 500: Tuesdays, February 2-March 2, 7-9 p.m. 5 sessions. Helms 251. \$50.



Business

Business classes are now located on pages 26-29.

Communications

Communication courses offered in the Business Section. See page 28.

Fine Arts

NCFA 001

Basic Photography

Learn to know and love your 35mm SLR camera. We cover mechanical functions, lenses and film, accessories, proper exposure (even nighttime and fireworks), good composition and portraiture techniques. No lab work. One field trip. Slides, lecture and discussion with helpful handouts. Optional text is *Black and White Photography*, Henry Horenstein.

Bill Mushkin, B.F.A.

Section 500: Mondays, February 1-March 15, 7-9 p.m., one field trip t.b.a.
8 sessions. Environmental Design 120. \$80.

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. Dark-room work covers B&W 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 darkroom work. 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, Professional Photographer.

Section 500: Mondays,
February 1-March 8, 7:30-9:30 p.m.
6 sessions. Ketchum 303. \$100.

NCFA 005

Life Drawing

Using exercises in learning to see and respond, drawing the figures will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft compressed charcoal, eraser, 18" x 24" newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown Conte crayon, pen holder and point, soft pastels (optional). Tuition includes fees for a model, present at every session.

Barbara Preskorn, M.F.A.

Section 500: Tuesdays,
February 2-March 30, 7-9 p.m.
8 sessions. Fine Arts N275. \$95.

NCFA 011

Sculpture—Stonecarving

Explore a fascinating form of self-expression. We cover basic carving techniques, principles of the third dimension, tool applications, texture and surface processes. Group dynamics and one-on-one consultation. Also, a slide show on the history of stone sculpture and a discussion of rock types.

Barbara Cox, M.A.

Section 500: Mondays,
February 1-April 5, 7-9 p.m.
9 sessions. Fine Arts C102. \$100.

NCFA 015

Woodcarving Sculpture

Beginning and intermediate students carve in the round and explore the first steps of blocking out a form. Use of a clay model facilitates the learning process. Carving instructions include discussion of various wood types, finishing techniques and a slide show of wood sculptures.

Barbara Cox, M.A.

Section 500: Mondays,
February 1-April 5, 5-7 p.m.
9 sessions. Fine Arts C102. \$100.

NCFA 020

Introduction to Drawing

No prior art experience necessary. Study basic concepts, line, value, texture and composition to learn skills of observation that teach you the art of drawing. Bring pencil and small sketch pad to first class. Emphasis is on realism.

Michael Mitchell, M.F.A.

Section 500: Fridays, February 5-March 5, 6-9 p.m. 5 sessions. Fine Arts C175. \$85.

NCFA 028

Introduction to Painting

No prior art experience necessary. With acrylic we cover the basics of color value, composition, materials and techniques. Bring to first class: acrylic tube paints (white, brown, red, blue), 2-3 small brushes, palette, palette knife, water container (wide-mouthed can or jar), 3 small canvas panels (6-12 inch). Emphasis on realism.

Michael Mitchell, M.F.A.

Section 500: Fridays, March 12-April 16, 6-9 p.m. 5 sessions. Fine Arts N103. \$85.

NCFA 233

Art of the Traveler

A valuable survey course for inveterate travelers who enjoy fine art. Discover the world of art history through work found in popular museums of North America. Handouts point you to the best museums in the country, complete with maps and discussion of the strengths of various collections. Slides are used extensively.

David Alan, B.A., Writer in Art

Section 500: Wednesdays, March 3-31, 7-8:30 p.m. 4 sessions. Education 136. \$40.

Foreign Languages

NCFL 100 Beginning Conversational French

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

Section 500: Mondays,
February 1-April 12, 7:30-9:30 p.m.
10 sessions. Helms 141. \$110.

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.
Section 500: Wednesdays,
February 3-April 14, 7:30-9:30 p.m.
10 sessions. Helms 141. \$110.

NCFL 300 Advanced Conversational French

If you're comfortable with basic French grammar (present and past tense) and want to work on real fluency, this class is for you. Future tense, conditional and subjunctive are introduced, and short texts are distributed at each class for discussion at the next class meeting. Emphasis is on building vocabulary and on using French more easily.

Nadia Turk, Ph.D.
Section 500: Fridays,
February 5-April 16, 5:30-7:30 p.m.
10 sessions. Helms 141. \$110.

NCFL 101 Beginning Conversational German

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is Davies, *The Usborne Beginner's German Dictionary*. Simone Schellen, M.A.

Section 500: Tuesdays, February 2-April 13,
7-9 p.m. 10 sessions. Helms 241. \$110.

NCFL 201 Intermediate Conversational and Written German

Conversation stressed building on previous experience. Students should be able to use the present tense before taking this class. Some reading and writing.

Constance Pontasch, M.A.
Section 500: Thursdays, February 4-April 15,
7-9 p.m. 10 sessions. Ketchum 119. \$110.

NCFL 102 Beginning Conversational Italian

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

Jennifer Shopland, M.A.
Section 500: Mondays, February 1-April 12,
7-9 p.m. 10 sessions. Helms 137. \$110.

NCFL 203 Intermediate Conversational Italian

For students who have taken Beginning Italian and would like to learn more vocabulary, tenses and build speaking skills. Required text is *Buongiorno Italia*, by Cremona, available at the University Bookstore.

Jennifer Shopland, M.A.
Section 500: Wednesdays,
February 3-April 14, 7-9 p.m.
10 sessions. Helms 185. \$110.

NCFL 103 Beginning Conversational Spanish

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

Section 501: Elizabeth Medina, Ph.D.
Tuesdays, February 2-April 13,
7-9 p.m. 10 sessions. Education 155. \$110.
Section 502: Cheryl Whitehall, M.A.
Wednesdays, February 3-April 14,
7-9 p.m. 10 sessions. Education 155. \$110.

NCFL 202 Intermediate Conversational Spanish

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

Elizabeth Medina, Ph.D.
Section 500: Thursdays, February 4-April 15,
7-9 p.m. 10 sessions. Education 155. \$110.

NCFL 104 Beginning Conversational and Written Japanese

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

Douglas H. Gordon, M.A.
Section 500: Fridays, February 5-March 19,
6-9 p.m. 7 sessions. Economics 16. \$125.

Tori Shearer is a Boulder-based free-lance photographer taking her first Continuing Education class. Tori says, "I liked it. It's interesting."



Foreign Languages—cont.**NCFL 204
Intermediate Conversational
and Written Japanese**

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese* at the University Bookstore or Colorado Bookstore. Douglas H. Gordon, M.A.
Section 500: Fridays, April 2-May 14, 6-9 p.m. 7 sessions. Economics 16. \$125.

**NCFL 303
Reading Technical and Scientific
Japanese**

This course is designed to teach written technical and scientific Japanese. The class focuses on the reading system, grammar, and scientific vocabulary needed for technical reading. Using the text and supplemental materials the student will learn the important elements needed for reading and comprehending technical Japanese.

Douglas H. Gordon, M.A.
Section 500: Mondays,
February 1-May 10, 7:30-9:30 p.m.
14 sessions. Economics 205. \$165.

**NCFL 106
Advanced Beginning Conversational
and Written Russian**

For students with some knowledge of Russian. Conversational skills are stressed. We cover grammar essentials, useful vocabulary and cultural aspects. Prerequisite: Beginning Russian.

Charlotte Katz, M.A.
Section 500: Tuesdays,
February 2-April 13, 5:30-7:30 p.m.
10 sessions. Geology 127. \$110.

**NCFL 205
Intermediate Russian**

A second-level course designed to continue development of oral and written skills.

Lyubov Pesin, M.A.
Section 500: Thursdays, February 4-April 15,
6-8 p.m. 10 sessions. Geology 308. \$110.

History**NC H 002
The Fascinating History
of Colorado Railroads**

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions which are explored from a humanistic point of view. These actions would become Colorado's fabled rail network. A field trip will be arranged.

Bob Rothe, Ph.D.
Section 500: Tuesdays,
February 2-March 16, 7-9 p.m.
7 sessions. Hellems 271. \$70.

**Investments and
Personal Finance****NC I 001
Investing for Income**

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

Arnold Hart, M.A.
Section 500: Thursdays,
April 1-15, 6:30-8:30 p.m.
3 sessions. Duane Physics G116. \$30.

Marilyn McDowell works in Women's Studies at CU. She has taken several classes that relate to communication and interaction in the workplace—gaining insights that she says have been helpful on a day-to-day basis.

**NC I 005
Investing in Art and Antiques**

Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value. How to build a collection. Terminology. Questions to ask. Traps to avoid. How to protect your art and your investment.

Ruth Linton, Consultant in
Contemporary Art.
Section 500: Tuesdays,
February 23-March 16, 7-9 p.m.
4 sessions. Education 134. \$40.

**NC I 007
Advanced Investment Strategies**

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

Arnold Hart, M.A.
Section 500: Tuesdays,
March 30-April 20, 6:30-8:30 p.m.
4 sessions. Duane Physics G025. \$40.

**NC I 008
Basic Investing**

Complete, understandable explanations for beginners covering terminology, products and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Suggested text is *How to Buy Stocks and Bonds* by Louis Engle, at the University Bookstore.

Mary Wright, B.A.
Section 500: Tuesdays,
February 23-March 16, 6:30-8:30 p.m.
4 sessions. Duane Physics G116. \$40.

**NC I 013
Tracking Your Investments on a P.C.**

Learn how to track your investments efficiently and insightfully. Find out what kind of information to track. Sources for collecting data on line and otherwise, and how to interpret it. We also compare the merits of various software packages.

Issy Kilbride, B.A.
Section 500: Tuesday and Thursday,
April 6 and 8, 7-9 p.m.
2 sessions. Ketchum 207. \$20.

**NC I 014
Financial Planning for Women**

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

Corline Randolph, M.B.A.
Section 500: Tuesdays,
February 23-March 16, 6-8:30 p.m.
4 sessions. Hale 236. \$50.



NC I 015

Financial Planning for Couples

Find out what blocks "money harmony" in your family and develop strategies to plan your future together. Learn to set goals that make it possible to create an investment portfolio and plan for retirement.

Laurie Hyland, CFP.

Section 500: Tuesdays, February 9-16, 7-9 p.m. 2 sessions. Hale 236.

\$25/person, \$40/couple.

NC I 011

Retirement Planning

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

Laurie Hyland, CFP.

Section 500: Monday, March 15, 7-9 p.m. 1 session. Hale 236. \$15.

Lifestyles

NC L 002

Eating As If Your Life Depended On It

What you eat affects your immediate energy level and mood and your long-term risk of developing heart disease, cancer, osteoporosis, high blood pressure and other serious diseases. Come learn how to take command of your diet to meet your nutritional needs.

Peggy Phillips, M.Ed.

Section 500: Saturday, February 20, 10 a.m.-5 p.m. 1 session. Helms 245. \$35.

NC L 014

How Intimate Relationships Work

An experiential workshop that tackles core issues—why relationships are hard to maintain; how and why people repeat old patterns with new partners; stages of intimacy; the function of power struggles, arguments, conflicts and affairs; falling out of love; how to evaluate a partner or potential partner.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, February 6, 10 a.m.-5 p.m. 1 session. UMC 235. \$40.

NC L 024

Changing the Patterns in Your Relationships

The same attitudes that once protected you as a child may now be blocking your ability to form happy adult relationships. These childhood stances can create a chronic lack of self-esteem and sabotage your capacity for intimacy. This is a hands-on experiential workshop for people who want to understand self-defeating behavior patterns. Come learn how to keep yourself healthy and fulfilled while in or out of a relationship, and learn what you might do to improve your relationships.

Neil Rosenthal, Licensed Marriage and Family Therapist

Section 500: Saturday, February 27, 8:30 a.m.-3 p.m. 1 session. UMC 235. \$40.

NC L 029

Intimate Companions: Towards Creating Healthier & Happier Relationships

In a relaxed, comfortable and supportive atmosphere, we'll address how to deal with conflicts and differences in a relationship; issues of trust and betrayal; relationships as mirrors, blaming and finger pointing; early warning signs of divorce; healing the wounded heart; evaluating a partner; enriching intimate relationships and keeping love alive.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, March 20, 10 a.m.-5 p.m. 1 session. UMC 235. \$40.

NC L 032

The Search for Love

An evocative workshop for people who want to heal old wounds and cultivate more love and intimacy in their lives. Join us as we address why some people stay in relationships that aren't good for them; how co-dependency and adult children issues affect intimacy; lessons relationships teach us; forgiveness; healing a wounded relationship, and owning your own power.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, April 3, 10 a.m.-5 p.m. 1 session. UMC 235. \$40.

NC L 034

Study Smarter

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

Sherry Snyder, M.A.

Section 500: Thursdays, February 4-March 18, 7-8:30 p.m. 7 sessions. Duane Physics G025. \$55.

Kyoko Ehara (left) and YaLonda Wolfe in Basic Drawing. YaLonda, a stylist for Boulder's Salon Salon, says, "It was an excellent class. I really enjoyed it." She's also taken French through Continuing Education.



Science

NCSO 016 **Hands On Physiology:** **What People with Bodies Need** **To Know About Them**

A basic view of human physiology as it pertains to our own health and fitness. Lecture and discussion work toward a general understanding of basic processes. This term focuses on bones and muscles.

Barbara Kelly, M.S.

Section 500: Thursdays,
February 4-March 11, 7-9 p.m.
6 sessions. Ketchum 235. \$60.

NCSO 022 **The Western National Parks:** **Geologic Story and History**

Rocks and fossils tell a story that goes back two billion years. We study pivotal events and learn about the history and geology of Western national parks and monuments. Lectures feature slides and handouts. An optional field trip concludes the class (not included in tuition, to be arranged independently).

Emmett Evanoff, Ph.D.

Section 500: Mondays,
February 8-March 8, 6:30-9:30 p.m.
5 sessions. Hunter 109. \$100.

Testing

NC T 200 **Preparing for the ACT/SAT**

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

Bob Daniel, B.A.

Jayne McArthur, M.A.

Section 500: Tuesdays and Thursdays,
6-8:30 p.m., and Saturdays, 9-11:30 a.m.,
March 2-18. 8 sessions.
Muenzinger D144. \$100.

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

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

Bobrow Test Preparation Services

Section 500: Saturdays, February 27,
March 6 and 13, 9 a.m.-3:30 p.m.
3 sessions. Economics 119. \$160.

NC T 301 **Preparing for the Graduate Record** **Exam (GRE)**

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

Roe Willis, Ph.D.

Terri Bodhaine, M.A.

