

CONTINUING EDUCATION

SUMMER 1994 UNIVERSITY OF COLORADO AT BOULDER



BECOMINGS

Why are you here? Survey results.

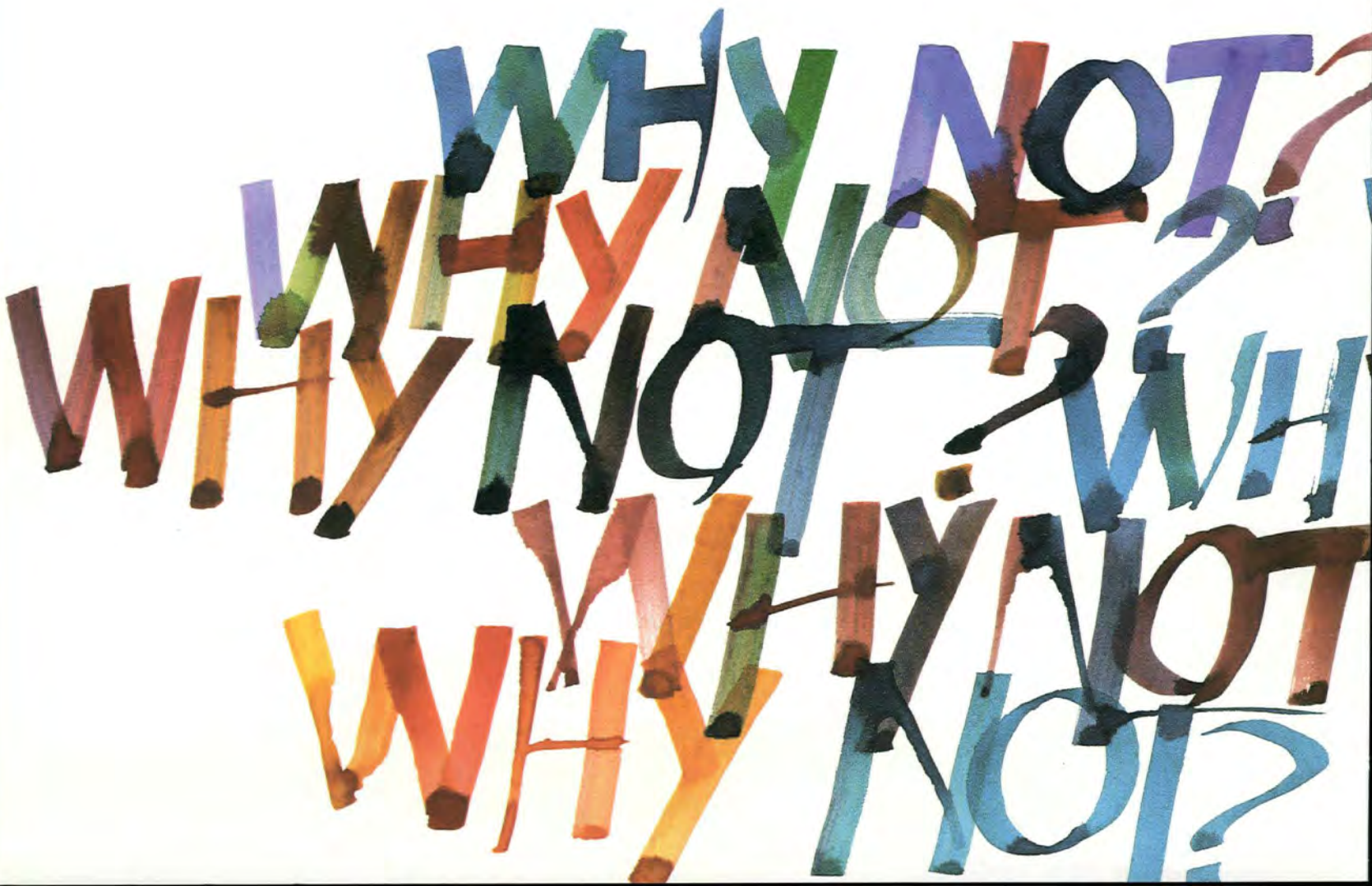
A recent informal survey of Continuing Education students revealed that the No. 1 reason for taking a course with us is "life enhancement." Followed quickly by "career enhancement," "changing occupations" and a need to "expand skills and knowledge for present occupation." The diversity of our program offerings and the flexibility we offer also get high marks. It's exciting that, in the midst of blazing a career path (or preparing to), our students are investing time (the most precious resource of all) to reap the dividends of lifelong learning.

This summer's newest offerings are especially choice, from Modern Architecture to Colorado Dinosaurs. From a series of Internet courses to a practical look at trading and investing overseas, prompted by the passage of NAFTA. Lots of ways to open doors, discover windows, and find a way to access the university.

Four Ways to Register

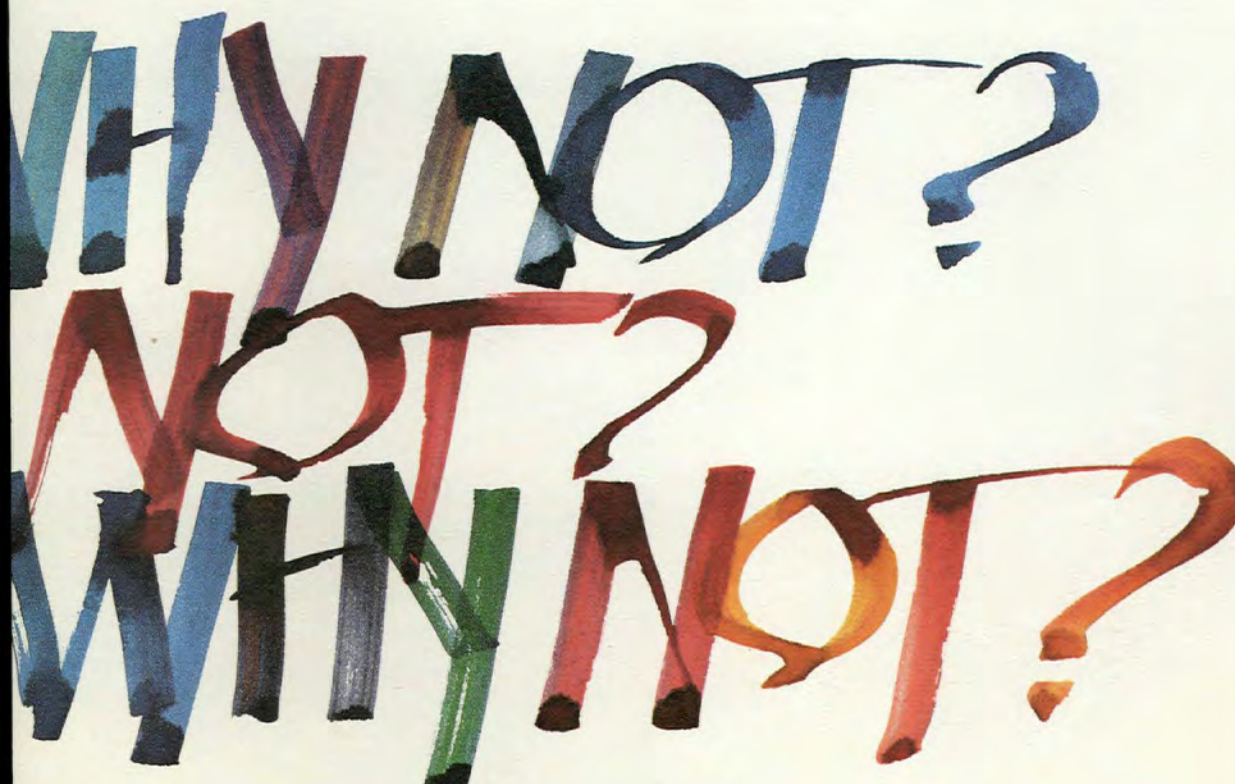
1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate courses.
2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.
3. **In person.** Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 a.m. to 5 p.m. Fridays).
4. **Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 39) and have your credit card information handy. Then call 492-5148 or 1-800-331-2801.

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



Contents

Boulder Evening Credit Classes	3
University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, Economics, English, Geography, Mathematics, Philosophy and Psychology.	
Noncredit (Personal Development) Courses	9
A lively, relevant approach to the arts, languages, lifestyles, testing and writing.	
Business Classes	17
Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development Certificate also available.	
Computer Applications Certificate Program	21
Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.	
Professional Certificate Program in Total Quality Management	31
Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.	
Additional Opportunities Available Through Continuing Education	33
The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.	
<ul style="list-style-type: none"> Independent Study Real Estate Education On-Site Training Center for Advanced Training in Engineering and Computer Science (CATECS) International English Center 	
Campus Map	34
Registration Information	36
Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.	
Credit Registration Form	37
Noncredit/Certificate Registration Form	39
Index	40



Catalog Production.

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





To your credit—endless curiosity and broad interests. A taste for beginnings. Indulge here.

Evening credit students are here by choice. They like the informal atmosphere, the give and take of class discussions. Credits may be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours (usually 12) before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

Residency: Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$80 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

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

Tuition: Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 4 for more information.

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

- Total library services at no additional charge
- Recreation Center Membership for \$51 a semester
- Wardenburg Student Health Services for \$55 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design, Room 2 (492-5091).

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

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

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

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

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning June 6.

One of the special pleasures of helping two generations of CU students conquer College Algebra is running into former students. Robert Ellingwood says, "It's fun to hear how and what they're doing." In 42 years on the math faculty, he has taught a chunk of the curriculum, but algebra is his specialty. He enjoys teaching Evening Credit courses because classes always include an interesting mix of motivated students. He says that skills now are generally better than they used to be—except for the late '60s and early '70s when "modern math" delivered students poorly prepared for college-level work. Prof. Ellingwood is a Colorado native and an avid climber who has bagged every one of the Colorado fourteeners. Ellingwood Peak in the Sangre de Cristo range is named after his father, a pioneering mountain climber.

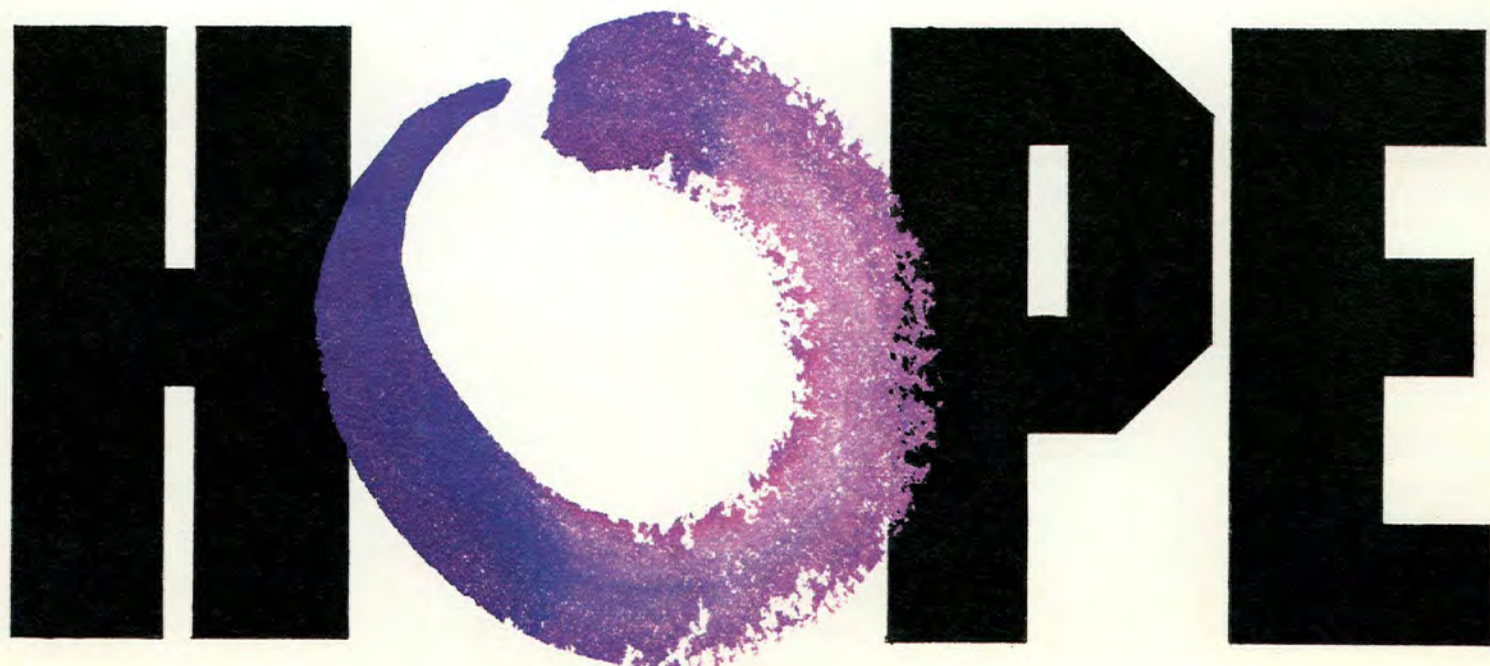
Credit Classes Calendar—Dates You Should Know

May 9	First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5:30 Monday through Thursday; 8:30-5 Friday.
June 6	Eight-Week Session Begins. FACULTY/STAFF registration for Boulder Evening eight-week session on space available basis. 50% discount. Current PAF employment verification copy required.
June 10	LAST DAY TO REGISTER FOR EIGHT-WEEK SESSION. Withdrawals from eight-week session after this date will appear as a "W" on student's academic record. Registration continues for Five-Week Session.
June 13	Instructor's signature required to drop classes.*
June 20	Petition required to drop classes.
July 4	Holiday. NO CLASSES.
July 11	Five-Week Course Begins. FACULTY/STAFF registration for Boulder Evening five-week session on space available basis. 50% discount. Current PAF employment verification copy required.
July 14	LAST DAY TO REGISTER FOR FIVE-WEEK COURSE. Withdrawals from five-week session after this date will appear as a "W" on student's academic record.
July 15	Instructor's signature required to drop five-week course.*
July 20	Petition required to drop five-week course.
August 1	Eight-Week Sessions Ends.
August 12	Five-Week Course Ends.

