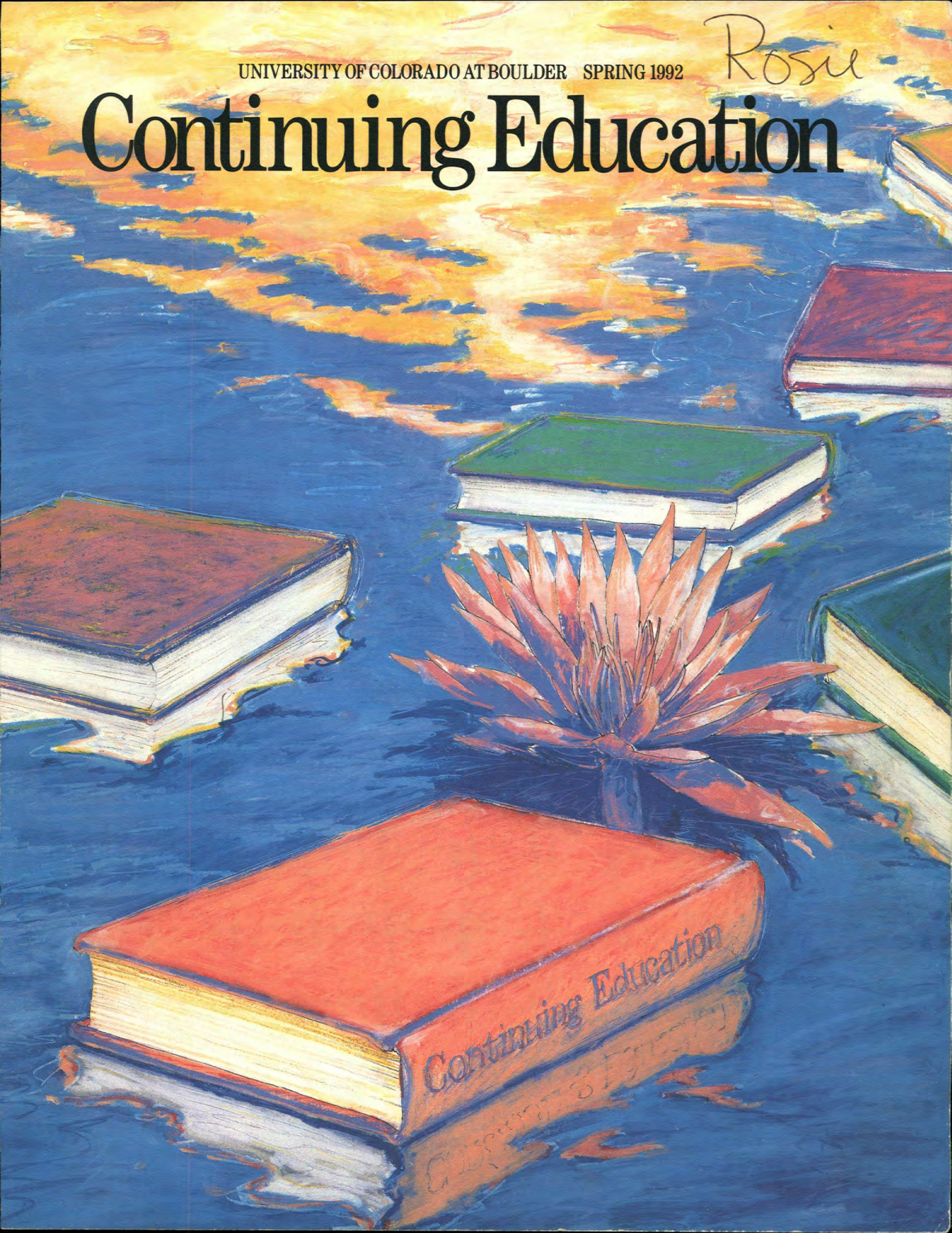


UNIVERSITY OF COLORADO AT BOULDER SPRING 1992

Rosie

# Continuing Education



## THE JOURNEY BEGINS. THE JOURNEY CONTINUES.

Sometimes you're feeling stale, you bump into something that helps you understand what your next step should be. This catalog can help. It's bursting with opportunities, including 35 new course offerings. You can boost your software savvy or explore the Technical Executive Module, with 11 new courses. Special Professional Programs include Effective Downsizing, Doing Business With Japan, and Successful Grant Writing. Evening Credit adds Magazine Article Writing, History of East-Central Europe, and much more. Noncredit has more than a dozen excellent new classes. So curl up and look around—for a class that meets your needs and fits your interests now.

## FOUR WAYS TO REGISTER

**1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for noncredit and certificate, page 55 for credit.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for noncredit and certificate courses. Send both front and back of page 55 for credit courses.

**3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

**4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 53) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After February 14 call 492-5148.

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

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

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

**Boulder Evening Credit Classes**

For university courses with convenient evening hours.

**Independent Study Programs**

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

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

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

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Business and Technology Leadership  
Commercial Design**

**Computer Applications and Computer Graphics  
Management Development**

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

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

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

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

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

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

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

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



# CONTENTS

	<b>Boulder Evening Credit Classes</b> .....	<b>2</b>
	University of Colorado credit courses offered weekdays after 5:00 p.m. through the departments of Communications, Economics, English, Film, Geography, Mathematics, Philosophy and Psychology.	
	<b>Management Development Certificate Program</b> .....	<b>14</b>
	Emphasis is on developing supervisory and management skills through oral and written communication, team building, problem solving and decision making.	
	<b>Computer Applications Certificate Program</b> .....	<b>16</b>
	Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.	
	<b>Certificate in Business and Technology Leadership</b> .....	<b>27</b>
	Cultivate the business leadership skills required of managers working in technical environments.	
	<b>Certificate in Commercial Design</b> .....	<b>28</b>
	Weekend workshops for novices or active professionals cover design development, marker comps, production, illustration, air brush, calligraphy, cartooning and career information.	
	<b>Noncredit (Personal Development) Courses</b>	
	A lively, relevant approach to the arts, business, lifestyles, writing and the environment.	
	<b>Boulder</b> .....	<b>30</b>
	<b>Longmont</b> .....	<b>40</b>
	<b>Video Teleconferencing</b> .....	<b>42</b>
	A distance learning facility featuring programming via satellite.	
	<b>Real Estate Education</b> .....	<b>43</b>
	A statewide program offers seminars and courses covering principles, law, appraisal, closings, finance, property management, tax factors and other subjects of interest.	
	<b>Special Professional Programs</b> .....	<b>44</b>
	Customized programming for business and industry, government agencies and service organizations.	
	<b>Independent Study Programs</b> .....	<b>45</b>
	Individualized learning opportunities including correspondence courses, Childhood Education series and more.	
	<b>International English Center</b> .....	<b>46</b>
	English as a second language and an introduction to the life and customs of the United States, for international students, visitors from abroad, or non-English speaking residents.	
	<b>Center for Advanced Training in Engineering and Computer Science (CATECS)</b> .....	<b>47</b>
	Quality graduate education brought to your worksite — a convenient way to stay competitive in today's high-tech marketplace.	
	<b>Campus Map</b> .....	<b>48</b>
	<b>Index</b> .....	<b>50</b>
	<b>Registration Information</b> .....	<b>52</b>
	Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.	
	<b>Noncredit/Certificate Registration Form</b> .....	<b>53</b>
	<b>Credit Registration Form</b> .....	<b>55</b>

## Conserving Precious Natural Resources.

We are committed to the responsible use of natural resources. The cover of this catalog is printed on recycled paper and the pages inside are an uncoated paper designed to permit recycling. Please help us by taking only as many copies as you need. Share your catalog with friends. And recycle all appropriate printed materials. Thank you.





# STEPPING STONES. THE JOURNEY ON.

## EVENING CREDIT CLASSES.

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

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

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

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

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

**Tuition:** Resident tuition is \$70 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 5 for more information.

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

- Total library services at no additional charge
- Membership in the Recreation Center (\$70 a semester)
- Wardenburg Student Health Services (\$49.50)
- Photo IDs (\$10 cash, checks with guarantee card, Visa, MasterCard)

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

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

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

**Veteran Benefits:** As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veterans Affairs Office, Room 165, University Memorial Center, or call 492-7322.