Section 501: Tuesdays and Thursdays,
January 12-February 4, 6:30-9 p.m.

Section 502: Tuesdays and Thursdays,
March 16-April 15, 6:30-9 p.m.

Both Sections: 8 sessions. Hellesms 252. \$150.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class—call Continuing Education for textbook information. Students register separately for the LSAT examination.

Michelle Philip, J.D.

Section 501: Tuesdays, January 26
and February 2, 6-10 p.m., Thursdays,
January 28 and February 4, 6-10 p.m.,
Saturdays, January 30 and February 6,
12-5 p.m. 6 sessions. Hellesms 185. \$185.

Section 502: Saturdays, April 17, 24,
May 1, Sundays, April 18 and 25,
9 a.m.-2 p.m. 5 sessions. Hellesms 185. \$185.

Theatre and Music

NCTH 017 **Acting Basics**

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

Susan Chambers, M.F.A.

Section 500: Tuesdays, February 2-March 30,
7-9 p.m. 8 sessions. Geology 311. \$80.



Sherri Moazi is a CU graduate who is happily taking the kinds of classes she could never fit into her schedule as an undergraduate, including Drawing, Painting, Photography and Italian.

Writing and Literature

Business Writing classes are on page 29.

NC W 048 Intermediate English Writing Made Simple

Continue to polish and refine writing skills. Classwork focuses on grammar, punctuation and sentence structure. Prerequisite: English Writing Made Simple.

Jean Thyfault, Editor.

Section 500: Thursdays,
February 4-April 1, 7-9 p.m.
8 sessions. Hale 236. \$80.

NC W 006 Creative Writing

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

Henry Krusiewicz, Ph.D. Candidate, Writer

Section 500: Tuesdays, February 2-March 30,
7-9 p.m. 8 sessions. Hellems 229. \$80.

NC W 045 Advanced Short Story Workshop

Get your stories published. Designed for more experienced writers, we will use a workshop format to prepare stories for publication. Prerequisite: Short Story Writing or equivalent experience.

Robert McBrearty, M.F.A.

Section 500: Thursdays,
February 4-April 1, 7-9 p.m.
8 sessions. Muenzinger D156. \$80.

NC W 005 Writing for Magazines I

Learn the skills necessary to write and sell nonfiction magazine articles, including finding ideas, preparing manuscripts, researching, writing query letters, targeting markets and interviewing. The emphasis is on discovering and developing your areas of interest and expertise and then targeting magazines appropriate for the kind of writing you want to do.

Kathryn Black, M.A.

Section 500: Tuesdays,
February 2-March 9, 7-9:30 p.m.
6 sessions. Hale 260. \$75.

NC W 013 Advanced Magazine Writing

This course focuses on the advanced skills necessary for success as a nonfiction magazine writer. Prerequisite: Writing for Magazines I or equivalent experience.

Kathryn Black, M.A.

Section 500: Tuesdays, March 30-May 4,
7-9:30 p.m. 6 sessions. Hale 260. \$75.

NC W 035 Is There a Book in You?

For people who have a promising idea for a book. We talk about how to develop a book idea and how to research and write a book proposal. Other important issues: how to approach a publisher, whether you need an agent, source material, rights and contracts.

Pamela Novotny, M.A.

Section 500: Saturday, February 6,
9 a.m.-4 p.m. 1 session. Hellems 229. \$40.

NC W 037 From Notebook to Nuggets: Short Writing Forms

Enjoy prospecting for gold in your writer's notebook. Shape it into finished nuggets of poetry and prose. Create two-page stories, essays, tiny poems and vignettes. Keep a creative notebook and find markets for short writing forms.

Kaye Bache-Snyder, Ph.D.

Section 500: Thursdays,
February 4-March 11, 6:30-8:30 p.m.
6 sessions. Hellems 241. \$60.

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

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

Sandy Ferguson Fuller, Professional
Illustrator.

Section 500: Saturday, March 6,
9 a.m.-4:30 p.m. 1 session. Geology 127. \$40.

Sylvia Weinberg also took the Listening class, to help her with telephone sales for Metromedia, a company she owns with her husband, but found the content to have even broader implications. She says, "I like it a lot. It's something I'll carry with me for years."

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

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

Michael Foley, M.A.

Section 500: Saturday, April 10,
9 a.m.-1 p.m. 1 session. Hellems 211. \$20.

NC W 034 Publishing Your Book

For anyone interested in publishing their own work. Learn how the publishing industry works. Also, how to hone your ideas, develop effective query letters, fine tune your manuscript and develop marketing strategies. Self-publishing options are covered, as well as book production and publicity tips.

David Rye, M.A., Author and Publisher.

Section 500: Saturday, February 27,
9 a.m.-4 p.m. 1 all-day session.
Hellems 245. \$35.



Writing and Literature—continued

NC W 040

Environmental Writing

Through their craft, writers can make a powerful contribution to environmental awareness. Learn how to communicate your concepts in letters to the editor, essays and investigative pieces. We collaborate on a class project, but students are also encouraged to complete individual assignments. Learn to develop your writing skill in alignment with your own values and beliefs.

Naomi Rachel, M.A.

Section 500: Mondays,
February 1-March 29, 7-9 p.m.
8 sessions. Duane Physics G025. \$80.

NC W 041

Telling True Stories

All around us are stories worth telling. In this seminar, we use fictional techniques to enhance nonfiction writing. Learn the elements of dramatic narrative and how to use them in short pieces or books. Also—how to spot a good idea, ways to engage the reader and keep the story moving, dialogue, plot and character development.

Pamela Novotny, M.A.

Section 500: Wednesdays, February 10-24,
7-9 p.m. 3 sessions. Hellems 193. \$30.

NC W 042

Poetry Workshop

This class is designed to work on the process of poetry writing. Format includes in-class writing exercises and discussion of work done in and out of class. No experience necessary—only an interest in poetry. Class limited to 15.

Susan Boucher, M.A.

Section 500: Wednesdays,
February 3-March 31, 7-9 p.m.
8 sessions. Muenzinger E114. \$80.

NC W 004

Novel Writing Basics Seminar

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

James Hutchinson, Ph.D.

Section 500: Tuesdays,
February 2-April 13, 7-9 p.m.
10 sessions. Hale 240. \$100.

Longmont Noncredit Classes

NCEA 020

Introduction to Drawing

Study basic concepts, line, shape, volume, texture and composition to learn skills of observation and self-expression that teach you the art of drawing. Bring pencil and sketch pad to first class.

Rebecca Ramos, M.F.A.

Section 50L: Tuesdays,
February 9-March 16, 7-9 p.m.
6 sessions. Longmont High School. \$75.

NCFL 103

Beginning Conversational Spanish

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

Section 50L: Thursdays,
February 4-April 15, 7-9 p.m.
10 sessions. Longmont High School. \$110.

NC W 008

Short Story Writing

Designed for both beginning and experienced writers, this course will cover all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We will use a workshop format where students will bring their stories-in-progress to class to receive helpful editorial suggestions. The course will also include discussion of the marketplace and how to prepare and submit manuscripts for publication. The recommended text is *American Short Story Masterpieces*, edited by Raymond Carver and Tom Jenks.

Robert McBrearty, M.F.A.

Section 50L: Thursdays, April 1-22, 7-9 p.m.
4 sessions. Longmont High School. \$40.



Karen Campbell confers with Drawing instructor Michael Mitchell. She says, "He is incredibly knowledgeable and I was especially impressed with the discipline he brings to his art. . . . I really got a lot out of this class." Mitchell is a professional artist with a background in scientific illustration. His credentials include staff positions at the Smithsonian's National Air and Space Museum and the Hong Kong Space Museum.

The Seminar Series

The Seminar Series invites you to expand your horizons, to help yourself to a choice selection of learning opportunities in the form of noncredit classes. Art and Audience explores the local art community in terms of far-reaching cultural traditions. Basic Playwriting allows you to create stories that come to life in performance. Minorities in the Mainstream offers opportunities to discuss aspects of modern literature. Intermediate Field Photography allows you to fine-tune your skills and learn alternative processing methods. Explore Native American religious beliefs within a cultural and social framework.

NCSS 613 But is it Art: Art and Audience

Through the artifacts of many cultures, we see how a work of art connects with its audience. A selective art history course that interprets style as a message about the attitudes and concerns of society, then and now. We view slides and visit museums and galleries to build skill in interpreting art from the Paleolithic to the present, world-wide. Suggested text: *Artist and Audience*, Terence Grier, Holt, Rinehart and Winston, Inc. 1990.

Susan Guinn Chipman, M.A. Candidate
Section 500: Tuesdays, February 2-23, 7-9 p.m. Field trips February 6 and 20, times to be arranged. 6 sessions.
Hellems 191. \$110.

NCSS 615 Basic Playwriting

Learn to create stories that come to life in performance. We address character, language, play structure, monolog and dialog, focusing on key scenes in your play. We work on the fundamentals of basic craft but also analyze dramaturgy of some existing plays, and talk about production. Actors may join us periodically to read selections of student work.

Judy GeBauer, M.F.A.
Section 500: Wednesdays,
February 10-March 17, 7-9 p.m.
6 sessions. Hale 236. \$65.

NCSS 616 Minorities In the Mainstream

Join us to discuss some fascinating American novels that reflect the cultural and ethnic diversity of our country. Different sections provide the opportunity to share varied works. Section 501: *The Kitchen God's Wife*, Amy Tan; *Bread Givers*, Vezlerska; *Mean Spirit*, Linda Hogan. Section 502: *The Perez Family*, Chris Bell; *A Yellow Raft in Blue Water*, M. Dorris; *How the Garcia Girls Lost Their Accents*, J. Alvarez.

Suzanne Gerson, M.A.
Section 501: Wednesdays,
January 27, February 10 and 24.
Section 502: Wednesdays,
March 3, 17 and 31.
Both Sections: 7-9 p.m. 3 sessions.
Hale 260. \$30.

NCSS 617 Intermediate Field Photography and Alternative Processes

This course is designed for those who already have a good general knowledge of the technical theories of photography, but would like to fine-tune their technical and compositional working skills while also increasing their own creative venues. The lectures/slides provide the student with various techniques and styles and enables you to see other photographers work, and to increase your general knowledge of photography as a medium. Topics will include nighttime existing light shooting; indoor and outdoor lighting techniques; portraiture; flash techniques; use of some filters; photo collage; chine-collé; and cyanotypes. Prerequisite: 35 mm SLR camera which must have manual override capabilities; tripod; shutter/cable release; tiltable bounce head flash; polarizing filter; three sheets of BFR or Reeves printing paper; 5 pieces of acetate and other materials depending upon student projects. The class size will be limited to 12. Additional costs approximately \$60 for processing and film. Students may elect to purchase darkroom privileges for \$80.

Elizabeth Cantrell, M.F.A. candidate.
Section 500: Wednesdays,
February 3-March 10, 7-9 p.m.
6 sessions. Fine Arts C1B55. \$90.

NCSS 618 Native American Belief Systems

This class provides an overview of Native North Americans' religious beliefs. Students will explore cultural and societal frameworks for religious beliefs.

Lani Van Eck, Ph.D.
Section 500: Wednesdays,
February 3-March 10, 7-9 p.m.
6 sessions. Hellems 137. \$60.



Business Classes

People turn to Continuing Education for instruction that improves their grasp of challenging business situations. Our students tell us they need real answers to real questions; ideas with immediate practical value; and learning that enables them to see problems in terms of larger issues. In a nutshell, Continuing Education students want instruction that helps them be more effective and more valuable at work. With this in mind, we're making a few changes.

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

Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting for the Non-Accountant, Managing Marketing and Managing People. These courses are * for your convenience. Plus three or more electives. Skills for New Supervisors (offered in February and September) is recommended as a starting point.

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

Classes will not meet March 22-26 for Spring Break.

Business Courses, Spring 1993

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Skill Level Guide

A Guide to Business Courses' Recommended Skill Levels

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

Getting Started

NC B 100 Basic Skills for the New (and Newly Promoted) Supervisor

Beginning Level

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

Charles Rice, M.B.A.

Section 500: Wednesdays,
February 3-March 10, 7:30-9:30 p.m.
6 sessions. Business 250. \$99.

Accounting/Finance

NC B 110 Accounting for the Non-Accountant*

Beginning Level

Accounting provides feedback to guide decisions. This course is vital for people who need to understand where numbers come from, and what they really mean. Learn how individual transactions are reported, summarized and compiled into financial statements. Learn accounting principles, focusing on the decision-making process and skills to help you make important decisions on insightful analysis of financial information.

Fred Moore, M.B.E.

Section 500: Saturday, April 24,
9 a.m.-4:30 p.m. 1 all-day session.
University Computing Center 123. \$65.

NC B 112 A Budget That Works

Intermediate Level

Succeed where Congress fails. In one day you can learn to make a budget you can live with. Learn 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. Prerequisite: Accounting for the Non-Accountant or equivalent experience.

Fred Moore, M.B.E.

Section 500: Saturday, May 1,
9 a.m.-4:30 p.m. 1 all-day session.
University Computing Center 123. \$65.

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, C.P.A., M.B.A.

Section 500: Tuesdays, February 9-16,
6-8:30 p.m. 2 sessions. Business 250. \$45.

NC B 330 Quicken! An Accounting Program for the PC

Specialized Level

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

Donald Kaniecki, C.P.A., M.P.A.

Section 500: Thursday, February 4,
9 a.m.-3 p.m. 1 all-day session.
University Computing Center 114. \$80.

Entrepreneurism/ Small Business

NC B 400 Entrepreneurism—Are You Ready?

All Levels

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

Aivars Ziedins, M.S.F.S.

Section 500: Saturday, March 13,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics G116. \$58.

NC B 402 How to Start and Run Your Own Home Business

All Levels

Do you have what it takes? Learn to avoid 101 mistakes that plague most new businesses. A step-by-step guide to getting a successful home-based business up and running.

David Rye, M.A.

Section 500: Saturday, February 13,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics G116. \$58.



Laura Appleton is a sales and marketing specialist who works in computers and telecommunications. She has taken a variety of Credit and Noncredit courses through Continuing Education, even though she has two masters degrees. She says, "I think it's a great opportunity—with a wealth of strong offerings."

Entrepreneurism/ Small Business—cont.

NC B 120 Writing Business Plans

Beginning Level

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

Donald A. Kaniecki, C.P.A., M.B.A.

Section 500: Tuesdays,
February 2-9, 6-8:30 p.m.
2 sessions. Duane Physics G116. \$45.

