

UNIVERSITY OF COLORADO AT BOULDER, **CONTINUING EDUCATION**

FALL

FALL 1988 — SCHEDULE OF COURSES, SEMINARS AND WORKSHOPS



NO TIME TO WASTE. MAKE THIS FALL THE TIME OF YOUR LIFE

We Have Three Easy Ways to Register

1. Charge It. Phone registration's simple. Charge Noncredit or Certificate courses to your Visa or MasterCard. Just call 492-6316 (after September 23, 492-5148) or 1-800-332-5839, toll-free any weekday.

2. At Your Mailbox. For Noncredit/Certificate classes, use the form on page 71. Your admission receipt comes by return mail. If you only need two or three hours of Evening Credit classes, mail in the form on page 73.

3. At Our Office. Come by 1221 University Avenue, just east of Broadway. We're there 9 a.m. to 6 p.m., Monday through Thursday, until 5 on Fridays.
You can pay by check, cash, money order, MasterCard, Visa.



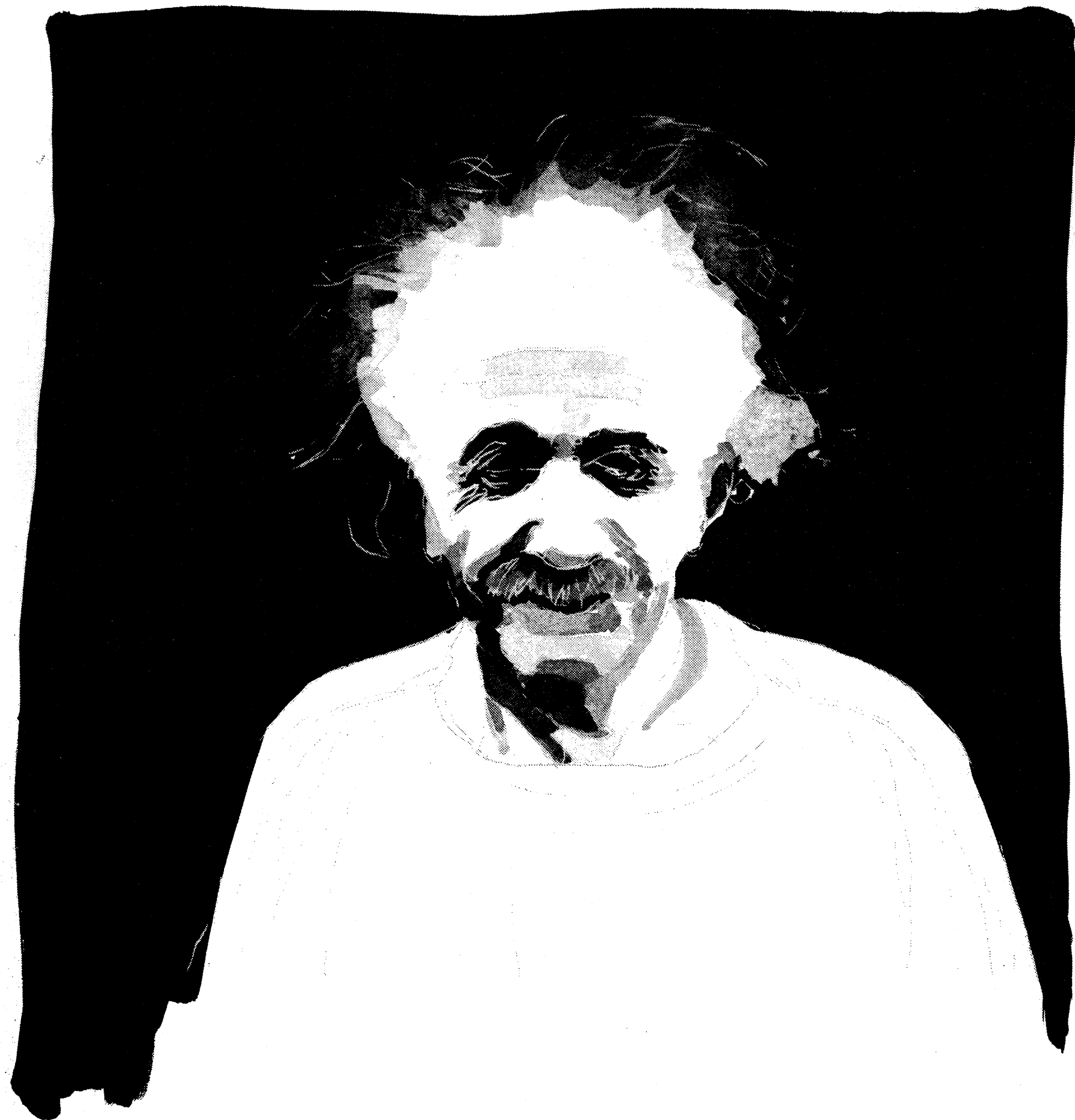
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SAVE TIME AND MONEY — USE THE POSTAGE-PAID ENVELOPE IN THE CENTER OF THIS CATALOGUE TO MAIL YOUR REGISTRATION FORM.

Photos from *The Coloradan*, Ken Abbott and Andy Katz
Illustrations by Ed Huston





TO FIT THE TIME AND SPACE OF YOUR WORLD

Boulder Evening Credit Classes

The Division of Continuing Education offers a special way for you to make the most of your time, whatever your working schedule. If there's no time for classes during the day, you can still make the most of your evenings.

You can earn full undergraduate University credit in classes with top-notch instructors. You join a diverse group of people united by their interest in personal and professional development.

You can then get started working toward the degree of your choice. Please note that each school or college will apply only a certain number of credit hours — usually 12 — toward a degree. Once you reach the maximum, the next step is applying for admission as a degree student. If you are thinking about applying to CU, please purchase a current catalogue for admission requirements.

Eligibility: You need no previous college experience — just a high school diploma or a GED. Persons on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, the College of Environmental Design, 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 \$60 per credit hour. Residency makes a difference only when you are signing up 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 to document where you've lived for the past year.

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 aren't Colorado residents, you may establish your own Colorado residency by petitioning the University for status as an emancipated minor.

If you believe your initial classification is incorrect, please feel free to discuss your status with the Classification Coordinator at 492-5148.

Tuition: Resident tuition is \$60 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 which entitles you to take as many as 17 credit hours in the Division of Continuing Education. Non-residents may take either one three-hour course for the full term or one three-hour course for session I and one three-hour course for session II and pay resident tuition.

Privileges: Total library services are yours once you enroll at no additional charge. As a Boulder Evening Credit student, you are also eligible for

- Membership in the Recreation Center (\$40 a semester)
- Wardenberg Student Health Services (\$60 a semester)
- Hospitalization plan (\$128 a semester)
- Photo IDs (\$7 cash, checks with guarantee card, Visa, MasterCard)

If you'd like to sign up for any of these additional student benefits, simply take your registration receipt to the appropriate office.

Counseling Services: Free academic counseling is available to you if you are considering enrolling in a course. For planning your degree program, deciding on a major, considering seeking a degree at all, exploring your options, or charting an academic course, feel free to call 492-5145 for an appointment.

Financial Aid: Degree students may qualify for a Guaranteed Student Loan. Applications are available in the Office of Financial Aid, Environmental Design 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 dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veteran's Affairs Office, Room 229 Willard Administrative Center or call 492-7322.

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

To Drop: To drop a credit course and to ensure that you receive any tuition refund due you, 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 copy of your PAF showing at least half-time employment to registration beginning September 6.



CREDIT CALENDAR DATES

Credit Calendar Dates You Should Know

August 8	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
September 1-2	Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
September 5	Labor Day Holiday. NO CLASSES.
September 6	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.
September 12	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
September 13	Instructor's signature required to drop Session I classes.*
September 16	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
September 19	Instructor's signature required to drop Full Term classes.*
September 26	Petition required to drop Session I classes.
October 17	Petition required to drop Full Term classes.
October 20	SESSION I TUESDAY AND THURSDAY CLASSES END.
October 24	SESSION I MONDAY AND WEDNESDAY CLASSES END.
October 31	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
November 4	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
November 7	Instructor's signature required to drop Session II classes.*
November 21	Petition required to drop Session II classes.
November 24-25	Thanksgiving Holiday. NO CLASSES.
December 6	FULL TERM TUESDAY CLASSES END.

Survival Tips

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



CREDIT CALENDAR DATES

Credit Calendar Dates You Should Know

December 7	FULL TERM WEDNESDAY CLASSES END.
December 12	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS.
December 13	FULL TERM TUESDAY AND THURSDAY CLASSES END.
December 14	SESSION II MONDAY AND WEDNESDAY CLASSES END.
December 15	FULL TERM THURSDAY CLASSES END. FULL TERM MONDAY AND THURSDAY CLASSES END.
December 20	SESSION II TUESDAY AND THURSDAY CLASSES END.
*This signature indicates you were doing passing work when you dropped the course.	

Refund Schedule

FULL TERM	SESSION I	SESSION II
100% before 2nd class	100% before 2nd class	100% before 2nd class
60% after 2nd class and through September 30	60% after 2nd class and through September 23	60% after 2nd class and through November 4
40% October 3 through October 14	40% September 26 through September 30	40% November 7 through November 11
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER



Full Term Classes by Starting Date, Fall 1988

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday Evening Courses, Begin September 12 and End December 12					
APAS	1110-3	300	7-10 p.m.	ECCR 2-06	General Astronomy
COMM	2030-3	300	6:30-9:30 p.m.	Hellems 241	Interpersonal Communication
ENGL	1260-3	300	6:30-9:30 p.m.	Hellems 285	Introduction to Women's Literature
HIST	2117-3	300	7-10 p.m.	ECCR 1-24	History of Colorado
JOUR	4802-3	300	7-10 p.m.	Hale 104	Magazine Article Writing
MATH	1070-3	300	5:30-8:30 p.m.	ECCR 2-26	Mathematics for Social Science and Business
MATH	1080-3	300	6-9 p.m.	ECCR 1-40	Calculus for Social Science and Business
PHIL	1000-3	300	7-10 p.m.	Hellems 229	Introduction to Philosophy
PSYC	2303-3	300	7-10 p.m.	Biosciences E113	Psychology of Adjustment
PSYC	4456-3	300	6:30-9:30 p.m.	Biosciences E432	Psychology of Personality
SOCY	2011-3	300	6-9 p.m.	Ketchum 234	Contemporary Social Issues
THTR	2003-3	300	6:30-9:30 p.m.	Hale 302	Acting Fundamentals
Monday and Wednesday Evening Courses, Begin September 7 and End December 12					
ARAB	1010-5	300	4:30-7 p.m.	Hellems 185	First Year (Beginning) Arabic 1
FINE	1002-2	300	7-10 p.m.	Fine Arts C175	Basic Drawing
FINE	2423-3	300	6-9 p.m.	Fine Arts C1B70	Beginning Screen Printing
FINE	4171-3	301	7-10 p.m.	Fine Arts N163	New Directions in Photography: Color
FINE	4171-3	302	7-10 p.m.	Fine Arts N161	New Directions in Photography: The Self as Subject
MATH	0990-3	301	7-8:30 p.m.	ECCR 1-42	Pre-College Mathematics
MATH	1010-3	300	6-7:30 p.m.	ECCR 1-09	College Algebra
Monday and Thursday Evening Course, Begins September 8 and Ends December 15					
CSCI	1200-3	300	7:15-8:45 p.m.	ECCR 0-38	Introduction to Programming 1 (Lecture)
Monday, Wednesday and Friday Course, Begins September 7 and Ends December 12					
HEBR	1010-5	300	11 a.m.-1 p.m. (M,W) 1-3 p.m. (F)	UMC 155	First Year (Beginning) Hebrew 1
Tuesday Evening Courses, Begin September 6 and End December 6					
ANTH	2010-3	300	7-10 p.m.	Hellems 237	Introduction to Physical Anthropology 1
COMM	1020-3	300	6:30-9:30 p.m.	Hellems 241	Introduction to Communication
ECON	2020-3	300	5:30-8:30 p.m.	ECCR 2-26	Principles of Macroeconomics
EDUC	4830-3	300	5-8 p.m.	ECCR 0-08	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
ENGL	2212-3	300	7-10 p.m.	Hellems 263	Science Fiction
GEOG	3063-3	300	6-9 p.m.	Geology 134	Maps and Mapping
HIST	1113-3	300	7-10 p.m.	ECCR 0-36	History of England 1
HIST	2114-3	300	6:30-9:30 p.m.	Hellems 247	Western Warfare and Society Since the 18th Century
HIST	4425-3	300	6-9 p.m.	Hellems 211	United States History, 1933-1968
JOUR	2001-3	301	6-9 p.m.	Macky 3C	Mass Media Writing
MATH	1020-2	300	5:30-7:30 p.m.	ECCR 1-09	College Trigonometry
PHYS	1010-3	300	5-8 p.m.	ECCR 1-03	Physical Science for Nonscientists
PSYC	2052-3	300	7-10 p.m.	Biosciences E131	Introduction to Biopsychology
PSYC	4303-3	300	6:30-9:30 p.m.	Biosciences E432	Abnormal Psychology
SOCY	1004-3	300	7-10 p.m.	Education 143	Deviance
SOCY	2003-3	300	6:30-9:30 p.m.	Hellems 252	Sociology of Death and Dying

Survival Tips

All tuition and refund assessments are subject to audit.



CREDIT CLASSES

Full Term Classes by Starting Date, Fall 1988

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Tuesday and Thursday Evening Courses, Begin September 6 and End December 13					
FINE	1171-3	300	6:30-11 p.m.	Fine Arts N161	Basic Photography 1
FINE	2097-3	300	7-10 p.m.	Fine Arts C175	Special Topics: Drawing in Color
MATH	0990-3	302	3:30-5 p.m.	Hellems 267	Pre-College Mathematics
MATH	1300-5	300	5:30-8 p.m.	ECCR 1-30	Analytic Geometry and Calculus 1
Wednesday Evening Courses, Begin September 7 and End December 7					
ENGL	3152-3	300	6-9 p.m.	ECCR 1-26	Report Writing
GEOG	1992-3	300	7-10 p.m.	Guggenheim 205	Introduction to Human Geography
GEOG	1030-3	300	7-10 p.m.	Geology 127	Our Geological Environment
HIST	1015-3	300	7-10 p.m.	ECCR 0-38	The United States to 1865
JOUR	1001-3	300	7-10 p.m.	Hale 104	Contemporary Mass Media
PHIL	1100-3	300	7-10 p.m.	Hellems 229	Ethics
PSCI	1101-3	300	6-9 p.m.	Ramaley N1B23	American Political System
PSYC	2643-3	300	7-10 p.m.	Biosciences E131	Child and Adolescent Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Hellems 267	Introduction to Sociology 1
SOCY	4014-3	300	6-9 p.m.	Hellems 201	Criminology
SOCY	4071-3	300	7-10 p.m.	Hellems 193	Technology and Modernization
WMST	2300-3	300	7-10 p.m.	Education 143	Topics in Women Studies: Women, Health and Medicine
Thursday Evening Courses, Begin September 8 and End December 15					
COMM	2200-3	300	6:30-9:30 p.m.	Hellems 137	Public Speaking
CSCI	1200-3	300	6-7 p.m.	ECCR 0-38	Introduction to Programming 1 (Recitation)
ECON	2010-3	300	5:30-8:30 p.m.	ECCR 2-26	Principles of Microeconomics
EDUC	4800-3	300	6-9 p.m.	ECCR 1-03	Supported Employment: Facilitating the Employment of People with Disabilities
EDUC	4820-3	300	6:30-9:30 p.m.	ECCR 0-08	Special Topics: Integrative Learning
ENGL	1191-3	300	6:30-9:30 p.m.	Hellems 285	Introduction to Creative Writing
ENGL	1200-3	300	6-9 p.m.	ECCR 1-26	Introduction to Fiction
ENGL	1600-3	300	7-10 p.m.	Hellems 211	Introduction to American Writers
EPOB	1210-3	300	7-10 p.m.	ECCR 1-09	General Biology 1
JOUR	2001-3	302	6-9 p.m.	Macky 3C	Mass Media Writing
PHIL	1600-3	300	7-10 p.m.	Hellems 229	Philosophy and Religion
PHYS	2070-3	300	5-8 p.m.	ECCR 1-05	Energy in a Technical Society
PSCI	2222-3	300	6-9 p.m.	Hellems 267	Introduction to International Relations
PSYC	1001-3	300	7-10 p.m.	Biosciences E113	General Psychology
SOCY	1005-3	300	7-10 p.m.	Hellems 141	Exploring Social Conflict



Session I Classes by Starting Date, Fall 1988

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Evening Courses, Begin September 7 and End October 24					
ANTH	1030-3	100	7-10 p.m.	Hellems 237	Principles of Anthropology 1
EDUC	4800-3	102	5-8 p.m.	Biosciences E130	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
ENGL	1191-3	100	7-10 p.m.	ECCR 0-08	Introduction to Creative Writing
ENGL	2051-3	100	7-10 p.m.	Hellems 181	Introductory Fiction Workshop
EPOB	2100-3	100	7-10 p.m.	Hellems 271	Introduction to Wildlife Ecology and Conservation
FILM	3550-3	101	7-10 p.m.	Norlin AV Room	Producing the Feature Film
SOCY	2031-3	100	7-10 p.m.	Education 138	Social Problems and Social Change
Tuesday and Thursday Evening Courses, Begin September 6 and End October 20					
COMM	2030-3	100	6-9 p.m.	Environmental Design 120	Interpersonal Communication
EDUC	4800-3	101	5-8 p.m.	Hale 6	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FILM	3550-3	102	7-10 p.m.	Norlin AV Room	Producing the Feature Film
GEOG	1001-3	100	6:30-9:30 p.m.	Geology 311	Environmental Systems: Climate and Vegetation
KINE	3420-3	100	7-10 p.m.	ECCR 2-28	Nutrition and Health

Session II Classes by Starting Date, Fall 1988

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Evening Courses, Begin October 31 and End December 14					
ANTH	1040-3	200	7-10 p.m.	Hellems 237	Principles of Anthropology 2
EDUC	4800-3	202	5-8 p.m.	Biosciences E130	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
ENGL	1191-3	200	7-10 p.m.	ECCR 0-08	Introduction to Creative Writing
KINE	3420-3	200	7-10 p.m.	ECCR 1-46	Nutrition and Health
SOCY	2031-3	200	7-10 p.m.	Education 138	Social Problems and Social Change
Tuesday and Thursday Evening Courses, Begin November 1 and End December 20					
COMM	2200-3	200	6-9 p.m.	Environmental Design 120	Public Speaking
EDUC	4800-3	201	5-8 p.m.	Hale 6	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
GEOG	1011-3	200	6:30-9:30 p.m.	Geology 311	Environmental Systems: Landforms and Soils
KINE	3430-3	200	7-10 p.m.	ECCR 2-28	Nutrition and Physical Performance
SOCY	1001-3	200	6-9 p.m.	Ketchum 234	Introduction to Sociology 1

Survival Tips

Important Information for Arts and Sciences Students

Students enrolling on the Boulder Campus for the first time in Summer 1988 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.



CREDIT CLASSES

Anthropology

Anthropology 1030-3 **Principles of Anthropology 1**

Evolution of humanity and culture from the beginnings through early metal ages. Covers human evolution, race, prehistory, and the rise of early civilizations. When combined with ANTH 1040, satisfies first year social sciences requirement.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Hellems 237. \$180.

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. When combined with ANTH 1030, satisfies first year social sciences requirement.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Hellems 237. \$180.

Anthropology 2010-3 **Introduction to Physical Anthropology 1**

Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence bearing on human evolution. Students may not receive credit for both ANTH 2010 and 2050. When combined with ANTH 2020, satisfies first year natural sciences requirement. ANTH 2020 offered spring semester.

Full Term - Section 300:
Tuesdays, 7-10 p.m., Hellems 237. \$180.

Arabic

Arabic 1010-5 **First Year (Beginning) Arabic 1**

Full Term - Section 300:
Mondays and Wednesdays, 4:30-7 p.m.,
Hellems 185. \$440.

Sorry, No Deferred Payment
Plan Is Available.

Astronomy

APAS 1110-3 **General Astronomy**

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, the moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. When combined with APAS 1120, satisfies first year natural sciences requirement. APAS 1120 offered spring semester.

Full Term - Section 300: Mondays, 7-10 p.m.,
Engineering Center CR 2-06. \$180.



Communication

Communication 1020-3 **Introduction to Communication**

Presents an introduction to concepts and related skills that define communication in a variety of face-to-face contexts. Topics include models of communication, meaning, current/relationships, formal gathering, intimacy, and group programs. Optional for majors; open to nonmajors. When combined with COMM 1240, 2030 or 2150, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays,
6:30-9:30 p.m., Hellems 241. \$180.

Communication 2030-3 **Interpersonal Communication**

Emphasizes personal aspects of communication. Choice making, choice attribution, risk taking, personal knowledge, creativity, and alternative kinds of interpersonal relationships are central topics. Increased self-awareness, understanding of interpersonal relationships, and improvement of interpersonal skills are dominant goals. When combined with COMM 1020, 1240 or 2150, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays,
6:30-9:30 p.m., Hellems 241. \$180.
Session I - Section 100: Tuesdays and
Thursdays, 6-9 p.m.,
Environmental Design 120. \$180.

Communication 2200-3 **Public Speaking**

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

Full Term - Section 300: Thursdays,
6:30-9:30 p.m., Hellems 137. \$180.

Session II - Section 200: Tuesdays and
Thursdays, 6-9 p.m.,
Environmental Design 120. \$180.



Computer Science

Computer Science 1200-3 **Introduction to Programming 1**

An introductory course in computer programming covering computer fundamentals, the elements of a structured programming language, and the basic techniques for designing algorithms to solve practical problems. The programming language PASCAL is used as a vehicle for expressing these concepts. Students are required to attend two lectures and one recitation per week. 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.

Full Term - Section 300:
Lecture - Mondays and Thursdays,
7:15-8:45 p.m.,
Recitation - Thursdays, 6-7 p.m.
Engineering Center CR 0-38. \$205.



Education

Education 4800-3 **Special Topics: Supported Employment:** **Facilitating the Employment of** **People with Disabilities**

This course will provide students with the background, rationale, and practical skills necessary to successfully integrate employees with disabilities into the competitive work community. It is designed for people already working in the fields of rehabilitation, education or counseling as well as for people who aspire to do so. While much of the subject matter has been derived from technologies developed to serve people with severe disabilities, such as mental retardation, the values and concepts apply to other traditionally devalued people as well. History, attitudinal barriers, school to work transition, job development, systematic instruction, follow up procedure, and systemic change will be covered. Field practicum with local agencies will provide hands on experiences to students.

Full Term - Section 300: Thursdays, 6-9 p.m., Engineering Center CR 1-03. \$180.

Education 4800-3 **Special Topics: Creative Learning** **Experiences and Resources (C.L.E.A.R.)**

This experiential course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients. We will explore a variety of ways to activate right brain functioning through multi-sensory learning, creative problem solving techniques, and the expansion of creative imagination and humor. We will consider how creative learning experiences can enhance our daily lives — personally, academically, and professionally.

Session I - Section 101:
Tuesdays and Thursdays, 5-8 p.m.,
Hale 6. \$188.

Session II - Section 201:
Tuesdays and Thursdays, 5-8 p.m.,
Hale 6. \$188.

Education 4800-3 **Special Topics: Stress Management and** **Relaxation Training (S.M.A.R.T.)**

This experiential course is designed to help teachers and parents (and others who work with children) revitalize their energies for teaching and parenting. Students will learn theories and methods of stress management and practice ways to create a more relaxed learning environment for themselves and others.

Session I - Section 102:
Mondays and Wednesdays, 5-8 p.m.,
Biosciences E130. \$188.

Session II - Section 202:
Mondays and Wednesdays, 5-8 p.m.,
Biosciences E130. \$188.

Education 4820-3 **Special Topics: Integrative Learning**

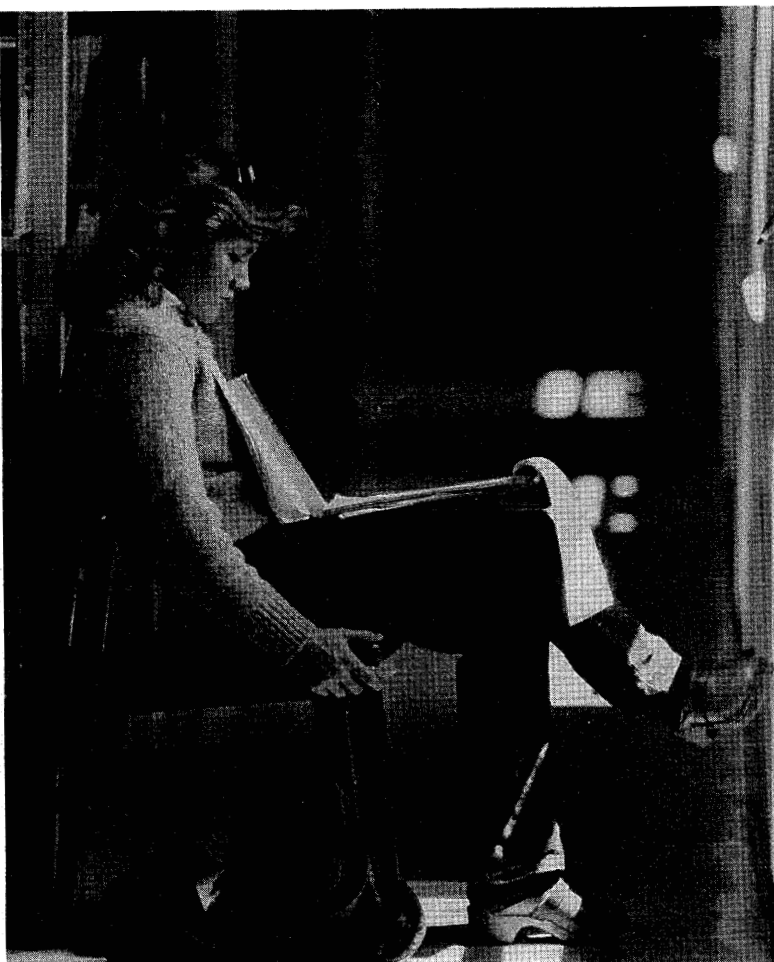
This course provides information and practical strategies designed to motivate and energize anyone interested in the teaching, learning, and communication process. Participants will learn skills which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self esteem. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, stress management and biofeedback techniques, and numerous other suggestions for enhancing the learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.

Full Term - Section 300:
Thursdays, 6:30-9:30 p.m.,
Engineering Center CR 0-08. \$188.

Education 4830-3 **Workshop in Curricular and Instructional** **Development: Meeting the Needs of the** **Gifted and Talented Child**

This course stresses advocacy of the gifted and talented child in the classroom and in the home. Students will discuss current issues in gifted education in a workshop atmosphere, emphasizing individualization, creativity, problem solving and social/emotional issues. Hands-on materials appropriate for gifted and talented children will be shared, and guest speakers will participate. Students will develop projects related to individual interest areas. This course meets Colorado recertification requirements. For further information on initial Colorado certification, contact instructor or Colorado Department of Education.

Full Term - Section 300: Tuesdays, 5-8 p.m.,
Engineering Center CR 0-08. \$180.



Economics

Economics 2010-3 **Principles of Microeconomics**

The operation of the price system as a major organizer of the economy. Elementary theory, problems, and public policy of competition, monopoly, distribution of income, and international economic relations. When combined with ECON 2020, satisfies first year social sciences requirement. ECON 2010 and 2020 can be taken in either order.

Full Term - Section 300:
Thursdays, 5:30-8:30 p.m.,
Engineering Center CR 2-26. \$180.

Economics 2020-3 **Principles of Macroeconomics**

An overview of the economy examining the flow of income and GNP as well as the factors determining the level of employment, income, money, credit, and prices. When combined with ECON 2010, satisfies first year social sciences requirement. ECON 2020 and 2010 can be taken in either order.

Full Term - Section 300:
Tuesdays, 5:30-8:30 p.m.,
Engineering Center CR 2-26. \$180.

Not Attending Classes Does
Not Mean You Have Withdrawn.



English

English 1191-3 **Introduction to Creative Writing**

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

Full Term - Section 300:
Thursdays, 6:30-9:30 p.m.,
Hellems 285. \$180.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 0-08. \$180.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 0-08. \$180.

English 1200-3 **Introduction to Fiction**

Reading and analysis of short stories and novels. When combined with English 1260, 1300, 1400, 1500, 1600, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300: Thursdays, 6-9 p.m.,
Engineering Center CR 1-26. \$180.

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

An introduction to the study of literature by women in England and America. Both poetry and fiction are read, and varying historical periods are covered. Designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. When combined with English 1200, 1300, 1400, 1500, 1600, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300:
Mondays, 6:30-9:30 p.m., Hellems 285. \$180.

English 1600-3 **Introduction to American Writers**

Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. When combined with ENGL 1200, 1260, 1300, 1400, 1500, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300: Thursdays, 7-10 p.m.,
Hellems 211. \$180.

English 2051-3 **Introductory Fiction Workshop**

This course is a basic introduction to fiction writing techniques. Its workshop format makes it useful to both beginning and advanced writers. Students will write stories and discuss them in class. Instruction will also include topics such as getting and developing fresh story ideas, preparing manuscripts, and seeking publication. Students will read a variety of stories and theoretical works designed to help them develop their own sense of what makes good fiction. This course may be taken up to three times for credit.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Hellems 181. \$180.

English 2212-3 **Science Fiction**

Focused largely on reading and class discussion, this course will cover both the classical foundations of science fiction and the development of science fiction as popular culture. Authors may include Bradbury, Le Guin, Lem, Shute, Sturgeon and Clarke.

Full Term - Section 300:
Tuesdays, 7-10 p.m., Hellems 263. \$180.

English 3152-3 **Report Writing**

Instruction and practice in various forms of reports, papers, and articles. Style and editing are emphasized.

Full Term - Section 300: Wednesdays, 6-9 p.m.,
Engineering Center CR 1-26. \$180.

Biology

EPOB 1210-3 **General Biology 1**

A concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasis is on fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Open to nonmajors. When combined with EPOB 1220, satisfies first year natural sciences requirement. EPOB 1210 and 1220 can be taken in either order. EPOB 1220 offered spring semester.

Full Term - Section 300: Thursdays, 7-10 p.m.,
Engineering Center CR 1-09. \$180.

EPOB 2100-3 **Introduction to Wildlife Ecology and Conservation**

This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by the way of illustration, case histories of species ranging from Bighorn Sheep to Great Blue Whales. Major local, national, and global issues concerning wildlife will be examined from social, economic, philosophical as well as biological standpoints. Students will become familiar with a range of wildlife conservation, management, and research strategies. Approximately 8-10 hours of wildlife observation in the field are required. Scheduling of such can be tailored to individual student needs.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Hellems 271. \$180.

EPOB 2120-1 **Wildlife Habitat Studies for Conservation**

Each student will evaluate wildlife habitat within a sixty square mile landscape unit of the San Juan Mountains of Colorado. Initial sessions include four hours of special instruction on the ecological requirements of large mammals (e.g. elk, black bear, bighorn sheep), as derived from the technical literature, and on corresponding methods for mapping and evaluating habitat. Students, under faculty supervision, will then delineate major cover types and important landscape features on overlay transparencies, with the aid of orthophotoquads, aerial photos, and USFS/BLM maps. Students will ground truth portions of their areas during a 3-day field session. This session will involve checking overlays for accuracy and making necessary adjustments. Where possible, finer habitat features will also be recorded, along with observations on the occurrence of wildlife and on the plant composition of various cover types. The final phase of the course includes preparing oral and written reports, considering the results from several land units. EPOB 2100-3 is a prerequisite or co-requisite for this course.

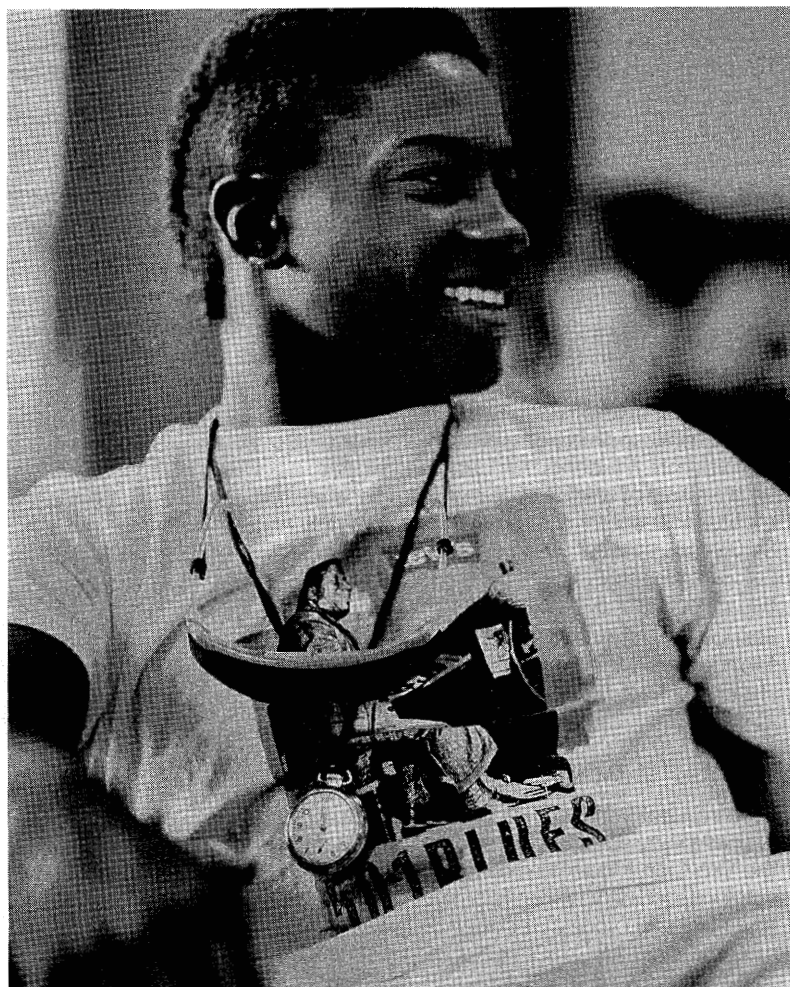
Session I - Section 100:
Thursday through Sunday, late September
or early October. \$60.