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

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

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

**Special Faculty-Staff Registration:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 21.

*An interest in other cultures enriches the perspective that therapist Jennifer Downs brings to two Education classes: Integrative Learning and Building Family Strengths. Both are strongly positive avenues for building nurturing environments. An avid traveler, she took her son to the Galapagos Islands last year to study wildlife. As a friendship family for the Economics Institute, she provides a home away from home for students from other countries.*



# CREDIT CLASSES CALENDAR — DATES YOU SHOULD KNOW

## REFUND SCHEDULE FOR CREDIT CLASSES

### FULL TERM

100% through Feb. 4  
60% Feb. 5 through Feb. 18  
40% Feb. 19 through Mar. 4

### NONE THEREAFTER

### SESSION I

100% through Jan. 28  
60% Jan. 29 through Feb. 4  
40% Feb. 5 through Feb. 11

### NONE THEREAFTER

### SESSION II

100% through Mar. 20  
60% Mar. 23 through Apr. 3  
40% Apr. 6 through April 10

### NONE THEREAFTER



<b>December 9</b>	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>January 20</b>	Martin Luther King, Jr., Holiday. Division Offices Closed.
<b>January 21</b>	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education.  FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>January 28</b>	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>January 29</b>	Instructor's signature required to drop Session I classes.*
<b>February 4</b>	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record.  Registration continues for Session II.
<b>February 5</b>	Instructor's signature required to drop Full Term classes.*  Petition required to drop Session I classes.
<b>February 19</b>	Petition required to drop Full Term classes.
<b>March 5</b>	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>March 9</b>	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>March 16</b>	Session II classes begin.  FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>March 20</b>	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>March 23</b>	Instructor's signature required to drop Session II classes.*
<b>March 23-27</b>	Spring Break. NO CLASSES.
<b>April 6</b>	Petition required to drop Session II classes.
<b>April 28</b>	FULL TERM TUESDAY CLASSES END.
<b>April 29</b>	FULL TERM WEDNESDAY CLASSES END.
<b>April 30</b>	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
<b>May 4</b>	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASSES END. FULL TERM MONDAY AND THURSDAY CLASSES END.
<b>May 6</b>	SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>May 7</b>	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

## FULL TERM CLASSES BY STARTING DATE, SPRING 1992

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday Courses, Begin January 27 and End May 4</b>				
APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
COMM	2000-3	300	6:30-9:30 p.m.	Perspectives on Human Communication
COMM	4510-3	300	6-9 p.m.	Senior Seminar: Interpersonal Communication
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
EDUC	4800-3	300	5-8 p.m.	Special Topics: Expanding Awareness
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
EPOB	2000-3	300	6-9 p.m.	Global Issues in Ecology
HIST	2117-3	300	7-10 p.m.	History of Colorado
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
MATH	1081-3	300	6-9 p.m.	Calculus for Social Science and Business
PHIL	1600-3	300	7-10 p.m.	Philosophy and Religion
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society I
THTR	1003-3	300	6:30-9:30 p.m.	Introduction to Acting for Nonmajors
<b>Monday and Wednesday Courses, Begin January 22 and End May 4</b>				
HEBR	2110-3	300	11 a.m.-1 p.m.	Intermediate Hebrew 1
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
<b>Monday, Wednesday and Friday Course, Begins January 22 and Ends May 4</b>				
HEBR	1010-5	300	1-3 p.m.	Beginning Hebrew 1
<b>Monday and Thursday Courses, Begin January 23 and End May 4</b>				
CSCI	1200-3	300	6-8:45 p.m.	Introduction to Programming 1
MATH	2300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 2
<b>Tuesday Courses, Begin January 21 and End April 28</b>				
ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
ARAB	2120-3	300	2-5 p.m.	Intermediate Arabic 2
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
JOUR	2001-3	300	6-9 p.m.	Mass Media Writing
JOUR	4802-3	300	6:30-9:30 p.m.	Magazine Article Writing
MATH	1021-2	300	5:30-7:30 p.m.	Numerical and Analytical College Trigonometry
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society
<b>Tuesday and Thursday Courses, Begin January 21 and End April 30</b>				
ARAB	1020-5	300	5-7:30 p.m.	Beginning Arabic 2
CDSS	2334-3	300	5-6:30 p.m.	American Sign Language 4: Linguistics of ASL
FINE	1012-3	300	7-10 p.m.	Basic Drawing
<b>Wednesday Courses, Begin January 22 and End April 29</b>				
COMM	2240-3	300	6:30-9:30 p.m.	Organizational Communication
ENGL	1260-3	300	6-9 p.m.	Introduction to Women's Literature
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
GEOL	1140-3	300	7-10 p.m.	Dynamic Earth 2 — The Solid Earth
HIST	1025-3	300	7-10 p.m.	History of the United States Since 1865
HIST	4623-3	300	6-9 p.m.	History of East-Central Europe Since 1815
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSCI	2222-3	300	7-10 p.m.	Introduction to International Relations
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
SOCY	4014-3	300	6:30-9:30 p.m.	Criminology

### 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.

## 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.**

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Thursday Courses, Begin January 23 and End April 30</b>				
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	5:30-8:30 p.m.	Principles of Macroeconomics
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	2610-3	300	6:30-9:30 p.m.	Introduction to World Literature 2
EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
FINE	3636-3	300	7-10 p.m.	Art for the Elementary Teachers
GEOG	2002-3	300	7-10 p.m.	World Geographic Problems
HIST	1020-3	300	6-9 p.m.	Western Civilization 2
PSYC	2643-3	300	7-10 p.m.	Child and Adolescent Psychology
PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
RLST	1620-3	300	6-9 p.m.	Religious Dimensions in Human Experience
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

## SESSION I CLASSES BY STARTING DATE

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin January 22 and End March 9</b>				
ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
EDUC	4820-3	100	6:30-9:30 p.m.	Workshop in Curricular and Instructional Development: Integrative Learning
ENGL	1191-3	100	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	100	7-10 p.m.	Introduction to Human Geography
KINE	3420-3	100	7-10 p.m.	Nutrition and Health
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
SOCY	1001-3	100	7-10 p.m.	Analyzing Society
<b>Tuesday and Thursday Courses, Begin January 21 and End March 5</b>				
COMM	1010-3	100	6-9 p.m.	Public Speaking
EDUC	4800-3	100	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1 — Climate and Vegetation
HIST	1015-3	100	6:30-9:30 p.m.	History of the United States to 1865
SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

## SESSION II CLASSES BY STARTING DATE

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin March 16 and End May 6</b>				
ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Building Family Strengths
EPOB	2100-3	200	7-10 p.m.	Introduction to Wildlife Ecology and Conservation
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	200	7-10 p.m.	World Regional Geography
KINE	3430-3	200	7-10 p.m.	Nutrition and Physical Performance
SOCY	1004-3	200	7-10 p.m.	Deviance in U.S. Society
<b>Tuesday and Thursday Courses, Begin March 17 and End May 7</b>				
COMM	1010-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FILM	3501-3	200	7-10 p.m.	Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2 — Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition and Health
SOCY	2031-3	200	7-10 p.m.	U.S. Values, Social Problems and Change



## Anthropology

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

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 137. \$210 (resident).

### \*Anthropology 1040-3 Principles of Anthropology 2

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 137. \$210 (resident).

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

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

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

## Arabic

### Arabic 1020-5 Beginning Arabic 2

Prerequisite, Arabic 1010.

Full Term - Section 300:  
Tuesdays and Thursdays, 5-7:30 p.m.  
Engineering Center CR 1-26. \$500 (resident).  
Hellems 193.

### Arabic 2120-3 Intermediate Arabic 2

Prerequisite, Arabic 2110.

Full Term - Section 300: Tuesdays, 2-5 p.m.  
Hunter 120. \$300 (resident).

## Astronomy

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

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

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

## Biology

### \*EPOB 1220-3 General Biology 2

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

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

### EPOB 2000-3 Global Issues in Ecology

The natural environment is currently stressed by a variety of human actions. This course will examine the nature of these environmental problems and their impact on living organisms: both human and non-human species.