Sharon Hoery (left) teaches a listening course in the Business program that Don Coronelli (seated) really liked. "I was very pleased. It was well worth the money. I'm a restaurant manager (Chili's) and communication is the most important aspect of my work. Sharon Hoery likes Continuing Education students. She says, "I can not tell you how delightful these people are. I have so much fun. I hope they come out learning as much as I do."

NC B 300 Tax Strategies for Small Businesses

Specialized Level

As a corporate owner, partnership, sole proprietor, consultant or individual you've probably been exposed to a lot of "cost saving" or "tax sheltering" ideas over the years. You've no doubt heard about "qualified" plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Do you really understand how these various financial concepts relate to each other? This class is designed to fit all the pieces together for you. You will leave knowing what is possible—how the concepts work and the implications for your heirs. In other words, you will be in a position to begin financial planning with sound insight.

Aivars Ziedins, M.S.F.S.

Section 500: Saturday, April 10,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics G116. \$58.

Professional Development

NC B 160 What Women Need to Know About Working With Women

Beginning Level

Forty-seven percent of the workforce is female and women find themselves working with female co-workers, subordinates, bosses and team members. This workshop covers what women need to know to work positively and productively together.

Carolyn Duff, M.A.

Section 500: Saturday, April 17,
8:30 a.m.-12 p.m. 1 session.
Duane Physics G116. \$40.

NC B 165 Improving Your Listening and Communication Skills

Beginning Level

"That not what I said," is a thought we all have at times. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of our communication style and accept half the responsibility in the communication process.

Sharon Hoery, B.A.

Section 500: Tuesdays, March 30-April 27,
7-9 p.m. 5 sessions. Helles 247. \$60.

Sales/Marketing

NC B 210 Managing Marketing: Matching Products and Services for Profit*

Intermediate Level

Marketing is a vital part of building a successful business. Learn the important techniques which will help your efforts be successful. We cover terminology, functions, forces and opportunities. We discuss marketing on a macro (societal) and micro level, using examples from individual firms, and look at the dynamics of the marketing environment.

Kathryn Novak, M.B.A.

Section 500: Tuesdays, February 2-March 9,
7-9 p.m. 6 sessions. Helles 247. \$99.

NC B 220 Developing the Market Plan Through the Creative Process

Intermediate Level

Learn how to develop a plan to create virtually anything, using a mix of innovative conceptual approaches and traditional principles. This gives you the pragmatic essence of several excellent books you haven't had time to read: *The Path of Least Resistance—Learning to Become the Creative Force in Your Own Life (Business); Selling the Dream, The Macintosh Way; Guerrilla Marketing*, and more.

Kathryn Novak, M.B.A.

Section 500: Tuesdays, March 30-May 4,
7-9 p.m. 6 sessions. Helles 251. \$99.

Supervision/ Management

NC B 230 Critical Issues in Current Management*

Intermediate Level

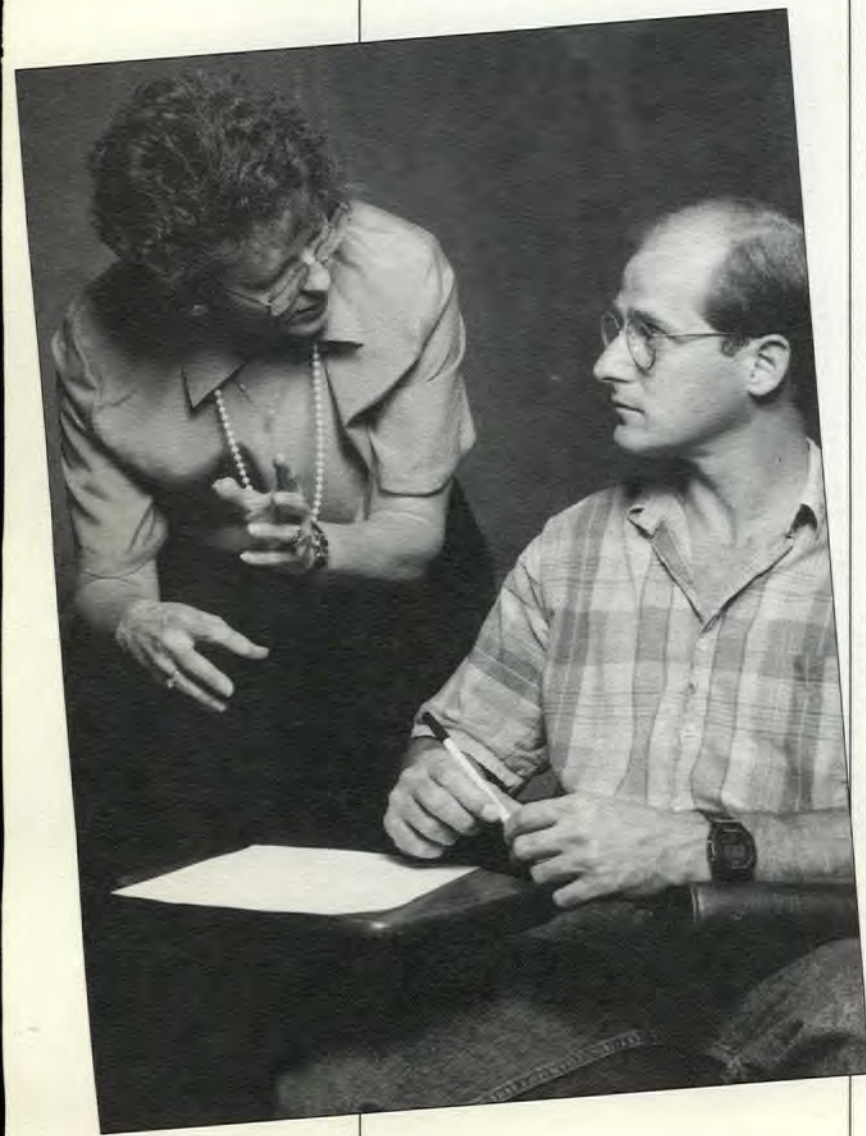
Confront high priority management issues in this challenging workshop. Obtain in-depth understanding of critical issues, and the tools, tactics, and strategies to successfully resolve them in any business setting. Topics include, but are not limited to:

- Managing morale and motivation
- Pluralism and commitment to diversity
- Developing and maintaining high productivity
- Changing "problem" employees to success stories
- Merging work groups for accomplishments
- Creating a positive, productive corporate culture
- Analyzing problems to promote achievement

We use lecture/discussion, role-playing, demonstrations, small group discussion and case studies to study these issues.

Charles Rice, M.B.A.

Section 500: Wednesdays, March 31-April 28,
7:30-9:30 p.m. 5 sessions. Business 250. \$89.



NC B 240 Building and Managing Customer Service

Intermediate Level

Better service is on everyone's agenda. How do you make it happen? Our goal is to provide practical training by focusing on effective communication styles and powerful listening skills that demystify the process of dealing with customers, even in difficult situations. Principles are taught using examples—and ideas—from businesses that have built success on excellent customer service.

Loren Ankarlo, B.A.

Section 500: Saturday, January 9,
9 a.m.-4 p.m. 1 all-day session.
Hellems 229. \$58.

NC B 340 Shifting to Self-Managed Work Teams

Specialized Level

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

Loren Ankarlo, B.A.

Section 500: Saturday, February 27,
9 a.m.-4 p.m. 1 all-day session.
Hellems 237. \$58.

NC B 245 Managing People*

Intermediate Level

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

Alan Kreglo, M.S.

Section 500: Tuesdays, February 2-March 9,
7-9 p.m. 6 sessions. Hellems 181. \$99.

NC B 320 Management Project: Performance Evaluation

Specialized Level

Using exercises that relate directly to your company, you will develop a performance evaluation process and design an action plan for its implementation. In this project-based class, you will see the benefits of performance planning and learn MBWA (Management By Walking Around) in the process. For anyone who evaluates employee performance.

Alan Kreglo, M.S.

Section 500: Tuesdays, March 30-May 4,
7-9 p.m. 6 sessions. Hellems 229. \$99.

Writing

NC B 470 Technical Writing

All levels

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, M.B.A.

Section 500: Tuesdays,
February 2-23, 6:30-9 p.m.
4 sessions. Duane Physics G025. \$89.

NC B 475 TQW: Total Quality Writing

All Levels

Writing is an important business skill and is part of the everyday business world. View writing as a total quality process. Master the skills for clear, short memos and letters.

Linda Ropes, B.A.

Section 500: Saturday, April 3,
9 a.m.-4:30 p.m. 1 all-day session.
Duane Physics G025. \$58.

Leadership

NC B 504 Organizational Leadership

Advanced Level

What is corporate and organizational leadership? How is leadership different from management? Examine the concepts of progressive leadership utilizing case studies introduced with informal presentations by prominent regional business leaders. Learn how corporate change is possible. This class encourages discussion and participation. In the final session, students share leadership models of their own design.

Carol Grever Gray, M.A.

Section 500: Tuesdays, February 2-16,
7-9:30 p.m. 3 sessions.
Duane Physics G027. \$99.

Jeff Geers is Service Coordinator for McGuckin Hardware in Boulder. He took a Business course "for personal enrichment."

NC B 604 Cultivating Your Individual Leadership Style

Advanced Level

Successful leaders understand the magnitude of the charter they hold: to guide and direct their business through difficult times, strategically plotting a course that assures survival, growth and profit. This is a basic, bottom-line course on five critical success factors for leadership and the need for strategy. The material is geared to the concerns and issues of the entrepreneur or of the top executive of a small- to medium-sized business.

George Crochet, SPHR, M.S.

Section 500: Wednesdays, March 3-17,
6:30-9:30 p.m. 3 sessions. Business 251. \$99.

NC B 512 Cultural Awareness in Foreign Business Relationships

Advanced Level

Most American business people on assignments in foreign countries have gone through careers that leave them ill-prepared for dealing in the business environment outside the U.S. This course teaches you the basic issues that can make your life as an American business person abroad a more successful and rewarding experience.

Ivan Perez-Mendez, Ph.D.

Section 500: Wednesday,
March 10, 9 a.m.-4 p.m.
1 all-day session. UMC 422. \$140.





Help Yourself to Leading-Edge Learning.

Never before have there been so many ingenious tools for gathering, sorting and applying information. Finding time to acquaint yourself with new systems and programs is another matter. CU Continuing Education courses in Computer Applications are designed to fit the schedules of busy people. You can earn a certificate—or just learn some shortcuts. Either way, you can count on individual attention from instructors who will help you learn those computer skills that are so much in demand.

Certificate in Computer Applications

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

A. Four required core courses:

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

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

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

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

Leading-Edge Courses and Equipment

We offer leading-edge courses in:

Basic computer skills

Operating Systems such as: DOS, UNIX, MAC System 7

Graphical user interfaces such as: Windows, X Windows, MAC

Computer Aided Design—AutoCAD Release 12

Desktop Publishing—PageMaker, QuarkXPress, Ventura

Computer Graphics—All the leading-edge graphics applications on both PC and Macintosh platforms

Programming Skills—C, C++, Pascal, BASIC and UNIX

These courses will give you hands-on experience with important design systems and graphics technology.

We instruct on leading-edge equipment:

New Zenith workstations for most PC-based courses—486/50MHz systems with high speed display adapters.

Quadras, Ilci, IIsi systems for most Macintosh-based courses.

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.

Details on access to computers outside of regular class time are given at class.

Only preregistered students may attend class.

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.

Locations

The classroom location is given at the end of each course description. Many courses are conducted at the University Computing Center, 3645 Marine Street, southwest corner of 38th & Arapahoe. Consult the campus map at the end of this catalog for other locations.

Questions?

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

Pat Melton's Software Development and Maintenance class is a course she designed to give system managers the tools they need to develop and maintain a system. A professional musician by training (keyboards and synthesizer), she has worked in industrial settings doing training, technical support and systems analysis for many years. The software development class has become quite popular, attracting people from all over, "people who are new (to the field) and also people who are very experienced." She says she enjoys the facilities, "The new lab is nice." And she enjoys the students. "The challenge," she says, "is the wide range of abilities, and the wide range of interests" represented in her classroom.



Skill Level Guide

A Guide to Computer Applications Courses' Recommended Skill Levels

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

Beginner

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

Novice

Elementary computer knowledge; have taken CCA 100 Computer Literacy or some introductory courses.

Intermediate

CCA 100 Computer Literacy background plus recent involvement in programming/software applications.

Specialized

Intermediate skill level, seeking specific applications procedures as in systems, documentation, or management.

Advanced

Current MIS involvement, comfortable with most popular software applications, basic programming skills.

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Getting Started

CCA 100

Computer Literacy

Beginner Level

This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on IBM PCs, three on Macintosh (Apple), one on the campus mainframe (VAX) 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.

Section 501: John Dick, Ph.D.

Tuesday, January 19, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (50A or 50B) at registration:

Lab Section 50A: Tuesdays,

January 26-March 9, 6-8 p.m.

Lab Section 50B: Tuesdays,

January 26-March 9, 8-10 p.m.

Section 502: Beth Montano

Wednesday, February 17, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (50C or 50D) at registration:

Lab Section 50C: Wednesdays,

February 24-April 7, 6-8 p.m.

Lab Section 50D: Wednesdays,

February 24-April 7, 8-10 p.m.

Section 503: John Dick, Ph.D.

Tuesday, March 16, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (50E or 50F) at registration:

Lab Section 50E: Tuesdays,

March 23-May 4, 6-8 p.m.

Lab Section 50F: Tuesdays,

March 23-May 4, 8-10 p.m.

All Sections: 8 sessions.

Computing Center 123. \$99.

Note: Locations change after the first class session and some sections are divided within the allotted time for greater computer access. Please contact Continuing Education if you are unable to attend the first class.

Systems

Apple Macintosh

CCA 105

Introduction to the Macintosh

Beginner Level

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

Section 501: Joan Blakeman

Thursdays, January 21-February 18.

Section 502: Scott Dixon

Tuesdays, February 16-March 16.

Section 503: Bob Carlisle, M.A.

Tuesdays, April 13-May 11.

All Sections: 6:30-9:30 p.m. 5 sessions.

Fine Arts C1B53. \$99.

IBM and Compatible

CCA 120

Introduction to the IBM and Compatible Personal Computer

Beginner Level

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

Section 501: Verlene Leeburg, M.A.

Tuesdays, January 19-February 2.

Section 502: Pat Melton, M.A.

Thursdays, January 21-February 4.

Section 503: Lisa Kelly, B.A.

Mondays, March 15-29.

Section 504: Michelle Sharon, B.S.

Fridays, April 16-30.