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

Refund Schedule for Credit Classes

Eight-Week Session	Five-Week Session
100% through June 10	100% through July 14
60% June 13 through June 17	60% July 15 through July 19
40% June 20 through 24	40% July 20 through July 25



Eight-Week Session, Summer 1994

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Evening Courses, Begin June 6 and End August 1				
✓ COMM	2030-3	300	6-8:30 p.m.	Interpersonal Communication
ENGL	1600-3	300	5:30-8 p.m.	Masterpieces of American Literature
✓ ENGL	3051-3	300	6-8:30 p.m.	Intermediate Fiction Workshop
✓ HIST	4166-3	300	6-8:30 p.m.	The War in Vietnam and Its Legacy
✓ JOUR	4872-3	300	6-8:30 p.m.	Women and Popular Culture
✓ KINE	3420-3	300	6:30-9 p.m.	Nutrition, Health and Performance
✓ MATH	1011-3	300	6:30-9 p.m.	Fundamentals and Techniques of College Algebra
✓ PSYC	4303-3	300	6-8:30 p.m.	Abnormal Psychology
✓ SOCY	4003-3	300	6-8:30 p.m.	Sociology of Aging

Dept.	Course No. & Hours	Section	Time	Course Title
Tuesday and Thursday Evening Courses, Begin June 7 and End July 28				
✓ COMM	2000-3	300	6-8:30 p.m.	Perspectives on Human Communication
✓ EDUC	3303-2	300	6-7:45 p.m.	Oral Communication for Teachers
✓ ENGL	1260-3	300	5:30-8 p.m.	Introduction to Women's Literature
✓ ENGL	3062-3	300	6-8:30 p.m.	Modern and Contemporary Literature
✓ FILM	2400-3	300	6-8:30 p.m.	Intermediate Small-Format Production
✓ FINE	1875-2	300	6-10 p.m.	Introductory Ceramic Survey
✓ FINE	4349-3	300	6-8:30 p.m.	Modern Architecture
✓ PHIL	1600-3	300	6:30-9 p.m.	Philosophy and Religion
✓ PSCI	3054-3	300	6-8:30 p.m.	American Political Thought
✓ PSYC	4406-3	300	6-8:30 p.m.	Social Psychology
✓ SOCY	2031-3	300	6-8:30 p.m.	U.S. Values, Social Problems and Change

Five-Week Session

Dept.	Course No. & Hours	Section	Time	Course Title
Monday, Wednesday and Friday Course, Begins July 11 and Ends August 12				
THTR	4059/5059-3	301	1-4 p.m.	Open Topics in Theatre and Drama: Teaching Shakespeare

Survival Tips

Important Information for Arts and Sciences Students

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

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

Not Attending Classes Does Not Mean You Have Withdrawn.

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.

Julian Korber is a day student majoring in Environmental Conservation, taking Social Values and Social Conflicts through the Evening Credit program. He says the professor (Ann Sherman) is "really good." He especially appreciates the small class size and the level of classroom discussion.



COMMUNICATION

Communication 2000-3 Perspectives on Human Communication

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. McKenna 112. \$240 (resident).

*Communication 2030-3 Interpersonal Communication

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. McKenna 112. \$240 (resident).

EDUCATION

Education 3303-2 Oral Communication for Teachers

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

Section 300: Tuesdays and Thursdays, 6-7:45 p.m. Education 143. \$168 (resident).

ENGLISH

*English 1260-3 Introduction to Women's Literature

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. Same as WMST 1260.

Approved for arts and sciences core curriculum: cultural and gender diversity.

Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Engineering Center CR 0-38. \$240 (resident).

*English 1600-3 Masterpieces of American Literature

Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.

Section 300: Mondays and Wednesdays, 5:30-8 p.m. Business 251. \$240 (resident).

English 3051-3 Intermediate Fiction Workshop

Intermediate course in fiction writing. Prerequisite, instructor consent based on submission of manuscript (one short story). May be taken up to three times for credit.

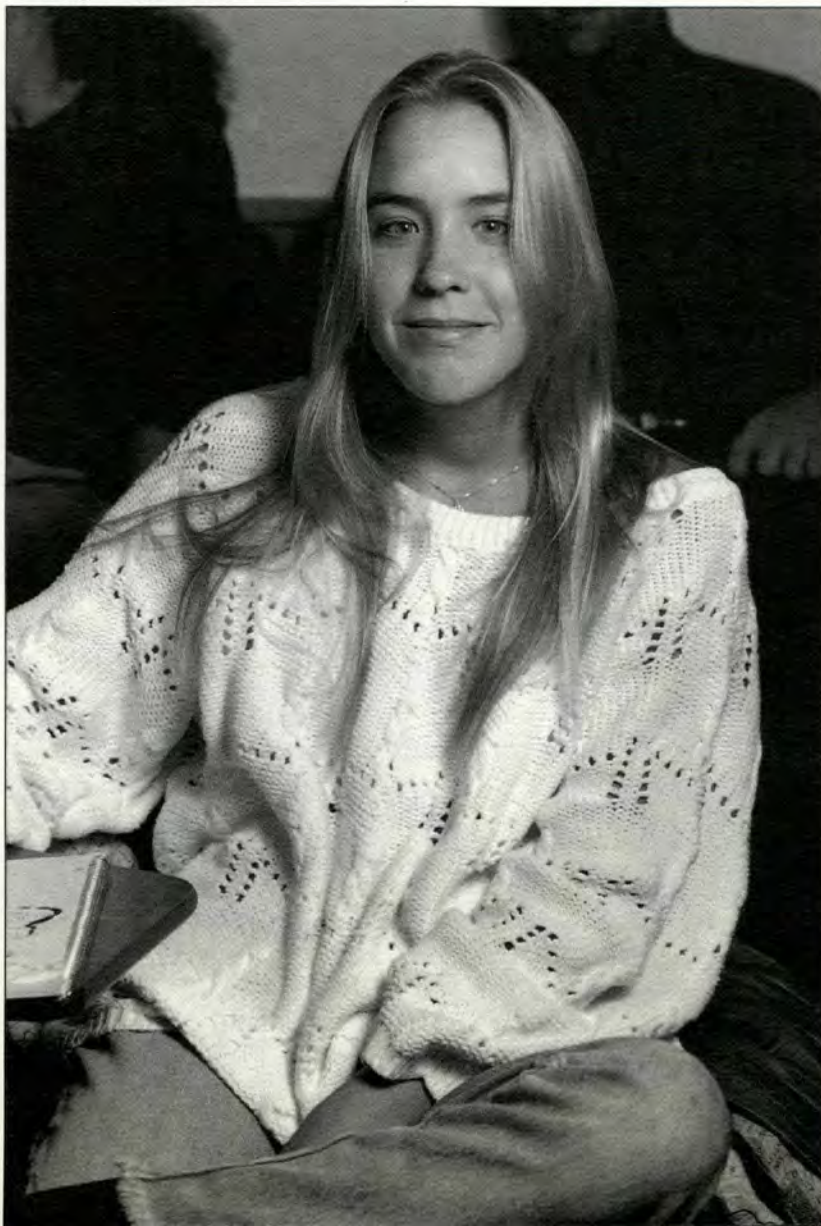
Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 259. \$240 (resident).

*English 3062-3 Modern and Contemporary Literature

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Education 136. \$240 (resident).

Missy Jacobs is an undergraduate student from Oak Park, Illinois, taking advantage of the flexible scheduling provided by Evening Credit courses.



Survival Tips

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

FILM

Film Studies 2400-3 Intermediate Small-Format Production

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Ketchum 301. \$240 (resident).

FINE ARTS

Fine Arts 1875-2 Introductory Ceramic Survey

Encompasses broad and fundamental uses of clay. Basic instruction and demonstration of throwing, handbuilding and primitive clay forming methods. Investigates utility, function, and ceramics in the fine arts context. Slide presentations explore historical and contemporary attitudes involving ceramics.

Section 300: Tuesdays and Thursdays, 6-10 p.m. Fine Arts 1B30. \$245 (resident).

**Fine Arts 4349-3
Modern Architecture**

Survey of world contemporary architecture from its beginnings with Richardson and Wright to the present.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Ramaley N1B31. \$240 (resident).

HISTORY**History 4166-3
The War in Vietnam and Its Legacy**

Traces diplomatic, military, cultural, social and political history of the war in Vietnam from the beginning of U.S. involvement in 1950 to its aftermath in the 1980s. Prerequisite, junior or senior standing. Approved for arts and sciences core curriculum: United States context or contemporary societies.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 267. \$240 (resident).

JOURNALISM**Journalism 4872-3
Women and Popular Culture**

As modern poet Wallace Stevens wrote in "The Idea of Order at Key West," each woman is the "maker of the song" she sings and is the "single artificer of the world" in which she lives. This course explores how women are perceived in contemporary Western culture, as well as how they perceive themselves. Through a story of contemporary literature, television news and programming, popular magazines, advertising and current newspaper articles, students examine how women help to create mass culture and their image in society.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Woodbury 106. \$240 (resident).

KINESIOLOGY**Kinesiology 3420-3
Nutrition, Health and Performance**

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

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Hale 230. \$240 (resident).

MATHEMATICS**Mathematics 1011-3
Fundamentals and Techniques
of College Algebra**

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

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Engineering Center 0-38. \$240 (resident).

PHILOSOPHY***Philosophy 1600-3
Philosophy and Religion**

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for arts and sciences core curriculum: ideals and values.

Section 300: Tuesdays and Thursdays, 6:30-9 p.m. Hellems 267. \$240 (resident).

POLITICAL SCIENCE***Political Science 3054-3
American Political Thought**

Development of American political theories and ideas from colonial to present. Can be taken for American field credit. Prerequisite, PSCI 2004 recommended. Approved for arts and sciences core curriculum: United States context or ideals and values.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E113. \$240 (resident).

PSYCHOLOGY**Psychology 4303-3
Abnormal Psychology**

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Muenzinger E432. \$248 (resident).

**Psychology 4406-3
Social Psychology**

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E432. \$240 (resident).

SOCIOLOGY***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. Approved for arts and sciences core curriculum: ideals and values.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Education 220. \$240 (resident).

**Sociology 4003-3
Sociology of Aging**

Studies present and future roles of the aged in the family, the community, and the economic, political, health, and retirement systems. Approved for arts and sciences core curriculum: contemporary societies.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Economics 13. \$240 (resident).

THEATRE**Theatre 4059/5059-3
Open Topics in Theatre and Drama:
Teaching Shakespeare**

This course is focused on developing effective, innovative, performance-based strategies for teaching Shakespeare at the secondary level. Participants will take part in lecture/seminars, performance-based workshops, and curriculum development sessions.

Section 301: Mondays, Wednesdays and Fridays, 1-4 p.m. University Theatre building C240. \$240 (resident).

Survival Tips

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

Survival Tips

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



The sign says: You are here.
 True enough, but where to next?
 Noncredit offerings can help you begin
 to qualify and choose.

Whether thinking about a career move or just giving yourself a chance to pursue a subject that intrigues you, noncredit coursework is a rewarding way to prepare for and explore the possibilities.

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

Classes will not meet July 4.

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register

call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

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



Students in Carolyn Duff's class on Handling Difficult People may begin with a sense of frustration, but as they become aware of specific techniques they can use to control a difficult interaction and their own response to it, they become more conscious and confident. Carolyn has also worked with the Division of Continuing Education as a resource for the annual AMA Women in Management conference. A consultant and trainer who specializes in the area of business relationships and communication, Carolyn is the author of "When Women Work Together," published by Conari Press of California. She has made numerous appearances on national TV and radio, in connection with her book and her work, and has authored numerous articles on the subject of workplace communication skills.

Noncredit Courses, Summer 1994

	Page		Page
Architecture and Landscape		History	
Xeriscape Landscaping.....	11	A Field Trip: Exploring the Colorado Midland Railroad.....	13
Four Seasons Colorado Landscape.....	11	Native American Belief Systems.....	13
		Mountains and Plains: The Indians of Colorado.....	13
Business		Investments and Personal Finance	
Business classes are located on page.....	17	Basic Investing.....	13
		Advanced Investment Strategies.....	13
Communication		Mutual Funds.....	14
Communications classes are located on page.....	19	Retirement Planning.....	14
		Estate Planning.....	14
Fine Arts		Financial Planning for Couples.....	14
Art Conservation: A Race Against Time.....	11	Investing in Art and Antiques.....	14
Introduction to Drawing.....	11	Healthy, Wealthy and Wise:	
Life Drawing.....	11	A Financial Planning Workshop for Women.....	14
Introduction to Painting.....	11		
Basic Photography.....	11	Lifestyles	
Creative Photography Workshop.....	12	Treatment of the Serious Problems of Adolescence.....	14
Beginning Video Workshop.....	12	Diet, Emotions and Behavior.....	14
		Study Smarter.....	15
Graphic Communications		Science	
Advertising Design: The Creative Director.....	12	Dinosaurs of Colorado.....	15
Professional Handlettering, Calligraphy and Logo Design.....	12	A Field Trip: The Geology of Boulder.....	15
Cartooning and Humorous Illustration.....	12	A Guide to the Ecology of Boulder County.....	15
Children's Book Illustration Techniques.....	12		
Foreign Languages		Testing	
French, Beginning.....	12	Preparing for the LSAT.....	15
French, Intermediate.....	12		
German, Beginning.....	12	Theatre and Music	
Italian, Beginning.....	12	Acting Basics.....	15
Japanese, Beginning.....	12	Improvisational Performing.....	15
Japanese, Intermediate.....	13	Behind the Scenes: The Colorado Shakespeare Festival.....	15
Spanish, Beginning.....	13		
Spanish, Intermediate.....	13	Writing and Literature	
		African American Women Writers:	
		Contemporary Works of Relations and Identity.....	16
		Keeping a Creative Notebook, A Process of Self-Discovery.....	16
		Short Story Workshop.....	16
		Writing the Novel.....	16
		Flatiron Genre.....	16
		Sustaining Inspiration.....	16



ARCHITECTURE AND LANDSCAPE

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

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

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

Section 100: Tuesday, June 21, 6-9 p.m.
1 session. Hellems 81. \$20.

NCAL 011 Four Season Colorado Landscape

The goal is a beautiful yard, all year long. We discuss landscape features and specific plants as we investigate four-season gardening in Colorado.

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

Section 100: Wednesday, June 22, 6-9 p.m.
1 session. Environmental Design 120 \$20.

BUSINESS

Business classes are located on pages 17 to 19.

FINE ARTS

NCFA 300 Art Conservation: A Race Against Time

A course for non-conservators, artists, dealers, collectors and the general public. The class discusses the differences between art restoration and conservation; preventive conservation techniques such as controlling environmental conditions; restoration methods in stabilizing and repairing a piece; and the use of scientific methods in examination and analysis of art works. Also discussed, working with a conservator, and things to consider if you are contemplating conserving an art work.

Carmen Bria, M.S. Art Conservation, is chief conservator at a fine arts conservation center in Denver.

Camilla Van Vooren, M.S. Art Conservation, is a paintings conservator at a fine arts conservation center in Denver.

Section 100: Mondays, June 13-20, 7-9 p.m.
2 sessions. Hale 236. \$25.

NCFA 020 Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph, an object and work with a design). No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Please don't buy art materials until information about supplies is presented in the first class. Bring a notebook and pen to the first class.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 100: Wednesdays, June 8-July 20,
6-8:30 p.m. 7 sessions. Fine Arts N103. \$110.

NCFA 005 Life Drawing

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

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

Section 100: Wednesdays, June 8-July 13,
7-9 p.m. 6 sessions. Fine Arts N275. \$85.

NCFA 028 Introduction to Painting

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience necessary. This is not a technique demonstration class. We will work with acrylics and canvas panels (cost estimate \$50-\$100). Do not buy art supplies until information on materials is presented in the first class. Bring a notebook and pen to the first class.

Cara Jaye, M.F.A., has taught both drawing and painting.