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

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

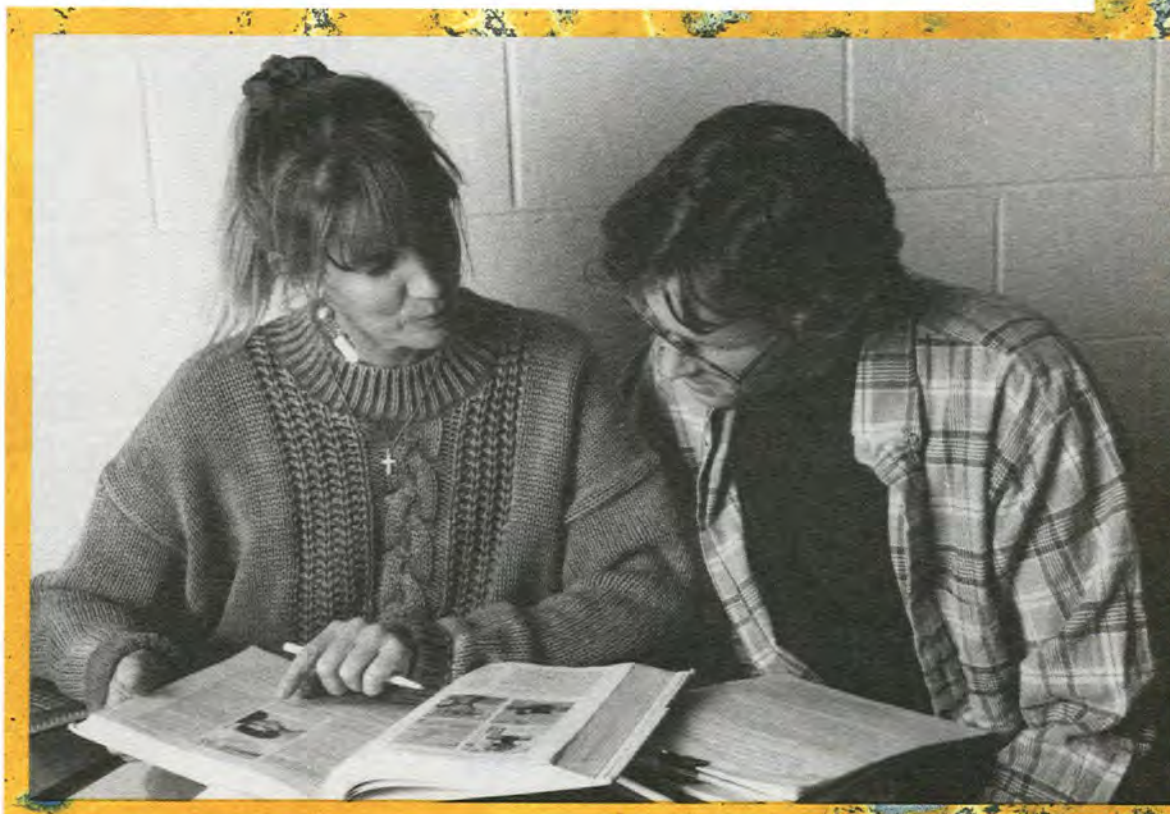
This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by way of illustration,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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Economics 117. \$210 (resident).

## SURVIVAL TIPS

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

*Debbie Macario and Harry McCrystal are taking an Evening Credit course together. For Harry, it's a way to enhance job skills. For Debbie, it's the beginning of a major career redirection.*



## Communication

### **Communication 1010-3 Public Speaking**

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.  
Environmental Design 122. \$210 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Environmental Design 122. \$210 (resident).

### **\*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, and impact of technological developments on communication.

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

### **\*Communication 2030-3 Interpersonal Communication**

This course 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. The emphasis is on theory and concepts rather than skills.

Full Term - Section 300: Thursdays,  
6:30-9:30 p.m. Hellems 285. \$210 (resident).

### **\*Communication 2240-3 Organizational Communication**

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

Full Term - Section 300: Wednesdays,  
6:30-9:30 p.m. Hellems 193. \$210 (resident).

### **Communication 4510-3 Senior Seminar: Interpersonal Communication**

Reviews current research and theory on topics such as strategic interaction, relationship formation and maintenance, and identity and self-presentation. Prerequisite, COMM 2030 helpful.

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

## Communication Disorders and Speech Science

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

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

Full Term - Section 300: Tuesdays and Thursdays,  
5-6:30 p.m. CDSS 230. \$210 (resident).

## Computer Science

### **Computer Science 1200-3 Introduction to Programming I**

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

Full Term - Section 300:  
Mondays and Thursdays, 6-8:45 p.m.  
Engineering Center CR 1-28. \$280 (resident).

## Economics

### **\*Economics 2010-3 Principles of Microeconomics**

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

Full Term - Section 300: Tuesdays, 5:30-8:30 p.m.  
Economics 119. \$210 (resident).

### **\*Economics 2020-3 Principles of Macroeconomics**

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

Full Term - Section 300:  
Thursdays, 5:30-8:30 p.m.  
Economics 119. \$210 (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.

Full Term - Section 300: Mondays, 6-8 p.m.  
Hellems 193. \$140 (resident).

*Discovering she was one credit short, senior Missy Lawrence added an Evening Credit class in order to graduate on time in December. She says, "I took this because the daytime sections were full, but (now) I actually prefer it. I like the teacher, his classroom style is refreshing."*



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

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

Session II - Section 202: Tuesdays and Thursdays, 5-8 p.m. Clare Small 302. \$218 (resident).

*closed*

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

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

Session I - Section 100: Tuesdays and Thursdays, 5-8 p.m. Clare Small 302. \$218 (resident).

*Ketchum 234 closed*

**Education 4800-3**  
**Special Topics: Expanding Awareness**

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

Full Term - Section 300: Mondays, 5-8 p.m. McKenna 112. \$218 (resident).

**Education 4800-3**  
**Special Topics: Building Family Strengths**

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

Session II - Section 201:

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

**Education 4820-3**  
**Workshop in Curricular and Instructional Development: Integrative Learning**

Learn how to create an environment for learning, to encourage retention, improve communication and thinking skills and enhance self-esteem. This whole-brain approach to learning covers: brain/mind research, teaching and learning styles, stress management and more. Students will come to understand their own learning process, and share ideas for personal and professional use.

Session I - Section 100:

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

*Muenzinger E417*

## SURVIVAL TIPS

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

## English

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

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

Full Term - Section 301: Tuesdays, 6:30-9:30 p.m. Hellems 255. \$210 (resident).

Full Term - Section 302: Thursdays, 6:30-9:30 p.m. Hellems 255. \$210 (resident).

Session I - Section 100:

Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 1-05. \$210 (resident).

Session II - Section 200:

Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 1-05. \$210 (resident).

**\*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.

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 251. \$210 (resident).

**\*English 1500-3**  
**Masterpieces of British Literature**

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

Full Term - Section 300: Mondays, 6-9 p.m. Engineering Center CR 1-24. \$210 (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.

Full Term - Section 300: Wednesdays, 6-9 p.m. Engineering Center CR 1-24. \$210 (resident).

**\*English 2610-3**  
**Introduction to World Literature 2**

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

Full Term - Section 300: *cancelled*  
 Thursdays, 6:30-9:30 p.m.  
 Engineering Center CR 1-24. \$210 (resident).

**English 3002-3**  
**Shakespeare for Nonmajors**

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

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 251. \$210 (resident).

*241*

**English 3672-3**  
**Jewish-American Fiction and Old World Backgrounds**

Explores cross-cultural transitions, influences and ethnicity in the social and literary history of Europe and America through Jewish experience, expressed in the works of such writers as Heine, Sholom Aleichem, Peretz, Babel, Singer, Malamud, Roth, and Woody Allen. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 255. \$210 (resident).

## Film

**Film Studies 3501-3**  
**Production Management**

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

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m. Education 138. \$218 (resident).

**Film Studies 3563-3**  
**Producing the Feature Film**

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

Session I - Section 101:

Mondays and Wednesdays, 7-10 p.m. Education 138. \$218 (resident).

Session I - Section 102:

Tuesdays and Thursdays, 7-10 p.m. Education 138. \$218 (resident).

Session II - Section 200:

Mondays and Wednesdays, 7-10 p.m. Education 138. \$218 (resident).

## Fine Arts

### Fine Arts 1012-3 Basic Drawing

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1002. May not be repeated. Full Term - Section 300: *closed*  
Tuesdays and Thursdays, 7-10 p.m.  
Fine Arts C153. \$240 (resident).