All Sections: 6:30-9:30 p.m. 3 sessions.

Engineering Center CR 1-34. \$79.

CCA 200 Using MS-DOS

Novice Level

File management and DOS commands are emphasized in this class. We cover: practical commands like copy, delete, disk format; hard disk commands to create, remove, and back up directories; and an introduction to batch files. Prerequisite: CCA 100 Computer Literacy, CCA 120 Introduction to the IBM and Compatible Personal Computer or equivalent experience. Bring a 3.5 inch DS/DD diskette.

Section 501: Dale Heuer, M.B.A.
Wednesdays, January 20-February 3.

Section 502: Pat Melton, M.A.
Thursdays, February 11-25.

Section 503: Lisa Kelly, B.A.
Thursdays, March 11-25.

All Sections: 6:30-9:30 p.m. 3 sessions.
Engineering Center CR 1-34. \$90.

CCA 203 Intermediate DOS

Intermediate Level

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

Section 501: Lisa Kelly, B.A.
Saturday, March 27.

Section 502: Dale Heuer, M.B.A.
Saturday, April 10.

Both Sections: 9 a.m.-4:30 p.m. 1 session.
Computing Center 114. \$90.

CCA 303 Advanced DOS/Windows

Specialized Level

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system with DOS 5.0 for Windows 3.1. Learn the differences between True Type and Adobe Type Manager. Learn how to specify your computer: know the differences between ISA, EISA, and MCA. Learn the real differences between a 386 and 486 system; determine how much RAM and hard drive to purchase for what applications. Learn how to optimally scan an image using the latest level image editing applications. Use some of the latest shareware utilities and applications. Prerequisite: CCA 203 Intermediate DOS, CCA 210 Introduction to Windows, or working knowledge of DOS and Windows.

Jerry Reynolds, MSEE.

Section 500: Tuesdays, April 13-May 11,
6:30-9:30 p.m. 5 sessions.
Computing Center 142. \$160.

UNIX Systems

CCA 360 Introduction to UNIX

Intermediate Level

Become a proficient user of the UNIX operating system. This is a course for anyone who needs to use UNIX, program in its environment, manage UNIX users, or obtain sufficient knowledge to evaluate it. No prior UNIX experience is required, but computer literacy is assumed. 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.

Ed Zucker, M.S.

Section 500: Tuesdays, January 26-March 9,
6:30-9:30 p.m. 7 sessions.
Computing Center 123. \$250.

CCA 364 Intermediate UNIX

Specialized Level

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

Ed Zucker, M.S.

Section 500: Tuesdays, March 30-April 27,
6:30-9:30 p.m. 5 sessions.
Computing Center 123. \$235.

CCA 358 Programmer's Introduction to the X Window System

Advanced Level

The X Window System is becoming a standard in a large part of the industry for graphical user interface (GUI) application development. This is a technical overview of window systems, the fundamentals of X, and the essentials for writing X and toolkit applications featuring a GUI. Topics include: window system concepts; event-driven programming; X fundamentals: client/server model, windows, events, graphics, and window managers; toolkit fundamentals: callback style programming, widgets, classes, resources, the Intrinsics, OPEN LOOK and Motif. Examples given in C using Xlib and Motif. Prerequisite: CCA 325 Intermediate C Programming.

Geoff Thompson, M.S.

Section 500: Wednesday, January 27,
8:30 a.m.-4:30 p.m. 1 session.
Computing Center 123. \$150.

CCA 374 UNIX Programming Tools

Specialized Level

Programmers need to know more than the syntax of the C language to successfully write quality C programs—they need to know the tools for making programs, libraries, and multi-directory projects, the tools for checking source code for bugs, debugging executables, and controlling versions of source code. This course presents the tools for doing C software development in the UNIX programming environment. These tools are essential in the development of small programs or large multi-programmer projects. Topics include: understanding executables; linking; libraries; using *cc*, *ar*, *nm*, *strings* and *strip*; checking source code with *lint*; using *make* to automate building programs, libraries, and projects; maintaining source code with *SCCS* and *RCS*; and debugging with *dbx* and *sdb*. Prerequisite: CCA 320 Introduction to C Programming, CCA 360 Introduction to UNIX, or equivalent.

Geoff Thompson, M.S.

Section 500: Wednesdays,
March 17-April 28, 6:30-9:30 p.m.
6 sessions. Computing Center 123. \$200.

Jeff Kandyba is an illustrator and graphic designer who has resisted the trend to computerize in his Boulder shop. He took this class because "I wanted to see about it." Conclusion? "I see enough value that I will get one," but he feels it will not be a mainstay in his own creative process.



Systems – continued**CCA 335
Concepts of Data Processing and
Information Technology**

Intermediate Level

An introduction to the advanced concepts and terminology of business data processing and organizational information systems is presented. Major topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line demonstrations, this class allows students to come away with a solid understanding of both practical and theoretical concepts which will enhance their opportunities in fields of data processing and information technology. A required text and optional study guides will be discussed at the first class session.

Ron Clarke, M.S.

Section 500: Thursdays,
January 21-March 11, 7-9:30 p.m.
8 sessions. Computing Center 123. \$165.

Jeff Boyd and Bonnie Mettler tune up computing skills. Boyd teaches art at Spangler Elementary in Longmont and has a free-lance design business. New to Colorado, Mettler is interested in a career in graphic design or desktop publishing.

**CCA 350
Software Development and
Maintenance**

Intermediate Level

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

Pat Melton, M.A.

Section 500: Thursdays, March 18-May 6,
6:30-9 p.m. 8 sessions.
Computing Center 123. \$165.

**Novell Technology
Institute**

The New York Times calls it "interpersonal computing." Networking and connectivity allow people to pool ideas and information via computer. As an affiliate of the Novell Technology Institute, the Division of Continuing Education offers courses that emphasize this computing advance. Courses and instructors are certified by Novell, to guarantee instruction that conforms to progressive computer applications. Tuition includes all course materials. Courses for Spring semester 1993 include:

**CCA 501
NetWare v2.2: System Manager**

Intermediate Level

This course is designed for the system manager using NetWare in a 286 working environment. You should have a working knowledge of basic DOS commands including MD, CD, COPY, CON, TYPE, DIR. On completion, you should be able to:

- Relate responsibilities of system management to the functionality provided by NetWare.
- List basic hardware components linked by NetWare and their expansion capabilities.
- Understand the purpose and placement of NetWare, DOS and Shell.
- Define system fault tolerance features.
- Set up workable directory structures for your own company.
- Create a multilevel security system for users, directories and files.
- Recognize most user and system supervisor command line utilities, special function menus, backup and console commands.
- Establish initial network environments through login scripts for users.
- Provide alternative functionality to the command line utilities by creating customized user menus.
- Use Novell documentation to assist in setting up a network.

Verlene Leeburg, M.A.

Section 500: Fridays, January 29-
March 19, 8:30 a.m.-12 noon. 8 sessions.
Computing Center 114. \$475.

**CCA 502
NetWare v2.2: Advanced System
Manager**

Specialized Level

This course provides in-depth information on using advanced features. We cover printing utilities: PRINTDEF, PCONSOLE and PRINTCON. SYSCON accounting and FCONSOLE are also explained using FCONSOLE as a troubleshooting tool. The installation of NetWare is simulated. Prerequisite: CCA 501 NetWare 2.2 System Manager.

Verlene Leeburg, M.A.

Section 500: Fridays, April 2-30,
8:30 a.m.-12 noon. 5 sessions.
Computing Center 114. \$425.

**CCA 505
NetWare v3.11: System Manager**

Intermediate Level

This course is designed for the system manager using NetWare in a 386 working environment. You should have a working knowledge of basic DOS commands including MD, CD, COPY, CON, TYPE, DIR. On completion, you should be able to:

- Relate responsibilities of system management to the functionality provided by NetWare.
- List basic hardware components linked by NetWare and their expansion capabilities.
- Understand the purpose and placement of NetWare, DOS and Shell.
- Define system fault tolerance features.
- Set up workable directory structures for your own company.
- Create a multilevel security system for users, directories and files.
- Recognize most user and system supervisor command line utilities, special function menus, backup and console commands.
- Establish initial network environments through login scripts for users.
- Provide alternative functionality to the command line utilities by creating customized user menus.
- Use Novell documentation to assist in setting up a network.

Verlene Leeburg, M.A.

Section 500: Fridays,
March 12-April 30, 1-4 p.m. 8 sessions.
Computing Center 114. \$475.

Programming

CCA 300 BASIC Programming

Novice Level

Learn the basics of BASIC (Beginners All-purpose Symbolic Instruction Code), quite possibly the easiest language to learn to program a computer. Hands-on experience takes you through searching and sorting methods, data structures and use of general programming skills. Text: *BASIC: Fundamentals and Styles*, Quasney and Maniotes, University Book Center, UMC 10.

Bob Carlisle, M.A.

Section 500: Tuesdays, February 9-March 30, 6:30-9:30 p.m. 8 sessions. Engineering Center CR 1-34. \$170.

CCA 305 Introduction to Programming I

Novice Level

This is an excellent first programming course. Learn common logic patterns used for programming algorithms. Programs in Pascal will be presented as students learn to write top-down code, modularize programs, and apply if statements and loops. Develop good structured programming habits and write top-down, elegant, well-documented code! Required text: *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 500: Mondays, January 25-March 8, 6:30-9:30 p.m. 7 sessions. Engineering Center CR 1-34. \$170.

CCA 306 Introduction to Programming II

Intermediate Level

This is a follow-up course to CCA 305 Introduction to Programming I for those who want a chance to do more hands-on programming. We will work with sample programs and consider approaches to debugging. Students will write many of their own Pascal programs using nested loops, nested ifs and subroutines. Prerequisite: CCA 305 Introduction to Programming I or permission of the instructor.

Charry Stover, M.S.

Section 500: Saturdays, May 1-15, 9 a.m.-12:30 p.m. 3 sessions. Engineering Center CR 1-34. \$90.

CCA 315 Introduction to Programming Using Pascal

Novice Level

This introductory programming course is structured after the University's CS-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include: structured programming; types: records, arrays, files and sets; and dynamic data structures using pointers. It is designed to provide a sound background for entering a computer science degree program or for a course in "C" programming. The programming language used is Turbo Pascal 6.0. No programming experience is required. Bring a 3.5 inch DS/DD diskette. Recommended text: *Turbo Pascal*, 3rd Edition, Walter J. Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 500: Wednesdays, February 10-April 7, 6:30-9:30 p.m. 9 sessions. Engineering Center CR 1-34. \$170.

CCA 320 Introduction to C Programming

Intermediate Level

Master the fundamentals of C programming, including: data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, basics, arrays, strings, pointers, and structures. We strongly emphasize portability, readability, efficiency, and maintenance issues. Format is lecture with homework exercises to reinforce lecture concepts. Some programming experience required. Fluency in almost any language will suffice; Pascal, ALGOL, or a similar language preferred. Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 500: Mondays, January 25-March 8, 6:30-9:30 p.m. 7 sessions. Hale Science Building 270. \$250.

CCA 325 Intermediate C Programming

Specialized Level

First, we examine the ANSI changes to the language. Then, each week we explore a particular topic in more detail, delving into more complex data structures, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Also covered: techniques for writing portable code, and ANSI enhancements to the language. Prerequisite: CCA 320 Introduction to C Programming or 6 months C programming experience and comfort with introductory topics (including pointers). Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 500: Mondays, March 29-May 10, 6:30-9:30 p.m. 7 sessions. Hale Science Building 270. \$250.

CCA 324 Advanced Topics in C Programming

Specialized Level

This advanced course is a one-day tutorial for intermediate C programmers who want to explore more powerful features. We emphasize ANSI changes to the language, portability techniques, and object-oriented programming. We begin with a quick review and progress to advanced preprocessor features. We cover data structures used for special purposes, and look at a technique for writing and reading portable binary data files that can be moved to other platforms. We explore functions and pointers, to extend a portable file I/O example. We conclude with examples that illustrate data encapsulation and dynamic binding as basic techniques for object-oriented programming in C.

Carol J. Meier, M.S.

Section 500: Saturday, February 6, 9 a.m.-4:30 p.m. 1 session. Computing Center 123. \$150.

CCA 327 Introduction to C++ Programming

Intermediate Level

C++ is an extension of C that supports "object-oriented programming," focusing on the *class* (an extension of C's *struct*). We cover class member functions, constructors and destructors, followed by class inheritance and virtual functions. Also, language extensions not directly related to object-oriented programming, including: function overloading, default arguments, function prototypes, constants, and in-line functions are discussed. Best of all, we cover what not to use and what features to avoid. Prerequisite: CCA 325 Intermediate C Programming or equivalent knowledge. CCA 324 Advanced Topics in C Programming is also preferred.

Tom Cargill, Ph.D.

Section 500: Mondays, January 25-March 1, 6:30-9:30 p.m. 6 sessions. Education 220. \$235.

CCA 328 Intermediate C++ Programming

Specialized Level

Continue in an in-depth treatment of C++ and object-oriented programming, starting with features needed in production programming: static members; abstract base classes; protected access; friends and arrays of objects; and the process by which programs are built: header files; type-safe linkage; linking with C code. More specialized material includes: operator overloading and references; initialization versus assignment; multiple inheritance; templates and exceptions. Prerequisite: CCA 327 Introduction to C++ Programming.

Tom Cargill, Ph.D.

Section 500: Mondays, March 29-May 3, 6:30-9:30 p.m. 6 sessions. Education 220. \$235.

Software Applications on IBM and Compatibles

Graphical User Interfaces

CCA 210 Introduction to Windows (Version 3.1)

Intermediate Level

Microsoft Windows (with IBM Presentation Manager and other desktop accessories) is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, the future of OS/2, and Windows as a productivity enhancement.

Section 501: Lisa Kelly, B.A.
Tuesdays, January 26-February 9,
6:30-9:30 p.m. 3 sessions.

Section 502: Samten Nagarajan, B.A.
Saturday, February 13,
9 a.m.-4 p.m. 1 session.

Section 503: Samten Nagarajan, B.A.
Saturday, April 3, 9 a.m.-4 p.m. 1 session.

All Sections: Computing Center 114. \$96.

(Left to right) Bonnie Mettler, Elizabeth Frank and Barbara Beck in Adobe Illustrator class. Mettler says it's her first, "but not my last." Having moved back to the U.S. after some years in Paris, she's using transitional time to update skills. Frank and Beck are both graphic designers for the Boulder Daily Camera. Barbara Beck says, "It was great. It filled us in on a lot of things we weren't that comfortable with in the past—really thorough and covered a lot of what we need."