Section 100: Tuesdays, June 28-August 2,
6-9 p.m. 6 sessions. Fine Arts N103. \$110.

NCFA 001 Basic Photography

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

Craig Coleman, B.A., Fine Arts, is a graduate instructor in photography.

Section 100: Tuesdays, June 7-July 26,
7-9 p.m. 8 sessions. Fine Arts C175C. \$90.

Lori Gaskill (left) is in Boulder temporarily, taking a breather before graduate school. The Photography Workshop was the right thing at the right time. Christie Friesen (right) graduated from CU last summer and is working for Nexagen in Boulder. Now that she's out of school, she's enjoying the luxury of spare time for personal interests.



FINE ARTS—CONT.

**NCFA 002
Creative Photography Workshop**

Learn about amazing films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Darkroom work covers B&W print making, color enlargements from negatives, and Cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks darkroom work. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

Don Oberbeck is a professional photographer and runs a photo center.

Section 100: Mondays, June 20-August 22, 7:30-9:30 p.m. 9 sessions. Ketchum 303. \$110.

**NCFA 150
Beginning Video Workshop**

This class shows you how to use your video camera and produce usable videos for family movies, documentation, short narratives or just expressing yourself. Learn the basics of the camera functions, focus, sound, hand holding and using a tripod, editing, proper care of your camera, and an introduction to producing a video. Bring your video camera, the camera's instruction manual, blank video tapes, and accessories. Bill Mushkin is completing his M.F.A. and works in video filmmaking.

Margaret Wagner, M.F.A., has exhibited in Colorado, Iowa, and New York City.

Section 100: Saturdays, June 18-25, 8:30 a.m.-12:30 p.m. 2 sessions. Ketchum 301. \$50.

GRAPHIC
COMMUNICATION**NCFA 350
Advertising Design:
The Creative Director**

This program for aspiring graphic artists and computer designers, introduces skills for creating corporate and small business advertisements emphasizing traditional graphic and digital solutions. From the basics of executing ad illustration to writing effective headlines and body copy, type selection and design, this class covers the creative stages of generating ads that work, from the rough idea through finished layout and comprehensive art. Traditional art and digital demonstration via Macintosh will include techniques for art directing a print campaign, scanning photo material and line art, making art camera ready and designing for impact.

Jill Thayer Barton, B.A., Fine Arts, runs a design firm specializing in corporate visual communication.

Section 100: Saturday and Sunday, June 18-19, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123. \$150.

**NCFA 353
Professional Handlettering,
Calligraphy and Logo Design**

An intensive hands-on workshop covering both traditional handlettering principles and applications via micro-computer typography design. The class will introduce basic handlettering concepts including proportion, word spacing, divisions of calligraphic style, and rough and finished technique. Assignments will cover advertising sign painting, cards, invitations, and logo/trademark design for small business client applications. Demonstrations will also cover digital design techniques as it relates to type design, logo treatment and page layout application.

Jill Thayer Barton, B.A., Fine Arts, runs a design firm specializing in corporate visual communication.

Section 100: Monday, Tuesday and Wednesday, June 20-22, 5:30-10 p.m. 3 sessions. Geology 114. \$150.

**NCFA 351
Cartooning and Humorous
Illustration**

For anyone interested in cartooning in applications such as magazine spots, newspaper syndication, advertising illustration, greeting card art, book illustration, and licensing/merchandising. Lecture and drawing workshops will cover materials, drawing tools and techniques used for creating rough design, pencil sketch preliminaries, Martin Dyes and finishing techniques. Also covered: creating expression, body types, movement, a cartoon bible, background layering, and a demonstration of how digital computer design can enhance the cartoon formatting process via Macintosh.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 100: Saturday and Sunday, July 9-10, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123. \$150.

**NCFA 352
Children's Book Illustration
Techniques**

This workshop covers the fascinating world of children's book design and illustration. Class activities will introduce techniques for creating a dummy, paginating a story line, character development, and use of color for impact, mood and eye control. The course will also address techniques for trade book illustration, including table top/novelty publishing. The latest industry marketing methods, presentation requirements and publishing trends will also be covered.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 100: Monday, Tuesday and Wednesday, July 11-13, 5:30-10 p.m. 3 sessions. Geology 114. \$150.

FOREIGN
LANGUAGES**NCFL 100
Beginning Conversational French**

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

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

Section 100: Mondays and Wednesdays, June 6-July 11, 5:30-7:30 p.m. 10 sessions. Hellems 81. \$125.

**NCFL 200
Intermediate Conversational French**

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

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

Section 100: Tuesdays and Thursdays, June 7-July 7, 5:30-7:30 p.m. 10 sessions. Hellems 247. \$125.

**NCFL 101
Beginning Conversational German**

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is *German: A Self Teaching Guide*, available at the University Book Center.

Jorg Waltje, M.A.

Section 100: Tuesdays and Thursdays, June 7-July 7, 7-9 p.m. 10 sessions. Clare Small 209. \$125.

**NCFL 102
Beginning Conversational Italian**

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

Jennifer Shopland, M.A., is a language instructor.

Section 100: Mondays and Wednesdays, June 6-29, 7-9 p.m. 8 sessions. Hellems 247. \$105.

**NCFL 104
Beginning Conversational
and Written Japanese**

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

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

Section 100: Fridays, May 27-July 8, 6-9 p.m. 7 sessions. Economics 13. \$135.

**NCFL 204
Intermediate Conversational
and Written Japanese**

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese* at the University Bookstore or Colorado Bookstore. Douglas H. Gordon, M.A., has taught Japanese language classes since 1981. Section 100: Fridays, July 15-August 26, 6-9 p.m. 7 sessions. Economics 13. \$135.

**NCFL 103
Beginning Conversational Spanish**

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977. Section 100: Mondays and Wednesdays, June 13-July 11, 7-9 p.m. 8 sessions. Education 155. \$100.

**NCFL 202
Intermediate Conversational Spanish**

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent. Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977. Section 100: Thursdays, June 9-July 28, 7-9 p.m. 8 sessions. Education 155. \$100.

HISTORY**NC H 007
A Field Trip: Exploring the
Colorado Midland Railroad**

This field trip entails a drive and some hiking to explore the tunnels and railroad grade of the Colorado Midland Railroad. It involves a leisurely 4-6 hour hike with a modest 500 foot elevation gain. The class explores the abandoned townsite of Busk and the Busk/Ivanhoe railroad tunnel. The group then hikes the abandoned railroad grade past a fallen trestle and the ghost town of Douglass City to the Haggerman railroad tunnel. Bring a lunch and enjoy the magnificent view of the Rockies. The tour concludes with a tour of the museum in Leadville.

Bob Rothe, Ph.D., has been interested in trains most of his life and has explored over 300 miles of railroad grades.

Section 101: Tuesday, June 14,
9 a.m.-4 p.m. 1 session.

Meet at the Delaware Hotel lobby, 700
Harrison Ave. in Leadville, CO. \$40.

Section 102: Tuesday, July 19,
9 a.m.-4 p.m. 1 session.

Meet at the Delaware Hotel lobby, 700
Harrison Ave. in Leadville, CO. \$40.

**NC H 618
Native American Belief Systems**

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

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology. Section 100: Thursdays, June 9-July 14, 7-9 p.m. 6 sessions. Hellems 81. \$70.

**NC H 619
Mountains and Plains:
Native Americans of Colorado**

This course will describe the different groups of Native Americans, particularly the Ute, Arapaho and Cheyenne, who inhabited the mountains and plains of Colorado in post-Colombian times. The class will examine these groups' interactions with whites; their family and social structures; belief systems; hunting and gathering; trade; warfare, political organization; and the role of the horse.

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology. Section 100: Thursdays, July 21-August 25, 7-9 p.m. 6 sessions. Hellems 81. \$70.

**INVESTMENTS AND
PERSONAL FINANCE****NC I 008
Basic Investing**

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

Mary Wright, B.A., First Vice President with a large investment firm, with 12 years experience in the field.

Section 100: Wednesdays,
June 29-July 20, 6:30-8:30 p.m.
4 sessions. Duane Physics G116. \$50.

**NC I 007
Advanced Investment Strategies**

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

Arnold Hart, M.A. Economics, is an investment advisor, has taught for 13 years.

Section 100: Thursdays,
June 30-July 21, 6:30-8:30 p.m.
4 sessions. Duane Physics 0041. \$45.

Analia Quijano lives in Madrid and just completed her undergraduate work in Spain. She's here in Boulder to learn English. She loaded up on Creative Writing, Photography, Philosophy of Religion and a course in Pascal (yet another language) because she wanted to use English every day. She says Colorado is a big change and, "I love it."



INVESTMENTS AND PERSONAL FINANCE -CONTINUED

NC I 017 Mutual Fund Investing

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

Arnold Hart, M.A. Economics, is an investment advisor, has taught for 13 years.

Section 100: Tuesdays,
June 14-July 5, 6:30-8:30 p.m.
4 sessions. Duane Physics 0041. \$50.

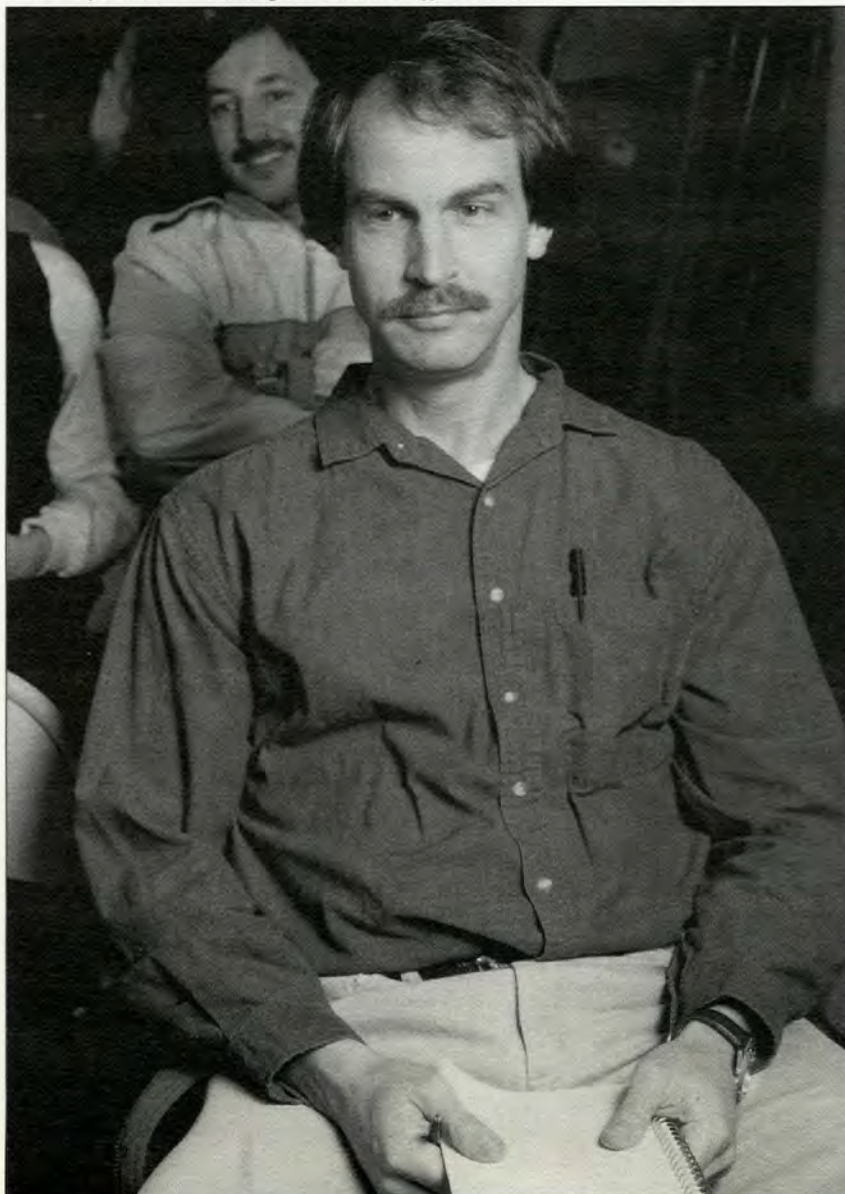
NC I 011 Retirement Planning

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

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 100: Tuesdays, July 12-19,
6:30-8:30 p.m. 2 sessions. Woodbury 106. \$35.

A technical manager for U S West, Dan Hugos works with computer networks, rural systems, problems. For Dan, the Creative Photography Workshop is an important step in facing a critical career choice. Stay in telecommunications? Or go into journalism? He's taken some courses, applied for an internship in New York City, and he's taking the summer off to decide.



NC I 016 Estate Planning Techniques

This class helps you plan for a "hassle free" legacy. It discusses these common concerns: "How do I decide between a will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney?"

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 100: Tuesday, June 28,
6:30-8:30 p.m. 1 session. Woodbury 106. \$20.

NC I 015 Financial Planning for Couples

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

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 100: Tuesdays, June 14-21,
6:30-8:30 p.m. 2 sessions. Woodbury 106.
\$35/person, \$50/couple.

Section 100

Section 101

NC I 005 Investing in Art and Antiques

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

Ruth Linton, M.A., formerly curator at Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 100: Wednesdays, June 22-29,
7-9 p.m. 2 sessions. Muenzinger D144. \$25.

NC I 014 Healthy Wealthy and Wise: A Financial Planning Workshop for Women

Is financial planning different for women? Is a woman's sense of value tied to her financial situation? Whether we are single, divorced, or widowed, we can set goals for ourselves and achieve them. We can learn how to implement a systematic process to ensure our financial good health. Join us for a continental breakfast and box lunch workshop as we explore our attitudes about money, self-worth, peace of mind, and personal financial security.

Corline Randolph, M.B.A., is a speaker and writer on women's issues and financial planning.

Section 100: Saturday, June 18,
8:30 a.m.-3:30 p.m. 1 session.
Hale 260. \$55.

LIFESTYLES

NC L 041 Treatment of the Serious Problems of Adolescence

This course will discuss six of the serious problems of adolescence and suggest methods of treatment, and provide hope for those dealing with these situations. The class requires no knowledge of psychology and will be presented in everyday language. The problems that will be covered include: self-esteem; the problem of blame; impulsive behavior; freedom and independence; friends; and perfectionism.

George Kelling, Ph.D., is a psychologist in private practice.

Bente Sternberg, M.S.W., is a counselor in private practice.

Section 100: Wednesdays, June 8-July 13,
7-8:30 p.m. 6 sessions. Clare Small 207. \$55.

NC L 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., is a nutrition consultant.

Section 100: Tuesdays, June 14-21,
7-9 p.m. 2 sessions. Hellems 255. \$30.

NCL 034**Study Smarter**

Learning that takes place in college is self-directed not teacher directed. This course focuses on learning strategies that cut your study time in half and increase effectiveness. Topics covered: note taking, reading strategies, test preparation, concentration, time management and motivation/procrastination. Students should be high school graduates. Sherry Snyder, M.A., is an academic coordinator with the University Learning Center.

