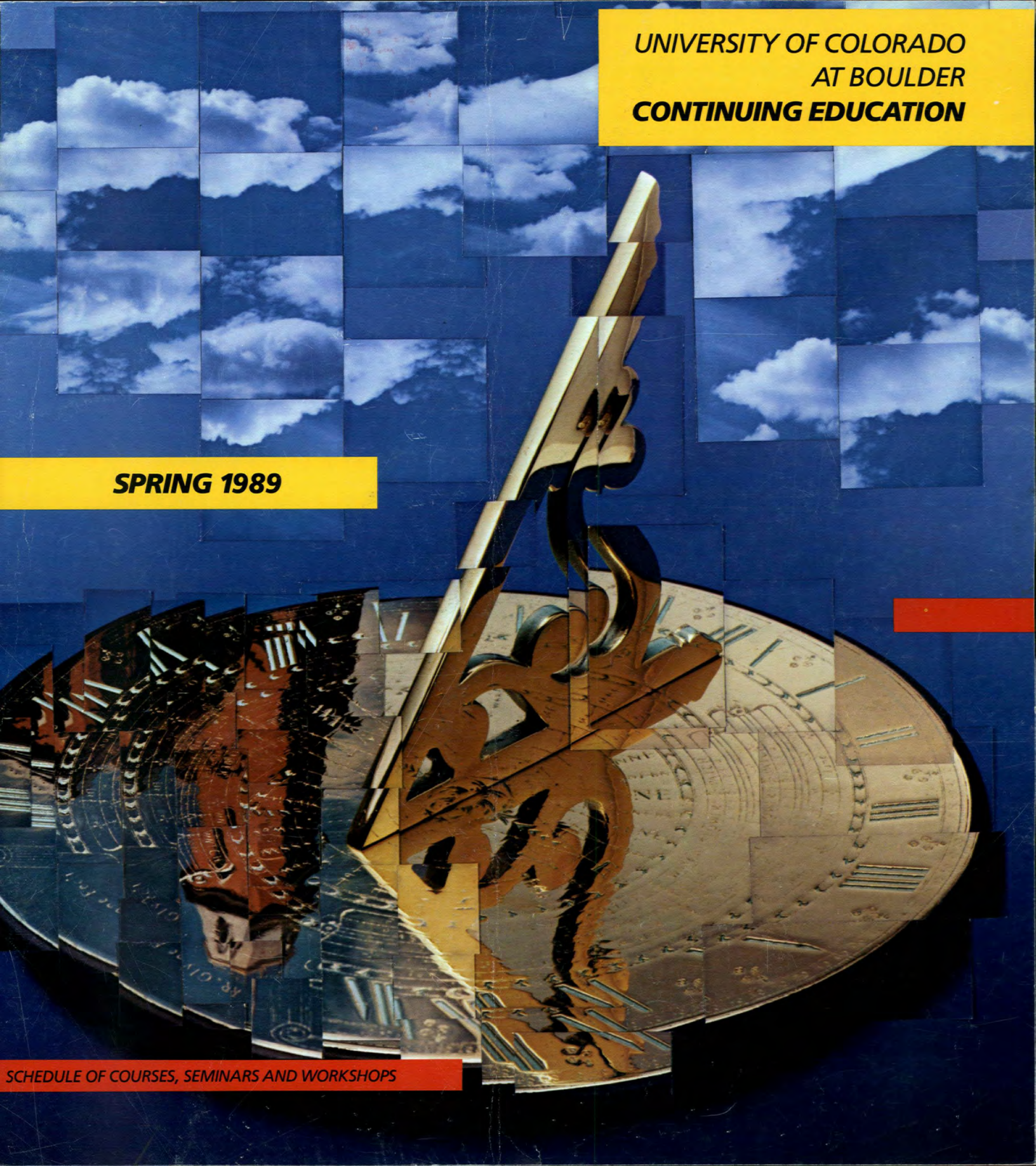
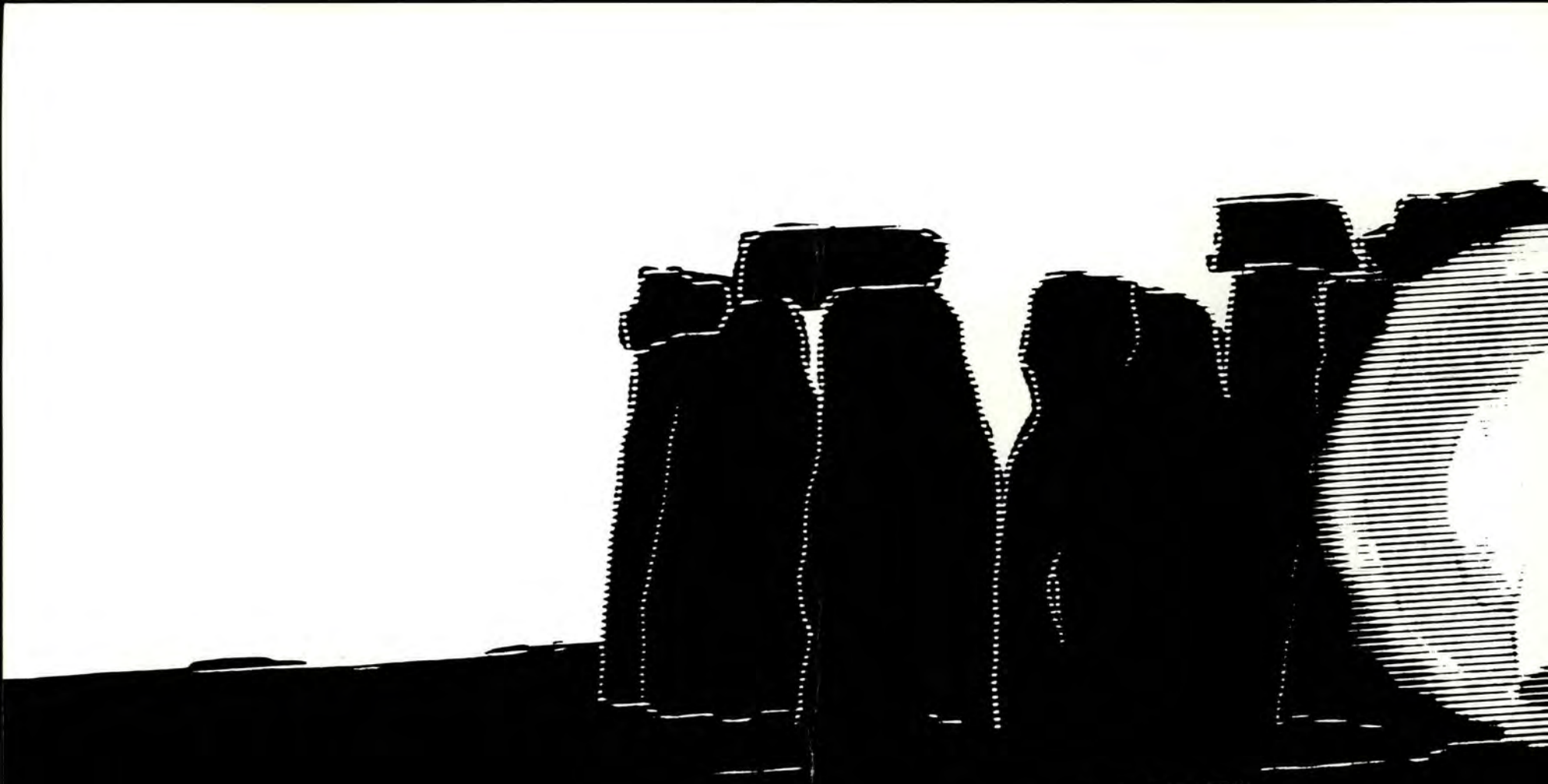


**UNIVERSITY OF COLORADO
AT BOULDER
CONTINUING EDUCATION**

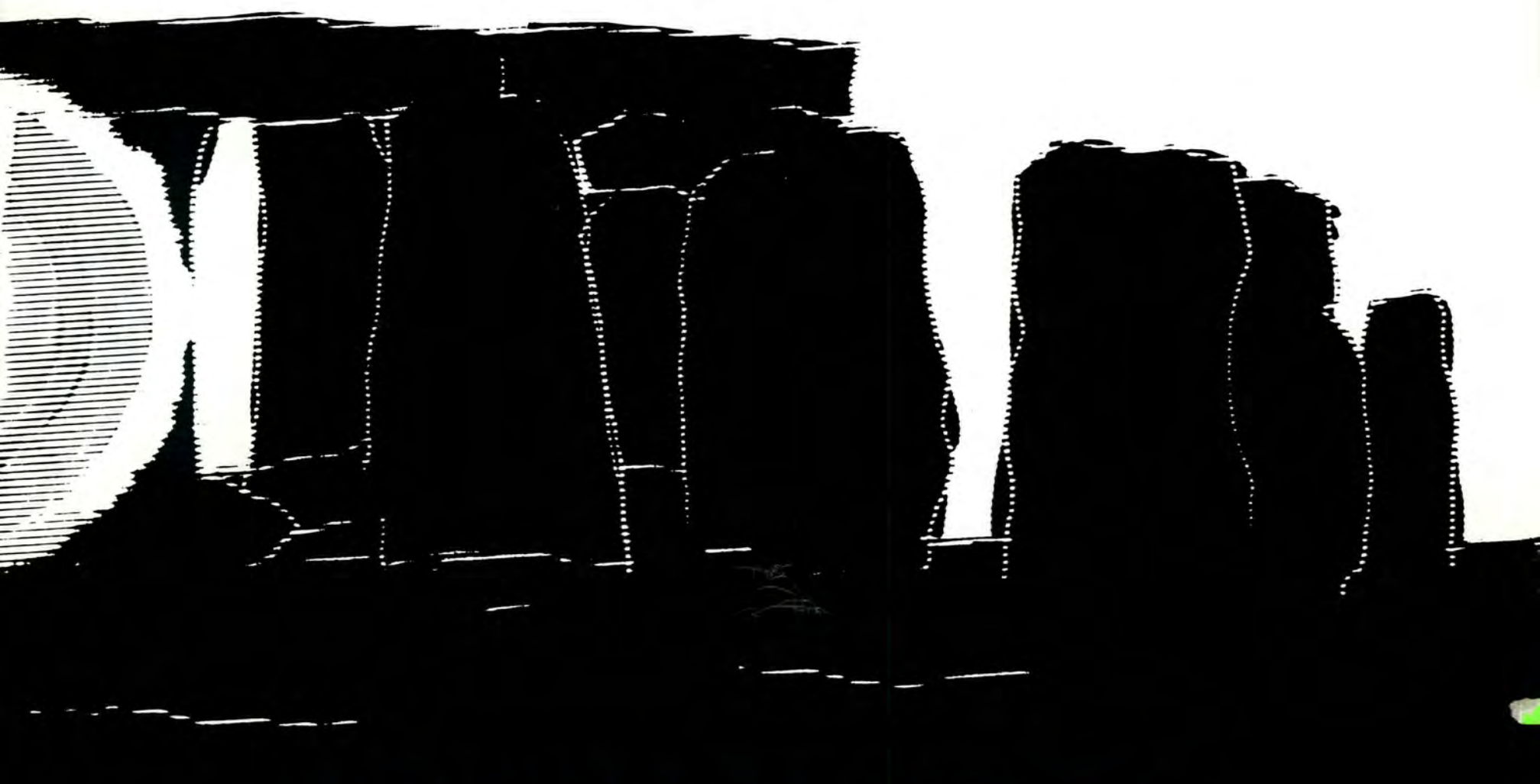
SPRING 1989

SCHEDULE OF COURSES, SEMINARS AND WORKSHOPS





UNIVERSITY OF COLORADO AT BOULDER CONTINUING EDUCATION



NO TIME TO WASTE.

MAKE THIS SPRING 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 February 10, 492-5148) or 1-800-332-5839, toll-free any weekday.
- 2. At Your Mailbox.** For Noncredit/Certificate classes, use the form on page 79. 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 81.
- 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 p.m. on Fridays.

You can pay by check, cash, money order, MasterCard, Visa.

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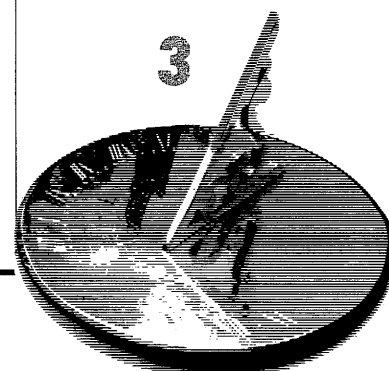


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SAVE TIME AND MONEY — USE THE POSTAGE-PAID ENVELOPE IN THE CENTER OF THIS CATALOGUE TO MAIL YOUR REGISTRATION FORM.

Photos from *The Coloradan*, Ken Abbott and Andy Katz





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 (\$140 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.

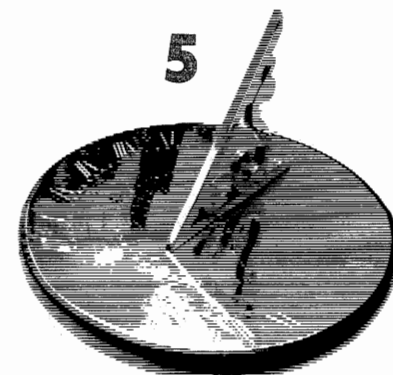
Veteran Benefits: As an eligible veteran or dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veteran's Affairs Office, Room 229 Willard Administrative Center or call 492-7322.

To Enroll: Advance registration is necessary — by mail 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.

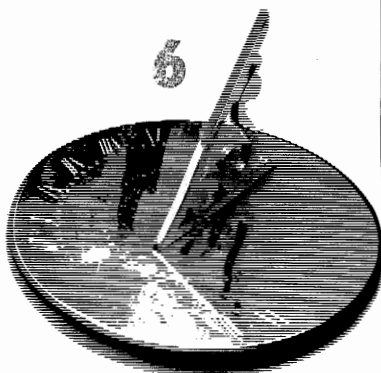
Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF showing at least half-time employment to registration beginning January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



BOULDER EVENING CREDIT CLASSES

Credit Classes Calendar-Dates You Should Know

December 12	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
January 16	Martin Luther King, Jr., Holiday. NO CLASSES.
January 17	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
January 20	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
January 23	Instructor's signature required to drop Session I classes.*
January 27	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.
January 30	Instructor's signature required to drop Full Term classes.*
February 6	Petition required to drop Session I classes.
February 27	Petition required to drop Full Term classes.
March 2	SESSION I TUESDAY AND THURSDAY CLASSES END.
March 6	SESSION I MONDAY AND WEDNESDAY CLASSES END.
March 13	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
March 17	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
March 20	Instructor's signature required to drop Session II classes.*
March 27-31	SPRING BREAK. NO CLASSES.
April 10	Petition required to drop Session II classes.
April 25	FULL TERM TUESDAY CLASSES END.



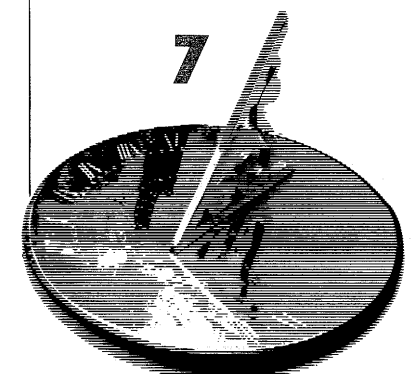
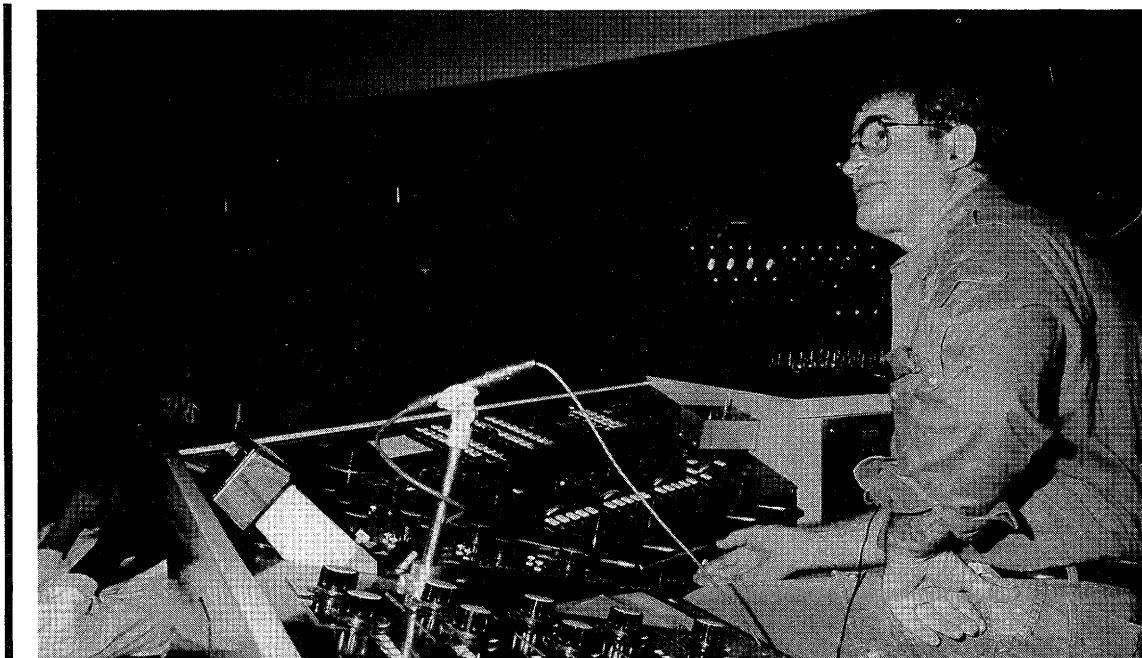
BOULDER EVENING CREDIT CLASSES

Credit Classes Calendar-Dates You Should Know

April 26	FULL TERM WEDNESDAY CLASSES END.
April 27	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
April 28	FULL TERM FRIDAY CLASS ENDS.
May 1	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. FULL TERM MONDAY AND THURSDAY CLASS ENDS.
May 3	SESSION II MONDAY AND WEDNESDAY CLASSES END.
May 4	SESSION II TUESDAY AND THURSDAY CLASSES END.
<i>*This signature indicates you were doing passing work when you dropped the course.</i>	

Refund Schedule for Credit Classes

FULL TERM 100% before 2nd class 60% after 2nd class and through February 10 40% February 13 through February 24 NONE THEREAFTER	SESSION I 100% before 2nd class 60% after 2nd class and through February 3 40% February 6 through February 10 NONE THEREAFTER	SESSION II 100% before 2nd class 60% after 2nd class and through April 7 40% April 10 through April 14 NONE THEREAFTER
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BOULDER EVENING CREDIT CLASSES

Full Term Credit Classes by Starting Date, Spring 1989

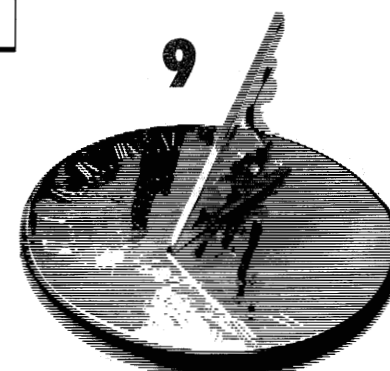
Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday Evening Courses, Begin January 23 and End May 1					
APAS	1120-3	300	7-10 p.m.	ECCR 2-28	General Astronomy: Stars and Galaxies
COMM	2200-3	300	6:30-9:30 p.m.	Hellems 137	Public Speaking
ENGL	1260-3	300	6:30-9:30 p.m.	Hellems 267	Introduction to Women's Literature
ENGL	1500-3	300	6-9 p.m.	ECCR 1-26	Introduction to British Writers
HIST	2117-3	300	7-10 p.m.	ECCR 0-38	History of Colorado
HIST	4415-3	300	6-9 p.m.	Hellems 211	United States History, 1900 to 1929
JOUR	4802-3	300	7-10 p.m.	Hale 104	Magazine Article Writing
MATH	1070-3	300	6-9 p.m.	ECCR 1-40	Mathematics for Social Science and Business
MATH	1080-3	300	6-9 p.m.	ECCR 2-26	Calculus for Social Science and Business
PHIL	1100-3	300	7-10 p.m.	Hellems 229	Ethics
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	1004-3	300	6-9 p.m.	Education 143	Deviance in U.S. Society
THTR	2003-3	301	6:30-9:30 p.m.	Hale 303	Acting: Beginning
Monday and Wednesday Evening Courses, Begin January 18 and End May 1					
ARAB	1020-5	300	4:30-7 p.m.	Hellems 185	First Year (Beginning) Arabic 2
FINE	1002-2	300	7-10 p.m.	Fine Arts C175	Basic Drawing
FINE	1171-3	300	6:30-11 p.m.	Fine Arts N161	Basic Photography 1
FINE	2423-3	300	6-9 p.m.	Fine Arts C1B70	Beginning Screen Printing
FINE	4171-3	300	7-10 p.m.	Fine Arts N163	New Directions in Photography: Color
MATH	0990-3	300	7-8:30 p.m.	ECCR 1-42	Pre-College Mathematics
MATH	1010-3	300	6-7:30 p.m.	ECCR 1-16	College Algebra
MATH	2510-3	300	6-7:30 p.m.	ECCR 1-05	Introduction to Statistics
Monday, Wednesday and Friday Courses, Begin January 18 and End May 1					
HEBR	1010-5	300	1-3 p.m. (M,W) 11 a.m.-1 p.m. (F)	UMC 158B	First Year (Beginning) Hebrew 1
HEBR	1020-5	300	11 a.m.-1 p.m. (M,W) 1-3 p.m. (F)	UMC 158A	First Year (Beginning) Hebrew 2
Monday and Thursday Evening Course, Begins January 19 and Ends May 1					
CSCI	1200-3	300	7:15-8:45 p.m.	ECCR 0-36	Introduction to Programming 1 (Lecture)
Tuesday Evening Courses, Begin January 17 and End April 25					
ANTH	2020-3	300	7-10 p.m.	Economics 117	Introduction to Physical Anthropology 2
COMM	1020-3	300	6:30-9:30 p.m.	Hellems 241	Introduction to Communication
CSCI	1210-4	300	8:30-9:30 p.m.	ECCR 1-24	Introduction to Programming 2 (Recitation)
ECON	2010-3	300	5:30-8:30 p.m.	ECCR 2-26	Principles of Microeconomics
EDUC	4820-3	302	5-8 p.m.	ECCR 0-36	Special Topics: Integrative Learning 2
HIST	1123-3	300	7-10 p.m.	ECCR 0-38	History of England 2
HIST	2166-3	300	6:30-9:30 p.m.	Hellems 247	Military History of World War II
JOUR	2001-3	301	6-9 p.m.	Macky 3C	Mass Media Writing
PHIL	1600-3	300	7-10 p.m.	Hellems 229	Philosophy and Religion
PHYS	1010-3	300	5-8 p.m.	ECCR 1-05	Physical Science for Nonscientists
PSYC	2052-3	300	7-10 p.m.	Biosciences E113	Introduction to Biopsychology
PSYC	4303-3	300	6:30-9:30 p.m.	Biosciences E432	Abnormal Psychology
SOCY	1005-3	300	6:30-9:30 p.m.	Ketchum 235	Social Conflict and Social Values
SOCY	2003-3	300	6:30-9:30 p.m.	Hellems 201	Sociology of Death and Dying
THTR	2003-3	302	6:30-9:30 p.m.	Hale 303	Acting: Beginning



BOULDER EVENING CREDIT CLASSES

Full Term Credit Classes by Starting Date, Spring 1989

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Tuesday and Thursday Evening Courses, Begin January 17 and End April 27					
CSCI	1210-4	300	7-8:30 p.m.	ECCR 1-24	Introduction to Programming 2 (Lecture)
FINE	2097-3	300	7-10 p.m.	Fine Arts C175	Special Topics: Drawing in Color
FINE	4107-3	300	6:30-8:30 p.m.	Fine Arts N161	Fine Black and White Printing
JOUR	3102-3	300	7-8:30 p.m.	Macky 5	Press Photography
MATH	2300-5	300	5:30-8 p.m.	ECCR 1-28	Analytic Geometry and Calculus 2
Wednesday Evening Courses, Begin January 18 and End April 26					
ENGL	1191-3	301	7-10 p.m.	ECCR 0-08	Introduction to Creative Writing
ENGL	3152-3	300	6-9 p.m.	ECCR 1-26	Report Writing
EPOB	4140/5140-3	300	6:30-9:30 p.m.	Ramaley N1B23	Advanced Ecology: Oceanography & Marine Biology
GEOG	1992-3	300	7-10 p.m.	Guggenheim 3	Introduction to Human Geography
GEOL	1040-3	300	7-10 p.m.	Geology 308	Geological Evolution of the Colorado Region
HIST	1025-3	300	7-10 p.m.	ECCR 0-38	The United States Since 1865
HIST	4130-3	300	6:30-9:30 p.m.	Hellems 193	An Uneasy Relationship: The United States and Canada
JOUR	1001-3	300	6:30-9:30 p.m.	Hale 104	Contemporary Mass Media
PSYC	1001-3	300	6:30-9:30 p.m.	Biosciences E113	General Psychology
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	Analyzing Society: An Introduction to Sociological Ideas
SOCY	4014-3	300	7-10 p.m.	Hellems 201	Criminology
Thursday Evening Courses, Begin January 19 and End April 27					
COMM	2030-3	300	6:30-9:30 p.m.	Hellems 241	Interpersonal Communication
CSCI	1200-3	300	6-7 p.m.	ECCR 0-36	Introduction to Programming 1 (Recitation)
ECON	2020-3	300	5:30-8:30 p.m.	ECCR 2-26	Principles of Macroeconomics
EDUC	4820-3	301	6-9 p.m.	ECCR 0-08	Special Topics: Integrative Learning
ENGL	1191-3	302	6:30-9:30 p.m.	Hellems 285	Introduction to Creative Writing
ENGL	1600-3	300	7-10 p.m.	Hellems 211	Introduction to American Writers
EPOB	1220-3	300	7-10 p.m.	ECCR 1-09	General Biology 2
JOUR	2001-3	302	6-9 p.m.	Macky 3C	Mass Media Writing
KINE	3440-3	300	7-10 p.m.	Teamhouse	Theory and Practical Applications of Resistance Exercise and Conditioning Programs
MATH	1020-2	300	5:30-7:30 p.m.	ECCR 0-38	College Trigonometry
ORMG	3300-3	300	6:30-9:30 p.m.	Biosciences E113	Introduction to Management and Organization
PHIL	1000-3	300	7-10 p.m.	Hellems 229	Introduction to Philosophy
PHYS	2070-3	300	5-8 p.m.	ECCR 1-05	Energy in a Technical Society
PSCI	1101-3	300	7-10 p.m.	Hellems 201	The American Political System
PSCI	2222-3	300	7-10 p.m.	Hellems 267	Introduction to International Relations
THTR	4051-3	300	6:30-9:30 p.m.	Hale 104	Playwriting
Friday Course, Begins January 20 and Ends April 28					
HEBR	2120-3	300	3-6 p.m.	Hellems 185	Intermediate Hebrew



BOULDER EVENING CREDIT CLASSES

Session I

Evening Credit Classes by Starting Date, Spring 1989

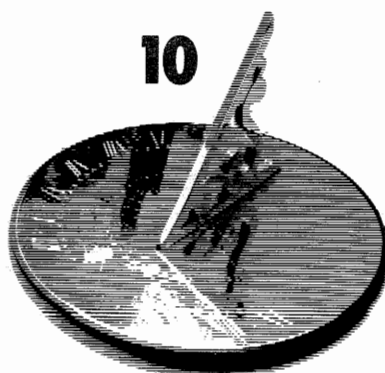
Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Evening Courses, Begin January 18 and End March 6					
ANTH	1030-3	100	7-10 p.m.	Hellems 263	Principles of Anthropology 1
EDUC	4800-3	101	5-8 p.m.	Hale 6	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
EPOB	2100-3	100	7-10 p.m.	Economics 205	Introduction to Wildlife Ecology and Conservation
FILM	3550-3	101	7-10 p.m.	Norlin AV Room	Producing the Feature Film
GEOG	1982-3	100	7-10 p.m.	Geology 311	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Education 220	Nutrition and Health
SOCY	2031-3	100	7-10 p.m.	Hellems 141	U.S. Values, Social Problems and Change
Tuesday and Thursday Evening Courses, Begin January 17 and End March 2					
COMM	2030-3	100	6-9 p.m.	ENVD 120	Interpersonal Communication
EDUC	4800-3	102	5-8 p.m.	Muenzinger D346	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
ENGL	3152-3	100	6-9 p.m.	ECCR 1-26	Report Writing
FILM	3550-3	102	7-10 p.m.	ENVD 122	Producing the Feature Film
GEOG	1001-3	100	6:30-9:30 p.m.	Geology 311	Environmental Systems: Climate and Vegetation
SOCY	1001-3	100	7-10 p.m.	Ketchum 234	Analyzing Society: An Introduction to Sociological Ideas

Session II

Evening Credit Classes by Starting Date, Spring 1989

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Evening Courses, Begin March 13 and End May 3					
ANTH	1040-3	200	7-10 p.m.	Hellems 263	Principles of Anthropology 2
EDUC	4800-3	201	5-8 p.m.	Hale 6	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FILM	3550-3	201	7-10 p.m.	Norlin AV Room	Producing the Feature Film
KINE	3420-3	200	7-10 p.m.	ECCR 1-09	Nutrition and Health
KINE	3430-3	200	7-10 p.m.	Education 220	Nutrition and Physical Performance
SOCY	2031-3	200	7-10 p.m.	Hellems 141	U.S. Values, Social Problems and Change
Tuesday and Thursday Evening Courses, Begin March 14 and End May 4					
COMM	2200-3	200	6-9 p.m.	ENVD 120	Public Speaking
EDUC	4800-3	202	5-8 p.m.	Muenzinger D346	Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
ENGL	1191-3	200	7-10 p.m.	ECCR 1-26	Introduction to Creative Writing
FILM	3550-3	202	7-10 p.m.	ENVD 122	Producing the Feature Film
GEOG	1011-3	200	6:30-9:30 p.m.	Geology 311	Environmental Systems: Landforms and Soils
SOCY	2011-3	200	7-10 p.m.	Ketchum 234	Contemporary Social Issues and Human Values

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BOULDER EVENING 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 263. \$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 263. \$180.