Word Processing

CCA 375 Word for Windows (Version 2.0)

Novice Level

Learn all the fundamentals with Microsoft Word for the IBM/compatible Windows environment—a powerful package. We cover everything you need to create a simple document: editing and filing documents, cursor movement, deleting, simple formatting, the help system, special effects, and printing. Bring a 5¼ inch DS/DD diskette.

Samten Nagarajan, B.A.

Section 500: Wednesdays, January 20-February 10, 6:30-9:30 p.m. 4 sessions.
Computing Center 142. \$130.

CCA 380 Beginning WordPerfect 5.1 Word Processing

Novice Level

Learn to use WordPerfect 5.1 to produce and edit simple documents. Learn to set margins and tabs, copy and move blocks of text, check spelling, use the thesaurus, and print documents. An understanding of file save and disk management principles is assumed. Prerequisite: CCA 120 Introduction to IBM and Compatible Computers, CCA 100 Computer Literacy or equivalent experience. Bring a 5¼ inch DS/DD diskette.

Section 501: Lisa Kelly, B.A., WordPerfect Certified Instructor.

Wednesdays, January 20-February 3.

Section 502: Michelle Sharon, B.S.
Fridays, March 5-19.

Both Sections: 6:30-9:30 p.m. 3 sessions.
Computing Center 114. \$115.

CCA 382 Intermediate WordPerfect 5.1

Intermediate Level

If you like WordPerfect 5.1, this course helps you use it to full advantage. We cover file management, page format (headers, footers, page layouts, page numbers), columns, macros, and merge and sort. Prerequisite: CCA 380 Beginning WordPerfect 5.1 Word Processing or comparable experience. Bring a 5¼ inch DS/DD diskette.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 500: Wednesdays, March 17-31,
6:30-9:30 p.m. 3 sessions.
Computing Center 142. \$115.

CCA 385 Tables and Forms with WordPerfect 5.1

Intermediate Level

Create your own calendars, invoices, lists, fill-in formats for preprinted documents, and government and tax forms. Topics include automatic numbering, graphic lines, macros, math, merges, and fonts as tools to customize forms. Bring a printed form to use as a class project, and a 5¼ inch DS/DD diskette.

Peggy Purvis.

Section 500: Saturday, March 20,
9 a.m.-4 p.m. 1 session.
Computing Center 114. \$95.

CCA 386 WordPerfect 5.1—Macros

Advanced Level

Learn to create, edit, delete, and organize macros for everyday use, plus an introduction to the macro programming language. Any WordPerfect 5.1 user will appreciate these shortcuts to automate often-used functions. Many ideas and examples will be provided but feel free to bring your own class work. Bring a 5¼ inch DS/DD diskette.

Peggy Purvis.

Section 500: Wednesdays, April 28-May 5,
6:30-9:30 p.m. 2 sessions.
Computing Center 114. \$115.

CCA 387 WordPerfect 5.1—Reports

Advanced Level

Learn to use WordPerfect 5.1's advanced features to assist in writing lengthy reports or technical documents. Topics include automatic outlines, footnotes/endnotes, headers/footers, page/paragraph/line numbering, table of contents, indexes, master/sub document styles, bringing graphics into text. Bring a 5¼ inch DS/DD diskette.

Peggy Purvis.

Section 500: Saturday, April 17,
9 a.m.-4 p.m. 1 session.
Computing Center 114. \$95.



CCA 388

WordPerfect 5.1—Merge/Sort

Advanced Level

Enhance your WordPerfect skills by mastering the merge and sort commands. Prepare "personalized" letters by merging information from a mailing list or a form letter. Learn how to import data from other software, such as dBase. Obtain hands-on practice to create documents using lists, envelopes, mailing labels and reports. Bring a 5¼ inch DS/DD diskette.

Peggy Purvis.

Section 500: Wednesdays, April 14-21, 6:30-9:30 p.m. 2 sessions.

Computing Center 114. \$95.

CCA 389

WordPerfect 5.1 for Windows

Intermediate Level

Access the power of WordPerfect 5.1 for Windows by learning the special functions available in the Windows environment. Utilize commands to more effectively manage your files and documents. Bring a 5¼ inch DS/DD diskette.

Michelle Sharon, B.S.

Section 500: Saturday, May 8, 9 a.m.-5 p.m. 1 session.

Computing Center 142. \$100.

Spreadsheets

CCA 345

Excel for Windows

Novice Level

Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic worksheet skills (entering data, formatting cells, creating formulas, etc.), and explore the wealth of graphic features like 3-D bar and pie charts, with rotational capabilities. 1-2-3 users will learn how easily Excel reads their files, and the extensive Help facility, designed with them in mind. A prior knowledge of Windows is helpful for this course.

Dennis Taylor, M.S.

Section 501: Thursdays, January 21-February 11, 6:30-9:30 p.m. 4 sessions.

Section 502: Saturdays, February 20-27, 9 a.m.-4 p.m. 2 sessions.

Both Sections: Computing Center 114. \$125.

CCA 330

Beginning Lotus 1-2-3

Novice Level

Boost your productivity by learning to use Lotus efficiently. Learn practical guidelines for: designing and building spreadsheets with classic problem-solving steps; database sort and query; graphics/chart generation; and printing. We cover: copying, ranges, painting, pointing, @ functions, and relative and absolute referencing. Hands-on exercises reinforce learning. Updated for Version 2.2 (2.0 and 3.1 users are accommodated). Bring a 5¼ inch DS/DD diskette.

Section 501: Lisa Kelly, B.A.

Saturdays, January 30-February 6, 9 a.m.-4 p.m. 2 sessions.

Section 502: Michelle Sharon, B.S.

Thursdays, February 18-March 11, 6:30-9:30 p.m. 4 sessions.

Section 503: Dennis Taylor, M.S.

Thursdays, March 18-April 8, 6:30-9:30 p.m. 4 sessions.

All Sections: Computing Center 114. \$135.

CCA 332

Intermediate Lotus 1-2-3

Intermediate Level

Master more advanced applications through work in four areas. *Advanced commands* covers: menu items, worksheet, range, and file commands, with attention to preventing data loss, range naming and manipulating, global search/replace and enhancements. *File linking* encompasses design, approaches, and rules for linking files. All categories of @ functions are studied. *Macros* are covered last (defining, naming, rules). Hands-on exercises in all four areas. Updated for significant enhancements of version 2.2/2.3. Bring a 5¼ inch DS/DD diskette. Prerequisite: CCA 330 Beginning Lotus 1-2-3 and/or working knowledge of Lotus spreadsheets.

Section 501: Nancy VanWechel, M.B.A.

Saturdays, April 24-May 1, 8:30 a.m.-12:00 noon. 2 sessions.

Computing Center 114. \$125.

Section 502: Dennis Taylor, M.S.

Thursdays, April 29-May 13, 6:30-9:30 p.m. 3 sessions.

Computing Center 142. \$125.

CCA 334

Advanced Lotus 1-2-3

Intermediate Level

For the experienced Lotus user, this is a comprehensive review of format to enhance spreadsheet construction and data interpretation. Major sections include: memory optimization techniques, hints and hazards, advanced data commands, file translation, and advanced macros. Advanced data commands include tables, distribution, regression, matrix multiply, and database statistics. The macro section includes version 2.2 learn and macro manager along with special macro commands. We focus on version 2.2 and 3.1 concepts but 2.0 users are accommodated. Bring a 5¼ inch DS/DD diskette.

Dennis Taylor, M.S.

Section 500: Saturday, May 15, 9 a.m.-5 p.m. 1 session.

Computing Center 114. \$95.

Dennis O'Hearn is an excavating contractor in Boulder who's within a couple of classes of the Certificate in Computer Applications. He says, near as he can tell, the classwork has nothing to do with his business, "I just have a yearning to create as I get older," he laughs.



Computer Aided Design

CAD 311 Beginning Computer Aided Design

Novice Level

Once associated with extensive programming knowledge and large, expensive computer systems, Computer Aided Design (CAD) is now an affordable tool for anyone interested in drafting and design. This intensive, two-session course covers the basics of systems start-up and a review of potential microcomputer-based applications. Topics include:

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

A technical background is not required, but some familiarity with microcomputers is helpful. This course is highly recommended for those who have no CAD background, but have a desire to learn more about this rapidly expanding field.

Who Should Attend: Beginning CAD is especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Those who interface with CAD personnel, need basic information, and have no CAD background will benefit, too. David W. Claflin, M.Arch.

Section 500: Mondays, January 25-February 1, 6:30-9:30 p.m. 2 sessions. Computing Center 142. \$70.

CAD 322

Computer Aided Design: Level I

Novice Level

Explore the capabilities of computer aided design, using AutoCAD Version 12 on a 486/50 MHz PC. We cover drawing set-up, creating and editing points—all the skills you need to create, edit and plot your own drawings. Topics include:

- Loading AutoCAD
- Drawing editors
- New drawing set-up
- Text specifications and editing commands
- MIRROR commands
- Display commands
- Producing hardcopy
- Layering
- Putting it all together

Who Should Attend: Level I is for anyone involved, or who plans to be involved, in technical drawing or drafting. It is helpful for architects, engineers, or designers who need these skills to upgrade their work, anyone interested in the dynamic CAD field.

Section 501: Dan Myers, M.S.
Thursdays, January 21-March 11,
6:30-9:30 p.m. 8 sessions.

Section 502: David W. Claflin, M.Arch.
Mondays, February 8-March 29,
6:30-9:30 p.m. 8 sessions.

Section 503: Philip M. Kreiker, MSEE
Tuesday-Friday, February 16-19,
9 a.m.-4 p.m. 4 sessions.

All Sections: Computing Center 142. \$290.

CAD 333

Computer Aided Design: Level II

Intermediate Level

Level II is an expert instruction for people seeking advanced CAD drafting capabilities. The class will be using AutoCAD Release 12 on 486/50 MHz PCs. Topics include:

- Semiautomatic dimensioning
- Dimensioning variables
- Isoplanar grids
- Object snap and aperture commands
- 3-D and prototype drawings
- Highly useful, less known commands
- Compatibility with other software
- STATUS Utility
- Purpose and components overview
- Attributes
- Wireframe construction and viewpoint selection
- Advanced file management

Recommended prerequisite: CAD 322 Computer Aided Design: Level I or equivalent hands-on experience.

Who Should Attend: Level II is helpful for engineers, architects, and designers seeking to advance computer applications in their fields. Skills also apply to a variety of other fields.

Section 501: Philip M. Kreiker, MSEE
Wednesday-Friday, March 10-12,
9 a.m.-4 p.m. 3 sessions.

Section 502: Dan Myers, M.S.
Thursdays, March 18-April 22,
6:30-9:30 p.m. 6 sessions.

Section 503: David W. Claflin, M.Arch.
Mondays, April 5-May 10,
6:30-9:30 p.m. 6 sessions.

All Sections: Computing Center 142. \$270.

CAD 345

Computer Aided Design: Level III Customizing AutoCAD

Specialized Level

Level III is designed for professionals who are customizing a microcomputer-based CAD system to modify drawings and handle routine tasks more quickly. Generating slide shows and presentation-quality hardcopy are covered. The class will be using AutoCAD Release 12 on 486/50 MHz PCs. Topics include:

- Custom libraries and menus
- Creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and modifying text fonts
- Macros and custom menus
- Adding commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- System variables

Prerequisite: CAD 333 Computer Aided Design Level II or very extensive AutoCAD use.

Who Should Attend: Lead draftspeople, lead engineers, those with specific or unique applications for CAD should register for CAD Level III; it will be very helpful for any advanced user who wants to maximize system benefit.

Section 501: Brad Strong, M.A.
Wednesdays, April 7-May 12,
6:30-9:30 p.m. 6 sessions.

Section 502: Philip M. Kreiker, MSEE
Wednesday-Friday, April 14-16,
9 a.m.-4 p.m. 3 sessions.

Both Sections: Computing Center 142. \$280.

CAD 355

AutoCAD 3D and Advanced Modeling Extension

Specialized Level

Work with Advanced Modeling Extension Release 2.1 in a 3D environment, both wireframe and solids. Utilize a 486/50 MHz PC with AutoCAD Release 12. All 3D commands and techniques explained and applied. Topics include:

- 3D lines, faces, surfaces
- UCS
- DVIEW, VPOINT, MVIEW commands
- MODELSPACE and PAPERSPACE
- Modifying and interrogating solids
- Boolean operations

Prerequisites: CAD 322 and CAD 333 Computer Aided Design Level I and II, or equivalent experience.

Who Should Attend: The Advanced Modeling Extension is designed for architects, designers, drafters, engineers and others involved in 3D design.

Section 501: Brad Strong, M.A.
Saturdays, April 17-24,
9 a.m.-4 p.m. 2 sessions.

Section 502: Philip M. Kreiker, MSEE
Wednesday-Thursday, May 5-6,
9 a.m.-4 p.m. 2 sessions.

Both Sections: Computing Center 142. \$230.



Database

CCA 235 Introduction to SAS— Statistical Analysis System

Intermediate Level

Get comfortable with SAS, a valuable business/research tool. We cover SAS language, processing data into SAS data sets, manipulating data, and SAS procedures for analyzing, rearranging, displaying and summarizing data.

Otis Pratt, M.S.

Section 500: Tuesdays, April 6-May 11,
6:30-10 p.m. 6 sessions.

Engineering Center CR 1-34. \$99.

CCA 237 Introduction to ObjectVision 2.0: Application Builder for Database Management

Intermediate Level

Create custom Windows applications without any special computer experience. Create ObjectVision applications that let you place text, graphics, fields, etc.—on the screen and connect the application to a database. ObjectVision is a Microsoft Windows object oriented database application builder that interfaces to text, dBase IV/V, Paradox and Novell Btrieve database applications. This introductory course will explain how this tool can be used to access these databases with a graphical user interface. Attendees do not need a programming background but should have experience writing macros in programs like Microsoft Excel, dBase or a word processor like Ami Pro.

Dale Heuer, BSEE, M.B.A.

Section 500: Wednesdays,
February 10-17, 6:30-9:30 p.m.

2 sessions. Computing Center 114. \$90.

CCA 370 Database Management: Applying a Database Tool with FoxPro and dBase IV

Intermediate Level

The information age is upon us. Today's business needs simple, cost-effective means to store, extract and organize data for decision making purposes. dBase IV and FoxPro are today's leaders in the database arena. This course covers the database concept; methods to organize, access and report information; and how to develop applications for specific needs. We study the "x-base" language including dBase III+ and IV, Clipper, and FoxPro 2.0 and how to get along in all environments. Bring to class one or two 3.5 inch or 5¼ inch DS/DD diskettes.