Tuition, due at registration,
may be paid by MasterCard, Visa,
cash, or check.



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Film

Film Studies 3550-3 **Producing the Feature Film**

Designed to give the student a behind-the-scenes look at the way production in the entertainment industry is structured and how it works. The class will: 1) survey the production process from development to distribution; 2) focus on the crucial role that script plays in the production process; 3) "pitch a story" to studio executives. The class will also focus on: 1) various contract negotiations and the budget process; 2) job functions, qualifications, and opportunities in the entertainment industry; 3) relationships between producer, director, the writer, analysis of selected films for production value, story structure and budget considerations. Screenings may include *Hannah and Her Sisters*, *Top Gun*, *Ruthless People*, and other current films.

Session I - Section 101:
Mondays and Wednesdays, 7-10 p.m.,
Norlin Library Audiovisual Room. \$188.

Session I - Section 102:
Tuesdays and Thursdays, 7-10 p.m.,
Norlin Library Audiovisual Room. \$188.

Fine Arts

Fine Arts 1002-2 **Basic Drawing**

An introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. May not be repeated.

Full Term - Section 300:
Mondays and Wednesdays, 7-10 p.m.,
Fine Arts C175. \$140.

Fine Arts 1171-3 **Basic Photography 1**

An introduction to techniques and concepts of photography as art. Emphasis is on photography as a means to formal and expressive ends. Students must have an adjustable camera. For Fine Arts majors. May not be repeated.

Full Term - Section 300:
Tuesdays and Thursdays, 6:30-11 p.m.,
Fine Arts N161. \$210.

Fine Arts 2097-3 **Special Topics: Drawing in Color**

Drawing in Color builds on the technical and conceptual foundation of basic drawing classes while introducing color theory, individual media and mixed media. The development of a personal approach to color and imagery will be encouraged. Experimentation with a variety of drawing materials such as pastels, prismacolor pencils, Caran d'ache Neocolor II crayons and collage is expected. Subject matter will include still life, landscape, architecture, the human figure and created imagery. Students are expected to spend a minimum of three hours per week outside of class drawing.

Full Term - Section 300:
Tuesdays and Thursdays, 7-10 p.m.,
Fine Arts C175. \$200.

Fine Arts 2423-3 **Beginning Screen Printing**

This is a silk-screening printing course which will cover hand-cut, drawn, and photo techniques. The importance of multiples will be stressed. Different inks and surfaces will also be covered.

Full Term - Section 300:
Mondays and Wednesdays, 6-9 p.m.,
Fine Arts C1B70. \$205.

Fine Arts 4171-3 **New Directions in Photography: Color**

Students will learn the history, theory, aesthetics and practice of color photography as a fine art medium. This class will utilize slides as well as the subtraction filter method of printing color negatives on color paper (type "C"). Students should expect to spend \$200-250 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.

Full Term - Section 301:
Mondays and Wednesdays, 7-10 p.m.,
Fine Arts N163. \$220.

Fine Arts 4171-3 **New Directions in Photography:** **The Self as Subject**

This course will concentrate on the interaction of form and subject, with an emphasis on ways to make the artist's ideas accessible to an audience. Formal artmaking strategies such as photo-documentary, artist books, sequences, and collage will be explored by students who will draw from personal experience for the subject of their artworks. Students will also be given an overview of the use of autobiography and self-portraiture in art in both historical and contemporary contexts.

Full Term - Section 302:
Mondays and Wednesdays, 7-10 p.m.,
Fine Arts N161. \$205.

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.

Geography

Geography 1001-3 **Environmental Systems:** **Climate and Vegetation**

A general introduction to the atmospheric environment of the Earth; the elements and controls of climate and their implications to hydrology, vegetation, and soils. When combined with GEOG 1011, satisfies first year natural sciences requirement.

Session I - Section 100:
Tuesdays and Thursdays, 6:30-9:30 p.m.,
Geology 311. \$180.



CREDIT CLASSES

Geography 1011-3 **Environmental Systems:** **Landforms and Soils**

An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. GEOG 1011 carries only 2 credits if student has earned credit in GEOL 1010 or 1030. When combined with GEOG 1001, satisfies first year natural sciences requirement.

Session II - Section 200:
Tuesdays and Thursdays, 6:30-9:30 p.m.,
Geology 311. \$180.

Geography 1992-3 **Introduction to Human Geography**

A 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. When combined with GEOG 1982 or 2002, satisfies first year social sciences requirement.

Full Term - Section 300:
Wednesdays, 7-10 p.m.,
Guggenheim 205. \$180.

Geography 3063-3 **Maps and Mapping**

An introduction to maps and their role in society. Includes the fundamentals of reading and using both reference and special purpose maps as well as the influence of maps on attitudes toward and images of the geographic environment. Optional half-day field exercise will be available.

Full Term - Section 300:
Tuesdays, 6-9 p.m., Geology 134. \$180.

Geology

Geology 1030-3 **Our Geological Environment**

A course for nongeology majors that reviews the Earth's physical/chemical makeup, its dynamic processes, and its geological resources, with emphasis on how these affect our life on earth. Course consists of 14 three-hour lectures meeting once a week, and two optional half-day fieldtrips. The course is closed to geology majors, and GEOL 1030 carries only 2 credits if student has earned credit in GEOG 1011.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Geology 127. \$180.

Hebrew

Hebrew 1010-5 **First Year (Beginning) Hebrew 1**

Full Term - Section 300:
Mondays and Wednesdays, 11 a.m.-1 p.m.,
and Fridays, 1-3 p.m., UMC 155. \$440.

History

History 1015-3 **The United States to 1865**

A survey of American history from the first settlement until the end of the Civil War. When combined with HIST 1025, satisfies first year social sciences requirement. HIST 1025 offered spring semester.

Full Term - Section 300:
Wednesdays, 7-10 p.m.,
Engineering Center CR 0-38. \$180.

History 1113-3 **History of England 1**

Deals with the period from Roman time to the seventeenth century. Covered are social, political, and constitutional affairs which contributed to the creation of the English nation. When combined with HIST 1123, satisfies first year social sciences requirement. HIST 1123 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m.,
Engineering Center 0-36. \$180.

History 2114-3 **Western Warfare and Society** **Since the 18th Century**

This course examines the relationship between warfare and society from "rational" war of the 18th century to "total" war of the 20th. Key areas to explore include: the role of military leaders like Frederick the Great, Napoleon, Hitler, and Eisenhower; the balance between civil and military authority; the development of military plans and doctrine; and the impact of technological change on the conduct of war. By studying the growth of military institutions, we will have a better understanding of the role of the military in the nuclear age.

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m., Hellems 247. \$180.

History 2117-3 **History of Colorado**

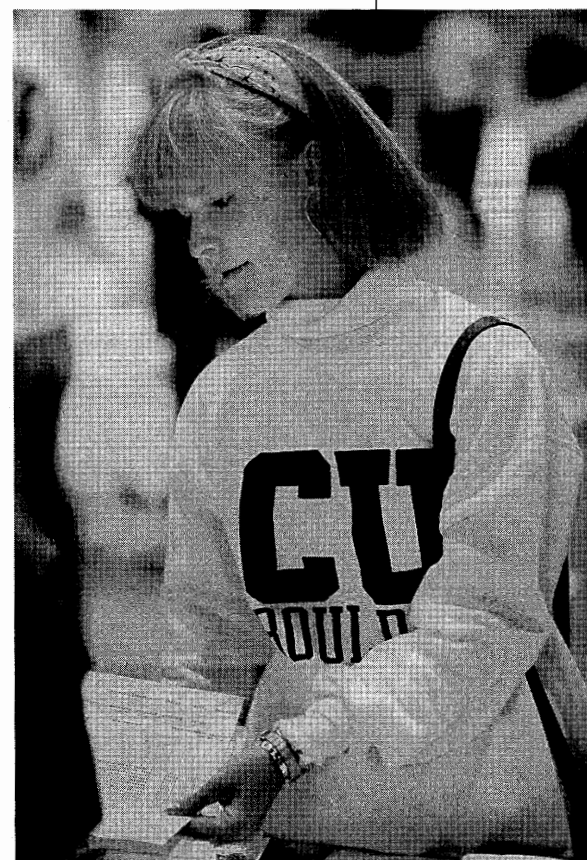
Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.

Full Term - Section 300: Mondays, 7-10 p.m.,
Engineering Center CR 1-24. \$180.

History 4425-3 **United States History, 1933 to 1968**

An examination of American history, 1933-1968, with attention to domestic and foreign policy issues. Emphasis placed upon the Great Depression, WWII, the Cold War, the Korean conflict, and the Truman administration's Fair Deal.

Full Term - Section 300: Tuesdays, 6-9 p.m.,
Hellems 211. \$180.



Journalism

Journalism 1001-3 **Contemporary Mass Media**

Examines the mass media and their interaction with society, looking at journalism and the mass media in historical, intellectual, economic, political, and social contexts.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Hale 104. \$180.

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Journalism Con't.

Journalism 2001-3 **Mass Media Writing**

Provides an introduction to 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 301:

Tuesdays, 6-9 p.m., Macky 3C. \$180.

Full Term - Section 302:

Thursdays, 6-9 p.m., Macky 3C. \$180.

Journalism 4802-3 **Magazine Article Writing**

Fundamentals of the magazine feature article, emphasizing market analysis, story form, style and methods. Practice in writing the free-lance article, understanding the roles of the editor and the art department. Discussions of magazine history, writer's contracts and rights, photography, and advanced reporting and research skills.

Full Term - Section 300:

Mondays, 7-10 p.m., Hale 104. \$180.

Kinesiology

Kinesiology 3420-3 **Nutrition and Health**

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

Session I - Section 100:

Tuesdays and Thursdays, 7-10 p.m.,
Engineering Center CR 2-28. \$180.

Session II - Section 200:

Mondays and Wednesdays, 7-10 p.m.,
Engineering Center 1-46. \$180.

Kinesiology 3430-3 **Nutrition and Physical Performance**

Current research relating to nutrition and optimal physical performance will be explored. Topics include energy utilization, fluid requirements, vitamin and mineral needs of the athlete, body composition and other special issues.

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m.
Engineering Center CR 2-28. \$180.

Mathematics

Mathematics 0990-3 **Pre-College Mathematics**

Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade. The letter grade, which will conform to the letter grades given in all University courses, will be calculated by the computer as part of the computer generated GPA for each student. This grade will continue to be carried by the College through a student's academic career, but will be removed in determining the final cumulative grade point average of the student at graduation.

Full Term - Section 301:

Mondays and Wednesdays, 7-8:30 p.m.,
Engineering Center CR 1-42. \$180.

Full Term - Section 302:

Tuesdays and Thursdays, 3:30-5 p.m.,
Hellems 267. \$180.

Mathematics 1010-3 **College Algebra**

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prerequisite, one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See MATH 0990 also.) No credit for students with credit in MATH 1100. MATH 1010 and 1020 are equivalent to MATH 1100.

Full Term - Section 300:

Mondays and Wednesdays, 6-7:30 p.m.,
Engineering Center CR 1-09. \$180.



CREDIT CLASSES

Mathematics 1020-2 **College Trigonometry**

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prerequisites, 1 1/2 years high school algebra and 1 year high school geometry or MATH 1010. No credit for students with credit in MATH 1100. MATH 1010 and 1020 are equivalent to MATH 1100.

Full Term - Section 300:
Tuesdays, 5:30-7:30 p.m.,
Engineering Center CR 1-09. \$120.

Mathematics 1070-3 **Mathematics for Social Science and Business**

Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for MATH 1100 or 1300. Prerequisite, 1 1/2 years of high school algebra or equivalent.

Full Term - Section 300:
Mondays, 5:30-8:30 p.m.,
Engineering Center CR 2-26. \$180.

Mathematics 1080-3 **Calculus for Social Science and Business**

Differential and integral calculus of algebraic, logarithmic, and exponential functions. MATH 1300 carries only 2 hours credit if student has credit in MATH 1080. Prerequisite, 2 years of high school algebra or MATH 1100.

Full Term - Section 300: Mondays, 6-9 p.m.,
Engineering Center CR 1-40. \$180.

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

Rates of change of functions, limits, derivatives of algebraic functions, applications of derivatives, integration, and applications of the definite integral. Students with credit in MATH 1080 will receive only 2 hours credit in MATH 1300. Prerequisite, 2 years of high school algebra, 1 year of geometry, 1/2 year of trigonometry or MATH 1100; or MATH 1010 and 1020. When combined with MATH 2300, satisfies first year natural sciences requirement. Math 2300 offered spring semester.

Full Term - Section 300:
Tuesdays and Thursdays, 5:30-8 p.m.,
Engineering Center CR 1-30. \$300.

Philosophy

Philosophy 1000-3 **Introduction to Philosophy**

An introduction to the fundamental questions of philosophy through a study of the ideas of several major philosophers. Short papers are required. When combined with PHIL 1100, 1300, 1600, 1400, 1700, 1750 or 1440, satisfies first year humanities requirement. When combined with PHIL 1200, 2200, or 2390, satisfies first year social sciences requirement. If PHIL 1000 is used for the humanities requirement, it cannot be used for the social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m.,
Hellems 229. \$180.

Philosophy 1100-3 **Ethics**

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice. When combined with PHIL 1000, satisfies first year humanities requirement.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Hellems 229. \$180.

Philosophy 1600-3 **Philosophy and Religion**

A philosophical introduction to problems of religion, such as the existence of God, faith and reason, religious language, and others. When combined with PHIL 1000 satisfies first year humanities requirement.

Full Term - Section 300:
Thursdays, 7-10 p.m., Hellems 229. \$180.

Physics

Physics 1010-3 **Physical Science for Nonscientists**

Topics range from Newtonian mechanics to modern physics. Emphasizes the social and historical aspects of physics and its connection to the humanities. When combined with PHYS 1020 satisfies first year natural sciences requirement.

Full Term - Section 300: Tuesdays, 5-8 p.m.,
Engineering Center CR 1-03. \$180.

Physics 2070-3 **Energy in a Technical Society**

Various aspects of energy: the physics involved in the sources and uses of energy in our society; the state of depletion of the fossil fuels; nuclear energy, solar energy, and other alternative sources of energy and their possible effects on the environment. No background in physics is required. When combined with PHYS 2080 satisfies first year natural sciences requirement.

Full Term - Section 300: Thursdays, 5-8 p.m.,
Engineering Center CR 1-05. \$180.



Political Science

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

Emphasis upon interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. When combined with PSCI 2012, 2022, 2222, or 2404, satisfies first year social sciences requirement.

Full Term - Section 300: Wednesdays,
6-9 p.m., Ramaley N1B23. \$180.

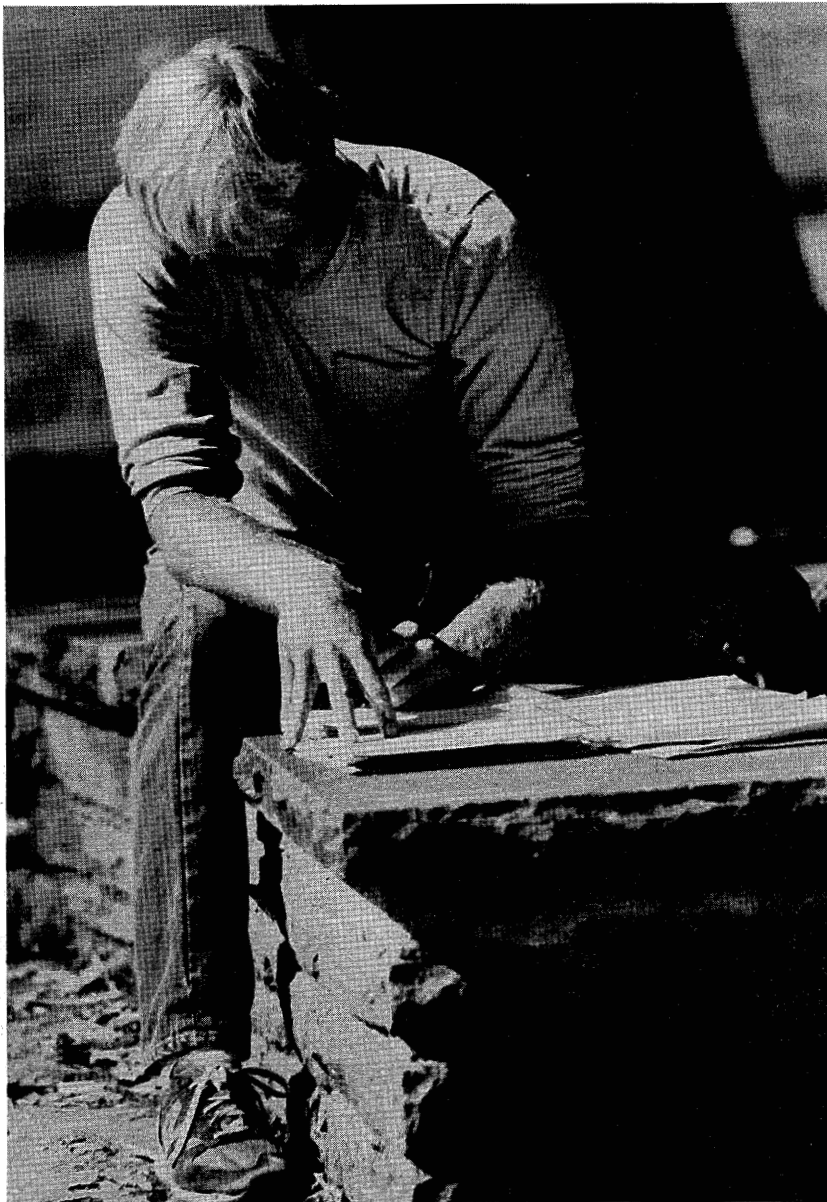
Political Science 2222-3 **Introduction to International Relations**

Introductory conceptual approaches, the actors, national and international dynamics of the international environment, problems and issues. When combined with PSCI 1101 or 2404, satisfies first year social sciences requirement.

Full Term - Section 300: Thursdays, 6-9 p.m.,
Hellems 267. \$180.

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Psychology

Psychology 1001-3 **General Psychology**

General one-semester survey of major topics in psychology, including sensory and perceptual processes, human development, personality, frustration and conflict, learning and memory, and the biological basis of behavior. When combined with PSYC 2303, 2456 or 2643, satisfies first year social sciences requirement. When combined with PSYC 2042 or 2052, satisfies first year natural sciences requirement. If PSYC 1001 is used for the social sciences requirement, it cannot be used for natural sciences requirement.

Full Term - Section 300: Thursdays, 7-10 p.m., Biosciences E113. \$180.

Psychology 2052-3 **Introduction to Biopsychology**

An introductory course on the biological bases of behavior. Details of the structure, biology and chemistry of the brain provide a foundation for understanding the latest findings regarding perception, thought, emotion, consciousness, sleep and wakefulness, learning and memory, how drugs alter mood and behavior, and the causes of psychotic behavior. When combined with PSYC 1001, satisfies first year natural sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m., Biosciences E131. \$180.

Psychology 2303-3 **Psychology of Adjustment**

A survey of concepts bearing upon the processes of normal psychological adjustment, with emphasis upon using the concepts to understand common human problems in personal growth and relationships with others. When combined with PSYC 1001, 2456, or 2643, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m., Biosciences E113. \$180.

Psychology 2643-3 **Child and Adolescent Psychology**

Principles of development of childhood and adolescence. Prerequisite, PSYC 1001. When combined with PSYC 1001, 2303, or 2456, satisfies first year social sciences requirement.

Full Term - Section 300:
Wednesdays, 7-10 p.m.,
Biosciences E131. \$180.

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:
Tuesdays, 6:30-9:30 p.m.,
Biosciences E432. \$180.

Psychology 4456-3 **Psychology of Personality**

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

Full Term - Section 300:
Mondays, 6:30-9:30 p.m.,
Biosciences E432. \$180.

Sociology

Sociology 1001-3 **Introduction to Sociology 1**

A general survey of sociology as the study of people and culture, social groups and institutions, social continuity and change, and efforts to resolve social problems. When combined with SOCY 1004, 1011, 1015, 2001, 2011, or 2031, satisfies first year social sciences requirement.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.,
Hellems 267. \$180.

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.,
Ketchum 234. \$180.

*There are no boundaries to
independent study*

College credit correspondence course
and telecourse information on page 64



CREDIT CLASSES

Sociology 1004-3 **Deviance**

The study of norm-violating behavior and social responses to such behavior. Special emphasis is given to understanding the social context in which deviance takes place. When combined with SOCY 1001, satisfies first year social sciences requirement.

Full Term - Section 300:
Tuesdays, 7-10 p.m., Education 143. \$180.

Sociology 1005-3 **Exploring Social Conflict**

How conflict originates, escalates, and is resolved at all levels of human society is explored through the major conflict theorists, conflict simulation, negotiation exercises, and class presentations by conflict specialists. When combined with SOCY 1001, satisfies first year social sciences requirement.

Full Term - Section 300:
Thursdays, 7-10 p.m., Hellems 141. \$180.

Sociology 2003-3 **Sociology of Death and Dying**

An examination of the event of death and the process of dying: the causes of death; who dies; the experience of death in nursing homes, emergency rooms, intensive care, and hospices; ethical and political issues.

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m., Hellems 252. \$180.

Sociology 2011-3 **Contemporary Social Issues**

Consideration of major national and global issues such as capitalism, socialism, race, ethnic and sex discrimination, poverty, racism and sexism, the changing role of the family, and drugs. When combined with SOCY 1001, satisfies first year social sciences requirement.

Full Term - Section 300:
Mondays, 6-9 p.m., Ketchum 234. \$180.

Sociology 2031-3 **Social Problems and Social Change**

A study of leading theories of social change, transformation of major social institutions, and current social problems such as distribution of power in society, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. When combined with SOCY 1001, satisfies first year social sciences requirement.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Education 138. \$180.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Education 138. \$180.

Sociology 4014-3 **Criminology**

The scientific study of criminal behavior. Special attention is given to the development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior. Sophomore standing is suggested, or permission of the instructor. When combined with any other upper division sociology course, except 3061, 4441, 4451, and 4061 will complete the second year social sciences requirement provided first year combination has been completed.

Full Term - Section 300:
Wednesdays, 6-9 p.m., Hellems 201. \$180.

Sociology 4071-3 **Technology and Modernization**

An analysis of social structures and social relationships that change in response to technological innovation. Emphasis is also given to the role of technology in the development of countries other than the United States. When combined with any other upper division sociology course except 3061, 4441, 4451, and 4061 will complete the second year social sciences requirement provided first year combination has been completed.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Hellems 193. \$180.

Theatre

Theatre 2003-3 **Acting Fundamentals**

Course emphasizes principles of acting, focusing on exercises in relaxation, talking and listening, use of images, sense memory, actions and objectives, and basic concepts of process work. There is a required reading list of five plays.

Full Term - Section 300:
Mondays, 6:30-9:30 p.m., Hale 302. \$180.



Women Studies

Women Studies 2300-3 **Topics in Women Studies:** **Women, Health and Medicine**

Women, Health and Medicine will explore the position of women in the American health care system as both patients and practitioners. Selected topics range from the development of obstetrics and gynecology, the medicalization of childbirth, and women as medical consumers to the ethics of new reproductive technology and the socio/economic aspects of sexually transmitted disease. Students will be expected to combine the social, medical and historical aspects of female health care. By the end of the course, they will understand how the type of medical treatment available to women (and men) is determined by the social role of patient and care giver, as well as medical science.

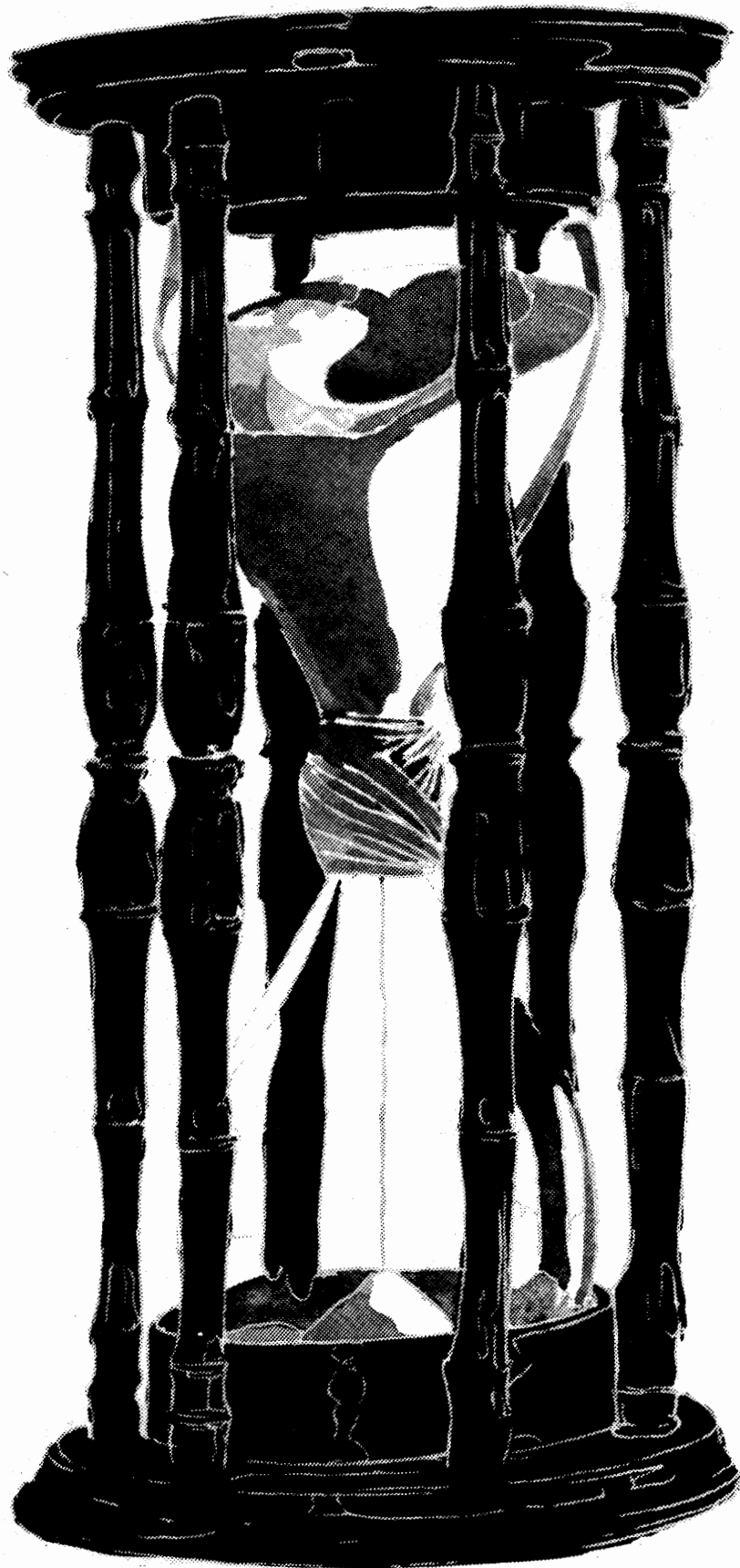
Full Term - Section 300:
Wednesdays, 7-10 p.m.,
Education 143. \$180.

Survival Tips

Disenrollment Policy
When students fail to meet their entire tuition obligations, official notification of disenrollment will be mailed by the Division of Continuing Education to the student's local address of record.

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TIME IS MONEY — SO USE IT WISELY

Management Development Certificate Program

This Certificate Program has been designed to develop management skills for persons who aspire to management positions or who wish to increase their expertise in any area of management. There are no prerequisites for any course, and any person interested may enroll. You need not be working toward certification. Any course enrollment immediately registers you in the Certificate Program. In the competitive market, the people most likely to succeed are those with a thorough knowledge of a wide range of management areas. This program develops expertise in the basic and most useful areas of management. New courses are added regularly; several are offered more than once a year.

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their professions.

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 22) are all at Longmont High School; specific room numbers will be given at registration.

Professional Development Program Certificates are awarded for attendance at any of the courses. This attendance certification is determined by the course instructor. Continuing Education Units are awarded for course attendance. One Continuing Education Unit (CEU) represents 10 hours of university or college-level course participation, and is a nationally recognized standard. The number of CEUs awarded in a course is listed with the course description, and follows this 10:1 ratio.

The completed **Management Certificate of Achievement** is awarded upon successful completion of courses equal to 10 CEUs or 100 hours of instruction. A complete transcript of program participation is maintained, and available without fee upon request.

The Management Development courses are conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time. Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

Course tuitions are listed at the end of each course description. Please note that refunds are given only before the start of a course, none after.

All questions concerning the program, including your current status toward earning the Achievement Certificate, may be answered by calling the Division of Continuing Education at 492-5148 (or call outside the Denver Metro dialing area, 1-800-332-5839).

MANAGEMENT DEVELOPMENT

Courses by Starting Date — Boulder

Date	Number	Section	Course	Faculty
Tuesday, September 6	MDCP-406	31B	Effective Public Speaking and Presentation Techniques	Donald Marcotte
Thursday, September 8	MDCP-410	30B	The Art of Selling	Donald Marcotte
	MDCP-417	30B	Project Management	Chuck Rice
Monday, September 12	MDCP-414	30B	Handling Stress On and Off the Job	Barbara Behrendt
Thursday, September 15	MDCP-419	30B	Updating Your Writing Skills	Betty Brown
Tuesday, September 20	MDCP-452	30B	Technical Writing	Mike Gannon
Saturday, September 24	MDCP-407	30B	Understanding Individual Differences	Chuck Rice
Thursday, September 29	MDCP-420	30B	Working Assertively	Toni Scott
Saturday, October 1	MDCP-412	30B	Coping Productively with Organizational Politics	Chuck Rice
Monday, October 3	MDCP-416	30B	Productive Conflict Management	Mary Hale
Tuesday, October 11	MDCP-400	30B	Accounting for Non-Accounting Managers	Fred Moore
	MDCP-406	32B	Effective Public Speaking and Presentation Techniques	Donald Marcotte
	MDCP-409	30B	The Art of Negotiation	Donald Marcotte
Saturday, October 15	MDCP-408	30B	Advanced Project Management	Chuck Rice
Wednesday, October 26	MDCP-418	30B	Time Management	Dora Johnson
Wednesday, November 2	MDCP-411	30B	Communication Effectiveness Between Supervisor and Employee	Barry Dawson
Thursday, November 3	MDCP-403	30B	Basic Skills for the New Supervisor	Chuck Rice
Saturday, November 5	MDCP-413	30B	Disciplined Problem Solving	Chuck Rice
Saturday, December 3	MDCP-415	30B	Managerial Creativity	Chuck Rice

MDCP 400 **Accounting for the** **Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements, their analysis and the accounting process as it applies in business. This six-session seminar presents an overview of accounting principles, how individual transactions are reported, summarized, and compiled into financial statements. The objective is to provide greater understanding of financial statements and accounting reports, and how they may be used effectively to make business decisions relating to management, taxation, financing, and growth.

Fred Moore, M.B.E., Public Accountant.

Section 30B:

Tuesdays, October 11-November 15,
7:00-9:00 p.m. 6 sessions. 1.2 CEUs.
Duane Physics G116. \$90.

MDCP 408 **Advanced Project Management**

This intensive seminar/workshop is aimed at experienced project managers and/or those who have successfully completed the Project Management course. The focus of this course will be on the logistics of project management: the planning, scheduling,

controlling, and problem solving relating to project management. Topics include scheduling techniques, potential problem analysis, and decision analysis.

Charles A. Rice, M.B.A., Management, University of Denver, Instructor at University of Colorado at Denver.

Section 30B:

Saturday, October 15, 9:00 a.m.-4:00 p.m.
1 session. .7 CEUs.
Education 143. \$53.

Avoid the Registration Crunch

Phone-In Noncredit-Certificate Registration
August 8 - September 23
Monday-Friday, 8 a.m.-5 p.m.

492-6316

Outside Metro-Denver

1-800-332-5839

For other course information:

492-5148

Make our registration office as close
as your telephone.

Complete registration information
on page 70.

Starting September 26, please call

492-5148

MDCP 409 **The Art of Negotiation**

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30B:

Tuesdays, October 11-November 8, 7-9 p.m.
5 sessions. 1 CEU.
Duane Physics G027. \$75.

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MDCP 410 **The Art of Selling**

This class is designed to benefit both new and experienced salespeople. The focus will be on prospecting techniques, sales preparation and presentation, handling objections, closing strategies, and after-the-sale responsibilities. The course will be predominantly lecture but a significant amount of role playing will be included.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, Owner of business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30B:
Thursdays, September 8-October 6,
6:30-8:30 p.m. 5 sessions. 1 CEU.
Business 215. \$75.

MDCP 403 **Basic Skills for the New Supervisor**

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

Chuck Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at CU-Denver.

Section 30B:
Thursdays, November 3-17, 6:30-10 p.m.
3 sessions. 1 CEU. Business 251. \$75.

MDCP 411 **Communication Effectiveness: Between Supervisor & Employee**

Productive employees are goal-oriented individuals who enjoy work, and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement, and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques.

Barry Dawson, B.S., Senior Officer with King, Chapman and Broussard, focuses on expanding client's communication and interpersonal relation skills.

Section 30B:
Wednesday, November 2-16, 6:30-10 p.m.
3 sessions. 1 CEU. Duane Physics G027.
\$75.

MDCP 412 **Coping Productively With Organizational Politics**

Many technically competent women and men with high levels of self-motivation fail to make the significant contributions to their organization and their personal achievements. The reason is that they are politically naive. In the real world, office and organizational politics abound. This seminar/workshop will present the twelve attributes of effectiveness which separates the organizational "eagles" from the "also rans." These attributes can be learned and developed, and they do not require deception, dishonesty, and questionable ethics. The high achievers in our society are competent, motivated, and politically realistic. They get the job done without "selling their souls."

Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm, Instructor at University of Colorado at Denver.

Section 30B:
Saturday, October 1, 9:00 a.m.-4:00 p.m.
1 session. .7 CEUs. Education 143. \$53.