Anthropology 2020-3 **Introduction to Physical Anthropology 2**

Continuation of ANTH 2010. Quantitative analysis, genetics, and race are emphasized. Students may not receive credit for both ANTH 2020 and 2060. Prereq., ANTH 2010. When combined with ANTH 2010, satisfies first year natural sciences requirement.

Full Term - Section 300:
Tuesdays, 7-10 p.m., Economics 117. \$180.

Arabic

Arabic 1020-5 **First Year (Beginning) Arabic 2**

Prerequisite: Arabic 1010.
Full Term - Section 300:
Mondays and Wednesdays, 4:30-7 p.m.,
Hellems 185. \$440.

Astronomy

APAS 1120-3 **General Astronomy: Stars and Galaxies**

Principles of modern astronomy for non-science majors summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. APAS 1110 and 1120 may be taken in either order. When combined with APAS 1110, satisfies first year natural sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m.,
Engineering Center CR 2-28. \$180.

Business

ORMG 3300-3 **Introduction to Management and Organization**

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

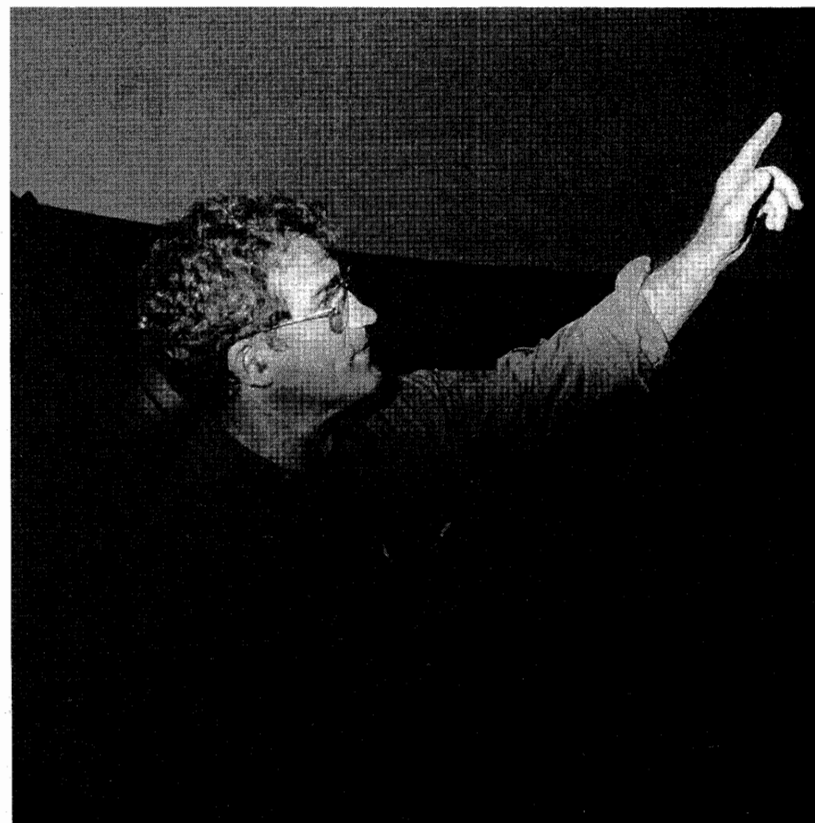
Full Term - Section 300:
Thursdays, 6:30-9:30 p.m.,
Biosciences E113. \$180.

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, content/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: Thursdays,
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**

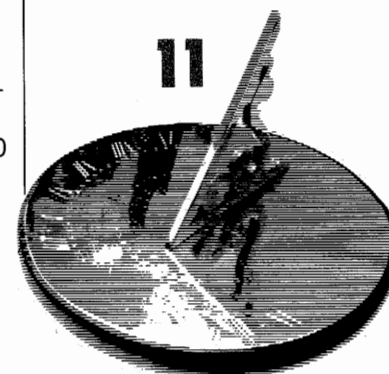
Covers the theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations. Optional for majors.

Full Term - Section 300: Mondays, 6:30-9:30
p.m., Hellems 137. \$180.
Session II - Section 200: Tuesdays and
Thursdays, 6-9 p.m.,
Environmental Design 120. \$180.

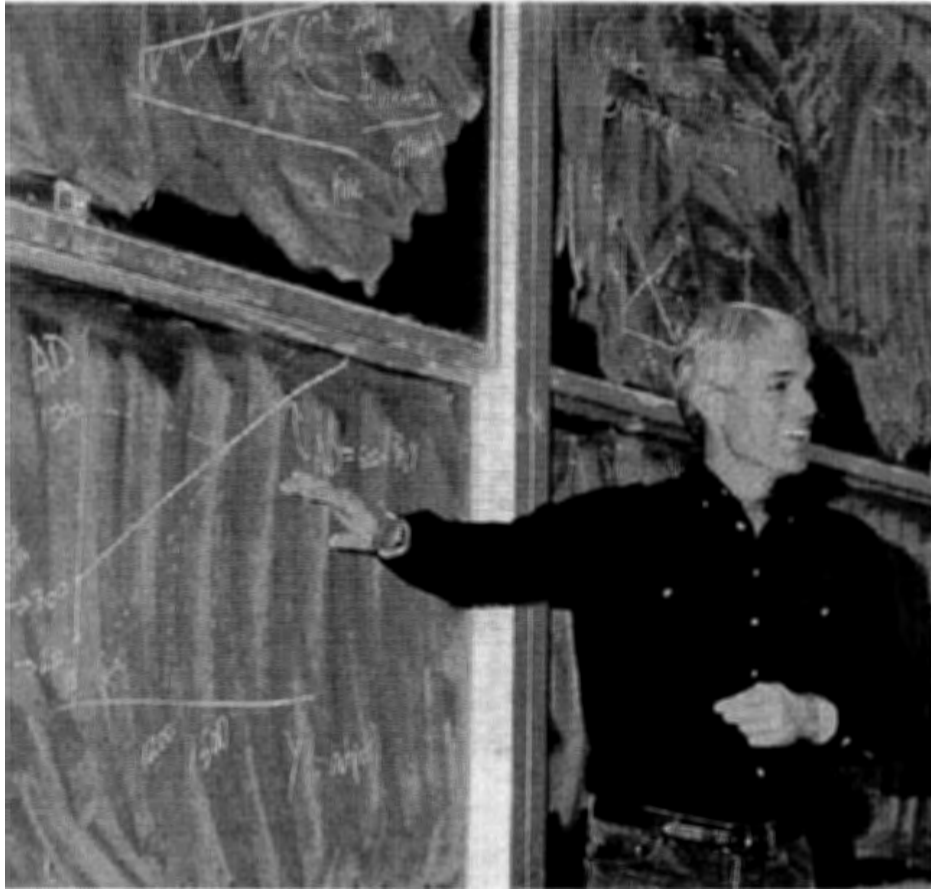
Survival Tips

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.



BOULDER EVENING CREDIT CLASSES



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 0-36. \$205.

Computer Science 1210-4 **Introduction to Programming 2**

Emphasis on problems encountered in building larger, more complex programs. Experience is gained in using existing software modules as building blocks for larger programs. Prereq., CSCI 1200.

Full Term - Section 300:
Tuesdays and Thursdays 7-8:30 p.m.,
Recitation - Tuesdays 8:30-9:30 p.m.,
Engineering Center CR 1-24. \$265.

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:
Tuesdays, 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:
Thursdays, 5:30-8:30 p.m.,
Engineering Center CR 2-26. \$180.

Education

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:
Mondays and Wednesdays, 5-8 p.m.,
Hale 6. \$188.

Session II - Section 201:
Mondays and Wednesdays, 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:
Tuesdays and Thursdays, 5-8 p.m.,
Muenzinger D346. \$188.

Session II - Section 202:
Tuesdays and Thursdays, 5-8 p.m.,
Muenzinger D346. \$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 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 301:
Thursdays, 6-9 p.m.,
Engineering Center CR 0-08. \$188.

Education 4820-3 **Special Topics: Integrative Learning 2**

This course is designed as a forum for in-depth discussion and exchange of ideas of topics introduced in Integrative Learning 1. Based on an understanding of how we learn, participants will blend the best from the traditional and the leading-edge to implement a plan for new directions in learning



BOULDER EVENING CREDIT CLASSES

and create opportunities to develop as whole people. Participants who are familiar with the above mentioned concepts and are interested in exploring new possibilities in learning potential are welcome.

Full Term - Section 302: Tuesdays, 5-8 p.m., Engineering Center CR 0-36. \$188.

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 301:
Wednesdays, 7-10 p.m.,
Engineering Center CR 0-08. \$180.

Full Term - Section 302:
Thursdays, 6:30-9:30 p.m.,
Hellems 285. \$180.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 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 267. \$180.

English 1500-3 **Introduction to British Writers**

The course will introduce the students to some of the great masterpieces of British Literature including one Shakespeare play, a pre-twentieth century English novel and works by Chaucer. Each work will be covered carefully and thoroughly in order to give the students an overall appreciation of English literature. When combined with ENGL 1200, 1260, 1300, 1400, 1600, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300:
Mondays, 6-9 p.m.,
Engineering Center CR 1-26. \$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 3152-3 **Report Writing**

Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, a combination of lecture, discussion and evaluation, will sharpen the student's ability to write with ease and clarity.

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

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.,
Engineering Center CR 1-26. \$180.

Biology

EPOB 1220-3 **General Biology 2**

A concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasis on fundamental principles, concepts, and questions underlying modern biology. When combined with EPOB 1210, satisfies first year natural sciences requirement. Prerequisite EPOB 1210.

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

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

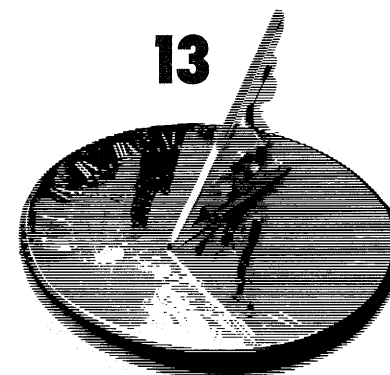
This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by the way of illustration, 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.,
Economics 205. \$180.



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BOULDER EVENING CREDIT CLASSES



Biology, con't.

EPOB 4140/5140-3 **Advanced Ecology: Oceanography and Marine Biology**

A discussion of the major aspects of oceanography, i.e., the interplay of physical, chemical, and biological factors in the oceans and adjoining seas; and selected oceanographic techniques. Emphasis will be placed on the ecology of marine organisms, focusing on such topics as habitats and communities, adaptive design and strategies of organisms, competition, pollution, parasitism, food chains, and nutrient cycling. Lectures will often be illustrated through the use of color slides and films.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.,
Ramaley N1B23. \$180.



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.,
Environmental Design 122. \$188.

Session II - Section 201:
Mondays and Wednesdays, 7-10 p.m.,
Norlin Library Audiovisual Room. \$188.

Session II - Section 202:
Tuesdays and Thursdays, 7-10 p.m.,
Environmental Design 122. \$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:
Mondays and Wednesdays, 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.

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

BOULDER EVENING CREDIT CLASSES

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 4107-3 **Fine Black and White Printing**

An intensive workshop-style course emphasizing a unified approach to the photographic process as a means of complete personal expression. Topics include: negative controls and evaluation; selection of films, papers, and chemistry; test, control, and final printing; print manipulation; archival processes, toning; portfolios, mounting and finishing; and historical and contemporary contexts of fine printing. Techniques of concentration, critical analysis and previsualization will also be covered. Actual darkroom work is stressed heavily. The student should expect to spend about \$250 in materials and must be competent in basic darkroom procedures. Instructor consent needed prior to enrolling.

Full Term - Section 300:
Tuesdays and Thursdays, 6:30-8:30 p.m.,
Fine Arts N161. \$230.

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 300:
Mondays and Wednesdays, 7-10 p.m.,
Fine Arts N163. \$220.

There are no boundaries to independent study

College credit correspondence course and telecourse information on page 74.

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.

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 1982-3 **World Regional Geography**

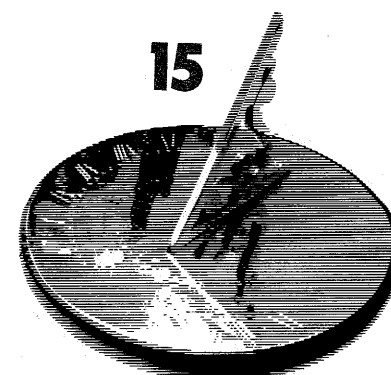
Using the interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives. When combined with GEOG 1992 or 2002, satisfies first year social sciences requirement.

Session I - Section 100:
Mondays and Wednesdays, 7-10 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 3. \$180.



BOULDER EVENING CREDIT CLASSES



Geology

Geology 1040-3 **Geological Evolution of** **the Colorado Region**

A course for nongeology majors that traces the geological development of Colorado and nearby western states, cast within a broader framework of the earth's geological environment. 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 1040 carries only 2 credits if student has earned credit in GEOG 1011.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Geology 308. \$180.

Hebrew

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

Full Term - Section 300:
Mondays and Wednesdays, 1-3 p.m., and
Fridays, 11 a.m.-1 p.m., UMC 158B. \$440.

Hebrew 1020-5 **First Year (Beginning) Hebrew 2**

Prerequisite, Hebrew 1010.
Full Term - Section 300:
Mondays and Wednesdays, 11 a.m.-1 p.m.,
and Fridays, 1-3 p.m., UMC 158A. \$440.

Hebrew 2120-3 **Intermediate Hebrew**

Modern Hebrew including journalistic
and idiomatic Hebrew with the emphasis
on conversation. Prerequisite Hebrew 2110
or placement.

Full Term - Section 300:
Fridays, 3-6 p.m., Hellems 185. \$264.

Survival Tips

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

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

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

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

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

All tuition and refund determinations are subject to audit.

History

History 1025-3 **The United States Since 1865**

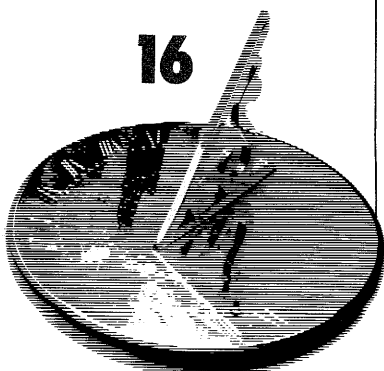
A survey of the social, economic, political
and cultural development of the United States
from the close of the American Civil War to
the present. When combined with HIST 1015,
satisfies first year social sciences requirement.

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

History 1123-3 **History of England 2**

Deals with the period from the 17th century
to the present. Political, economic, social, and
imperial developments which contributed
to the creation of the modern industrial and
democratic state are the major issues covered.
When combined with HIST 1113, satisfies
first year social sciences requirement.

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



BOULDER EVENING CREDIT CLASSES

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 0-38. \$180.

History 2166-3 **Military History of World War II**

This course examines the origins, course, and impact of the Second World War. Emphasis will be on strategy and tactics and total war's broader aspects, such as the Holocaust, the Russo-German conflict, the home fronts, and the role of science and technology.

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

History 4130-3 **An Uneasy Relationship: The United States and Canada**

History of the evolution of U.S.-Canada relations, from colonial times to the present. Emphasis on Canadian fears caused by two American invasions and later concerns brought about by American economic, geographic and strategic power.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.,
Hellems 193. \$180.

History 4415-3 **United States History, 1900 to 1929**

History of the United States during the progressive years, 1900 to 1929, with emphasis on the social, economic, cultural and political evolution of the American people and the nation's role in world affairs.

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

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.

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, 6:30-9:30 p.m.,
Hale 104. \$180.

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 3102-3 **Press Photography**

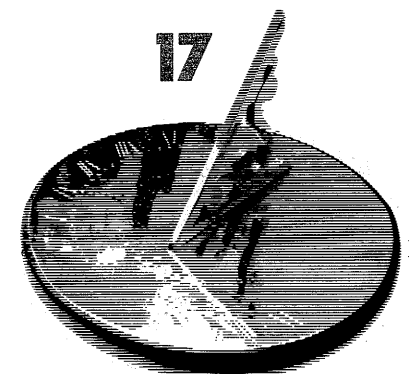
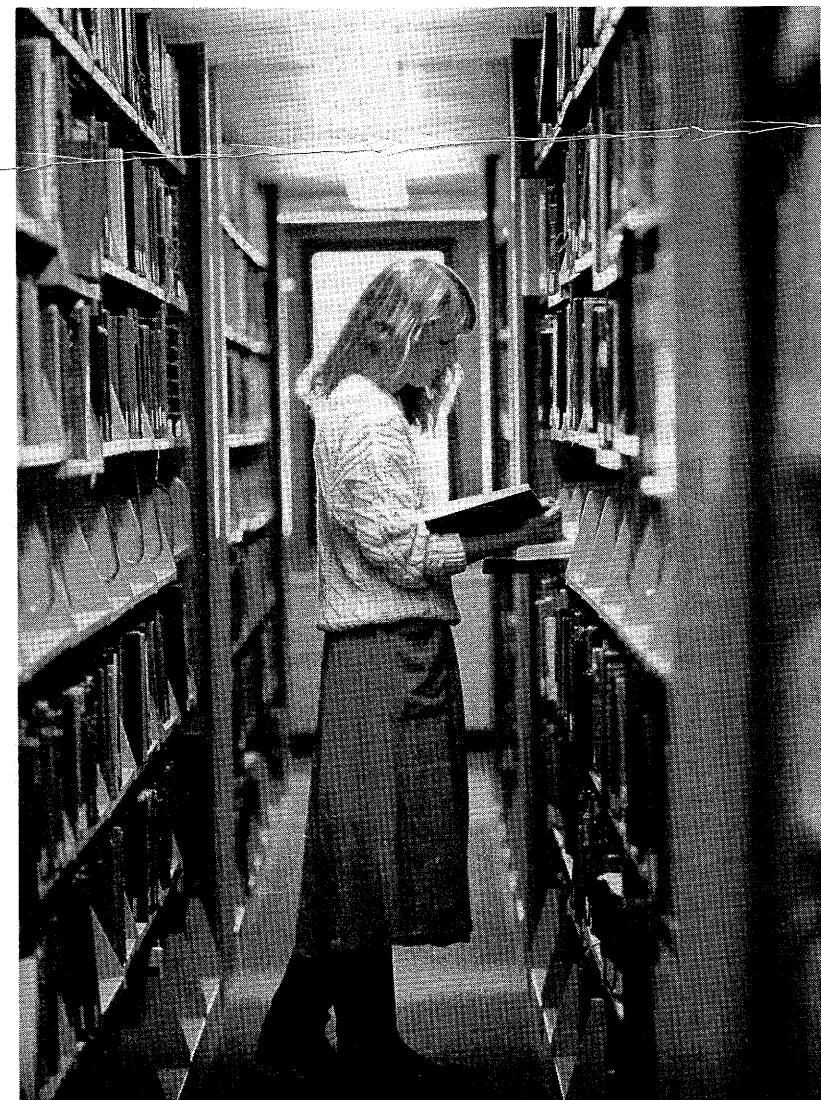
Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be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

Full Term - Section 300:
Tuesdays and Thursdays, 7-8:30 p.m.,
Macky 5. \$230.

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.



BOULDER EVENING CREDIT CLASSES



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:
Mondays and Wednesdays, 7-10 p.m.,
Education 220. \$180.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 1-09. \$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:
Mondays and Wednesdays, 7-10 p.m.
Education 220. \$180.

Kinesiology 3440-3 **Theory and Practical Applications of** **Resistance Exercise and Conditioning** **Programs**

This course is designed to introduce aspiring practitioners to the scientific rationale and practical applications associated with sport specific resistance exercise and conditioning programs, through both classroom and laboratory experiences and is oriented towards an understanding of methods of enhancing human performance levels. Prerequisites EPOB 3420 and 3430 or PHED 2790 and 2800.

Full Term - Section 300: Thursdays, 7-10 p.m.,
Folsom Field Teamhouse. \$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 and graphs. 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 300:
Mondays and Wednesdays, 7-8:30 p.m.,
Engineering Center CR 1-42. \$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 1-16. \$180.

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:
Thursdays, 5:30-7:30 p.m.,
Engineering Center CR 0-38. \$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, 6-9 p.m.,
Engineering Center CR 1-40. \$180.

Not Attending Classes Does
Not Mean You Have Withdrawn.



BOULDER EVENING CREDIT CLASSES

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 1010.

Full Term - Section 300: Mondays, 6-9 p.m., Engineering Center CR 2-26. \$180.

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

Continuation of Math 1300. Transcendental functions, methods of integration, plane analytic geometry, polar coordinates, and parametric equations. When combined with MATH 1300, satisfies first year natural sciences requirement. Prerequisite, MATH 1300.

Full Term - Section 300:
Tuesdays and Thursdays, 5:30-8 p.m., Engineering Center CR 1-28. \$300.

Mathematics 2510-3 **Introduction to Statistics**

Study of the elementary statistical measures. Introduction to statistical distributions, statistical inference, and hypothesis testing. Students may not receive credit for both MATH 2510 and MATH 4570/5570. Prereq., 2 years of high school algebra or MATH 1010.

Full Term - Section 300:
Mondays and Wednesdays, 6-7:30 p.m., Engineering Center CR 1-05. \$180.

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:
Thursdays, 7-10 p.m., Helms 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:
Mondays, 7-10 p.m., Helms 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:
Tuesdays, 7-10 p.m., Helms 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 1-05. \$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**

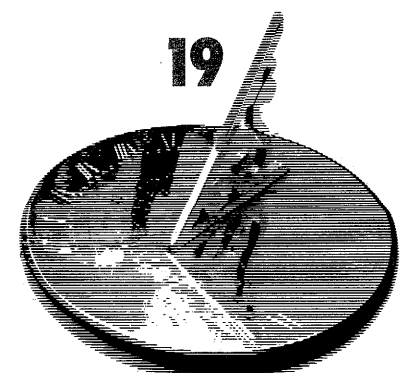
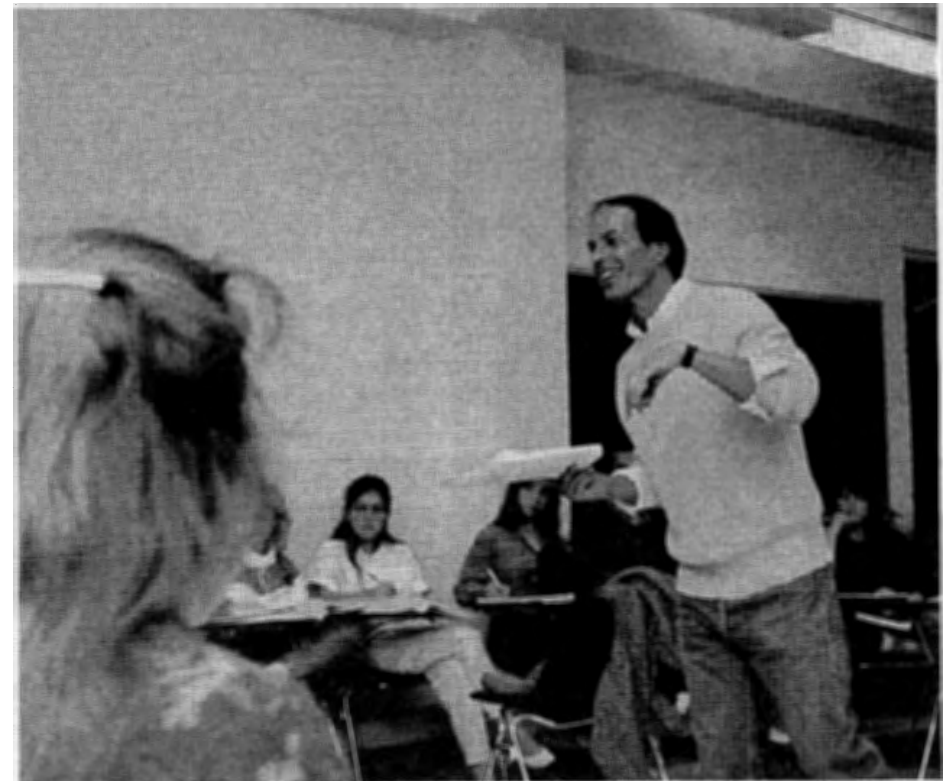
Emphasis upon interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. When combined with PSCI 2012, 2022, 2222, or 2404, satisfies first year social sciences requirement.

Full Term - Section 300:
Thursdays, 7-10 p.m., Helms 201. \$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, 7-10 p.m., Helms 267. \$180.



BOULDER EVENING CREDIT CLASSES



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:
Wednesdays, 6:30-9:30 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 E113. \$180.

Psychology 2303-3 **Psychology of Adjustment**

The Psychology of Adjustment draws from many areas of psychology and is concerned mainly with how we function effectively in our world. This course will cover basic theories of human behavior and will also consider what psychology can offer to help people adapt to and cope with life's experiences. 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**

This course will provide an overview of development in childhood and adolescence. We will sample a range of theory and research in various areas of child development including social, cognitive and physiological development. We will also examine how theory and research can be applied to issues faced by those responsible for the healthy development of children-parents, teachers and daycare providers. 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**

This course is designed to familiarize the student with the major applied aspects of abnormal behavior. The focus is on the diagnosis and treatment of contemporary abnormal behaviors. The course will be presented in a case study methodology. Students will be expected to become familiar with contemporary research and practices in clinical/counseling psychology. This course does not presume previous field or course work in the clinical area. 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**

An intensive exploration of the theoretical and applied dimensions of personality development and change. This course is designed to further develop the student's understanding of the historical and contemporary research in personality. It is assumed that the student has both a strong course and field work background in psychology. Major models will include psychoanalytic, neo-analytic, existential, organic and social-learning theories of personality. A major portion of the course will be experiential. Prerequisite, 12 hours of psychology or consent of instructor.

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

**Sorry, No Deferred Payment
Plan Is Available.**

20



BOULDER EVENING CREDIT CLASSES

Sociology

Sociology 1001-3 **Analyzing Society: An Introduction to Sociological Ideas**

An examination of U.S. society in global context, using basic sociological ideas, focusing on the nature of group life, the social and moral order, social institutions, social disorganization, social problems, and social change. 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 I - Section 100:

Tuesdays and Thursdays, 7-10 p.m.,
Ketchum 234. \$180.

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

An examination of deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and the processes of social control. When combined with SOCY 1001, satisfies first year social sciences requirement.

Full Term - Section 300:

Mondays, 6-9 p.m., Education 143. \$180.

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

An exploration of the origin, escalation, and resolution of social conflict, focusing on major conflict theories, human values and social action, and the use of simulation and negotiation exercises for learning conflict management skills. When combined with SOCY 1001, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays,
6:30-9:30 p.m., Ketchum 235. \$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 201. \$180.

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

Exploration of contemporary societies on a global scale, focusing on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. When combined with SOCY 1001, satisfies first year social sciences requirement.

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m.,
Ketchum 234. \$180.

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

An examination of U.S. society from the perspective of values and theories of social change, considering such problems as the distribution of power, 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.,
Hellems 141. \$180.