Section 100: Tuesdays and Thursdays, June 7-30, 7-8 p.m. 8 sessions. Duane Physics 0021. \$45.

SCIENCE**NCSO 028****Dinosaurs of Colorado**

Explore the world of the dinosaurs! Discover what Colorado was like in the age of the dinosaurs; what types of dinosaurs lived here; how science has attempted to reconstruct dinosaurs and their lives; the fossil evidence and its interpretation; and theories of why the dinosaurs became extinct. The class includes a half day Saturday guided field trip (easy walking) at Dinosaur Ridge in Morrison to examine dinosaur bones and footprints.

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

Section 100: Monday and Wednesday, June 20 and 22, 7-9 p.m., and Saturday, June 25, 9 a.m.-1 p.m. 3 sessions. Geology 134. \$47.

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

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

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

Section 100: Thursday, July 7, 7-8 p.m., and Saturdays, July 9 and 16, 8 a.m.-4 p.m. 3 sessions. Geology 134. \$95.

NCSO 023**A Guide to the Ecology of Boulder County**

Boulder County, though one of Colorado's smaller counties, is one of the most ecologically diverse, ranging from 5,000 to over 14,000 feet in elevation. This class examines the natural ecosystems of Boulder County from the alpine tundra to the short-grass prairie on the plains. The Saturday field trip (June 18) will enhance the classroom sessions, and include a visit to krummholz and alpine communities, forests and the role of fires in the development of these ecosystems, and short-grass prairie and wetland communities on the plains.

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

Section 100: Mondays and Wednesdays, June 6-15, 7-9 p.m., and Saturday, June 18, 9 a.m.-4 p.m. 5 sessions. Duane Physics G125. \$85.

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

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

Michelle Philip, J.D., is a practicing attorney.

Section 100: Saturdays and Sundays, June 11-25, 9 a.m.-2 p.m. 5 sessions. Hellems 81. \$195.

THEATRE AND MUSIC**NCTH 017****Acting Basics**

All the world's a stage . . . rather than putting on a character, the actor searches for the variety in every one of us, the every one in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required texts: *The Stanislavski Method* and *Waiting for Godot*, at the University Bookstore.

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

Section 100: Tuesdays, June 7-July 26, 7-9 p.m. 8 sessions. Geology 311. \$90.

NCTH 006**Improvisational Performing**

This course will explore innovative performance techniques such as masking, shadow play, improvisational movement, vocal expression and performer/audience relationships. Each student will create an individual five-minute performance during the class. Text: *The Empty Space* by Peter Brook is available at the University Bookstore. Beth Osnes, Ph.D., Theatre, is an instructor, performer and director.

Section 100: Thursdays, June 16-August 4, 7-9 p.m. 8 sessions. Geology 311. \$90.

NCTH 001**Behind the Scenes!****The Colorado Shakespeare Festival**

Enjoy four of Shakespeare's most passionate and provocative plays at the Colorado Shakespeare Festival! Each evening includes a backstage tour of the theatres, an informal lecture by CSF artists and staff, and tickets to the performance (seating in Section A). This season we'll see one of Shakespeare's most popular tragedies, *Macbeth*, as well as his riotous comedy, *Two Gentlemen of Verona*, the magnificent, passionate *Antony and Cleopatra* and the delightful *Twelfth Night*. Enrollment is limited, no refunds.

Registration deadline is June 14. Rain policy: Play proceeds unless conditions threaten players or audience. If a performance is cancelled before 10 p.m. because of weather, your ticket stub serves as a rain check.

Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 100: Tuesday, June 28, *The Two Gentlemen of Verona*; Sunday, July 3, *Twelfth Night*; Thursday, July 7, *Macbeth*; Sunday, July 10, *Antony and Cleopatra* Lectures at 6:30 p.m. in Hellems 229. \$110.



WRITING AND LITERATURE

Business Writing classes are on page 19.

NC W 062 African American Women Writers: Contemporary Works of Relations and Identity

Through these four novels, students will explore the Black women writers' literary tradition, examine differing and similar depictions of identity and relationships, and discuss the themes and topics of each work. Books discussed: Teri McMillan's *Waiting to Exhale*; Toni Morrison's *Jazz*; Gloria Naylor's *Bailey's Cafe*; and Alice Walker's *Possessing the Secret of Joy*. Read *Bailey's Cafe* before the first class.

Robin Jones, Ph.D. Candidate in English Literature.

Section 100: Wednesdays, June 8-29, 7-9 p.m. 4 sessions. Hellems 229. \$45.

Professional photographer Don Oberbeck (left), who teaches the Creative Photography Workshop, says students begin with varying degrees of knowledge and become much more comfortable with their cameras, and very much at home in the darkroom. Student Susie Chandler says Don's class is "extremely helpful . . . we got a lot of inside information."



NC W 036 Keeping a Journal: A Process of Self Discovery

This workshop is for those wanting to learn why and how to keep a journal. For those already keeping journals, the class will present new techniques and offer support for the process. Journal keeping provides a way to understand the past, discover the present and create the future. The creative techniques presented may be applied to writing projects, changing directions in living, solving problems and enjoying the here and now. Tristine Rainer's *The New Diary* is an optional text for the class.

Kaye Bache-Snyder, Ph.D. English, is a professional writer with credits in national and regional publications.

Section 100: Thursdays, June 9-July 14, 6:30-8:30 p.m. 6 sessions. Hellems 245. \$75.

NC W 008 Short Story Workshop

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A., has been published in numerous literary journals.

Section 100: Thursdays, June 9-30, 7-9 p.m. 4 sessions. Muenzinger E126. \$45.

NC W 004 Writing the Novel

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

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild. Section 100: Thursdays, June 2-July 21, 7-9 p.m. 8 sessions. Hale 260. \$90.

NC W 060 Flatiron Genre Fiction Workshop

This intensive writing workshop focuses on science fiction, fantasy, mystery, and horror fiction. The workshop will include three-hour afternoon writing exercises and critiques. The class will discuss the structure and story ideas that make a saleable piece; marketing your writing; contracts, agents and publishers; the realities of a writing career; and whether you have what it takes to be a success.

Bruce Holland Rogers, M.A., English Literature, has nearly 50 published science fiction, fantasy and horror stories and has been nominated this year for the Edgar Award in mystery writing.

Section 100: Monday-Friday, June 20-24, 9 a.m.-4 p.m. 5 sessions. Hunter 109. \$195.

NC W 061 Sustained Inspiration for Writers

This two-day workshop will examine the eight-part process of how writers invent their stories and the eight difficulties that can block the creative process. The class will address the issue of writer's block, and specific techniques for trying to overcome it and sustain the creative inspiration.

Bruce Holland Rogers, M.A., English Literature, has nearly 50 published science fiction, fantasy and horror stories and has been nominated this year for the Edgar Award in mystery writing.

Section 100: Saturday and Sunday, June 25-26, 9 a.m.-4 p.m. 2 sessions. Hunter 109. \$80.

Becoming a high performance, "value added" business professional, beginning now.

Our classrooms are filled with men and women who respond positively to change, by taking the initiative to broaden their perspective and build their capabilities. Expect practical instruction with immediate value, and shared insights from people who have been there.

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

Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

Classes will not meet July 4.

Business Courses, Summer 1994

Page	Page
Getting Started	
Basic Skills for the Supervisor	18
Accounting/Finance	
Accounting and Budgeting for the Non-Accountant*	18
Quicken! An Accounting Program for the IBM and Compatibles	18
Entrepreneurism/Small Business	
Entrepreneurism—Are You Ready?	18
Trading and Investing Overseas	18
Professional Development	
Effective Interviewing Techniques	18
Handling Difficult People	19
Sales/Marketing	
Marketing for Professional Services	19
Supervision/Management	
Critical Issues in Current Management*	19
Managing People*	19
Writing	
Conducting Effective Meetings	19
A Communications Workshop in Conflict Resolution	19
Technical Writing	19



SKILL LEVEL GUIDE

A Guide to Business Courses' Recommended Skill Levels

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

GETTING STARTED

NC B 100

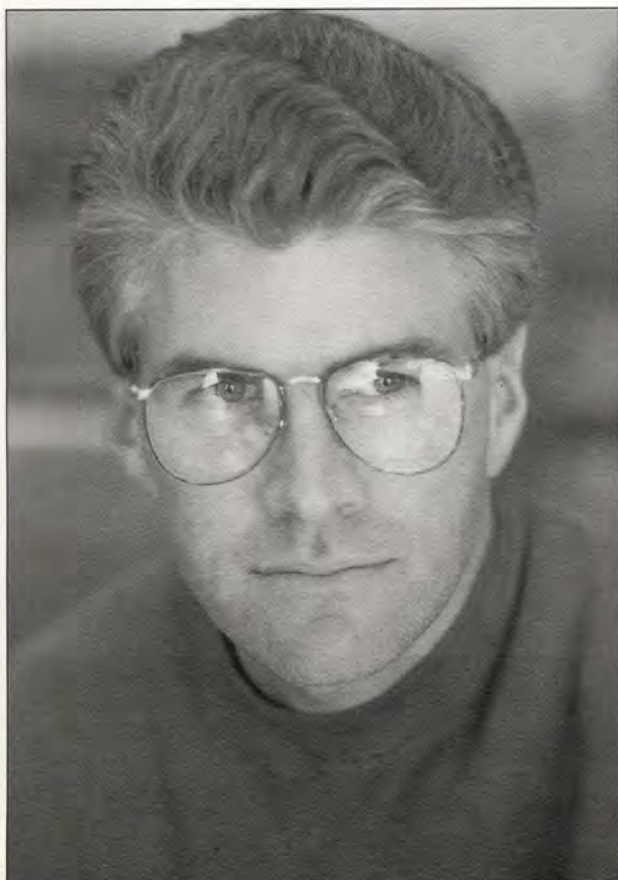
Basic Skills for the Supervisor

Beginning Level

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

Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 100: Thursdays, June 9-July 14, 7-9 p.m. 6 sessions. Business 250. \$110.



Steve Treacle works for the Boulder County Sheriff's Department as a patrol deputy. He's working on the Management Development certificate program, to "gain some background and compete for promotions." Over the last few years he's taken several Continuing Education classes, including Creative Photography Workshop and Listening Skills.

ACCOUNTING/ FINANCE

NC B 110

Accounting and Budgeting for the Non-Accountant*

Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant since 1979 in Boulder.

Section 100: Saturdays, June 4-11, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

NC B 330

Quicken! An Accounting Program for the IBM and Compatibles

Specialized Level

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

Donald Kaniecki, M.P.A., has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 100: Thursday, June 23, 9 a.m.-3 p.m. 1 session. University Computing Center 114. \$90.

ENTREPRENEURISM/ SMALL BUSINESS

NC B 400

Entrepreneurism—Are You Ready?

All Levels

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

Aivars Ziedins, M.S. Financial Services, has been working in financial planning since 1971.

Section 100: Saturday, June 25, 9 a.m.-5 p.m. 1 session. Duane Physics G116. \$75.

NC B 405

Trading and Investing Overseas

Intermediate Level

The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. The opportunities, rewards and problems of overseas trading and investing, planning the project, obtaining financing, managing cultural problems and diversity, joint ventures with local partners, U.S. government assistance, and protecting assets and returns will be discussed.

Jonathan Hochberg, M.B.A., overseas investment consultant, was formerly an investor services officer with the federal overseas private investment corporation (OPIC).

Section 100: Tuesdays and Thursdays, June 28-July 14, 6:30-8:30 p.m. 6 sessions. Hale 240. \$120.

PROFESSIONAL DEVELOPMENT

NC B 407

Effective Interviewing Techniques

Intermediate Level

Many business people spend hours interviewing candidates for jobs. This class will teach you how to conduct successful interviews; preparation before the interview; conducting the interview; obtaining the most reliable information in the shortest possible time; and evaluating the candidates. Students will practice actually preparing and conducting interviews.

Paul Terry, M.B.A., S.P.H.R., is Director of Human Resources at a major engineering company.

Section 100: Tuesday and Thursday, July 12 and 14, 6-9:30 p.m. 2 sessions. Hellems 255. \$55.

NC B 014
Handling Difficult People

All Levels
You can't escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.
Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.
Section 100: Tuesday, June 21, 6-9 p.m. 1 session. Duane Physics G116. \$35.

SALES/MARKETING

NC B 295
Marketing for Professional Services

Intermediate Level
Take the mystery out of marketing your professional service and avoid costly mistakes with these practical hands on strategies. Evaluating consumer needs, low cost growth strategies, maximizing referrals, when and how to use advertising, and developing your personalized marketing plan will be covered.
Suzanne Houck, M.B.A., is president of a national training and marketing company.
Section 100: Saturday, June 11, 9 a.m.-4 p.m. 1 session. Hale 240. \$85.

SUPERVISION/ MANAGEMENT

NC B 230
Critical Issues in Current Management*

Intermediate Level
Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing "problem" employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.
Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.
Section 100: Tuesdays, June 7-July 5, 7-9 p.m. 5 sessions. Business 250. \$99.

NC B 245
Managing People*

Intermediate Level
A unique class teaches practical skills related to motivation, communication, leadership and time management, to improve work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.
Alan Kreglo, M.S., has been a manager in lab research, manufacturing and editorial staffs.
Section 100: Thursdays, July 14-August 11, 7-9 p.m. 5 sessions. Economics 205. \$95.

WRITING AND COMMUNICATIONS

NC B 125
Conducting Effective Meetings

Intermediate Level
This workshop introduces students to the basic considerations for forming an agenda and conducting an effective business meeting. It provides an introduction to parliamentary procedure, focusing on understanding the most common motions used for disposing of business in an orderly fashion. An emphasis will be on role playing common business meeting situations in which problems arise, with strategies discussed for quick resolution.
Dr. Gerald Hauser, Ph.D., Professor and Chair, Dept. of Communications, CU Boulder, has conducted classes on chairing business meetings to a number of business groups.
Section 100: Saturday, June 18, 8:30 a.m.-12:30 p.m. 1 session. Education 132. \$40.