MDCP 413 **Disciplined Problem Solving**

This intensive seminar/workshop is aimed at managers and key professionals. It will be heavily experiential. Topics will include: Problem Identification, Problem Prioritizing, Problem Analysis, Goal Setting, Decision

Analysis, Potential Problem Analysis, and special human resource problems dealing with special problem employees.

Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm, Instructor at University of Colorado at Denver.

Section 30B:
Saturdays, November 5-12,
8:00 a.m.-1:00 p.m. 2 sessions.
1 CEU. Education 143. \$75.

MDCP 406 **Effective Public Speaking and Presentation Techniques**

Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.

Donald O. Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 31B:
Tuesdays, September 6-October 4,
6:30-8:30 p.m. 5 sessions. 1 CEU.
Duane Physics G035. \$75.

Section 32B:
Tuesdays, October 11-November 8,
4 p.m.-6 p.m. 5 sessions. 1 CEU.
University Club, lower level. \$75.

MDCP 414 **Handling Stress On and Off the Job**

Identify and learn to manage stress at work or at home. Develop an early detection system before tension builds. Participants will learn specific stress management techniques, including quick tension-relieving approaches, and work on improving coping responses, goal setting, time management skills and methods of handling confrontations.

Barbara Behrendt, M.S. (focus on counseling psychology), education, stress management consultant.

Section 30B:
Mondays, September 12-October 3,
6:30-9:00 p.m. 4 sessions. 1 CEU.
Duane Physics G025. \$75.



MANAGEMENT DEVELOPMENT

MDCP 415 **Managerial Creativity**

This intensive seminar/workshop will present two sides of creativity. First, how to be more creative in your managerial performance and, second, how to develop a working environment that fosters and nurtures the individual and collective creativity of your people. Topics will include: creative opportunity analysis, stimulating creative approaches to both problems and opportunities, and creatively analyzing the negative consequences of alternatives in a constructive manner. This seminar/workshop will be heavily experiential. Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm, Instructor at University of Colorado at Denver.

Section 30B:
Saturdays, December 3-10,
8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU.
Education 143. \$75.

MDCP 416 **Productive Conflict Management**

Conflict is here to stay — there's no getting rid of it! What matters is how we manage our conflicts — large and small — in our day-to-day lives. We will begin our look at conflict in the workplace with attitudes and identifying individual conflict styles. We will then focus on the interpersonal dynamics of conflict that lead to unproductive/productive management. Specific techniques and models for handling conflicts productively will be presented along with role playing, class discussion and practice related to actual on-the-job conflicts. The goal of this course is for you to leave the course being more comfortable, confident and skilled at managing the conflicts that arise in your work life.

Mary Hale, Ph.D. Communication, Instructor in Communication Department, University of Colorado at Boulder, Consultant.

Section 30B:
Mondays, October 3-31, 7-9 p.m.
5 sessions. 1 CEU. Duane Physics G131. \$75.

MDCP 417 **Project Management**

Whether the project is building a house, developing a product, or providing a social service...this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project, leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD, a management consulting firm. Instructor at CU-Denver.

Section 30B:
Thursdays, September 8-22, 6:30-10 p.m.
3 sessions. 1 CEU.
Engineering Center 1-24. \$75.

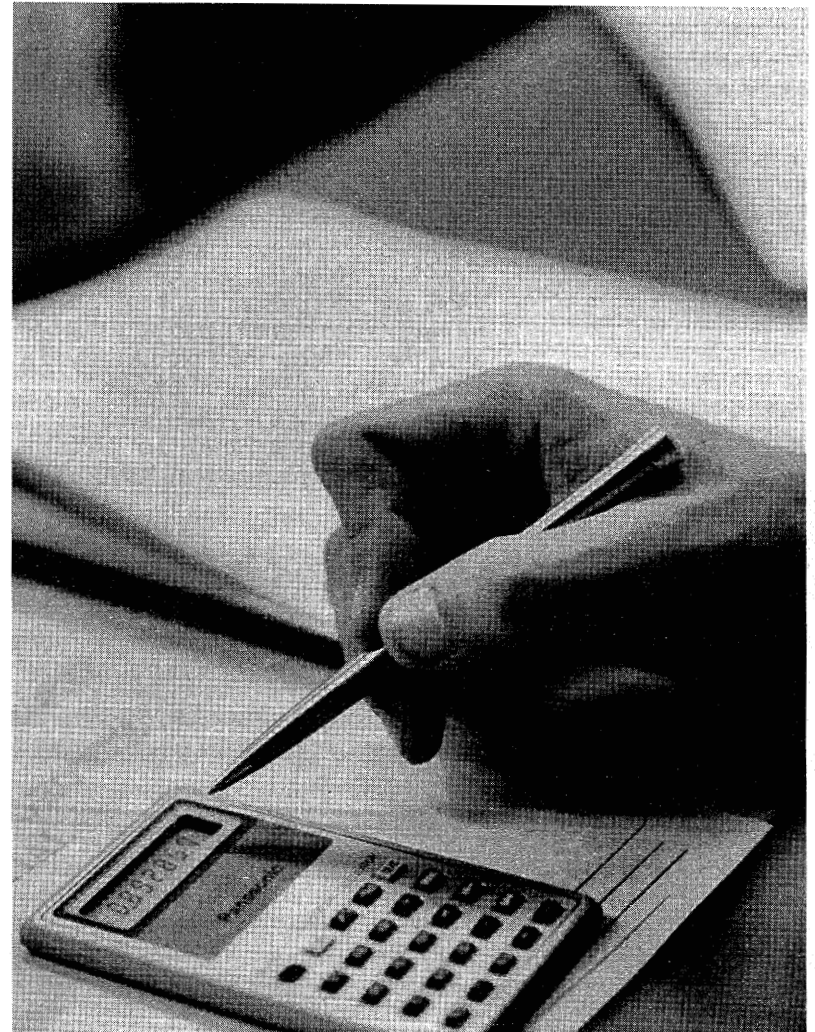
MDCP 452 **Technical Writing Seminar**

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. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instructional material, catalogs, and much more. 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, B.A., Author.

Section 30B:
Tuesdays, September 20-October 18,
7-9:30 p.m. 5 sessions. 1.2 CEUs.
Education 138. \$94.

As a permanent record of successfully completing any course, you will receive both a Performance Certificate and Continuing Education Units (CEUs). CEU's are the national standard for recording university-level non-credit course participation. A transcript of your record is always available free of charge. Just ask.



MDCP 418 **Time Management**

This workshop examines you and your style of managing "in time" and gives you practical techniques to have enough time. The session helps you with outside (linear) techniques based on your time management profile (11 different aspects checked). Also, inside (non-linear) activities are included such as using color, sound, humor, cycles, choice and images to manage your work within your time. This time management workshop is different than any you have attended or heard about because it focuses on managing "in time" through both inside (non-linear or creative) and outside time management. This activity-oriented session will assist you to better manage in time — in fact you will be using the techniques before you ever leave the room. Tuition includes Time Management Assessment Instrument.

Dora B. Johnson, Ed.D., President, The Baldwin Center, a team leadership training firm.

Section 30B:
Wednesdays, October 26-November 9,
6:30-9:30 p.m. 3 sessions. .9 CEUs.
Duane Physics G025 \$77.

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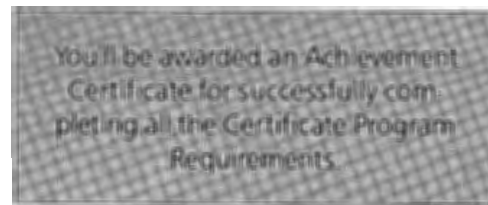


MDCP 407 **Understanding Individual Differences**

This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD, a management consulting firm. Instructor at CU-Denver.

Section 30B:
Saturday, September 24, 9 a.m.-4 p.m.
1 session. .7 CEUs. Education 143. \$53.



Longmont

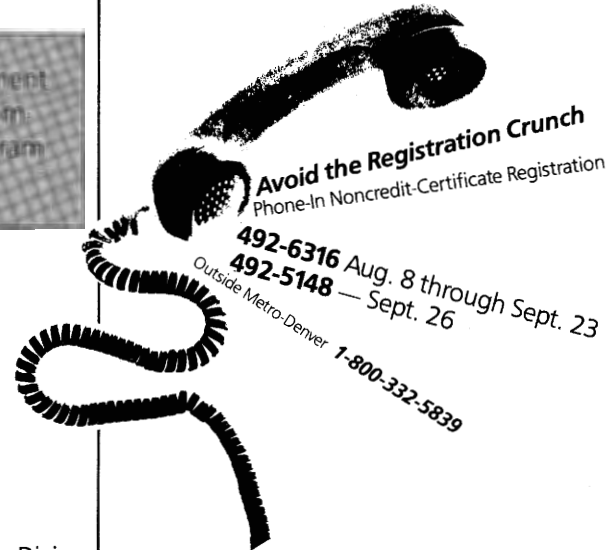
The University of Colorado at Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1988. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as a complement to the Longmont business community.

MDCP 419 **Updating Your Writing Skills: A Must For All Managers**

Maintain and strengthen your credibility on paper. Review proven writing strategies. Apply these strategies to your job-related writing. Bring work-in-progress if you wish. Course emphasizes your sending clear, coherent messages — memos, lab reports, minutes, letters or reports that go outside your organization. Composition of the group will determine the formats covered.

Betty Brown, writer and editor, Partner of B.C.A. Resources, designs specialized seminars for businesses and professional organizations.

Section 30B:
Thursday, September 15, 6-9 p.m. and
Friday, September 16, 8-4 p.m.
2 sessions. 1 CEU. UMC 425 (Thursday),
UMC 159A (Friday). \$75.



All questions concerning these courses and any requests for future courses in Longmont should be directed to the Division of Continuing Education; call 492-5148 or 1-800-332-5839 toll-free.

MDCP 420 **Working Assertively: Effective Job Skills**

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others, to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes.

Toni Scott, M.A., Consultant.

Section 30B:
Thursday, September 29, 7:00-9:30 p.m.
and Saturday, October 1, 9:00 a.m.-5:00 p.m.
2 sessions. 1 CEU. Engineering 1-28. \$75.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset; specific room number is given at registration.

Courses by Starting Date, Fall 1988 — Longmont

Date	Number	Section	Course	Faculty
Wednesday, September 7 . . .	MDCP-409	. . . 30L Art of Negotiation	Donald Marcotte
Monday, September 12	MDCP-456	. . . 30L Understanding and Using Financial Statements	Donald Kaniecki
Tuesday, October 4	MDCP-451	. . . 30L Developing Your Professional Management Style	Wanda McBee
Thursday, October 6	MDCP-455	. . . 30L Managing Managers	Chuck Rice
Thursday, October 13	MDCP-410	. . . 30L The Art of Selling	Donald Marcotte
Tuesday, October 25	MDCP-454	. . . 30L Customer-Driven Marketing	Wanda McBee
Tuesday, November 15	MDCP-450	. . . 30L Improving Your Listening and Communication Skills	Wanda McBee



MANAGEMENT DEVELOPMENT

MDCP 409 **The Art of Negotiation**

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30L:
Wednesdays, September 7-October 5,
7-9 p.m. 5 sessions. 1 CEU.
Longmont High School. \$75.

MDCP 410 **The Art of Selling**

This class is designed to benefit both new and experienced salespeople. The focus will be on prospecting techniques, sales preparation and presentation, handling objections, closing strategies, and after-the-sale responsibilities. The course will be predominantly lecture but a significant amount of role playing will be included.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, Owner of business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 30L:
Thursdays, October 13-November 10,
7-9 p.m. 5 sessions. 1 CEU.
Longmont High School. \$75.

MDCP 454 **Customer-Driven Marketing**

A "hands-on" participatory approach to using the successful marketing mix to get the fastest results with the lowest investment by identifying and focusing on behavioral selling by knowing yourself, your customer, and your product or service. Text *Sales Action Planner* included in tuition.

Wanda McBee, 19 years training, consulting and marketing.
Section 30L:
Tuesdays, October 25-November 8, 6-9 p.m.
3 sessions. .9 CEUs.
Longmont High School. \$79.

MDCP 451 **Developing Your Professional Management Style**

A hands-on approach to help you understand, accept, and appreciate your own supervisory style while learning how it relates to interviewing, hiring, training, delegating, evaluating and working with others. Learn how to use your strengths while diminishing the weaknesses of your staff. *Personal Profile System* text is included in tuition.

Wanda McBee, 19 years training, consulting and marketing. Author of *How to Develop People and Power in Your Organization*.

Section 30L:
Tuesdays, October 4-18, 6-9 p.m. 3 sessions.
.9 CEUs. Longmont High School. \$79.

MDCP 450 **Improving Your Listening and Communication Skills**

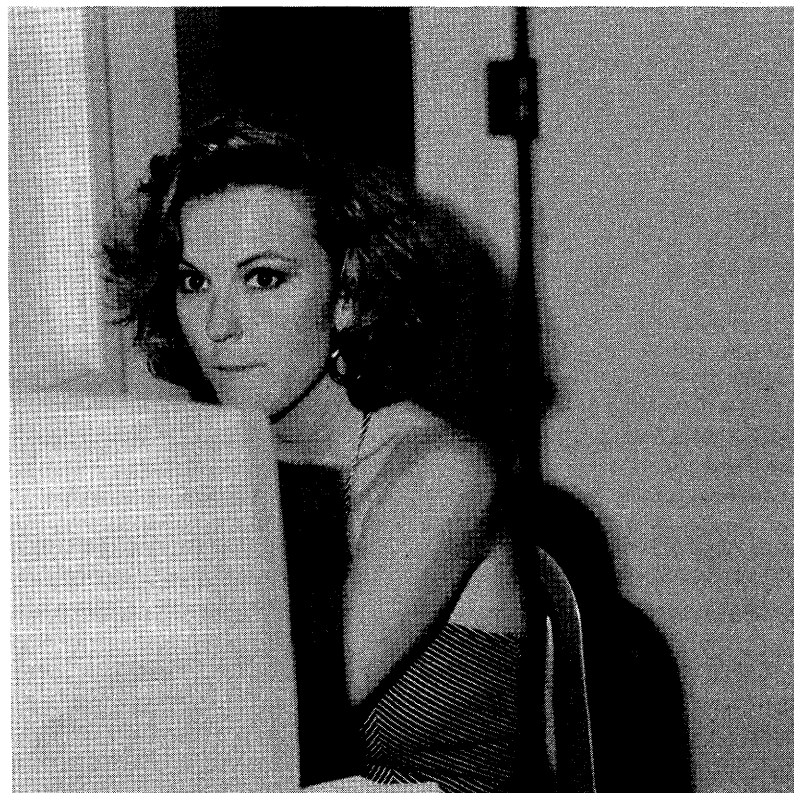
Learn why the person "giving it out" and the person "taking it in" may be communicating in a different means. Understand your communication style and how to adapt that to the other communicator in order for better understanding to occur. This will include lecture, group discussion, small group activities, and self-assessment tools. *Listening Profile* text is included in tuition.

Wanda McBee, 19 years training, consulting and marketing. Author of *How to Develop People and Power in Your Organization*.

Section 30L:
Tuesdays, November 15-29, 6-9 p.m.
3 sessions. .9 CEUs.
Longmont High School. \$79.

MDCP 455 **Managing Managers**

This intensive seminar/workshop is aimed at the middle manager who has several key supervisors, managers, or key professionals reporting to him/her. The main focus of this course will be on developing the leadership and managerial skills of your subordinates on the job — specifically coaching your subordinate managers or supervisors to be more effective in the management dimensions of their jobs. Particular attention will be given to the development of high levels of morale and consistency between depart-



ments or basic organizational units. The middle manager must promote a certain degree of consistency among his subordinate supervisor/managers. This course will focus on developing managers and supervisors on the job.

Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm, Instructor at University of Colorado at Denver.

Section 30L:
Thursdays, October 6-20, 6:30-10 p.m.
3 sessions. 1 CEU.
Longmont High School. \$75.

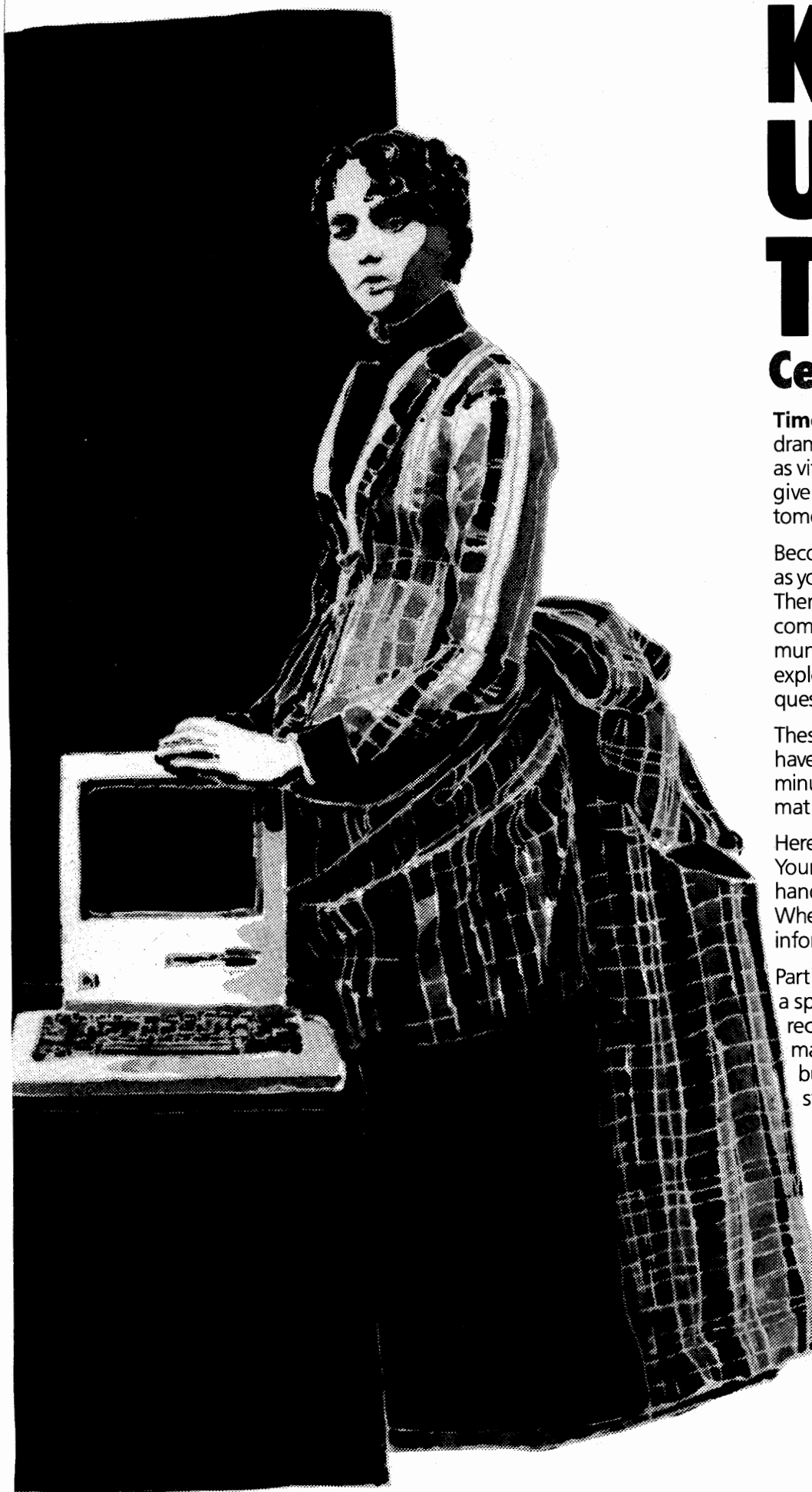
MDCP 456 **Understanding and Using Financial Statements**

Have you looked at your company's financial statements and felt more confused than informed? In easy to understand language, this course will teach you how to use accounting information to manage your business and increase your profits. You will have basic financial ratios that will help you spot trends in your business and tell you where you have been and where you are going.

Donald A. Kaniecki, C.P.A., M.B.A.
Section 30L:
Mondays, September 12-19, 6:30-8:30 p.m.
2 sessions. .4 CEUs.
Longmont High School. \$30.

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KEEPING UP WITH THE TIMES

Certificate in Computer Applications

Time to face it — personal computers and increasingly automated offices have dramatically changed the way we do business. Nowadays, computer literacy is nearly as vital as the ability to read. Understanding how computers can work for you will give you timely skills for today's marketplace while preparing you to cope with tomorrow's world as well.

Becoming familiar with computers opens new avenues in your personal as well as your professional development. You can instantly access a world of information. There's a new level of creativity to be found with computerized graphics and computer-aided design. And adventures in connections with personal telecommunications and local area networks. You can get to know word processing, explore new ways to manage data or apply the computing power to financial questions — your own, or your organization's.

These user-friendly courses won't turn you into a programmer — although you'll have a chance to learn the basics. The goal is to help you become an up-to-the-minute computer user with practical skills to help you keep pace with the information age.

Here's your opportunity to learn this new technology in a supportive environment. Your turn to ask the questions you've been wondering about. Your chance to gain hands-on experience and hone the skills you need to gain computer confidence. Whether it's becoming comfortable with a PC or moving to the leading edge of information technology, you decide how far you want to take this program.

Participating in the Certificate in Computer Applications program doesn't require a special application or commitment. You may take courses at any time and a record of your participation is maintained and available to you at any time. You may earn a Certificate in Computer Applications in roughly three or four semesters, but you needn't complete it in any given length of time. The requirements are straightforward:

A. Four core required courses:

1. Computer literacy*
2. Concepts of Data Processing and Information Technology
3. Introduction to Computer Applications Systems
4. Software Operations and Maintenance

*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 written request to the Division of Continuing Education.

- B. Two different courses in programming. Programming languages offered include BASIC, Pascal and C. Others are added to keep pace with industry standards.
- C. Two 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.

COMPUTER APPLICATIONS

Courses by Starting Date, Fall 1988

Date	Number	Section	Course	Faculty
Tuesday, August 23	CCA-378	301	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Tuesday, August 23	CCA-380	301	Beginning WordPerfect Word Processing	Nancy Mangun
Wednesday, August 24	CCA-105	301	Introduction to the Macintosh	Scott Dixon
Monday, August 29	CCA-370	301	Database Management: Applying dBase III/III+	Clyde Getty
Wednesday, August 31	CCA-375	300	Beginning Microsoft Word on the IBM PC	Yvonne Kristy
Thursday, September 1	CCA-105	302	Introduction to the Macintosh	Scott Dixon
Thursday, September 8	CCA-330	301	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, September 10	CCA-200	301	Using MS DOS: Intermediate	Peggy Purvis
Saturday, September 10	CCA-215	301	Introduction to Hypercard	Greg McArthur
Saturday, September 10	CCA-330	302	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, September 12	CCA-120	301	Introduction to the IBM and Compatibles Personal Computer	Valerie Parker
Monday, September 12	CCA-320	301	Introduction to C Programming	Carol J. Meier
Monday, September 12	CCA-336	301	Excel Spreadsheet on the Macintosh	J. Burke Taft
Tuesday, September 13	CCA-100	300	*Computer Literacy	Scott Dixon
Tuesday, September 13	CCA-320	302	Introduction to C Programming	Carol J. Meier
Tuesday, September 13	CCA-380	302	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, September 14	CCA-120	302	Introduction to the IBM and Compatibles Personal Computer	Valerie Parker
Wednesday, September 14	CCA-360	300	Introduction to UNIX	Carol J. Meier Geoff Thompson
Thursday, September 15	CCA-300	300	BASIC Programming	Bob Carlisle
Thursday, September 15	CCA-365	300	Artificial Intelligence and Expert Systems in Business	Judith A. Barlow
Saturday, September 17	CCA-200	302	Using MS DOS: Intermediate	Peggy Purvis
Saturday, September 17	CCA-215	302	Introduction to Hypercard	Greg McArthur
Monday, September 19	CCA-335	300	*Concepts of Data Processing and Information Technology	Randy Bloomfield
Wednesday, September 21	CCA-376	300	Intermediate Microsoft Word on the IBM PC	Yvonne Kristy
Thursday, September 22	CCA-340	300	*Computer Applications Systems Overview	Liz Anthony
Saturday, September 24	CCA-310	301	Managing the Personal Computer Hard Disk	Valerie Parker
Saturday, September 24	CCA-355	301	How to Design, Select, and Install a Business Information System	Rick Cobb
Tuesday, September 27	CCA-331	300	Introduction to Local Area Networks (LANs)	Larry Lankford
Wednesday, September 28	CCA-336	302	Excel Spreadsheet on the Macintosh	J. Burke Taft
Saturday, October 1	CCA-310	302	Managing the Personal Computer Hard Disk	Valerie Parker
Tuesday, October 4	CCA-382	301	Intermediate WordPerfect	Peggy Purvis
Wednesday, October 5	CCA-319	300	Programming in Pascal	Steven A. Johnson
Thursday, October 6	CCA-330	303	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, October 8	CCA-130	300	Introduction to Personal Telecommunications	Valerie Parker
Saturday, October 8	CCA-200	303	Using MS DOS: Intermediate	Peggy Purvis
Monday, October 10	CCA-370	302	Database Management: Applying dBase III/III+	Clyde Getty
Monday, October 10	CCA-378	302	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Saturday, October 15	CCA-203	301	Advanced DOS	Nancy Mangun
Wednesday, October 19	CCA-350	300	*Software Operations and Maintenance	Pat Felz
Saturday, October 22	CCA-330	304	Beginning Using Lotus 1-2-3	Nancy Mangun
Wednesday, October 26	CCA-201	300	Applying Microsoft Works on the Macintosh	J. Burke Taft
Tuesday, November 1	CCA-325	300	Intermediate C Programming	Carol J. Meier
Wednesday, November 2	CCA-364	300	Intermediate UNIX	Carol J. Meier
Thursday, November 3	CCA-330	305	Beginning Using Lotus 1-2-3	Nancy Mangun
Thursday, November 3	CCA-385	300	Designing and Implementing Expert Systems	Judith A. Barlow
Saturday, November 5	CCA-215	303	Introduction to Hypercard	Greg McArthur

* = required certificate courses



Courses by Starting Date, Fall 1988

Date	Number	Section	Course	Faculty
Saturday, November 5	CCA-332	301	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, November 5	CCA-355	302	How to Design, Select, and Install a Business Information System	Rick Cobb
Tuesday, November 8	CCA-380	303	Beginning WordPerfect Word Processing	Peggy Purvis
Thursday, November 10	CCA-105	303	Introduction to the Macintosh	Scott Dixon
Saturday, November 12	CCA-217	301	Advanced Hypercard	Greg McArthur
Saturday, November 12	CCA-332	302	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, November 12	CCA-202	300	DOS and OS2: An Overview	Valerie Parker
Monday, November 14	CCA-372	300	Advanced dBase III/III+ Applications	Clyde Getty
Monday, November 14	CCA-381	300	Intermediate Microsoft Word on the Macintosh	Steven A. Johnson
Saturday, November 19	CCA-210	300	Introduction to Windows	Rennie Zapp
Saturday, November 19	CCA-334	301	Advanced Lotus 1-2-3	Nancy Mangun
Tuesday, November 29	CCA-382	301	Intermediate WordPerfect	Peggy Purvis
Saturday, December 3	CCA-217	302	Advanced Hypercard	Greg McArthur
Saturday, December 3	CCA-334	302	Advanced Lotus 1-2-3	Nancy Mangun
Monday, December 5	CCA-373	300	dBase III/III+ for Programming	Clyde Getty
Thursday, December 8	CCA-332	303	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, December 10	CCA-203	302	Advanced DOS	Nancy Mangun
Tuesday, December 13	CCA-384	300	Advanced WordPerfect	Peggy Purvis

* = required certificate courses

Skill Level Guide

A Guide to Computer Applications Recommended Courses' 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; taken **Computer Literacy** or some introductory courses.

Intermediate

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

Specialized

Intermediate skills but seeking specific applications procedures as in systems, documentation, or management.

Advanced

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

Getting Started

CCA 100 Computer Literacy

Beginner
2

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and active demonstrations of applied computer technology. Time will be made available for hands-on experience, learning some simple programming skills using different computer systems, and a wide variety of popular computer applications.

Scott Dixon, M.A.

Section 300: Tuesday, September 13, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Tuesdays, September 20-November 1, 6-8 p.m.

Lab Section 30B: Tuesdays, September 20-November 1, 8-10 p.m.

8 sessions, 1.6 CEUs. University Computing Center 123. 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. \$90.

CCA 105 Introduction to the Macintosh

Beginner

This hands-on class is designed to introduce you to the Macintosh system and its use as a productive tool. Topics include system management, graphics applications, and practical yet extensive business options. This comprehensive course provides a great overview of the friendly yet sophisticated Macintosh system, for the beginner or the user who wants full utility from the Macintosh. Some time will be dedicated at the end of the course to demonstrate advanced business and personal applications.

Scott Dixon, M.Ed.

Section 301: Wednesdays, August 24-September 21.

Section 302: Thursdays, September 1-29.

Section 303: Thursdays, November 10-December 15

All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts C1B53. \$80.



26



CCA 120 *Beginner*
**Introduction to the IBM and
 Compatible Personal Computer** **2**

This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. This course is conducted on IBM and IBM compatible microcomputers and enrollment is strictly limited. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC hardware and are new to computing. Course will also provide a fundamental overview of new Personal System 2 (PS/2) hardware and Operating System 2 (OS/2) software features.

Valerie Parker, M.Ed.

Section 301: Mondays, September 12-26, 6:30-9:30 p.m.

Section 302: Wednesdays, September 14-28, 6:30-9:30 p.m.

Both sections: 3 sessions, .9 CEUs.
 Engineering Center CHE 1-4. \$60.

CCA 130 *Novice*
**Introduction to Personal
 Telecommunications**

This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible, but covers the relevant aspects of computer hardware and software. In addition, special attention will be given to potential uses of modem and fax-based telecommunications by providing on-line demonstrations of a number of systems, from "The Source" to "underground" bulletin boards.

Valerie Parker, M.Ed.

Saturday, October 8, 9 a.m.-4 p.m.

One all-day session, .6 CEUs.

University Computing Center 123. \$35.

If the number 2 appears below the skill level of a course, that means you might need to share a computer with another student for that course.

Programming

CCA 300 *Novice*
BASIC Programming

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10.

Bob Carlisle, M.A.

Section 300: Thursdays, September 15-November 17, 6:30-9 p.m.

10 sessions, 2.5 CEUs.

Ramaley Biology N1B68. \$140.

CCA 320 *Intermediate*
Introduction to C Programming

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, arrays, strings, pointers and structures. Hands-on exercises will be supplemented by lectures, discussions, and demonstrations. Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable.

This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 301: Mondays, September 12-October 24.

Section 302: Tuesdays, September 13-October 25.

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

7 sessions, 2.1 CEUs.

Engineering Center CR 1-16. \$195.



CCA 325 *Specialized*
Intermediate C Programming

This course is designed to follow Introduction to C Programming. We will continue to explore pointers and structures. We will discover the standard C library (I/O, string manipulations, and dynamic memory management), learn how to handle command line arguments and the environment, harness the power of the preprocessor, and look at advanced data structures like bit fields, enumerations and unions. Style, readability, performance and portability will be emphasized throughout the course. Some experience with C is required as we will only briefly review its basic features. Anyone having difficulty understanding specific topics in C (pointers, structures, command line arguments...) will find it an effective way to master these areas. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.

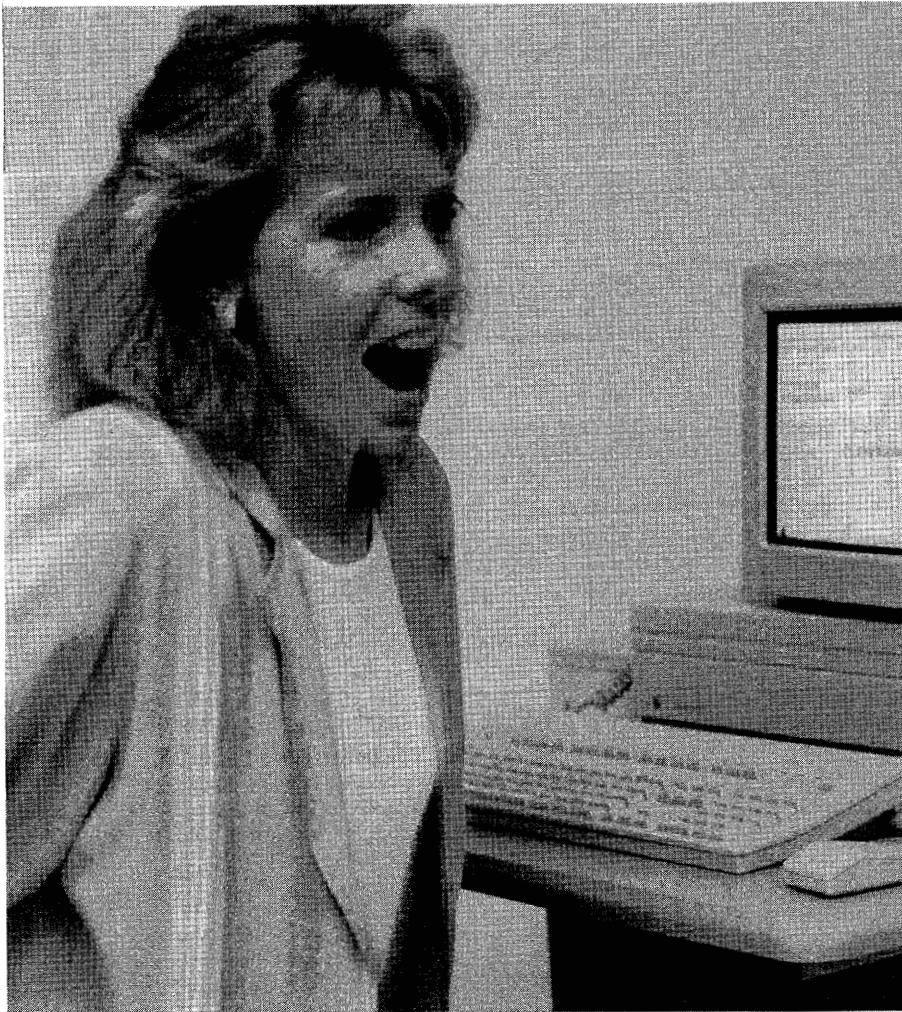
Section 300: Tuesdays, November 1-December 13, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 1-16. \$195.