Session II - Section 200:

Mondays and Wednesdays, 7-10 p.m.,
Hellems 141. \$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, 7-10 p.m., Hellems 201. \$180.

Theatre

Theatre 2003-3 **Acting: Beginning**

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 301:

Mondays, 6:30-9:30 p.m., Hale 303. \$180.

Full Term - Section 302:

Tuesdays, 6:30-9:30 p.m., Hale 303. \$180.

Theatre 4051-3 **Playwriting**

An introductory course in the craft of playwriting; primary focus on the technique of developing short plays.

Full Term - Section 300:

Thursdays, 6:30-9:30 p.m., Hale 104. \$180.





MEEKER 1989

University of Colorado Announces Meeker Courses.

Our summer plans are so special, we couldn't wait to tell you about them! For a real getaway, enroll in one of a selection of University of Colorado courses taught exclusively in Meeker, Colorado during the summer of '89. Start now to plan your summer of study.

In 1989, the University of Colorado at Boulder will offer its second summer of graduate courses in Meeker, Colorado. The offering is a cooperative effort by the town of Meeker and the Division of Continuing Education to join the resources of the western Colorado community with courses that take advantage of the natural environment and the scenic beauty of the region. The courses will be taught by CU faculty who will be in residence in Meeker.

The two-term schedule, June 19 to July 7 and July 10 to July 28, is conveniently arranged to allow students to take a five-week term on the Boulder campus if they wish to. Note that there is a special Independent Study in Geologic Mapping available July 31 through August 18.

Classes will be conducted in the modern facilities of the Meeker public schools and in the field. Transportation to field locations will be provided.

The Meeker region is partly agricultural, partly protected wilderness, and totally suited to the study of geology, western slope flora, wilderness ecology, freshwater ecology, and environmental and energy issues. The landscape, from river valley to mountain formations, also invites an artistic enjoyment of the region.

Classes, field work, and independent projects will occupy your time and your intellect. But don't overlook the opportunities for recreation and refreshment of your senses.

You (and your family) can also enjoy Meeker's recreational programs — organized sports and lessons, parks, playing fields, tennis courts, golf course, and swimming pool. And fishing in nearby lakes and streams. Full service guest ranches offer a variety of trail rides and outfitted camping experiences.

Tuition: \$180 per course (resident or nonresident).

Credit: Each course is offered for 3 semester hours of credit. If the course number is 4000/5000, it may be taken for either undergraduate or graduate credit. 5000- and 6000-level courses are for graduate credit only.

Tentative Schedule for Meeker '89

Term I: June 19-July 7, 1989

EDUC 5575-3

Workshop in Curriculum and Content Areas: Ecology

NOTE: THIS COURSE MEETS JUNE 24-JULY 7, 1989.

This is a field-project-oriented course designed for educators who have an interest in the environment or in experiential education. Using the Flat Tops Wilderness Area as a natural laboratory, students will have six days of ecology theory and an eight-day, low-impact field excursion into the 400 square mile wilderness ecosystem to study field ecology and techniques of wilderness survival. The Flat Tops Wilderness contains a large beetle-disturbed spruce forest, interspersed with huge meadow systems and is inhabited by Colorado's largest concentration of elk. Because of the wilderness designation, enrollment is limited to 13 students.

The field excursion will involve an altitude gain of 1500 feet, with most activities at 11,000 feet. The field portion of this course involves strenuous activity on and off of established trails and demands that participants be in excellent physical condition. Supplemental charges may include up to \$35.00 of outfitter's fees. The costs of food and personal equipment are the responsibility of the participants. Rental arrangements for backpacking and camping gear are not available in Meeker.

Mel Cundiff, Associate Professor of Biological Science at the University of Colorado at Boulder, has guided field ecology courses in East Africa, and frequently leads groups into the Flat Tops Wilderness — skiers, hunters, horsepackers, and backpackers. He has taught wilderness techniques for 3 decades.

EPOB 4100/5100-3

Advanced Ecology: Aquatics

With emphasis on freshwater ecology, the course will also relate marine ecology and oceanographic techniques to a discussion of major marine and freshwater organisms and communities. Topics will include adaptive strategies of organisms, competition, pollution, parasitism (including human

forms), food chains, and nutrient cycling. Chemical and physical factors of the environment will be described in their relation to community structure and diversity. There will be a special focus on the aquatic ecology of the Rocky Mountain region with frequent field trips to Meeker area streams and lakes. Prerequisite, basic ecology. \$25 fee for laboratory supplies and transportation.

John Bushnell, Professor of Environmental, Population, and Organismic Biology at the University of Colorado at Boulder, focuses his research on the ecology of freshwater environments in Colorado and other North American locations. His interests have taken him to many countries, and he has given university lectures in such places as Italy, England, and India. In addition to serving as editor for a variety of scientific journals and publications, he consults widely with environmental and health agencies.

MUSM 5471-3

Museum Field Methods in Botany

This course is designed to study western slope flora, with intensive field work from desert-steppe to alpine-tundra. Emphasis is on field recognition of flowering plants in all life zones. Instruction includes plant taxonomy, the use of dichotomous keys, and methods of collecting and preserving plant specimens. The course format consists of the study of plants in the field and laboratory. Students will have the option of assembling a collection of herbarium specimens. This course is especially suitable for life science teachers, naturalists, botanists, foresters, ecologists, zoologists, and land managers who need practical training in recognition and museum methods of Colorado western slope plants. \$25 fee for laboratory supplies and transportation.

Jo Ann Flock, Assistant Curator of Botany at the University of Colorado Herbarium, has extensive experience in collecting, identifying, and preparing plants. Research experience includes programs being carried out in Colorado, the Bering Strait, the Brooks Range in Alaska, and New Zealand.

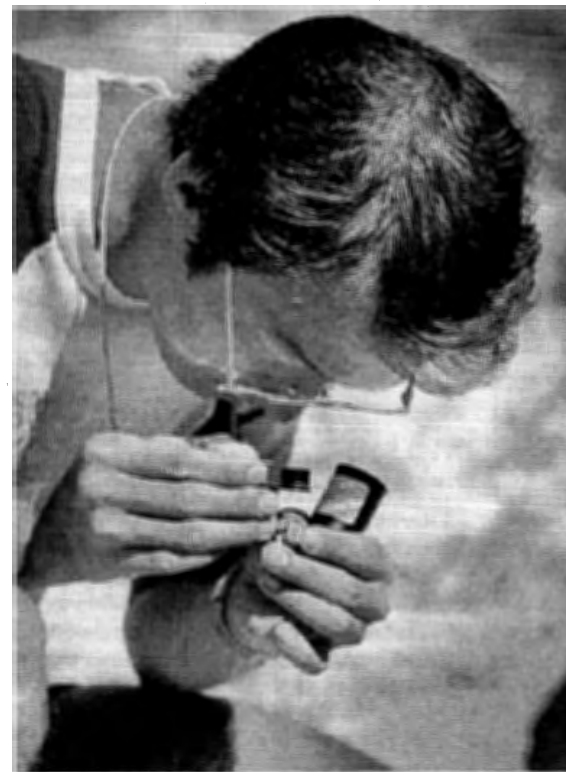
MUSM 4935/5935-3

Museum Field Methods in Zoology

This course is designed to introduce the student to the animal kingdom, methods of collecting, and basic curatorial techniques and problems. All aspects of zoological specimens will be studied in depth: relaxing,

fixing, preserving (pickling and skinning), cataloging and storing. Students will have the opportunity to assemble a zoological collection and will be learning to identify the land and freshwater invertebrates of the Colorado western slope. This course is suitable for persons who need to prepare museum specimens, classroom exhibits or other collections. \$25 fee for laboratory and transportation.

Shi-Kuei Wu, Professor of Natural History and Curator of Zoological Collections, University of Colorado at Boulder, is a specialist on the mollusks and other invertebrates of Colorado. He has field experiences in the Great Plains of the U. S., Ethiopia, Japan, and Taiwan, with particular interest in the systematics and evolution of mollusks and other invertebrates.





**Term II:
July 10-July 28,
1989**

**ENV 5023-3
Environmental Impact Assessment**

Cities and towns tend to discount their dependency on the natural resources which sustain them. Water, energy, food, and most recreation opportunities are supplied from areas far removed from the urban dweller. The focus of this class is how we can more successfully plan and lead our urban lives. Field work in the oil-shale project, case studies of water-wildlife-land use conflicts, and discussion about boom towns and ghost towns should be useful to teachers in the natural and social sciences, professional planners, and civic-minded citizens at large. All material will be presented so that it has "back home" application to classroom, curriculum, or planning meeting. Prerequisite, upper-division standing.

Spenser W. Havlick, Professor of Environmental Design and Geography at the University of Colorado at Boulder, has taught

and researched widely in town planning and natural resource management, resulting in publications in urban planning, environmental impact of town planning, and natural hazard mitigation. He consults for a broad range of private industries and government agencies in the U.S. and abroad.

**ESBM 6700-3
Entrepreneurship and Small Business**

The course is structured around the prospectus or business plan of the profit or nonprofit enterprise. Topics include the identification of the nature of small business, the role of the entrepreneur, success and failure factors, and the rewards of small business. Students will develop a business plan and form the special areas of emphasis to ensure the maximum chance for success. The course should provide a way to think about small business operations as a way of life, providing alternatives to conventional employment, to relate to subject matter of personal benefit, and to examine topics useful in their teaching or management activities. Prerequisite, consent of the instructor.

John Kline, Professor Emeritus of Management and Organization at the University of Colorado at Boulder, is co-author of *Managing the Small Business*. He has maintained a strong interest in small business activity for many years. His formal associations with small business activities include several start-up ventures, membership on boards of directors, consulting, and economic studies related to small business endeavors.

**FINE 4097/5097-3
Special Topics: Drawing**

This course is designed to develop a broad range of technical skills and aesthetic concerns related to drawing. Students are encouraged to use charcoal, pencils, ink, and color in their work. Projects will be individually structured. Emphasis will be placed on working out-of-doors, on personal expression, and on the development of technical skills. Students will meet daily with the instructor and participate in weekly group reviews. Students are expected to develop a body of work based on their understanding of nature and on their own artistic capabilities. Students with prior experience in drawing, who like to share ideas, and who enjoy working out-of-doors will find this course of special interest.

Ken Iwamasa, Associate Professor of Fine Arts at the University of Colorado at Boulder, has taught fine arts for 16 years. As an artist he has exhibited nationally and internationally in California, Colorado, Italy, Spain, and Turkey. In addition to drawing and painting, Ken works in photography and printmaking.

**MUSM 4484/5484-3
Museum Field Methods in Geology**

This course will emphasize paleontological and paleoecological field techniques including collecting; recording of geographic, stratigraphic and quarry information; preservation; and interpretation, including applicable readings. This course is designed for individuals who have some background in geology but little or no prior field experience. It is particularly useful for junior or senior high school teachers. \$50 fee for equipment and transportation.

Peter Robinson, Professor of Natural History and Curator of Geological Collections, University Museum at the University of Colorado at Boulder, specializes in fossil mammals from the Tertiary of North America and NW Africa. He has field experience in the Western U.S., Greece, Spain, Sudan, Morocco, Algeria, and Tunisia, with particular interest in the use of fossil vertebrates to solve geological problems.

**Special Session
July 31-August 18,
1989**

**MUSM 5840-3
Independent Study: Preparation of a
Geologic Map of a Large Area**

Prerequisite, MUSM 5484. Peter Robinson.

For more information, write to Meeker '89, Division of Continuing Education, University of Colorado at Boulder, Boulder, CO 80309-0178, or call (303)-492-6409; 1-800-332-5839, toll free in Colorado.





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 28) are all at Longmont High School; specific room numbers will be given at registration.

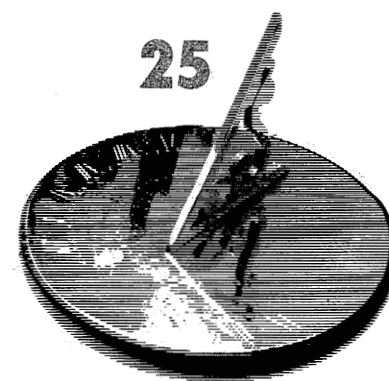
Professional Development Program Certificates are awarded for attendance at any of the courses. This attendance certification is determined by the course instructor. Continuing Education Units are awarded for course attendance. One Continuing Education Unit (CEU) represents 10 hours of university or 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
Monday, February 6	MDCP 456	.50B	Understanding and Using Financial Statements	Donald A. Kaniecki
Tuesday, February 7	MDCP 406	.50B	Effective Public Speaking and Presentation Techniques	Donald O. Marcotte
Thursday, February 9	MDCP 403	.50B	Basic Skills for the New Supervisor	Charles A. Rice
	MDCP 409	.50B	The Art of Negotiation	Donald O. Marcotte
Saturday, February 11	MDCP 415	.50B	Managerial Creativity	Charles A. Rice
Monday, February 20	MDCP 452	.50B	Technical Writing Seminar	Mike Gannon
Tuesday, February 21	MDCP 421	.50B	Writing and Designing Newsletters	Margaret Cole
Wednesday, February 22	MDCP 414	.50B	Handling Stress On and Off the Job	Barbara Behrendt
Wednesday, March 15	MDCP 410	.50B	The Art of Selling	Donald O. Marcotte
Saturday, March 18	MDCP 412	.50B	Coping Productively with Organizational Politics	Donald O. Marcotte
Saturday, April 8	MDCP 408	.50B	Advanced Project Management	Charles A. Rice

Avoid the Registration Crunch

Phone-In Noncredit Certificate
Registration

December 12 - February 10
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 78

Starting February 13, please call

492-5148

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 50B:

Saturday, April 8, 9:00 a.m.-4:00 p.m.

1 session. .7 CEUs.

Business 250. \$53.

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 bargain-

ing 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 his own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 50B:

Thursdays, February 9-March 9,
6:30-8:30 p.m.

5 sessions. 1 CEU.

Business 228. \$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 50B:

Wednesdays, March 15-April 19, 6:30-8:30
p.m. 5 sessions. 1 CEU.

Business 228. \$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 manage-
ment consulting firm. Instructor at CU-Denver.

Section 50B:

Thursdays, February 9-23, 6:30-10 p.m.

3 sessions. 1 CEU. Business 250. \$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 organizations 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, or questionable ethics. The high achievers in



MANAGEMENT DEVELOPMENT

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 50B:

Saturday, March 18, 9:00 a.m.-4:00 p.m.
1 session. .7 CEUs. Business 228. \$53.

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

Effective oral communication makes 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 communication 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 his own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 50B:

Tuesdays, February 7-March 7
6:30-8:30 p.m. 5 sessions. 1 CEU.
Business 228. \$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 50B:

Wednesdays, February 22-March 15,
6:30-9:00 p.m. 4 sessions. 1 CEU.
Business 250. \$75.

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

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 50B:

Saturdays, February 11-18,
8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU.
Business 250. \$75.

MDCP 421 **Writing and Designing Newsletters**

Emphasis on content and design: How to decide content, and gather and write information; select photographs and graphics; choose type, nameplate, number of columns, and layout; evaluate desktop publishing and full-service printing; work with designers, typesetters and printers; obtain bids.

Margaret Coel, M.A., Writer, lecturer, author of two, award-winning non-fiction books.

Section 50B:

Tuesdays, February 21-28, 6:30-8:30 p.m.
2 sessions. .4 CEUs.
Business 250. \$30.

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, M.B.A.

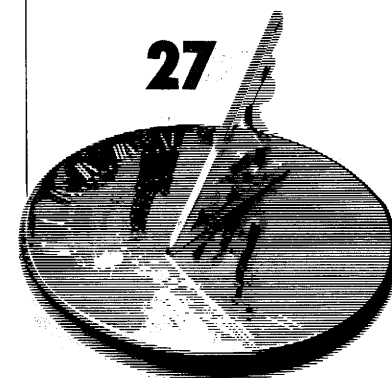
Section 50B: Mondays, February 20-March 20, 7-9:30 p.m. 5 sessions. 1.2 CEUs.
Hellem 245. \$94.

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. We will also cover income and cash projections, and working capital management.

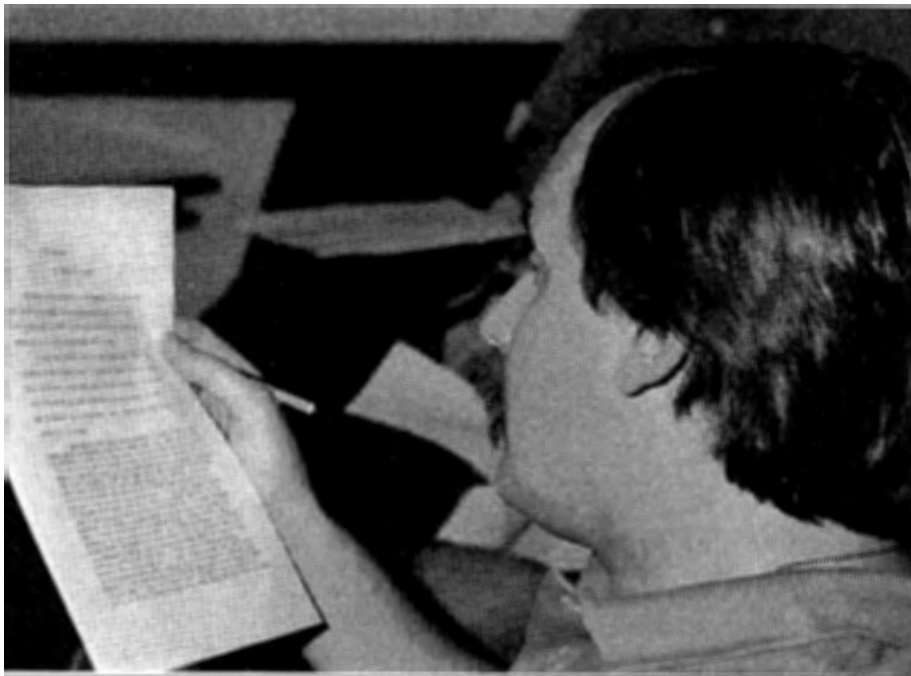
Donald A. Kaniecki, C.P.A., M.B.A.

Section 50B: Mondays, February 6-13,
6-8:30 p.m. 2 sessions. .5 CEUs.
Business 228. \$30.



Management Development Courses by Starting Date — Longmont

Date	Number	Section	Course	Faculty
Wednesday, February 8	MDCP 410	.50L	The Art of Selling	Donald O. Marcotte
Wednesday, February 15	MDCP 418	.50L	Time Management	Dora B. Johnson
Thursday, February 16	MDCP 420	.50L	Working Assertively: Effective Job Skills	Toni Scott
Thursday March 2	MDCP 417	.50L	Project Management	Charles A. Rice
Tuesday, March 7	MDCP 422	.50L	Write With Power	Mike Gannon
Tuesday, March 14	MDCP 406	.50L	Effective Public Speaking and Presentation Techniques	Donald O. Marcotte
Thursday, March 16	MDCP 400	.50L	Accounting for the Non-accounting Manager	Fred Moore
	MDCP 409	.50L	Art of Negotiation	Donald O. Marcotte
Thursday, April 6	MDCP 403	.50L	Basic Skills for the New Supervisor	Charles A. Rice



Longmont Management Development Certificate Program

The University of Colorado at Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1989. 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.

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.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset.

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 understand-

ing 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 50L:
Thursdays, March 16-April 27,
7:00-9:00 p.m. 6 sessions. 1.2 CEUs.
Longmont High, Room 204. \$90.

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 his own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 50L:
Thursdays, March 16-April 20,
7-9 p.m. 5 sessions. 1 CEU.
Longmont High School, Room 210. \$75.

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.



MANAGEMENT DEVELOPMENT

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 50L:
Wednesdays, February 8-March 8,
7-9 p.m. 5 sessions. 1 CEU.
Longmont High School, Room 207. \$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 50L:
Thursdays, April 6-20, 6:30-10 p.m.
3 sessions. 1 CEU.
Longmont High School, Room 211. \$75.

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

Effective oral communication makes 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 communication 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 his own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 50L:
Tuesdays, March 14-April 18,
7-9 p.m. 5 sessions. 1 CEU.
Longmont High School, Room 207. \$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 50L:
Thursdays, March 2-16, 6:30-10 p.m.
3 sessions. 1 CEU.
Longmont High School, Room 207. \$75.

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 50L:
Wednesdays, February 15-March 1
6:30-9:30 p.m. 3 sessions. .9 CEUs.
Longmont High School, Room 204. \$77.

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.

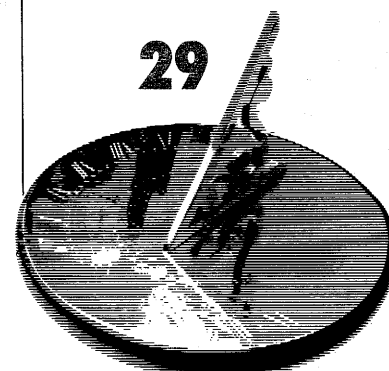
Toni Scott, M.A., Consultant.
Section 50L:
Thursday, February 16-March 16,
7:00-9:30 p.m.
5 sessions. 1.25 CEUs.
Longmont High School, Room 205. \$75.

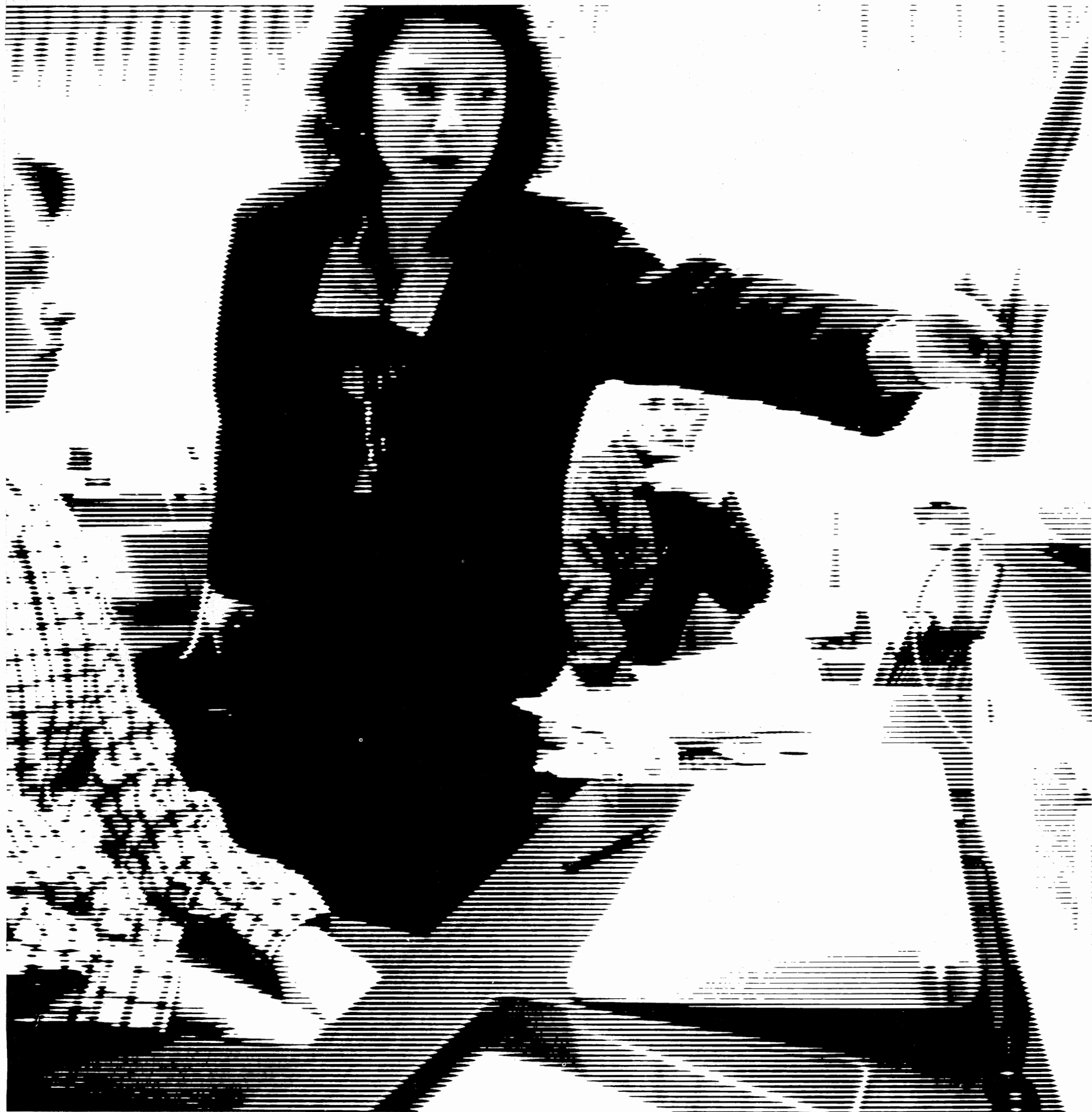


MDCP 422 **Write With Power**

A workshop on business writing. Emphasis is on choosing the exact work and building sentences and paragraphs; organizing material; rewriting with purpose; and applying professional writing techniques to letters, memos and reports.

Mike Gannon, M.B.A.
Section: 50L:
Tuesdays, March 7-21, 6:30-8:30 p.m.
3 sessions. 1.2 CEUs.
Longmont High School, Room 204. \$45.





KEEPING UP WITH THE TIMES

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.

Certificate in Computer Applications

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, if you plan on achieving the Certificate.
- 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 Graphics, Computer Aided Design, Desktop Publishing

These courses will give you hands-on experience with the latest design systems and up-to-date graphics technology. Classroom labs are equipped with IBM/PC/AT microcomputers, with plotters and printers, or with fully configured Apple Macintosh SE and II systems, so you can make the best use of your course time.

For detailed descriptions of all computer graphics and desktop publishing courses, see page 40 in this catalogue.

All graphics courses fill elective requirements for the Certificate in Computer Applications.

Essential Information

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



This symbol means you might need to share a computer with another student for a particular course. Most courses provide one computer per student.

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.

Tuition and Refunds

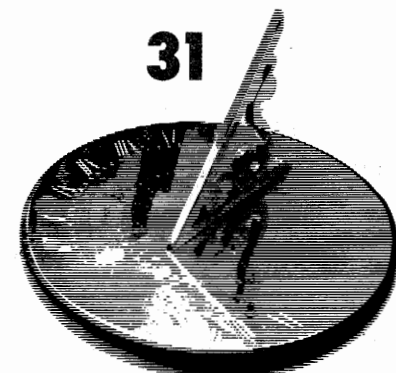
Cost varies from class to class. Tuition is listed at the end of each course description. Full refunds are given on request before a course starts, none later.

Location

The classroom location is given at the end of each course description.

Questions?

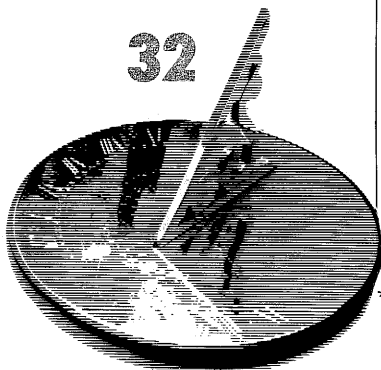
If you have any questions about this program, please call the Division of Continuing Education at 492-5148, or outside the Denver Metro area, 1-800-332-5839.