### Fine Arts 3636-3 Art for the Elementary Teacher

For persons planning to teach at the elementary level. Theoretical and practical elementary art methods for the non-art major are covered. Offered through Continuing Education only. Full Term - Section 300: Thursdays, 7-10 p.m.  
Fine Arts C1B55. \$210 (resident).

## Geography

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

Introduces the atmospheric environment of the Earth; the elements and controls of climate and their implications for hydrology, vegetation, and soils. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Economics 13. \$280 (resident).

### \*Geography 1011-4 Environmental Systems 2 — Landforms and Soils

Introduces two essential aspects of the natural environment: landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Guggenheim 3. \$280 (resident).

### \*Geography 1982-3 World Regional Geography

Using interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$210 (resident).

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

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$210 (resident).

### \*Geography 2002-3 World Geographic Problems

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

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

## Geology

### \*Geology 1140-3 Dynamic Earth 2 — The Solid Earth

Study of large-scale earth processes including formation of igneous, sedimentary, and metamorphic rocks; glacial eras; continental drift and plate tectonics. Students especially interested in the solid Earth are encouraged to take GEOL 1130 before GEOL 1140. Approved for Arts and Sciences Core Curriculum: Natural Science.

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

## Hebrew

### Hebrew 1010-5 Beginning Hebrew 1

Full Term - Section 300:  
Mondays, Wednesdays, and Fridays, 1-3 p.m.  
~~Mckenna 104. \$500 (resident).~~  
*Stadium 135*

### Hebrew 2110-3 Intermediate Hebrew 1

Prerequisite Hebrew 1020.  
Full Term - Section 300:  
Mondays and Wednesdays, 11 a.m.-1 p.m.  
Clare Small 302. \$300 (resident).  
*Hebrew 2120-3 Intermed. 2  
Tues, 1-4 pm IEC Annex 2 1338  
Grandview. \$300.*

## History

### \*History 1020-3 Western Civilization 2

Survey course dealing with political, economic, social, and intellectual development in European history from the seventeenth century to the present. Similarities and contrasts between European states are underscored, as is Europe's changing role in world history. Approved for Arts and Sciences Core Curriculum: Historical Context. Full Term - Section 300: Thursdays, 6-9 p.m.  
Hellems 267. \$210 (resident).

### \*History 1015-3 History of the United States to 1865

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

Session I - Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m. Engineering Center CR 1-01.  
\$210 (resident).

### \*History 1025-3 History of the United States Since 1865

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

Full Term - Section 300: Wednesdays, 7-10 p.m.  
Engineering Center CR 0-36. \$210 (resident).

### \*History 1123-3 The History of England, 1660 to Present

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

Full Term - Section 300: Tuesdays, 7-10 p.m.  
Engineering Center CR 1-24. \$210 (resident).

### History 2117-3 History of Colorado

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

Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 1-26. \$210 (resident).

### History 4433-3 Nazi Germany

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m.  
Hellems 201. \$210 (resident).

### History 4623-3 History of East-Central Europe Since 1815

Problems connected with dissolution of east European empires at the end of WWI, formation of the nation states, viability of these states in the twentieth century and restoration of imperial order after WWII. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Hellems 185. \$210 (resident).

## Journalism

### Journalism 1001-3 Contemporary Mass Media

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

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

### Journalism 2001-3 Mass Media Writing

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

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

### Journalism 4802-3 Magazine Article Writing

Practice in writing freelance articles; consideration of types, sources, methods, titles, illustrations and marketing. Prerequisite JOUR 3001.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m.  
Ketchum 303. \$210 (resident).

## Kinesiology

### Kinesiology 3420-3 Nutrition and Health

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Engineering Center CR 2-26. \$210 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Engineering Center CR 0-30. \$210 (resident).

### Kinesiology 3430-3 Nutrition and Physical Performance

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Engineering Center CR 2-26. \$210 (resident).

## Mathematics

### Mathematics 1011-3 Fundamentals and Techniques of College Algebra

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

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Engineering Center CR 1-42. \$210 (resident).

### Mathematics 1021-2 Numerical and Analytical College Trigonometry

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

Full Term - Section 300: Tuesdays, 5:30-7:30 p.m.  
Engineering Center CR 1-30. \$140 (resident).

### Mathematics 1081-3 Calculus for Social Science and Business

Differential and integral calculus of algebraic, logarithmic, and exponential functions. Students may not receive credit for both MATH 1081 and math modules MATH 1080, 1090, or 1100.

Prerequisite, MATH 1011, 1071, 1010, or 1070, or placement examination score for MATH 1020, or 2 years of high school algebra.

Full Term - Section 300: Mondays, 6-9 p.m.  
Engineering Center CR ~~1-12~~ 2-06. \$210 (resident).

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

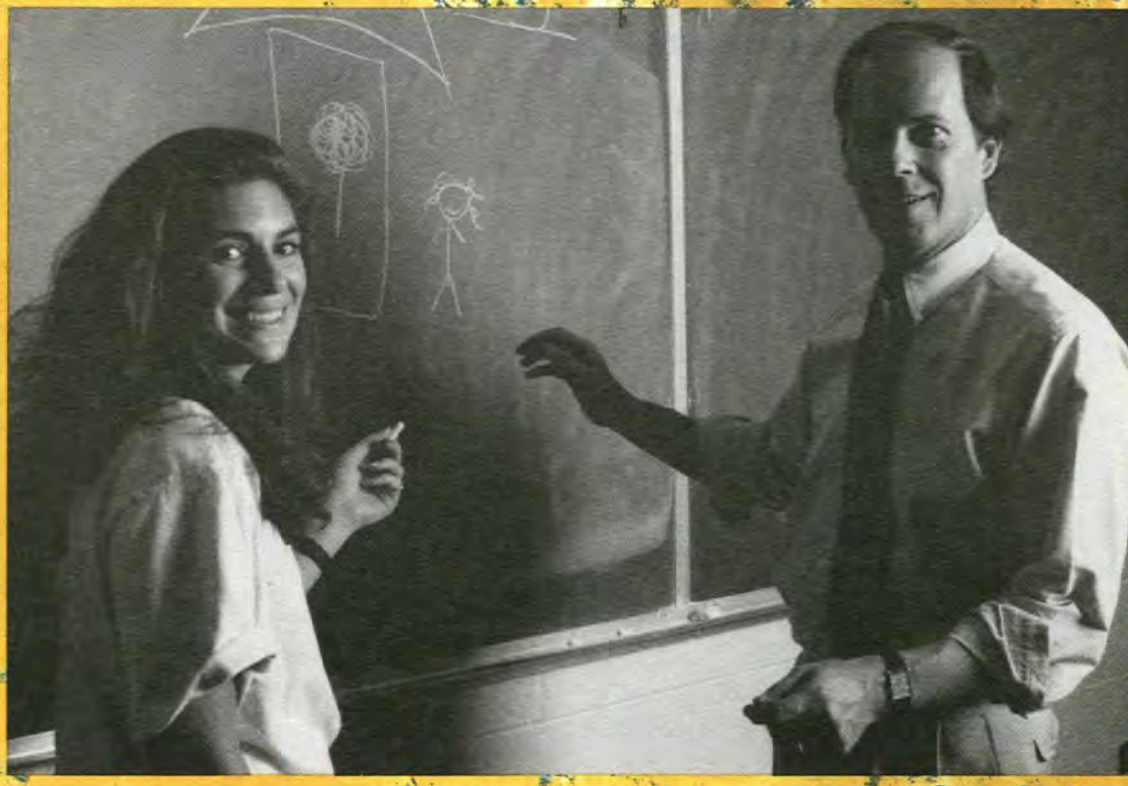
Continuation of MATH 1300. Applications of the definite integral, methods of integration, improper integrals, Taylor's theorem, and infinite series. Students with credit in MATH 2300 may not receive credit in APPM 1360 or APPM 1380. Prerequisite, MATH 1300 or APPM 1350 or 1370.

Full Term - Section 300: Mondays and Thursdays,  
5:30-8 p.m. Hellems 211. \$350 (resident).