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Programming, con't.

CCA 319 *Intermediate* **Programming in Pascal** **2**

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principle features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Bring to class a double-sided/double-density 5¼ inch diskette, available at all computer stores.

Steven A. Johnson, B.S.
Section 300: Wednesdays, October 5-
November 16, 7-9:30 p.m.
10 sessions, 2.5 CEUs. Ketchum 118. \$140.

Systems

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

Introduction to the advanced concepts and terminology of business data processing and organizational information systems. Major topics include computer organization, tele-processing 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.

Randy Bloomfield, M.E.
Section 300: Mondays, September 19-
November 14 (no class session October 31),
7-9:30 p.m. 8 sessions, 2 CEUs.
University Computing Center 123. \$135.

CCA 340 *Intermediate* **Computer Application Systems Overview**

A comprehensive review of current computer information systems, including hardware, software, applications for business development and information management on an industry-wide scale, the office automation marketplace, and your practical, professional involvement in computer applications.

Liz Anthony, B.S.
Section 300: Thursdays, September 22-
November 10, 7-9:30 p.m. 8 sessions, 2 CEUs.
University Computing Center 123. \$135.

CCA 350 *Intermediate* **Software Operations and Maintenance** **2**

This class will discuss the aspects of systems that need to be developed in order to effectively support efficient computer operations. Topics include: systems analysis, configuration options, software selection, data conversion, support contracts, software design, training, installation, file maintenance, documentation, error identification, and logging systems. Course includes lab time. Students will come away with effective tools to monitor and organize computer systems.

Pat Felz, M.A.
Section 300: Wednesdays, October 19-
December 14, 6:30-9 p.m.
8 sessions, 2.0 CEUs.
University Computing Center 123. \$135.

CCA 355 *Intermediate* **How to Design, Select, and Install a Business Information System**

A special one-day course for those considering or actively involved in establishing a technology-oriented office and management system. Special consideration will be given matching available technology products to your business needs. Topics include typical vs. correct approach, rules of design and integration, utilities and tools, and other concerns.

Rick Cobb, M.S.
Section 301:
Saturday, September 24, 9 a.m.-4 p.m.
Section 302:
Saturday, November 5, 9 a.m.-4 p.m.
Both Sections: One all-day session, .6 CEUs.
University Computing Center 123. \$30.

CCA 200 *Intermediate* **Using MS-DOS: Intermediate**

This course is designed to give students a working knowledge of DOS commands to aid in file management and organization for the beginner to intermediate user. The 3 major areas of study in this one-day session are: review of simple DOS file maintenance commands, fixed disk commands and simple batch files. Discussion will also include edlin, autoexec.bat, config.sys, backups, menu screens, virtual disks and formatting rules. Please bring a double-sided/double-density 5¼ inch diskette to class so that you can keep your example files.

Peggy Purvis
Section 301: Saturday, September 10
Section 302: Saturday, September 17
Section 303: Saturday, October 8
All sections: 9 a.m.-5 p.m.
One all-day session, .7 CEUs. University
Computing Center Room 142. \$70.

Enrollment is on a first-come,
first-served basis, with registration
limited by the number of
computers available, so early
registration is advised.



CCA 203 *Intermediate* **Advanced DOS**

This course is structured in three sections:

- creating your own commands
- taking control of your system
- creating "smart" commands

The first two sections encompass I/O redirection, pipes, and filter commands that allow customizing DOS. The last section gives control over the way DOS carries out commands you build into a batch file. These commands allow you to develop other powerful commands tailored to your specific needs. Prerequisite is Using DOS: Intermediate course or comparable skill level.

Nancy Mangun, M.B.A.

Section 301: Saturday, October 15,
University Computing Center 142.

Section 302: Saturday, December 10,
University Computing Center 114.

Both Sections: 9 a.m.-4:30 p.m.

One all-day session, .7 CEUs. \$70.

CCA 202 *Intermediate* **DOS and OS 2: An Overview**

With the advent of OS 2, many businesses are questioning whether they should upgrade to the new operating system. This course answers questions like: what are the differences between DOS and OS 2? Will DOS disappear from the computing scene? Are the features of OS 2 necessary for your applications? The lecture/demonstration day features practical problem solving and in-depth comparative reviews.

Valerie Parker, M.Ed.

Section 300:

Saturday, November 12, 9 a.m.-4 p.m.

One all-day session, .6 CEUs.

University Computing Center 123. \$35.

CCA 310 *Intermediate* **Managing the Personal Computer Hard Disk**

This course is intended to give the personal computer user some very practical tools for managing the many software packages and related files stored on hard disks. Subjects include: currently available disk-management software packages, writing your own menus for getting around your disk, eliminating unnecessary files, disk backup, off-line file storage, and useful tools for saving disk space. Bring to class a double-sided/double-density 5¼ inch diskette.

Valerie Parker, M.Ed.

Section 301: Saturday, September 24

Section 302: Saturday, October 1

Both sections: 9 a.m.-5 p.m.

One all-day session, .7 CEUs.

University Computing Center 114. \$70.

CCA 210 *Intermediate* **Introduction to Windows**

Microsoft Windows, with its accompanying Presentation Manager and variety of desktop accessories, has generated a great deal of interest in the Personal Computer environment. This course is designed to answer your questions about this important PC development, as well as cover the utility of the Windows program. Topics include the desktop system, standard MS-DOS application, the future in OS/2, and Windows as a productivity enhancement.

Rennie Zapp

Section 300: Saturdays, November 19-

December 10, 9 a.m.-12 noon.

3 sessions, .9 CEUs.

University Computing Center 142. \$60.

CCA 360 *Intermediate* **Introduction to UNIX**

This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it.

Carol J. Meier, M.S. and Geoff Thompson, M.S.

Section 300: Wednesdays, September 14-

October 26, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 1-16. \$195.

CCA 364 *Specialized* **Intermediate UNIX**

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Borne and C shells will be discussed. About ½ of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if an appropriate command already existed, you will find this a valuable course!

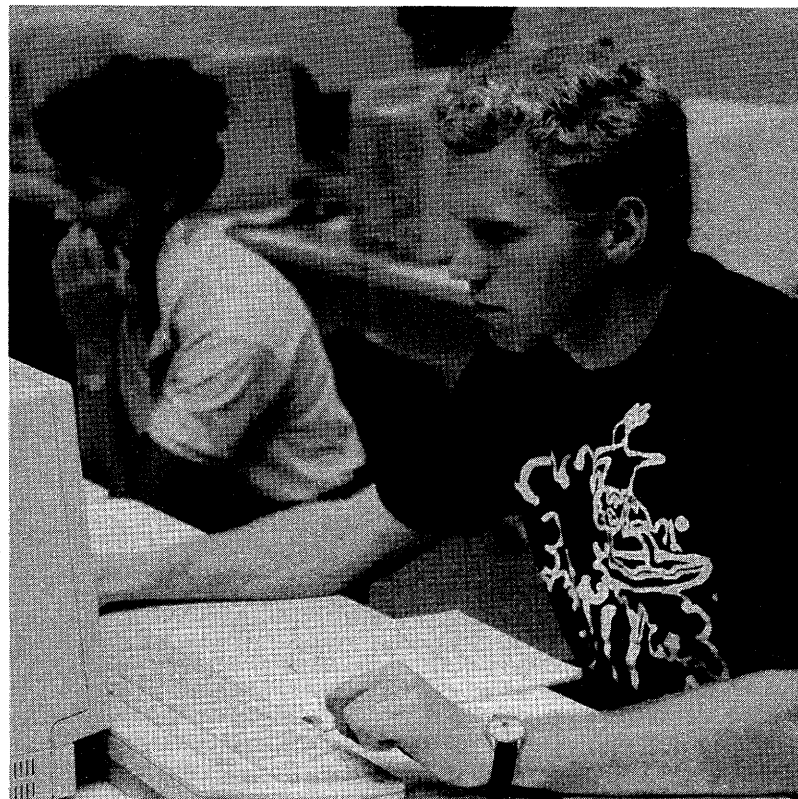
Carol J. Meier, M.S. and Geoff Thompson, M.S.

Section 300: Wednesdays, November 2-

December 14, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 1-16. \$195.



CCA 331 *Intermediate* **Introduction to Local Area Networks (LANs)**

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions.

Larry G. Lankford, M.S.

Section 300: Tuesdays, September 27-

October 25, 6:30-9 p.m.

5 sessions, 1.3 CEUs.

University Computing Center 123. \$125.

Details on access to computers
outside of regular class time and the
how-tos of software checkout or
hard disk access are given at class.

29





Systems, con't.

CCA 365 *Intermediate* **Artificial Intelligence and Expert Systems in Business**

An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, neural networks, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.

Judith A. Barlow, D.B.A.
Section 300: Thursdays, September 15-October 27, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs. Business 101. \$195.

CCA 366 *Intermediate* **Designing and Implementing Expert Systems**

An applications course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technologies to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA 365 Artificial Intelligence and Expert Systems in Business (starts September 15), or significant AI/ES experience.

Judith A. Barlow, D.B.A.
Section 300: Thursdays, November 3-December 15, 6:30-9:30 p.m.
6 sessions, 1.8 CEUs. Business 101. \$175.

Avoid the Registration Crunch

Phone-In Noncredit Certificate Registration
August 8 - September 23
Monday-Friday, 8 a.m. - 5 p.m.
492-6316

Software Applications

CCA 215 *Novice* **Introduction to HyperCard**

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this fast-growing application. This one-day course starts with an overview of HyperCard applications, then proceeds to assist you in developing a custom application, or writing a "stack." Topics include link cards, copy buttons, import files, custom menus, and information management. The course is of special interest to anyone referencing files, but is practical for any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Greg McArthur, Ph.D.
Section 301: Saturday, September 10
Section 302: Saturday, September 17
Section 303: Saturday, November 5
All Sections: 9 a.m.-4 p.m. One all-day session, .7 CEUs. Fine Arts C1B53. \$55.

CCA 217 *Intermediate* **Advanced HyperCard**

Developing custom information handling and creating powerful, time-saving system short-cuts are key topics in this advanced one-day course. Also included are advanced stackware development, scripting, programming in HyperCard, and meeting specialized desk accessory and data base needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Greg McArthur, Ph.D.
Section 301: Saturday, November 12.
Section 302: Saturday, December 3
Both Sections: 9 a.m.-4 p.m. One all-day session, .7 CEUs. Fine Arts C1B53. \$60.

CCA 370 *Intermediate* **Database Management: Applying dBase III/III +**

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and III+ are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and the dBase III+ upgrade. Bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer supply stores.

Clyde Getty, B.S.
Section 301: Mondays, August 29-October 3
Section 302: Mondays, October 10-November 7
Both Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. University Computing Center 114. \$140.

CCA 372 *Intermediate* **Advanced DBase III/III + Applications**

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III+ (CCA 370). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.
Section 300: Mondays, November 14-28, 6:30-9:30 p.m.
3 sessions, .9 CEUs. University Computing Center 114. \$90.

30



CCA 373 *Specialized*
dBase III/III+ for Programming

This course gives the opportunity to use the powerful dBase III and dBase III+ software for special custom applications. Emphasis is on dBase III+, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase III+. Bring to class a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.
Section 300: Mondays, December 5-19,
6:30-9:30 p.m.
3 sessions, .9 CEUs. University Computing
Center 114. \$90.

CCA 330 *Novice*
Beginning Using Lotus 1-2-3

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. Bring to class a double-sided/double-density 5¼ inch diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.
Section 301: Thursdays, September 8-29,
6:30-9:30 p.m. 4 sessions.
Section 302: Saturdays, September 10
and 17, 9 a.m.-4 p.m. 2 sessions.
Section 303: Thursdays, October 6-27,
6:30-9:30 p.m. 4 sessions.
Section 304: Saturdays, October 22 and 29,
9 a.m.-4 p.m. 2 sessions.
Section 305: Thursdays, November 3-
December 1, 6:30-9:30 p.m. 4 sessions.
All sections: University Computing Center
114. 1.2 CEUs. \$120.

CCA 332 *Intermediate*
Intermediate Lotus 1-2-3

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA 330) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.
Section 301: Saturday, November 5,
9 a.m.-4:30 p.m. One all-day session.
Section 302: Saturday, November 12,
9 a.m.-4:30 p.m. One all-day session.
Section 303: Thursdays, December 8 and 15,
6:30-10 p.m. 2 sessions.
All Sections: .7 CEUs. University Computing
Center 114. \$70.

CCA 334 *Intermediate*
Advanced Lotus 1-2-3

Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one day advanced seminar:

- data matrices
- data regression
- data tables

Various "at" (@) functions will also be covered in detail, as well as looping between macros. A review section will focus on principles and practices of combining files, data and file import/export, and combine options. Nancy Mangun, M.B.A.
Section 301: Saturday, November 19.
Section 302: Saturday, December 3.
Both Sections: 9 a.m.-4 p.m.
One all-day session, .6 CEUs.
University Computing Center 114. \$70.

Most courses provide one computer per student and there are never more than two students per workstation in any Certificate program class



CCA 336 *Novice*
Excel Spreadsheet on the Macintosh

This course introduces you to Excel as a productivity tool for the Macintosh. Some time will be spent reviewing the use of the Macintosh system. Basics of spreadsheet design will be covered, including creating, editing, formatting and printing a worksheet. Use of formulas and functions, the database, charting and graphing and macros will also be covered. We will also cover "using Excel with other software." Emphasis will be placed on the special unique features that make Excel both powerful and easy to use. Please bring to class a Macintosh-compatible 3.5 inch diskette.

J. Burke Taft, M.Ed.
Section 301: Mondays, September 12-
October 3, 6:30-9:30 p.m.
Section 302: Wednesdays, September 28-
October 19, 6:30-9:30 p.m.
Both Sections: 4 sessions, 1.2 CEUs.
Fine Arts C1B53. \$105.

CCA 375 *Novice*
**Beginning Microsoft Word
on the IBM PC**

This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing; everything you would need to know to create a simple document or letter. Typing skills are very helpful. Bring one double-sided/double-density 5¼ inch diskette to class.

Yvonne Kristy, M.S.W.
Section 300: Wednesdays, August 31-
September 14, 6:30-9:30 p.m.
3 sessions, .9 CEUs.
University Computing Center 114. \$90.

31



Software Applications – con't.

CCA 376 *Intermediate* *Intermediate Microsoft Word on the IBM PC*

This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting, using windows, creating headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, and checking spelling. Bring one double-sided/double-density 5¼ inch diskette to class.

Yvonne Kristy, M.S.W.
Section 300: Wednesdays, September 21 and 28, 6:30-9:30 p.m.
2 sessions, .6 CEUs.
University Computing Center 114. \$70.

CCA 378 *Novice* *Beginning Microsoft Word on the Macintosh*

Microsoft Word is the leading word processing software package for the Apple Macintosh computer. The full power of flexible, efficient word processing is brought out in this course. Skills covered include: producing practical business documents, the basics of word processing, popular Word features, editing, and text/graphic interfaces. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Steven A. Johnson, B.S.
Section 301: Tuesdays, August 23-September 13.
Section 302: Mondays, October 10-November 7. (No class session October 31.)
Both Sections: 6:30-9:30 p.m. 4 sessions, 1.2 CEUs. Fine Arts C1B53. \$95.

CCA 381 *Intermediate* *Intermediate Microsoft Word on the Macintosh*

This class is primarily for those who have completed the Beginning Microsoft Word course, or who already have the important basic familiarity with the program. The course will cover most of the advanced features of Word, with special emphasis on time-saving skills, formatting, style sheets, producing professional looking text, and laser print management. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Steven A. Johnson, B.S.
Section 300: Mondays, November 14 and 21, 6:30-9:30 p.m.
2 sessions, .6 CEUs. Fine Arts C1B53. \$70.

CCA 380 *Novice* *Beginning WordPerfect Word Processing*

This introductory class is designed for the beginner to learn to use the WordPerfect software as a word processor to prepare simple documents. No previous word processing experience is required for this course as some generic word processing techniques will be discussed, but previous DOS experience and adequate typing skills are recommended. Each student will create and save files, retrieve and make changes, reset margins and tabs, copy and cut blocks, check spelling, use the thesaurus and print documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep example work.

Section 301: Nancy Mangun, M.B.A.
Tuesdays, August 23-September 6.
Section 302: Peggy Purvis. Tuesdays, September 13-27
Section 303: Peggy Purvis, Tuesdays, November 8-22.
All Sections: 6:30-9:30 p.m. 3 sessions, .9 CEUs. University Computing Center 114. \$90.

CCA 382 *Intermediate* *Intermediate WordPerfect*

This class is intended for those who have a beginning knowledge of WordPerfect or have completed the Beginning WordPerfect course and want to investigate the more complicated features. During this session we will cover each option of the formatting menus (headers, footers, page layouts, page numbers and print styles), the printer control screen, typing in columns, search and replace, file management, setting defaults and colors, word processing on forms, drawing lines, typing equations and using dual documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep your example work.

Peggy Purvis
Section 301: Tuesdays, October 4 and 11
Section 302: Tuesdays, November 29 and December 6.
Both Sections: 6:30-9:30 p.m. 2 sessions, .6 CEUs. University Computing Center 114. \$70.

CCA 384 *Intermediate* *Advanced WordPerfect*

This is designed for the experienced WordPerfect user or for those who have completed the Beginning and Intermediate WordPerfect courses, who are interested in the following advanced topics: automating repetitious tasks with macros, merging mailing lists and form letters, translating between software packages, sorting capabilities and creating documents with footnotes or indexes. Example documents will be provided but please bring a 5¼ inch formatted floppy diskette to class if you choose to keep your class work.

Peggy Purvis
Section 300: Tuesday, December 13 and Saturday, December 17, 9 a.m.-1 p.m.
Two sessions, .7 CEUs.
University Computing Center 114. \$70.

CCA 201 *Novice* *Applying Microsoft Works on the Macintosh*

Microsoft Works is an extremely useful integrated software system, featuring word processor, spreadsheet, database, and communications programs combined in one package. The word processor includes drawing and powerful mail merge capabilities; the database includes full information retrieval and organization; the spreadsheet features interactive charting. Multiple documents can be brought to the screen simultaneously, allowing easy cutting and pasting among them. We will experience all these functions and more. Whether you want an overview of these four business functions, or a mastery of Works, this class can meet your needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

J. Burke Taft, M.Ed.
Section 300: Wednesdays, October 26-November 30 (no class session November 23). 6:30-9:30 p.m.
5 sessions, 1.5 CEUs.
Fine Arts C1B53. \$110.

Enrollment is on a first come, first served basis, with registration limited by the number of computers available; so early registration is advised.



Computer Graphics, Computer Aided Design, Presentation Graphics, Desktop Publishing

Once possible only on large and expensive systems, recent advances in hardware and software have made designing, drawing, publishing, and producing art on a micro-computer a reality. Micro-based computer graphics are rapidly becoming viable and productive tools for use in many disciplines. The listing that follows is a sampling of the current, most prevalent applications:

- Architectural Design
- Fine Arts
- Drafting
- Commercial Design
- Engineering Drawings for Interior Design, Electrical, Mechanical, Civil, Robotics and Chemical Applications
- Financial and Business Charts, Presentation Graphics
- Plots
- Publications Development

The number of possible applications is infinite and it is estimated that only a small percentage have yet been developed to potential.

Gaining proficiency on a microcomputer-based graphics system will provide you with the skills to increase productivity and produce superior results without design errors. Additionally, as a proficient microcomputer-based graphics system user, you can learn to use other systems in far less time.

About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. *All graphics courses fill elective requirements for the Certificate in Computer Applications.* The classrooms are laboratory equipped with IBM PC/AT microcomputers, with plotters and printers

provided, or Apple Macintosh SE and II fully configured, so course time can be utilized to the maximum extent. The participant/instructor ratio is small to facilitate an effective learning experience.

For CAD courses, you will need to buy a plotter pen (for HP 7470 plotter) and 8½" x 11" plotter paper for the second class session. Cost is about \$4. Details on these added supplies will be given at the first class session.

For the IBM-based courses, bring to class a 5¼ inch double sided-double density diskette. For all Macintosh courses, bring to class a Macintosh-compatible 3.5 inch high density diskette.

Courses by Starting Date, Fall 1988

Date	Number	Section	Course	Faculty
Tuesday, August 23	CAD-311	300	Beginning Computer Aided Design	Becky Day
Wednesday, August 31	CAD-322	301	Computer Aided Design: Level I	Dan Myers
Thursday, September 1	CCG-351	301	Computer Graphics Art I	Pat Lehman
Tuesday, September 6	CAD-322	302	Computer Aided Design: Level I	Becky Day
Thursday, September 8	CAD-322	303	Computer Aided Design: Level I	David Clough
Monday, September 12	CAD-322	304	Computer Aided Design: Level I	Sharon Blender
Saturday, September 24	CCG-371	301	Introduction to Aldus PageMaker on the Apple Macintosh	Viki Mann
Saturday, September 24	CCG-377	301	Introduction to Desktop Publishing for the IBM PC	Bruce Frehner
Wednesday, September 28	CAD-322	305	Computer Aided Design: Level I	Philip M. Kreiker
Thursday, October 6	CCG-351	302	Computer Graphics Art I	Pat Lehman
Thursday, October 6	CCG-356	301	Macintosh Computer Art	Clark Richert
Saturday, October 8	CCG-373	300	Quark XPress Desktop Publishing	Tim Meehan
Saturday, October 8	CCG-377	302	Introduction to Desktop Publishing for the IBM PC	Bruce Frehner
Wednesday, October 12	CAD-333	301	Computer Aided Design: Level II	Dan Myers
Tuesday, October 18	CAD-333	302	Computer Aided Design: Level II	Becky Day
Tuesday, October 18	CCG-371	302	Introduction to Aldus PageMaker on the Apple Macintosh	Viki Mann
Thursday, October 20	CAD-333	303	Computer Aided Design: Level II	Philip M. Kreiker
Saturday, October 22	CCG-356	302	Macintosh Computer Art	Clark Richert
Saturday, October 22	CCG-386	300	Advanced Desktop Publishing for the IBM PC	Bruce Frehner
Monday, October 24	CAD-322	306	Computer Aided Design: Level I	David W. Claffin
Saturday, November 5	CCG-351	303	Computer Graphics Art I	Pat Lehman
Thursday, November 10	CAD-345	301	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Thursday, November 10	CCG-361	300	Computer Graphics Art: Level II	Pat Lehman
Tuesday, November 15	CCG-372	300	Advanced Desktop Publishing on the Apple Macintosh	Viki Mann
Wednesday, November 16	CAD-345	302	Computer Aided Design: Level III Customizing AutoCAD	Dan Myers
Saturday, November 19	CCG-301	300	Macintosh Desktop Presentations	Viki Mann
Tuesday, November 22	CAD-345	303	Computer Aided Design: Level III Customizing AutoCAD	Becky Day





Computer Aided Design

CAD 311 *Novice* *Beginning Computer Aided Design*

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 micro-computer-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 micro-computers is helpful. This course is highly recommended for those who have no CAD background, but maintain a desire to learn more about this rapidly expanding field.

Who Should Attend: Especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Also for those who interface with CAD personnel, and need basic information, and have no CAD background.

Becky Day, M.A.
Section 300: Tuesdays, August 23 and 30,
6:30-9:30 p.m.
2 sessions, .6 CEUs.
University Computing Center 142. \$60.

CAD 322 *Novice* *Computer Aided Design: Level I*

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of micro-computer-based Computer Aided Design (CAD) in general and introduces AutoCAD in particular. Drawing set-up, creating and editing points, lines, circles, arcs, solids, traces and text, work with blocks, hatching, colors and layers will help students create, edit, and plot their individual drawings. Specific topics include:

- Loading AutoCAD
 - disk management
 - file naming conventions
 - main menu options
- Drawing Editors
- x, y, z coordinate system, continuously updated
 - root menus, flip screens, and help functions

New Drawing Set-Up

- special commands of LIMITS, GRID, AXIS, and SCALING

Text Specifications and Editing Commands

- fonts and text style specifications

MIRROR Commands

- dynamic dragging
- FILLETS and curve contours

Display Commands

- ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands
- Producing Hardcopy
- scale the annotation, not the drawing
- preparing the plotter
- pen number and speed assignments
- changing specifications

Layering

- creating new, and changing specified, layers
- specifying layer colors
- specifying line types and new LINETYPES: LTSCALE
- utility commands

Putting it all together
Required text is *Applying AutoCAD*, by Terry T. Wohlers, available at the University Book Center, UMC 10.

Who Should Attend: Anyone involved, or who plans to be involved, in technical drawing or drafting. Especially helpful for architects, engineers, or designers who plan on upgrading their work, or need the skills of computerizing drawing/text manipulation. Also for those who want to get involved in the dynamic CAD field. There is virtually no limit to the kinds of drawing applications you can prepare using the skills covered in this course.

Section 301: Dan Myers, M.S.
Wednesdays, August 31-October 5,
6:30-9:30 p.m. 6 sessions.

Section 302: Becky Day, M.A.
Tuesdays, September 6-October 11,
6:30-9:30 p.m. 6 sessions.

Section 303: David E. Clough, Ph.D.
Thursday, September 8-October 13,
6:30-9:30 p.m. 6 sessions.
Engineering Center CHE 1-4.

Section 304: Sharon Blender, M.S.
Mondays, September 12-October 17,
6:30-9:30 p.m. 6 sessions.

Section 305: Philip M. Kreiker, M.S.E.E.
Wednesday, Thursday, Friday, September
28-30, 9 a.m.-4 p.m. 3 all-day sessions.

Section 306: David W. Clafin, M.A.
Mondays, October 24-November 28,
6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.
University Computing Center 142
(except Section 303). \$225.

CAD 333 *Intermediate* *Computer Aided Design: Level II*

This course is for those seeking advanced drafting capabilities and expert instruction in furthering their CAD knowledge and skills. Semiautomatic dimensioning, object snap, all dimensioning commands, isoplanar snap-grids, 3-D, and free-hand sketching are all important components of this level II course. Course outline includes:

- Semiautomatic DIMensioning
- linear and angular dimensions
- dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- control E to switch planes
- STATUS Utility
- purpose and components overview
- SKETCHing
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTEXT
- wireframe construction and viewpoint selection
- advanced file management

Recommended prerequisites are Computer Aided Design: Level I, as previously listed or hands-on AutoCAD experience that equals the CAD: Level I course outline.

Who Should Attend: All those who want to extend their knowledge and skills in CAD beyond basic levels. Especially helpful for engineers, architects, and designers and those seeking to advance computer applica-



tions in their fields. The drafting and structure skills covered in this course are also easily transferred to a wide variety of other fields.

Section 301: Dan Myers, M.S.
Wednesdays, October 12-November 9,
6:30-9:30 p.m. 5 sessions.

Section 302: Becky Day, M.A.
Tuesdays, October 18-November 15,
6:30-9:30 p.m. 5 sessions.

Section 303: Philip M. Kreiker, M.S.E.E.
Thursday and Friday, October 20 and 21,
8 a.m.-4 p.m. 2 all-day sessions.

All Sections: 1.5 CEUs.

University Computing Center 142. \$185.

CAD 345 *Specialized* **Computer Aided Design: Level III** **Customizing AutoCAD**

This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hardcopy are further aspects of this course. Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:

- Custom Libraries and Menus
- creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and Modifying Text Fonts
- compiling shape/font styles
- macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- creative presentations and future options
- system variables

Recommended prerequisites are Computer Aided Design Level II or very extensive AutoCAD use.

Who Should Attend: Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly

any advanced user seeking to get the greatest benefit from their AutoCAD based system.

Section 301: Philip M. Kreiker, M.S.E.E.
Thursday and Friday, November 10 and 11,
8 a.m.-4 p.m. 2 all-day sessions.

Section 302: Dan Myers, M.S.
Wednesdays, November 16-December 14,
6:30-9:30 p.m. 5 sessions.

Section 303: Becky Day, M.A.
Tuesdays, November 22-December 13,
6:30-10 p.m. 4 sessions.

All Sections: 1.5 CEUs.

University Computing Center 142. \$195.

Computer Graphics Art

CCG 351 *Novice* **Computer Graphics Art I**

This course is designed to prepare for the drawing board of the future, the computer. Computer Graphics Art I is for anyone involved in graphic art or design who wants to develop a hands-on, practical understanding of computer graphics. A comprehensive overview of the latest technical advances in the field of computer graphics will be coupled with in-class microcomputer applications, emphasizing the use of the computer as a creative tool. Topics include:

- True 3-Dimensional object rotation
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Collage, combine, rotate, reposition, and distort pictures

In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some great slides and videos of outstanding new computer art. This course is recom-

Details on access to computers outside of regular class time and the how-tos of software checkout or hard disk access are given at class.



mended for those desiring computer graphic professional advancement, those involved in graphic presentations or design, eager to develop new skills, or explore microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5 1/4 inch diskette to the first class, available at all computer stores.

Pat Lehman, M.F.A.

Section 301: Thursdays, September 1-29,
6:30-9:30 p.m., 5 sessions.

Section 302: Thursdays, October 6-
November 3, 6:30-9:30 p.m. 5 sessions.

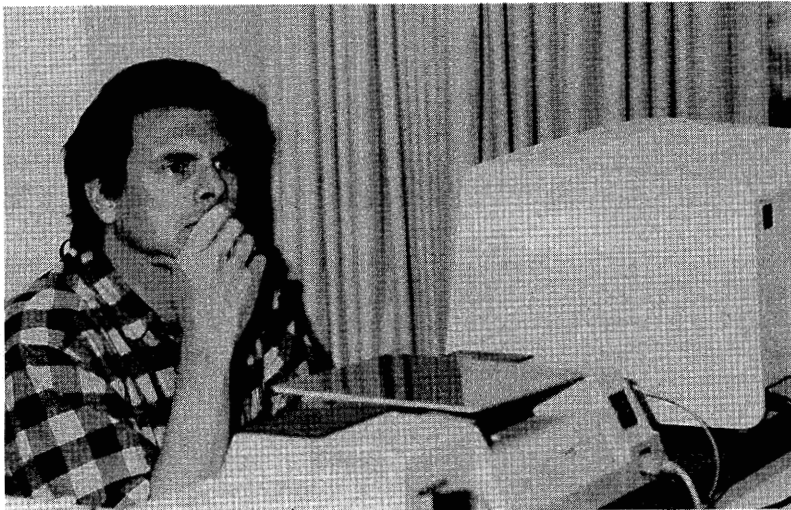
Section 303: Saturdays, November 5 and 12,
9 a.m.-5 p.m. 2 all-day sessions.

All Sections: 1.4 CEUs.

University Computing Center 142. \$125.

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Computer Graphics Art, con't.

CCG 361 *Intermediate* Computer Graphics Art: Level II

For those familiar with computer functions based on Computer Graphics Art I, this course advances to expanded professional graphics applications skills. Hands-on-time will be spent solving design problems of the computer artist. The course is primarily directed to the artist or designer seeking to include computer graphics into their career, but is helpful for anyone wishing to develop expertise in this dynamic field. Graphic artists, designers, art directors, illustrators and anyone else involved in the visual communication media will benefit. Topics to be covered will include:

- Object design and change in 3-D
- Making your own fill pattern
- Combining picture files
- Using grid as a tool
- Advanced illustration techniques
- Storyboard and layout techniques
- Production steps from start to finish
- Advanced business graphics with Kinetics

Hardcopy options are covered extensively. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5¼ inch diskette to the first class.

Pat Lehman, M.F.A.
Section 300: Thursdays, November 10-
December 15, 6:30-9:30 p.m.
5 sessions, 1.5 CEUs.
University Computing Center 142. \$135.

CCG 356 *Novice* Macintosh Computer Art

The Macintosh is fun, easy to use, versatile, and capable of producing professional quality graphics as well as fine art. Discover how to use the Macintosh as a creative tool. In this hands-on course, designed for those with little or no Macintosh graphics expertise, you'll use software programs such as SuperPaint and Adobe Illustrator, and learn how to produce inexpensive, camera-ready computer generated images. Plus you'll explore MacVision, for image processing, usable with a video camera, VCR, or television. Topics include scanner technology and graphics, laser printing, color separations, logotypes, and more. Most work is done on the Macintosh SE, with opportunities to work on the Macintosh II. Please bring to class a Macintosh-compatible 3.5 inch diskette to class.

Clark Richert, M.F.A.

Section 301: Thursdays, October 6-
November 3, 6:30-9:30 p.m. 5 sessions

Section 302: Saturdays, October 22 and 29,
9 a.m.-5 p.m. 2 all-day sessions.

Both Sections: 1.5 CEUs.

Fine Arts C1B53. \$125.