Computer Applications Courses by Starting Date, Spring 1989

Date	Number	Section	Course	Faculty
Tuesday, January 17	CCA-105	501	Introduction to the Macintosh	Scott Dixon
Tuesday, January 17	CCA-380	501	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, January 18	CCA-360	501	Introduction to UNIX	Carol J. Meier & Geoff Thompson
Wednesday, January 18	CCA-100	501	*Computer Literacy	Bob Carlisle
Wednesday, January 18	CCA-375	500	Beginning Microsoft Word on the IBM PC	Yvonne Kristy
Thursday, January 19	CCA-360	502	Introduction to UNIX	Carol J. Meier & Geoff Thompson
Thursday, January 19	CCA-336	501	Excel Spreadsheet on the Macintosh	J. Burke Taft
Thursday, January 19	CCA-370	501	Database Management: Applying dBase III/III+	Clyde Getty
Saturday, January 21	CCA-215	501	Introduction to Hypercard	Greg McArthur
Saturday, January 21	CCA-200	501	Using MS-DOS	Peggy Purvis
Saturday, January 21	CCA-330	501	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, January 23	CCA-378	501	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Monday, January 23	CCA-120	501	Introduction to the IBM and Compatible Personal Computers	Valerie Parker & David Horowitz
Monday, January 23	CCA-330	502	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, January 23	CCA-320	501	Introduction to C Programming	Carol J. Meier
Tuesday, January 24	CCA-320	502	Introduction to C Programming	Carol J. Meier
Tuesday, January 24	CCA-335	500	*Concepts of Data Processing and Information Technology	Randy Bloomfield
Wednesday, January 25	CCA-120	502	Introduction to the IBM and Compatible Personal Computers	Valerie Parker & David Horowitz
Wednesday, January 25	CCA-326	500	Programming in Ada	Richard S. Land
Thursday, January 26	CCA-321	500	Introduction to FORTRAN	Ronald G. White
Saturday, January 28	CCA-200	502	Using MS-DOS	Peggy Purvis
Monday, January 30	CCA-235	500	Introduction to SAS-Statistical Analysis System	Otis Pratt
Thursday, February 2	CCA-340	500	*Computer Applications Systems Overview	Liz Anthony
Saturday, February 4	CCA-383	500	WordPerfect 5.0 Update Workshop	Peggy Purvis
Tuesday, February 7	CCA-380	502	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, February 8	CCA-376	500	Intermediate Microsoft Word on the IBM PC	Yvonne Kristy
Thursday, February 9	CCA-365	500	Artificial Intelligence and Expert Systems in Business	Richard Blumenthal
Saturday, February 11	CCA-215	502	Introduction to Hypercard	Greg McArthur
Monday, February 13	CCA-120	503	Introduction to the IBM and Compatible Personal Computers	Valerie Parker & David Horowitz
Saturday, February 18	CCA-332	501	Intermediate Lotus 1-2-3	Nancy Mangun
Monday, February 20	CCA-330	503	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, February 20	CCA-105	502	Introduction to the Macintosh	Scott Dixon
Tuesday, February 21	CCA-378	502	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Wednesday, February 22	CCA-350	500	*Software Operations and Maintenance	Pat Felz
Thursday, February 23	CCA-370	502	Database Management: Applying dBase III/III+	Clyde Getty
Saturday, February 25	CCA-380	503	Beginning WordPerfect Word Processing	Peggy Purvis
Tuesday, February 28	CCA-300	500	Basic Programming	Tom Swanson
Tuesday, February 28	CCA-382	501	Intermediate WordPerfect	Peggy Purvis
Saturday, March 4	CCA-217	500	Advanced Hypercard	Greg McArthur
Saturday, March 4	CCA-330	504	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, March 6	CCA-319	500	Programming in Pascal	Steven A. Johnson

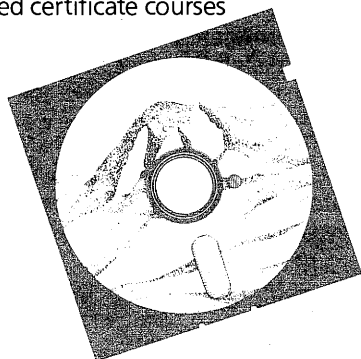
* = required certificate courses



COMPUTER APPLICATIONS

Date	Number	Section	Course	Faculty
Wednesday, March 8	CCA-364	500	Intermediate UNIX	Carol J. Meier & Geoff Thompson
Saturday, March 11	CCA-200	503	Using MS-DOS	Peggy Purvis
Monday, March 13	CCA-331	500	Introduction to Local Area Networks (LANs)	Larry G. Lankford
Tuesday, March 14	CCA-325	500	Intermediate C Programming	Carol J. Meier
Wednesday, March 15	CCA-100	502	*Computer Literacy	Bob Carlisle
Saturday, March 18	CCA 204	500	Using OS/2	Larry G. Lankford
Saturday, March 18	CCA 203	501	Advanced DOS	Nancy Mangun
Monday, March 20	CCA 332	502	Intermediate Lotus 1-2-3	Nancy Mangun
Tuesday, March 21	CCA 381	500	Advanced Microsoft Word on the Macintosh	Steven A. Johnson
Thursday, March 23	CCA 336	502	Excel Spreadsheet on the Macintosh	J. Burke Taft
Saturday, March 25	CCA 334	501	Advanced Lotus 1-2-3	Nancy Mangun
Monday, April 3	CCA 105	503	Introduction to the Macintosh	Scott Dixon
Monday, April 3	CCA 330	505	Beginning Using Lotus 1-2-3	Nancy Mangun
Tuesday, April 4	CCA 380	504	Beginning WordPerfect Word Processing	Peggy Purvis
Thursday, April 6	CCA 372	500	Advanced dBase III/III+	Clyde Getty
Saturday, April 8	CCA 337	500	Financial Analysis with Lotus 1-2-3	Nancy Mangun
Saturday, April 22	CCA 203	502	Advanced DOS	Nancy Mangun
Saturday, April 22	CCG 360	500	Employing Customized Bar Code Scanning	Scott Dixon
Tuesday, April 25	CCA 382	502	Intermediate WordPerfect	Peggy Purvis
Thursday, April 27	CCA 201	500	Applying Microsoft Works on the Macintosh	J. Burke Taft
Thursday, April 27	CCA 373	500	dBase III/III+ for Programming	Clyde Getty
Monday, May 1	CCA 332	503	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, May 13	CCA 384	500	Advanced WordPerfect	Peggy Purvis
Saturday, May 13	CCA 334	502	Advanced Lotus 1-2-3	Nancy Mangun

* = 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



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, understanding computer jargon, 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. Beginner Bob Carlisle, M.A.

Section 501: Wednesday, January 18, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (50A or 50B) at registration:

Lab Section 50A:

Wednesdays, January 25-March 8, 6-8 p.m.

Lab Section 50B:

Wednesdays, January 25-March 8, 8-10 p.m.

Section 502: Wednesday, March 15, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (50C or 50D) at registration:

Lab Section 50C:

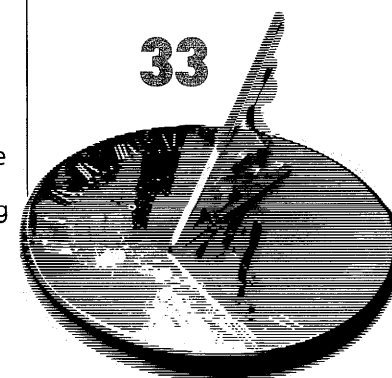
Wednesdays, March 22-May 10, 6-8 p.m.

Lab Section 50D:

Wednesdays, March 22-May 10, 8-10 p.m.

NOTE: Sections 50C and 50D no class session March 29.

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 session. \$90.





Getting Started, Con't.

CCA 105 Introduction to the Macintosh

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. **Beginner**
Scott Dixon, M.A.

Section 501: Tuesdays, January 17-February 14.

Section 502: Mondays, February 20-March 20.

Section 503: Mondays, April 3-May 1

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

CCA 120 Introduction to the IBM and Compatible Personal Computers



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. **Beginner**
Valerie Parker, M.Ed. and David Horowitz, B.S.
Section 501: Mondays, January 23-February 6, 6:30-9:30 p.m.

Section 502: Wednesdays, January 25-February 8, 6:30-9:30 p.m.

Section 503: Mondays, February 13-27, 6:30-9:30 p.m.

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

Programming

CCA 300 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. **Novice**

Tom Swanson, M.A.

Section 500: Tuesdays, February 28-May 9 (no class session March 28), 6:30-9 p.m.

10 sessions, 2.5 CEUs.

Ramaley Biology N1B31. \$140.

CCA 320 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 Kernighan and Ritchie, available at the University Book Center, UMC 10. **Intermediate**

Carol J. Meier, M.S.

Section 501: Mondays, January 23-March 6. Engineering Center CR 1-24.

Section 502: Tuesdays, January 24-March 7. Engineering Center CR 1-16.

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

7 sessions, 2.1 CEUs. \$195.

CCA 325 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 Kernighan and Ritchie, available at the University Book Center, UMC 10. **Specialized**

Carol J. Meier, M.S.

Section 500: Tuesdays, March 14-May 2, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 1-16. \$195.

CCA 319 Programming in Pascal



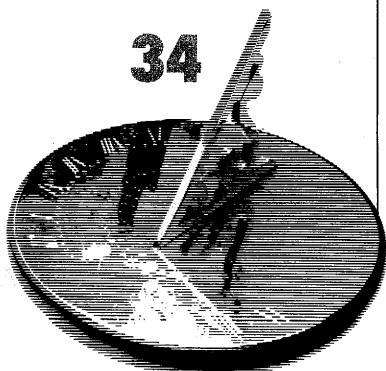
Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principle features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional 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. **Intermediate**

Steven A. Johnson, B.S.

Section 500: Mondays, March 6-May 15 (no class session March 27), 7-9:30 p.m.

10 sessions, 2.5 CEUs.

Ramaley N1B23. \$140.



COMPUTER APPLICATIONS

CCA 326 **Programming in Ada**

The Ada programming language represents one of the most recent steps in the evolution of tools for software development. Unlike most high level programming languages, Ada encourages strict adherence to modern programming practices and techniques. Students will learn the fundamentals of Ada programming, and will be introduced to features not found in most other languages, including: tasking, packages, generics, exception handling, and a rich variety of tools for separate compilation. The course will consist of lectures, demonstrations, discussions, and plenty of hands-on experience. Students taking this course should be familiar with at least one high level programming language such as Pascal, C, or Fortran. Intermediate
Richard S. Land, M.S.
Section 500: Wednesdays, January 25-March 22, 7-9:30 p.m.
9 sessions, 2.3 CEUs.
Engineering Center CR 1-14. \$195.

CCA 321 **Introduction to FORTRAN**

The FORTRAN programming language has been around for a long time, and is still used extensively for scientific and engineering applications. Course covers data types, control structures, subroutines and parameter passing, input/output commands, file I/O, common blocks, equivalencing. Attendees are expected to have some programming experience since the fundamentals of programming will not be covered. Hands-on experience will allow many opportunities to write and test your own FORTRAN programs. Intermediate
Ronald G. White, M.S.
Section 500: Thursdays, January 26-March 16, 7-9:30 p.m.
8 sessions, 2 CEUs.
Ramaley Biology N1B31. \$140.

Systems

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

Introduction to the advanced concepts and terminology of business data processing and telecommunications. Major topics include computer programming, computer organization, telecommunications, software engineering, human/computer interface design, organizational information systems, commercial systems development, and artificial intelligence. Career opportunities, the future of computers in society, and requisite back-

grounds for data processing and telecommunication professionals are also discussed. Through class discussions and on-line demonstrations the class aims at enriching the students' background to enhance their opportunities in these fields. Intermediate
Randy Bloomfield, M.E.
Section 500: Tuesdays, January 24-March 14, 6:30-9 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. \$135.

CCA 340 **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. Intermediate
Liz Anthony, B.S.
Section 500: Thursdays, February 2-March 23, 7-9:30 p.m. 8 sessions, 2 CEUs.
University Computing Center 123. \$145.

CCA 350 **Software Operations and Maintenance**

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. Intermediate
Pat Felz, M.A.
Section 500: Wednesdays, February 22-April 19 (no class session March 29), 6:30-9 p.m. 8 sessions, 2 CEUs.
University Computing Center 123. \$135.

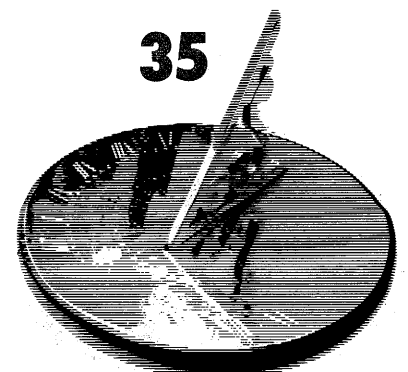


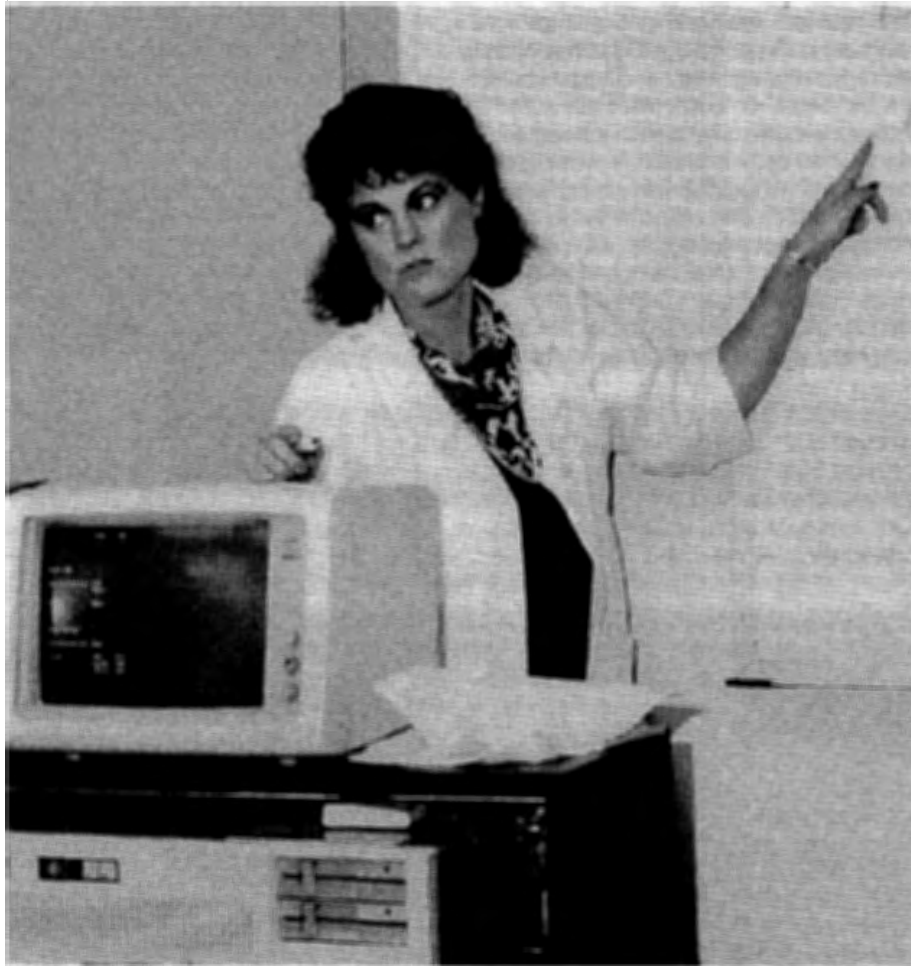
CCA 200 **Using MS-DOS**

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. Intermediate
Peggy Purvis
Section 501: Saturday, January 21
Section 502: Saturday, January 28
Section 503: Saturday, March 11
All sections: 9 a.m.-5 p.m.
One all-day session, .7 CEUs. University Computing Center 114. \$70.



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





Systems, con't.

CCA 203 **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. Intermediate

Nancy Mangun, M.B.A.

Section 501: Saturday, March 18,
University Computing Center 114.

Section 502: Saturday, April 22,
University Computing Center 142.

Both Sections: 9 a.m.-4:30 p.m.
One all-day session, .7 CEUs. \$70.

CCA 204 **Using OS/2**

If you have already purchased OS/2, this one-day course will give you the knowledge needed to begin using OS/2 effectively. If you haven't yet decided to purchase OS/2, this course will describe the benefits that OS/2 offers to personal computer users. Content: The background, reasons for and benefits of OS/2, installing and using OS/2, major features, migration considerations, advantages, OS/2 commands, differences in the Microsoft and IBM versions, multitasking, threads, overview of Presentation manager and LAN manager. Intermediate

Larry G. Lankford, M.S.

Section 500:

Saturday, March 18, 9 a.m.-5 p.m.

One all-day session, .7 CEUs.

University Computing Center 142. \$70.

CCA 360 **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. Intermediate

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

Section 501: Wednesdays, January 18-
March 1, 6:30-9:30 p.m.

Engineering Center CR 1-24.

Section 502: Thursdays, January 19-
March 2, 6:30-9:30 p.m.

Engineering Center CR 1-16.

Both Sections: 7 sessions, 2.1 CEUs. \$195.

CCA 364 **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 Bourne and C shells will be discussed. About half 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! Specialized

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

Section 500: Wednesdays, March 8-April 26
(no class session March 29), 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 1-24. \$195.

CCA 331 **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. Intermediate

Larry G. Lankford, M.S.

Section 500: Mondays, March 13-April 10,
6:30-9 p.m. 5 sessions, 1.3 CEUs.

University Computing Center 123. \$125.

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

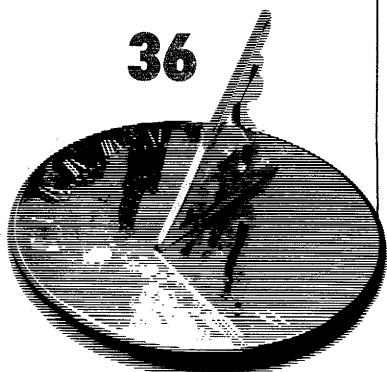
An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, neural networks, the knowledge engineering process, 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. Intermediate

Richard Blumenthal, M.S.

Section 500: Thursdays, February 9-
March 23, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs. Business 101. \$195.

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



Software Applications

CCA 215

Introduction to HyperCard

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this innovative application. This one-day course starts with an overview of HyperCard, then proceeds to assist you in developing a custom "stack." Topics include making cards, using Hypertalk, HyperCard tools, creating fields and buttons, and linkages (card-to-card; card-to-stack; stack-to-stack). The course is of special interest to any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Greg McArthur, Ph.D.

Section 501: Saturday, January 21

Section 502: Saturday, February 11

Both Sections: 9 a.m.-4 p.m. One all-day session, .7 CEUs. Fine Arts C1B53. \$55.

CCA 217

Advanced HyperCard

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

Intermediate

Greg McArthur, Ph.D.

Section 500: Saturday, March 4,

9 a.m.-4 p.m. One all-day session, .7 CEUs.

Fine Arts C1B53. \$60.

CCA 370

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. Intermediate Clyde Getty, B.S.

Section 501: Thursdays, January 19-

February 16

Section 502: Thursdays, February 23-

March 23

Both Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. University Computing Center 114. \$140.

CCA 372

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.

Intermediate

Clyde Getty, B.S.

Section 500: Thursdays, April 6-20,

6:30-9:30 p.m.

3 sessions, .9 CEUs. University Computing Center 114. \$90.

CCA 373

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.

Specialized

Clyde Getty, B.S.

Section 500: Thursdays, April 27-May 10,

6:30-9:30 p.m.

3 sessions, .9 CEUs. University Computing Center 114. \$90.

CCA 330

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.

Novice

Nancy Mangun, B.S., M.B.A.

Section 501: Saturdays, January 21 and 28, 9 a.m.-4 p.m. 2 sessions.

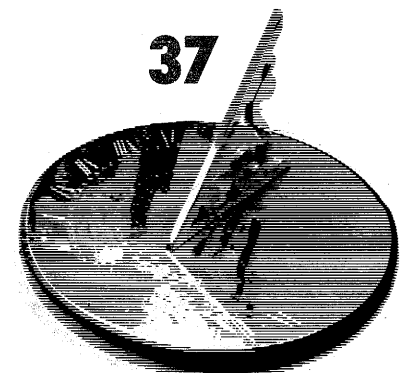
Section 502: Mondays, January 23-February 13, 6:30-9:30 p.m. 4 sessions.

Section 503: Mondays, February 20-March 13, 6:30-9:30 p.m. 4 sessions.

Section 504: Saturdays, March 4 and 11, 9 a.m.-4 p.m. 2 sessions.

Section 505: Mondays, April 3-24, 6:30-9:30 p.m. 4 sessions.

All sections: University Computing Center 114. 1.2 CEUs. \$120.





Software Applications – con't.

CCA 337 Financial Analysis with Lotus 1-2-3

This course is a guide for intermediate Lotus users who understand the techniques of financial analysis but want to perfect it with Lotus 1-2-3. Two critical subjects are examined extensively: financial analysis and building a computerized decision support system. Course has great benefit for, but is not limited to, budget operations managers, purchasing analysts, banking/loan specialists, and those who professionally interpret or create financial and tax planning models. Intermediate. Nancy Mangun, B.S., M.B.A. Section 500: Saturday, April 8, 9 a.m.-4 p.m. One all-day session, .7 CEUs. University Computing Center 114. \$70.

CCA 332 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. Intermediate

Nancy Mangun, B.S., M.B.A.

Section 501: Saturday, February 18, 9 a.m.-4:30 p.m. One all-day session. University Computing Center 142.

Section 502: Monday and Tuesday, March 20 and 21, 6:30-10 p.m., 2 sessions. University Computing Center 114.

Section 503: Mondays, May 1 and 8, 6:30-10 p.m. 2 sessions. University Computing Center 114.

All Sections: .7 CEUs. \$70.

CCA 334 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. Intermediate

Nancy Mangun, M.B.A.

Section 501: Saturday, March 25, University Computing Center 114.

Section 502: Saturday, May 13, University Computing Center 142.

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

One all-day session, .6 CEUs. \$70.

CCA 360 Employing Customized Bar Code Scanning

Bar Code Scanning technology has been employed by many businesses for some time. But now, new and inexpensive technology has given almost anybody the power to employ useful and incredibly fast bar code reading in a wide variety of personal computer applications, including hand-held OCR/bar code scanners. Course will be most useful for those who work with any objects repeating data, and product tracking. But anyone interested in automation and time-saving techniques will find great benefit in the course. Intermediate

Scott Dixon, M.A.

Section 500: Saturday, April 22, 9 a.m.-4 p.m. One all-day session, .7 CEUs. Fine Arts C1B53. \$70.

CCA 336 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. Novice

J. Burke Taft, M.Ed.

Section 501: Thursdays, January 19-February 9, 6:30-9:30 p.m.

Section 502: Thursdays, March 23-April 20, 6:30-9:30 p.m.

Both Sections: 4 sessions, 1.2 CEUs.

Fine Arts C1B53. \$105.

CCA 235 Introduction to SAS — Statistical Analysis System

Knowledge of SAS can be a very valuable business or research tool. This course is an introduction to SAS, including SAS language and such topics as processing data into SAS data sets, manipulating data, SAS procedures for analyzing data, and SAS procedures for rearranging, displaying and summarizing data.

Otis Pratt, M.S.

Section 500: Mondays, January 30-February 20, 7-9 pm.

4 sessions, .8 CEUs.

University Computing Center 123. \$65.

CCA 375 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. Novice

Yvonne Kristy, M.S.W.

Section 500: Wednesdays, January 18-February 1, 6:30-9:30 p.m.

3 sessions, .9 CEUs.

University Computing Center 114. \$90.



CCA 376 **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. Intermediate

Yvonne Kristy, M.S.W.
Section 500: Wednesdays, February 8 and 15, 6:30-9:30 p.m.
2 sessions, .6 CEUs.
University Computing Center 114. \$70.

CCA 378 **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. Novice

Steven A. Johnson, B.S.
Section 501: Mondays, January 23-February 13.
Section 502: Tuesdays, February 21-March 14.
Both Sections: 6:30-9:30 p.m. 4 sessions, 1.2 CEUs. Fine Arts C1B53. \$95.

CCA 381 **Advanced 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. Intermediate

Steven A. Johnson, B.S.
Section 500: Tuesdays, March 21-April 1 (no class session March 28), 6:30-9:30 p.m.
2 sessions, .6 CEUs. Fine Arts C1B53. \$70.

CCA 380 **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 your example work. Text available is *Learning WordPerfect 5.0* by Annette J. Thomason, available at the University Book Center. Novice

Peggy Purvis
Section 501: Tuesdays, January 17-31, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
Section 502: Tuesdays, February 7-21, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
Section 503: Saturdays, February 25 and March 4, 9:30-3 p.m., University Computing Center 142. 2 sessions.
Section 504: Tuesdays, April 4-18, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
All Sections: .9 CEUs. \$90.

CCA 382 **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 Font key, the printer control screen, typing in columns, search and replace, automatic outlining and paragraph numbering, file management, setting defaults and colors, letter merge, 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. Intermediate

Peggy Purvis
Section 501: Tuesdays, February 28-March 14.
Section 502: Tuesdays, April 25-May 9.
Both Sections: 6:30-9:30 p.m.
3 sessions, .9 CEUs.
University Computing Center 114. \$90.

CCA 383 **WordPerfect 5.0 Update Workshop**

This course explores the changes and new features in WordPerfect Version 5.0 for the experienced 4.2 user. We will go through each function key demonstrating changes and have hands-on time to work with new items such as creative graphics, style sheets and the new macros. Example files are available to copy if you bring a 5¼ inch floppy diskette: Intermediate.

Peggy Purvis
Section 500: Saturday, February 4, 9 a.m.-4 p.m. One all-day session, .7 CEUs.
University Computing Center 114. \$70.

CCA 384 **Advanced WordPerfect**

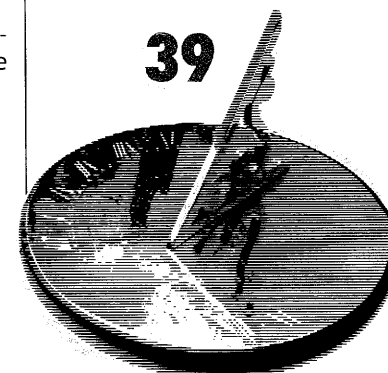
This is designed for the experienced WordPerfect user or for those who have completed the Beginning and Intermediate WordPerfect courses who are interested in the following advanced topics: automating repetitious tasks with macros, sorting and selecting like a database, footnotes, tables of contents and indexes, fonts and graphics, and style sheets. Example documents will be provided but please bring a 5¼ inch formatted floppy diskette to class if you choose to keep your class work. Intermediate

Peggy Purvis
Section 500: Saturday, May 13, 9 a.m.-4 p.m.
One all-day session, .7 CEUs.
University Computing Center 114. \$70.

CCA 201 **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. Novice

J. Burke Taft, M.Ed.
Section 500: Thursdays, April 27-May 18, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs.
Fine Arts C1B53. \$90.



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

Interested in architectural design? Or fine arts? Want to produce commercial designs or engineering drawings? Need to develop your own business charts and presentation graphics? Or perhaps your organization needs a new full-scale publication? Then open the door into the exciting world of computer graphics. Recent advances in computer hardware and software have made computers flexible tools for designing, drawing and publishing.

From exploring the artistic capabilities of new computer technology to the skillful precision required for plotting mechanical engineering drawings, computer graphics seem to expand into new areas of application almost daily.

You can produce superior products without design errors and explore solutions on the computer before putting them into production. Learning to work — or play — with computer-based graphics system will give you skills to increase your productivity. And, proficiency with a microcomputer-based graphics system allows you to master other systems much faster.

These courses will give you hands-on experience with powerful systems and up-to-date technology. Classroom labs are equipped with IBM/PC/AT microcomputers, with plotters and printers, or with fully configured Apple Macintosh SE and II systems, so you can make the best use of your course time. All graphics courses fill elective requirements for the Certificate in Computer applications.

SPECIAL SUPPLIES

- For CAD courses, you will need to buy a pen for the HP 7470 plotter and 8½" x 11" plotter paper — for about \$4 — for the second class session. Cost is about \$4. Details on these added supplies will be given at the first class session.
- For courses using an IBM, bring a 5¼ inch double-sided double-density diskette to class.
- For Macintosh courses, bring a Macintosh-compatible 3.5-inch high-density diskette to class.

ESSENTIAL INFORMATION

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

All graphics courses fill elective requirements for the Certificate in Computer applications. Registration limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis.

The participant/instructor ratio is small, to facilitate learning.

TUITION AND REFUNDS

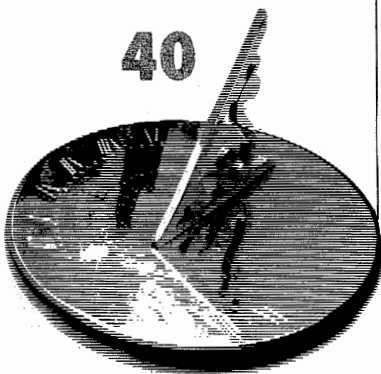
Cost varies from class to class. Tuition is listed at the end of each course description. Full refunds are given on request before a course starts, none later.

LOCATION

The classroom location is given at the end of each course description.