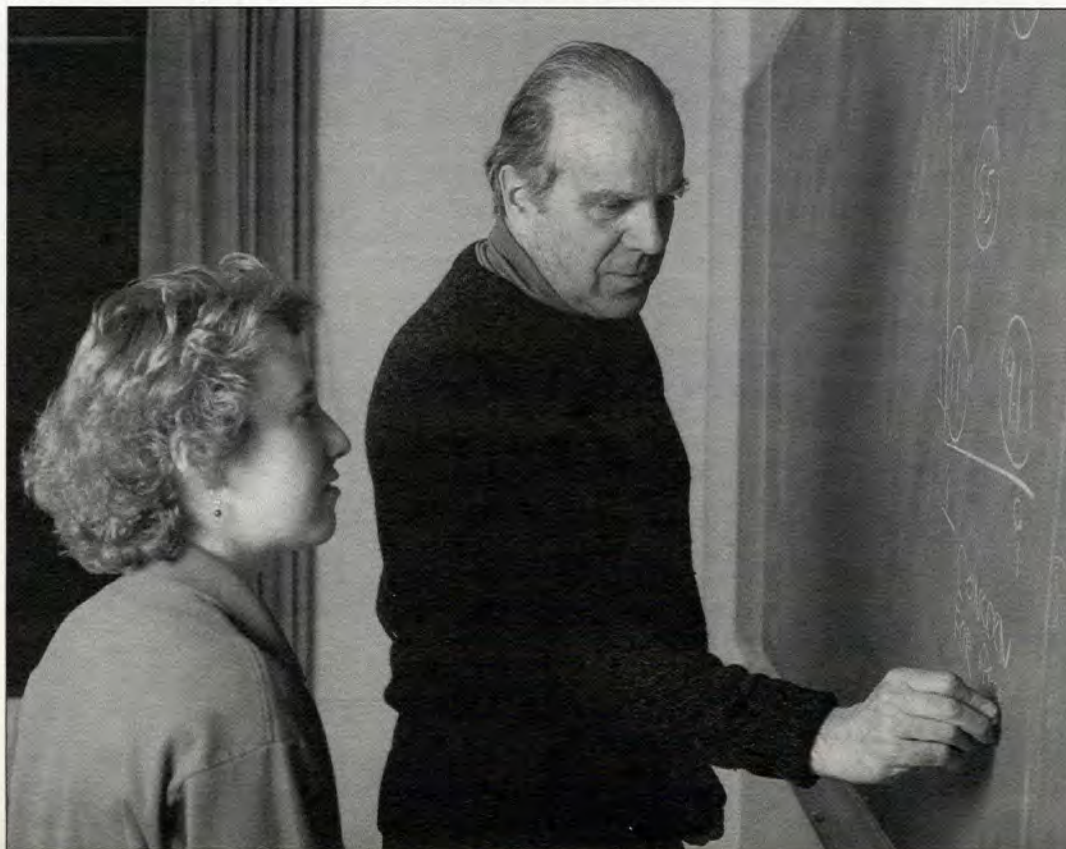
NC B 265
A Communication Workshop in Conflict Management

Intermediate Level
This workshop will explore what is conflict; the role of communication in conflict: how conflict can be managed toward productive outcomes; positional bargaining and interest-based negotiation; and the process of mediation. Lecture, discussion, videotapes, exercises, and role playing will be used in the class.
Dr. Anna Spradlin, Ph.D., is a professor in the Dept. of Communications, CU Boulder, and is also a mediator and facilitator.
Section 100: Friday, July 8, 6-9 p.m., and Saturday, July 9, 9 a.m.-4 p.m. 2 sessions. Hellems 247. \$75.

NC B 470
Technical Writing

All levels
Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.
Mike Gannon, M.B.A., author of the bestseller *Workbench Guide to Electronic Circuits* and is a consultant with major engineering and research firms.
Section 100: Tuesdays, June 14-July 5, 6:30-9 p.m. 4 sessions. Duane Physics G027. \$99.

Instructor Chuck Rice with student Kathy Freeman. The emphasis in Basic Skills for the New Supervisor is on managing people and dealing with a variety of personalities. Chuck Rice is an instructor for Continuing Education with a strong business background. Kathy is taking the course to work toward a supervisory position at Celestial Seasonings. She says that the class offers practical insights on why people react as they do, and adds, "he is a fabulous instructor."





Begin where you are and get ahead fast. It's easier than you think, and it can be fun.

There are many ways to build proficiency in a program or system, but there's nothing like hands-on help from an expert who can tell you why, show you how, and show you again when you get mixed up. You can earn a certificate or just pick up some shortcuts. Either way, individual attention from outstanding instructors makes it painless for learners at every level.

Certificate in Computer Applications

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

- A. Four required core courses:
1. Computer Literacy* (CCA 100)
 2. Concepts of Data Processing and Information Technology (CCA 335)
 3. Computer Application Systems Overview (CCA 340)
 4. Software Development and Maintenance (CCA 350)
- ***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers, you may omit it.* Simply submit a letter to the Division of Continuing Education requesting an exemption from CCA 100 Computer Literacy, if you plan on achieving the Certificate.
- B. At least one course in programming. Programming languages offered include BASIC, Pascal, C and C++. Others are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Leading-Edge Courses and Equipment

We offer leading-edge courses in:

- Basic computer skills
- Operating Systems such as: DOS, UNIX, MAC System 7
- Graphical user interfaces such as: Windows, X Windows, MAC
- Computer Aided Design—AutoCAD Release 12
- Desktop Publishing—PageMaker, QuarkXPress, Ventura
- Computer Graphics—All the leading-edge graphics applications on both PC and Macintosh platforms
- Programming Skills—C, C++, Pascal, BASIC and UNIX

We instruct on leading-edge equipment:

- Zenith workstations for most PC-based courses—486/50MHz systems with high speed display adapters.
- Quadras, Ilci, Ilsi systems for most Macintosh-based courses.

Recommended Skill Levels

Beginner

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

Novice

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

Intermediate

Familiarity with specific software applications and/or systems.

Specialized

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

Advanced

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

Essential Information

Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine and in the Sibell Wolle Fine Arts Building next to the University Memorial Center. Please check the course descriptions for the location of your 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.

Questions?

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

"There's a shift in the industry towards object-oriented programming—a revolution," Tom Cargill says, "and most of this work is being done in C++." Tom's students begin with specific problems they want to solve. And what they discover in C++ is a whole new way to think, because the logic "ends up reflecting properties of the problem" to a greater extent and properties of the hardware to a lesser extent. Bottom line? It becomes a more natural way to work. "You understand what you're doing better. And the evolution and maintenance of the software is easier, so that the software becomes more robust." Tom is the author of a book on the subject, titled "C++ Programming Style." He's been teaching at the college level since 1975 and programming with C++ since 1983. In his spare time, he's an "enthusiastic, amateur juggler" who is intrigued by the time shift that takes place "when you're dealing with events ahead of time."

Computer Applications Courses, Summer 1994

	Page		Page
Understanding Computers/ Getting Started	22	The Apple Macintosh System/ The Macintosh System	27
The Computer System	22	Word Processing for the Macintosh	28
IBM and Compatible Systems/ The DOS System	23	Spreadsheets for the Macintosh	28
Word Processing for the DOS System	24	Desktop Publishing for the Macintosh	28
Spreadsheets for the DOS System	25	Computer Graphics for the Macintosh	29
Computer Aided Design	26	The UNIX Operating System	29
Desktop Publishing for the DOS System	27	Programming Languages	30
Computer Graphics for the DOS System	27		

UNDERSTANDING COMPUTERS

GETTING STARTED

CCA 100

Computer Literacy

Beginner Level

This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on IBM Compatibles, three on Macintosh (Apple), one on the campus mainframe (UNIX) system. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you. Take the mystery out of basic computer jargon and learn start-up skills that open the door to more targeted learning.

Section 101: John Dick, Ph.D.

Tuesday, May 31, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (10A or 10B) at registration:

Lab Section 10A: Tuesdays,
June 7-July 19, 6-8 p.m.

Lab Section 10B: Tuesdays,
June 7-July 19, 8-10 p.m.

Section 102: Beth Montano, M.S.

Monday, June 6, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (10C or 10D) at registration:

Lab Section 10C: Mondays,
June 13-August 1 (skip July 4), 6-8 p.m.

Lab Section 10D: Mondays,
June 13-August 1 (skip July 4), 8-10 p.m.

All Sections: 8 sessions.

Computing Center 123. \$105.

Note: Location changes after the first class session. Please contact Continuing Education if you are unable to attend the first class.

THE COMPUTER SYSTEM

CCA 350

Software Development and Maintenance

Intermediate Level

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

Pat Melton, M.A.

Section 100: Mondays, June 20-August 15 (skip July 4), 6:30-9 p.m. 8 sessions.

Computing Center 123. \$170.

CCA 354

Introduction to Networks

Intermediate Level

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices about implementing a network in your business depends on an understanding of the basic concepts of networks, a grasp of the "lingo," and an accurate evaluation of various networking configurations. Learn what you need to know to make a good decision about networking your business computers. This course presents an overview of current network systems available on both DOS-based and Macintosh-based systems for small to medium sized businesses. Prerequisite: CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S., M.Ed.

Section 100: Thursdays, June 9-23, 6:30-9:30 p.m. 3 sessions. Hale 236. \$95.

In Beth Montano's Computer Literacy course, students learn, "This is not as tough as I thought!" Beth says some of her students are getting a first taste of computer applications and others take the course when they want to buy a computer or upgrade a system. Beth is a chemist at Rocky Flats. For her, teaching is an enjoyable hobby that provides an opportunity to give something back to the community.



CCA 212
Internet Fundamentals

Novice Level

This class is intended for computer literate students interesting in knowing what today's Information SuperHighway, the Internet, offers. Topics will include an overview of the Internet, its history and technology, accessing providers and ways of joining the network, and such basic Internet applications as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World-Wide-Web. Classroom lectures will include on-line, hands-on demonstrations of how the Internet is used for applications on both PC and Macintosh platforms.

Art Smoot, M.S.

Section 100: Thursdays, June 2-16,
6:30-9:30 p.m. 3 sessions.
Computing Center 123. \$95.

CCA 213
Internet Applications

Intermediate Level

Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications.

- E-Mail applications on UNIX, DOS/Windows and the Mac.
- Reading USENET with a news reader
- Moving Data: FTP and up/down loading files
- Finding Files: Archie
- GopherSpace
- Remote applications: Telnet
- WAIS Servers
- The World-Wide-Web: Mosaic and HTML

Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications.

Art Smoot, M.S.

Section 100: Thursdays, June 30-July 14,
6:30-9:30 p.m. 3 sessions.
Computing Center 123. \$95.

**IBM AND
COMPATIBLE
SYSTEMS****THE DOS SYSTEM****CCA 120**
**Introduction to the IBM and
Compatible Personal Computer**

Beginner Level

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

Section 101: Pat Melton, M.A.
Tuesday-Thursday, June 7-9,
6:30-9:30 p.m. 3 sessions.

Section 102: Dale Heuer, MBA
Tuesdays, June 14-28,
6:30-9:30 p.m. 3 sessions.

All Sections: Engineering Center CR 2-3. \$90.

CCA 200
Using MS-DOS

Novice Level

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

Section 101: Michelle Sharon, B.S.

Wednesdays, June 15-29,
6:30-9:30 p.m. 3 sessions.

Section 102: Pat Melton, M.A.

Thursdays, June 16-30,
6:30-9:30 p.m. 3 sessions.

All Sections: Engineering Center CR 2-3. \$90.

CCA 203
Intermediate DOS

Intermediate Level

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

Valerie Parker, M.I.S., M.Ed.

Section 100: Saturday, June 25,
9 a.m.-5 p.m. 1 session.

Computing Center 142. \$90.



THE DOS SYSTEM —CONTINUED

CCA 303 Advanced DOS/Windows

Specialized Level

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer: know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. Prerequisite: CCA 203 Intermediate DOS, CCA 210 Introduction to Windows, or equivalent.

Jerry Reynolds, MSEE

Section 100: Saturday, July 9, 9 a.m. - 4 p.m.
2 session. Computing Center 142. \$135. ¹¹⁴

~~Section 100~~ 7-9-94 to 7-23-94

Helen Neale, one of hundreds of Continuing Education students who have chosen to acquire Computer Literacy skills increasingly viewed as career survival gear.



CCA 210 Introduction to Windows (Version 3.1)

Novice Level

Microsoft Windows is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt.

Section 101: Verlene Leeburg, M.A.
Mondays, June 6-13,
6:30-9:30 p.m. 2 sessions.

Section 102: Dennis Taylor, M.S.
Thursdays, July 7-14,
6:30-9:30 p.m. 2 sessions.

All Sections: Computing Center 114. \$80.

WORD PROCESSING

CCA 375 Word for Windows (Version 6.0)

Novice Level

Learn all the fundamentals of Microsoft Word for the IBM/compatible Windows environment—a powerful package. We cover everything you need to create a simple document: editing and filing documents, cursor movement, deleting, simple formatting, the help system, special effects, and printing. Some experience with Windows is required. Bring a 3½ inch DS/DD diskette. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 100: Wednesdays, June 22-July 6,
6:30-9:30 p.m. 3 sessions.
Computing Center 114. \$120.

CCA 376 Intermediate Word for Windows (Version 6.0)

Intermediate Level

Word for Windows has an incredible collection of tools for creating complex documents. Learn how to use styles and templates to simplify formatting; tables and columns to structure documents; the merge feature to create form letters, and the Object Linking features to create compound documents. Prerequisite: CCA 375 Word for Windows or equivalent. Text: *Word for Windows: Step by Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 100: Wednesdays, July 20-August 3,
6:30-9:30 p.m. 3 sessions.
Computing Center 142. \$120.

CCA 380 Beginning WordPerfect 6.0 Word Processing (DOS)

Novice Level

Learn to use WordPerfect 6.0 to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. You'll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed. Prerequisite: CCA 120 Introduction to IBM and Compatible Computers, CCA 100 Computer Literacy or equivalent. Bring a 3½ inch DS/DD diskette.

Lisa Kelly, B.A.

Section 100: Wednesdays, June 1-15,
6:30-9:30 p.m. 3 sessions.
Computing Center 114. \$120.

CCA 382
Intermediate WordPerfect 6.0 (DOS)

Intermediate Level

Take full advantage of WordPerfect's capabilities with the following: create tables for forms, invoices, calendars, etc.; utilize the merge feature for letters, envelopes and labels; learn how to sort different types of documents, including secondary merge documents, and to create headers and footers for your documents. You'll learn about special characters and how to create and edit time saving macros. Prerequisite: CCA 380 Beginning WordPerfect 6.0 Word Processing or equivalent. Bring a 3½ inch DS/DD diskette.

Lisa Kelly, B.A.

Section 100: Tuesdays, June 7-21,
6:30-9:30 p.m. 3 sessions.
Computing Center 142. \$120.

CCA 384
Advanced WordPerfect 6.0 (DOS)

Advanced Level

Experience the power and ease of WordPerfect with this class! Learn about fonts, styles, columns and graphics and assemble these for brochures, flyers or newsletters. Use the new graphic border feature or the watermark feature to dress up your documents and really get your reader's attention! Work more easily in larger size documents by learning how to create footnotes, outlines, table of contents and cross references. **Note:** This course is designed for the experienced WordPerfect 6.0 user.

Lisa Kelly, B.A.

Section 100: Tuesdays, June 28-July 12,
6:30-9:30 p.m. 3 sessions.
Computing Center 142. \$80.

CCA 394
Beginning WordPerfect 6.0 for Windows

Novice Level

Tap into the power of WordPerfect 6.0 for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Some experience with Windows is required.

Michelle Sharon, B.S.

Section 100, Wednesdays, July 13-27,
6:30-9:30 p.m. 3 sessions.
Computing Center 114. \$120.

SPREADSHEETS**CCA 345**
Beginning Excel for Windows (Version 4.0)

Novice Level

Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Some experience with Windows is required.