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

Presentation Graphics

CCG 301 *Novice* Macintosh Desktop Presentations

Desktop Presentations is a new concept expanding from the Desktop Publishing field. Technical advancements of laser printers and film recorders has changed this industry dramatically. Professional visual aids now can be created at a fraction of the former cost and in a matter of hours instead of days. This hands-on workshop will give you a chance to experiment with Macintosh software and hardware developed for this industry. Topics to be covered include:

- effective presentation techniques
- power point and other presentation software
- creating overhead transparencies and slides
- flipcharts in a flash
- making easy to use scripts

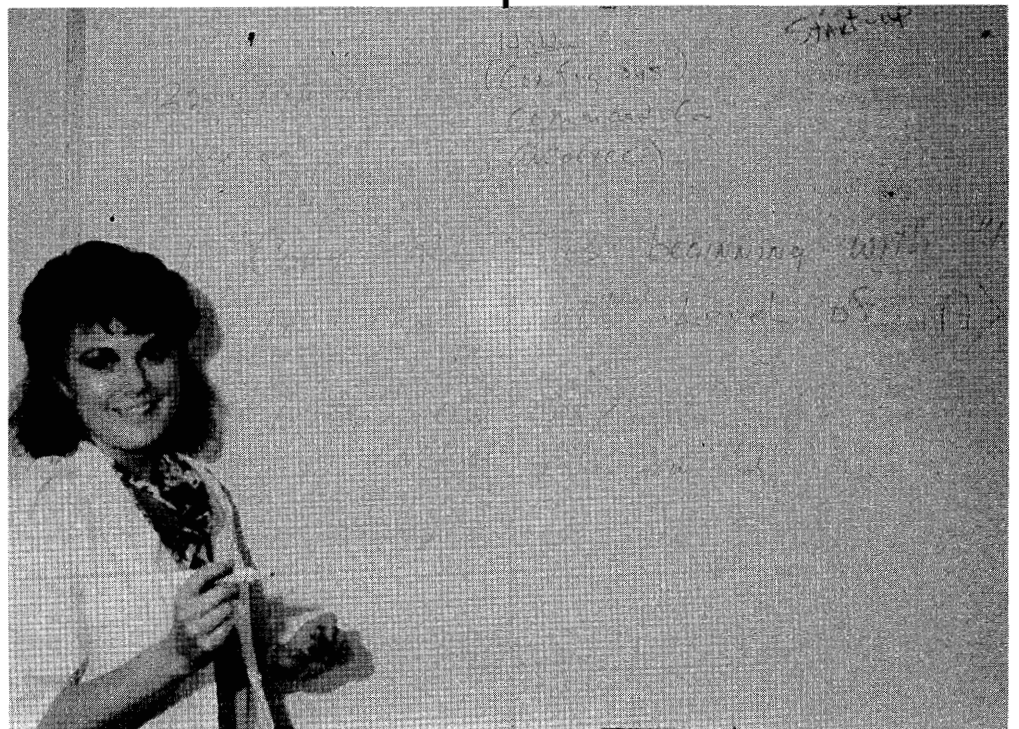
Laser printing and 35mm slides of projects will be done in class. Please bring one 3.5 inch Macintosh-compatible diskette to first class.

Viki Mann, B.A.

Section 300: Saturday, November 19,
9:30 a.m.-4:30 p.m.

One all-day session, .7 CEUs.

Fine Arts C1B53. \$60.



Desktop Publishing

CCG 371 *Novice* **Introduction to Aldus PageMaker on the Macintosh**

If you are involved, or interested in, the areas of communication, graphic design, advertising, printing, publications, documentation, or writing of any kind, then desktop publishing will have an effect on your future. Now is the time to start developing your skills with PageMaker. Easy enough for the novice, yet comprehensive enough for the skilled designer, PageMaker streamlines design, layout, and production of any material, while putting the standard Macintosh interface to excellent utility. Hands-on time will be spent:

- getting to know PageMaker
- using the electronic drawing board
- creating formats and master pages
- placing text and graphics
- editing your documents
- creating your own masterpiece

Laser printing of finished products done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Viki Mann, B.A.

Section 301: Saturdays, September 24 and October 1, 9 a.m.-5 p.m. 2 all-day sessions.

Section 302: Tuesdays, October 18-November 15, 6:30-9:30 p.m. 5 sessions.

Both Sections: 1.5 CEUs.
Fine Arts C1B53. \$135.

CCG 372 *Intermediate* **Advanced Desktop Publishing on the Macintosh**

Take yourself beyond the basics with advanced desktop publishing. This course will help you develop and refine your desktop skills. If you are involved in desktop publishing and have the basics of Aldus PageMaker behind you, then this is the class to take.

Topics include:

- formats for importing line art, scanned photos and graphics
- time saving touches
- PC file conversion
- graphics software review
- advanced graphic design concepts
- high quality text output

Output of finished projects done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Viki Mann, B.A.

Section 300: Tuesdays, November 15-December 13, 6:30-9:30 p.m.

4 sessions, 1.2 CEUs.
Fine Arts C1B53. \$120.

CCG 373 *Intermediate* **Quark XPress Desktop Publishing**

Quark's XPress is a highly capable, technically advanced, professional-level software system that combines the convenience of desktop publishing with the precision and accuracy of fine typesetting, all on the Apple Macintosh computer. XPress appears complex because of its advanced features, but can be learned very effectively in this two-day course. Focus is on learning to use the program productively, employing desktop publishing convenience with special XPress features. Also covered are the basics of Postscript, graphics, creative text handling, and advanced features. Course teaches a good working knowledge of how XPress compares to and interacts with other products like Adobe Illustrator, MacPaint, Aldus' Freehand and PageMaker.

Tim Meehan

Section 300: Saturdays, October 8 and 15, 9 a.m.-4:30 p.m.

2 sessions, 1.3 CEUs.
Fine Arts C1B53. \$135.

CCG 377 *Novice* **Introduction to Desktop Publishing for the IBM PC**

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs Pagemaker software extensively, with interactive demonstrations of other software, like Ventura Publisher. Laser printing of finished projects done in class. Bring a 5¼ inch double-sided/double-density or high density diskette to class.

Bruce Frehner, M.A.

Section 301: Saturdays, September 24-October 1, 9 a.m.-4:30 p.m.

University Computing Center 142.

Section 302: Saturdays, October 8 and 15, 9 a.m.-4:30 p.m.

University Computing Center 114.

Both sections: 2 all-day sessions,
1.5 CEUs. \$135.



CCG 386 *Intermediate* **Advanced Desktop Publishing for the IBM PC**

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 over-all polished look of your work. Bring a 5¼ inch double-sided/double-density or high density diskette to class.

Bruce Frehner, M.A.

Section 300: Saturdays, October 22 and 29, 9 a.m.-4:30 p.m.

2 all-day sessions, 1.4 CEUs.
University Computing Center 142. \$135.

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JUST IN THE NICK OF TIME — A PROGRAM DESIGNED WITH YOU IN MIND

Certificate in Commercial Design

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of weekend workshops leading to a Certificate in Commercial Design may be what you need for your professional development.

The Certificate in Commercial Design is a sequential program of short intensive courses presented in a compact format of workshops to accommodate the busy schedule that professionals share, and the needs of those interested in entering the field. Courses cover both the basics and the advanced developments in commercial art today. Careers in book design, advertising, cartooning, broadcasting, and a wide number of other areas will be explored during the program. Many of the courses pay particular attention to entry-level job opportunities, the construction and maintenance of professional portfolios, and the basics of job-hunting and preparing for interviews. Instructors are all "state-of-the-art," active professionals in touch with the latest changes in the commercial design field.

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
 - The Commercial Artist: Design, Layout and Paste-up
 - Commercial Art II
 - Professional Illustration Techniques
 - The Artist Goes to Market
2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.
3. Successful completion and professional review of your own fully developed portfolio, scheduled by appointment.

You need not formally apply for any program nor must you be seeking a certificate to enroll. Conversely, you need not stop participation in the courses once you have achieved certification. Many people take only a few courses to update certain skills and many others take several courses beyond requirements to advance their professional skills.

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

The course of study is scheduled so that participants may complete all requirements within three semesters. The four required courses are offered at least once a year, as well as several elective courses.

Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. **Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time.** Course enrollments are limited and advance registration is required. Please note that refunds are given only before the course starts, none later.

Bring to class a pencil, ruler, fineline pen, exacto knife, note paper, tracing paper, and bristol board (15" x 20" approx.). All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attendees have some access to their portfolios or work examples.

COMMERCIAL DESIGN

Courses by Starting Date, Fall 1988

Date	Number	Section	Course	Faculty
Saturday, October 1	BCDA-210	300	*The Commercial Artist I: Design, Layout, Paste-up	Jill Thayer O'Hara
Monday, October 3	BCDA-220	300	Commercial Handlettering and Calligraphy	Jill Thayer O'Hara
Saturday, October 22	BCDA-310	300	*Commercial Art II	Roy Walden
Thursday, October 27	BCDA-285	300	The Mental Picture: Professional Cartooning Techniques	Eric Teitelbaum
Saturday, October 29	BCDA-230	300	*The Artist Goes to Market	Eric Teitelbaum
Saturday, November 5	BCDA-340	300	The Advertising Copywriter: A Writing Techniques Workshop	Michelle Martino
Saturday, November 19	BCDA-350	300	Air Brush Illustration	Van Valencia
Saturday, December 3	BCDA-330	300	*Professional Illustration	Roy Walden

* = Required Certificate Courses

Commercial Art

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

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments, and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews.

Jill Thayer O'Hara
Section 4300: Saturday and Sunday,
October 1 and 2, 9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. \$115.



Calligraphy

BCDA 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.

Jill Thayer O'Hara
Section 300: Monday, Tuesday, Wednesday,
October 3-5, 5:30-10 p.m.
3 sessions. 1.2 CEUs.
Geology 114. \$115.

Commercial Art II

BCDA 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 Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Roy Walden
Section 300: Saturday and Sunday,
October 22 and 23, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.



Avoid the Registration Crunch
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Outside Metro-Denver 1-800-332-5839

You'll be awarded an Achievement Certificate for successfully completing all the Certificate Program Requirements.





Cartooning

BCDA 285 **The Mental Picture:** **Professional Cartooning**

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials and their application to illustrating the verbal caption in magazine, book, and advertising illustration.

Eric Teitelbaum
Section 300: Thursday and Friday,
October 27 and 28, 5:30-10 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.



Market

BCDA 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.

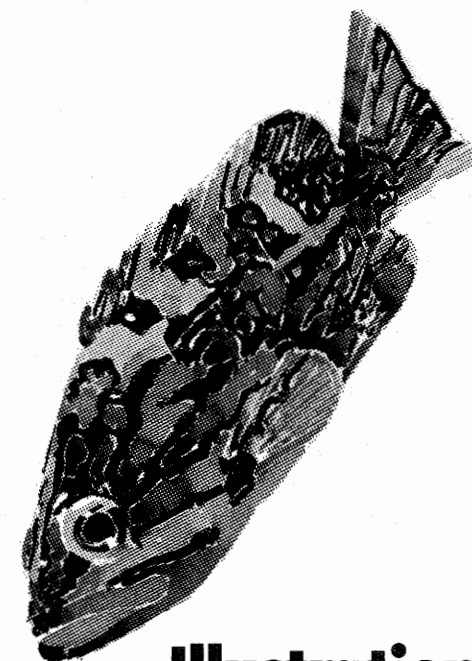
Eric Teitelbaum
Section 300: Saturday and Sunday,
October 29 and 30, 9 a.m.-5 p.m.
Two sessions, .9 CEUs.
Geology 114. \$115.

Copywriting

BCDA 340 **The Advertising Copywriter:** **A Writing Techniques Workshop**

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. This workshop program is a must for anyone seeking to work in public relations, advertising, sales promotion, small business activities, or who must generate persuasive copy for the market place. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignments, creative stimulation, marketing effectiveness, creative team problem solving, and examining problem solving activities during campaign development.

Michelle Martino
Section 300: Saturday and Sunday,
November 5 and 6, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$110.



Illustration

BCDA 90 **Air Brush Illustration Techniques**

Air brush is one of the most widely used and popular illustration media in commercial art today, especially in editorial and advertising formats. This intensive two-day program will treat the subject of air brush in its entirety, exploring the intricacies of color, texture, decoration, frisket papers, acrylic dyes, inks, mixed media, prisma, and an array of appropriate paper surfaces — hot/cold press, bristol boards, etc. Other current-day techniques will be covered.

Van Valencia
Saturday and Sunday, November 19 and 20,
9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Guggenheim 2. \$115.

BCDA 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.

Roy Walden
Saturday and Sunday, December 3 and 4,
9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.

TAKE YOUR OWN SWEET TIME — AND DO SOMETHING MEANINGFUL

Noncredit Courses

What a wonderful way to fill your leisure time. Learning for learning's sake. A large variety of topics are introduced by instructors who really enjoy sharing their special interests.

Our non-credit courses meet evenings and weekends to accommodate your working schedule. There are no tests, no grades and no prerequisites. If your reason behind taking a class is to brush up on academic areas or test preparation or learn a language like French, Italian, or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest quality courses in areas of professional and personal interest. Are you in a transition in your life, are you facing stress, do you want to be introduced to the scenic wonder of Colorado outdoors, learn more of Colorado history or have a passionate interest in trains or sailing? We carefully choose courses to meet the interests expressed by most adults. Since we've been doing this for 75 years, we feel we have a good thing going. (Classes will not meet November 23, 24 and 25 for Thanksgiving vacation.)

Full refunds are given up to the second class session.

Please register early (at least 5 days in advance) to insure that your course isn't cancelled due to insufficient enrollment!

To register call **492-5148** or **1-800-332-5839**.



NONCREDIT ADULT COURSES

Courses by Starting Date, Fall 1988

<i>Date</i>	<i>Number</i>	<i>Section</i>	<i>Course</i>	<i>Faculty</i>
Tuesday, September 6	NC D 100	301	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 101	300	Beginning Western Dancing	Carl & Suzanne Gerleit
	NCT 301	301	Preparing for the Graduate Record Exam (GRE)	Terri Bodhaine, Roe Willis
Wednesday, September 7	NC D 300	301	Advanced Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 103	300	Beginning Jitterbug Dancing	Carl & Suzanne Gerleit
Saturday, September 10	NCT 490	301	Preparing for the Law School Admission Test (LSAT)	Kollie Elinoff
Saturday, September 17	NCT 300	300	Preparing for the Graduate Services Management	Bobrow Testing Services
			Admission Test (GMAT)	
Monday, September 19	NCSO 001	300	Cruising Under Sail — Basic Sailing Groundschool	Bill Plywasky
	NC B 006	300	New Business Principles; Skills for Success	George Barclay
	NC B 005	300	How to Market Your Product or Service	Teri Wenz
	NCL 003	300	Feeding Your Children a Healthy Diet	Peggy Phillips
	NCL 009	300	Biofeedback Stress Management	Toby Link
	NCFL 102	300	Beginning Conversational Italian	Luigina Cerri
	NCFL 100	300	Beginning Conversational French	Nadia Turk
	NCFL 101	300	Beginning Conversational German	Inge Kohlhepp
Tuesday, September 20	NCFA 017	300	Acting Basics	Susan Chambers
	NC I 005	300	Investing in Art and Antiques	Ruth Linton
	NCFL 103	300	Beginning Conversational Spanish	Elizabeth Medina
	NCL 008	300	American Sign Language	Doris Shrupp
	NCFL 201	300	Intermediate Conversational German	Ed Maier-Heym
	NC B 003	300	Entrepreneurism — Are You Ready	Aivars Ziedins
	NC I 002	300	Investment Strategies	Pete Poletti
Wednesday, September 21	NC W 006	300	Creative Writing	Barbara Steiner
	NC W 004	300	Novel Writing	Barbara Steiner
	NCFA 015	300	Woodcarving Sculpture	Barbara Cox
	NCFA 011	300	Sculpture Stonecarving	Barbara Cox
	NCFA 005	300	Life Drawing	Barbara Preskorn
	NCFL 200	300	Intermediate Conversational French	Nadia Turk
	NCFL 202	300	Intermediate Conversational Spanish	Elizabeth Medina
Thursday, September 22	NCFA 014	300	Masque-O-Mime	Samuel Avital
	NC B 008	300	Accounting for Non Accountants	Fred Moore
	NCL 016	300	Understanding and Developing Your Creative Self	Bette Griff
	NC W 003	300	English Writing Made Simple	Jean Thyfault
Friday, September 23	NCFA 013	300	Live at Macky	Speakers and Concerts
	NCFL 104	300	Beginning Japanese	Douglas Gordon
Saturday, September 24	NC B 002	300	Details on Starting Your Own Business	Tom Annis
	NCL 010	300	Inner Power: Making Your Life and Career Work	Shale & Candace Paul
	NCL 014	300	Psychology of Intimate Relationships	Neil Rosenthal
	NCL 011	300	Communication Skills for Working Couples	Toni Scott
Monday, September 26	NCSO 002	300	Colorado Landscape: Plants and Design	Andrew Mead
	NCFA 012	300	Chinese Painting	Janette Lenschow
	NCFA 001	300	Basic Photography	Lynn Lickteig
	NC W 005	300	Writing for Magazines	Deidre Elliott
Tuesday, September 27	NCFA 010	300	The Art of Piano Improvisation	Brian Golden
	NCL 001	300	Diet for a Healthy Pregnancy	Peggy Phillips
	NC I 003	300	Stock Market Investments	Arnold Hart, Mary Wright
Wednesday, September 28	NC W 007	300	Editing	Linda Loewenstein
	NCSO 003	300	Exploring the Universe	Joe Romig
	NCL 005	300	Handwriting Analysis: An Aid to Learning	Carol Ford
	NCFA 006	300	Storytelling for Everyone	Kay Negash
	NCFA 007	300	Using Photography to Stimulate Self-Awareness	Michael Blocher



NONCREDIT ADULT COURSES

<i>Date</i>	<i>Number</i>	<i>Section</i>	<i>Course</i>	<i>Faculty</i>
Thursday, September 29	NCFA 002	300	Creative Photography	Don Oberbeck
	NCH 001	300	Forest Crossen's Colorado	Forest Crossen
	NCFA 003	300	Drawing Techniques	Gail Marr
	NCFA 009	300	Watercolor Techniques	Gail Marr
Saturday, October 1	NCT 200	300	Preparing for the ACT/SAT	Terri Bodhaine, Bob Daniel
Monday, October 3	NCL 017	300	You and Your Aging Parents	Shelley Karpel
	NCB 007	300	Writing Business Plans	Donald Kaniecki
	NCSO 005	300	Xeriscape Landscaping: Low Water, Low Maintenance	Andrew Mead
Tuesday, October 4	NCFA 016	300	The World of Gemstones	Jaqui Thier Cooper
	NC D 200	300	Intermediate Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 203	300	Intermediate Western Dancing	Carl & Suzanne Gerleit
Wednesday, October 5	NCB 004	300	Financial Planning for Women	Corline Carstens
	NC D 201	300	Intermediate Jitterbug Dancing	Carl & Suzanne Gerleit
	NC D 102	300	Beginning Latin Dancing	Carl & Suzanne Gerleit
Thursday, October 6	NCL 019	300	Effective Job Search Strategies	Toni Scott
Thursday, October 13	NCSO 004	300	Learn about Boulder's Common Backyard Birds	Tina Jones
Saturday, October 15	NCL 015	300	Recognizing and Dealing with Children's Stress	Barbara Behrendt
	NCL 002	300	Eating as if Your Life Depended on It	Peggy Phillips
Wednesday, October 19	NCI 004	300	Stock Market Profits	Pete Poletti
Wednesday, October 26	NCL 006	300	Handwriting Analysis: After the Basics	Carol Ford
Saturday, October 29	NCL 013	300	Parenting the Gifted and Talented Child	Dorothy Knopper
Tuesday, November 1	NC D 302	300	Advanced Western Dancing	Carl & Suzanne Gerleit
	NC D 300	302	Advanced Ballroom Dancing	Carl & Suzanne Gerleit
Wednesday, November 2	NC D 100	302	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 202	300	Intermediate Latin Dancing	Carl & Suzanne Gerleit
Saturday, November 5	NCL 012	300	Nutrition and the Immune System	Peggy Phillips
Tuesday, November 8	NCT 301	302	Preparing for the Graduate Record Exam (GRE)	Terri Bodhaine, Roe Willis
Wednesday, November 9	NCI 001	300	Investing for Income	Pete Poletti
Saturday, November 12	NCL 018	300	Diet, Emotions and Behavior	Peggy Phillips
	NCT 490	302	Preparing for the Law School Admission Test (LSAT)	Kollie Elinoff



Business

NC B 008 **Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training in this area. Emphasizes the recording, reporting, and analysis of accounting information from source of information and journalizing, through posting to ledgers, preparation of financial statements and the use of those statements to provide information for business decision-making. The objective is to help the student understand not only the accounting process, but the purpose and uses to which the results may be applied.

Fred Moore, M.B.E., Public Accountant.

Section 300: Thursdays,
September 22-November 3, 7-9 p.m.
7 sessions. Geology 127. \$53.

NC B 002 **Details on Starting Your Own Business**

This course will give the aspiring entrepreneur an exposure to the details of starting a new business, including records and organization needed to begin business, governmental requirements, additional requirements if employees will be involved, taxation, financing, and community resources available to the entrepreneur. It is expected that the participant has already formulated at least a rudimentary business plan.

Tom Annis, M.S., C.P.A., C.F.A., has started three businesses and is Division Manager, Finance, with John Deere Industrial Equipment Co.

Section 300: Saturdays, September 24-
October 29, 9:00-11:00 a.m.
6 sessions. Education 145. \$45.

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Business, Con't.

NC B 003 **Entrepreneurism—Are You Ready?**

What does it take to be an entrepreneur? Not everyone has what it takes. Most businesses fail within five years and 50% of businesses fail in the very first year. Some of the most common causes of failure in businesses include under capitalization, lack of preparation, failure to test the market, lack of financial control, and too much too soon. This class will help you determine if you have what it takes to make it in business as an entrepreneur. The class will cover the design of a business plan, setting up a basic budget, cash flow analysis and other essential activities. In addition, the class will discuss personal financial planning and the preservation of wealth for the successful entrepreneur and his or her family.

Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co.

Section 300: Tuesdays, September 20-October 18, 6:30-9:00 p.m.
5 sessions. Engineering Cr. 1-42. \$38.

NC B 004 **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, create your own personal financial plan step by step as we identify the reasons women often fail. Learn how to set specific goals and how to implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Carstens, M.B.A., Vice President of Marketing for Ziedins and Company.

Section 300: Wednesdays, October 5-26, 6-8:30 p.m. 4 sessions.

Duane Physics G116. \$38.

NC B 005 **How to Market Your Product or Service**

Are there more ways to develop your marketing? The class will cover what you need to know and do in terms of positioning, competition, research, trends, customer service, new products, sales, advertising and other factors. Examples, hands-on work and orientation toward participants are stressed.

Teri Wenz, M.A. Consultant with CU's Small Business Assistance Center.

Section 300: Mondays, September 19-October 10, 6:30-8:30 p.m.

4 sessions. Duane Physics G027. \$30.

NC B 006 **New Business Principles; Skills for Success**

Whether beginning a business or thinking about one, everyone needs a clear foundation in the fundamentals of what makes a business succeed. Practical and theoretical foundations will be explored covering areas of business ethics, creativity skills, competition, negotiations, characteristics of the entrepreneur and resource and time management. Emphasis will be placed on doing what you love to do as a means of ensuring growth in the right direction.

George Barclay, M.S., Adjunct Professor at the Institute for Entrepreneurship and Creativity, Metro State College, founder of three businesses in the areas of investment planning.

Section 300: Mondays, September 19-November 7, 7-9 p.m.

8 sessions. Porter Biopsychology E114 Conference. \$60.

NC B 007 **Writing Business Plans**

The course will cover how to make financial, marketing, and operational plans to give you control over your business and set you on a course for maximum profits. We will cover sales and cost projections, cash flow, marketing research and facilities management. This course is designed for people writing a formal business plan for lender/investors as well as those who just want to know where they are headed.

Donald A. Kaniecki, C.P.A., M.B.A., has worked with people starting successful businesses for over 8 years.

Section 300: Mondays, October 3-24, 6:30-8:30 p.m. 4 sessions.

Duane Physics G116. \$30.

Dance

NC D 100 **Beginning Ballroom Dancing**

An introduction to the basics of Foxtrot, tango, Jitterbug, polka, and waltz. The instruction will include the necessary turns and animations to provide every participant confidence on the ballroom dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.

Section 301: Tuesdays, September 6-30, 6:30-7:45 p.m.

Section 302: Wednesdays, November 2-30, 8:00-9:15 p.m.

Both Sections: 4 sessions. Economics 13. \$24.

NC D 200 **Intermediate Ballroom Dancing**

An Intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course and add more eye-catching turns and moves.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.

Section 300: Tuesdays, October 4-25, 6:30-7:45 p.m.

4 sessions. Economics 13. \$24.



NONCREDIT ADULT COURSES

NC D 300 **Advanced Ballroom Dancing**

An advanced level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with most of the basic steps and turns. The instruction will expand on the previous courses' combination of routines and refinements for smoothness.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for 10 years.
Section 301: Wednesdays, September 7-28, 6:30-7:45 p.m.
Section 302: Tuesdays, November 1-22, 6:30-7:45 p.m.
Both Sections: 4 sessions. Economics 13. \$24.

NC D 103 **Beginning Jitterbug Dancing**

An introduction to the basic steps in back-beat jitterbug. The instruction will include the necessary turns and animations to provide every participant confidence on the dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Wednesdays, September 7-28, 8:00-9:15 p.m. 4 sessions. Economics 13. \$24.

NC D 201 **Intermediate Jitterbug Dancing**

An intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Wednesdays, October 5-26, 8:00-9:15 p.m.
4 sessions. Economics 13. \$24.

NC D 102 **Beginning Latin Dancing**

This course will include the basic steps in rumba, tango, mambo, and cha cha. Instruction will include the necessary turns and animations to make every participant comfortable on the dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Wednesdays, October 5-26, 6:30-7:45 p.m.
4 sessions. Economics 13. \$24.

NC D 202 **Intermediate Latin Dancing**

An intermediate class (beginning is not a prerequisite, but would be helpful) which will review the basics, then expand on the various combination of routines and additional latin steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Wednesdays, November 2-30, 6:30-7:45 p.m.
4 sessions. Economics 13. \$24.

NC D 101 **Beginning Western Dancing**

Introduction to the basic steps in Texas 2-Step, Traveling Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). Dancing is easy and fun. Sign up with or without a partner.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, September 6-27, 8:00-9:15 p.m. 4 sessions. Economics 13. \$24.

NC D 203 **Intermediate Western Dancing**

An intermediate level class (beginning is not a prerequisite but would be helpful). Once everyone is comfortable with basic rhythms, we add turns and flashy moves!

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, October 4-25, 8:00-9:15 p.m. 4 sessions. Economics 13. \$24.

NC D 303 **Advanced Western Dancing**

An advanced level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with the basic steps and turns. There's always more to learn! The challenge of keeping up with what's happening in the Western Dance makes dancing exciting. The class will include a demonstration by professional competitive dancers.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, November 1-22, 8:00-9:15 p.m. 4 sessions. Economics 13. \$24.



Fine Arts

NCA 017 **Acting Basics**

All the world's a stage. . . and rather than putting on a character, the actor searches for the variety in every one of us, the everyone in each of us. Whether the stage is your world or you simply wish to know and be more comfortable with yourself and others, this exploration of the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Emphasis is on class attendance and participation. No required text.

Susan Chambers, M.F.A., Penn State Univ., has taught acting and movement for actors to nonmajors and theater students.

Section 300: Tuesdays and Thursdays, September 20-October 27, 7-8:30 p.m.
12 sessions. Hale 302. \$68.

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NONCREDIT ADULT COURSES



Fine Arts, Con't.

NCF A 010 **The Art of Piano Improvisation**

Improvisation is a state of mind. Music is initially and essentially "sound." We will explore "raw sound" and relate it to rhythm, melody and harmony. We will develop and refine "musical language." This is a class that will unlock the music in you and give you the tools to create your own music. (Some piano background helpful.)

Brian Golden, concert pianist, performing for Arvada Center, Chautauqua, and the Boulder Public Library Concert Series.
Section 300: Mondays, September 26-November 14, 8:00-9:30 p.m.
8 sessions. Education 153. \$45.

NCF A 001 **Basic Photography**

This introductory course is designed for those who have a camera but don't really feel that they know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks) and good composition and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality. Numerous handouts; optional text is Henry Horestein's *Black and White Photography*.

Lynn Lickteig, B.F.A. CU-Boulder, Photographer.

Section 300: Mondays, September 26-November 14 (Field Trip Saturday, October 15, 7-9 p.m.)
8 sessions. Environmental Design 122. \$60.

NCF A 002 **Creative Photography Workshop**

An exploratory course for those with some experience to learn about the amazing new films like T.Max and Gold 100, filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and how to see photographic composition. An introduction to basic darkroom skills will include black and white print making, color enlargements from negatives and Cibachrome printing from color slides. Students will have 3 extra weeks in the darkrooms for practice, and will receive feedback photographs produced. The course will include six 2-hour classroom periods; two 3-hour darkroom classes; and the 3 weeks darkroom time. The cost of the darkroom chemistry is included in the tuition, but students must supply their own camera, film and paper. Please bring your camera to the first class.

Don Oberbeck, professional photographer for 20 years, owner of the Boulder Photo Center.

Section 300: Thursdays, September 29-November 3, 7:30-9:30 p.m. 6 sessions
Education 155, 5 sessions
Boulder Photo Center. \$95.

NCF A 012 **Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own materials, a brush or brushes, ink, rice papers, or newsprints, covered at the first class session.

Janette Lenschow, M.F.A.

Section 300: Mondays, September 26-November 14, 7-9 p.m.
8 sessions. Geology 127. \$60.

NCF A 003 **Drawing Techniques**

Many artists have used drawing to design, arrange or rearrange forms, and try out various solutions. Drawing techniques introduces a variety of drawing tools and drawing methods, including slides of Michelangelo, Rubens, Pelligrini, Ingres, Durer and twentieth century artists. First class will present slides of drawings; pen and ink, charcoal, pencil, conte crayon, washes, mixed media, and lithographic crayon. Left-brain, right-brain concepts will also be introduced during first class. Following classes will introduce the value scale, with the investigation of basic shapes. . . cube, cylinder, and sphere, in order to understand the basic ideas of pencil drawing. Next, pure white still life will be utilized to enlarge the concept of light and dark value. After which, we move onto preliminary steps at composition and campus landscape.

Gail Marr, B.F.A. Studio Painting, artist, instructor.

Section 300: Thursdays, September 29-November 17, 5:30-7 p.m.
8 sessions. Fine Arts C153. \$45.

NCF A 005 **Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18" x 24" newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A. CU Boulder, Instructor at Front Range Comm. College.

Section 300: Wednesdays, September 21-November 9, 7-9 p.m.
8 sessions. Fine Arts N-298. \$60.



NONCREDIT ADULT COURSES



NCA 013 **Live At Macky! - The Artist Series**

Three magical evenings of great music and special pre-concert lectures will be offered in Macky Auditorium as part of the 1988-89 Artist Series season. The informal discussions preceding each concert provide an opportunity to meet fellow music lovers, while special guests share fascinating details on aspects of the evening's concern. Lectures will be non-technical. No musical background required. Course includes lecture and one ticket to each concert in Orchestra I section.

Friday, September 23, 1988

Lecture: "The Jazz Beat: From Ragtime to Brubeck" by Hank Troy, member of the Queen City Jazz Band

Concert: The Dave Brubeck Quartet

Sunday, October 30, 1988

Lecture: "Berlin: Music Up Against the Wall?" by Wes Blomster, *Daily Camera* Music Critic

Concert: Berlin Symphony Orchestra of the D.D.R., Claus Peter Flor, Conductor

Friday, November 11, 1988

Lecture: "Professor Taylor, C.U.'s Mr. Wizard, Looks at the Science of Music."

Concert: Peter Zazofsky, violin, in recital

Section 300: All lectures are at 7:00 p.m., Macky 213. All concerts are at 8:00 p.m., Macky Auditorium Concert Hall.

Enrollment is limited. Registration deadline: Friday, September 16. \$49.

NCA 014 **Masque-O-Mime**

This intensive workshop is designed for anyone who has a desire to learn the basics of mime, movement and body language. The course will be divided into two parts. In part 1, you will design and begin to construct masques of plaster. These will be completed at home. You will then learn how to use them through contacting your creative source and emerging with a concrete artistic expression. Part 2 covers mime technique, motion/stillness parallels, lines in space, geometry of motion, and integrating kindness and gentleness of thought and action in the mindfulness of the movement. Recommended text: *Mime Workbook* and *Mime and Beyond* both by Samuel Avital and available in the university bookstore.

Samuel Avital, Artist, studied mime, dance and theatre in Paris in the 1950s with Marcel Marceau. Founder of Le Centre Du Silence, Boulder.

Section 300: Thursdays, September 22-October 27, 6:30-9:30 p.m.
6 sessions. Economics 2. \$68.

NCA 011 **Sculpture - Stonecarving**

Carving in stone is one of the great fascinations of sculpture and an exciting process for self expression using simplicity. Basic instructions will focus on carving techniques, principles of the 3rd dimension, texture and surface processes and individual instruction. Discussion of various stone types, needed materials and a slide show viewing the history of stone sculpture is included.

Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academie in Munich.

Section 300: Wednesdays, September 21-November 16, 7-9 p.m.
9 sessions. Fine Arts C-102. \$68.

NCA 006 **Storytelling for Everyone**

Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myths, fairy tales and folktales. Learn how to become a better storyteller, which stories are good for you, techniques for preparation and performance.

Kay Negash, professional storyteller, winner in 1986, representing this five state area at the National Storytelling Festival in Jonesboro, Tenn.

Section 300: Wednesdays, September 28-November 2, 5:30-8:00 p.m.
6 sessions. Hale 6. \$57.

NCA 007 **Using Photography to Stimulate Self-Awareness**

With the camera as a tool to view the world, the instructor will guide you through simple assignments designed to heighten visual awareness, stimulate new thinking, and provide an outlet for self-expression. Class assignments will be given to depict concepts, ideas, and feelings (i.e., take a picture of warmth). Your slides will be shown during class to share perspectives and see how others view the same topics. By learning to perceive things from different physical and mental vantage points, you will gain a broader understanding of yourself and the world in which you live. This fun class is for people of all levels of photography and is not intended as technical training. (However, technical help will be available on a one-to-one basis.) Students should supply their own camera and film.

J. Michael Blocher, B.S., M.A., professional photographer and photography instructor for over 11 years.

Section 300: Wednesdays, September 28-November 26, 7-9 p.m.
8 sessions (6 class, 2 weekend field trips).
Ketchum 119. \$64.