Courses by Starting Date, Spring 1989

Date	Number	Section	Course	Faculty
Tuesday, January 17	CAD-311	501	Beginning Computer Aided Design	Becky Day
Wednesday, January 18	CCG-351	501	Computer Graphics Art I	Pat Lehman
Thursday, January 19	CAD-322	501	Computer Aided Design: Level I	Dan Myers
Monday, January 23	CAD-311	502	Beginning Computer Aided Design	Sharon Blender
Saturday, January 28	CCG-371	501	Introduction to Aldus PageMaker on the Apple Macintosh	Viki Mann
Tuesday, January 31	CAD-322	502	Computer Aided Design: Level I	Becky Day
Saturday, February 4	CCG-351	502	Computer Graphics Art I	Pat Lehman
Monday, February 6	CAD-322	503	Computer Aided Design I	Sharon Blender
Wednesday, February 15	CCG-371	502	Introduction to Aldus PageMaker on the Apple Macintosh	Viki Mann
Wednesday, February 15	CAD-322	504	Computer Aided Design: Level I	Philip M. Kreiker
Thursday, February 16	CCG 356	501	Macintosh Computer Art	Clark Richert
Saturday, February 18	CCG-373	500	Quark Xpress Desktop Publishing	Tim Meehan
Saturday, February 18	CCG-377	501	Introduction to Desktop Publishing for the IBM PC	Bruce Frehner
Wednesday, February 22	CCG-351	503	Computer Graphics Art I	Pat Lehman
Thursday, March 2	CAD-333	501	Computer Aided Design: Level II	Dan Myers
Saturday, March 11	CCG-356	502	Macintosh Computer Art	Clark Richert
Tuesday, March 14	CAD-333	502	Computer Aided Design: Level II	Becky Day
Thursday, March 16	CAD-333	503	Computer Aided Design: Level II	Philip M. Kreiker
Monday, March 20	CAD-322	505	Computer Aided Design: Level I	Sharon Blender
Monday, March 27	CCG-377	502	Introduction to Desktop Publishing for the IBM PC	Bruce Frehner
Wednesday, April 5	CAD-322	506	Computer Aided Design: Level I	David W. Claflin



Date	Number	Section	Course	Faculty
Saturday, April 8	CCG-371	503	Introduction to Aldus PageMaker on the Apple Macintosh	Viki Mann
Saturday, April 8	CCG-361	500	Computer Graphics Art II	Pat Lehman
Thursday, April 13	CAD-345	501	Computer Aided Design: Level III Customizing AutoCAD	Dan Myers
Saturday, April 15	CCG-377	503	Introduction to Desktop Publishing for the IBM PC	Bruce Frehner
Tuesday, April 18	CCG-356	503	Macintosh Computer Art	Barry Ratliff
Wednesday, April 19	CCG 372	500	Advanced Desktop Publishing on the Apple Macintosh	Viki Mann
Thursday, April 27	CAD 345	502	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Saturday, April 29	CCG-357	500	Advanced Macintosh Computer Art	Clark Richert
Saturday, April 29	CCG 386	500	Advanced Desktop Publishing for the IBM PC	Bruce Frehner

Computer Aided Design

CAD 311 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 microcomputers 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. Novice

Section 501: Becky Day, M.A.
Tuesdays, January 17 and 24.

Section 502: Sharon Blender, M.S.
Mondays, January 23 and 30.

Both Sections: 6:30-9:30 p.m.
2 sessions, .6 CEUs.

University Computing Center 142. \$60.

CAD 322 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 draw-

ing 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. Novice

Section 501: Dan Myers, M.S.
Thursdays, January 19-February 23,
6:30-9:30 p.m. 6 sessions.

Section 502: Becky Day, M.A.
Tuesdays, January 31-March 7,
6:30-9:30 p.m. 6 sessions.

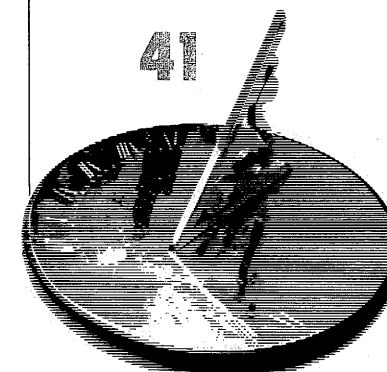
Section 503: Sharon Blender M.S.
Mondays, February 6-March 13,
6:30-9:30 p.m. 6 sessions.

Section 504: Philip M. Kreiker, M.S.E.E.
Wednesday, Thursday, Friday, February 15,
16, 17, 9 a.m.-4 p.m. Three all-day sessions.

Section 505: Sharon Blender, M.S.
Mondays, March 20-April 24,
6:30-9:30 p.m. 6 sessions.

Section 506: David W. Clafin, M.A.
Wednesdays, April 5-May 10,
6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.
University Computing Center 142. \$225.





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

Intermediate

Section 501: Dan Myers, M.S.
Thursdays, March 2-April 6 (no class session March 30), 6:30-9:30 p.m. 5 sessions.

Section 502: Becky Day, M.A.
Tuesdays, March 14-April 18 (no class session March 28), 6:30-9:30 p.m. 5 sessions.

Section 503: Philip M. Kreiker, M.S.E.E.
Thursday and Friday, March 16 and 17, 8 a.m.-4 p.m. 2 all-day sessions.

All Sections: 1.5 CEUs.
University Computing Center 142. \$185.

CAD 345 **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

CAD 333 **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

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.

Specialized

Section 501: Dan Myers, M.S.
Thursdays, April 13-May 11, 6:30-9:30 p.m. 5 sessions.

Section 502: Philip M. Kreiker, M.S.E.E.
Thursday and Friday, April 27 and 28, 8 a.m.-4 p.m. Two all-day sessions.

Both Sections: 1.5 CEUs.
University Computing Center 142. \$195.

Computer Graphics Art

CCG 351 **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 and we'll see some great slides and videos of outstanding new computer art. This course is recommended 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 5¼ inch diskette to the first class, available at all computer stores. Novice

Pat Lehman, M.F.A.

Section 501: Wednesdays, January 18-February 15, 6:30-9:30 p.m., 5 sessions.

Section 502: Saturdays, February 4 and 11, 9 a.m.-5 p.m. Two all-day sessions.

Section 503: Wednesdays, February 22-March 22, 6:30-9:30 p.m. 5 sessions.

All Sections: 1.4 CEUs.

University Computing Center 142. \$125.

CCG 361

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

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. Intermediate

Pat Lehman, M.F.A.

Section 500: Saturdays, April 8 and 15, 9 a.m.-5 p.m. Two all-day sessions. 1.5 CEUs.

University Computing Center 142. \$135.

CCG 356

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. Novice

Section 501: Clark Richert, M.F.A.

Thursdays, February 16-March 16, 6:30-9:30 p.m. 5 sessions

Section 502: Clark Richert, M.F.A.

Saturdays, March 11 and 18, 9 a.m.-5 p.m. 2 all-day sessions.

Section 503: Barry Ratliff, M.F.A. Tuesdays, April 18-May 16, 6:30-9:30 p.m. 5 sessions.

All Sections: 1.5 CEUs.

Fine Arts C1B53. \$125.

CCG 357

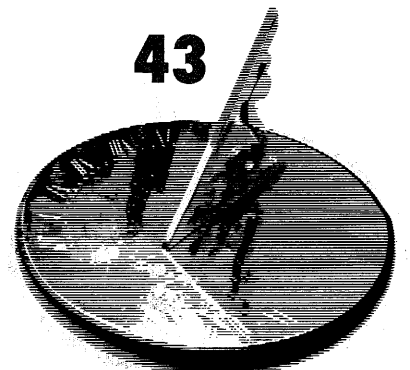
Advanced Macintosh Computer Art

An introductory course in computer graphics for the Macintosh or a working knowledge of "Adobe Illustrator" and "SuperPaint" is a prerequisite for this course. Participants will have hands-on experience using both of these software packages as well as "Aldus Freehand." Class members will explore advanced techniques in the production of finished laser printed artwork. You will learn to import and manipulate digitized images from diverse sources: video, flatbed scanned, and computer generated to produce original images of professional quality. Each person will have their individual Macintosh SE and have access to a Mac II with color capabilities. Please bring a 3.5 inch Macintosh-compatible disk to the first class. Intermediate

Clark Richert, M.F.A.

Section 500: Saturdays, April 29 and May 6, 9 a.m.-4 p.m. Two all-day sessions. 1.5 CEUs.

Fine Arts C1B53. \$125.





Desktop Publishing

CCG 371 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. Novice

Viki Mann, B.A.

Section 501: Saturdays, January 28-February 4, 9 a.m.-5 p.m. 2 all-day sessions.

Section 502: Wednesdays, February 15-March 15, 6:30-9:30 p.m. 5 sessions.

Section 503: Saturdays, April 8 and 15, 9 a.m.-5 p.m. Two all-day sessions.

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

CCG 372 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. Intermediate

Viki Mann, B.A.

Section 500: Wednesdays, April 19-May 10 6:30-9:30 p.m. 4 sessions, 1.2 CEUs.
Fine Arts C1B53. \$120.

CCG 373 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. Novice

Tim Meehan

Section 500: Saturdays, February 18 and 25, 9 a.m.-4:30 p.m.
2 sessions, 1.3 CEUs.
Fine Arts C1B53. \$135.

CCG 377 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. Novice

Bruce Frehner, M.A.

Section 501: Saturdays, February 18 and 25.
Section 502: Monday and Tuesday, March 27 and 28.

Section 503: Saturdays, April 15 and 22.

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

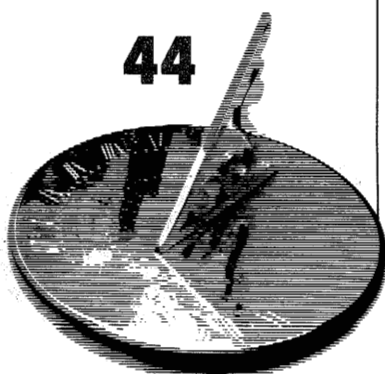
University Computing Center 114.
2 all-day sessions. 1.5 CEUs. \$135.

CCG 386 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. Intermediate

Bruce Frehner, M.A.

Section 500: Saturdays, April 29 and May 6, 9 a.m.-4:30 p.m.
2 all-day sessions, 1.4 CEUs.
University Computing Center 114. \$135.





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.

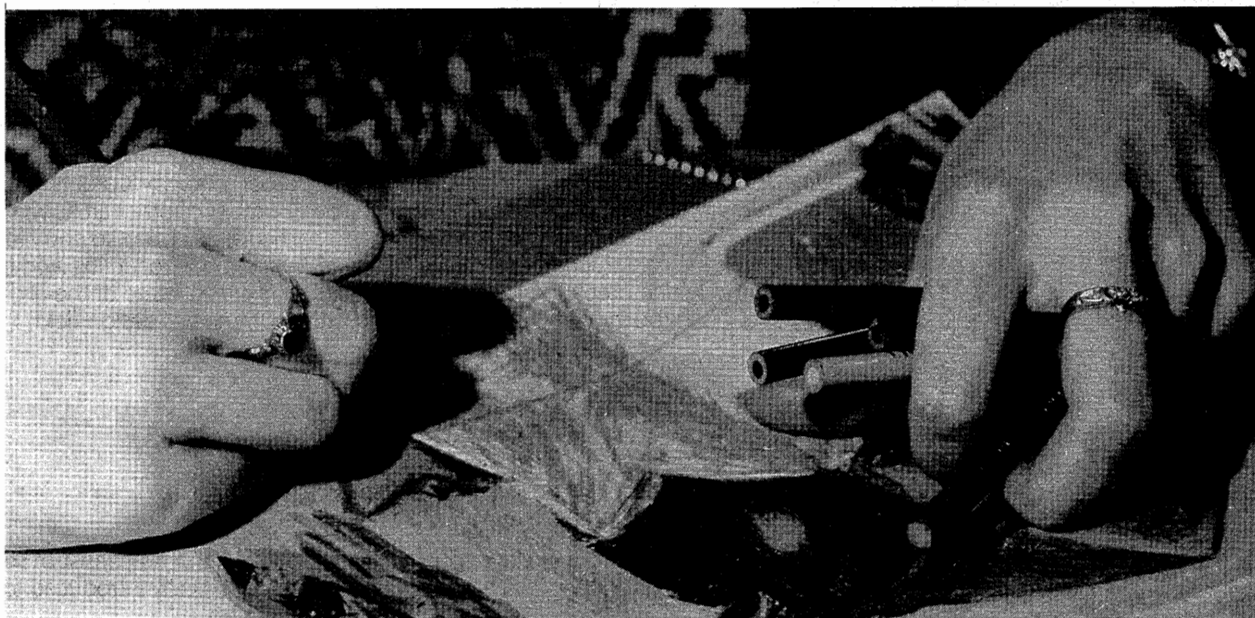
The course of study is scheduled so that participants may complete all requirements within three semesters. The four required courses are offered at least once a year, as well as several elective courses.

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, Spring 1989

Date	Number	Section	Course	Faculty
Saturday, February 4	CCD-210	500	The Commercial Artist I: Design, Layout, Paste-up	Jill Thayer O'Hara
Monday, February 6	CCD-220	500	Professional Handlettering and Calligraphy	Jill Thayer O'Hara
Thursday, March 16	CCD-230	500	The Artist Goes to Market	Eric Teitelbaum
Saturday, March 18	CCD-330	500	Professional Illustration Techniques	Eric Teitelbaum
Saturday, April 1	CCD-250	500	Children's Book Illustration Techniques	Roy Walden
Saturday, April 22	CCD-290	500	The Business of Greeting Cards: Writing, Drawing, and Selling	Taylor Barnes



Calligraphy

CCD 220 Professional Hand Lettering and Calligraphy

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

Jill Thayer O'Hara
Section 500: Monday, Tuesday, Wednesday, February 6, 7, and 8, 5:30-10 p.m.
3 sessions. 1.2 CEUs.
Geology 134. \$115.

Commercial Art

CCD 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.

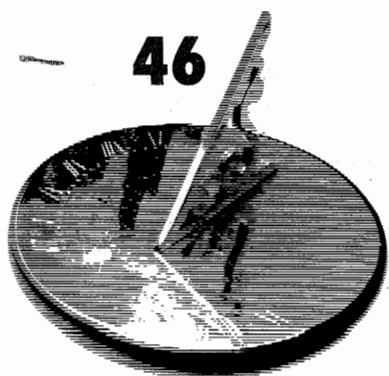
Jill Thayer O'Hara
Section 500: Saturday and Sunday, February 4 and 5, 9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. \$115.

Marketing

CCD 230 The Artist Goes to Market

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

Eric Teitelbaum
Section 500: Thursday and Friday, March 16 and 17, 5:30-10 p.m.
Two sessions, .6 CEUs. Geology 114. \$85.



Illustration

CCD 330 **Professional Illustration Techniques**

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

Eric Teitelbaum
Section 500: Saturday and Sunday,
March 18 and 19, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. \$115.

CCD 250 **Children's Book Illustration Techniques**

Illustrating children's books plays a significant role in the vast empire of children's literature publishing. This program introduces the writer/artist to current techniques used within the children's book formats: black and white camera-ready technique, half tones, color screen, Martin's dyes, and litho crayon/ textured board surface. Students will follow a visualization technique actually developing and eliciting art concepts from written concepts provided. Program will include developing individualized style, character development and rough and final presentation. Assignments include completion of a "rough" completed book and a finished plate, camera-ready art separation for presentation to a publisher. Professional presentation to the publishing industry will also be covered.

Roy Walden
Section 500: Saturday and Sunday,
April 1 and 2, 9 a.m.-5 p.m.
2 all-day sessions, 1.4 CEUs.
Geology 134. \$115.

CCD 290 **The Business of Greeting Cards: Writing, Drawing and Selling**

This unique two-day program, taught by a successful greeting card company owner/creative director, examines the fascinating world of greeting cards from the writing, artistic and business points of view. Workshop sessions, discussions and drawing/writing exercises will cover:

Styles of Writing

- short two liners
- "cute humor"
- poetic and humorous verse
- teaser ideas that lead to storytelling

Styles of Art

- line
- neon
- black border
- psychology of color for communication mood, feeling, and eye control

Business Strategies

- selling techniques for freelance writer/artists
- starting a company
- licensing and selling rights
- manufacturing/distribution

By the conclusion of the program participants will complete finished card concepts capable of being showcased in a beginning portfolio.

Taylor Barnes
Section 500: Saturday and Sunday,
April 22 and 23, 9 a.m.-5 p.m.
2 all-day sessions, 1.4 CEUs.
Geology 114. \$115.

Special Spring Break Courses for Young People

CCD 102 **Introduction to Acting Techniques: A Workshop for Teens and Young Beginners**

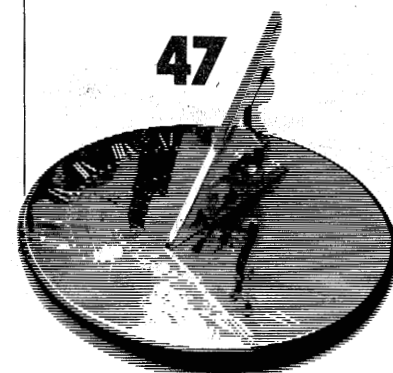
This weekend workshop provides an outstanding opportunity for teens and beginners to gain beginning skills of acting fundamentals and career awareness under the guidance of Los Angeles based creative artist/actress Ms. Robin Dollar. The program will introduce young people to beginning acting techniques and strategies used in actual professional situations. Using acquired knowledge students will then be coached through scenes used in past broadcast episodes of leading television and/or film programming. Besides providing a unique introduction to acting fundamentals the program will also give young people a realistic career awareness overview and possible strategies for follow-up skill development training.

Robin Dollar
Section 500: Saturday and Sunday,
March 25 and 26, 9 a.m.-5 p.m.
2 all-day sessions, Geology 134. \$65.

CCD 100 **Cartooning for Teens: An Art Workshop for Young People**

Cartooning and humorous illustration have long held a wide fascination for children everywhere. This three-day workshop program will explore the world of cartooning and provide students with an in-depth experience in the techniques for creating a wide range of cartoon animals, people, and caricatures. Drawing activities will cover t-shirt art, posters, comic book cartoons and other special applications. Art lessons will be integrated with special music/drawing activities creating a fun-filled, three-day learning experience. Tuition includes drawing materials.

Eric Teitelbaum
Section 500: Monday, Tuesday,
Wednesday,
March 27, 28, 29, 9 a.m.-12:30 p.m.
3 sessions, Geology 134. \$65.





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 like basic algebra or test preparation or to 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 March 26-31 for Spring Break.)

Full refunds are given up to the second class session.

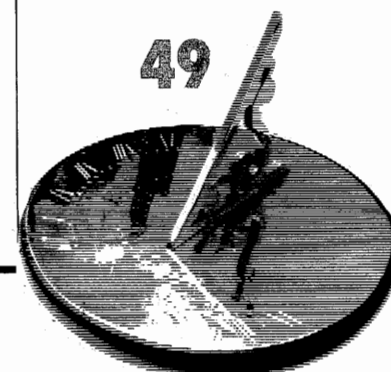
Please register early (at least 5 days in advance) to insure that your course isn't cancelled due to insufficient enrollment!

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

NONCREDIT COURSES

Noncredit Courses by Starting Date, Spring 1989

<i>Date</i>	<i>Number</i>	<i>Section</i>	<i>Course</i>	<i>Faculty</i>
Tuesday, January 10	NCT 301	501	Preparing for the Graduate Record Exam (GRE)	Terri Bodhaine, Roe Willis
Saturday, January 21	NCT 490	500	Preparing for the Law School Admission Test (LSAT)	Kollie Elinoff
Monday, February 6	NCFA 012	500	Chinese Painting	Janette Lenschow
	NCFL 100	500	Beginning Conversational French	Nadia Turk
	NCFL 102	500	Beginning Conversational Italian	Luigina Cerri
	NCFA 001	500	Basic Photography	Lynn Lickteig
Tuesday, February 7	NC D 100	501	Beginning Ballroom Dancing	Carl and Suzanne Gerleit
	NC L 008	500	American Sign Language	Doris Schrupp
	NCFL 103	500	Beginning Conversational Spanish	Elizabeth Medina
	NCFL 201	500	Intermediate Conversational German	Ed Maier-Heym
	NC B 008	500	Accounting for Non Accountants	Fred Moore
	NC D 101	501	Beginning Western Dancing	Carl and Suzanne Gerleit
	NC I 008	500	Basic Investing	Arnold Hart, Mary Wright
Wednesday, February 8	NCFL 203	500	Intermediate Conversational Italian	Luigina Cerri
	NCFL 200	500	Intermediate Conversational French	Nadia Turk
	NC W 008	500	Short Story Writing	Barbara Steiner
	NC D 103	501	Beginning Jitterbug Dancing	Carl and Suzanne Gerleit
	NC W 009	500	Writing for Children and Teens	Barbara Steiner
	NC D 102	501	Beginning Latin Dancing	Carl and Suzanne Gerleit
Thursday, February 9	NCFA 002	500	Creative Photography	Don Oberbeck
	NCFL 101	500	Beginning Conversational German	Inge Kohlhepp
	NC W 004	500	Novel Writing	Barbara Steiner
	NCFL 202	500	Intermediate Conversational Spanish	Elizabeth Medina
	NC W 003	500	English Writing Made Simple	Jean Thyfault
	NCFA 019	500	Monotype	Kristen Peterson
Friday, February 10	NCFL 104	500	Beginning Japanese	Douglas Gordon
Saturday, February 11	NCSO 002	500	Colorado Landscape: Plants and Design	Andrew Mead
Monday, February 13	NCFA 015	500	Woodcarving Sculpture	Barbara Cox
	NC L 009	500	Biofeedback Stress Management	Toby Link
	NC L 021	500	Speed Reading	Liane Brouillette
	NC W 010	500	Playwriting: The Basics	Frederick Perry
Tuesday, February 14	NC L 019	500	Effective Job Search Strategies	Toni Scott
	NC I 005	500	Investing in Art and Antiques	Ruth Linton
	NC W 013	500	More Writing for Magazines	Deidre Elliot
	NC B 006	500	New Business Principles; Skills for Success	George Barclay
Wednesday, February 15	NCFA 011	500	Sculpture Stonecarving	Barbara Cox
	NCFA 006	500	Storytelling for Everyone	Kay Negash
	NCFA 005	500	Life Drawing	Melissa Tangler
	NC I 002	500	Investment Strategies	Pete Poletti
Thursday, February 16	NCFA 009	500	Watercolor Techniques	Gail Marr
	NC I 006	500	Income Tax Update	Anne Campbell
	NCFA 003	500	Drawing Techniques	Gail Marr
	NC L 016	500	Developing Your Creative Self	Bette Griff
Saturday, February 18	NCSO 007	500	The Hows and Whys of Bird Behavior	Tina Jones
	NC L 014	500	Psychology of Intimate Relationships	Neil Rosenthal
	NC L 002	500	Eating as if Your Life Depended on It	Peggy Phillips
Monday, February 20	NC H 002	500	History of Colorado Railroads	Bob Rothe
Tuesday, February 21	NCFA 018	500	Choosing Gemstones: Guidelines	Jacqui Thier-Cooper
	NCFA 017	500	Acting Basics	Susan Chambers
Wednesday, February 22	NC B 003	500	Entrepreneurialism — Are You Ready?	Aivars Ziedins
	NCSO 005	500	Xeriscape Landscaping: Low Water, Low Maintenance	Andrew Mead
	NC H 001	500	Forest Crossen's Colorado	Forest Crossen
Saturday, February 25	NC L 012	500	Nutrition and the Immune System	Peggy Phillips



NONCREDIT COURSES

Noncredit Courses by Starting Date, Spring 1989, con't.

Date	Number	Section	Course	Faculty
Saturday, February 25	NC B 002	500	Details on Starting Your Own Business	Tom Annis
	NCT 300	500	Preparing for the Graduate Management Admission Test (GMAT)	Bobrow Testing Services
Monday, February 27	NC B 005	500	How to Market Your Product or Service	Teri Wenz
Tuesday, February 28	NC T 301	502	Preparing for the Graduate Record Exam (GRE)	Terri Bodhaine, Roe Willis
Wednesday, March 1	NC B 004	500	Financial Planning for Women	Corline Carstens
	NCSO 003	500	Exploring the Universe	Joe Romig
Thursday, March 2	NCSO 006	500	Bald Eagles, Golden Eagles, Hawks and More	Tina Jones
Tuesday, March 7	NC D 102	502	Beginning Latin Dancing	Carl & Suzanne Gerleit
	NC D 103	502	Beginning Jitterbug Dancing	Carl & Suzanne Gerleit
Wednesday, March 8	NC D 101	502	Beginning Western Dancing	Carl & Suzanne Gerleit
	NC D 100	502	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
Saturday, March 11	NCL 015	500	Recognizing and Dealing with Children's Stress	Barbara Behrendt
Tuesday, March 14	NCFA 013	500	Live at Macky	Speakers and Concerts
	NCL 005	500	Handwriting Analysis: An Aid to Learning	Carol Ford
Wednesday, March 15	NC I 004	500	Stock Market Profits	Pete Poletti
Saturday, March 18	NCL 018	500	Diet, Emotions and Behavior	Peggy Phillips
Saturday, April 1	NCL 024	500	Changing Patterns in Relationships	Neil Rosenthal
Monday, April 3	NCL 020	500	Psychology and Sports Performance	Stephen Walker
Tuesday, April 4	NC I 007	500	Advanced Investment Strategies	Arnold Hart, Mary Wright
Wednesday, April 5	NC B 007	500	Writing Business Plans	Donald Kaniecki
Saturday, April 8	NCL 022	500	Food Allergies and Health	Peggy Phillips
	NC W 012	500	The Children's Book: Illustrating and Getting Published	Sandy Fuller
	NC W 011	500	Memoirs and Essays	Deidre Elliott
Tuesday, April 11	NC D 202	500	Intermediate Latin Dancing	Carl and Suzanne Gerleit
	NC D 201	500	Intermediate Jitterbug Dancing	Carl and Suzanne Gerleit
Wednesday, April 12	NC D 200	500	Intermediate Ballroom Dancing	Carl and Suzanne Gerleit
	NC D 203	500	Intermediate Western Dancing	Carl and Suzanne Gerleit
Saturday, April 15	NCT 200	500	Preparing for the ACT/SAT	Terri Bodhaine, Bob Daniel
	NCL 023	500	Sports Nutrition	Peggy Phillips
Wednesday, April 19	NC I 001	500	Investing for Income	Pete Poletti

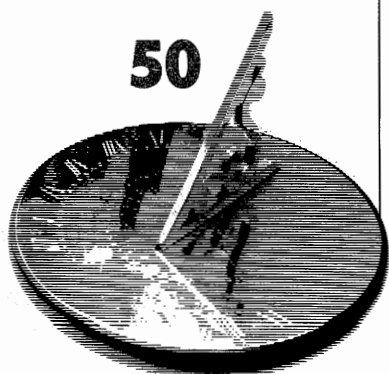


Avoid the Registration Crunch
Phone-In Noncredit-Certificate Registration

492-6316 December 12 - February 10
Starting February 13, please call 492-5148

Outside Metro-Denver 1-800-332-5839

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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 500: Tuesdays,
February 7-March 21, 7-9 p.m.
7 sessions. Duane Phys G116. \$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, 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 500: Saturdays, February 25-March 18, 9:00-12 noon.
4 sessions. Business 250. \$45.

NONCREDIT COURSES

NC B 003

Entrepreneurialism—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 several real estate partnerships and is President of Ziedins & Company, Ltd.

Section 500: Wednesday, February 22-March 15, 6:30-9:00 p.m.
4 sessions. Engineering CR 1-40. \$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 500: Wednesdays, March 1-22, 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 500: Mondays, February 27-March 20, 6:30-8:30 p.m.
4 sessions. Duane Physics G125. \$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 500: Tuesdays, February 14-April 11, 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 500: Wednesdays, April 5-26, 6:00-8:30 p.m. 4 sessions.
Duane Physics G116. \$38.

Dance

NC D 100

Beginning Ballroom Dancing

An introduction to the basics of Foxtrot, tango, 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 501: Tuesdays, February 7-28, 6:30-7:45 p.m.
Section 502: Wednesdays, March 8-April 5, 8:00-9:15 p.m.
Both Sections: 4 sessions. Economics 13. \$24.

NC D 200

Intermediate Ballroom Dancing

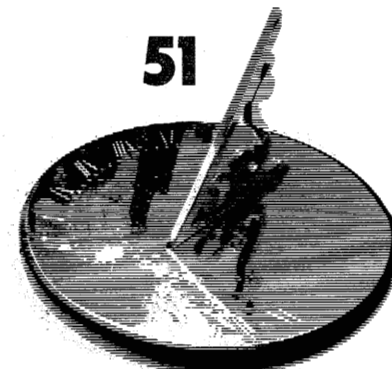
An intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course and add more eye-catching turns and moves.

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

Section 500: Wednesdays, April 12-May 3, 8:00-9:15 p.m.
4 sessions. Economics 13. \$24.



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Dance, Con't.