Peggy Purvis

Section 100: Tuesdays, June 14-21,
6:30-9:30 p.m. 2 sessions.
Computing Center 114. \$80.

CCA 346
Intermediate Excel for Windows (Version 4.0)

Intermediate Level

Expand your abilities with Excel by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Excel's wealth of graphics features! Prerequisite: CCA 345 Beginning Excel for Windows or equivalent.

Dennis Taylor, M.S.

Section 100: Saturday, July 16,
9 a.m.-4 p.m. 1 session.
Computing Center 114. \$80.

CCA 348 ³⁴⁷
Advanced Excel for Windows (Version 4.0)

Advanced Level

Maximize Excel's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as VLOOKUP and IF. Explore the use of database statistics. Prerequisites: CCA 346 Intermediate Excel for Windows or equivalent.

Dennis Taylor, M.S.

Section 100: Thursdays, July 21-28,
6:30-9:30 p.m. 2 sessions.
Computing Center 142. \$80.

CCA 330
Beginning Lotus 1-2-3 (Version 2.4)

Novice Level

Boost your productivity by learning to use Lotus efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. Bring a 3½ inch DS/DD diskette.

Peggy Purvis

Section 100: Tuesdays,
July 26-August 2, 6:30-9:30 p.m.
2 sessions. Computing Center 114. \$80.

CCA 311
Beginning Lotus 1-2-3 (Version 4.0 for Windows)

Novice Level

Boost your productivity by learning to use Lotus 1-2-3 for Windows efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. Some experience with Windows is required.

Michelle Sharon, B.S.

Section 100: Thursdays,
July 28-August 4, 6:30-9:30 p.m.
2 sessions. Computing Center 114. \$80.



SPREADSHEETS -CONTINUED

CCA 312 Intermediate Lotus 1-2-3 (Version 4.0 for Windows)

Intermediate Level

Expand your abilities with Lotus 1-2-3 for Windows by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features. Prerequisite: CCA 311 Beginning Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.

Section 100: Saturday, August 13,
9 a.m.-4 p.m. 1 session.
Computing Center 142. \$80.

CCA 347 Introduction to Quattro Pro (Version 4.0 DOS)

Novice Level

Quattro Pro is attracting attention and gaining in popularity among spreadsheet users. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro.

Peggy Purvis

Section 100: Saturday, July 30,
9 a.m.-4 p.m. 1 session.
Computing Center 114. \$80.

COMPUTER AIDED DESIGN

CAD 322 Computer Aided Design: Level I

Novice Level

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

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

Who Should Attend: Level I is for anyone involved, or who plans to be involved, in technical drawing or drafting. It is helpful for architects, engineers, or designers who need these skills to upgrade their work, anyone interested in the dynamic CAD field. Text: *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Section 101: David Clafin, M.Arch.

Wednesdays, May 25-July 13,
6:30-9:30 p.m. 8 sessions.

Section 102: Phil Kreiker, MSEE
Wednesday-Friday, July 6-8,
8 a.m.-5 p.m. 3 sessions.

Section 103: Dan Myers, M.S.
Monday-Wednesday, July 11-13,
8 a.m.-5 p.m. 3 sessions.

All Sections: Computing Center 142. \$295.

CAD 333 Computer Aided Design: Level II

Intermediate Level

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

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

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

Who Should Attend: Level II is helpful for engineers, architects, and designers seeking to advance computer applications in their fields. Skills also apply to a variety of other fields. Text: *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Dan Myers, M.S.

Section 100: Monday-Wednesday, July 18-20,
9 a.m.-4 p.m. 3 sessions.

Computing Center 142. \$275.

CAD 345 Computer Aided Design: Level III Customizing AutoCAD

Specialized Level

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

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

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

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

David Clafin, M.Arch.

Section 100: Monday-Wednesday, August 1-3,
9 a.m.-4 p.m. 3 sessions.

Computing Center 142. \$275.



DESKTOP PUBLISHING

CCG 377 Introduction to PageMaker Desktop Publishing for Windows (Version 5.0)

Novice Level

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. Experience with a word processing package and the personal computer is required. Bring a 3½ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, June 11-18,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.

CCG 386 Advanced PageMaker Desktop Publishing for Windows (Version 5.0)

Intermediate Level

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look of your work. Prerequisite: CCG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3½ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, July 16-23,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.

COMPUTER GRAPHICS

CCG 352 CorelDRAW! 4.0

Intermediate Level

Learn the leading illustration application! This course starts with the basics of CorelDRAW! and continues through the use of complex effects. Learn also about CorelTRACE, Mosaic, an important feature of the Corel system of illustration. Work with color and color separations. Create a logo and import other file types into CorelDRAW! Expand your ability to use clipart to achieve a professional looking illustration. Prerequisite: CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 100: Mondays, June 13-July 18
(skip July 4), 6:30-9:30 p.m.
5 sessions. Computing Center 142. \$165.

APPLE MACINTOSH SYSTEM

THE MACINTOSH SYSTEM

CCA 105 Introduction to the Macintosh

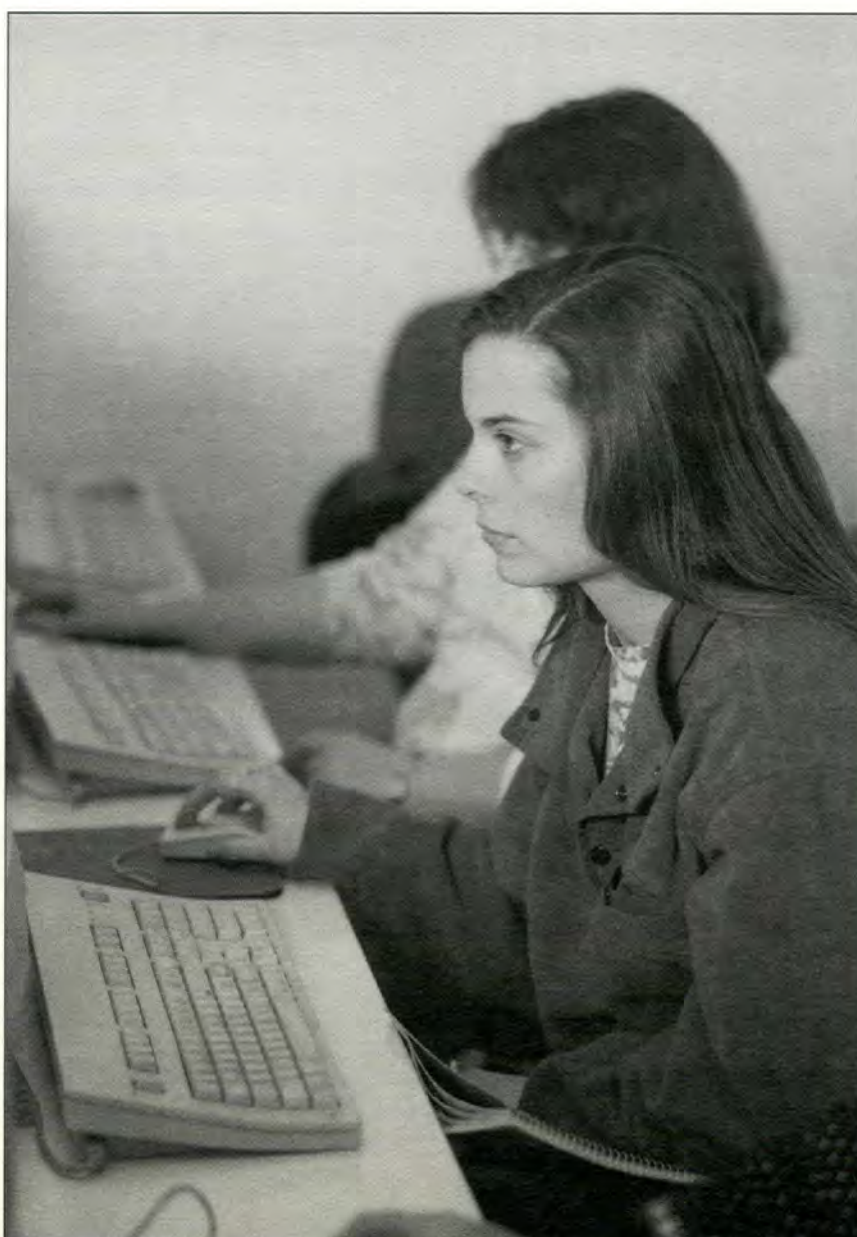
Beginner Level

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

Section 101: Scott Dixon, M.A.
Thursdays, May 26-June 23,
6:30-9:30 p.m. 5 sessions.

Section 102: Joan Cook
Saturdays, June 4-11,
8 a.m.-4:30 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$100.



Gretchen Cocke graduated from CU last August and is working on the Computer Applications certificate because "I had no experience with computers, apart from writing term papers, and I feel it's necessary to know." During her undergraduate years, she took several Evening Credit courses because "I needed the credits and it was easier to fit them in at night."

WORD PROCESSING

CCA 378 Beginning Microsoft Word (Version 5.1)

Novice Level

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

Samten Nagarajan, B.A.

Section 100: Thursdays, June 30-July 21, 6:30-9:30 p.m. 4 sessions. Norlin 310. \$135.

CCA 381 Advanced Microsoft Word (Version 5.1)

Intermediate Level

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

Samten Nagarajan, B.A.

Section 100: Mondays, July 18-August 1, 6:30-9:30 p.m. 3 sessions. Norlin 310. \$120.

SPREADSHEETS

CCA 336 Beginning Excel for the Macintosh (Version 4.0)

Novice Level

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

J. Burke Taft, M.Ed.

Section 100: Wednesdays, June 1-22, 6:30-9:30 p.m. 4 sessions. Norlin 310. \$135.

CCA 341 Intermediate Excel for the Macintosh (Version 4.0)

Intermediate Level

Expand on the capabilities of Excel by exploring "what if" scenarios. Also write more advanced macros and look at functions and some of the most recently-added features of Excel.

J. Burke Taft, M.Ed.

Section 100: Wednesdays, June 29-July 6, 6:30-9:30 p.m. 2 sessions. Norlin 310. \$80.

DESKTOP PUBLISHING

CCG 371 Introduction to Aldus PageMaker (Version 5.0)

Novice Level

Easy enough for the novice, yet comprehensive enough for the professional designer, PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use. Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. Experience with a word processing package and with the Macintosh computer is required. Bring a 3.5 inch DS/DD diskette.

Sharon Pike, M.S.

Section 100: Tuesdays, June 28-August 2, 6:30-9:30 p.m. 6 sessions. Fine Arts C1B53. \$180.

CCG 373 QuarkXPress for the Designer (Version 3.2)

Novice Level

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulating graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. Some experience with a word processing package and with the Macintosh computer is required. Recommended text: *QuarkXPress by Example*, University Book Center, UMC 10.

Tim Meehan

Section 100: Saturdays, July 23-30, 9 a.m.-5 p.m. 2 sessions. Fine Arts C1B53. \$165.

CCG 374 Advanced QuarkXPress (Version 3.2)

Intermediate Level

QuarkXPress is an advanced publication design and graphic production software package that incorporates remarkable precision and broad versatility, making it the ideal software tool for the professional graphic designer. This course is an extension of the beginning QuarkXPress course, CCG 373. Focus will be on professional use of QuarkXPress and how to exploit its unique features and precision in higher-end pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks that only QuarkXPress can accomplish will be discussed. Recommended text: *QuarkXPress by Example*, University Book Center, UMC 10.

Tim Meehan

Section 100: Saturdays, August 6-13, 9 a.m.-4 p.m. 2 sessions. Fine Arts C1B53. \$165.



COMPUTER GRAPHICS

CCG 356 Basic Macintosh Computer Art

Novice Level

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

Barry Ratliff, M.F.A.

Section 100: Saturdays, June 18-25,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$150.

CCG 365 Adobe Photoshop (Version 2.5)

Intermediate Level

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

Michael Nash, M.F.A.

Section 100: Fridays, June 3-July 1,
6:30-9:30 p.m. 5 sessions. Fine Arts C1B53.
\$210 (includes copy of *Adobe: Classroom in a Book*).

CCG 370 Creative Photoshop

Specialized Level

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! You must have access to a Macintosh with Photoshop installed and have some experience with the software. It isn't necessary to be an expert, though! A good background for the course can be obtained in CCG 365 Adobe Photoshop.

Michael Nash, M.F.A.

Section 100: Wednesdays,
June 8-July 6, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$165.

CCG 367 Aldus FreeHand (Version 4.0)

Intermediate Level

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

Michael Nash, M.F.A.

Section 100: Saturdays, July 9-16,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$150.

CCA 364 Intermediate UNIX

Specialized Level

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

Ed Zucker, M.S.

Section 100: Tuesdays and Thursdays,
July 26-August 9, 6:30-9:30 p.m. 5 sessions.
Computing Center 123. \$235.

UNIX SYSTEMS

THE UNIX OPERATING SYSTEM

CCA 360 Introduction to UNIX

Intermediate Level

Become a proficient user of the UNIX operating system. This is a course for anyone who needs to use UNIX, program in its environment, manage UNIX users, or obtain sufficient knowledge to evaluate it. No prior UNIX experience is required, but computer literacy is assumed. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, I/O redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel.

Ed Zucker, M.S.

Section 100: Tuesdays, June 7-July 19,
6:30-9:30 p.m. 7 sessions.
Computing Center 123. \$250.

Sheri Schneider is a former hair stylist who has just made a career shift into bookkeeping and accounting. "Years ago, in college, that's what I was taking. But I was too young and too social. Now I'm ready." Sheri says that Computer Literacy has been helpful. "I think I actually got the job I have now (for Ace Discount Liquor) because I was getting this training."



PROGRAMMING

PROGRAMMING
LANGUAGES**CCA 315**
Introduction to Programming Using Pascal

Novice Level

This more intensive first programming course is structured after the University's CSCI-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Additional topics include functions, data structures, pointers and A/I. It is designed to provide a sound background for entering a computer science degree program or for a course containing C++ programming. Hands-on programming uses Turbo Pascal (Version 6.0) and Turbo C++ (Version 1.0). No programming experience is required. Bring a 3.5 inch DS/HD diskette. Recommended text: *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 100: Tuesdays and Thursdays, June 7-July 7, 6:30-9:30 p.m. 10 sessions. Engineering Center CR 0-16. \$250.

Bill and Maggie Friederich decided to "go back and get on line with computers" for business reasons. She manages the Nature's Own store in Nederland. And he is an interfaith minister who consults with unaffiliated couples who want something special in a wedding ceremony.

**CCA 320**
Introduction to C Programming

Intermediate Level

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

Carol J. Meier, M.S.

Section 100: Mondays and Wednesdays, June 13-July 11 (skip July 4), 6:30-9:30 p.m. 8 sessions. Hale 260. \$265.

CCA 325
Intermediate C Programming

Specialized Level

First, we examine the ANSI changes to the language. Then, each week we explore a particular topic in more detail, delving into more complex data structures, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Also covered: techniques for writing portable code, and ANSI enhancements to the language. Prerequisite:

CCA 320 Introduction to C Programming or 6 months C programming experience and comfort with introductory topics (including pointers). Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 100: Mondays and Wednesdays, July 13-August 1, 6:30-9:30 p.m. 6 sessions. Hale 236. \$235.