NCA 009 **Watercolor Techniques**

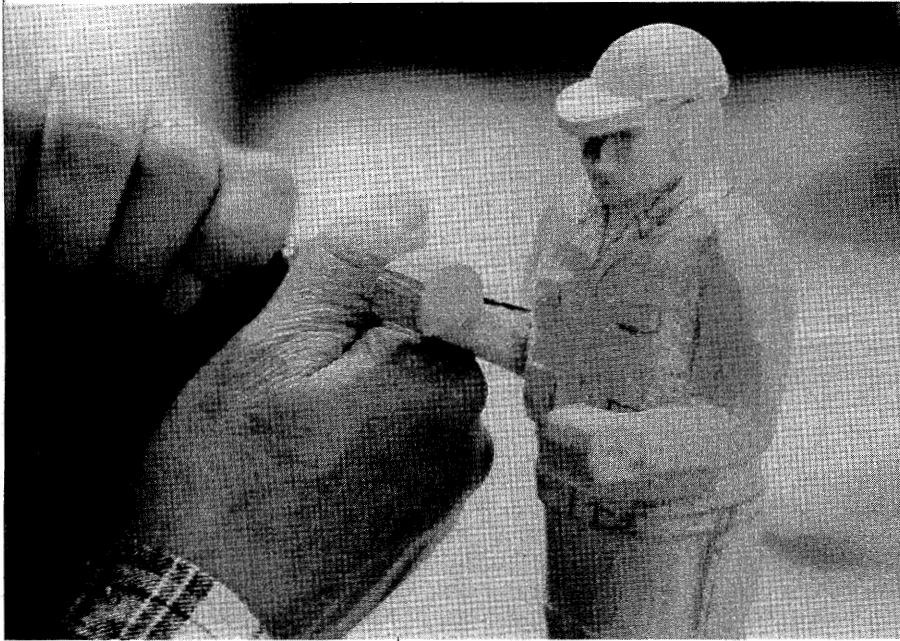
Watercolor techniques will be taught utilizing techniques of transparent and opaque watercolor, with an emphasis in basic color theory, learning how to use the color wheel and develop individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left-brain, right-brain exercises are also included in the course, along with specific drawing assignments, in order to stimulate and facilitate learning a variety of methods. Campus landscape included. Note: advanced students will learn to reproduce masters paintings, critique, and conceptualize.

Gail Marr, B.F.A. Studio Painting.

Section 300: Thursdays, September 29-November 17, 7-9 p.m.
8 sessions. Fine Arts C153. \$60.

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Fine Arts, Con't.

NCFA 015 **Woodcarving Sculpture**

Create a sculpture in wood. Basic carving techniques and instructions will focus on three dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of clay model will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools \$25 payable at first class. Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academie in Munich. Section 300: Wednesdays, September 21-November 16, 5-7 p.m. 9 sessions. Fine Arts C102. \$68.

NCFA 016 **The World of Gemstones**

Myth, Magic and Reality. Glass or diamond? Gemstone or imitation? This course will give the student a basic knowledge of gemstones including history and lore, geography, mining and distribution, cutting and enhancement, color, crystalline structure and other physical and optical properties of diamonds and colored stones. The focus is on consumer awareness. (Suggested text: *Gemstones of the World*, Walter Schumann.)

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio. Section 300: Tuesdays, October 4-November 15, 7-9:30 p.m. 7 sessions. Ketchum 119. \$66.

Foreign Languages

NCFL 100 **Beginning Conversational French**

This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Required textbook is *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature. Section 300: Mondays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 255. \$75.

NCFL 200 **Intermediate Conversational French**

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature. Section 300: Wednesdays, September 21-November 30, 7-9 p.m. 10 sessions. Hellems 255. \$75.

NCFL 101 **Beginning Conversational German**

This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German speaking countries, we will emphasize practice in practical conversation. Text to be used is announced at the first class session.

Inge Kohlhepp, Instructor at CU-Boulder, Native Speaker. Section 300: Mondays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 247. \$75.

NCFL 201 **Intermediate German**

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text is *Lesen, Lachen, Lernen* and is available at the University of Colorado Bookstore.

Ed Maier-Heym, M.A. German, Instructor at CU-Boulder.

Section 300: Tuesdays, September 20-November 22, 7-9 p.m. 10 sessions. Hellems 185. \$75.

NCFL 102 **Beginning Conversational Italian**

This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, songs, dialogues, pictures and small group activities in the classroom, will make learning a more enjoyable experience. Required text is *Buon-giorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri has taught both Italian and French in several different schools including CU-Boulder.

Section 300: Mondays, September 19-November 21, 6:30-8:30 p.m. 10 sessions. Hellems 263. \$75.

NCFL 104 **Beginning Japanese**

This course is designed for students with no knowledge of the Japanese language and is intended as an introduction to the basics of successful communication. Emphasis will be placed on polite, practical, and colloquial Japanese. The goal of the course is to develop a foundation of survival skills and an understanding of how the language works. The basics of reading simple signs and texts will also be introduced. Tuition includes course text: *Communication in Japanese*, available in class.

Douglas H. Gordon, M.A., is a former Fulbright scholar and has published two books on Japan. He has lived and traveled widely in Japan.

Section 300: Fridays, September 23-December 2, 6-8 p.m. 10 sessions. Hellems 255. \$75.



NONCREDIT ADULT COURSES

NCFL 103 **Beginning Conversational Spanish**

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary.

Elizabeth Medina, Full Professor, Loretto Heights College.

Section 300: Tuesdays, September 20-November 22, 7-9 p.m.
10 sessions. Hellems 255. \$75.

NCFL 202 **Intermediate Conversational Spanish**

Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.

Elizabeth Medina, Full Professor, Loretto Heights College.

Section 300: Thursdays, September 22-December 1, 7-9 p.m.
10 sessions. Hellems 255. \$75.

History

NC H 001 **Forest Crossen's Colorado**

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled *Western Yesterdays*. All those interested in Colorado will find these lectures rewarding. Extra time is reserved for questions.

Forest Crossen, historian and writer.

Section 300: Thursdays, September 29-October 27, 7-8:30 p.m.
5 sessions. Hellems 185. \$28.

Investments

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

This course will provide an introduction to the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Topics will include what gives a piece value, how to build a collection, terminology, questions to ask, traps to avoid, how to get the most for your money, taking care of your art, and capitalizing on your investment.

Ruth Linton, 10 years museum experience, consultant in contemporary art.

Section 300: Tuesdays, September 20-October 11, 7-9 p.m.
4 sessions. Education 153. \$30.

NC I 001 **Investing for Income**

Seminar presents methods of investing for income in today's changing economic and investment environment. Covers guarantees, safety, risk, and tax implications. Anybody needing income should be interested: CDs, money market funds, banks, savings and loans, cash management accounts, U.S. Government securities, GNMA's, zero coupon bonds, municipal bonds, income-producing limited partnerships, oil and gas production, rental real estate, leasing, Blue chip stocks, utility stocks, covered call writing, mutual funds, corporate bonds, preferred stocks, tax-free investments, fixed annuities, variable annuities, immediate annuities, and single premium whole life policies.

Peter J. Poletti, M.B.A. in Economics and Finance, First Vice President at Dean Witter Reynolds

Section 300: Wednesday, November 9, 6:30-8:30 p.m. 1 session.
Business 251. \$15.

NC I 002 **Investment Strategies**

Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course will sharpen your understanding and your investment skills, and help you make your money grow. Topics include: money growth, the golden thread, safety, liquidity, diversification, growth of value, interest and dividends, guarantees, minimizing taxes, professional management, money market funds, cash management, CDs, zero coupon bonds, GNMA's, corporate and municipal bonds, unit trusts, tax-free

investments, stocks, utilities, real estate, mutual funds, options, precious metals, commodities.

Peter J. Poletti, M.B.A. Economics and Finance, First Vice President at Dean Witter Reynolds.

Section 300: Wednesdays, September 21-October 12, 6:30-9 p.m. 4 sessions.
Business 251. \$38.

NC I 003 **Stock Market Investments**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs.

The course is oriented toward those concerned with stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Bookstore.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Vice President of Investments at Prudential-Bache and Mary Wright, B.A. University of Colorado, investment broker at Prudential-Bache.

Section 300: Tuesdays, September 27-October 18, 7-9 p.m.
4 sessions. Duane Physics G025. \$30.

NC I 004 **Stock Market Profits**

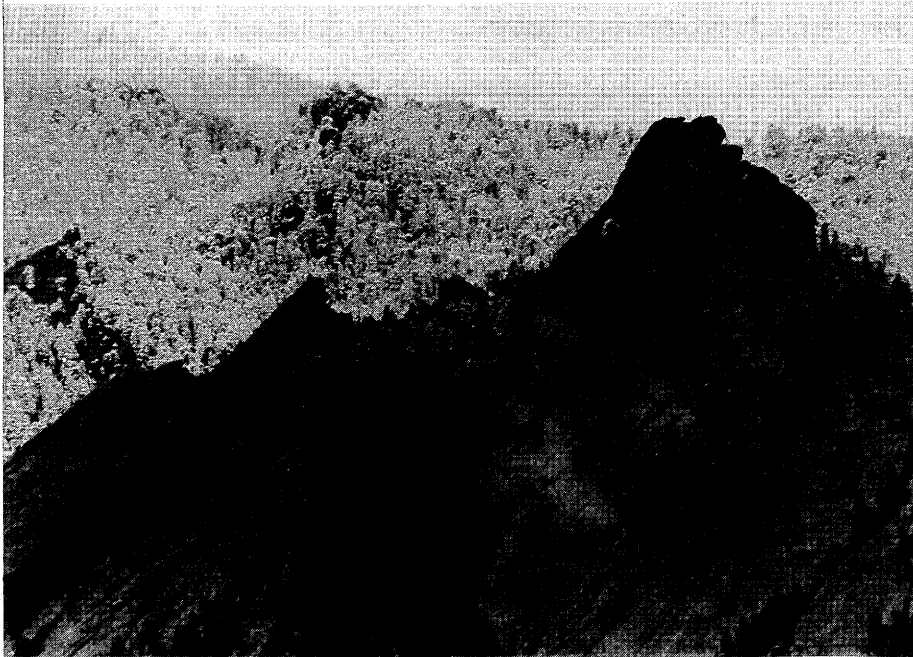
This course covers insights, tools, and strategies for success in the stock market: how to find the big winners; how to be in phase with the market; how and when to sell; how to handle psychological pressures and emotion; how to do effective fundamental analysis; how to apply technical analysis and charting; how to develop an overview that leads to profit.

Peter J. Poletti, M.B.A. Economics and Finance; First Vice President at Dean Witter Reynolds.

Section 300: Wednesdays, October 19-November 2, 6:30-8:30 p.m. 3 sessions.
Business 251. \$23.

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Lifestyle

NCL 008 **American Sign Language — An Introduction to Conversation**

Using principles from natural language development, you will be introduced to conversational American Sign Language through stories, games, activities, and "hands-on" interaction. Please dress for movement ease. Text is *Signing: How to Speak with your Hands*, by Elaine Costello available in the University bookstore.

Doris Shrupp, Coordinator for Services for Deaf and Hearing Impaired Persons at CU-Boulder.

Section 300: Tuesdays, September 20-November 22, 6:30-8:30 p.m.
10 sessions. Education 231. \$75.

NCL 009 **Biofeedback Stress Management**

This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics.

Toby F. Link, Ph.D. University of Michigan, Psychotherapist.

Section 300: Mondays, September 19-October 17, 7-9 p.m.
5 sessions. Economics 2. \$38.

NCL 011 **Communication Skills for Working Couples**

So, you're both working now and feel things are working pretty well, considering the stress, time problems, and daily pressures . . . but it sure would feel good to find some way to get things working even better! Using a variety of active techniques, this class will help you develop personal communication skills you can use immediately. We'll explore the impact of various communication styles, develop better listening styles, develop negotiation, non-verbal language, time management, topic focus, personal assertion, and encouragement.

Toni Scott, M.A., Consultant.

Section 300: Saturdays, September 24-October 1, 9 a.m.-4 p.m.
2 sessions. Economics 119. \$53.

NCL 018 **Diet, Emotions, and Behavior**

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

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant.

Section 300: Saturday, November 12, 10 a.m.-5 p.m. 1 session.
Muenzinger 214. \$27.

NCL 001 **Diet for a Healthy Pregnancy**

Find out how to eat for a healthy baby without gaining too much weight. We will discuss proper weight gain in pregnancy, low-fat sources of protein, vitamin and mineral needs and safe herbs in pregnancy.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ., Registered Dietitian/Nutritional Consultant.

Section 300: Monday, September 26, 7-10 p.m. 1 session. Hellems 177. \$12.

NCL 019 **Effective Job Search Strategies**

A self-marketing approach to today's competitive workplace. Organizing your search, presenting yourself appropriately in person and on paper, using the hidden job market and targeting to gain the best possible chance to be hired. Develop your techniques, image and attitude to better insure you will be the one going to work with a smile.

Toni Scott, M.A.

Section 300: Thursdays, October 6-20, 7-9 p.m.
3 sessions. Education 143. \$23.

NCL 003 **Feeding Your Children a Healthy Diet**

A guilt-free guide to understanding your child's nutritional needs without spending hours in the kitchen. Beginning with the first year of life and up to the teenage years—among the special topics will be included: food allergies and nutritional remedies for common ailments, and nutritious snack ideas.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant.

Section 300: Monday, September 19, 7-10 p.m. 1 session. Hellems 177. \$12.

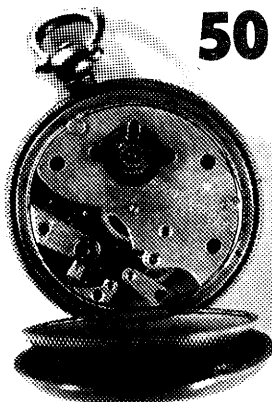
NCL 005 **Handwriting Analysis: An Aid to Learning**

You are what you write. Handwriting reflects your real personality — how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them.

This course provides an introduction to Graphoanalysis, the only scientific method of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others. The course fee includes materials.

Carol Ford, B.S. nursing, certified Graphoanalyst, has private practice in handwriting analysis and document examination.

Section 300: Wednesdays, September 28-October 19, 6:30-9 p.m. 4 sessions.
Economics 119. \$53.



NONCREDIT ADULT COURSES

NCL 006

Handwriting Analysis: After the Basics

The next step for those who have previously taken an introductory course to handwriting analysis. Writing represents the personality of the writer. All individual traits found within the writing must be placed in context to the entire writing. Come and expand on the basics for greater application in your own life — at work, at home, or with friends. Look further at t's and d's, printing, children's writing, spacing, margins and more.

Carol Ford, B.S. nursing, Certified Grapho-analyst, has private practice in handwriting analysis and document examination.

Section 300: Wednesday, October 26-November 16, 6:30-9 p.m. 4 sessions. Economics 119. \$53.

NCL 010

Inner Power — Making Your Life and Career Work

If you're not getting all you can from your life and work; if you've reached a transition or are uncertain where to go next; or if you don't feel totally in control of your life — this ten session course will help you address these key issues. It will give you an awareness of where your many strengths and abilities lie in order to get your life in better balance. Part of reaching this balance is understanding how brain integration affects decision making. In addition, this course will help you discover the inner qualities that enable you to deal with change in your life. The *Myers Briggs Type Indicator* will be used as an assessment vehicle and is included in the course fee. Texts: *The Three Boxes of Life*, by Richard Bolles; and *The Warrior Within: A Guide to Inner Power*, by Shale Paul.

Shale and Candy Paul, authors, management consultants.

Section 300: Saturdays, September 24-December 3, 8:30-11:30 a.m. 10 sessions. Education 134. \$125.

NCL 002

Eating As If Your Life Depended On It

You cannot afford to be ignorant, confused or misled about the nutrition facts. What you eat today affects your immediate energy levels and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart; the five types of fiber and the food source of each; why calcium supplements may be hazardous to your bones; three dietary ways to reduce your cancer risk; which vitamin supplements are right for you; where you can find reliable nutrition information; how

to lose weight without starving yourself; why butter is better for you than margarine; how to strengthen your immune system through nutrition. Tuition includes extensive hand-out materials.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; registered dietitian/nutritional consultant.

Section 300: Saturday, October 15, 10 a.m.-5 p.m. 1 session. Muenzinger 214. \$27.

NCL 012

Nutrition and the Immune System

Learn the effects of emotional, physical and environmental stress on the body's nutritional needs. Understand how the body reacts to stress, how the immune system works and how proper nutrition can help prevent stress-related diseases. Specific diseases of the immune system, cancer, arthritis, AIDS, and allergies will be discussed.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; registered dietitian/nutritional consultant.

Section 300: Saturday, November 5, 10 a.m.-5 p.m. 1 session. Muenzinger 214. \$27.

NCL 013

Parenting the Gifted/Talented Child

Parents of the gifted and talented, like their special children, are often in need of direction and support. The course will include effective parenting, emotional/social development, resources for children and parents, appropriate issues such as the gifted girl, preschool, adolescence, underachievement. This seminar is especially designed for parents of gifted/talented children, although educators are welcome. Bring a brown bag lunch, and we will share concerns about individual children.

Dorothy Knopper, M.A. Consultant in Gifted Education to parents and schools.

Section 300: Saturday, October 29, 9:30 a.m.-3:30 p.m. 1 session. Economics 205. \$23.

NCL 014

Psychology of Intimate Relationships

Why intimate relationships are so hard to find and maintain; how and why people keep choosing similar partners and repeat similar patterns in their relationships; the stages of intimacy; the function of power struggles, arguments, conflicts and affairs; how your childhood influences your intimate adult relationships; reflections on love and loving; falling out of love; how expecta-

tions, low self-esteem, guilt and low self respect affect our relationships; how to evaluate a potential partner, and how to stay healthy and filled in a relationship.

Neil Rosenthal, Psychotherapist/Marriage Therapist.

Section 300: Saturday, September 24, 10 a.m.-5 p.m. 1 session. Muenzinger 214. \$27.

NCL 015

Recognizing and Dealing with Children's Stress

Designed for parents and teachers, this course will examine stress in children with focus on early recognition and techniques for helping them deal with stress. Other topics covered will include contagiousness of your stress, overload problems, time management techniques, relaxation techniques, effective communication approaches.

Barbara Behrendt, M.S. (focus on counseling psychology), educator, stress management consultant.

Section 300: Saturday, October 15, 9:30 a.m.-4:30 p.m. 1 session. Economics 119. \$27.

NCL 016

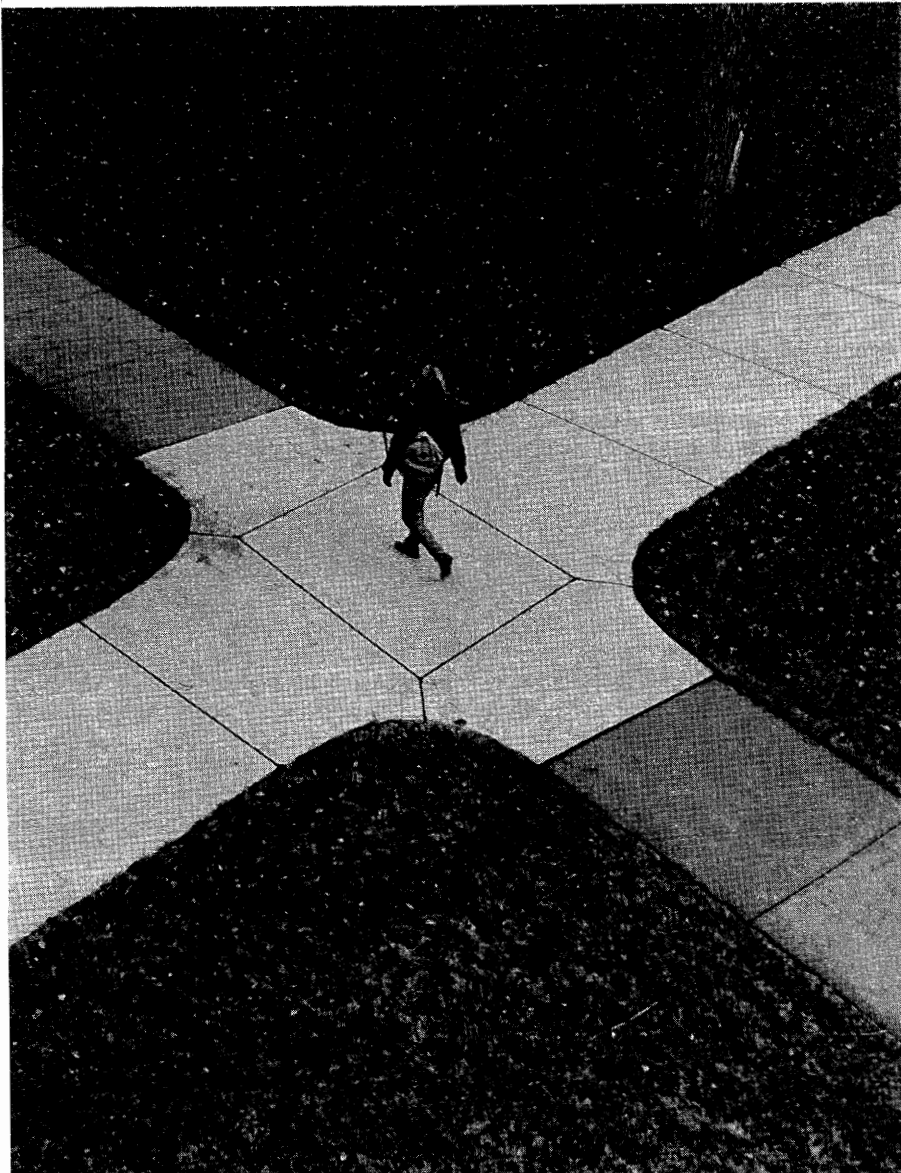
Understanding and Developing Your Creative Self

The goal of this experiential course is to free up untapped creative energy, explore it, develop it, and discover enriching and innovative applications in our everyday lives. Using imagination, visualization and humor, we can dissolve mental blocks and limiting beliefs which act as barriers to our creative self-expression. Fun, yet practical, exercises will involve communication skills, goal setting, problem solving, self-awareness, and creative mind expansion. Then, through understanding and integrating both sides of the brain, we can learn to make whole brain decisions in order to create more joy and balance in our lives. Finally, guest speakers from diverse fields will inspire and motivate us all, while providing valuable resources for further creative endeavors. Textbook: *The Brain User's Guide* by Tony Buzan, available at the University Bookstore.

Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.

Section 300: Thursdays, September 22-November 10, 7-9 p.m. 8 sessions. Porter Biopsychology E123. \$60.





Lifestyle, con't.

NCL 017 **You and Your Aging Parents**

You've always been dependent upon your parents, now they're dependent upon you. How do you cope with this new role and make effective decisions while at the same time meeting your own needs? This three-week course is designed for the layman and professional new to this field and will cover communication skills, recognizing problems (normal vs. pathological aging), the emotional components, and knowing how and when to intervene. Community resources and the topic of placement (alternatives and when it's appropriate) will be reviewed.

Shelley Karpel, M.S.W.

Section 300: Mondays, October 3-17,
7:00-9:00 p.m.
3 sessions. Hellems 177. \$23.



Outdoors

NCSO 002 **Colorado Landscape: Plants and Design**

This course is designed for homeowners who would like to do the landscaping or planning themselves. Participants will bring a site plan to class and leave with a detailed landscape plan and an understanding of the basics of successful growing in Colorado. Participants will also be helped with individual problems. Class will be practical in nature — not botanic.

Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehaufs Nursery.

Section 300: Saturdays, September 24 and October 1, 10 a.m.-4 p.m.
2 sessions. Geology 127. \$45.

NCSO 001 **Cruising Under Sail: Sailing, Seamanship, Navigation**

Comprehensive, practical "hands-on" working seminars for all sailors — novice, barnacled old-salts, or armchair adventurers — who wish to learn more or improve working skills. Course topics include: celestial navigation in perspective; review of basic navigation; time and time keeping; chartwork plotting; working with sextants; sight reduction techniques; operational shortcuts; celestial landfalls; emergency celestial navigation; stars' and planets' identification and finding; celestial applications and procedures in air navigation; state of the art and future trends. There will be extensive sextant practice sessions and related plotting and chartwork to provide all participants with sound working skills. There are no prerequisites or any other requirements other than the criteria of interest.

Bill Plywasky, Ph.D. physics, master navigator, sailed large and small boats all over world.

Section 300: Monday, September 19-
November 14 (no class October 31),
6:45-9:15 p.m.
8 sessions. Hellems 245. \$75.

NCSO 003 **Exploring the Universe**

This basic astronomy course is designed for those of you who want to learn more about our earth, sun, planets, the birth and death of stars, the galaxy, the origin and evolution of the universe, and the development of life on earth. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observation of the constellations and planets (weather permitting). In addition there will be one planetarium session and one telescope session (to be arranged). No prior scientific back-

ground is assumed. Recommended text (optional) is the *Universe and Life* by G.S. Kutter, available at the University Bookstore on campus.

Joe Romig, M.Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radiophysics, Consultant, Pondarosa Assoc. Section 300: Wednesdays, September 28-
November 16, 6:30-8:30 p.m.
8 sessions. Duane Physics G125. \$60.

NCSO 004 **Learn Boulder's Common Backyard Birds and How to Attract Them to Your Own Backyard**

Do you only get starlings and grackles in your yard? Would you like to still be able to have squirrels and other animals without them eating all your bird seed? Just how do some people get chickadees, goldfinches, nuthatches and other feathered friends coming to their backyard? The course will cover different bird seed for different birds, placement and kinds of bird feeders, and nesting boxes, native plantings to grow which do not require much water but provide cover, and how to beat the prices on expensive bird seed. Extensive slides and handouts will cover common birds and sources providing native shrubs, flowers, trees and seed.

Tina Jones, Naturalist/Biologist

Section 300: Thursdays, October 13 and 20,
6:30-8:30 p.m. 2 sessions.
Engineering Center CR1-24. \$15.

NCSO 005 **Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado**

Xeriscape landscaping deals with choosing the right plants for the right places in your yard. Careful plant selection and good planting techniques can lead to a lush beautiful home with low water needs. Plant lists and handouts will be provided.

Andrew Mead, B.S. University of Colorado at Boulder, Landscape manager and designer at Fruehaufs Nursery.

Section 300: Monday, October 3,
6:30-9:30 p.m. 1 session. Hellems 191. \$12.

NONCREDIT ADULT COURSES

Testing

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

This course will provide an overview of the test format, individual components, scoring procedures, and analysis of questions. Emphasis will be on the development of test taking strategies for each of the components. A math review, vocabulary development and reading comprehension will be included to reinforce and build upon students' skills. Practice tests will be provided. Tuition covers texts and handouts.

Terri Bodhaine, M.A.; Bob Daniel, B.A.

Section 300: (For October 22 exam)
Saturdays, Tuesdays and Thursdays, October 1-18 (Saturday 9:00-11:30 a.m.; Tuesday/Thursday 6-8 p.m.)
8 sessions. Education 231. \$80.

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

A special course offered to prepare students for the GMAT. Areas covered include: Math Ability (Problem Solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment (Analysis of Situations), and Critical Reasoning. A short review of algebra and geometry is also included.

Bobrow Testing Services

Section 300: (October 15 exam) Saturdays, September 17-October 8, 9 a.m.-1 p.m.
4 sessions. Economics 117. \$135.

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

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.

Section 301: (For October 8 exam) Tuesdays and Thursdays, September 6-29, 6:30-9 p.m.

Section 302: (For December 10 exam)
Tuesdays and Thursdays, November 8-December 8 (no classes Thanksgiving week), 6:30-9 p.m.

Both Sections: 8 sessions. Education 231. \$75.

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

For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations. The course fee includes extensive materials covering all aspects of the exam.

Kollie Elinoff

Section 301: (For October 1 test)
Diagnostic Exam: Saturday, September 10, 9 a.m.-12 p.m.; Class: Friday, September 16, 6-10 p.m., Saturday and Sunday, September 17 and 18, 9 a.m.-5 p.m.

Section 302: (For December 3 test)
Diagnostic Exam: Saturday, November 12, 9 a.m.-12 p.m.; Class: Friday, November 18, 6-10 p.m., Saturday and Sunday, November 19 and 20, 9 a.m.-5 p.m.

Both Sections: 4 sessions.
Education 231. \$195.

Writing

NC W 006 **Creative Writing**

For those who have always wanted to write or seek fresh approaches to self-expression. Life is a story. An individual's experience is rich and unique. Emphasis is on self-discovery, developing one's own voice, and communication with words rather than on publication. Barbara Steiner, professional writer.

Section 300: Wednesdays, September 21-December 7, 6:30-8:00 p.m.
10 sessions. Hellems 81. \$57.

NC W 007 **Editing**

A brief overview of the practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion on how to find freelance jobs, how much to charge. Hands-on editing experience is limited, but extensive hand-out material is provided.

Linda Loewenstein, freelance editor.

Section 300: Wednesdays, September 28-October 12, 7:30-9:30 p.m.
3 sessions. Education 231. \$23.



NC W 003 **English Writing Made Simple**

Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage.

Jean Thyfault, editor, conducts writing seminars for businesses.

Section 300: Thursdays, September 22-November 10, 7-9 p.m.
8 sessions. Hellems 263. \$60.

NC W 004 **Novel Writing**

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel.

Barbara Steiner, professional writer.

Section 300: Wednesdays, September 21-December 7, 8-9:30 p.m.
10 sessions. Hellems 81. \$57.

NC W 005 **Writing for Magazines**

Develop your own style and critiquing skills. Learn the basics of magazine article writing, including how to find ideas, manuscript preparation, research, query letters, marketing, and interviewing. Article types covered include travel, human interest, self help, essay, science and technology, hobby and craft, and more.

Deidre Elliott, professional writer.

Section 300: Mondays, September 26-November 14, 7-9 p.m.
8 sessions. Ketchum 207. \$60.





MAKING THE MOST OF YOUR TIME

Special Professional Programs

Special Professional Programs provide an intensive arena that can help you progress in fast-evolving fields. They adopt an applications-oriented approach that offers you the opportunity to study under conditions conducive to here-and-now outcomes. Drawing on case study and personal applications approaches, these one to three-day seminars can help you stay on top of new information. They offer fresh ideas to achieve personal and organizational goals. At their best, these programs offer enduring intellectual and practical value.

This is results-oriented programming. It is intended for business and industry, government, and nonprofit organizations. Most special professional programs are applicable to certificate programs described in this catalog.

This is an opportunity to apply knowledge in real-life terms. These special programs are distinguished by their dynamic approach to a field. They bring depth to subjects that deserve the more intensive treatment offered by their one, two, or three-day formats. Presented in daytime hours, these programs accommodate schedules for which evening courses extending over several weeks are less well suited.

For the person on a demanding career track, for those who want to be more effective in their position, and for those in leadership roles who recognize that they, and their subordinates, comprise a team in which everyone must be highly skilled — intensive workshops can make the difference.

Advance registration is necessary and should be completed two weeks prior to the program date. Group discounts are available for some seminars. Call 492-5148 or toll free in Colorado, 1-800-332-5839 to register. Specially-tailored programming for your own organization can also be arranged.

SPECIAL PROFESSIONAL PROGRAMS

NCSS 001 **Resort Condominium Management**

This course is designed to give the participant a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshments, breaks, and a reception.

Gerald G. Hewey, C.H.A.

Section 300:

Thursday, October 13, 9 a.m.-5 p.m.,
Friday, October 14, 9 a.m.-4 p.m., and
Saturday, October 15, 9 a.m.-12 p.m.

Two all-day and one half-day sessions. 2CEUs.
Events/Conference Center. \$150. Additional
registrations from same company \$115 each.

NCSS 057 **Developing Your Marketing Plan on a Personal Computer**

This hands-on computer seminar will show you how to use 9 marketing computer models. These computer models should enable you to avoid the six most common mistakes in marketing. Prior computer experience is not required, but you should have some marketing background. The models are templates that overlay Lotus 1-2-3, Symphony, or other compatible software. The instructor, who is the author of the models, will explain each one and provide problems to be solved. You will receive a manual written by the instructor, along with a diskette containing the case histories used for the models. A second diskette contains only the models and is the one you will use in your own business. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual and two diskettes that together have a retail value of \$195.

William M. Luther

Section 300: Monday, November 14 and
Tuesday, November 15, 9:00 a.m.-4:00 p.m.
Two all-day sessions. 1.2 CEUs.
Computing Center. \$250.

NCSS 058 **How To Develop a Business Plan**

This "how to do it" workshop is taught by the author of *How To Develop a Business Plan in 15 Days*. We are bringing William Luther here again from Stamford, Connecticut, because of the enthusiasm participants expressed about his previous workshop on marketing plans. He will focus on the techniques and procedures to develop a complete, operational business plan that you will be able to monitor weekly to see that you are on target. Topics include: writing a plan for your market, not for your company structure; asking the right questions; removing the waste from current operational costs; and testing whether you made the right decisions. Participants will learn how to tie their entire plan together, including sales development, promotion, distribution, packaging, and customer service, to determine the optimal marketing mix for their business. Your plan will give you a set of indices that will continually tell you how you are doing. William Luther says that all of the actual plan development can be accomplished with no single person spending more than 15 days on the project. Case histories are used to illustrate how solid business plans save significant person hours and increase net profit. You will receive a manual and textbook written by the instructor. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual, textbook, and refreshment breaks.

William M. Luther

Section 300: Thursday, September 15 and
Friday, September 16, 9:00 a.m.-4:00 p.m.
Two all-day sessions. 1.2 CEUs.
Computing Center. \$250.

NCSS 059 **Writing and Speaking for Impact**

Mastery of the essential strategies and techniques that produce effective messages is a highly valuable skill in today's work environment. Knowing the "gimmicks" of writing or speaking isn't enough. Could you, right now, list and deal with the major factors that lead to a high probability of producing a successful persuasive and/or informational communication? The principles and process of oral and written communication include knowing the obstacles to effectiveness and how to overcome them; recognizing the elements that inhibit or enhance messages; and analyzing basic audience factors that are crucial to interpretations of and responses to messages. Key preparation steps will be demonstrated along with message construction, wording for credibility and impact, and essential oral and written presentation skills. Participants will complete oral and written exercises, evaluated by the instructor, within the workshop. Participants are encouraged to bring their communication problems for informal discussion with the instructor during the workshop. This program qualifies for the Management Development Certificate Program. The fee covers instruction, materials, refreshments, lunches, and parking. The two days of the workshop are separated by a week to allow for detailed individual evaluation of a major exercise.

Elaine Tompkins, Ph.D.

Section 300: Thursday, October 20 and
Thursday, October 27, 9:00 a.m.-4:00 p.m.
Two all-day sessions. 1.2 CEUs.
Events/Conference Center. \$195.