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 501: Wednesdays, February 8-March 1, 6:30-7:45 p.m.
Section 502: Tuesdays, March 7-April 4, 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 500: Tuesdays, April 11-May 2, 6:30-7:45 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 501: Wednesdays, February 8-March 1, 8:00-9:15 p.m.
Section 502: Tuesdays, March 7-April 4, 6:30-7:45 p.m.
Both sections: 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 500: Tuesdays, April 11-May 2, 8:00-9:15 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 501: Tuesdays, February 7-28, 8:00-9:15 p.m.
Section 502: Wednesdays, March 8-April 5, 6:30-7:45 p.m.
Both sections: 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 500: Wednesdays, April 12-May 3 6:30-7:45 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.

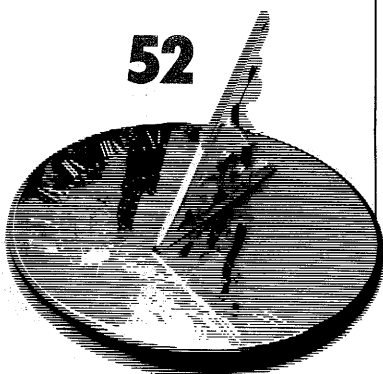
Section 500: Tuesdays, February 21-April 18, 6:30-8:30 p.m. 8 sessions. Hale 204. \$60.

NCA 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 500: Mondays, February 6-March 20, 7-9 p.m.
(Field Trip Saturday, March 4)
8 sessions. Environmental Design 122. \$60.



NONCREDIT COURSES

NCFA 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 4 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 4 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, is owner of the Boulder Photo Center.

Section 500: Thursdays, February 9-March 16, 7:30-9:30 p.m.
6 sessions at Ketchum 119, 6 sessions at Boulder Photo Center. \$95.

NCFA 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 500: Mondays, February 6-April 3, 7-9 p.m.
8 sessions. Fine Arts C153. \$60.

NCFA 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 500: Thursdays, February 16-April 13, 5:30-7 p.m.
8 sessions. Fine Arts C153. \$45.

NCFA 018

Choosing Gemstones: Practical, Creative and Symbolic Guidelines

Designed as a sequel to The World of Gemstones class, this course is for students with a basic knowledge of gems. It covers practical aspects of gemstone purchasing, i.e., evaluating the cut, color and clarity of diamonds and colored stones; judging the quality of pearls, opals and other more exotic gems; understanding value and pricing in various gem markets; awareness of natural vs. synthetic and simulant gems; and understanding treatment and enhancement. The creative aspects of gems in jewelry design, keeping in mind practicality, durability, wearability and fashion, are also important considerations addressed. Both ancient and modern ideas on the symbolic significance of gems and crystals will complete the guidelines for making gemstone choices. Students with basic gem knowledge who have not taken The World of Gemstones course, please contact the instructor: 444-9699.

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio.

Section 500: Tuesdays, February 21-April 11, 7:00-9:30 p.m.
7 sessions. Ketchum 119. \$66.

NCFA 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 (HB and 2B). Tuition includes fee for models who will be present at every session.

Melissa Tangler, M.S.
Instructor at Front Range Comm. College.

Section 500: Wednesdays, February 15-April 12, 7-9 p.m.
8 sessions. Fine Arts N-298. \$60.



NCFA 013

Live At Macky! - The Artist Series

Two provocative evenings of great dance 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 concert. Lectures will be non-technical. No dance background required. Course includes lecture and one ticket to each concert in Orchestra I section.

Tuesday, March 14, 1989

Lecture: "From Sea to Shining Sea: A Look at the Geography of the USA," by Professor Brock Brown, CU Department of Geography

Concert: The David Gordon/Pick Up Co. in a sizzling new dance work entitled *United States* co-commissioned by The Artist Series.

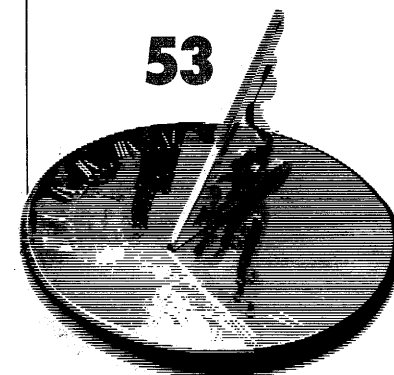
Tuesday, April 18, 1989

Lecture: Hispanic Identities in the U.S. by CU Faculty

Concert: Ballet Hispanico of New York "where dance and passion meet head on."

Section 500: 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: Tuesday, March 7. \$35.





Fine Arts, con't.

NCA 019 **Monotype**

Monotype differs from traditional forms of printmaking in its painterliness, spontaneity, and singular rather than multiple images. Monotypes are made by painting on a smooth surface and transferring this to paper through a press, a process which can be as simple or complex as the artist chooses. Students will become familiar with the basic processes of printmaking and will integrate the issues of content, composition and color with a variety of Monotype techniques. Each student will be encouraged to develop a personal approach to technique and imagery, and to produce a series of thematically related works.

Kristen Peterson, B.F.A., M.F.A., Professional Artist Exhibits in New York.

Section 500: Thursdays,
February 9-March 23, 6:30-9:00 p.m.
7 sessions. Fine Arts C174. \$66.

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 will cover various stone types, with a slide show viewing the history of stone sculpture. A material list is provided in first class.

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

Section 500: Wednesdays,
February 15-April 12, 7-9 p.m.
8 sessions. Fine Arts C-102. \$60.

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, M.A. in Theatre, professional storyteller representing this five state area, she was the 1986 winner at the National Storytelling Festival in Jonesboro, Tenn.

Section 500: Wednesdays, February 15-March 15, 5:30-8:00 p.m.
5 sessions. Hale 105. \$47.

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 developing individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include a materials list and exercise lessons in color theory and composition. Notebook and pen are 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 500: Thursdays, February 16-April 13, 7-9 p.m.
8 sessions. Fine Arts C153. \$60.

NCA 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 models 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. Material list is provided in first class.

Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.

Section 500: Mondays, February 13-April 10, 7-9 p.m.
8 sessions. Fine Arts C102. \$60.

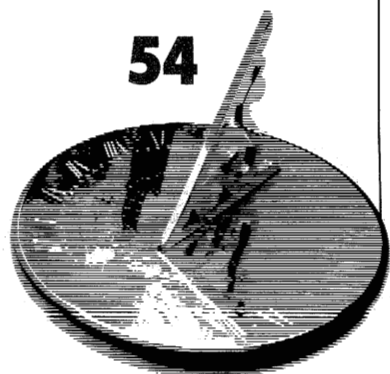
Foreign Languages

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 500: Mondays, February 6-April 17, 7-9 p.m.
10 sessions. Hellem 255. \$75.



NONCREDIT COURSES

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 500: Wednesdays, February 8-April 19, 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 500: Thursdays, February 9-April 20, 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 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 to 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 500: Tuesdays, February 7-April 18, 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 *Buongiorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri, M.A., has taught both Italian and French in several schools, including CU-Boulder.
Section 500: Mondays, February 6-April 17, 6:30-8:30 p.m. 10 sessions. Hellems 237. \$75.

NCFL 203 **Intermediate Conversational Italian**

A more advanced course for students who have had beginning Italian or its equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore on campus.

Luigina Cerri, M.A., has taught both Italian and French in several schools, including CU-Boulder.
Section 500: Wednesdays, February 8-April 19, 6:30-8:30 p.m. 10 sessions. Hellems 245. \$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 500: Fridays, February 10-April 21, 6-8 p.m. 10 sessions. Hellems 255. \$90.

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, Ph.D. Advisor,
Regis College.
Section 500: Tuesdays, February 7-April 18, 7-9 p.m. 10 sessions. Hellems 255. \$75.

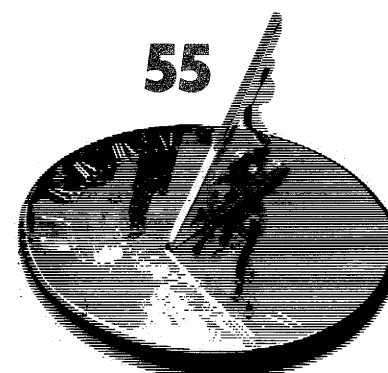
NCFL 202 **Intermediate Conversational Spanish**

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

Elizabeth Medina, Ph.D. Advisor,
Regis College.
Section 500: Thursdays, February 9-April 20, 7-9 p.m. 10 sessions. Hellems 255. \$75.



55





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 500: Wednesdays, February 22-March 22, 7-8:30 p.m.
5 sessions. Hellems 181. \$28.

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

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Seventh class (field trip) to be arranged.

Bob Rothe, a railroad hobbyist for 40 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere.
Section 500: Mondays, February 20-April 10, 7-9 p.m. 7 sessions. Geology 134. \$53.

Investments

NC I 006 **Individual Income Tax Update**

This seminar is designed to enable the individual to stay current with the changes in the income tax laws, and to develop successful tax planning strategies. Topics will include an overview of terminology and changes made by the Tax Reform Act of 1986, a review of the elements of the tax return, and documents required for return preparation.

Anne Campbell, M.B.A.,
University of Santa Clara, C.P.A., C.F.P.
Section 500: Thursday, February 16, 6:00-9:30 p.m.
1 session. Duane Physics G116. \$12.

NC I 007 **Advanced Investment Strategies**

This course is designed as a follow-up to "Basic Investing" or for the more experienced investor. More detailed information regarding technical and fundamental analysis, charting, and worldwide economic trends will be discussed in order to select the appropriate investments. We will share our professional insights on how to get the most for your money. Reading materials will be provided.

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

Section 500: Tuesdays, April 4-25, 6:30-8:30 p.m. 4 sessions. Hellems 245. \$30

NC I 008 **Basic Investing**

This course is designed for the beginner. Complete and understandable explanations of terminology, products and basic strategies will be provided. We will focus on how to take concrete steps toward planning your financial future in today's environment. 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 Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.

Section 500: Tuesdays, February 7-28, 6:30-8:30 p.m.
4 sessions. Duane Physics G131. \$30.

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.

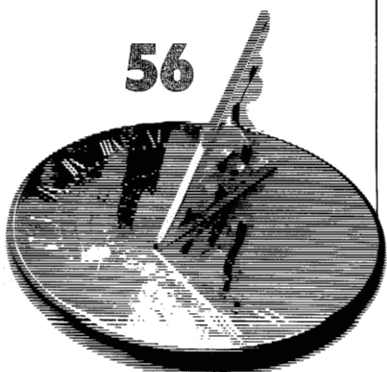
Ruth Linton, 10 years museum experience, consultant in contemporary art.
Section 500: Tuesdays, February 14-March 7, 7-9 p.m.
4 sessions. Education 153. \$30.

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 500: Wednesday, April 19, 6:30-8:30 p.m. 1 session.
Duane Physics G131. \$15.



NONCREDIT COURSES

NCI 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 500: Wednesdays, February 15-March 8, 6:30-9 p.m. 4 sessions.
Duane Physics G131. \$38.

NCI 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 500: Wednesdays, March 15-April 5, 6:30-8:30 p.m. 3 sessions.
Engineering Center CR 1-46. \$23.

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.

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

Section 500: Tuesdays, February 7-April 18, 7-9 p.m. 10 sessions. Hellems 211. \$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 500: Mondays, February 13-March 13, 7-9 p.m. 5 sessions. Economics 2. \$38.

NCL 024 **Changing the Patterns in Your Relationships**

When you trace the patterns of your adult relationships to their roots, you'll usually find that the very defenses, outlooks and attitudes which protected you as a child are now interfering with your achieving a happy relationship as an adult. These childhood stances, still with us as adults, often poison your relationships, block your ability to trust, stop you from having fun, give you a chronic lack of self esteem, and sabotage your ability to be intimate with others.

This will be a hands-on, experiential workshop for people who would like to explore their inner selves, and develop a clearer understanding of the patterns of their adult relationships which may be self defeating. Bring pen and paper and wear comfortable clothing.

Neil Rosenthal, Psychotherapist/
Marriage Therapist.

Section 500: Saturday, April 1,
10 a.m.-5 p.m. 1 session. UMC 422. \$27.

NCL 016 **Developing Your Creative Self**

The goal of this experiential course is to free up untapped creative energy and to discover enriching and innovative applications in our everyday lives. Using imagination, visualization and humor, we can dissolve mental blocks and limit beliefs which act as barriers to our creative self-expression. Fun, yet practical exercises will involve goal setting, whole brain problem solving, self-awareness, and creative mind expansion. Guest speakers from diverse fields will inspire and motivate us all, while providing valuable resources for further creative endeavors. Textbook: *The Brain Users Guide* by Tony Buzan, available

at the University Bookstore.

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

Section 500: Thursday, February 16-April 13, 7-9 p.m. 8 sessions.

Porter Biopsychology E123. \$60.



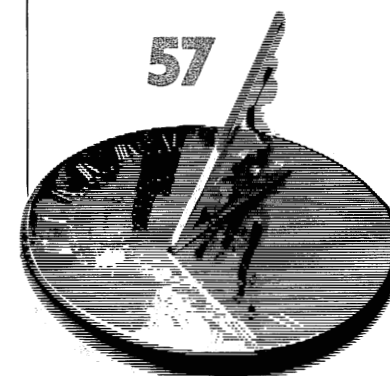
NCL 018 **Diet, Emotions, and Behavior**

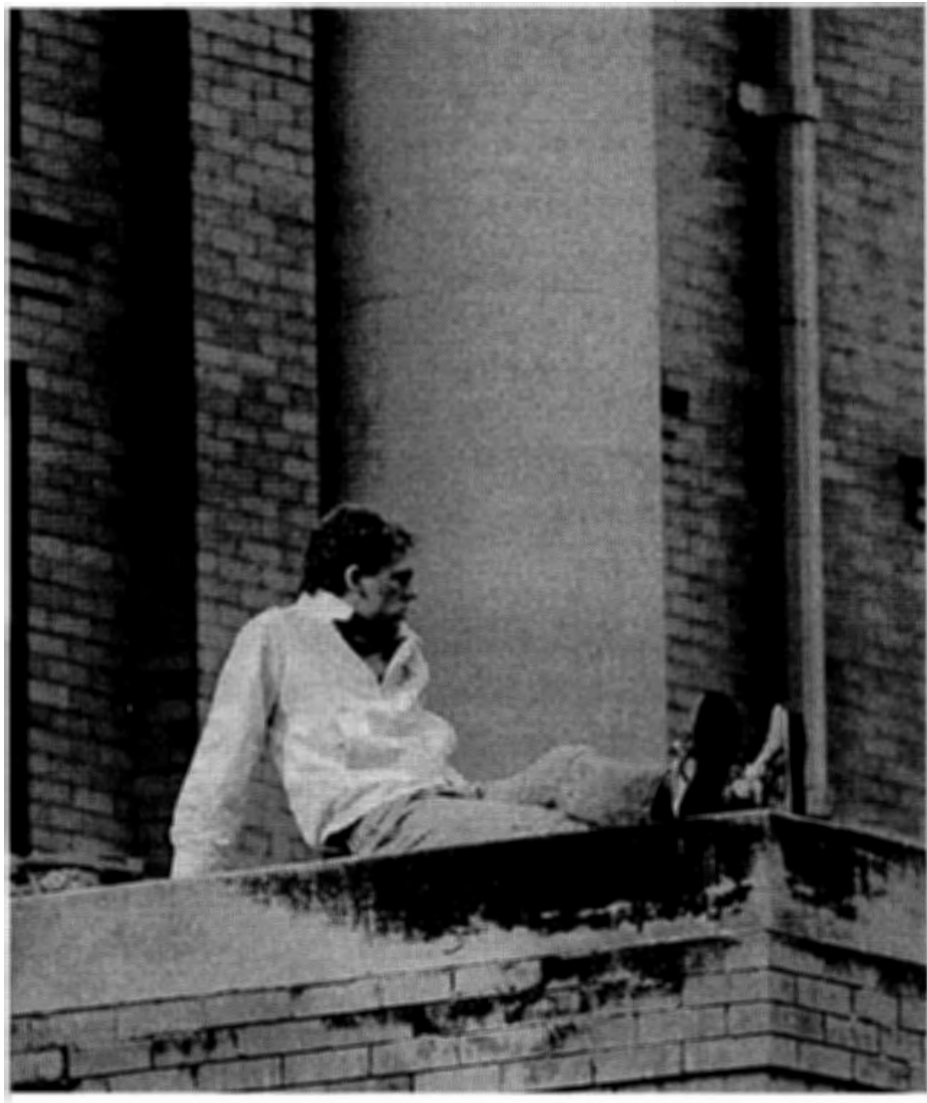
Explore the interaction of diet and behavior, focusing on hyperactivity, depression, food sensitivities and mood swings, and PMS. Gain an understanding of nutrients needed for a healthy nervous system and the link between diet and mental health.

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

Section 500: Saturday, March 18,
10 a.m.-5 p.m. 1 session.

Economics 119. \$27.





Lifestyle, con't.

NCL 022 **Food Allergies and Health**

Explore the important connections between food allergies and health. Definitions of food allergies and food sensitivities, physical and emotional symptoms, testing for and how to overcome or live with food allergies will be discussed.

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

Section 500: Saturday, April 8, 10 a.m.-4 p.m. 1 session. Education 134. \$23.

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 level 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 Dietician/Nutritional Consultant.

Section 500: Saturday, February 18, 10 a.m.-5 p.m. 1 session. Education 134. \$27.

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., Consultant.

Section 500: Tuesdays, February 14-March 7, 7-9 p.m. 4 sessions. Duane Physics G025. \$30.

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 the only scientific methods 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 \$15 materials.

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

Section 500: Tuesdays, April 4-April 25, 6:30-9 p.m. 4 sessions. Geology 114. \$53.

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 500: Saturday, February 25, 10 a.m.-4 p.m. 1 session. Education 134. \$27.

NCL 020 **Psychology and Sports Performance**

This course will help you improve your athletic performance by developing the mental side of your training program. Topics to be covered are: motivation and training, applied stress management, mental rehearsal techniques, neuro-muscular memory training, concentration, centering, and how to handle anger, fear and other unproductive emotional states. The course is designed to teach skills which can enhance your performance and boost your sense of personal satisfaction.

Stephen E. Walker, Ph.D., Executive Director of the Rocky Mountain Institute for Health and Performance, and T. Christian North, Ph.D., Director of North and Associates.

Section 500: Mondays, April 3-24, 6:30-9:30 p.m. 4 sessions. Economics 2. \$45.

NCL 021 **Speed Reading**

If you have not had an organized reading class since elementary school, chances are that you are not taking advantage of your present, more mature, thinking and perceptual skills when you read. Become a more effective and efficient reader. These techniques can be applied to all types of materials. Liane Brouillette, B.A., M.S., has taught speed reading for many years.

Section 500: Mondays, February 13-April 10, 7-9 p.m. 8 sessions. Engineering Center CR 1-07. \$60.



NONCREDIT COURSES

NCL 023

Sports Nutrition

Physical performance depends on the proper mix of fuels — carbohydrates, proteins and fats, adequate fluid intake and optimal vitamin and mineral replacement. Come learn how to fine tune your body.

Peggy E. Phillips, M.Ed. Nutrition Educ., Tufts University; R.D./nutritional consultant.
Section 500: Saturday, April 15, 10 a.m.-4 p.m.
1 session. Education 134. \$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 expectations, low self-esteem and guilt 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 500: Saturday, February 18, 10 a.m.-5 p.m.
1 session. U.M.C. 422. \$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 500: Saturday, March 11, 9:30 a.m.-4:30 p.m.
1 session. Economics 119. \$27.

Outdoors

NCSO 006

Bald Eagles, Golden Eagles, Hawks, and More

Do you realize that Colorado rates high in the nation for number of wintering bald eagles? The eagles are found east along the Platte River, and in the surrounding Boulder/Denver area. Class emphasizes specific raptor and hawk identification beyond the normal bird field guides. Owl identification will be stressed also. Carpooling. Binoculars helpful. Trip dependent upon weather.

Tina Jones, Naturalist/Biologist/Teacher
Section 500:
Thursday, March 2, 6:30-8:30 p.m. and
Field Trip Sunday, March 5, 8:30 a.m.-12 noon.
2 sessions. Engineering Center CR 0-09. \$21.

NCSO 007

Bird Personalities! The Hows and Whys of Bird Behavior

Become much more than just a bird lister! Learn the hows and whys of territorial, migration, denning, and sunbathing behaviors. Find out why some Colorado woodpeckers disperse ants all over their bodies. Learn how our ocean dwelling avian friends compensate for the large amount of salt they ingest daily. What enables Colorado's Broad-tailed Hummingbird to fly backwards? This is a maneuver that no other bird family can perform. You will marvel at how snipe and woodcocks make their courtship sounds, in addition to learning so much more in this classroom session.

Tina Jones, Biologist/Naturalist/Teacher.
Section 500: Saturday, February 18, 9:00 a.m.-12:30 p.m. 1 session. Engineering Center CRO-38. \$15.

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 500: Saturdays, February 11 and 18, 10 a.m.-4 p.m. 2 sessions. Geology 134. \$45.

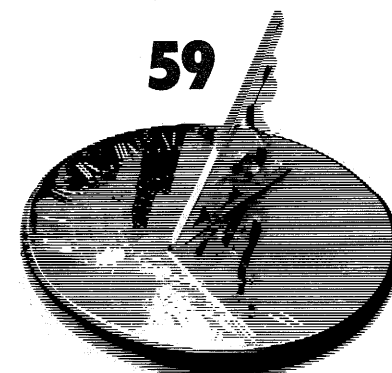
NCSO 003

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 background is assumed.

Joe Romig, M.Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radio-physics; Consultant, Ponderosa Assoc.

Section 500: Wednesdays, March 1-April 26, 6:30-8:30 p.m. 8 sessions.
Duane Physics G125. \$60.



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 500: (For May 6 exam)
Saturdays, Tuesdays and Thursdays,
April 15-May 2 (Saturday 9:00-11:30 a.m.;
Tuesday/Thursday 6-8 p.m.)
8 sessions. Guggenheim 205. \$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 500: (March 18 exam) Saturdays,
February 25-March 11, 9 a.m.-3:30 p.m.
3 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 501: (For February 4 exam)
Tuesdays and Thursdays, January 10-
February 2, 6:30-9 p.m.

Section 502: (For April 8 exam)
Tuesdays and Thursdays, February 28-
March 23, 6:30-9 p.m.

Both Sections: 8 sessions.
Guggenheim 205. \$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 501: (For February 11 exam)
Diagnostic Exam: Saturday, January 21,
9 a.m.-1 p.m.; Class: Friday, January 27,
6-10 p.m., Saturday and Sunday, January 28
and 29, 9 a.m.-5 p.m.

4 sessions. Guggenheim 205. \$195.

Section 502: (For June 12th exam)
Diagnostic Exam: Saturday, May 13, 9 a.m.-
1 p.m.; Class: Friday, May 19, 6-10 p.m.,
Saturday and Sunday, May 20 and 21,
9 a.m.-5 p.m. Guggenheim 201. \$195.

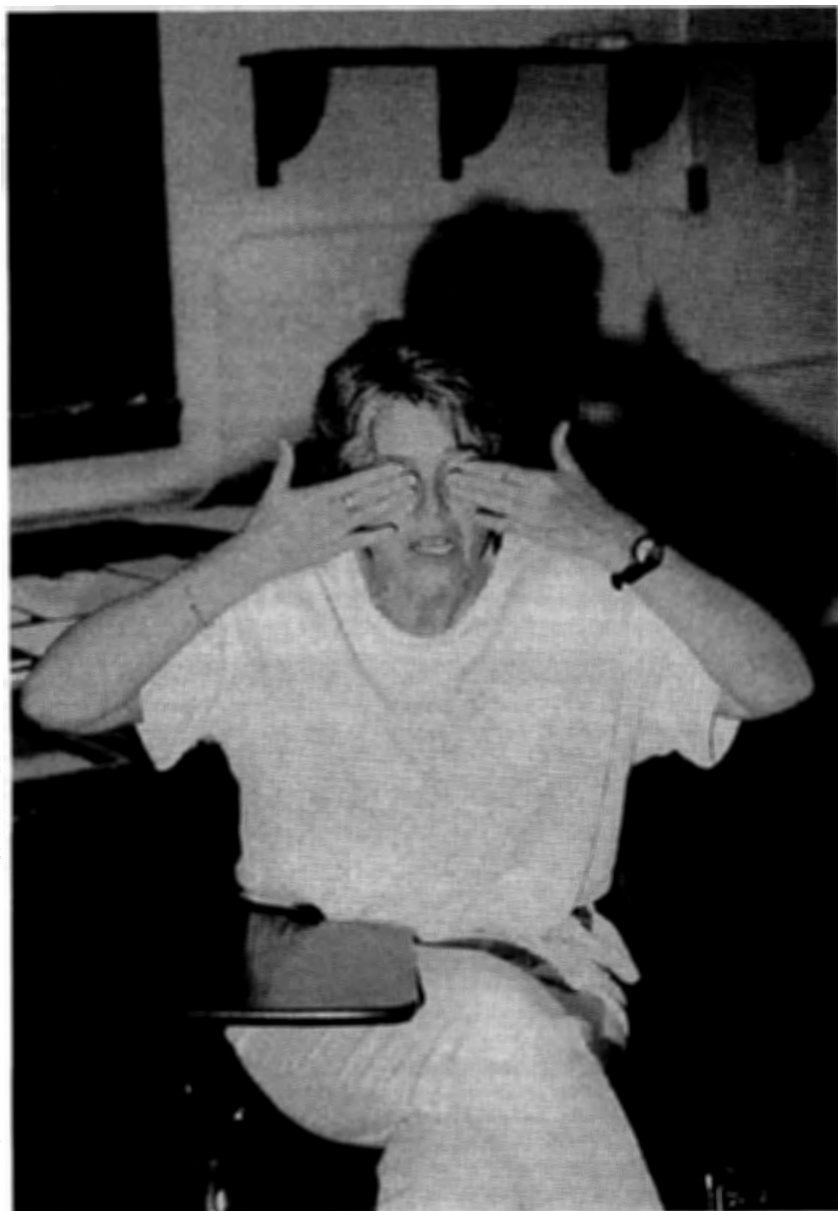
Writing

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 500: Thursdays, February 9-April 6,
7-9 p.m. 8 sessions. Hellem 263. \$60.



Outdoors, Con't.

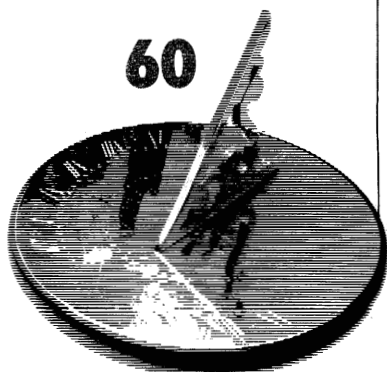
NCSO 005 **Xeriscape Landscaping: Low Water, Low** **Maintenance Landscapes for Colorado**

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 500: Wednesday, February 22,
6:30-9:30 p.m. 1 session. Geology 134. \$12.

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NONCREDIT COURSES

NC W 004 **Novel Writing**

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Previous writing experience or writing course recommended. 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 500: Thursdays, February 9-April 20, 6:30-8:30 p.m. 10 sessions. Hellems 81. \$75.

NC W 008 **Short Story Writing**

All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating. This course aimed toward marketing. Enrollment limited.

Barbara Steiner, professional writer.
Section 500: Wednesdays, February 8-April 19, 8-9:30 p.m. 10 sessions. Hellems 81. \$57.

NC W 009 **Writing for Children and Teens**

Instruction in writing stories, articles, books, verse, and plays for children from tots to teens. Detailed help in producing manuscripts that will meet the need of this active market. Both beginning and more experienced writers may enroll and concentrate on the age group, subject matter, and media that interests them most. Enrollment limited.

Barbara Steiner, professional writer.

Section 500: Wednesdays, February 8-April 19, 6:30-8 p.m. 10 sessions. Hellems 81. \$57.

NC W 013 **More Writing for Magazines**

A step beyond the basics for writers with some experience in magazines. Develop your individual voice and creativity using the best of today's nonfiction as models. Includes techniques to target markets, combat blocks, and manage time efficiently.

Deidre Elliott, professional writer.

Section 500: Tuesdays, February 14-April 11, 7-9 p.m. 8 sessions. Ketchum 206. \$60.

NC W 010 **Playwriting — The Basics**

This course focuses on the fundamentals of playwriting. Exploration of ideas for the stage and their development through the understanding of structure, character, thought, diction, sound, and spectacle. A series of written assignments lead to a final project.

Frederick Perry, M.A., Univ. of Arizona, published and produced playwright.

Section 500: Mondays, February 13-April 24, 7-9 p.m. 10 sessions. Hellems 191. \$75.

NC W 011 **The Power of Ten Minutes: Memoir and Personal Essays**

Learn to trust your intuition and instincts when writing. Discover the power of "writing practice" using Natalie Goldberg's *Writing Down the Bones* approach. Instruction in using specific detail to make your writing come alive. Other techniques drawn from examples of both fiction and non-fiction works.