Clyde Getty, B.S.

Section 500: Mondays, January 25-
February 22, 6:30-9:30 p.m. 5 sessions.

Computing Center 114. \$165.

CCA 372 Database Management: Advanced Management with FoxPro and dBase IV

Intermediate Level

Explore more advanced and sophisticated features of these powerful database systems. We cover how and when to use multiple files, use of relations, normalization, use of functions, indexes, and total system design. This class also includes a short introduction to programming. Familiarity with dBase III+, IV, FoxPro or Clipper is a requirement. Bring to class one or two 3.5 inch or 5¼ inch DS/DD diskettes.

Clyde Getty, B.S.

Section 500: Mondays, March 1-22,
6:30-9:30 p.m. 4 sessions.

Computing Center 114. \$125.

CCA 373 Database Management: Programming Database Application with FoxPro and dBase IV

Intermediate Level

Learn how to put your database knowledge together to create your own sophisticated applications using dBase IV and FoxPro 2.0. Topics include how to design a software system, special programming commands, and methods to develop solid database applications. We discuss advantages and disadvantages of various "x-base" language alternatives as well as programming for all database environments. Familiarity with dBase III+, IV, FoxPro, or Clipper is a requirement. Some programming experience is recommended. Bring to class one or two 3.5 inch or 5¼ inch DS/DD diskettes.

Clyde Getty, B.S.

Section 500: Mondays, March 29-April 12,
6:30-9:30 p.m. 3 sessions.

Computing Center 114. \$100.

CCA 379 Database Management: Programming Database Applications with Clipper 5.0

Intermediate Level

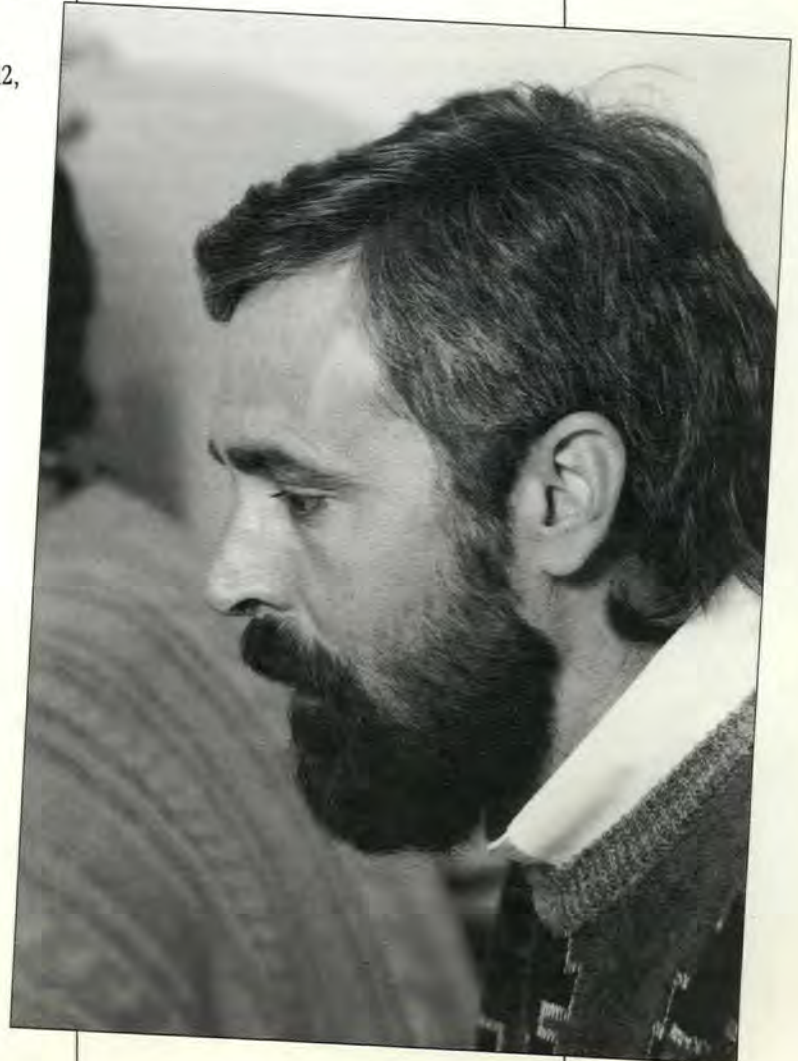
Learn how to put your database knowledge together to create your own sophisticated applications using Clipper 5.0. Clipper 5.0 is a leader in the database application development market. Topics include how to design a software system, special programming commands, shortcuts and methods to develop solid database applications. We discuss advantages and disadvantages of various "x-base" language alternatives as well as programming for all database environments. Familiarity with dBase III+, IV, FoxPro, or Clipper is a requirement. Programming experience is recommended. Bring to class one or two 3.5 inch or 5¼ inch DS/DD diskettes.

Clyde Getty, B.S.

Section 500: Mondays, April 19-May 3,
6:30-9:30 p.m. 3 sessions.

Computing Center 114. \$100.

Greg Strider just bought a Mac and is making good progress toward a certificate in Commercial Design. The program enables him to use his fine arts background to explore a long-standing interest in design work.



Desktop Publishing

CCG 377 Introduction to PageMaker Desktop Publishing

Novice Level

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 500: Saturdays, January 23-30,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$160.

CCG 386 Advanced PageMaker Desktop Publishing for the IBM PC

Intermediate Level

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look of your work. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 500: Saturdays, February 6-13,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$160.

CCG 387 Ventura Desktop Publishing

Novice Level

Learn to use this popular software to enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished products is done in class. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 500: Saturdays, February 20-27,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$160.

Computer Graphics

CCG 351 Computer Graphics Art: Level I

Novice Level

The drawing board of the future is a computer screen. Hands-on understanding begins here. See what's new, and do in-class work that lets you use the computer as a creative tool. Three of the top rated object-oriented application packages are introduced. Software packages include: CorelDRAW!, Micrografx Designer, and Aldus FreeHand. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes, special effects using 3-D and airbrush with fountain fills are introduced. We cover creative use of graphic tools, font manipulation, layout, design considerations for logos and illustrations, and the production of business graphics. Do some exciting leading-edge work. This course will be more comfortable if you have some knowledge of DOS and Windows. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 501: Tuesdays,
January 19-February 16.

Section 502: Tuesdays,
February 23-March 23.

Both Sections: 6:30-9:30 p.m. 5 sessions.
Computing Center 142. \$150.

CCG 361 Computer Graphics Art: Level II

Intermediate Level

This progressive course takes you to the next level of computer graphics skill. Gain hands-on experience solving design problems. We cover: making a logo, fill patterns, advanced illustration, grids, production from start to finish, portfolio preparation using color laser prints. We focus on drawings for high resolution output. Software used is an ideal tool for creating professional-quality art work, business graphic presentations, and technical illustrations. We learn how to produce slides from artwork. This course is ideal for people in the visual arts, or anyone interested in this dynamic field. Prerequisite: CCG 351 Computer Graphics Art: Level I, comparable experience or instructor approval. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 500: Saturdays, April 3-10,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$160.

Software Applications on Apple Macintosh

Database

CCA 215 Beginning HyperCard

Novice Level

HyperCard is a self-contained programming environment designed to allow "non-programmers" to create their own customized database applications that can run on Macintosh. HyperCard allows you to design and create databases with the same ease and facility that word processing programs permit you to create documents. In this beginning class, we examine the tools used by HyperCard, how to use them, and how to make the basic elements of HyperCard (stacks) work together. We will work together to create a special stack that shows you many of HyperCard's unique features. You should be familiar with the Macintosh interface (e.g., using a mouse, using pull down menus, etc.), but you do not need to know or have had any experience in a programming language. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 500: Saturday, March 20,
9 a.m.-4 p.m. 1 session.
Fine Arts C1B53. \$75.



CCA 216 Intermediate HyperCard

Intermediate Level

Using the tools associated with this creative database application, we will explore its use in designing and creating interactive relational databases. We will begin to use the HyperTalk scripting language to illustrate the power and versatility of this programming environment. More time will be spent on stack design, interface issues, data management, and control features that make your stacks really interesting and useful. Special attention will be given to the scripting of Buttons, Fields, and Cards. Some prior knowledge of a programming language would be useful but is not necessary to participate. Completion of CCA 215 Beginning HyperCard would be very useful. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 500: Saturday, April 10,
9 a.m.-4 p.m. 1 session.
Fine Arts C1B53. \$75.

CCA 217 Advanced HyperCard

Advanced Level

In this class, we will focus primarily on the use of HyperTalk in programming your database. We will cover message handlers, trapping, HyperTalk commands, functions, and operators. The aim of this course is to give you a complete understanding of how HyperCard works. You should be able to script your own stacks after taking this course. Knowledge of Pascal or some other programming language would be helpful, or completion of CCA 215 Beginning HyperCard and CCA 216 Intermediate HyperCard. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 500: Saturday, May 1,
9 a.m.-4 p.m. 1 session.
Fine Arts C1B53. \$75.

Integrated Software

CCA 201 Applying Microsoft Works

Novice Level

Get to know an extremely useful system, featuring a word processor with drawing and mail merge; a spreadsheet, with interactive charting; a database with full information retrieval and organization; and a communications program, all in one package. Another plus—multiple documents can be on-screen at once, making it easy to cut and paste. This course provides an excellent overview of Works and prepares you for comfortable use. Bring a 3.5 inch DS/DD diskette.

J. Burke Taft, M.Ed.

Section 500: Saturdays, February 6-13,
9 a.m.-4 p.m. 2 sessions.
Fine Arts C1B53. \$125.

Word Processing

CCA 378 Beginning Microsoft Word

Novice Level

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

Steven A. Johnson, B.S.

Section 501: Mondays,
January 25-February 15.

Section 502: Mondays,
February 22-March 15.

Both Sections: 6:30-9:30 p.m. 4 sessions.
Fine Arts C1B53. \$135.

CCA 381 Advanced Microsoft Word

Intermediate Level

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

Steven A. Johnson, B.S.

Section 500: Mondays, March 22-April 5,
6:30-9:30 p.m. 3 sessions.
Fine Arts C1B53. \$99.

Spreadsheets

CCA 336 Excel Spreadsheet Productivity

Novice Level

Discover features that make Excel a powerful and easy-to-use productivity tool for the Macintosh and see how it works with other software. Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We will study formulas and functions, the database, charting and graphing, and macros. Bring a 3.5 inch DS/DD diskette.

J. Burke Taft, M.Ed.

Section 501: Fridays, January 29-
February 19, 6:30-9:30 p.m. 4 sessions.

Section 502: Saturdays, April 17-24,
9 a.m.-4 p.m. 2 sessions.

Both Sections: Fine Arts C1B53. \$135.

Desktop Publishing

CCG 371 Introduction to Aldus PageMaker

Novice Level

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. Bring a 3.5 inch DS/DD diskette.

Section 501: Joan Blakeman.

Thursdays, February 25-March 25.

Section 502: Sharon Pike, M.S.

Mondays, April 12-May 10.

Both Sections: 6:30-9:30 p.m.

5 sessions. Fine Arts C1B53. \$160.

CCG 373 QuarkXPress for the Designer

Novice Level

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using Quark-

XPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulating graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. Recommended text: *QuarkXPress 3.1 by Example*, University Book Center, UMC 10.

Section 501: Tim Meehan.

Saturdays, January 23-30,

9 a.m.-5 p.m. 2 sessions.

Section 502: Joan Blakeman.

Thursdays, April 8-May 6,

6:30-9:30 p.m. 5 sessions.

Both Sections: Fine Arts C1B53. \$160.

CCG 374 Advanced QuarkXPress

Intermediate Level

QuarkXPress is an advanced publication design and graphic production software package that incorporates remarkable precision and broad versatility, making it the ideal software tool for the professional graphic designer. This class is an extension of the beginning QuarkXPress class. Focus will be on professional use of QuarkXPress and how to exploit its unique features and precision in higher-end pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks that only QuarkXPress can accomplish will be discussed. Recommended text:

QuarkXPress 3.1 by Example, University Book Center, UMC 10.

Tim Meehan.

Section 500: Saturdays, May 8-15,

9 a.m.-5 p.m. 2 sessions.

Fine Arts C1B53. \$160.

Computer Graphics

CCG 356

Basic Macintosh Computer Art

Novice Level

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

Section 501: Michael Nash, M.F.A.
Wednesdays, January 20-February 17,
6:30-9:30 p.m. 5 sessions.

Section 502: Barry Ratliff, M.F.A.
Saturdays, March 27-April 3,
9 a.m.-5 p.m. 2 sessions.

Both Sections: Fine Arts C1B53. \$150.

CCG 365

Adobe Photoshop

Intermediate Level

Course focuses on image processing capabilities of Adobe Photoshop. Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. Course is project oriented to allow hands-on experience. Prerequisite: some familiarity with a Macintosh paint program or photographic experience. Bring a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.

Section 500: Wednesdays,
March 17-April 14, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$150.

CCG 366

Adobe Illustrator

Intermediate Level

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! Prerequisite: CCA 105 Introduction to the Macintosh or equivalent Macintosh experience. Some familiarity with other graphic packages is helpful. Bring a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.

Section 500: Saturdays, February 20-27,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$150.

Students say Michael Nash has an amazing ability to get a point across, to help people grasp new concepts, while making learning fun. Nash, who holds an MFA and a masters degree in music, wants people to understand that computer technology is a legitimate art-making medium. He says the state of the art now is formative. "It's about trying to develop an esthetic in terms of computer-generated design." And he adds, "I get such a charge out of this. It's very exciting for me."

CCG 367

Aldus FreeHand

Intermediate Level

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

Michael Nash, M.F.A.

Section 500: Wednesdays,
April 21-May 19, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$150.

CCG 358

Basic Macintosh Animation

Intermediate Level

Creating graphics on a Macintosh is easy, profitable and fun. Just think how much more fun it would be if they *moved*. Animation on your desk is here. We'll help you decide how to put it to use for your business or personal artmaking strategies. Explore current and future uses, and try your hand at making MacroMind Director creations. Discover the vast capabilities of this popular program for animation and for synchronizing music and sampled sounds.

Michael Nash, M.F.A.

Section 500: Fridays, April 2-30,
6:30-9:30 p.m. 5 sessions.
Fine Arts C1B53. \$150.