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IN LESS TIME THAN IT TAKES TO TELL

Video Teleconferencing

STATE-OF-THE-ART INFORMATION

Video teleconferencing is the newest, most economical way for professionals to stay current in fields and activities where the pace of change outruns any individual's ability to keep up. CU-Boulder teleconferencing is "live" — national teams of presenters and panels are put together representing the cutting edge of a field. These "how to" specialists can speak to the future authoritatively. They have practical, here-and-now answers to the questions that Colorado professionals and their counterparts across the country can ask satellite presenters directly throughout the teleconference day.

DIVERSE TOPICS

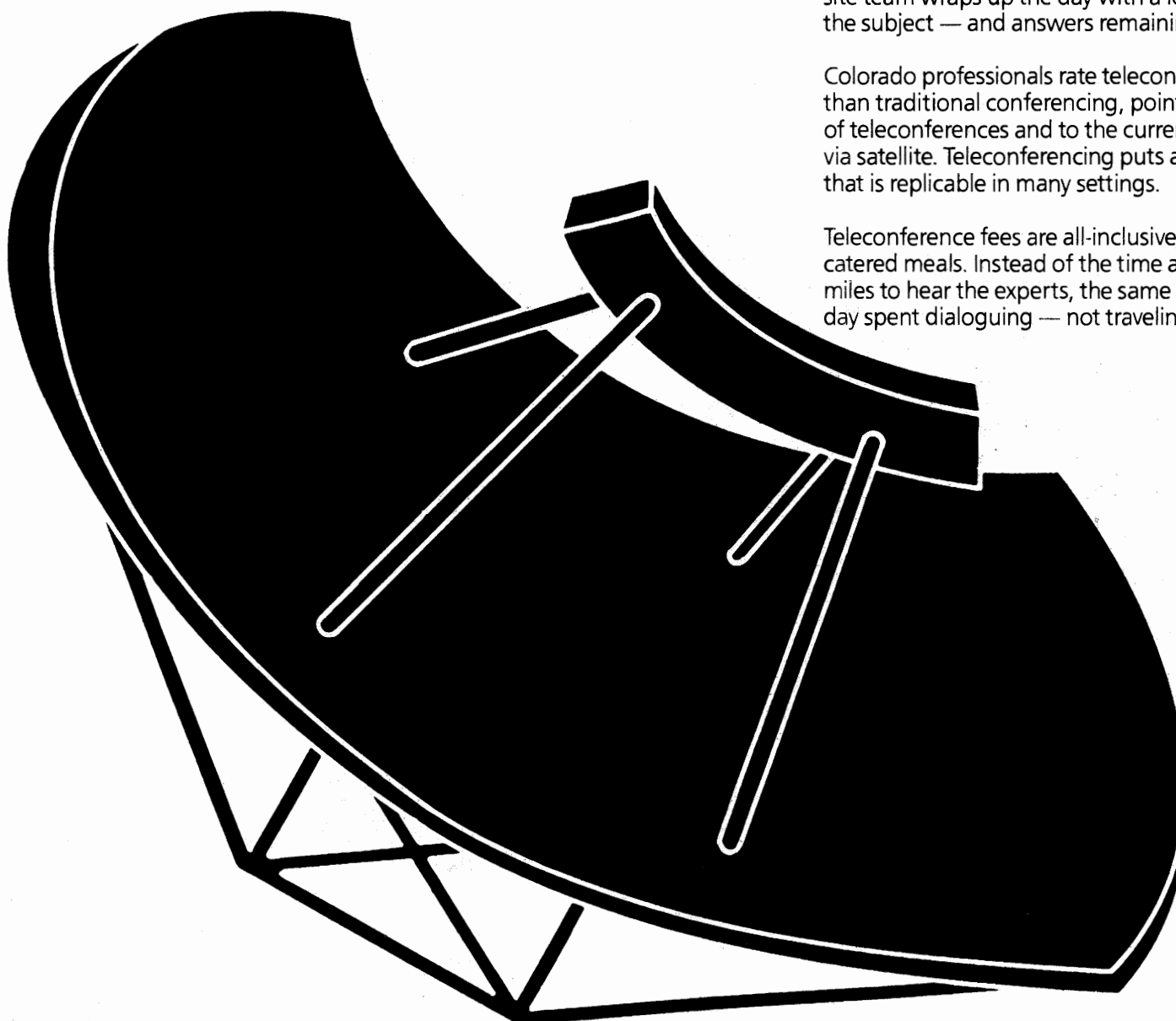
Live teleconferences are suited to a global range of topics, current among professionals, including: business management, marketing, global trade, small business skills, new industrial and information technologies, government policies and requirements, advances in engineering, personnel supervision, productivity, the health care industry, physical fitness, new directions in teaching and student affairs, and professional development skills.

TRAINING & DEVELOPMENT

A typical video teleconference starts with an on-site team of experts who set the stage for the topic. Live-via-satellite presentations are reinforced by detailed agendas, workbooks, texts, and worksheets in a take-home packet. Throughout the day there are live question/answer sessions interspersed with presentations and demonstrations. The on-site team wraps up the day with a local and regional perspective on the subject — and answers remaining questions.

Colorado professionals rate teleconferencing to be as good or better than traditional conferencing, pointing to the convenience and quality of teleconferences and to the currency and credibility of information via satellite. Teleconferencing puts a premium on real-world expertise that is replicable in many settings.

Teleconference fees are all-inclusive, covering materials, parking, and catered meals. Instead of the time and cost of traveling hundreds of miles to hear the experts, the same information can be obtained in a day spent dialoguing — not traveling.



VIDEO TELECONFERENCING PROGRAMS

PRACTICAL APPLICATIONS AND DYNAMIC COMMUNICATION

The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, on-site interviews and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attracts experts who like the combination of networking live with audiences around the country. Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

STATE-OF-THE-ART EQUIPMENT

Staff of the Division of Continuing Education and of the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and an 11,000 seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent, one block west of 28th Street, the facility offers easy access and ample parking.

The large screen General Electric Talaria projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer Ku-band can travel to workplace sites.

PROFESSIONALLY STAFFED

Through its charter membership in the 270-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cosponsorship of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

HOW TO TAKE ADVANTAGE OF TELECONFERENCING

Keeping up with national programming and networking for professionals is our full time job. To be placed on our mailing list or for more information, write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.

OUR NEWEST CAPABILITY IS AUDIOCONFERENCING

We are equipped to link up to 20 or more sites for formal or informal audioconferenced meetings that can link locations across the country — or the world. Audio-conference services are available on an ad hoc or regular basis to the public. Please inquire regarding charges and booking time on our bridging system.

TWO WAYS TO REGISTER

BY PHONE: Call (303) 492-5148 for instant registration. In Colorado, outside the Denver Metro Area, call 1-800-332-5839 toll free.

BY MAIL: Fill in and mail the registration form found on page 71 to: Division of Continuing Education, The University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Advance mail or phone registrations are expected two weeks prior to the program. After that date, registration is on a space-available basis.

If your plans change after registering, consider sending another staff member in your place. If you must cancel, we request you do so early to allow others to attend. There is no penalty for substitution or cancellation. In the event of program cancellation, the University of Colorado's liability is limited to the enrollment fee.

PLACE & TIME, PARKING, FEES

Most teleconferences are presented at the Events/Conference Center on the Boulder campus. There is ample parking. The fees for teleconferences vary, but include materials, parking, refreshments, and usually lunch. Group rates are available on a program by program basis.

Parking is available in Lot 436, just north of the Events Center. Parking permits and maps are sent to those who register in advance. There is easy access to the Events Center, which is situated one block off 28th Street near the corner of Colorado and Regent.

A record of Continuing Education Units (CEUs) awarded for these programs is available on request.



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VIDEO TELECONFERENCING PROGRAMS

1988 TELECONFERENCES: SCOPE AND VOLUME INCREASING RAPIDLY

The live teleconference industry is in a growth phase. We make it our number one task to keep up with what is available for professionals and to present it as part of our regular schedule, or by request from an organization or association. Why should you care? Because with their increasing availability, there is likely to be teleconferencing of vital interest to your professional growth.

Teleconferences run the gamut from highly specialized technical topics to wide ranging business management subjects. Our live videoconferences in recent months have included glass safety glazing standards for building code professionals; hazardous waste management requirements; a series for law enforcement agents; customer service strategies for specialty retailers; an eight-part series for business managers; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

Teleconferences are often presented cooperatively. Our partners have included chambers of commerce; the Boulder County Sheriff's Department; the Colorado Chapter of the International Conference of Building Officials; several campus-based departments, and a number of professional associations.

We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, Satellite Conference Network, the Federal Bureau of Investigation, the American Management Association, and a 270-campus consortium, the National University Teleconference Network. We expect to add new dimensions to our heavily business-oriented schedule through new programming from the Federal Emergency Management Agency, PBS's adult learning service, and a cultural series with the Smithsonian Resident Associate Program in Washington, D.C.

Fall 1988 Management Series

BUILDING A WINNING TEAM

Section 300: Wednesday, September 14 12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50; \$40 for additional registrants from the same organization.

Presenter: Fran Tarkenton is familiar to millions as a former professional football player for the New York Giants and Minnesota Vikings. He now runs Tarkenton and Co., a business consulting firm specializing in productivity. He is a national speaker and consultant and author of *Playing to Win: Strategies for Business Success* and *How to Motivate People: Team Strategies for Success*. Teams have long been recognized as one of the keys to organizational effectiveness. They are the primary vehicle through which work gets done and the backbone of the organization. Every manager is a member of at least two teams — his/her boss's and his/her own group of subordinates. They are members of permanent teams and temporary teams, such as task forces or project teams. The focus of this program is to help managers increase the effectiveness of their teams and to increase their success as a team leader and team member.

Key Areas and Objectives of Building a Winning Team

- Identify the characteristics of effective teams
- Evaluate team effectiveness
- Reinforce commitment from your team members
- Improve the motivation of team members to participate actively
- Sharpen your effectiveness as a team leader

MAKING CONFLICT WORK FOR YOU

Section 300: Wednesday, October 12 12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50; \$40 for additional registrants from the same organization.

Presenter: Jim Maselko is Senior Vice President of Block, Petrella, Weisbord, a New Jersey based consulting firm. He is a frequent speaker on conflict management and has done extensive work in the area of performance appraisal and personal skills development.

What every employee needs is a set of skills to deal with conflict and to keep relationships working productively. Disagreement, stalling, personality clashes, gamesmanship and competition are just some of the forms of conflict. Regardless of the form, continuing disagreement results in frustration and lost productivity. This program provides information that is critical to personal effectiveness and the ability to influence the performance of others. It presents a step by step, diagnostic approach to conflict management that every employee should learn to use.

Key Areas and Objectives of Making Conflict Work For You

- Diagnosing the causes of conflict
- Determining if differences are manageable
- Engaging in dialogue that moves conflict toward agreement
- Listening to the whole message
- Using confrontation, negotiation, and support
- Understanding the role that anger plays in managing conflict.



VIDEO TELECONFERENCING PROGRAMS

SERVICE STRATEGIES THAT WORK

Section 300: Wednesday, November 9
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: Ron Zemke is President of Performance Research Associates in Minneapolis, Minnesota. He serves on the Board of Directors of the American Society for Training and Development and is Research Editor for Training magazine. He has written over 800 articles and authored, co-authored or edited six books on employee development and organizational behavior. His book *Service America! Doing Business in the American Economy* had received wide acclaim from managers. Ron is also editor and publisher of Service Management Monographs and Service Management Report.

With service becoming the critical edge for organizational success, the impact of a service strategy can be enormous. The challenge is to foster management and supervision that supports a solid service strategy. What are the key aspects of service management and supervision? Study of the nation's top service providers has yielded a list of distinctive fundamentals of service management. Ron Zemke will outline these and address the issues of employee selection, training, coaching, empowerment, feedback and support. Specific management strategies will be presented along with examples and case studies from top service providing companies.

Key Areas and Objectives of Service Strategies That Work

- Developing and implementing a solid service strategy
- Establishing concrete measures of service quality
- Knowing five service management fundamentals
- Recognizing distinct types of service strategies
- Identifying service strategies that don't work, and why
- Recognizing and rewarding high quality service accomplishments

SUCCESSFUL DECISION-MAKING

Section 300: Wednesday, December 14
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: Peter Tobia is a Vice President of Kepner-Tregoe, Inc. He has conducted decision-making workshops throughout the U.S. and abroad and has acted as a consultant on decision-making to numerous organizations. Dr. Tobia is currently co-authoring a book on strategic vision to be published in Spring 1989.

Managers at all levels are barraged with routine and high-impact complex decisions. Skillful decision-making requires clearly set objectives, recognition and evaluation of all options, and considered understanding of the consequences of your actions. Strong decision-making enhances leadership and elicits better performance from others. The decision-making process presented in this program is valuable for both individuals and teams.

Key Areas and Objectives of Successful Decision-Making

- Assess and sharpen your own decision-making style
- Use the steps that constitute a rational decision-making process
- Apply the decision-making model to key decisions facing you now
- Adapt the decision-making process to a range of uses
- Identify common inhibitors of good decision-making and how to overcome them

Spring 1989 Management Series

Effective Employee Motivation
Section 300: Wednesday, February 8
12:30-3:30 p.m.

Making Communication Work For You
Section 300: Wednesday, March 8
12:30-3:30 p.m.

Putting Time Management Principles To Work

Section 300: Wednesday, April 12
12:30-3:30 p.m.

Guiding Organizational Change
Section 300: Wednesday, May 10
12:30-3:30 p.m.

Presenters, fees, location and full program details for the Spring 1989 Management Series will be available in October. Please use the telephone numbers listed here under "Two Ways to Register."

Other Fall 1988 Professional Teleconferences: A Preliminary List

September 15	Conflict Resolution (higher education)
October 12	Officer Safety (law enforcement)
October 27	Electronic Keyboard: Pre-school and Group Teacher (music teachers)
November 1	Stop That Thief: Shoplifting Prevention (retail stores)
December 14	Management Through Organizational Communication (law enforcement)

HOW TO KEEP UP WITH OUR 1988-89 TELECONFERENCE SCHEDULE

Because teleconferences are "live," they are frequently scheduled only a few weeks in advance. We are continually adding events to our schedule. To be kept up to date, please telephone 303-492-5148 or 1-800-332-5839, outside the Denver Metro Area, and request that your name be added to our mailing list.



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AN IDEA WHOSE TIME HAS COME

Interior Design Workshops

Part of a series of two and three day workshops introducing the creative and exciting interior design/decorating industry. Classes provide fundamentals of essential design concerns and practices within the industry today including graphic and visual communication concepts, principles of design theory, and business and marketing applications.

IDEA 200 ***Interior Design I: Elements and Principles***

This two day intensive workshop provides participants with an introduction to the fundamentals of interior design/decorating. You will be introduced to the inter-relationships of color, line, texture, shape, rhythm and concepts in organizing interior space while developing perceptual skills and creative awareness. All participants will gain skills in handling a variety of design materials and tools in the process of solving individual and group projects. This workshop will also promote an understanding of the field, and freelance and career possibilities. Special emphasis will be placed on handling a variety of design media, and effectively solving interior space problems.

Tina Hendricks
Section 300: Saturday and Sunday,
October 8 and 9, 9 a.m.-5 p.m.
Three sessions. Geology 127. \$115.

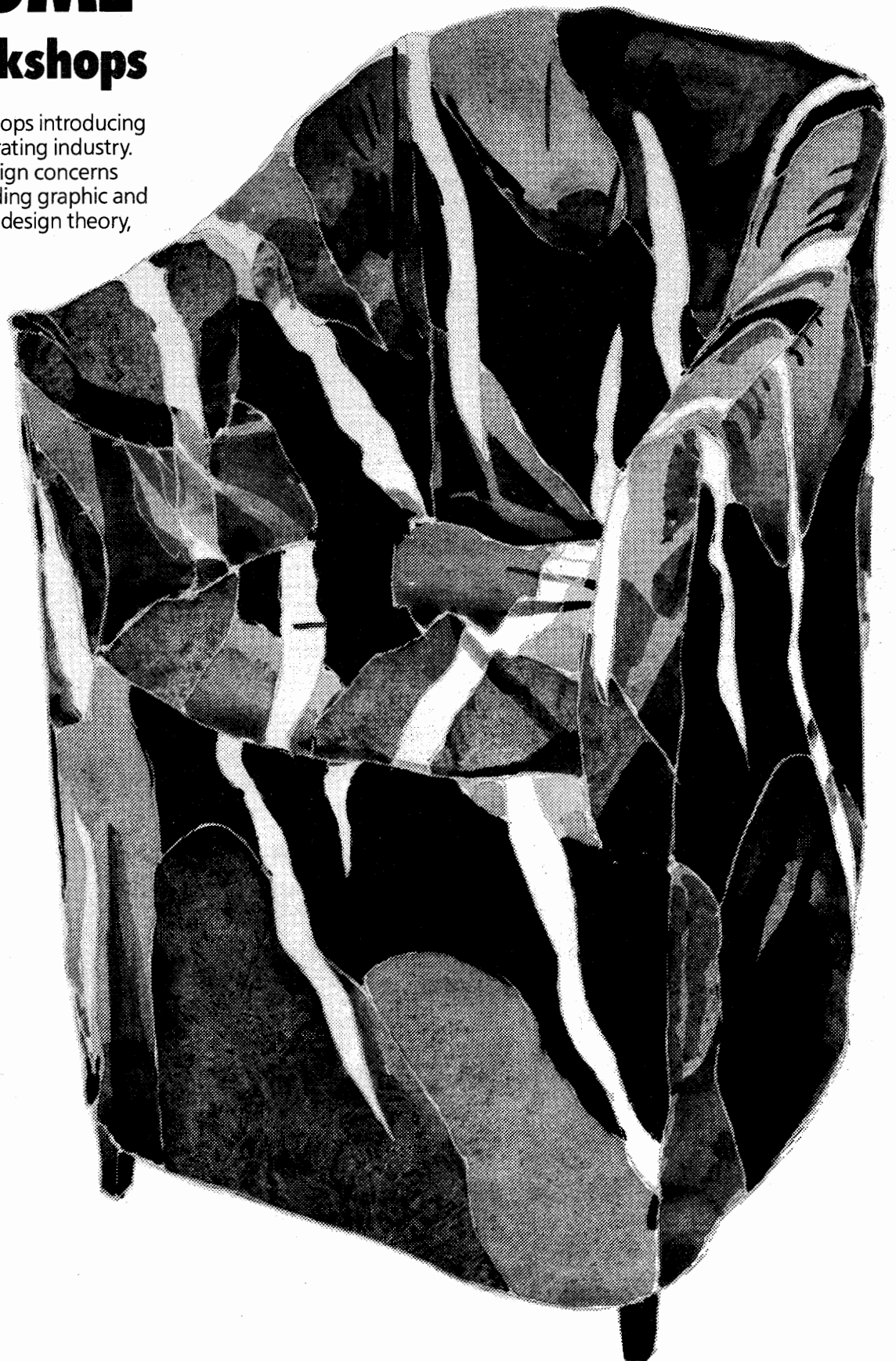
IDEA 209 ***Designing the Contemporary Office Interior***

Strategies for designing corporate and general business interiors can be a challenging (and profitable) task in the Interior Design business. This hands-on and lecture workshop teaches dynamic techniques to:

- determine clients space/ambience needs
- functional environmental concerns
- open and closed planning
- evaluating floor plans

A short list of required drawing materials will be given at registration (mail/phone or in-person).

Tina Hendricks
Section 300: Monday, Tuesday, Wednesday,
October 10, 11, 12, 5:30-10 p.m.
3 sessions. Geology 127. \$115.



TIME IS ON YOUR SIDE

Real Estate Education Program

Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

This real estate program offers seminars and courses that include Principles, Law, Appraisal, Closings, Finance, Property Management, Tax Factors, and other current subjects. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all persons and can provide you with valuable information related to this important field.

For additional information about courses offered and cities served in Colorado by this statewide program, call 492-8666 for a detailed real estate brochure.

Colorado Sales License

The Colorado Sales License Law requires that a candidate successfully complete the following courses of real estate education and receive a passing score of 70% on the state exam given by the Real Estate Commission:

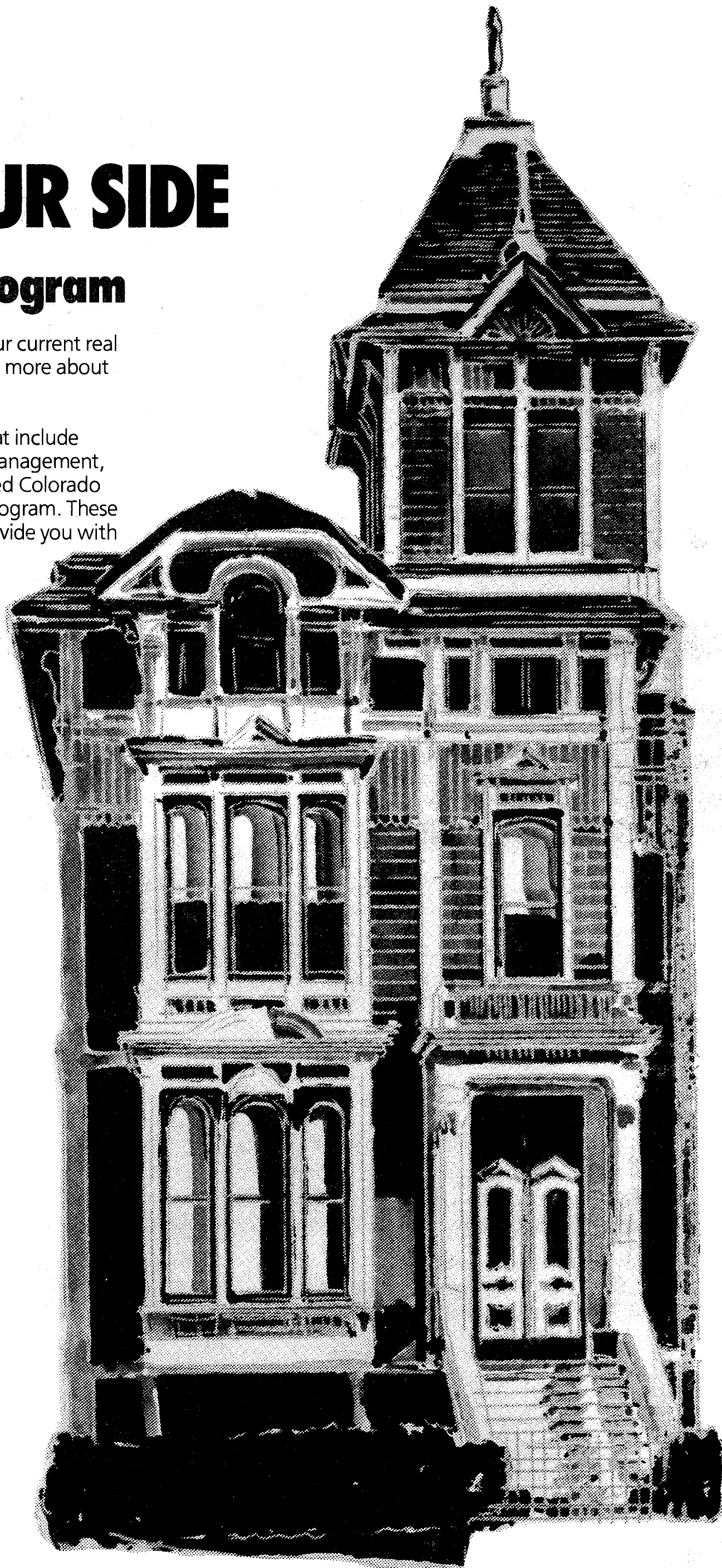
- (1) NCRE 7 — Practice and Law, 48 hours, \$225 plus textbooks.
- (2) NCRE 18 — Colorado Contracts and Law, 24 hours, \$110 plus textbooks.

Colorado Broker License

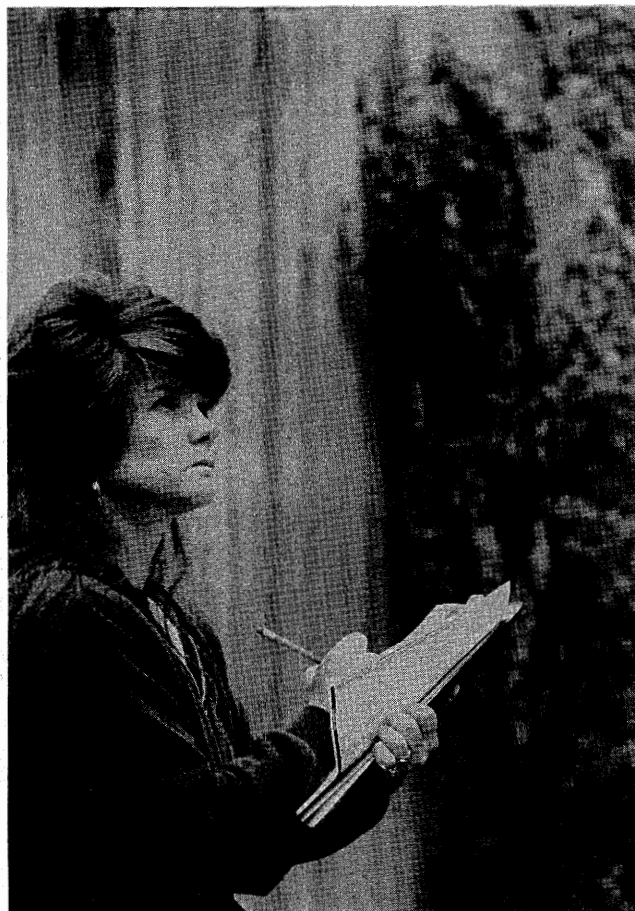
The Colorado Broker License Law requires that a candidate complete the following 48 classroom hours of real estate education in addition to meeting the requirements of a sales license.

- (1) NCRE 26 — Finance and Advanced Law, 24 hours, \$110.
- (2) NCRE 28 — Closings and Trust Accounts, 24 hours, \$110.
- (3) Score 75% on the state exam.
- (4) Two years' experience as a real estate sales licensee OR completion of four elective 24-hour courses.

For full details and to apply for the sales or broker license exam, please call the Colorado Real Estate Commission at (303) 894-2166.



REAL ESTATE EDUCATION PROGRAM



NCRE 7 **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. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Section 401
Night Course. 14 sessions. (48 hours)
Tuesday and Thursday, September 27 to
November 10, 6:30 p.m. to 9:55 p.m.
Location: Engineering Building CR 1-46,
Boulder Campus.
Tuition: \$225 plus textbooks.

Section 402
Daytime Course. 6 sessions. (48 hours)
Wednesday, Thursday, Friday, Monday,
Tuesday, Wednesday, January 11, 12, 13,
16, 17, 18, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street,
Boulder.
Tuition: \$225 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.
Tuesday and Thursday, November 15 to
December 8, 6:30 p.m. to 9:55 p.m.
Location: Engineering Building CR 1-46,
Boulder Campus.
Tuition: \$110.

NCRE 26 **Finance and Advanced Law**

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, V.A., and F.H.A., the owner-seller, etc.) and a number of alternative financing methods. Recent Colorado court decisions will be studied with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice.

Section 401
Daytime Course. 3 sessions.
Monday, Tuesday, Wednesday,
December 5, 6, 7, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street,
Boulder.
Tuition: \$110.



NCRE 28 **Real Estate Closings and Trust Accounts**

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Section 401
Daytime Course. 3 sessions.
Thursday, Friday, Saturday, September 29,
30, October 1, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street,
Boulder.
Tuition: \$110.

NCRE 72 **Property Management**

Stressing the "highest and best use" of investment property, this course presents the principles of real estate management. Included are such day-to-day realities as leases, contracts, rent collection, accounting, security deposits, physical maintenance, and evictions. The course also offers insights into the long-range welfare of investment property with sessions on real estate economics, neighborhood and property analysis, cost recovery, obsolescence, and deferred maintenance. Text: *Property Management* (Kyle and Kennehan, \$26).

Section 401
Daytime course. 3 sessions.
Monday, Tuesday, Wednesday,
October 24, 25, 26, 8:30 a.m. to 5:00 p.m.
Location: Holiday Inn, 800 28th Street,
Boulder.
Tuition: \$110 plus textbook.



REAL ESTATE EDUCATION PROGRAM

NCRE 103 **Foreclosure**

This one day seminar will benefit realtors, lenders, investors, title insurance companies, and attorneys. We will follow the foreclosure process from start to finish through the public trustee system and discuss both lenders' and borrowers' requirements and protections.

Section 402

Friday, November 18, 8:30 a.m. to 5:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$50.

NCRE 115 **The HP12C Calculator:** **A Tool for Real Estate Sales**

This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users. Students will be taken from turning the machine on to fairly advanced application.

Section 401

Monday, September 19

8:30 a.m. to 4:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$50.

NCRE 200 **Everything You've Always Wanted to** **Know About Buying a House**

How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.

- Choosing and working with a real estate agent/Realtor
- What does the agent do and does the agent work for the buyer or seller?
- Selecting your residence — style, size, cost, area, amenities, and absolute must-have's
- Learn about the qualification, types of loans, and owner financing
- Preview the legal documents — the contract, deed of trust, title insurance
- Analyze the closing costs, review settlement sheets
- Handouts of the various Colorado forms are provided

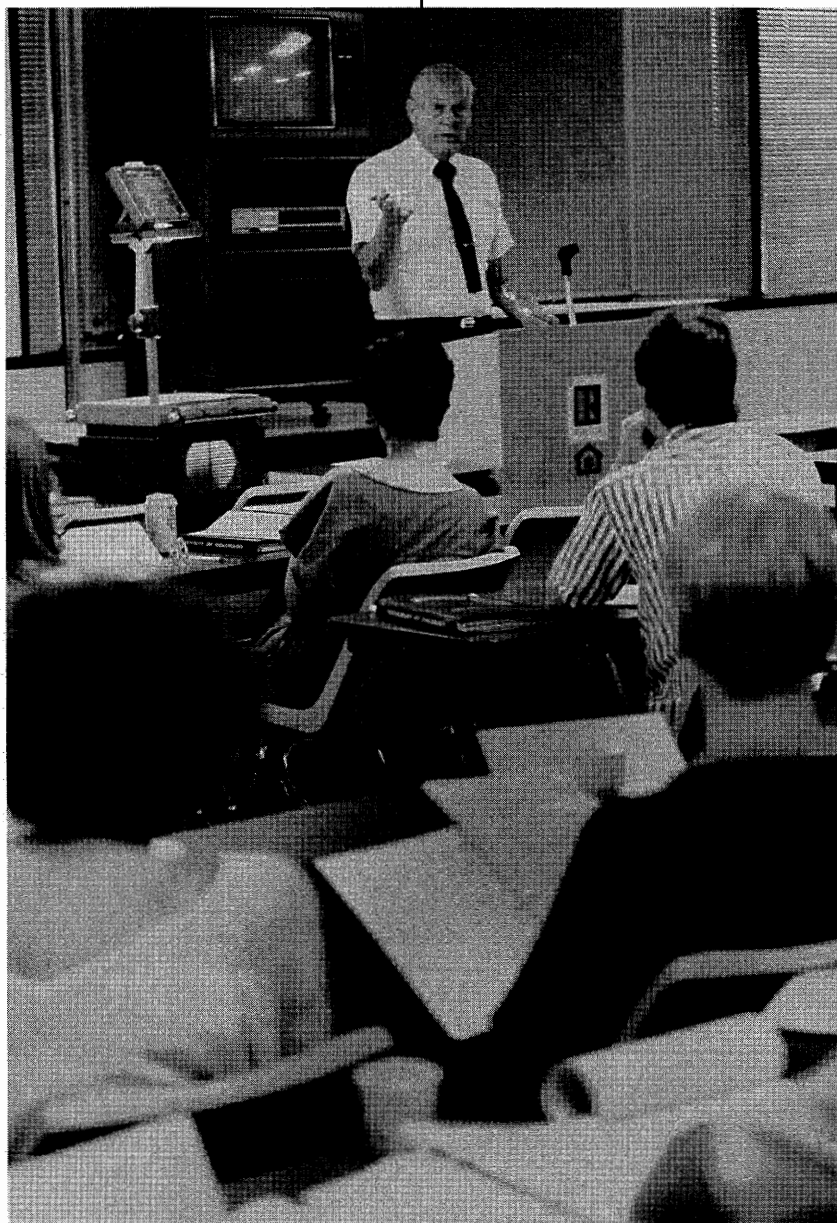
Night Course. 2 sessions.

Tuesday, Wednesday, September 19, 20

6:30 p.m. to 9:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: (6 hours) \$30 per person or \$45 per couple.



REAL ESTATE

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TIME TO CALL YOUR OWN

Independent Study Program

Independent Study Puts You Ahead of the Crowd.

People who take continuing education courses are people with goals and the motivation to achieve them. Whether you are trying to accelerate your degree or to gain career skills, independent study can let you put your motivation to work without waiting for a semester to begin or for a course to be offered at a time when you can take it. Register anytime. Work at your own pace without interrupting family or employment activities.

INDEPENDENT STUDY PROGRAMS

Guided Correspondence Study

Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multimedia materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 16 academic areas:

accounting
anthropology
business
economics
education
engineering
English
fine arts
geology
history
mathematics
philosophy
physical education
political science
psychology
sociology

Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit for course work by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department, or school and the appropriate dean.

PROFESSIONAL CERTIFICATION OPPORTUNITIES

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. Noncredit courses are also offered for those who want to develop or improve skills in the Paralegal field. All courses carry Continuing Education Units (CEUs).

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education

In cooperation with the Colorado Real Estate Commission and the Colorado Association of Real Estate Boards, CU provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

Childhood Education

Courses were developed to meet standards established by Colorado law for Preschool Teachers and Preschool Administrators. Certificates are awarded to those who complete a specified series of courses. Courses are open to all who are interested in the growth, development, and education of young children. These courses are especially helpful to childcare center personnel, nurses, social workers, day care home workers, and parents of young children.