## SURVIVAL TIPS

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

Psychology major Jessie Kanengiser (left) illustrates a point about dreams in Patrick Vann's class on Abnormal Psychology. She says, "He's excellent." And adds, "Some people think these evening classes aren't going to be as good—I think they're just as good. I really like them."



## Philosophy

### \*Philosophy 1600-3 Philosophy and Religion

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Mondays, 7-10 p.m.  
Hellems 267. \$210 (resident).

## Political Science

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

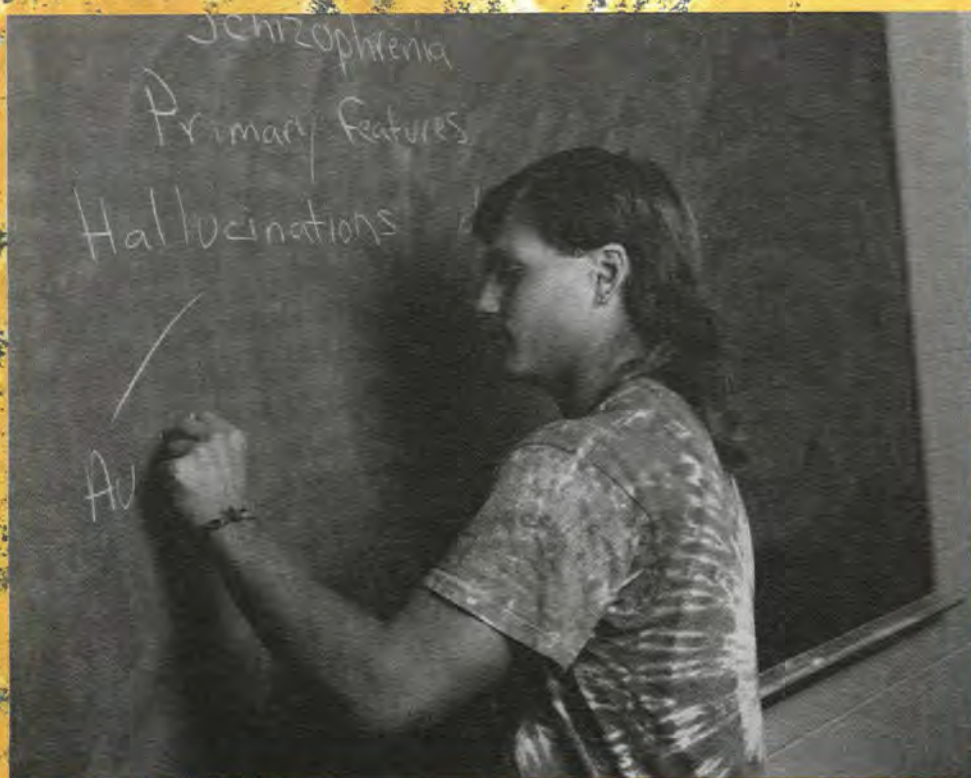
Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Hellems 267. \$210 (resident).

## SURVIVAL TIPS

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

*Teacher Joe Gagnon has used Evening Credit Courses to build a foundation for fulltime studies beginning this semester. He says, "I really enjoy the course and the professor. Being a teacher, it works out real well going to class at night."*



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

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

Full Term - Section 300: Wednesdays, 7-10 p.m.  
Hellems 285. \$210 (resident).

## Psychology

### \*Psychology 1001-3 General Psychology

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

Full Term - Section 300: Wednesdays,  
6:30-9:30 p.m. Hellems 201. \$210 (resident).

### \*Psychology 2012-3 Biological Psychology I

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

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

### \*Psychology 2303-3 Psychology of Adjustment

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Education 136. \$210 (resident).

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

Principles of development of childhood and adolescence. Prerequisite, PSYC 1001.

Full Term - Section 300: Thursdays, 7-10 p.m.  
Hellems 185. \$210 (resident).

### Psychology 4303-3 Abnormal Psychology

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

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m.  
Muenzinger E432. \$210 (resident).

### Psychology 4406-3 Social Psychology

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m.  
Muenzinger E432. \$210 (resident).

### Psychology 4456-3 Psychology of Personality

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m.  
Muenzinger E432. \$210 (resident).

## Religious Studies

### \*Religious Studies 1620-3 Religious Dimensions in Human Experience

Studies religion as individual experience and social phenomenon. Examines varieties of religious language (symbol, myth, ritual, scripture) and of religious experience (Asian, western, archaic). Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Thursdays, 6-9 p.m.  
Hellems 141. \$210 (resident).

## Sanskrit

The Division is pleased to offer Sanskrit 1020-3 and 2120-3 through the Independent Study Program. See page 45 for details.

## Sociology

### \*Sociology 1001-3 Analyzing Society

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

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 267. \$210 (resident).

Session I - Section 100:

Mondays and Wednesdays, 7-10 p.m.

Woodbury 106. \$210 (resident).

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

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

Session I - Section 100:

Tuesdays and Thursdays, 7-10 p.m.

Engineering Center CR 1-09. \$210 (resident).

Session II - Section 200:

Mondays and Wednesdays, 7-10 p.m.

Woodbury 106. \$210 (resident).

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

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 307. \$210 (resident).

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

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

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 141. \$210 (resident).

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

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

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

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

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

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m.

Engineering Center CR 1-09. \$210 (resident).

## SURVIVAL TIPS

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

### Sociology 4014-3 Criminology

Scientific study of criminal behavior. Special attention is given to the development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 252. \$210 (resident).

### \*Sociology 4024-3 Juvenile Delinquency

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

Full Term - Section 300: Thursdays, 6-9 p.m. Hellems 252. \$210 (resident).

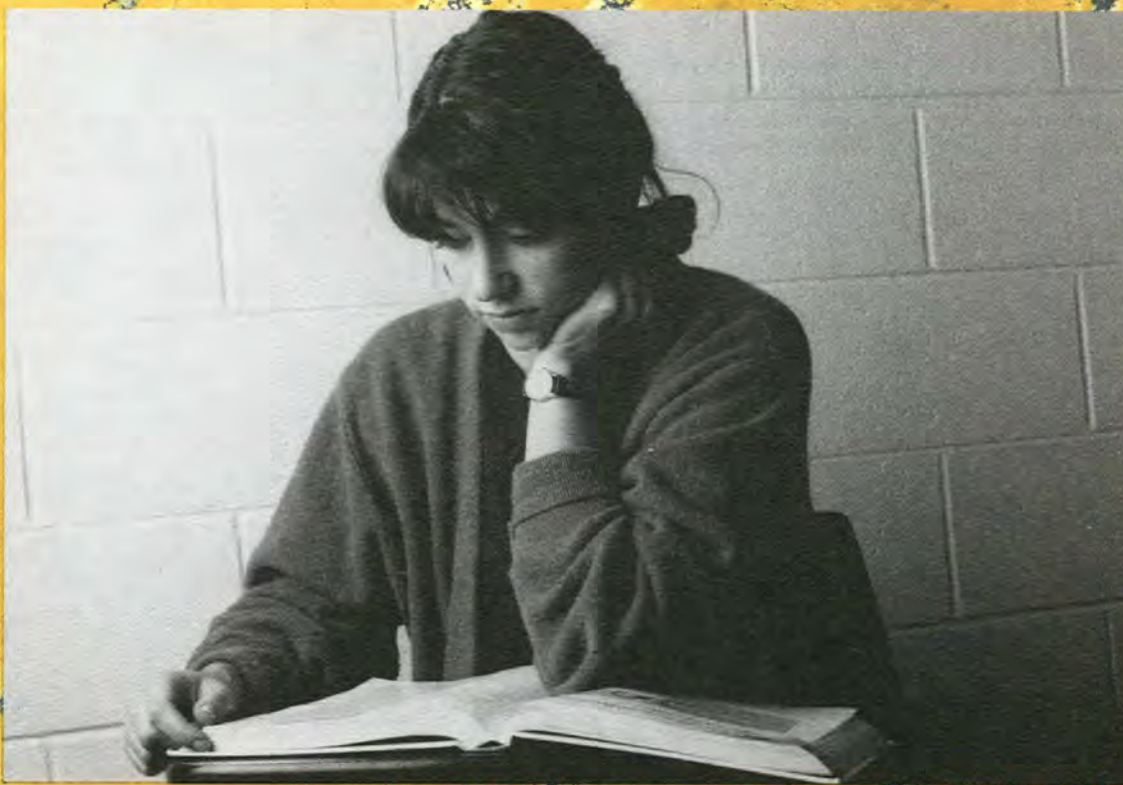
## Theatre

### Theatre 1003-3 Introduction to Acting for Nonmajors

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Hellems 341. \$210 (resident).