CCG 390

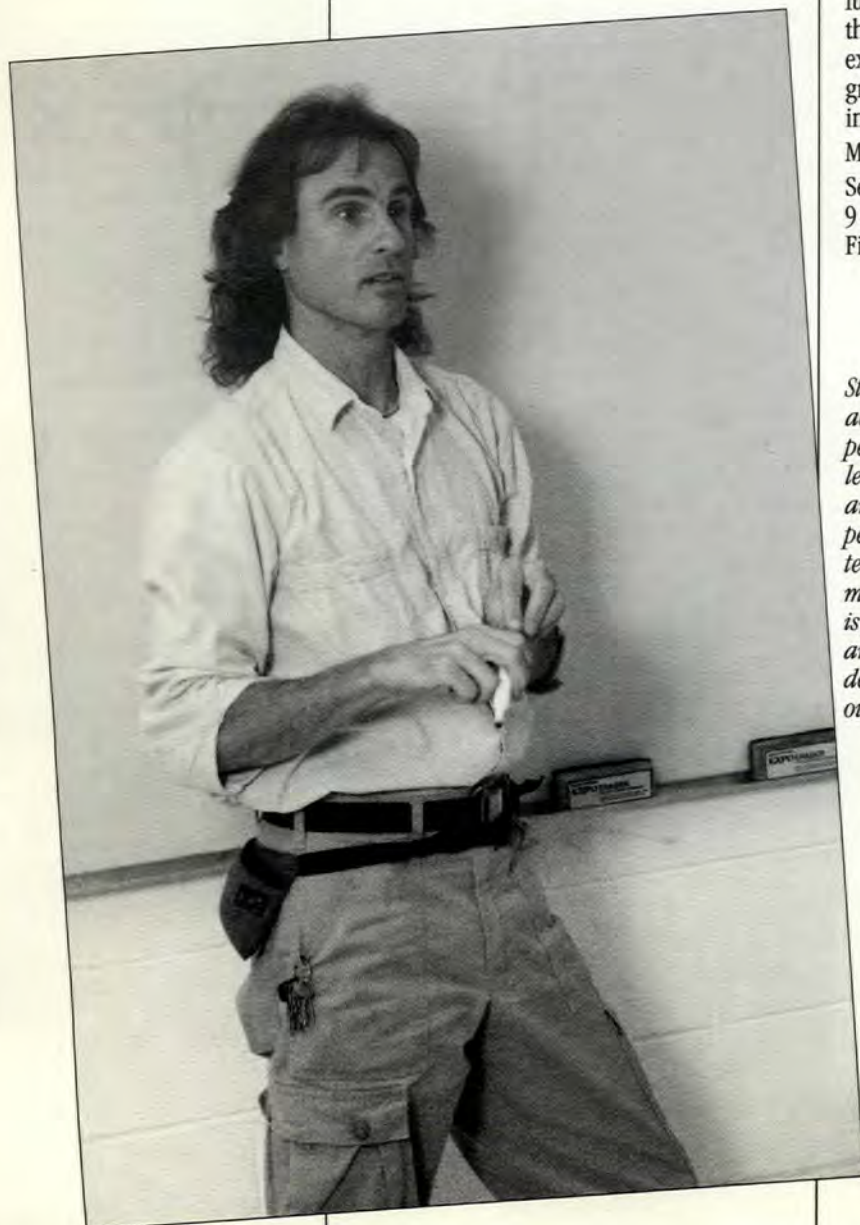
Advanced Topics in Macintosh Computer Art

Specialized Level

For the seasoned Macintosh designer, this is an opportunity to further explore object-oriented drawing, color bit-mapped painting and electronic image processing along with ideas for output. Individual projects give you comprehensive exposure. There will also be visits from other graphic pros, a visit to a service bureau and Q/A sessions—a fun, engaging way to extend your skills in an interactive, creative setting. Good background would be CCG 356 Basic Macintosh Computer Art, CCG 365 Adobe Photoshop, CCG 366 Adobe Illustrator, and CCG 367 Aldus FreeHand. Please bring examples of your work or a work in progress (disk or proofs) and a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.

Section 500: Saturdays, March 6-13,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$150.



Help Yourself to Real-World Skills.

Every day we are bombarded with messages and information. In this “noisy” environment, design becomes an increasingly effective communications tool. These courses address every aspect of the field: graphic and environmental design, publishing and illustration, advertising, cartooning and more. And provide useful information on career opportunities and strategies for approaching the job market.

Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This program is designed to not only introduce you to the world of commercial design, but also give you a basic background on how the computer can be a tool in this dynamic, growing field. There are three parts to the program:

A. Required Courses:

- CCD 210 The Commercial Artist: Design, Layout, Paste-up
- CCD 310 Commercial Art II
- CCD 330 Professional Illustration Techniques
- CCD 230 The Artist Goes to Market

B. Elective Courses

Four elective courses to introduce you to design trends.

C. Portfolio

You must complete your own fully developed professional portfolio and have it professionally reviewed. Call 492-5148 to schedule your portfolio review.

After certification, many designers continue to take classes to update skills. A transcript of your record is always available, free of charge.

Tuition varies according to the materials used and the length of time of each class. Tuition is listed at the end of each course description.

Course enrollments are limited and advance registration is required. **Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.**

Bring to class: a pencil, a ruler, a fineline pen, X-acto knife, note paper, tracing paper, a 9" x 12" pad of bristol board—plate finish, a 4-ounce can of rubber cement, and a non-photo blue pencil. Other materials and workbooks are provided. If possible, you'll also find it useful to bring work samples from your portfolio.



Commercial Art

CCD 210 The Commercial Artist I: Design, Layout, Paste-up

For beginners, an introduction to important commercial art concepts and applied techniques, stressing how to break into the profession. We cover rough composition, layout, type selection, production of camera-ready art, choice of materials and basic illustration processes used in marketing and publishing. We emphasize development of finished commercial-quality work, portfolio presentation, and client interviews.

Jill Barton

Section 500: Saturday and Sunday,
February 6 and 7, 9 a.m.-5 p.m.
2 all-day sessions. Geology 114. \$135.

CCD 310 Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Artist I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Jill Barton

Section 500: Saturday and Sunday,
March 13 and 14, 9 a.m.-5 p.m.
2 all-day sessions. Geology 114. \$135.

Calligraphy

CCD 220 Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace—cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles—proportion, letter and word spacing, divisions of calligraphy style—editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Required materials: Niji (black) calligraphy felt pen.

Jill Barton

Section 500: Monday, Tuesday, Wednesday,
February 8, 9 and 10, 5:30-10 p.m.
3 sessions. Geology 114. \$135.

CCD 320 Advanced Commercial Hand Lettering and Calligraphy

Tackle an array of professional-level problem solving projects in letter style application, including: publication design, corporate signage, wall and directional graphics, menus, brochures and corporate identity. Students should have completed the basics course (CCD 220) or obtain permission from the instructor. Required materials: Niji (black) calligraphy felt pen.

Jill Barton

Section 500:
Monday, Tuesday and Wednesday,
March 15, 16 and 17, 5:30-10 p.m.
3 sessions. Geology 114. \$135.

Marketing

CCD 230 The Artist Goes to Market

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly.

Eric Teitelbaum

Section 500: Saturday and Sunday,
February 27 and 28, 9 a.m.-5 p.m.
2 all-day sessions. Geology 114. \$135.

Illustration

CCD 330 Professional Illustration Techniques

The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, air brush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets.

Eric Teitelbaum

Section 500: Thursday and Friday,
February 25 and 26, 5:30-10 p.m.
2 sessions. Geology 114. \$95.

CCD 215 Drawing Workshop for Artists

In spite of what your friends assume, being an artist doesn't mean you can draw. But if you've always wished you could, this introductory class for the commercial artist is for you. In-class exercises and assignments sharpen your powers of observation and teach you a step-by-step method for mastering basic techniques and capturing the essence of your subject. You'll gain basic skills in line art, contour and visual communication for your portfolio.

Van Valencia

Section 500: Saturday and Sunday,
April 17 and 18, 9 a.m.-5 p.m.
2 all-day sessions. Geology 114. \$135.

Computer Graphic courses are accepted as elective courses in the Commercial Design Program. See pages 40 and 42.



Konnie Ellis works for a large law firm in Denver, but she's also a working artist (an interpretive piece is on display at the Fiske Planetarium) who took a design course "to brush up on my skills" for free-lance opportunities. Konnie says, "It was wonderful. We had a wonderful teacher."

Help Yourself to the Teleconference Solution.

With increasing fares and tighter budgets, business leaders from coast to coast are trimming travel budgets through creative use of video teleconferencing to train or retrain their workforce. Enthusiastic users point to the convenience and quality of teleconferences and to the efficiency and value this approach creates.

Must-Know Topics

Teleconferences cover a wide range of topics, providing useful information for people whose livelihood depends on current knowledge and effective training. Topics include business management, marketing, global trade, small business skills, new industrial and information technologies, advances in engineering, human resources issues, health care issues, and professional development skills.

Excellent Facilities

Most teleconferences are presented during daytime hours at the Coors Events/Conference Center on the Boulder campus, near the corner of Colorado Avenue at Regent, one block west of 28th Street. Featuring six large meeting rooms and an 11,000 seat arena, the Events Center can accommodate a variety of groups.

Scheduling Information

Because they are live, teleconferences are often scheduled just a few weeks in advance. We are continually adding events to our schedule. To stay current, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178 and ask to have your name added to our permanent mailing list.

Upcoming Teleconferences

- February 2 . . . Continuous Quality Improvement in Health Care: Systems Skills
- February 18 . . . Malcolm Baldrige National Quality Award: Criteria Application for Organizational Self Assessment and Supplier Assessment
- March 23 . . . TQM: Critical Issues on Planning, Measurement, and Implementation
- April 13 Practical Tools for Continuous Improvement
- April 21 American Management Association's 6th Annual Secretaries Briefing
- May 6 Peter Drucker on "Team Work and Team Work" and "The Turn Around Situation—In Business and Non-Profit Organizations"
- May 17 A System of Profound Knowledge with Dr. W. Edwards Deming
- May 18 Inexpensive Justice: Boosting Business Revenues by Using the Small Claims Court

Special Professional and Corporate Programs

Help Yourself to Special Professional Programs.

These are focused, interactive workshops for people who need to stay on top of new developments in rapidly evolving fields. Our workshops present new knowledge and its applications in practical, real-life terms. Each one has been designed for this market, to offer fresh thinking geared to the achievement of personal and organizational goals. These programs are designed for people who are concerned about productivity and results — in business, industry, government and nonprofit organizations.

In addition, the Division of Continuing Education Corporate Programs offers on-site courses for employees in business, industry, government agencies and professional organizations. Whether you are interested in basic management or advanced computer applications, our Corporate Programs provides quality instruction with the added convenience of your location. To help meet the educational demands of your employees we can customize courses to your specific organizational needs, or you can choose from the wide variety of established courses to be presented at a site of your choice.

For More Information: For information about upcoming seminars or Corporate Programs call: (303) 492-5148, outside the Denver metro area: 1-800-332-5839 and out of state 1-800-331-2801 or come by our offices at 1221 University, Boulder or write us: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80309-0178.

Help Yourself to Career Momentum.

These college level courses can give you a useful overview of the real estate field, or help you acquire knowledge to advance your real estate career. Instruction, open to all interested individuals, covers the following areas of study:

- Continuing Education courses for current Real Estate Licensees
- Real Estate Sales and Broker Licensing courses
- Licensed Appraiser courses
- Courses in Property Management, Closings, Water Law, Commercial and Investment Properties, Computer, Foreclosure, and other real estate subjects.

For information about the complete statewide real estate schedule call 492-8666 and ask for the current Real Estate Brochure.

Real Estate Continuing Education Law—1990

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salespersons. The law requires that each licensee complete an 8-hour mandatory course with exam and fulfill the remaining 16-hour requirement with qualified elective courses. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period.

January 1, 1993 16 hours (8 mandatory—
8 elective)

January 1, 1994 24 hours (8 mandatory—
16 elective)

NCRE 07 Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance, and appraisal.

Section 401: Night Course. 14 sessions. (48 hours) Mondays and Wednesdays, January 25-March 10, 6:30-9:55 p.m.

Location: Engineering Center CR 1-46, Boulder Campus.

Tuition: \$255 plus textbooks.

NCRE 18 Colorado Contracts and Law

A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Section 401: Night Course. 7 sessions. Mondays and Wednesdays, March 15-April 12, 6:30-9:55 p.m.

No classes March 22 or 24.

Location: Engineering Center CR 1-46, Boulder Campus.

Tuition: \$125 plus text \$16.

Independent Study

Help Yourself to Independent Study.

Independent Study offers unique opportunities for learning. Correspondence Instruction and Individualized Instruction allow you to choose your own time and place for learning, freedom not offered in other academic situations. No need to wait for a term to begin. Register anytime. Work at your own pace.

College Credit

Independent Study through correspondence allows you to begin courses at any time. You work directly with an instructor by mail. More than 70 college credit courses, approved by the University, are offered in 18 academic areas.

Individualized Instruction provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus.

Applied Music Program

In conjunction with the Division of Continuing Education, the College of Music offers private instruction for most popular instruments and voice.

Lesson times are by arrangement. For further information, call 492-5149 or 492-5737.

Sanskrit

Sanskrit 1020-3 Introductory Sanskrit 2

An introduction to Sanskrit preparatory to reading classical texts.

Section 008: Mondays, January 25-May 3, 12 noon-3 p.m.

\$210 (resident).

Sanskrit 2120-3 Intermediate Sanskrit 2

An intermediate course in Sanskrit including reading classical texts. This course will be conducted as individualized instruction. Prerequisite SNSK 2110 or permission of the instructor.

Section 008: Thursdays, January 14-April 29, 11 a.m.-2 p.m.

\$357 (resident).

Call 492-6409 for information.

Real Estate Education

Noncredit independent study courses are offered to meet the educational requirements for licensing for real estate salespeople.

High School

These correspondence courses provide opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

For a Course Catalog Call or Write:

Independent Study Programs
Division of Continuing Education
University of Colorado at Boulder
Campus Box 178
Boulder, Colorado 80309-0178
303-492-8756
1-800-331-2801 (Toll Free)

English as a Second Language for Career Advancement

For speakers of English as a second language now working in Colorado, the International English Center's evening classes in speaking and writing today's English are designed to foster effective interpersonal exchange on the job and in the community.

For further information, write or call the IEC, or visit the Center's offices, just one block north of the Division of Continuing Education buildings, at 1333 Grandview Avenue.