Deidre Elliott has studied with Natalie Goldberg and is a professional writer.

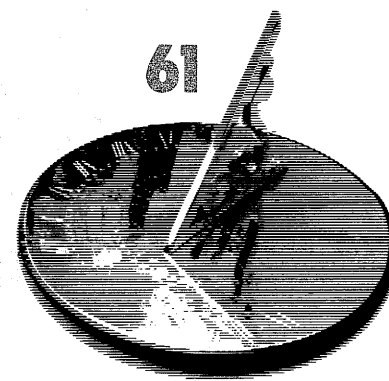
Section 500: Saturdays, April 8 and 15, 10:00 a.m.-4:00 p.m. 2 sessions.
Ketchum 207. \$45.

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

Learn how to succeed in the highly competitive and rewarding field of children's books! Discussion includes types of children's books, current market trends, effective illustration techniques, portfolio/mss. development and submission, book production/printing (including artwork/mss. preparation), agents, contracts, awards, and self-publishing. Emphasis on illustration, but valuable for writers as well.

Sandy Fuller, Professional illustrator and children's book publishing consultant.

Section 500: Saturday, April 8, 9:00 a.m.-5:30 p.m. 1 session.
Economics 119. \$32.





MAKING THE MOST OF YOUR TIME

Special Professional Programs

Special Professional Programs use an applications-oriented approach that can help you progress in fast-evolving fields. They offer you the opportunity to study under conditions conducive to here-and-now outcomes. Drawing on case studies and emphasizing personal applications, these one to three-day seminars give you the opportunity to stay on top of new information. They offer fresh ideas to achieve personal and organizational goals. At their best, these programs have 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 positions, 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 overview 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 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 500:

Thursday, May 4, 9 a.m.-5 p.m.,

Friday, May 5, 9 a.m.-4 p.m., and

Saturday, May 6, 9 a.m.-12 p.m.

Two all-day and one half-day sessions. 2CEUs.

Location to be announced. \$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 nine 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, President, Luther Management

Section 500: Monday, January 23 and Tuesday, January 24, 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

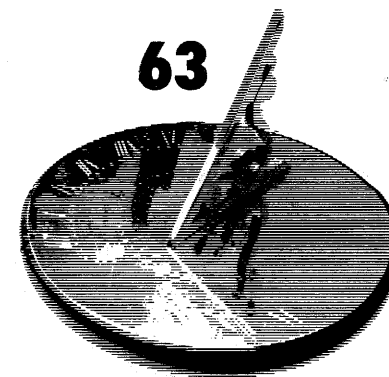
This "how to do it" workshop is taught by the author of *How To Develop a Business Plan in 15 Days*. We are bringing William Luther here again from Stamford, Connecticut, because of the enthusiasm participants expressed about his previous workshops. He will focus on the techniques and procedures to develop 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, President, Luther Management

Section 500: Monday, May 22 and Tuesday, May 23, 9:00 a.m.-4:00 p.m.

Two all-day sessions. 1.2 CEUs.

Computing Center. \$250.



SPECIAL PROFESSIONAL PROGRAMS



NCSS 063 **Advertising: Making It Work For You**

Every business owner and those managing their advertising investments need to understand what advertising can — and cannot — do, and how to integrate it into marketing products and services. This workshop provides a step-by-step procedure to develop, implement, and monitor an advertising program that fits any size business. Emphasis will be on how to plan, ways to identify "most likely" prospects and how to reach them, and how to develop an advertising message that reaches the right audience. Approaches to dealing with media, people, advertising agencies, and other suppliers will be presented. Specially prepared materials will be put to use immediately. This program qualifies for the Management Development Certificate Program. Fee includes lunch, refreshment breaks, materials, and parking. Raymond F. Marcus, Marketing and Merchandising Consultant.

Section 500: Wednesday, February 15 and Thursday, February 16, 9:00 a.m.-4:00 p.m. Two all-day sessions. 1.2 CEUs. Computing Center \$250.

NCSS 064 **Using Conflict Management to Your Advantage**

This workshop will focus on learning and building skills to manage the conflict process. Several models of the conflict management process will be described and applied to various scenarios. Participants will examine their own styles of conflict management through individualized assessment methods. Emphasis will be placed on creating positive outcomes from conflict situations. There will be opportunities to respond to case studies that illustrate a contingency (situation dependent) approach to managing the conflict process. The workshop will use interactive techniques and a hands-on exercise that demonstrates the utility of win/win collaborative methods of conflict management. Research findings, conceptual definitions of social conflict, including cultural and social barriers to conflict, the role of emotions in conflictual encounters and a two-dimensional model of conflict styles will be presented. Use of positional versus interest-based bargaining will be examined. This program qualifies for the Management Development Certificate Program. Fee includes materials, refreshment breaks, and parking.

Paul Hobson-Panico, Ph.D., Manager, Research and Development, Moran, Stahl & Boyer, Inc. and Susan Hobson-Panico, M.Ed., Director, Ombudsman Office, University of Colorado at Boulder

Section 500: Friday, March 17, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Events/Conference Center. \$95.

NCSS 066 **Bookkeeper Effectiveness Training: Using the Decision-Making Process**

This workshop is designed to help those performing bookkeeping-related duties to acquire the skills, abilities, and confidence to make routine financial data-handling decisions. The decision-making process will be presented, analyzed, and reinforced through examples, and applied to real situations faced by workshop participants. The workshop format is participative and its focus is appropriate for those whose financial data-handling training and experience ranges from very little to considerable. This program qualifies for the Management Development Certificate Program. Fee includes materials and refreshments.

Fred Moore, B.A., M.B.E., Public Accountant
Section 500: Thursday, May 4, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Longmont Area Chamber of Commerce. \$75.

NCSS 065 **Problem-Solving and Job Satisfaction: A Secretaries Day Workshop, Luncheon, and Teleconference**

This workshop format is a "first" for our programs designed in association with Secretaries Day. The morning will be devoted to presentations and interactive discussion directed to a set of core concerns for secretaries: people problems and five steps to solving them; eight sure-fire strategies to increase your professional effectiveness; the crucial role of integrity in the workplace and its effect on influencing others; elements of a positive public image; and five secrets of secretarial success. We invite you to include your boss at our special luncheon, or feel free to attend on your own. Either way, you will enjoy a period of relaxed collegiality and hear a short presentation designed especially for bosses who join us at lunch: four ways bosses benefit from team building; barriers and bridges to effective teamwork; and six ways bosses can support secretarial effectiveness. Finally, we will join a live, national teleconference for the afternoon. Produced by the American Management Association, this talkback videoconference is titled AMA's Second Annual Secretaries Briefing: Working Together as a Team: The Boss/Secretary Relationship. The focus will be on communication and a team atmosphere that creates positive work relationships. Panelists will look at how to recognize different work styles, changing roles, secretarial development, and mutual expectations of managers and secretaries. The teleconference will be concluded with an hour-long, local wrapup.

Shelly Espinosa, Co-author, *Working Solutions from Working Secretaries*.

Section 500: Wednesday, April 26, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Location to be announced. \$75. (\$50 if you attend only lunch and the teleconference.) Add \$10 if your boss joins you for our luncheon.



KEEP UP AND SAVE TIME

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

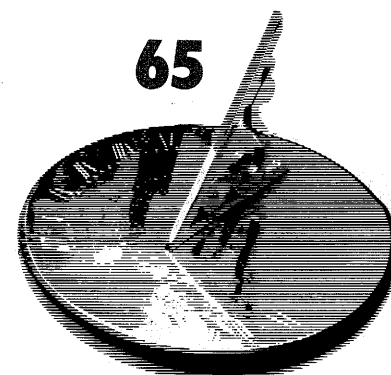
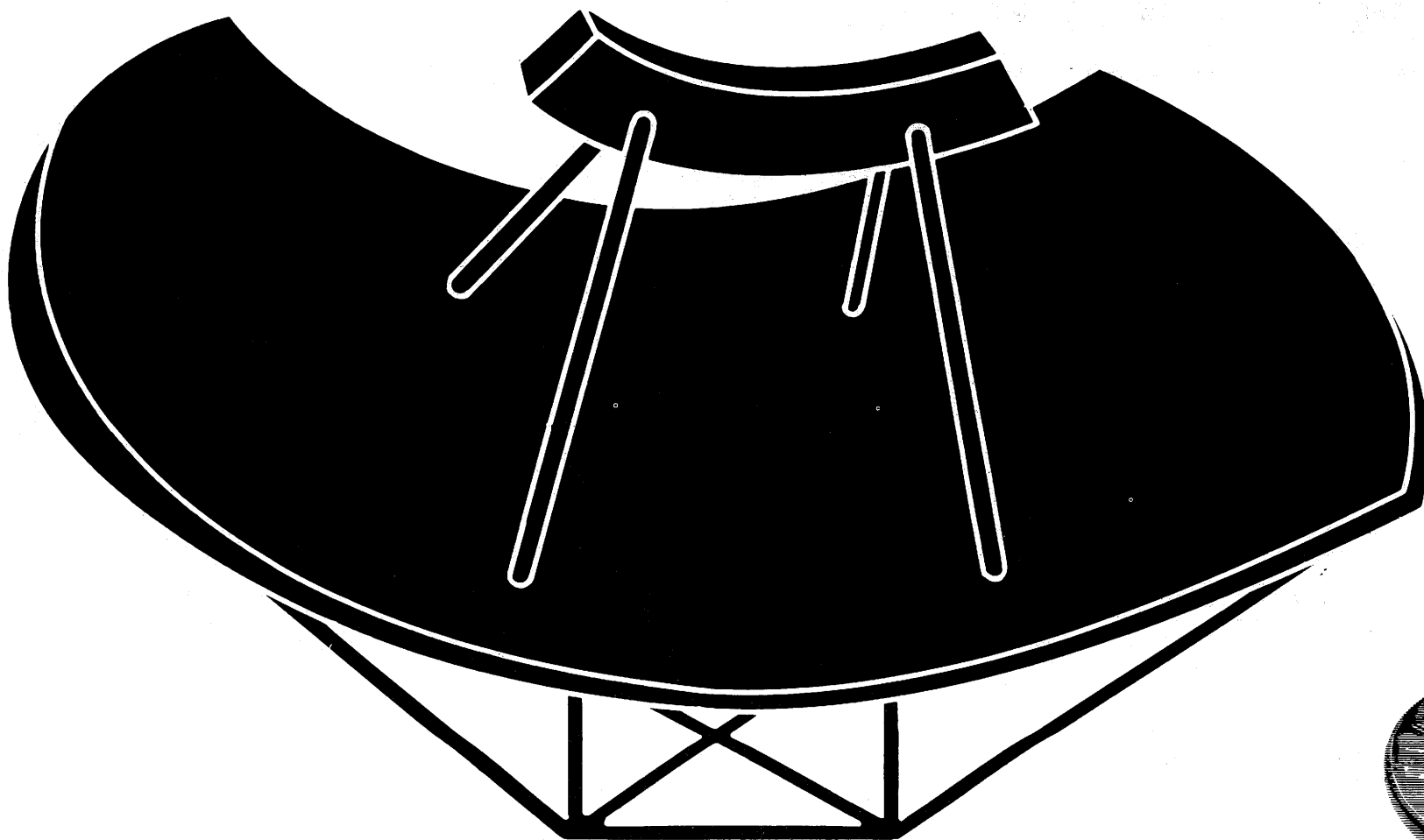
Live teleconferences cover a global range of topics, current among professionals, including: business management, marketing, global trade, small business skills, new industrial and information technologies, government policies and requirements, advances in engineering, personnel supervision, productivity, 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.



VIDEOTELECONFERENCING PROGRAMS



Video Teleconferencing

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 dynamism of networking live with audiences around the country.

EVERYONE HAS A FRONT ROW SEAT

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 work-place 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. Cooperative presentation 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.

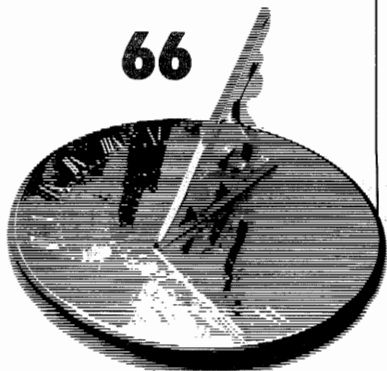
TWO WAYS TO REGISTER

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 79 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.

66



VIDEOTELECONFERENCING PROGRAMS

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.

1989 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 that can make a difference to your professional growth. This is one of today's most rapid means of obtaining new, "must know" information.

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; the Colorado Institute for Artificial Intelligence; 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.

Spring 1989 Management Series

MOTIVATION: THE KEY TO PERFORMANCE

Section 500: Wednesday, February 8
12:30-3:30 p.m.

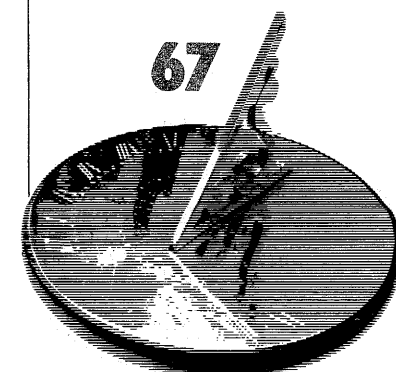
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: Fran Tarkenton 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*.

People only change their behavior when it makes a difference. This program takes a behavioral approach to motivating employees. By identifying motivational inhibitors and enhancers, a manager has the tools to measure effects on employee behavior. From the starting point through evaluating results to giving feedback, this comprehensive look at motivation will give participants an action plan.

This program is designed to help you:

- Understand the behavioral approach to motivating employees
- Motivate by applying consequences
- Track performance
- Develop consistent motivation procedures



VIDEOTELECONFERENCING PROGRAMS



MANAGERIAL COMMUNICATION

Section 500: Wednesday, March 8
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: Jan D'Arcy is a national speech/video consultant who has coached numerous executives and other professionals. People accept *you* first, then your ideas. Communication makes everything else work, especially communication of the values, goals, and mission of your organization. With today's emphasis on customer service, it becomes critical to emphasize communication skills because they can determine the fate of an organization.

This program is designed to help you:

- Send clear, concise messages
- Read signals and interpret communication from others
- Define desirable objectives in one-on-one communication
- Identify ways to analyze your audience
- Prepare for stressful communication

THE EFFECTIVE MANAGER: MANAGEMENT OF TIME

Section 500: Wednesday, April 12
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: To be announced. Effective people are those who get maximum benefit from the minimum investment of time. The fundamentals have not changed — goal setting, delegating, prioritizing — but the way we manage them has. Time management principles apply differently in a technological workplace. Today, unless you manage your time, very little else *can* be managed.

This program is designed to help you:

- Assess your management style and how it affects your use of time
- Set appropriate goals
- Identify time-wasters
- Gain mastery of the deluge of work, meetings, and information

LEADERSHIP FROM THE MIDDLE: ADVOCATING CHANGE

Section 500: Wednesday, May 10
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the
same organization.

Presenter: Daryl Conner is President of Organizational Development Resources, Inc., an Atlanta-based firm that provides training to organizations facing major change.

Many ideas generated from within an organization are never acknowledged by decision makers. Successful advocates are those who are able to identify the correct sponsor for changes they desire. They have learned how to present certain information in a way that significantly increases the likelihood of gaining management support.

This program is designed to help you:

- Determine the disruptive level of a proposed change
- Identify the correct sponsor for a proposed change
- Determine what information to present, and how to present it
- Recognize the characteristics of successful — and resourceful — change advocacy

Other Spring 1989 Professional Teleconferences

AMA's Second Annual Secretaries Briefing:
Working Together as a Team:

The Boss/Secretary Relationship

Section 500: Wednesday, April 26

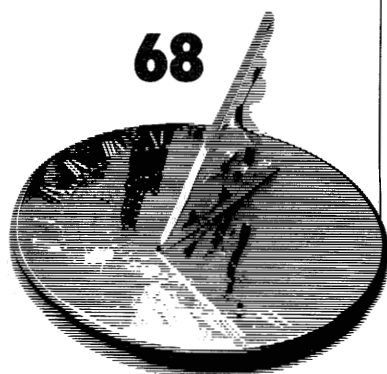
11:30-4:00 p.m.

.2 CEUs. Events/Conference Center. \$50;
\$40 for additional registrants from the same
organization. If you invite your boss to join
you for our luncheon from 11:30-12:30 p.m.,
add \$10 to the fee. Refer to page 64 for
details of the all-day program that includes
this teleconference.

The demands of a changing business environment have closed the door on the boss/subordinate relationship of the past. The national panelists will focus on how secretaries can take steps to enter into partnership with their managers. The emphasis will be on how to follow through on steps to create a productive team; recognizing colleagues' work styles; tips to help managers and secretaries establish a successful team effort; and perceptions and expectations that can lead to secretarial development. Our own wrapup of the teleconference will be conducted by Shelly Espinosa, co-author of *Working Solutions from Working Secretaries*.

Other Spring 1989 Teleconferences To Come

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.



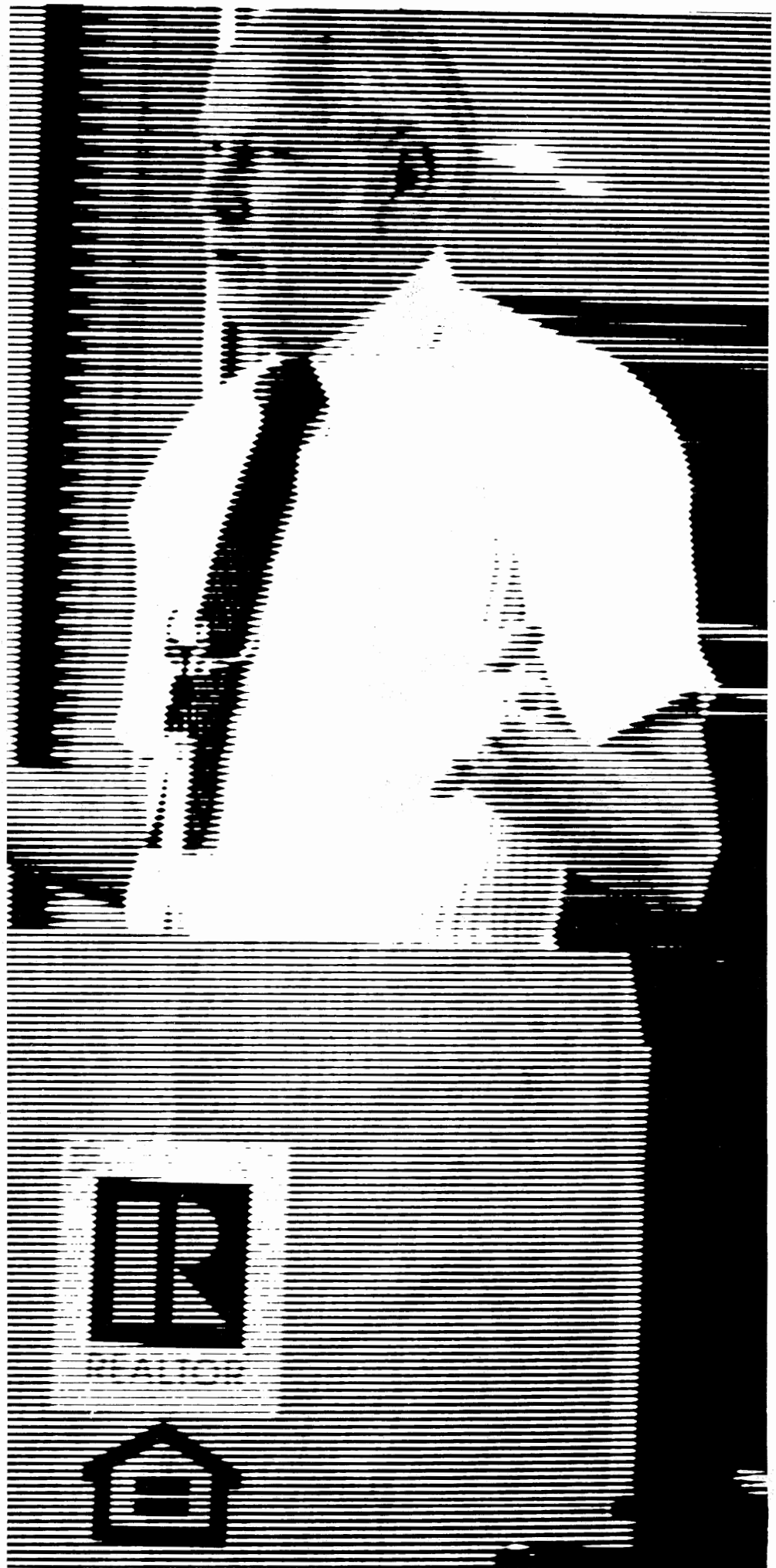
TIME IS ON YOUR SIDE

Real Estate Education Program

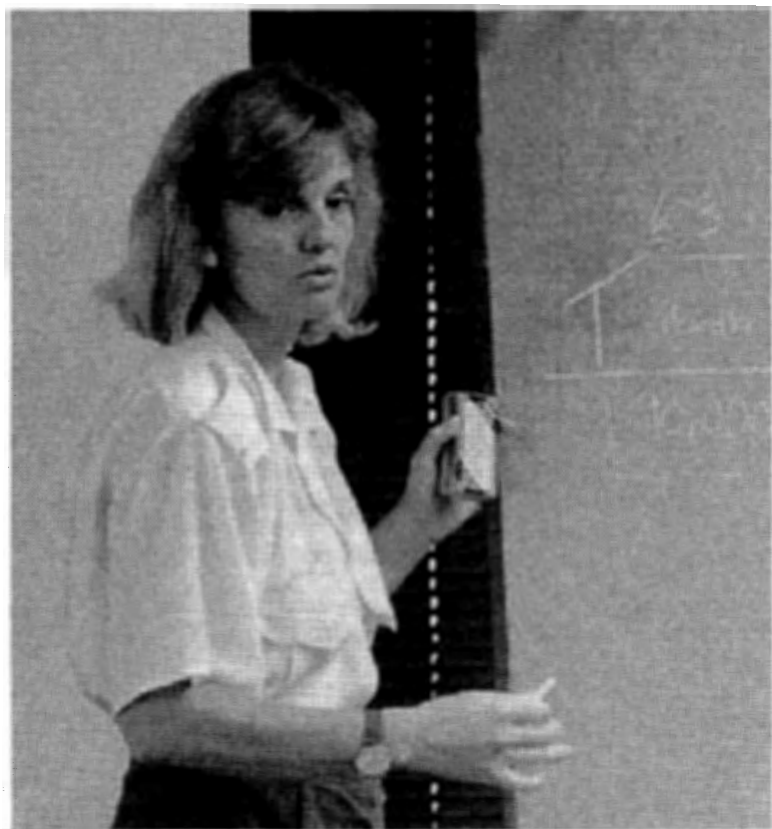
Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

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.



REAL ESTATE EDUCATION PROGRAM



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.

NCRE 07 Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

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.

Section 403

Night Course. 14 sessions. (48 hours)
Monday and Thursday, January 30-
March 16, 6:30-9:55 p.m.

Location: Engineering Building CR 1-46
Boulder Campus.

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.
Monday and Thursday, March 20-
April 18 (not meeting during Spring break
— March 27 and 30),
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

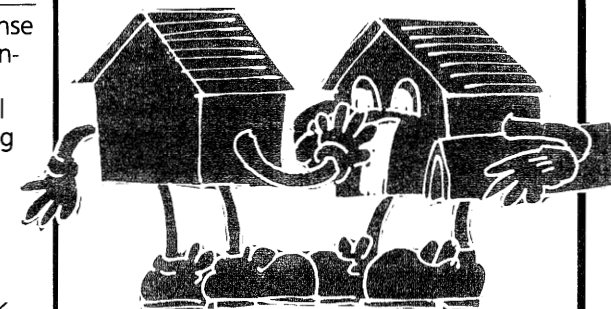
Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, V.A., and F.H.A., the owner-seller, etc.) and 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.
Wednesday, Thursday and Friday,
April 19, 20, 21, 8:30 a.m. to 5:30 p.m.

Location: Longmont Board of Realtors,
420 Kimbark, Longmont.

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.
Wednesday, Thursday, Friday,
February 8, 9, 10, 8:30 a.m.-5:30 p.m.

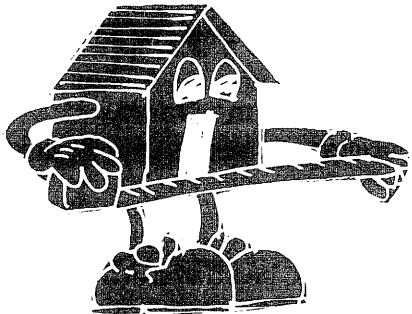
Location: Longmont Board of Realtors,
420 Kimbark, Longmont.

Tuition: \$110.

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REAL ESTATE EDUCATION PROGRAM



NCRE 33 **Real Estate Appraisal I (Residential)**

How to estimate the value of real property. We present the fundamentals of appraising both land and improved property and introduce the techniques used by professional appraisers. The emphasis is on the evaluation of residential real estate. The course includes a field trip and practical exercises. Text: *A Guide to Appraising Residences* (Stebbins, \$7).

Section 401
Daytime Course. 3 sessions.
Tuesday, Wednesday, Friday, January 31, February 1, 3, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: \$110.

NCRE 35 **Listing and Selling Real Estate**

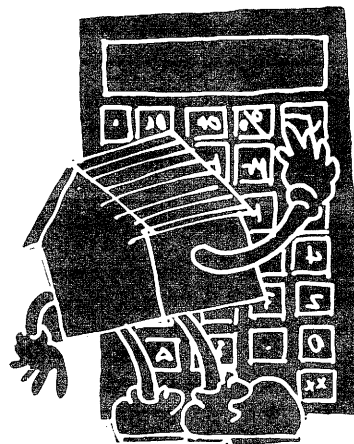
The object of this course is to help the real estate agent become more effective in servicing the buyers and sellers by studying successful and workable listing and selling techniques. This includes planning, prospecting, goal-setting, and organization of the agent's time. The course is taught by successful practicing real estate professionals who can relate to the problems that face sales agents.

Section 401
Daytime Course. 3 sessions.
Wednesday, Thursday and Friday,
March 1, 2, 3, 8:30 a.m.-5:00 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).

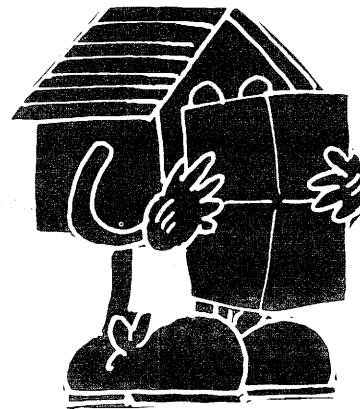
Section 401
Daytime course. 3 sessions.
Wednesday, Thursday, Friday,
March 15, 16, 17, 8:30 a.m.-5:00 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: \$110 plus textbook.



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, February 13
8:30 a.m. to 4:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: \$50.

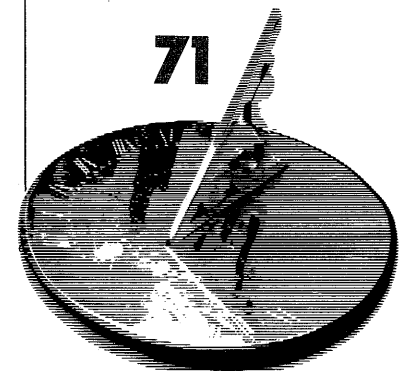


NCRE 200 **Everything You've Always Wanted to Know About Buying a House**

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-haves
- 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

Section 401
Night Course. 2 sessions.
Tuesday, Wednesday, April 11, 12
6:30 p.m. to 9:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition (6 hours): \$45.





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.

Survival Tips

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

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

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

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

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

All tuition and refund determinations are subject to audit.

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 17 academic areas:

- accounting
- anthropology
- business
- economics
- education
- engineering
- English
- fine arts
- geography
- 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.

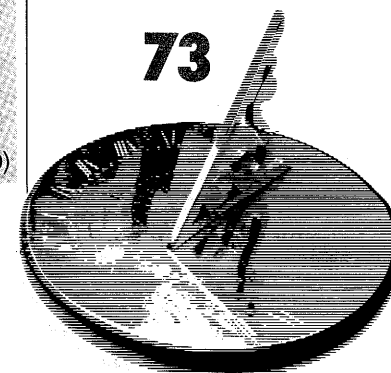
Ask your guidance counselor or advisor about high school independent learning courses.

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.

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 work hours by allowing students to learn in their own homes.