*Evening Credit classes are giving Andrea Hagan a chance to try on the idea of going back to school after 12 years in the workplace. Now in her second semester she says, "So far, so good."*



# NEW QUESTIONS. FRESH ANSWERS.

## MANAGEMENT DEVELOPMENT

Corporate America is changing. With leaner organizational structures, managers and their employees are assuming expanded roles and facing new expectations. The Management Development Certificate Program is designed to enhance your management skills, or help you get started in a management career. There are no prerequisites for enrollment, and you need not be working toward certification to take these courses. However, you may wish to formally enroll in the program, and eventually enjoy the Certificate designation.

The **Management Certificate of Achievement** is earned by completing three requirements.\* You must:

A. Successfully complete four required courses:

Critical Issues in Current Management  
Accounting for the Non-Accounting Manager  
Managing Marketing: Matching Products and Services for Profit  
Managing People

B. Successfully complete at least three elective courses. Any course not listed in the required core curriculum is considered an elective course. *Any one Computer Applications course, and any one Business Noncredit course may be used as an elective course to fulfill Certificate requirements. Elective courses also available through the Special Professional Programs.*

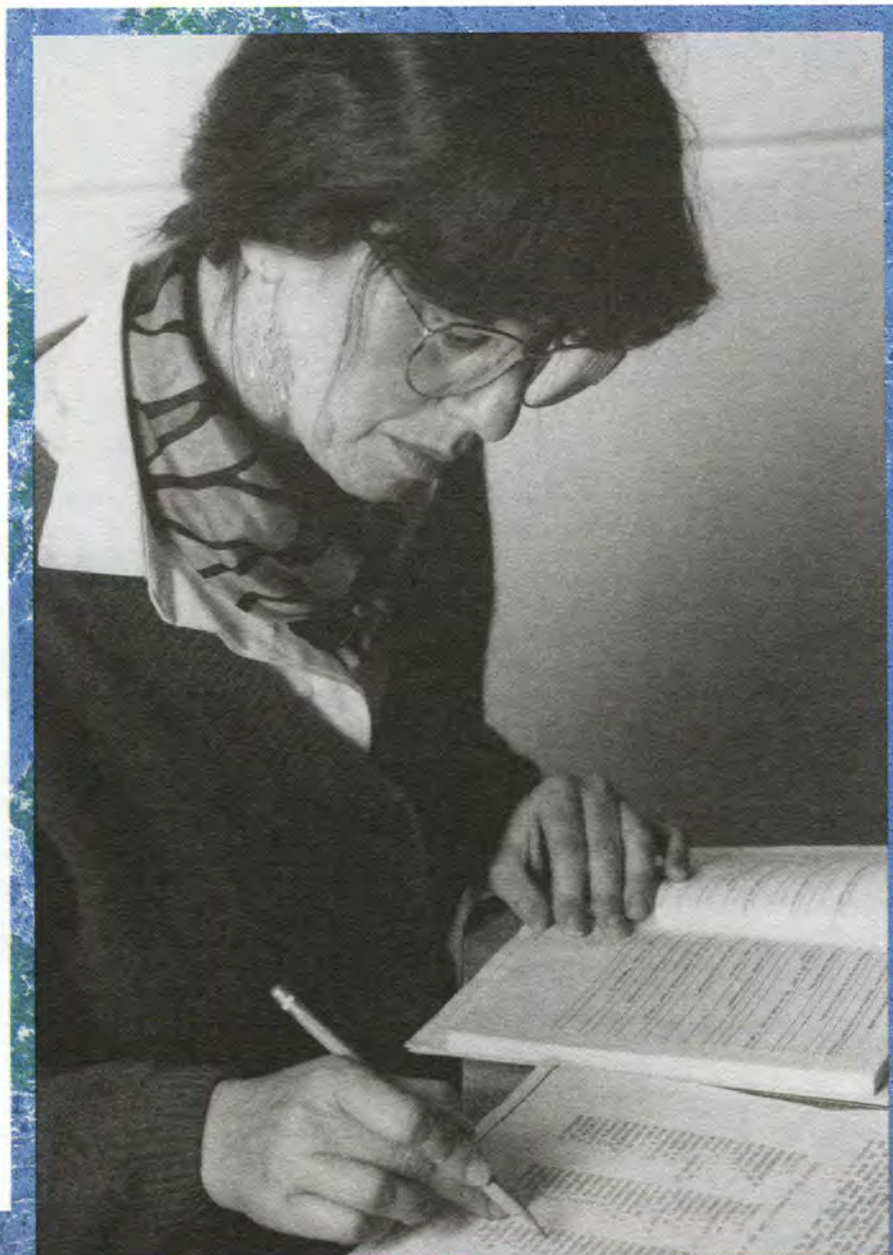
C. Participants must complete the Registration for Certificate and Noncredit Courses on page 53.

**Courses** cover task-related skills and basic concepts in relevant management areas. They are scheduled so that a Certificate can be achieved in two or three semesters, but not every course is offered every semester.

**Getting Started.** If you are a new supervisor or have not enrolled in formal management training before, it is recommended that you first enroll in the elective course, Skills for New (and Newly Promoted) Supervisors. This course is offered every September and January. Otherwise, there is no special required sequence for course enrollment.

**Refunds** are granted any time before a course begins, none later.

\*Note: Those enrolled before Fall, 1991, have the option of pursuing the Certificate under former or current guidelines.



*Irene Koster enjoys the challenge of Continuing Education classes and looks for courses that support her interest in international travel.*



## Getting Started

### MDCP 403 Basic Skills for the New (and Newly Promoted) Supervisor

Basic principles of supervision. Topics include effective communication, handling conflicts, ethics, and employee development and discipline.

Charles Rice, M.B.A.

Section 500: Wednesdays, February 5–March 4, 6:30–9:30 p.m. 5 sessions. Business 250. \$120.

## Core Courses

### MDCP 459 Critical Issues in Current Management

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

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

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

Charles Rice, M.B.A.

Section 500: Wednesdays, March 11–April 29 (no class March 25), 6:30–9:30 p.m. 7 sessions. Business 250. \$178.

### MDCP 429 Accounting for the Non-Accounting Manager

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

Fred Moore, M.B.E.

Section 500: Saturdays, April 25 and May 2, 9 a.m.–4:30 p.m. 2 all-day sessions. Business 250. \$120.

### MDCP 405 Managing Marketing: Matching Products and Services for Profit

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

Ron Capello

Section 500: Thursdays, February 27–March 19, 6:30–9 p.m. 4 sessions. Business 251. \$85.

## Elective Courses

### MDCP 431 Building and Managing Customer Service

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

Loren Ankarlo, B.A., B.S.

Section 500: Thursdays, April 9–23, 6:30–10 p.m. 3 sessions. Business 250. \$88.

Elective courses available through the Special Professional Programs.

NCSS 061–500

Action Strategies for Managing a Diverse Workforce  
Wednesday, February 5, 1992, 9 a.m.–4 p.m.  
1 all-day session. \$150. Shirley Stokoe, M.A.

NCSS 083–500

Effective Downsizing  
Friday, February 21, 1992, 9 a.m.–4 p.m.  
1 all-day session. \$150. Charles A. Rice, M.B.A.

NCSS 086–500

Performance Evaluation  
Friday, April 10, 1992, 9 a.m.–4 p.m.  
1 all-day session. \$150. Charles A. Rice, M.B.A.





# LEADING-EDGE LEARNING.

## COMPUTER APPLICATIONS

Computers: not too long ago, we didn't know what to make of them. Now we can't live without them. Experts or beginners, our students are interested in competence. We teach skills that make work easier, so you can be less stressed, more productive and more creative. Earn a certificate. Or just learn some shortcuts. Either way, you can count on a comfortable learning environment and individual attention from instructors who can help you learn to do what you need to do as painlessly as possible.