Paralegal Education

Paralegal Education courses provide opportunities for career minded people to enter or advance in the paralegal profession; legal secretaries may use these courses to improve skills and become more valuable to their employers. Paralegals are employed in private law firms, but more and more paralegals are finding employment in private enterprise and in state and federal government offices.

No states have established certification requirements for paralegals; however, the courses carry Continuing Education Units (CEUs) which are recognized by attorneys as a measure of continuing education.

Each course includes a study guide, textbooks, and audiotapes.

HIGH SCHOOL CREDIT OPPORTUNITIES

The University of Colorado offers guided independent learning courses for high school students who want to enrich their high school programs.

High School Correspondence

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

High School credit is granted by the student's high school, not by the University of Colorado. It works like this: using printed study guides, texts, kits, and audio materials, you and your supervisor (usually a counselor) stay in touch with faculty who work for the Independent Study Programs at CU by mail and by telephone. Graded assignments are returned to you with comments so you can see how you are progressing. Start the course anytime. Work at your own pace.

Ask your guidance counselor or advisor about high school independent learning courses.



Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence. If approved by your school, courses can be used for high school graduation or accepted for college credit (nondegree student) at the University of Colorado.

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
1-800-332-5839 (TOLL FREE IN COLORADO)

APPLIED MUSIC PROGRAM

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments:

Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violincello, and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.



INDEPENDENT STUDY PROGRAMS

Telecourses at the University of Colorado at Boulder

TUNE IN TO TELECOURSES

Each term thousands of adult learners across the country tune in to telecourses to enhance their careers, build skills, gain knowledge and earn degrees. Telecourses eliminate the problem of getting to a college campus or of scheduling class times during their work hours by allowing students to learn in their own homes.

This fall, the Division of Continuing Education is offering three college credit telecourses. Each course includes a series of television programs, accompanied by a textbook, study guide, and other materials. Each course is offered under the supervision of faculty approved by the University of Colorado at Boulder.

ENGL 3762-3 Studies in Literature: American Poetry.

KRMA-TV Channel 6. 11:00-12:00 noon, Saturdays, beginning September 10, 1988. (Each program repeats twice a day, M-F on Boulder Cable Channel 27, schedule to be announced).

The course is based on *Voices and Visions*, a landmark television course and series that features the brilliant tradition of modern American poetry from Whitman and Dickinson to Plath and Lowell. The series chronicles the collective achievements of America's great poets and their contributions to our national poetry.

Voices and Visions consists of 13 one-hour programs, focusing on works of poetry rather than on biography and conveys poetry as a dynamic, living art form in this country.

The broadcast programs combine documentary, dramatic, and experimental film techniques to present literature to students via television. But the heart of the course is in the words of the poets and in the critical efforts of the students with the poetry. The text, the collection of critical essays, and the television course study guide combine to provide an experience enhanced by the television programs. Students and the instructor will interact by mail and phone (audio-conference) for enrichment, commentary, and evaluation.

Tuition: \$144 resident or nonresident.



FREN 1010-5 Beginning French 1.

KRMA-TV Channel 6. 8:00-8:30 am, Saturdays, beginning September 10, 1988. (Each program repeats twice a day, M-F on Boulder Cable Channel 27, schedule to be announced).

Using "controlled immersion," a teaching technique developed by the telecourse host and producer Pierre Capretz of Yale University, *French in Action* students are immersed in a multi-faceted media exposure to the language. Capretz says, "We show them French speaking people using the language. To do this, we filmed an original romantic story in France, with French actors. The situations are true to life and watching the film provides the students with an experience very different from reading a story in a text." The visual clues make the meanings of the language clear.

The media immersion in *French in Action* is, however, more than simply watching an episode of the romantic story. The strategy of each program in the series is to follow up the story episode by picking out an important grammatical structure or vocabulary and re-using it in mini-scenes from several sources: French films, or television series, cartoons, or advertising spots, for example. In this way, the student hears the words or the structure in a number of situations, and can interpret them, without translating into English.

Beginning French 1 will use the first 26 of the 52 half-hour video programs, 26 audio programs, a text, workbooks and the student study guide. Beginning French 2 will be offered at a later date.

Tuition: \$240 resident or nonresident.

PHED 2500-3 Survey of Contemporary Health.

Twenty-six half hour programs will be cablecast on Boulder Cable Channel 27 (Schedule to be announced).

Here's to Your Health is a series of twenty-six half-hour television programs to help you define a healthy lifestyle, make knowledgeable decisions about health issues, and improve the way you live to enjoy optimal health.

Covering a broad range of topics, from puberty, menopause, AIDS, and sex to the digestive system, back problems, and prescription medicines, *Here's to Your Health* uses video programs of animation, dramatization, and visits to hospitals, clinics, and leading research centers to reinforce the concepts presented in the printed material.

The course examines how to avoid and overcome depression and hypertension; how to kick the smoking habit, deal with the effects of alcoholism, and beat drug addiction. It explores the concepts of shaping up, eating right, and slimming down; the causes of cancer, how to detect it, treat it, and prevent it.

This course will be cablecast on CU Channel 27 on the Boulder Cable System. The text, the study guide, and interaction with the instructor will add to your understanding of today's health issues and contemporary approaches to maintaining good health.

Tuition: \$144 resident or nonresident.

For more information, course outline and broadcast schedules, contact Independent Study Programs, University of Colorado at Boulder, Boulder, CO 80309-0178, or call 303-492-8756 (1-800-332-5839 toll free in Colorado).



JOBSITE LEARNING MAKES EVERY MINUTE COUNT

CATECS Serves Industry

CATECS is . . .

- The Continuing Education Center for the College of Engineering Providing Quality Graduate Education to Industry.
- The University of Colorado's High-Tech Outreach to Industry Building a Partnership Between the University, Business, Industry and Government.
 - Transmitting the Latest Knowledge from the College of Engineering's 11 Interdisciplinary Research Centers.
- A Professional Development Program to Help Technical Employers Remain Competitive.
- Graduate Education at the Workplace for Engineers, Computer Scientists and Technical Managers.
 - 40 courses
 - 600 students
 - 50 companies
- Taught by CU Professors — Same High Quality as On Campus Program
- Delivered on Live TV with Two-Way Audio or Videocassette from the University of Colorado at Boulder to Industry
- A Program Enabling Technical Professionals to Earn a Master's Degree at the Worksite
- Convenient, Flexible and Innovative Allowing You to:
 1. Eliminate the drive to campus
 2. "Sit in" the Boulder classroom via live TV with interactive audio
 3. Take courses from all four CU campuses through the new University of Colorado network serving the entire Front Range
 4. Obtain back-up tapes when away on business
 5. Talk with instructors during reserved telephone office hours
 6. Begin a class now and apply to Graduate School later — prior to completion of the third class
 7. Combine "CATECS" courses with on-campus and transfer credits
 8. Complete a degree within six years or less
 9. "Stop-out" a term with no reentry fee
 10. Register at your workplace
 11. Pay tuition by check, VISA, MasterCard or company billing

CATECS makes it possible for engineers, computer scientists and managers to earn a Master's degree at their worksite.

CATECS delivers graduate-level courses directly to 50 off-campus sites. More than 40 graduate level courses are transmitted from the Boulder campus via live instructional television to the worksite permitting engineers, computer scientists and technical managers to remain technically competent. Two-way audio communication allows students at their worksites to be active participants with the on-campus class and hear their colleagues at other industrial sites.



Short Courses

Quality, Productivity and Competitive Position

August 15-19, 1988
Westin Hotel, Tabor Center, Denver, Colorado.

The purpose of the seminar is to teach what top management must do to improve quality and productivity. It will be shown that improvement of quality automatically increases productivity and brings the benefits of decreases in cost with better competitive position. The aim is to teach the management of techniques themselves, though a number of techniques will be illustrated.

Designed for top management, engineers, statisticians, supervisors, students of business, teachers of statistics, and teachers of management, companies stressing quality production — and suppliers and customers of such companies.

Instructor: Dr. W. Edwards Deming is the man whose teachings in Japan, beginning in 1950, created a total transformation in Japanese business resulting in what is today known as the "Japanese Industrial Miracle."

In-Situ Stresses and In-Situ Stress Measurements

February 20-22, 1989
Events Center, CU-Boulder.

Sponsored by Civil, Environmental and Architectural Engineering Department, Lulea University of Technology, Division of Rock Mechanics, Lulea Sweden, and CATECS.

The three day intensive workshop will provide an up-to-date treatment of the theory of in-situ stress measurements and the various methods available to conduct such measurements. Knowledge of the in-situ state of stress is needed in the design of civil and mining underground excavations, in reservoir engineering and in geology and geophysics for earthquake prediction. These applications will also be explored during the workshop. Designed for civil, mining, petroleum engineers and geologists interested in in-situ stresses and in-situ measurements. A general understanding of fundamental concepts in earth sciences, mathematics and mechanics is required.

Faculty: Bernard Amadei, Assistant Professor, University of Colorado at Boulder. Ove Stephansson, Professor, Lulea University of Technology, Sweden. Christer Ljunggren, Doctoral Student, Lulea University of Technology. Henri S. Swolfs, Geologist, U.S. Geological Survey, Denver. William Z. Savage, Geologist, U.S. Geological Survey, Denver. Richard L. Dart, Geologist, U.S. Geological Survey, Denver. Ernest Anderson, Geologist, U.S. Geological Survey, Denver.

Engineering Management

The M.E. in Engineering Management is designed to respond to an industrial need for an academic program to provide a theoretical and technical educational base and essential skills to assist the engineer in becoming a more effective manager. CATECS is now selecting a new entering class for January 1989. Interested students may begin the program by enrolling in a technical course this Fall. The sequential two-year curriculum includes five core engineering management courses, complemented by 15 credit hours of technical courses and a final project.

Format

Entering Class, January 1989

Spring
Introduction to Engineering Management
Technical Course

Summer
Finance

Fall
Project Management
Technical Course

Continuing Class, January 1990

Spring
Productivity, Quality
Technical Course

Summer
Leadership

Fall
Project
Technical Course

Registration and Tuition

Almost all CATECS students are supported by their employers. A company Education Officer (EO) coordinates all administrative matters at the workplace, and should be the key person for all contact with CATECS. Tuition per 3 credit hour technical course is \$750. The Engineering Management core courses (EMEN prefix) are \$950. Audit tuition is \$500. Registration will be accepted beginning August 1 with a deadline of August 19.

Telecourses at the University of Colorado at Boulder

University of Colorado New Television Network

Beginning in the fall of 1988, all four University of Colorado campuses will be linked with a combination microwave and fiber optic network permitting a course from Boulder campus to be received in Colorado Springs and vice versa. The Denver and Health Sciences campuses may also originate and receive courses. Coordination, information and registration for classes originating on the Boulder campus will remain with the CATECS office. This new system has the potential for two-way video and audio.

Currently, 600 students are enrolled to advance their technical and managerial competence. Students may obtain a Master of Engineering (M.E.) degree in Computer Science, Engineering Management, and most engineering disciplines without driving to campus. Most classes also apply to the Master of Science in Engineering and Telecommunications. Business courses serve as electives for the M.E. and fulfill some requirements for the MBA.

Employers and students may request specific graduate and short courses to meet their professional development needs.

Master of Engineering (M.E.)

The M.E. degree is a flexible, versatile degree, fully comparable to the academic standards of the M.S. (Plan II). CATECS is designed to meet the needs of technical professionals helping to increase the productivity of Colorado industry. This 30 credit hour program (15 credits of technical courses in a special engineering discipline and 15 credits of engineering and business electives) allows six years for completion. Additional requirements include a creative investigation and written report which may be completed at the worksite with an oral defense on campus. Students may begin a CATECS course this semester and apply to graduate school later. They must apply to and be accepted by the Graduate School prior to completion of the third course through CATECS. After acceptance in graduate school, students must have their degree plan approved by a faculty advisor on the Boulder campus.



Dates To Remember Fall 1988

August 1 — Registration accepted for Fall Semester 1988.

August 19 — Registration deadline. After this date, \$25 late registration fee will be added to tuition for each class.

Late registration accepted through September 16 with instructor approval.

August 31 — Classes begin. Add/Drop continues.

Students may attend first class and receive 100% tuition refund, less a \$25 withdrawal fee.

September 5 — Labor Day. No Classes.

September 5-9 — Students may drop a class with a tuition refund of 80%

September 12-16 — Students may drop a class with a tuition refund of 50%

September 16 — Last day to add a course. Last day to drop a course without a withdrawal (W) on transcript. No tuition refund given after this date.

Last day to change from Credit to Noncredit status. Students must be passing the course to change status

October 14 — Last day to drop a class without petitioning the dean. "Courses may not be dropped unless there are documented circumstances clearly beyond the student's control such as accident or illness." Instructor, CATECS, and the employer should be contacted.

November 24, 25 — Thanksgiving Vacation

November 28 — Classes resume

December 14 — Last day of class

December 16-22 — Final examination period. Students will receive exact examination schedule during the semester.

For Additional Information

For specific registration details about these graduate credit and short courses, and the upcoming Spring and Summer, 1989 program, contact CATECS, Engineering Center, University of Colorado at Boulder, (303) 492-6331.

Fall 1988 Graduate Credit Courses

Number	Course	Faculty	Date
Aerospace			
ASEN 5070	.. Statistical Orbit Determination	Born	MWF 0200-0250
ASEN 5836	.. Intro To Control of Large Space Structures	Balas	TTh 0930-1045
Business			
ACCT 5010	.. Fundamentals of Accounting	Tracy	TTh 0800-0915
Computer Science			
CSCI 5573	.. Operating Systems	Nutt	TTh 1100-1215
CSCI 5582	.. Artificial Intelligence	Lewis	TTh 0445-0600
CSCI 5606	.. Principles of Numerical Computation	Schnabel	TTh 1230-0145
CSCI 5654	.. Linear Programming	Gabow	MWF 0200-0250
CSCI 5828	.. Software Engineering	Terwilliger	MWF 0300-0350
Electrical and Computer			
ECEN 5029	.. Simulation Tools for VLSI Systems	Lightner	TTh 1230-0145
ECEN 5593	.. Advanced Computer Architecture	Jordan	TTh 0200-0315
ECEN 5717	.. Energy Systems Analysis I	Hanna	TTh 0800-0915
ECEN 5797	.. Power Electronics	Erickson	TTh 0930-1045
ECEN 5811	.. Neuroelectric Signals	Wachtel	TTh 1100-1215
Engineering: For All Engineering Disciplines			
CVEN 5537	.. Numerical Methods for Engineers With PC Applications	Chapra	MWF 0100-0150
Engineering Management			
EMEN 5030	.. Project Management Systems	Gilland	M 0300-0545
EMEN 5840	.. Independent Study Project	Mercure	W Variable Schedule
Mathematics and Applied Math			
MATH 5570	.. Statistical Methods	Weiss	MWF 0100-0200
Mechanical Engineering			
MCEN5120	.. Methods of Engineering Analysis I	Datta	TTh 0330-0445
MCEN5183	.. Theory of Vibration	Geers	TTh 0200-0315
Telecommunications			
TLEN 5380	.. Data Communications I	Gates	MF 0730-0845
TLEN 5470	.. Data and Computer Networks	Mercer	MF 0900-1015

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REGISTRATION INFORMATION

Registration Instructions for Credit, Noncredit, and Certificate Courses

Advance Registration is Necessary and Can Be Accomplished:



By phone:

If you are enrolling for Noncredit or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

From Monday, August 8 through Friday, September 23, there are extra telephone lines available to facilitate Noncredit and Certificate phone-in registration. Call 492-6316, Monday-Friday, 8 a.m.-5 p.m. Starting September 26, please use 492-5148 or the 800 number listed above.

Please:

Most courses have limited enrollment, so register as soon as possible to insure your place in class. Courses may be closed or cancelled, depending upon enrollment. Please register at least five days before the starting date of any Noncredit/Certificate course.

Please call 492-5148 with any questions on your registration procedure. From Longmont or outside Denver metro area, call 1-800-332-5839.

Compliance with Colorado House Bill 1021 requires that course enrollees verify their Selective Service registration status. Your mail-in registration form contains this information. In-person registrants will be given this form at our office. Phone-in registrants may give information over the phone.

Disabled individuals who would like to register, please call our registration staff at 492-5148 and we will make special arrangements to assist you.

All listed textbooks and supplies are available at the University Book Center, UMC basement, on campus.

Refund Information is listed with the specific program information. In all cases, if a course is cancelled or rescheduled at an inconvenient time, a full refund is given. Credit course cash and credit card tuition refunds are processed within two weeks of completing a Drop Voucher in the Division Registration Office, 1221 University Avenue. Noncredit/Certificate course drops may be phoned in. If payment was made by check, the refund will take 4-6 weeks. That time can be cut considerably by presenting a copy of both front and back of your cancelled check when dropping.

Weather-related closing policy: Students may expect classes to be held when scheduled even in inclement weather, the only exception being when the Chancellor closes the campus because of extreme weather conditions. Local radio stations will announce the campus closing frequently during the day. Call 492-5500 for campus closing information.

The University of Colorado is an affirmative action/equal opportunity institution.

In person:

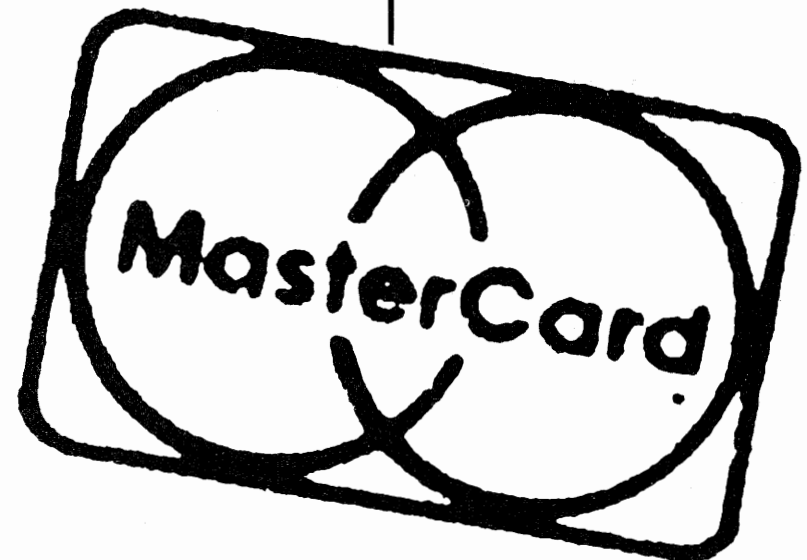
Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby. Also, Thursday and Friday September 1 & 2 9 a.m.-4 p.m., University Memorial Center Ballroom.

By mail:

To enroll for courses, please fill out the appropriate forms (page 71 for Noncredit/Certificate — on page 73 for credit) completely, and send them to:

Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, Colorado 80309-0178

You may register for up to three credit hours by mail. For additional credit hours, visit our office. No limit on Noncredit or Certificate courses. Use the free return mailer with VISA or MasterCard.



NO TIME TO WASTE. MAKE THIS FALL THE TIME OF YOUR LIFE

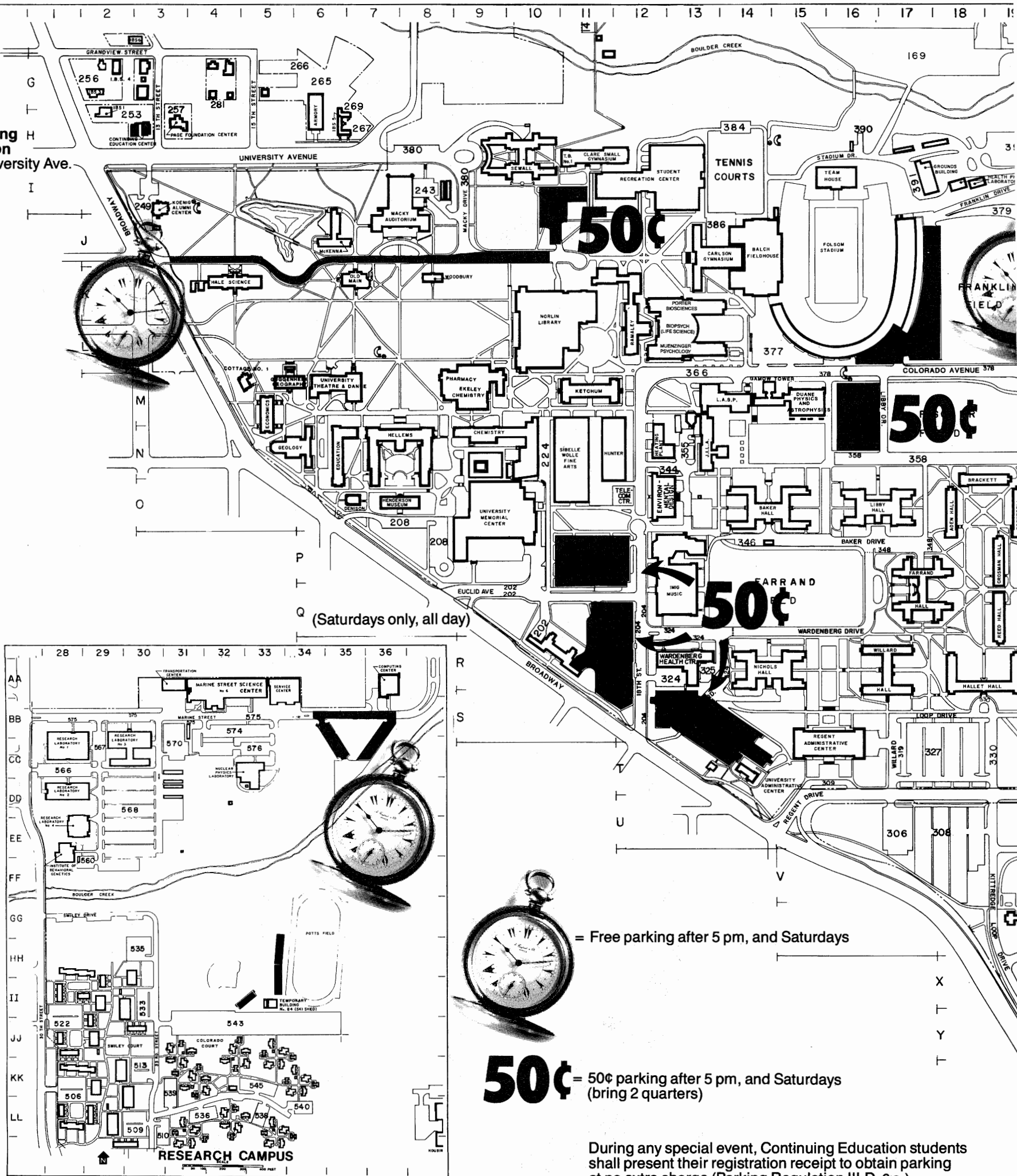
We Have Three Easy Ways to Register

- 1. Charge It.** Phone registration's simple. Charge Noncredit or Certificate courses to your Visa or MasterCard. Just call 492-6316 (after September 23, 492-5148) or 1-800-332-5839, toll-free any weekday.
- 2. At Your Mailbox.** For Noncredit/Certificate classes, use the form on page 71. Your admission receipt comes by return mail. If you only need two or three hours of Evening Credit classes, mail in the form on page 73.
- 3. At Our Office.** Come by 1221 University Avenue, just east of Broadway. We're there 9 a.m. to 6 p.m., Monday through Thursday, until 5 on Fridays.

You can pay by check, cash, money order, MasterCard, Visa.



Continuing Education
1221 University Ave.



(Saturdays only, all day)

= Free parking after 5 pm, and Saturdays

50¢ = 50¢ parking after 5 pm, and Saturdays
(bring 2 quarters)

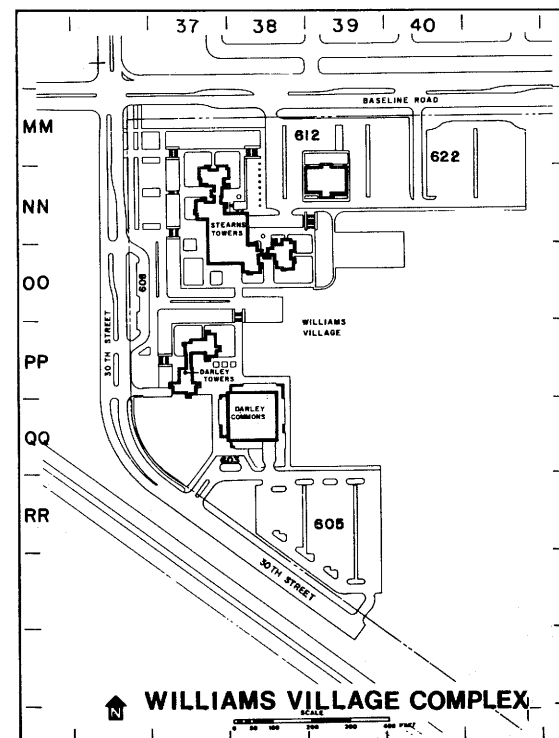
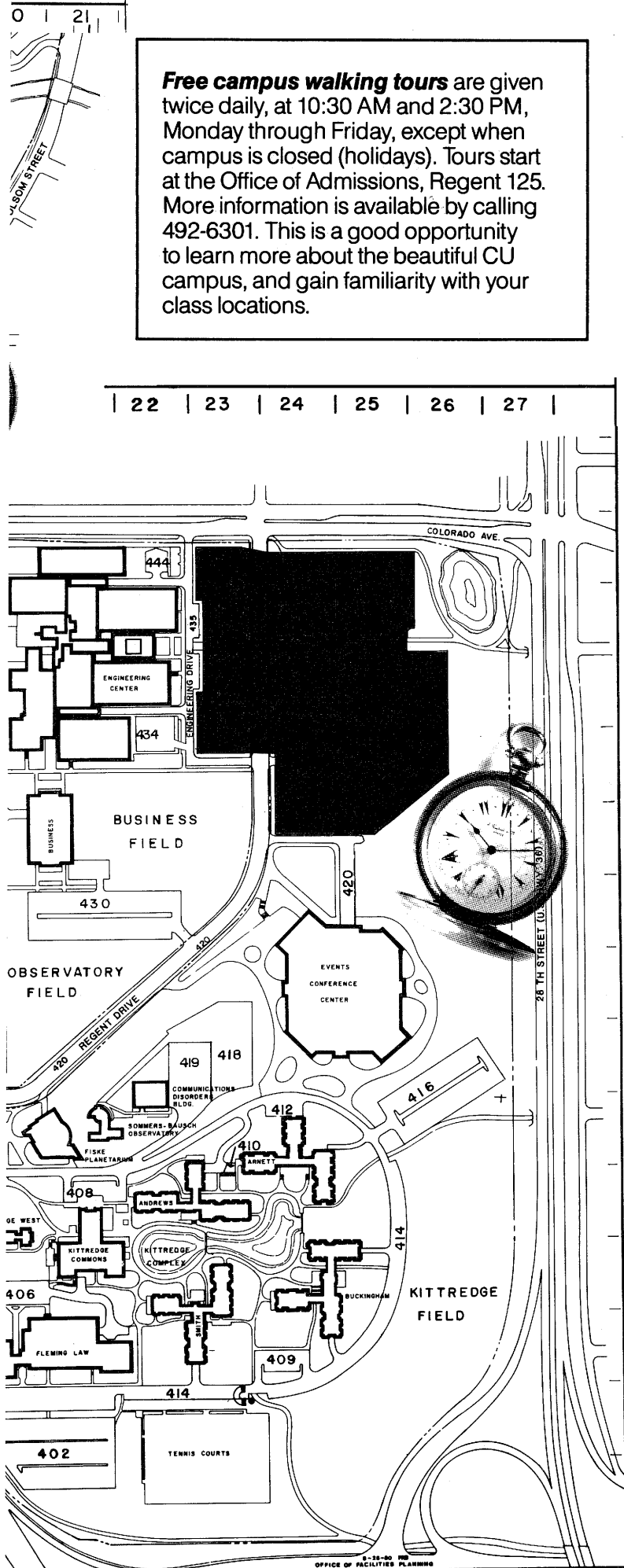
During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6 a.)

Free campus walking tours are given twice daily, at 10:30 AM and 2:30 PM, Monday through Friday, except when campus is closed (holidays). Tours start at the Office of Admissions, Regent 125. More information is available by calling 492-6301. This is a good opportunity to learn more about the beautiful CU campus, and gain familiarity with your class locations.

BUILDING KEY

Academy Center (not shown) (970 Aurora)—O-2
 Academy/Conservatory—O-2
 Aden Hall—O-18
 Andrews Hall—V-23
 Armory (1511 University)—H-6
 Arnett Hall—V-24
 Athens Court—E-14
 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
 Clare Small Gymnasium—H-11
 Cockerell Hall—O-19
 College Inn Conference Center—D-8 (17th and Athens) not shown
 Colorado Court—KK-32
 Communication Disorders Bldg.—T-22
 Computing Center—AA-36
 Continuing Education—H-3, 1221-1229 University
 Cottage No. 1—M-5
 Crosman Hall—P-19
 Darley Commons—QQ-38
 Darley Towers—PP-37
 Day Care Center (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
 Economics—M-5
 Education—N-6
 Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8
 Ekeley Chemistry—M-8
 Engineering Center—M-21, O-20, O-22, P-21
 Environmental Design—O-12
 Events/Conference Center—S-24
 Faculty-Staff Court—E-10
 Farrand Hall—Q-17
 Fiske Planetarium—U-20
 Fleming Law—X-20
 Folsom Stadium—K-16
 Gamow Tower—M-14
 Geology—N-5
 Grounds and Service Center—I-17
 Guggenheim Geography—M-5
 Hale Science—K-4
 Hallett Hall—R-18
 Health Physics Laboratory—I-18
 Heating Plant—N-12
 Helms Arts and Sciences—N-7
 Henderson Museum—O-7
 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)
 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—(includes Ramaley Biology, Biosciences, and Muenzinger Psychology) L-13
 Macky Auditorium—I-7
 Marine Court—D-14 not shown
 McKenna Languages—J-6
 Muenzinger Psychology (Life Sciences Laboratories)—L-13
 Newton Court—E-19
 Nichols Hall—R-14
 Norlin Library—L-10
 Nuclear Physics Laboratory—CC-33
 Old Main—K-7
 Page Foundation Center—H-4
 Pharmacy (Ekeley Chemical Laboratories)—M-9
 Porter Biosciences—K-12
 Ramaley Biology (Life Sciences Laboratories)—L-12
 Reed Hall—Q-19
 Regent Administrative Center—S-15
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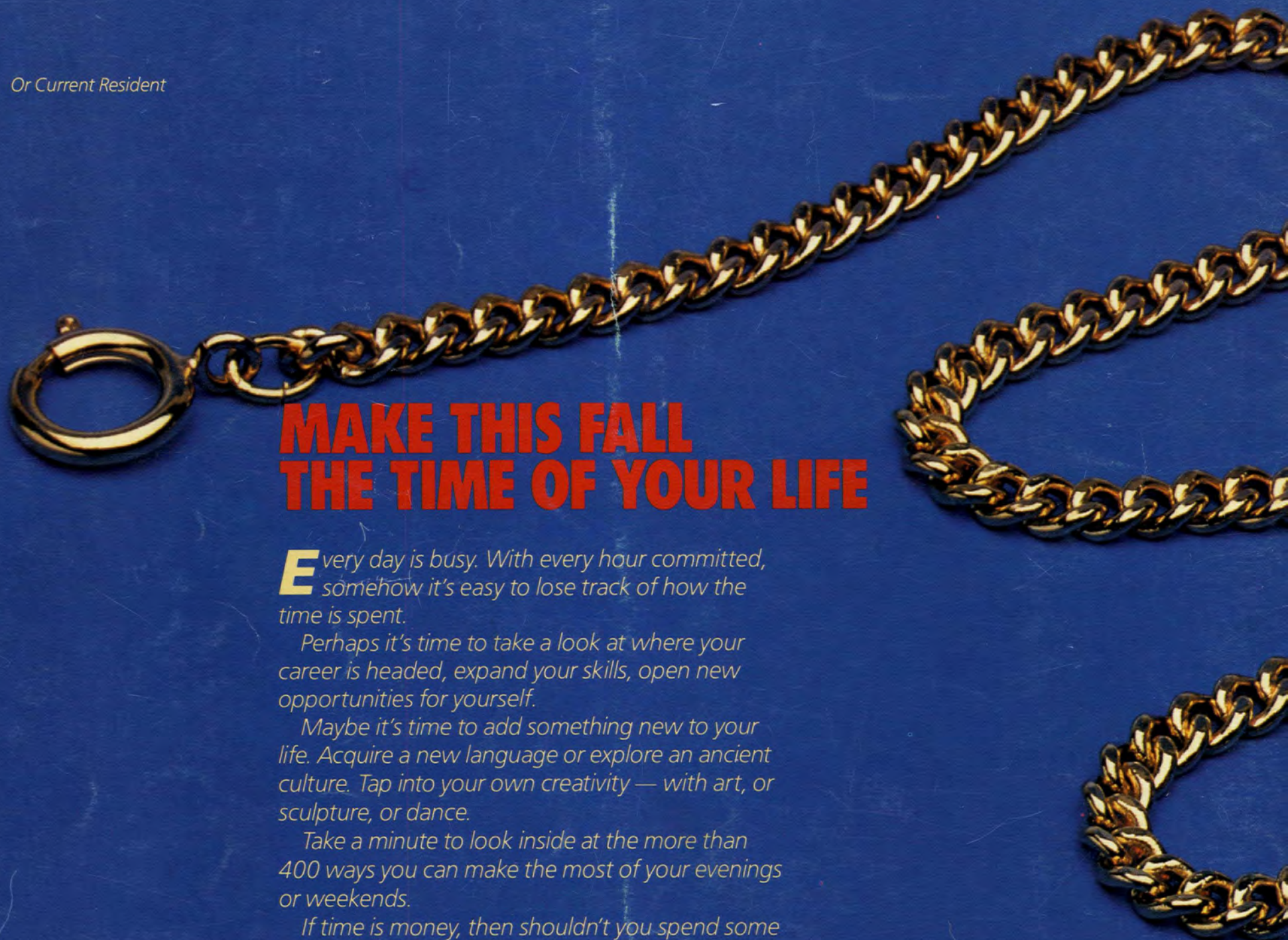
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