This spring, the Division of Continuing Education is offering four 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 4452-3 Modern American Poetry

KRMA-TV Channel 6, Saturdays, 10:00 am, beginning Jan. 21, 1989. Boulder Cable Channel 27, M-F, 10:30 am and 7:00 pm, beginning Jan. 23, 1989. Three semester hours credit.

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 1020-4 Beginning French 2

KRMA-TV Channel 6, Tuesdays, 9:30 am, beginning Jan. 17, 1989 and Saturdays, 7:30 am, beginning Jan. 21, 1989. Boulder Cable Channel 27, M-F, 11:30 am, 6:00 pm and 10:00 pm, beginning Jan. 23, 1989. Four semester hours credit.

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 2 will use half-hour video programs, audio programs, a text, workbooks and the student study guide.

Tuition: \$192 resident or nonresident.

GEOL 1030-3 Our Geological Environment

KRMA TV Channel 6, every other Saturday, 9:00 am, beginning Jan. 28, 1989. Boulder Cable Channel 27, M-F, 1:30 pm and 9:00 pm, beginning Jan. 30, 1989. This course is no open to majors in Geological Sciences at the University of Colorado at Boulder. Three semester hours credit.

This course is based on the television series

The Earth Explored, produced by the BBC Open University and KRMA-TV. The 14 half-hour television programs provide students with an international field trip in Physical Geology. From the top of the Alps to the bottom of Death Valley, the series examines the forces which have shaped and continue to shape our earth. The telecourse begins with an historical look through the eyes of one of the pioneers of modern geologic thought, Sir James Hutton and concludes with an examination of specific natural resources. Throughout the series, noted experts on physical geology and aerial and animation photography provide students with new insights in the Earth's physical processes.

Students will work with an instructor, using a text, a study guide and a laboratory manual in addition to the television programs.

Tuition: \$144 resident or nonresident.

PHED 2500-3 Survey of Contemporary Health.

Boulder Cable Channel 27 only, M-F, 12:30 pm and 8:00 pm, beginning Jan. 23, 1989. Three semester hours credit.

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.

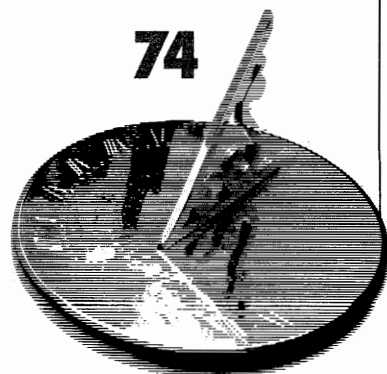
Covering a broad range of topics, from puberty, menopause, AIDS, and sex to the digestive system, back problems, and prescription medicines, *Here's to Your Health* uses video programs of animation, dramatization, and visits to hospitals, clinics, and leading research centers to reinforce the concepts 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 only 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 WITH CATECS MAKES EVERY MINUTE COUNT

As a busy professional, you know the value of your time and the importance of keeping current in your field. But do you know about CATECS? CATECS — the Center for Advanced Training in Engineering and Computer Science — brings quality graduate education to your worksite. A practical partnership with CU, business, industry, and government agencies supports CATECS to give you or your employees a convenient way to stay competitive in today's high-tech marketplace.

All University of Colorado campuses are now linked by a combination microwave and fiber optic network. A course from the Boulder campus may be received in Colorado Springs, and vice versa, so you have a full spectrum of CATECS courses to choose. Advanced communication technology brings the live classroom live to your workplace while you structure a learning program to fit your needs as well as your organization's.

The M.E. program is designed to meet the professional needs of engineers, scientists and technical managers. Through CATECS, you may complete a Master's degree in six years, or less, with courses brought to your workplace. Classes you begin this semester can be applied toward your degree program later, if you choose. You have until your third CATECS course to be accepted as a degree candidate in the graduate school.

Academically, the M.E. degree is fully comparable to the Master of Science (M.S. Plan II non-research) degree. This 30 credit hour program encompasses technical courses in a special discipline and electives in engineering, telecommunications, and business, capped by your own creative investigation.

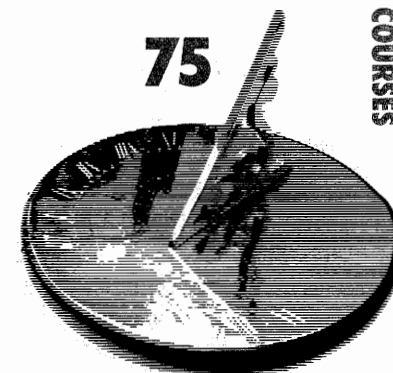
You may choose from the following areas of study:

Aerospace Engineering	Engineering Management*
Chemical Engineering	Civil, Architectural & Environmental Engineering
Computer Science	Mechanical Engineering
Electrical & Computer Engineering	

*Master of Engineering in Engineering Management

If you're a scientist or engineer who has been promoted to a line management program with just your undergraduate degree, CU's unique engineering management degree may provide just what you need to enhance your effectiveness in the fast-paced world of high-tech management. Established in response to a demand from Front Range industrial and military organizations, this program combines theoretical and technical education with the essential skills you need to become an effective project manager.

CATECS is now selecting a new entering class to begin the January 1989 Engineering Management course sequence. The two-year program for this degree includes a sequence of five core engineering management courses, plus 15 credit hours of technical courses and a final project. If you are interested in joining this class, contact CATECS at 303-492-6331.



CATECS - ENGINEERING & COMPUTER SCIENCE GRADUATE COURSES



Earning a Degree Where You Work

CATECS offers a flexible, versatile program, where you work, so you may earn an M.E. in the engineering disciplines listed above, or in the unique Engineering Management program. Two-way audio communication lets you be an active participant in campus classes, without any time sacrificed to commuting. You receive the same high-quality instruction as campus classes. Yet if business calls you away, you can get back-up videotapes to fill you in on classes you miss.

Instructors also have special telephone office hours, to answer all your questions.

Currently, more than 40 graduate-level courses are transmitted live via educational television with two-way audio from the Boulder campus directly to 50 worksites in Colorado and adjacent states.

Other Options

You don't need to be working on a Masters degree to take CATECS courses. You may also audit courses for your own professional development or take courses on a non-credit basis.

In addition, CATECS offers special short courses to update you in specific areas.

Getting Started

Most CATECS students have their education efforts supported by their employers. Your organization's Education Officer handles registration, TV reception at your end, facilitates the TV viewing or videotape delivery, distributes homework and assignments, and monitors exams.

Special equipment is required to receive class transmissions, including an antenna and downconverter to receive the live signal and a conference telephone-microphone system for two-way audio communication. A VCR and monitor are also necessary for viewing videotapes.

CATECS can assist you with information about these special equipment needs. Or help your organization join the multi-state CATECS network of more than 100 participating employers.

Please note: You may also participate in CATECS classes without a company affiliation.

Registration and Tuition

Your company Education Officer should be the key person for you to contact about CATECS Courses. If you have no Education Officer or company affiliation, then you may contact the CATECS office directly.

Tuition is \$750 for each three credit hour technical course. The Engineering Management core courses are \$948. Audit tuition is \$525.

Registration for Spring Semester 1989 begins December 1. December 29 is the registration deadline. After December 29, a \$25 late registration fee will be added to tuition for each class.

Classes begin January 11. Late registration can be accepted through January 27 — with the approval of the instructor.

Special Short Course — February 20-22, 1989

Subject: In-Situ Stresses and In-Situ Stress Management

Location: Events Center, CU-Boulder

Overview: This three-day intensive workshop will provide an up-to-date treatment of the theory of in-situ stress measurements and the methods for conducting such measurements. This knowledge is vital in designing civil and mining underground excavations, in reservoir engineering as well as in the geology and geophysics for earthquake prediction. All these applications will be explored during the course of this international workshop. A general understanding of fundamental concepts in earth sciences, mathematics and mechanics are necessary to benefit from the workshop.

Who Should Attend: Civil, Mining, Petroleum Engineers as well as Geologists interested in in-situ stresses and in-situ stress measurements.

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, Sweden. 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.

Dates To Remember Spring 1989

December 1 — Registration accepted for Spring Semester 1989.

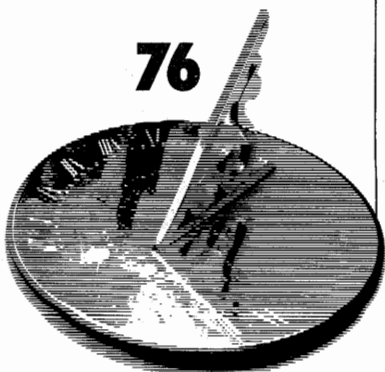
December 29 — Registration deadline. After this date, a \$25 late registration fee will be added to tuition for each class.

Late registration accepted through January 27 with instructor approval.

January 11 — Classes begin. Add/Drop continues.

Students may attend first class and receive 100% tuition refund, less a \$25 withdrawal fee.

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CATECS - ENGINEERING & COMPUTER SCIENCE GRADUATE COURSES

January 16 — Martin Luther King, Jr. Holiday, No Classes.

January 16-21 — Students may drop a class with a tuition refund of 80%

January 22-28 — Students may drop a class with a tuition refund of 50%

January 27 — 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

February 21 — 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.

March 27-31 — Spring Break, No Classes.

April 3 — Classes resume

May 1 — Last day of class

May 2 — Reading Day.

May 3-10 — Final examination period. You will receive exact examination dates during the semester.

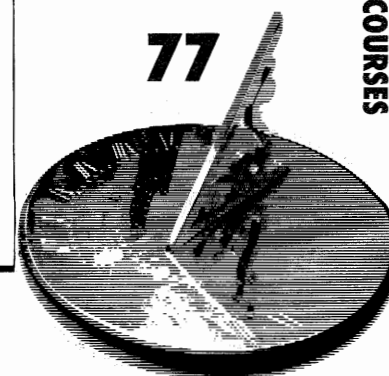
May 12 — Commencement.

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.

CATECS Spring 1989 Graduate Credit Courses

Number	Course	Faculty	Time
Aerospace			
ASEN 5045	Spacecraft Design	Brown/McMordie	TR 0430-0545
ASEN 5050	Space Flight Dynamics	Culp	TR 0930-1045
ASEN 5837	Control of Large Aerospace Structures II	Balas	TR 0330-0445
Chemical Engineering			
CHEN 5833	Biochemical Separations	Todd/Sitkar	MW 0500-0615
Computer Science			
CSCI 5454	Algorithms	Gabow	MWF 0100-0150
CSCI 5817	Database Systems	King	TW 0200-0315
CSCI 6838	User Interface Design	Lewis	W 0400-0630
CSCI 7143	Topics in Computer Systems	Klingenstein	TR 1230-0145
CSCI 7176	Multigrid Methods for Large-Scale Computational Models (MATH 5698)	McCormick	MW 0400-0515
Electrical and Computer Engineering			
ECEN 5104	Computer Aided Microwave Circuit Design	Gupta	TR 1100-1215
ECEN 5254	Radar/Remote Sensing	Avery	MW 0330-0445
ECEN 5553	Parallel Processing	Pleszkun	TR 0200-0315
ECEN 5727	Energy System Analysis II	Hanna	TR 0800-0915
ECEN 5774	Power System Protection	Roemish	MW 0530-0645
ECEN 5807	Power Electronics	Erickson	TR 1100-1215
Engineering Management			
EMEN 5010	Introduction to Engineering Management	Hearth	W 0830-1100
EMEN 5050	Productivity, Quality, and Strategy in High Tech Companies	Mercure	W 0800-1030
EMEN 5840	Project/Independent Study	Mercure	by request
Mathematics			
MATH 5698	Multi-Grid Methods for Large-Scale Computational Models (CSCI 7176)	McCormick	TR 0400-0515
Mechanical Engineering			
MCEN 5130	Methods of Engineering Analysis II	Datta	TR 1230-0145
MCEN 5162	Heat Transfer	Branch	MW 0200-0315
Telecommunications			
TLEN 5330	Data Communications I	Gates	MF 0730-0845
TLEN 5430	Data Communications II	Hershey	F 0300-0530
TLEN 5830	Telecommunication Policy	Shain	M 0900-1130



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, December 12 through Friday, February 10, 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 February 13, 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:

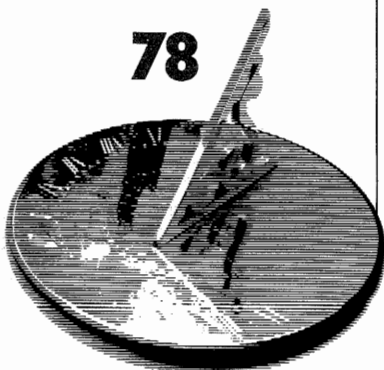
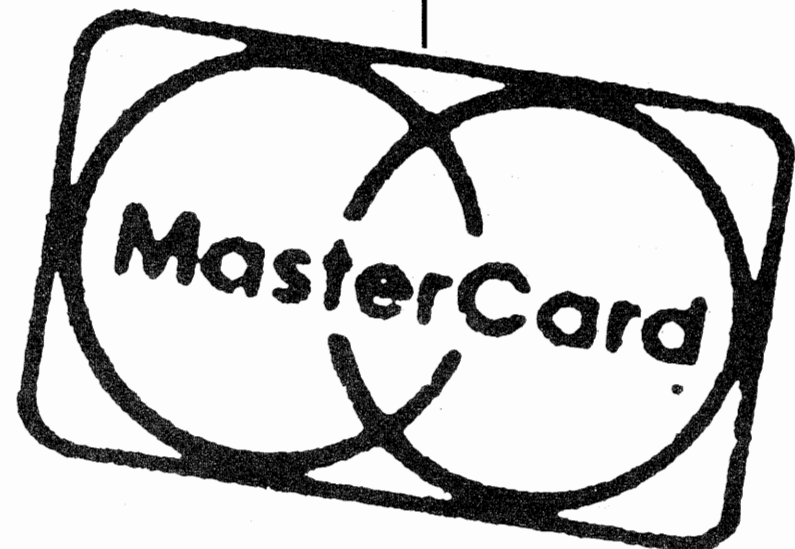
Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby.

By mail:

To enroll for courses, please fill out the appropriate forms (page 79 for Noncredit/Certificate — on page 81 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 postage paid envelope located at the center of the catalogue.



Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Birthdate _____
Month/Day/Year

Mr. _____
 Ms. _____
Last First Middle Initial

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

_____ I certify that I am registered with the Selective Service.

I am not required to register with the Selective Service because:

_____ I am a female.

_____ I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

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

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

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

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

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

Student Signature _____ Date _____

Course No.	Course Title and (if applicable) Section Number	Tuition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheet if needed

Total Enclosed _____

Tuition Payment by Mail

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

Charge: VISA MasterCard (check one)

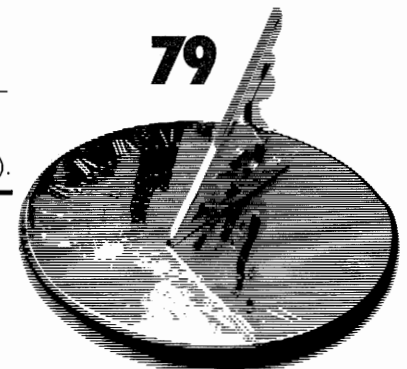
_____/_____/_____/_____

Expiration Date ____/____

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

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

REGISTRATION INFORMATION



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

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM _____

**REGISTRATION
DATE** _____

Last Name	First Name	Middle Name	Maiden Name

If changed, give name under which you were last registered _____

Mailing address _____
No. and Street City State Zip Code

Home Phone _____	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	RACE: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____	MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married
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CITIZENSHIP:
 C = U.S. Citizen
 P = Non-U.S. Citizen/permanent status—List alien registr. No. _____
 T = Non-U.S. Citizen—List Type of Temporary Visa _____

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

FORMER STUDENT NUMBER:

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BIRTHDATE

<small>Month</small>	<small>Day</small>	<small>Year</small>

MILITARY SERVICE:
 Non-veteran Veteran
 Active Duty Veteran Eligible for VA benefits

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

ALL APPLICANTS

- Do you have a high school diploma or a G.E.D. Certificate? No (Submit HS Concurrent Form) Yes
 High School Name/City/State _____ Graduation Date _____
- Have you ever enrolled for credit course(s) at any campus of the University of Colorado?
 No Yes Campus _____ Term _____ Year _____ of most recent attendance as a Degree Student or Special Student
- Are you currently on suspension from any Campus/School of CU? No Yes School _____
- Do you owe a debt to any University of Colorado campus? No Yes
- Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
 College Name/City/State _____
- Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)
- Do you have any serious health conditions/limitations which should be brought to the attention of the University? No Yes (Attach statement)

**DO NOT WRITE
IN THIS COLUMN**

Sex	Race
Citz	TRC 1
Birth Date Mo/Day/Yr	
Hours	
School	Major
Class	Grad Stat
Res	Res State
Adm Stat	Adm Type
Mar	GPA
Stops	
Fin Stop	Vet
Prev Term/Yr /Campus	
SAVE	

COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT

	You	Your Parent/Guardian (if you are under 22)
Dates of continuous physical presence in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
Dates of employment in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
List exact years Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr)	____/____ to ____/____	____/____ to ____/____
Date of marriage, if applicable (mo/yr)	____/____	____/____
Date current Colorado Driver's License was issued (mo/yr)	____/____	____/____
Have you had a previous Colorado Driver's License?	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr)	_____	_____
Date of Colorado Voter Registration (mo/yr)	____/____	____/____
Date of purchase of any Colorado residential property (mo/yr)	____/____	____/____
Dates of military service, if applicable, (mo/yr)	____/____ to ____/____	____/____ to ____/____

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

REGISTRATION INFORMATION

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: _____

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

SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

_____ I certify that I am registered with the Selective Service.

I am not required to register with the Selective Service because:

_____ I am a female.

_____ I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

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

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

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

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

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

Student Signature _____

Date _____

Tuition Payment by Mail

Please send a check, payable to
University of Colorado, to:
Division of Continuing Education
Campus Box 178

University of Colorado at Boulder
Boulder, CO 80309-0178

If using MasterCard, VISA
enclose the following information:

Charge: VISA MasterCard (check one)

_____ / _____ / _____ / _____

Expiration Date _____ / _____

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

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

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1. Charge It. Phone registration's simple. Charge Noncredit or Certificate courses to your Visa or MasterCard. Just call 492-6316 (after February 10, 492-5148) or 1-800-332-5839, toll-free any weekday.

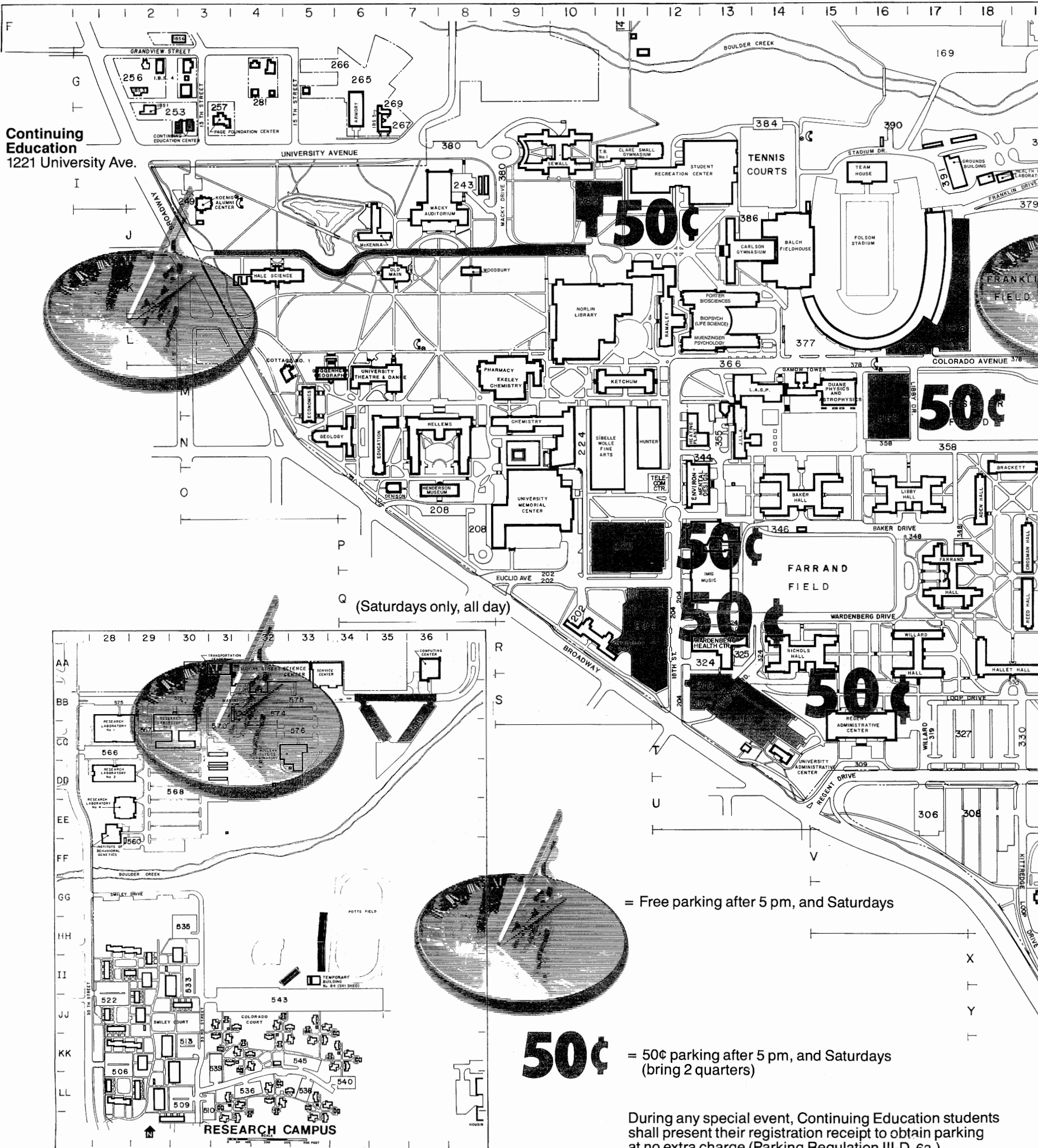
2. At Your Mailbox. For Noncredit/Certificate classes, use the form on page 79. Your admission receipt comes by return mail. If you only need two or three hours of Evening Credit classes, mail in the form on page 81.

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 p.m. 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

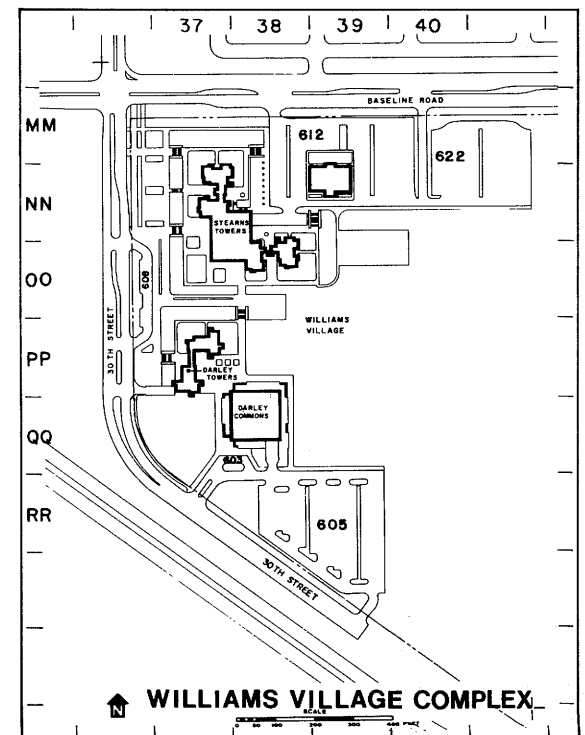
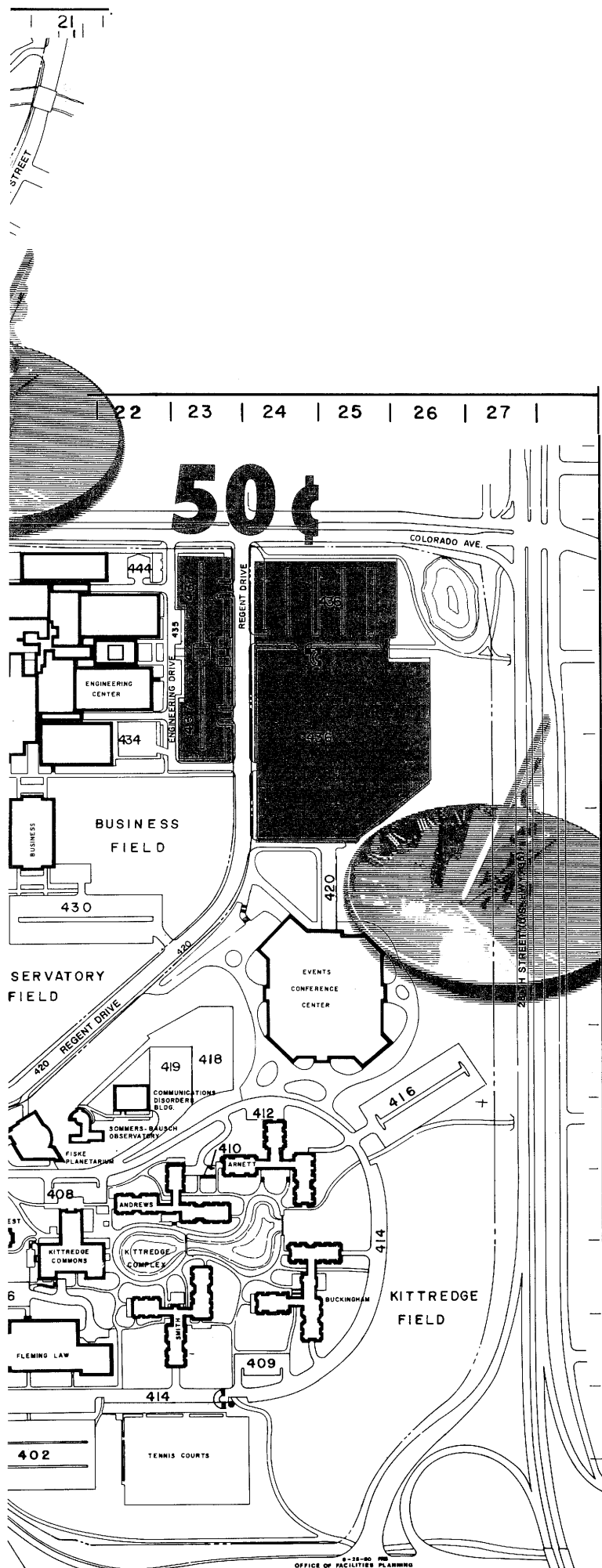
50¢ = 50¢ parking after 5 pm, and Saturdays
(bring 2 quarters)

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

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
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 Colorado Court—KK-32
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 Continuing Education—H-3, 1221-1229 University
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 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
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 Ekeley Chemistry—M-8
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 Events/Conference Center—S-24
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 Farrand Hall—Q-17
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 Fleming Law—X-20
 Folsom Stadium—K-16
 Gamow Tower—M-14
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 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)
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 Transportation Center—AA-31
 University Administrative Center—T-14 (914 Broadway)
 University Club—R-10
 University Memorial Center—O-9
 University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29
 University Theatre—M-7
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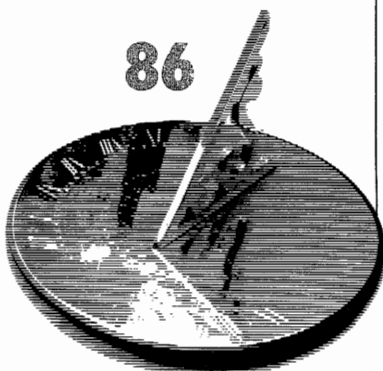
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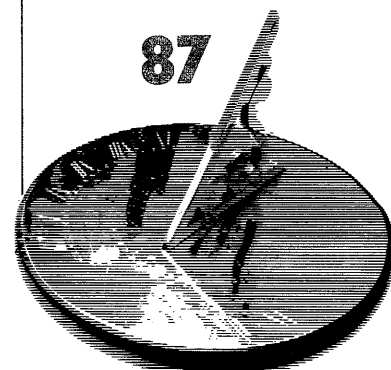
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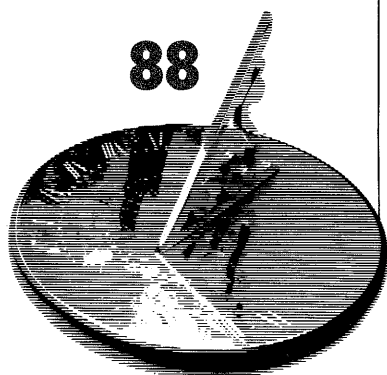
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