### 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\*
  2. Concepts of Data Processing and Information Technology
  3. Computer Application Systems Overview
  4. Software Operations and Maintenance

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

- B. At least one course in programming. Programming languages offered include BASIC, Pascal, and C. Others are added to keep pace with industry standards.
- C. Four elective application courses chosen from the full range of computer topics. Any course not listed above and not a specific programming language qualifies as an elective, including all graphics courses (see next paragraph).

### Computer Graphics, Computer Aided Design, and Desktop Publishing

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

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

### 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.



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

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

Only preregistered students may attend class.

### Tuition and Refunds

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

### Locations

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

### Questions?

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

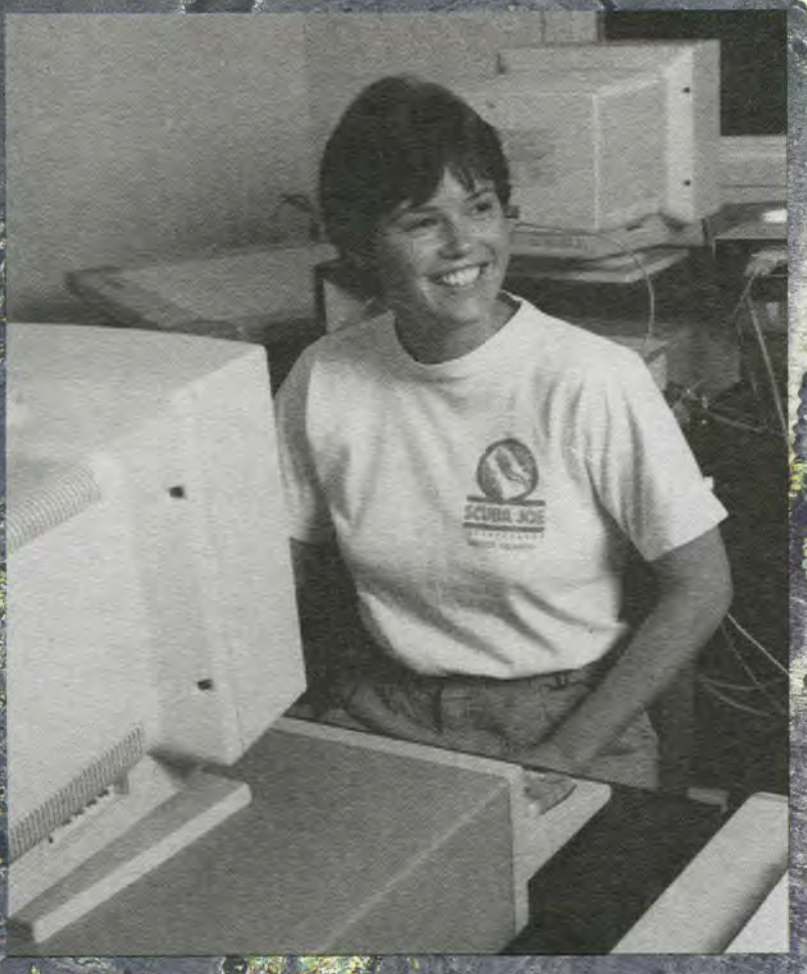
*On the slopes and in the classroom, Verlene Leeburg enjoys challenge and change. As a certified Novell Instructor (CNI), she teaches students how to improve speed and control in a variety of computer applications. In 11 years, she has written over 200 manuals, co-authored several college textbooks, and developed a successful business providing computer training for area firms.*



# COMPUTER APPLICATIONS COURSES, SPRING 1992

	Page
<b>Getting Started</b>	
*Computer Literacy .....	19
Introduction to the Macintosh .....	19
Introduction to the IBM and Compatible Personal Computer .....	19
<b>Novell Technology Institute</b>	
Introduction to Networks .....	19
Netware v2.X: System Manager .....	19
Netware v2.X: Update and Advanced Features .....	19
Novell Netware 386 v3.1: OS Features Review .....	19
<b>Programming</b>	
BASIC Programming .....	20
Intermediate BASIC Programming on the Macintosh .....	20
Introduction to C Programming .....	20
Intermediate C Programming .....	20
Advanced Topics in C Programming .....	20
Introduction to C++ Programming .....	20
Intermediate C++ Programming .....	20
<b>Systems</b>	
Using MS-DOS .....	20
Advanced DOS .....	20
Introduction to Local Area Networks .....	20
*Concepts of Data Processing and Information Technology .....	21
*Computer Applications Systems Overview .....	21
Introduction to UNIX .....	21
Intermediate UNIX .....	21
Technical Introduction to the X Window System .....	21
UNIX Programming Tools .....	21

*Lisa Ludwig says, "This is my first Continuing Ed class. I really like it. I go home so pumped up, it's hard to sleep. I'm definitely interested in taking more." One aspect she appreciates: "People in the class are all at about the same level—that helps a lot."*



	Page
<b>SOFTWARE APPLICATIONS ON THE IBM AND COMPATIBLE COMPUTERS</b>	
Introduction to Windows .....	21
<b>Database</b>	
Introduction SAS-Statistical Analysis System .....	22
Database Management: Applying dBase III+/IV .....	22
Advanced dBase III+/IV Applications .....	22
dBase III+/IV for Programming .....	22
<b>Data Graphics and Presentations</b>	
Introduction to Harvard Graphics .....	22
Introduction to PowerPoint on the PC .....	22
<b>Spreadsheet</b>	
Excel for Windows .....	22
Quattro Professional .....	22
Beginning Lotus 1-2-3 .....	22
Intermediate Lotus 1-2-3 .....	22
Advanced Lotus 1-2-3 .....	23
<b>Word Processing</b>	
Word for Windows .....	23
Beginning WordPerfect Word Processing .....	23
Intermediate WordPerfect .....	23
Advanced WordPerfect .....	23
Tables and Forms with WordPerfect 5.1 .....	23
<b>SOFTWARE APPLICATIONS ON THE APPLE MACINTOSH</b>	
Introduction to HyperCard .....	23
Advanced HyperCard .....	24
<b>Integrated Software</b>	
Applying Microsoft Works .....	24
<b>Spreadsheets</b>	
Excel Spreadsheet Productivity .....	24
<b>Business Presentations</b>	
Macintosh Desktop Presentations .....	24
<b>Word Processing</b>	
Beginning Microsoft Word .....	24
Advanced Microsoft Word .....	24
<b>Computer Aided Design</b>	
Beginning Computer Aided Design .....	24
Computer Aided Design: Level I .....	24
Computer Aided Design: Level II .....	25
Computer Aided Design: Level III, Customizing AutoCAD .....	25
AutoCAD 3D and Advanced Modeling Extension .....	25
<b>Computer Graphics Art On the Apple Macintosh</b>	
Basic Macintosh Computer Art .....	25
Intermediate Macintosh Computer Art .....	25
Advanced Topics in Macintosh Computer Art .....	25
Beginning Animation .....	25
<b>Computer Graphics Art On the IBM and Compatible Computers</b>	
Computer Graphics Art I .....	26
Computer Graphics Art: Level II .....	26
<b>Desktop Publishing On the Apple Macintosh</b>	
Introduction to Aldus PageMaker .....	26
QuarkXpress Desktop Publishing for the Designer .....	26
<b>Desktop Publishing On the IBM and Compatible Computers</b>	
Introduction to PageMaker Desktop Publishing .....	26
Advanced PageMaker Desktop Publishing .....	26
Ventura Desktop Publishing .....	26
Advanced Ventura Desktop Publishing .....	26

\* = required Certificate courses

## Skill Level Guide

### A Guide to Computer Applications Courses' Recommended Skill Levels

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

#### Beginner

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

#### Novice

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

#### Intermediate

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

#### Specialized

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

#### Advanced

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

## Getting Started

### CCA 100 Computer Literacy



Beginner Level

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

John Dick, Ph.D.

Section 501: Tuesday, January 21, 6:30-8:30 p.m. plus lab sessions. *closed*

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

Lab Section 50A: Tuesdays, January 28-March 10, 6-8 p.m.

Lab Section 50B: Tuesdays, January 28-March 10, 8-10 p.m.

Section 502: Tuesday, March 17, 6:30-8:30 p.m. plus lab sessions.

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

Lab Section 50C: Tuesdays, March 24-May 5, 6-8 p.m.

Lab Section 50D: Tuesdays, March 24-May 5, 8-10 p.m.