CCA 327
Introduction to C++ Programming

Intermediate Level

C++ is an extension of C that supports object-oriented (O-O) programming. This course addresses the essential concepts of O-O programming (classes, objects, inheritance and polymorphism), showing how these are supported in C++ (member functions, public and private, virtual functions). The course also covers parts of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). Prerequisite: CCA 325 Intermediate C Programming or equivalent. CCA 324 Advanced Topics in C Programming is also preferred.

Tom Cargill, Ph.D.

Section 100: Mondays and Wednesdays, June 13-29, 6:30-9:30 p.m. 6 sessions. Hale 240. \$235.

CCA 328
Intermediate C++ Programming

Specialized Level

This course continues the treatment of C++ and object oriented programming. First, it covers features of C++ that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting C++ programmer. Prerequisite: CCA 327 Introduction to C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 100: Mondays and Wednesdays, July 11-27, 6:30-9:30 p.m. 6 sessions. Hale 240. \$235.

CCA 329
Advanced Topics in C++ Programming

Specialized Level

This course completes the treatment of C++ covering multiple inheritance and templates in detail, and introducing exceptions. We address the subtle question of which kind of problems really need multiple inheritance, and the language complexities of virtual base classes. Templates (generic types) are more straightforward, but also require skill for their effective use. Exceptions are introduced; they are not yet supported by production compilers. Prerequisite: CCA 328 Intermediate C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 100: Saturday, July 30, 9 a.m.-4:30 p.m. 1 session. Hale 240. \$150.

Instruction and support for TQM professionals in a program supported by industry leaders.

A Professional Certificate Program in Total Quality Management.

The rules of the marketplace have changed, and quality has become a key factor in determining a company's success. The demand for qualified professionals competent in implementing and managing successful strategies of Total Quality Management continues to grow as does the impact of TQM on all aspects of American business.

To meet the challenge, the University of Colorado at Boulder, Division of Continuing Education is proud to address this timely subject. In cooperation with local business and industry, the Division is offering a Professional Certificate Program in Total Quality

Management. This program will provide the knowledge and skills requisite to promote and implement TQM successfully in the workplace. Although anyone may take as many or as few courses as they wish, to earn the Professional Certificate in Total Quality Management, individuals must apply for admission to the certificate program, complete the seven core courses and two approved elective courses of their choice, and complete a team/individual project demonstrating total quality management skills and concepts. Participants with prior training/work experience may be allowed to substitute advanced elective courses for some of the required introductory core courses.

Our program is unique . . .

The Professional Certificate Program in Total Quality Management was developed at the request of business and industry. Representatives from a variety of firms were involved in its creation. Their input was employed in curriculum design, as well as in administrative processes. Course content and format will be practical and hands-on. Team participation within an organization will be encouraged through a reduced tuition plan for those employers enrolling three or more employees in the program. The culmination of the certificate program will be a team/individual project that will demonstrate the participants' knowledge and skills in total quality management.

TQM Advisory Committee Members

Charlene Adair
Vice President
Rath and Strong

Michael Chapman, CQE
Total Quality Management Associates

Barney Feinblum
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Natural Venture Partners, Inc.

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Process Quality Engineer
Storage Technology Corporation

Sheldon Romer
President and General Manager
Rudi's Bakery

A. Donald Stratton
Vice President
Corporate Quality and Education
Storage Technology Corporation



Janet Puglisi is a sixth-generation Coloradan (her family settled in Altona Grange between Gunbarrel and Haystack) and a CU graduate pursuing TQM certification. Janet is the Medicare charge nurse for Living Centers of America, a long-term care provider that has made a long-term commitment to Total Quality Management practices. She says "My organization is launching itself into the 21st century in terms of quality and innovation. There's a lot of impetus to succeed—to learn how to do it a better way. And the certificate program is really great. They've really got top people. My boss can't believe I have access to these people. And, in fact, they have been ultra-generous with their time. This is 'for-real' adult education." Janet also values the interchange with other people in class—the chance to get insights from the experience of people in completely different disciplines.

REQUIRED COURSES

Introduction to Quality Management Fundamentals and Philosophy

Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Teguchi. This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

Managing the Transition to TQM

Understanding and promoting the tools of quality are requisite to implementing TQM but are insufficient as "stand alone steps" to that process. To implement TQM successfully, one must also understand and address organizational systems, culture, and power blocks. Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Garrison Krause, who teaches Managing the Transition to Total Quality Management, says, "I'm enjoying it immensely. I hope my people are enjoying it as much as I am. It's a joy to be in the middle of some of the discussions we've been having . . . and a real pleasure to share personal experiences and have them add relevance to the content." As executive director of FutureFocused in Boulder, Garrison brings real-world focus to the classroom. Student Jim Magin is taking the TQM training as part of a career transition. He says "it formalizes much of the experience I've had managing people and processes over the years. I'm excited about it."



Basic Tools for Improving Quality and Productivity

For most American companies, the cost of quality runs to approximately 25-40% of the costs of goods sold. This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams

This course will focus on techniques for building and maintaining high performance, continuous improvement work teams. Topics will include how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills. Participants will also be introduced to problem solving and decision making techniques.

Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

Using statistical methods to improve quality will be the focus of this course. The key to improved quality is measurement. Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction

An introduction to the specific tools and techniques needed to build and measure a service culture and improve service levels within an organization. Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

Quality Function Deployment (QFD): A Structured Approach to Planning

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.

ELECTIVE COURSES

Manufacturing Electives

Introduction to World Class Manufacturing
Practical Reliability Analysis Methods
Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment
Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management
Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm Baldrige Criteria for Improving Quality
Managing Quality in a Small Company
Introduction to ISO 9000
Benchmarking for Quality Excellence
Re-Design of Business Processes

Total Quality Management is a proven process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Summer Semester course information, telephone Dr. Susie Benson at 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.

INDEPENDENT STUDY

For people in transition, on the road, or just busy with multiple demands. An excellent solution for disciplined independent learners. More than 75 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Register and begin anytime. The Applied Music Program (private instruction for instrument or voice) is available for credit or noncredit during the Fall and Spring semesters. Call (303) 492-8757 for more information.

REAL ESTATE EDUCATION

Statewide noncredit courses available for real estate license renewal, broker's license, appraiser's license or seminars in specialized areas such as property management or water law. Required sales license courses (Practice and Law and Colorado Contracts and Law) also available statewide including Boulder. Call (303) 492-8666 and request the current real estate brochure.

TARGETED LEARNING FOR EMPLOYEE GROUPS ON CAMPUS OR ON-SITE

Increasingly, businesses are asking us to develop customized learning programs fitted to the needs of specific employee groups. Often, the need is for technical instruction—software applications, for example. These programs are best suited for on-campus delivery, taking advantage of state-of-the-art equipment in Continuing Education computer labs. Other programs, from technical writing to English as a Second Language (ESL), or need-specific training in mathematics, science or management, can be offered affordably and conveniently using your company's meeting and conference facilities. The range of possibilities is as broad as the University curriculum. From half-day programs to 15-week semester packages offered on a noncredit or credit basis. For more information, call the Division of Continuing Education at (303) 492-5148. Outside of the Denver metro area, dial 1-800-331-2801.

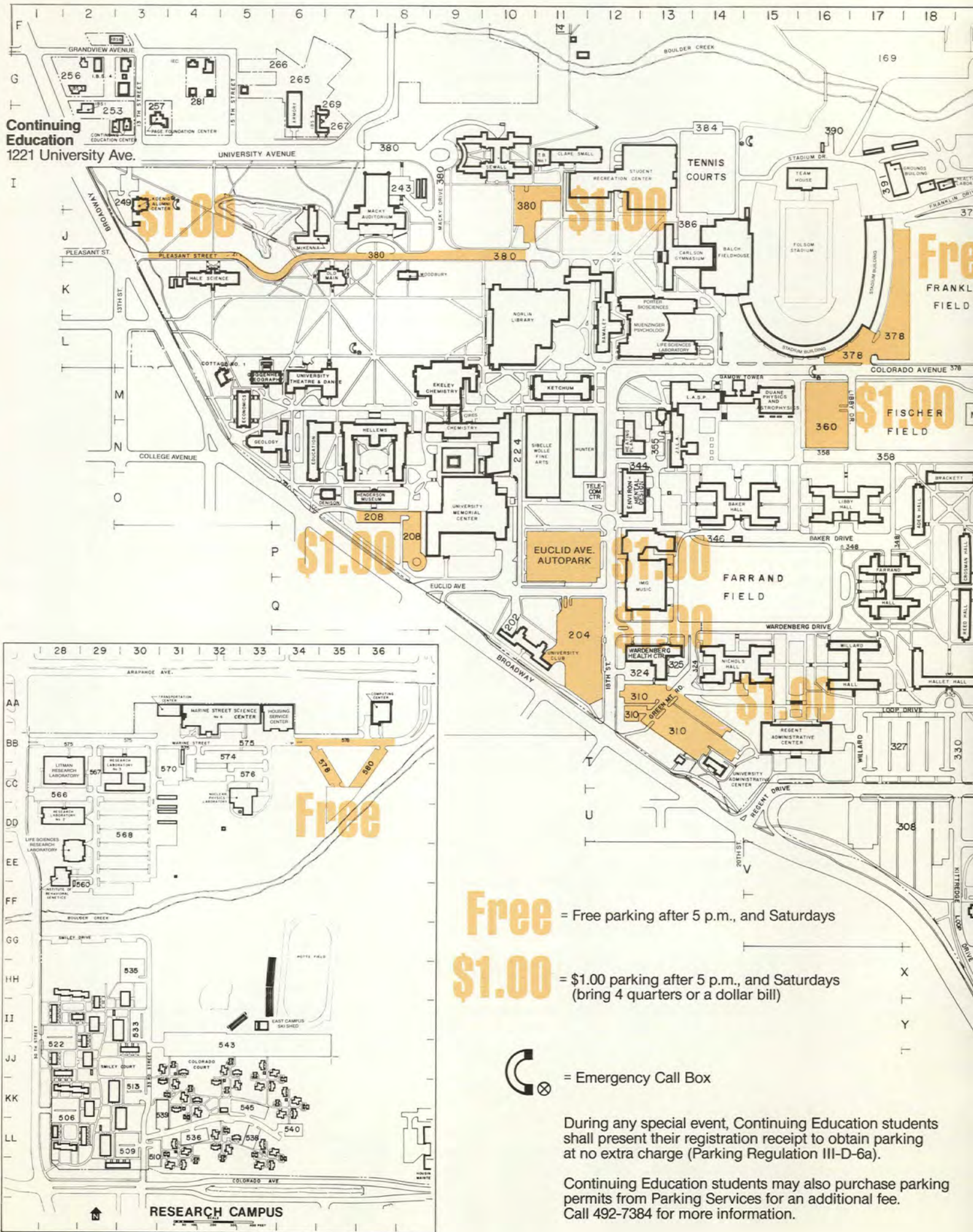
CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

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INTERNATIONAL ENGLISH CENTER

The International English Center (IEC) offers evening classes in English as a second language for community residents or interested visitors from other countries. The beginning, intermediate and advanced classes meet on Mondays and Wednesdays at a cost of \$150 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.






Continuing Education
1221 University Ave.

RESEARCH CAMPUS

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

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

 = Emergency Call Box

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

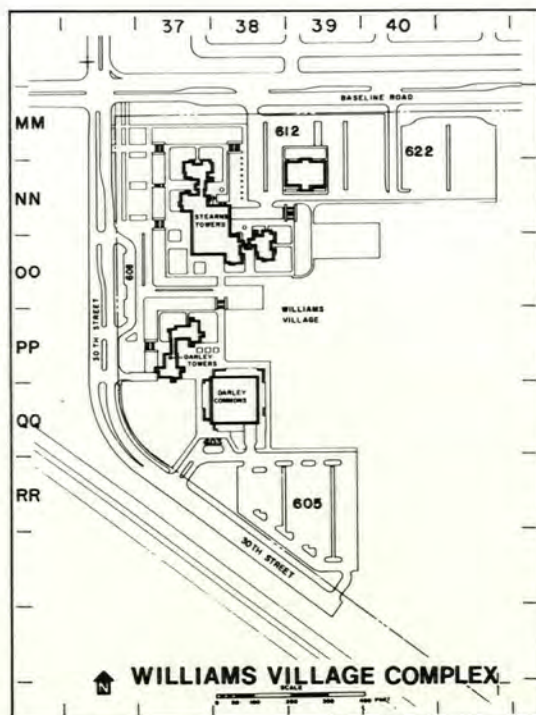
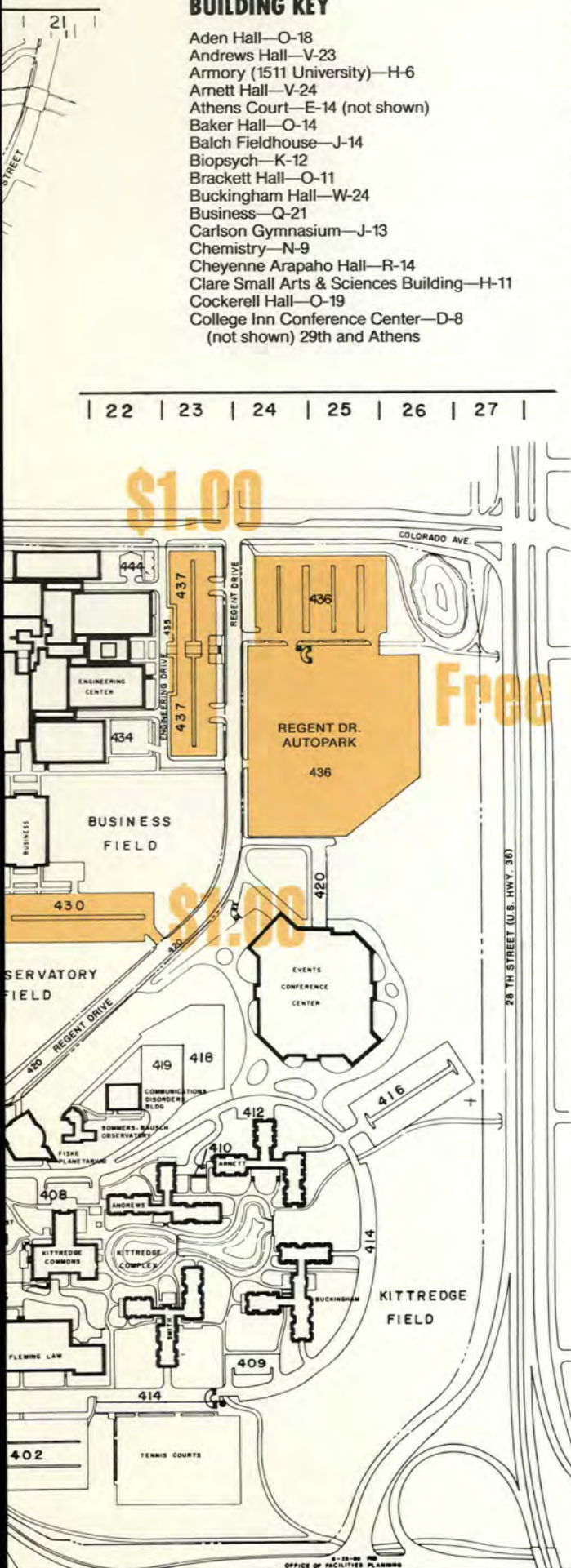
Continuing Education students may also purchase parking permits from Parking Services for an additional fee. Call 492-7384 for more information.