NCFL 900 English for Speakers of Other Languages is a combined skills course at the intermediate to advanced level, emphasizing practical English for the English-speaking workplace. The classes are taught by experienced professionals from the instructional staff of the IEC's full-time program, and the Coordinator is Ellen Polsky, M.A., a UCB faculty member now completing a Ph.D. in Linguistics.

NCFL 900

Section 501: Mondays and Wednesdays,
January 25-March 3, 6:30-8:30 p.m.
IEC Classroom AB1, 1335 Grandview Avenue.
12 sessions. \$150.

Section 502: Mondays and Wednesdays,
March 29-May 5, 6:30-8:30 p.m.
IEC Classroom AB1, 1335 Grandview Avenue.
12 sessions. \$150.

**To register for NCFL 900, contact the
Division of Continuing Education. (See
Page 50 for Four Ways to Register.)**

International English Center

Campus Box 63
Division of Continuing Education
University of Colorado at Boulder
Boulder, Colorado 80309-0063
Telephone: (303) 492-5547
Fax: (303) 492-5515

CATECS

CATECS

Graduate Engineering Education at the Workplace Via TV and Videotape

Proposed Spring 1993 Courses (credit or noncredit)

The Center for Advanced Training in Engineering & Computer Science (CATECS) delivers graduate courses via live TV broadcast with two-way audio or videotapes sent directly to your work site. You can take courses for professional development or work toward a master's degree in Aerospace, Civil & Environmental, Computer Science, Electrical & Computer Engineering, Software Engineering, Mechanical Engineering, Telecommunications, or Engineering Management. *Spring registration December 1-18 (late registration: \$25 fee through January 29). Classes begin January 13.*

Aerospace: Spaceflight Dynamics, Rocket Propulsion, Spacecraft Launch/Reentry. **Civil/Environmental:** Advanced Water Treatment, Hazardous/Industrial Waste Management, Environmental Pollutants, Groundwater Modeling, Finite Element Analysis of Structures. **Computer Science:** Computer Performance Modeling, Database Systems, User Interface Design. **Electrical & Computer:** Cryptography & Data Security, Software Project Management, Microstrip Antenna Design, Synthesis of VLSI Systems, Robot Control, Digital Image Processing, Optimal Signal Processing, Advanced Machine Dynamics, 2-D Signal Processing, Power Electronics 2. **Engineering Management:** Intro. to Engineering Management, Strategy/Productivity/Quality. **Mechanical:** CAD of Mechanical Systems, Design & Manufacture to Cost, Theory of Vibrations. **Telecommunications:** Economics/Policy/Management of Telecom., Telecom. Systems, Data Com. 1, Satellite Communications, Telephone Systems, Engineering Economics. **Special Offerings:** Information Systems, Networks.

Tape Library (primarily noncredit)

Tapes of over 60 courses taught in past semesters are available for rent or purchase. Special seminars include Storage Technology, High Tech with Low Risk, and Technology and Responsibility.

For catalogs/registration, contact CATECS: (303) 492-6331 or fax 492-5987.

Campus Map

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

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

 = Emergency Call Box

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

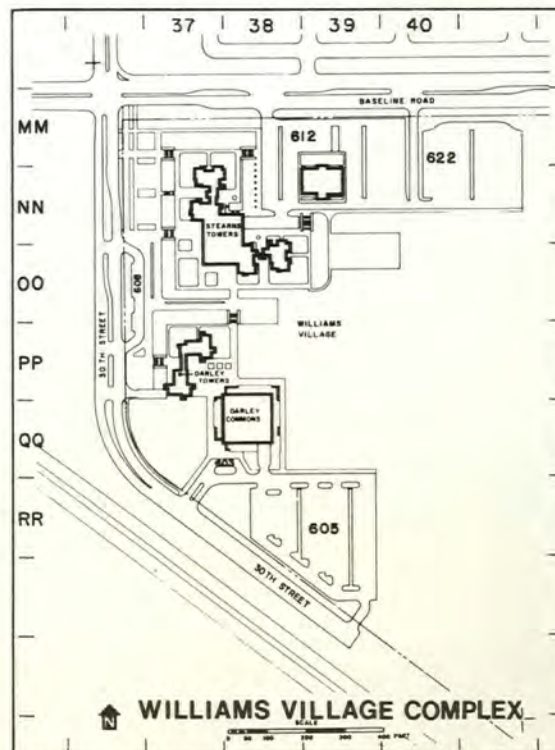
Continuing Education students may also purchase parking permits from Parking Services for an additional fee. Call 492-7384 for more information.

BUILDING KEY

Aden Hall—O-18
 Andrews Hall—V-23
 Armory (1511 University)—H-6
 Arnett Hall—V-24
 Athens Court—E-14 (not shown)
 Baker Hall—O-14
 Balch Fieldhouse—J-14
 Biopsych—K-12
 Brackett Hall—O-11
 Buckingham Hall—W-24
 Business—Q-21
 Carlson Gymnasium—J-13
 Chemistry—N-9
 Cheyenne Arapaho Hall—R-14
 Clare Small Arts & Sciences Building—H-11
 Cockerell Hall—O-19
 College Inn Conference Center—D-8
 (not shown) 29th and Athens

Colorado Court—KK-32
 Communication Disorders Bldg.—T-22
 Computing Center—AA-36
 Continuing Education—H-3, 1221-1229 University
 Cooperative Institute for Research in
 Env. Sci. (CIRES)—M-9
 Cottage No. 1—M-5
 Crosman Hall—P-19
 Darley Commons—QQ-38
 Darley Tower—PP-37
 Day Care Center (not shown)
 2202 Arapahoe—B-17
 Denison Laboratory—O-7
 Distribution Center (not shown) 2000 Central Ave.
 Duane Physical Laboratories, includes Duane
 Physics and Astrophysics, George Gamow
 Tower, Laboratory for Atmospheric and Space
 Physics (LASP), and Joint Institute for
 Laboratory and Astrophysics (JILA-Laboratory
 and Tower)—M-14
 Duane Physics and Astrophysics—M-15
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 Education—N-6
 Ekeley Chemical Laboratories Complex—M-8
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 Environmental Design—O-12
 Events/Conference Center—S-24
 Faculty-Staff Court—E-10 (not shown)
 Farrand Hall—Q-17
 Fine Arts—N-11
 Fiske Planetarium—U-20
 Fleming Law—X-20
 Folsom Stadium—K-16
 Gamow Tower—M-14
 Geology—N-5
 Guggenheim Geography—M-5
 Hale Science—K-4
 Hallett Hall—R-18
 Health Physics Laboratory (TB-9)—I-18
 Heating Plant—N-12
 Helms Arts and Sciences—N-7
 Henderson Museum—O-7
 Housing System Support—AA-33
 Hunter Science—N-11
 Imig Music—Q-13
 Institute of Behavioral Genetics—EE-28
 Institute of Behavioral Science No. 1—H-2
 1416 Broadway
 Institute of Behavioral Science No. 2—E-1
 1546 Broadway
 Institute of Behavioral Science No. 3—G-2
 1424 Broadway
 Institute of Behavioral Science No. 4—G-2
 1220 Grandview
 Institute of Behavioral Science No. 5—H-6
 1201 17th
 Institute of Behavioral Science No. 6—F-2
 1243 Grandview

International English Center—G-4
 1333 Grandview
 Joint Institute for Laboratory Astrophysics—
 N-13 (JILA-Laboratory and Tower)
 Ketchum Arts and Sciences—M-11
 Kittredge Commons—W-21
 Kittredge (includes Andrews Hall, Arnett Hall,
 Buckingham Hall, Smith Hall, and Kittredge
 Commons, Kittredge West)—W-22
 Kittredge West—V-19
 Koenig Alumni Center—I-3
 Laboratory for Atmospheric and Space Physics
 (LASP)—M-13
 Libby Hall—O-16
 Life Sciences Laboratories—L-13
 Life Sciences Research Laboratories—DD-28
 Litman Research Laboratories—BB-28
 Macky Auditorium—I-7
 Maintenance and Operations Center—I-17
 Marine Court—D-14 (not shown)
 Marine Street Science Center—AA-32
 Math Building—M-19
 McKenna Languages—J-6
 Muenzinger Psychology—L-13
 Newton Court—E-19 (not shown)
 Norlin Library—L-10
 Nuclear Physics Laboratory—CC-33
 Old Main—K-7
 Page Foundation Center—H-4
 Porter Biosciences—K-12
 Ramaley Biology—L-12
 Reed Hall—Q-19
 Regent Administrative Center—S-15
 Research Laboratory No. 2—DD-28
 Research Laboratory No. 3—BB-30
 Sewall Hall—H-10
 Sibell Wolle Fine Arts—N-11
 Smiley Court—JJ-29
 Smith Hall—X-22
 Sommers-Bausch Observatory—U-21
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 Stearns Towers—NN-38
 Student Recreation Center—I-13
 Team House—I-19
 Telecommunications Center—O-12
 Temporary Building No. 1—H-11
 Transportation Center—AA-31
 University Administrative Center—T-14
 914 Broadway
 University Club—R-10
 University Memorial Center—O-9
 University Services Center (includes Motor Pool, Service
 Center, and Research Laboratory No. 5)—AA-29
 University Theatre—M-7
 Wardenburg Student Health Center—R-13
 Willard Administrative Center (north side) and
 Willard Hall (south side)—R-16
 Williams Village (includes Darley Commons, Darley
 Towers, and Stearns Towers)—OO-39
 Woodbury Arts and Sciences—K-8



Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 51 for noncredit and certificate, page 53 for credit.
2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 51 for noncredit and certificate courses. Send both front and back of page 53 for credit courses.
3. **In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
4. **Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 51) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801.

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

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

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:

Commercial Design

Computer Applications and Computer Graphics

Management Development

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

Real Estate Education Program

Special Professional and Corporate Programs

Video Teleconferences

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.

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

Books and supplies required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.

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, and Section 504 of the Rehabilitation Act of 1973. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services, 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: Horizon Graphics & Type Co.

Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado? ☐ No ☐ Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed

Total Enclosed _____

Please register me for the course(s) listed above.

Signature _____ Date _____

Tuition Payment by Mail

Please send a check, payable to
University of Colorado, to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, CO 80309-0178
If using MasterCard, VISA, Discover
enclose the following information.

Charge: VISA ☐ MasterCard ☐ Discover ☐ (check one)

_____/_____/_____/_____

Expiration Date _____/_____

Print cardholder's name, as it appears on the charge card.

Note that credit card enrollments can be made by phone (see Registration Information).

Save Time and Money—Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.

SELECTIVE SERVICE REGISTRATION CERTIFICATION

Information on Selective Service registration must be provided in order to comply with Colorado law. Male students born after December 31, 1959, must complete this form in order to be permitted to register.

_____ 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. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

_____ I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)

_____ I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.

_____ I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

(NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector Statement does not exempt one from completing this form.)

Student Signature _____

Date _____

Optional Request for Non-Disclosure of Directory Information

Division of Continuing Education

University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

_____ I request that Directory information NOT be released. I understand that non-disclosure status will be carried forward through all terms I attend until I file a written request to remove it.

_____ I had previously selected non-disclosure status. Change my disclosure status so that Directory Information can be released.

Student Name (Print): _____

Student #: _____ Date: _____

Student Signature: _____

Credit Registration Form



**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM / TERM

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix

Mailing address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

Employment address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

BIRTHDATE

Month	Day	Year
-------	-----	------

SEX:
☐ Male
☐ Female

ETHNICITY:
☐ American Indian or Alaskan Native
☐ Asian or Pacific Islander
☐ Black
☐ Caucasian/White
☐ Hispanic
☐ I do not wish to provide this information

RESIDENCY:
☐ Colorado
☐ Other State
 Abbr. _____

MILITARY SERVICE:
☐ Non-veteran
☐ Veteran
☐ Active Duty
 Dates _____ to _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

FORMER CU STUDENT NUMBER:

--

CITIZENSHIP:

☐ C = U.S. Citizen
☐ P = Non-U.S. Citizen/permanent status
 —List alien registr. No. _____
☐ T = Non-U.S. Citizen—Country _____
 —List Type of Temporary Visa _____

MARITAL STATUS:
☐ Single
☐ Married

- 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 _____
- 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 ☐
- Are you currently on suspension from any Campus/School of CU? No ☐ Yes ☐ School _____
- Do you owe a debt to any University of Colorado campus? No ☐ Yes ☐
- Do you have a college degree? No ☐ Yes ☐ Highest Degree _____ Date Awarded _____
 College Name/City/State _____
- Have you ever been convicted of a felony? (other than traffic violation) No ☐ Yes ☐ (Attach statement)

SELECTIVE SERVICE

REGISTRATION CERTIFICATION:

☐ I certify that I am registered with the Selective Service

I am not required to register with the Selective Service because:

- ☐ I am a female.
☐ I am in the U.S. Armed Forces on active duty.
☐ I have not yet reached my 18th birthday.
☐ I am age 26, or older, as of the date of the first day of class.
☐ I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.

YOU

CHECK ONE:

☐ PARENT ☐ GUARDIAN ☐ SPOUSE

Dates of continuous physical presence in Colorado (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Dates of employment in Colorado (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
List exact years for which Colorado income taxes have been filed _____	_____	_____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Dates of active duty military service, if applicable (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Dates stationed in Colorado (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Date of your marriage, if applicable (mo./day/yr.) _____	_____/_____/_____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.) _____	_____/_____/_____ to _____	_____/_____/_____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.) _____	_____/_____/_____ to _____	_____/_____/_____ to _____
List exact years of Colorado motor vehicle registration _____	_____	_____
Dates of Colorado voter registration (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Dates of ownership of any Colorado residential property (mo./day/yr.) _____	_____/_____/_____ to ____/____/_____	_____/_____/_____ to ____/____/_____
Are your parents separated or divorced? _____	Yes _____ No _____	_____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature _____ Date _____

Save Time and Money—Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.

Optional Request for Non-Disclosure of Directory Information

Division of Continuing Education

University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

_____ I request that Directory information NOT be released. I understand that non-disclosure status will be carried forward through all terms I attend until I file a written request to remove it.

_____ I had previously selected non-disclosure status. Change my disclosure status so that Directory Information can be released.

Student Name (Print): _____

Student #: _____ Date: _____

Student Signature: _____

Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:

Division of Continuing Education

Campus Box 178

University of Colorado at Boulder

Boulder, CO 80309-0178

If using MasterCard, VISA, Discover
enclose the following information.

Charge: VISA ☐ MasterCard ☐ Discover ☐ (check one)

_____/_____/_____/_____

Expiration Date ____/____

Print cardholder's name, as it appears on the charge card.

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