BUILDING KEY

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

- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University
- Cooperative Institute for Research in Env. Sci. (CIRES)—M-9
- Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Tower—PP-37
- Day Care Center (not shown) 2202 Arapahoe—B-17
- Denison Laboratory—O-7
- Distribution Center (not shown) 2000 Central Ave.
- Duane Physical Laboratories, includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA-Laboratory and Tower)—M-14
- Duane Physics and Astrophysics—M-15
- East Campus Ski Bldg.—GG-33
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories Complex—M-8
- Engineering Center—M-21, O-20, O-22, P-21
- Environmental Design—O-12
- Events/Conference Center—S-24
- Faculty-Staff Court—E-10 (not shown)
- Farrand Hall—Q-17
- Fine Arts—N-11
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Guggenheim Geography—M-5
- Hale Science—K-4
- Hallett Hall—R-18
- Health Physics Laboratory (TB-9)—I-18
- Heating Plant—N-12
- Hellems Arts and Sciences—N-7
- Henderson Museum—O-7
- Housing System Support—AA-33
- Hunter Science—N-11
- Imig Music—Q-13
- Institute of Behavioral Genetics—EE-28
- Institute of Behavioral Science No. 1—H-2 1416 Broadway
- Institute of Behavioral Science No. 2—E-1 1546 Broadway
- Institute of Behavioral Science No. 3—G-2 1424 Broadway
- Institute of Behavioral Science No. 4—G-2 1220 Grandview
- Institute of Behavioral Science No. 5—H-6 1201 17th
- Institute of Behavioral Science No. 6—F-2 1243 Grandview

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



Beginnings, becomings.

Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 39) and have your credit card information handy. Then call 492-5148 or 1-800-331-2801.

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

Learning For Learning's Sake: Noncredit Courses

The broad range of noncredit courses, offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, and Section 504 of the Rehabilitation Act of 1973. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Professional Enhancement: Certificate Programs

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Management Development
Total Quality Management**

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

**Real Estate Education Program
Special Professional Programs
Video Teleconferences**

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

Change Your Mind? Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

Student Privacy You may elect to have directory information withheld about yourself which includes requesting transcripts over the phone. To do this, please visit our office or call to receive the form.

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

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

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

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information.

UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION

PROGRAM / TERM _____

Last Name	First Name	Middle Name	Former or Maiden Name

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

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

BIRTHDATE

Month	Day	Year

SEX:
 Male
 Female

ETHNICITY:
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 Caucasian/White
 Hispanic
 I do not wish to provide this information

RESIDENCY:
 Colorado
 Other State Abbr. _____

MILITARY SERVICE:
 Non-veteran
 Veteran
 Active Duty Dates _____ to _____

MARITAL STATUS:
 Single
 Married

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

CITIZENSHIP:
 C = U.S. Citizen
 P = Non-U.S. Citizen/permanent status
 —List alien registr. No. _____
 T = Non-U.S. Citizen—Country _____
 —List Type of Temporary Visa _____

FORMER CU STUDENT NUMBER:

--

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

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
 I certify that I am registered with the Selective Service
 I am not required to register with the Selective Service because:
 I am a female.
 I am in the U.S. Armed Forces on active duty.
 I have not yet reached my 18th birthday.
 I am age 26, or older, as of the date of the first day of class.
 I am a non-immigrant alien lawfully admitted in the U.S.

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

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

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

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

<p style="text-align: center;">YOU</p> <p>Dates of continuous physical presence in Colorado (mo./day/yr.) _____ to _____/_____/_____</p> <p>Dates of employment in Colorado (mo./day/yr.) _____ to _____/_____/_____</p> <p>List exact years for which Colorado income taxes have been filed _____</p> <p>Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____ to _____/_____/_____</p> <p>Dates of active duty military service, if applicable (mo./day/yr.) _____ to _____/_____/_____</p> <p>Dates stationed in Colorado (mo./day/yr.) _____ to _____/_____/_____</p> <p>Date of your marriage, if applicable (mo./day/yr.) _____ to _____/_____/_____</p> <p>Date current Colorado driver's license, if applicable (mo./day/yr.) _____ to _____/_____/_____</p> <p>Issue date of previous Colorado license, if applicable (mo./day/yr.) _____ to _____/_____/_____</p> <p>List exact years of Colorado motor vehicle registration _____</p> <p>Dates of Colorado voter registration (mo./day/yr.) _____ to _____/_____/_____</p> <p>Dates of ownership of any Colorado residential property (mo./day/yr.) _____ to _____/_____/_____</p> <p>Are your parents separated or divorced? Yes _____ No _____</p>	<p style="text-align: center;">CHECK ONE:</p> <p><input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p> <p>_____/_____/_____ to _____/_____/_____</p>
--	--

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

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature _____ Date _____

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

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

Tuition Payment by Mail

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

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____

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

Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

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

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

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

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed _____

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

Signature _____ Date _____

Tuition Payment by Mail

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

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

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- I certify that I am registered with the Selective Service
- I am not required to register with the Selective Service because:
 - I am a female.
 - I am in the U.S. Armed Forces on active duty.
 - I have not yet reached my 18th birthday.
 - I am age 26, or older, as of the date of the first day of class.
 - I am a non-immigrant alien lawfully admitted in the U.S.

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

- A**
- Abnormal Psychology7
 - Accounting and Budgeting for the Non-Accountant18
 - Accounting/Finance18
 - Acting Basics15
 - Adobe Photoshop (Version 2.5)29
 - Advanced DOS/Windows24
 - Advanced Excel for Windows (Version 4.0)25
 - Advanced Investment Strategies13
 - Advanced Microsoft Word (Version 5.1)28
 - Advanced PageMaker Desktop Publishing for Windows (Version 5.0)27
 - Advanced QuarkXPress (Version 3.2)28
 - Advanced Topics in C++ Programming30
 - Advanced WordPerfect 6.0 (DOS)25
 - Advertising Design: The Creative Director12
 - African American Women Writers: Contemporary Works of Relations and Identity16
 - Aldus FreeHand (Version 4.0)29
 - Aldus Pagemaker28
 - American Political Thought7
 - Apple Macintosh System27-29
 - Architecture7, 11
 - Art Conservation: A Race Against Time11
- B**
- Basic Investing13
 - Basic Macintosh Computer Art29
 - Basic Photography11
 - Basic Skills for the Supervisor18
 - Basic Tools for Improving Quality and Productivity32
 - Beginning Conversational and Written Japanese12
 - Beginning Conversational French12
 - Beginning Conversational German12
 - Beginning Conversational Italian12
 - Beginning Conversational Spanish13
 - Beginning Excel for the Macintosh (Version 4.0)28
 - Beginning Excel for Windows (Version 4.0)25
 - Beginning Lotus 1-2-3 (Version 2.4)25
 - Beginning Lotus 1-2-3 (Version 4.0 for Windows)25
 - Beginning Microsoft Word (Version 5.1)28
 - Beginning Video Workshop12
 - Beginning WordPerfect 6.0 for Windows25
 - Beginning WordPerfect 6.0 Word Processing (DOS)24
 - Behind the Scenes! The Colorado Shakespeare Festival15
 - Boulder Evening Credit Program3-7
 - Building High Performance Work Teams32
 - Business17-19
- C**
- C Programming30
 - Cartooning and Humorous Illustration12
 - Center for Advanced Training in Engineering and Computer Science (CATECS)33
 - Certificate Programs17, 21, 31
 - Children's Book Illustration Techniques12
 - Communication6, 19
 - Communication Workshop in Conflict Management19
 - Computer Aided Design: Level I26
 - Computer Aided Design: Level II26
 - Computer Aided Design: Level III Customizing AutoCAD26
 - Computer Applications21-30
 - Computer Graphics27, 29
 - Computer Literacy22
 - Computer System22-23
 - Conducting Effective Meetings19
 - Conflict Management19
 - CorelDRAW! 4.027
 - Correspondence Courses33
 - Counseling (Boulder Evening)3
 - Creative Photography Workshop12
 - Creative Photoshop29
 - Credit Classes (Boulder Evening)3-7
 - Critical Issues in Current Management19
- D**
- Desktop Publishing27, 28
 - Diet, Emotions and Behavior14
 - Dinosaurs of Colorado15
 - DOS System23-24
 - Drawing11
- E**
- Education6
 - Effective Interviewing Techniques18
 - Engineering33
 - English6, 16
 - English as a Second Language33
 - Entrepreneurism—Are You Ready?18
 - Entrepreneurism/Small Business18
 - Estate Planning Techniques14
 - Excel25, 28
- F**
- Field Trip: Exploring the Colorado Midland Railroad13
 - Field Trip: The Geology of Boulder15
 - Film6
 - Finance18
 - Financial Aid (Boulder Evening)3
 - Financial Planning for Couples14
 - Financial Planning Workshop for Women14
 - Fine Arts6-7, 11-12
 - Flatiron Genre Fiction Workshop16
 - Foreign Languages12-13
 - Four Season Colorado Landscape11
 - French12
 - Fundamentals and Techniques of College Algebra7
- G**
- German12
 - Graphic Communication12
 - Guide to the Ecology of Boulder County15
- H**
- Handling Difficult People19
 - Healthy Wealthy and Wise: Financial Planning Workshop for Women14
 - History7, 13
- I**
- IBM and Compatible Systems23-27
 - Improvisational Performing15
 - Independent Study33
 - Intermediate Conversational and Written Japanese13
 - Intermediate Conversational French12
 - Intermediate Conversational Spanish13
 - Intermediate C Programming30
 - Intermediate C++ Programming30
 - Intermediate DOS23
 - Intermediate Excel for the Macintosh (Version 4.0)28
 - Intermediate Excel for Windows (Version 4.0)25
 - Intermediate Fiction Workshop6
 - Intermediate Lotus 1-2-3 (Version 4.0 for Windows)26
 - Intermediate Small-Format Production (Film)6
 - Intermediate UNIX29
 - Intermediate Word for Windows (Version 6.0)24
 - Intermediate WordPerfect 6.0 (DOS)25
 - International English Center (IEC)33
 - Internet Applications23
 - Internet Fundamentals23
 - Interpersonal Communication6
 - Introduction to Aldus PageMaker (Version 5.0)28
 - Introduction to C Programming30
 - Introduction to C++ Programming30
 - Introduction to Drawing11
 - Introduction to Networks22
 - Introduction to PageMaker Desktop Publishing for Windows (Version 5.0)27
 - Introduction to Painting11
 - Introduction to Programming Using Pascal30
 - Introduction to Quality Management Fundamentals and Philosophy32
 - Introduction to Quattro Pro (Version 4.0 DOS)26
 - Introduction to Statistical Tools for Improving Productivity and Quality (SPC)32
 - Introduction to the IBM and Compatible Personal Computer23
 - Introduction to the Macintosh27
 - Introduction to UNIX29
 - Introduction to Windows (Version 3.1)24
 - Introduction to Women's Literature6
 - Introductory Ceramic Survey6
 - Investing in Art and Antiques14
 - Investments and Personal Finance13-14
 - Italian12
- J**
- Japanese12-13
 - Journalism7
- K**
- Keeping a Journal: A Process of Self Discovery16
 - Kinesiology7
- L**
- Landscape, Architecture and11
 - Life Drawing11
 - Lifestyles14
 - Literature, Writing and16
 - Lotus 1-2-325
 - LSAT Preparation15
- M**
- Macintosh System27-29
 - Management19, 31-32
 - Management Development Certificate of Achievement17
 - Managing People19
 - Managing the Transition to TQM32
 - Map (Campus)34-35
 - Marketing for Professional Services19
 - Masterpieces of American Literature6
 - Mathematics7
 - Measuring and Achieving Customer Satisfaction32
 - Microsoft Word28
 - Modern and Contemporary Literature6
 - Modern Architecture7
 - Mountains and Plains: Native Americans of Colorado13
 - MS-DOS23-24
 - Mutual Fund Investing14
- N**
- Native American Belief Systems13
 - Noncredit Courses9-16
 - Nutrition, Health and Performance7
- O**
- On-Site Training33
 - Open Topics in Theatre and Drama: Teaching Shakespeare7
 - Oral Communication for Teachers6

P

PageMaker27, 28

Painting11

Parking34-35

Personal Finance, Investments and13-14

Perspectives on Human Communication6

Philosophy7

Philosophy and Religion7

Photography11-12

Political Science7

Preparing for the Law School
Admission Test (LSAT)15

Professional Development (Business)18

Professional Handlettering, Calligraphy
and Logo Design12

Programming Languages30

Psychology7

Q

Quality Function Deployment (QFD):
A Structured Approach to Planning32

QuarkXPress for the Designer (Version 3.2)28

Quattro Pro26

Quicken! An Accounting Program
for the IBM and Compatibles18

R

Real Estate Education33

Residency (Boulder Evening)3

Retirement Planning14

S

Sales/Marketing19

Science15

Shakespeare Festival (Behind the Scenes!)15

Short Story Workshop16

Small Business18

Social Psychology7

Sociology7

Sociology of Aging7

Software Development and Maintenance22

Spanish13

Spreadsheets25-26, 28

Study Smarter15

Supervision/Management18, 19

Sustained Inspiration for Writers16

T

Technical Writing19

Testing15

Theatre7, 15

Total Quality Management (TQM)
Professional Certificate Program31-32

Trading and Investing Overseas18

Treatment of the Serious Problems
of Adolescence14

U

UNIX Operating System29

Using MS-DOS23

U.S. Values, Social Problems, and Change7

V

Veteran Benefits (Boulder Evening)3

Video6, 12

W

War in Vietnam and Its Legacy, The7

Windows24

Women and Popular Culture7

Word for Windows (Version 6.0)24

Word Processing24-25, 28

Writing and Communications (Business)19

Writing and Literature6, 16

Writing the Novel16

X

Xeriscape Landscaping: Low Water,
Low Maintenance Landscapes for Colorado... 11



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Or current resident

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Knowing begins with not knowing. Sometimes the best thing to do is stay loose. Pencil in the outline and give details a chance to emerge. Choices we make one at a time define a direction for personal and professional growth, but the pattern may not be clear until much later on. In the meantime, lighten up. Open up. To ideas, options, mistakes and possibilities. This book is filled with beginnings. Try one on and see where you end up. Take one golden summer to remember that beginnings become adventures. And adventures create opportunities. Let us help.

To register, call 492-5148 or 1-800-331-2801.