8 sessions. University Computing Center 123.

Note — locations change after the first class session and some sections are divided within the allotted time for greater computer access. Please contact Continuing Education if you are unable to attend the first class. \$99.

### CCA 105 Introduction to the Macintosh

Beginner Level

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

Section 501: Bob Carlisle, M.A.

Wednesdays, January 15-February 12

Section 502: Bob Carlisle, M.A.

Thursdays, January 23-February 20

Section 503: Scott Dixon, M.A.

Mondays, January 27-February 24

Section 504: Scott Dixon, M.A.

Tuesdays, February 18-March 17

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

Fine Arts C1B53. \$99.

### CCA 120 Introduction to the IBM and Compatible Personal Computer

Beginner Level

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions, with lots of hands-on practice. Also: a survey of easy software programs and an introduction to BASIC as a programming language. Course features IBM and compatible PCs, with an overview of the new Personal System 2 (PS/2) hardware and some Operating System 2 (OS/2) software features. Enrollment strictly limited.

Nancy VanWechel, M.B.A.

Section 501: Thursdays, January 16-30 *closed*

Section 502: Wednesdays, January 22-February 5 *closed*

Section 503: Tuesdays, January 28-February 11 *closed*

Section 504: Thursdays, February 6-20 *closed*

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

Engineering Center CR 1-34. \$79.

## Novell Technology Institute

The *New York Times* calls it "interpersonal computing." Networking and connectivity allow people to pool ideas and information via computer. As an affiliate of the Novell Technology Institute, the Division of Continuing Education offers courses that emphasize this computing advance. Courses and instructors are certified by Novell, to guarantee instruction that conforms to progressive computer applications. Tuition includes all course materials. Courses for Spring semester 1992 include:

### CCA 101 Introduction to Networks (LANs)

Novice Level

An overview of networking, covering LAN development, uses and benefits. We introduce major network components and discuss critical selections considerations. Learn factors that must be considered when installing a LAN. Gain

a working knowledge of major LAN concepts. Detailed training in specific areas is provided by other courses described in this catalog.

Verlene Leeburg, M.A.

Section 500: Thursday and Friday,

January 23 and 24, 9 a.m.-4 p.m.

2 all-day sessions. Computing Center 123. \$325.

### CCA 501 NetWare v2.X: System Manager

Intermediate Level

For system manager using NetWare in a working environment. You should have entry-level NetWare skills and a working knowledge of basic DOS commands including MD, CD, COPY CON, TYPE, DIR. On completion, you should be able to:

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

Verlene Leeburg, M.A.

Section 500: Fridays, January 31-March 13,

8:30 a.m.-12 noon. 7 sessions.

Computing Center 123. \$475.

### CCA 502 NetWare v2.X: Update and Advanced Features

Specialized Level

This course provides in-depth information on using advanced features. We cover printing utilities: PRINTDEF, PCONSOLE and PRINTCON. SYSCON accounting and FCONSOLE are also explained and using FCONSOLE as a troubleshooting tool. We do not cover programming, upgrade or installation.

Verlene Leeburg, M.A.

Section 500: Fridays, March 20-April 24,

8:30 a.m.-12 noon.

6 sessions. Computing Center 123. \$425.

### CCA 506 Novell NetWare 386 v3.1: OS Features Review

Intermediate Level

Get your hands on the NetWare v3.1x operating system, and see how it differs from v2.x. Explore NetWare 386 security, new and modified utilities, enhanced printing services, system backup and the OS installation and upgrade processes. Working knowledge of NetWare 2.x required.

Verlene Leeburg, M.A.

Section 500: Friday, May 1, 8:30 a.m.-5 p.m.

1 all-day session.

Computing Center 123. \$245.

## Programming

### CCA 300 BASIC Programming

Novice Level

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

Bob Carlisle, M.A. and Tom Swanson, M.A.

Section 500: Mondays, March 2-April 27 (no class March 23), 6:30-9:30 p.m.

8 sessions. Engineering Center CR 1-12. \$170.

### CCA 304 Intermediate BASIC Programming on the Macintosh

Intermediate Level

Extend the lessons learned in CCA 300 BASIC Programming. Topics covered will include: a BASIC review, Mac graphics, screen techniques, pull down menus, mouse techniques, logical, and advanced file techniques. The Intermediate BASIC course will use the Microsoft Macintosh Quick BASIC programming environment. The optional text is *Basic Microsoft BASIC for the Macintosh* by Coan and Coan.

Tom Swanson, M.S.

Section 500: Saturday, April 25, 9 a.m.-5 p.m.  
1 all-day session. Fine Arts C1B53. \$95.

### CCA 320 Introduction to C Programming

Intermediate Level

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

Carol J. Meier, M.S.

Section 500: Mondays, January 27-March 9, 6:30-9:30 p.m. 7 sessions.

University Computing Center 123. \$250.

### CCA 325 Intermediate C Programming

Specialized Level

First, we examine the ANSI C changes to the language. Then, each week we explore a particular topic in more detail, delving into the 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 enhancements to the language. Prerequisite: CCA 320 or 6 months C programming experience and comfort with intro topics (including pointer).

Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 500: Mondays, March 30-May 11, 6:30-9:30 p.m. 7 sessions.

University Computing Center 123. \$250.

### CCA 324 Advanced Topics in C Programming

Specialized Level

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

Carol J. Meier, M.S.

Section 500: Saturday, February 8, 9 a.m.-4:30 p.m.  
1 all-day session. Computing Center 123. \$150.

### CCA 327 Introduction to C++ Programming

Intermediate Level

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

Tom Cargill, Ph.D., and Steven Fogel, M.S.

Section 500: Mondays, February 10-March 16, 6:30-9:30 p.m. 6 sessions. Business 250. \$235.

251

### CCA 328 Intermediate C++ Programming

Specialized Level

This course reinforces object-oriented programming and concentrates in-depth on important details — how classes and references interact with regular C features, for example. Memory allocation is well covered, because it can be a

serious performance bottleneck. Class materials include an introduction to multiple inheritance and operator overloading and an outline of language extensions that will soon appear in compilers.

Tom Cargill, Ph.D.

Section 500: Saturday, April 11, 9 a.m.-4:30 p.m.  
1 all-day session. Computing Center 123. \$150.

## Systems

### CCA 200 Using MS-DOS

Intermediate Level

File management made easier, with a firm grasp of DOS commands. 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 is CCA 100, CCA 120 or equivalent experience. Bring a double-sided/double-density 5¼ inch diskette to class to store your example files.

Section 501: Verlene Leebug, M.A.  
Wednesdays, January 22-February 5,  
6:30-9 p.m. 3 sessions.

Section 502: Peggy Purvis.  
Saturday, February 8, 9 a.m.-5 p.m.  
1 all-day session.

Section 503: Peggy Purvis.  
Saturday, February 15, 9 a.m.-5 p.m.  
1 all-day session.

Section 504: Peggy Purvis.  
Saturday, March 21, 9 a.m.-5 p.m.  
1 all-day session.

All Sections:

University Computing Center 114. \$90.

### CCA 203 Advanced DOS

Intermediate Level

Learn to create your own 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 is CCA 200 or comparable skill level.

Nancy VanWechel, M.B.A.

Section 501: Saturday, April 4  
Section 502: Saturday, April 11

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

### CCA 331 Introduction to Local Area Networks (LANs)

Intermediate Level

Discover the tremendous value and practical possibilities of Local Area Networks. We survey the major LANs available and study LAN methods and common standards. A smart step if you are considering installing a LAN, or simply want to understand this rapidly growing method of inter-connecting personal computers. Lab session included.

Larry G. Lankford, M.S.

Section 500: Thursdays, February 13-March 19,  
6:30-9:30 p.m. 6 sessions.

University Computing Center 123. \$165.

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

Intermediate Level

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

Ron Clarke, M.S.

Section 500: Thursdays, April 2-May 21, 7-9:30 p.m. 8 sessions.

University Computing Center 123. \$165.

### CCA 340 Computer Application Systems Overview

Intermediate Level

An up-to-the-minute review of computer information systems, covering hardware, software, applications for business development and information management on an industry-wide scale. A candid look at the office automation marketplace and where you fit in terms of practical applications.

Pat Melton, M.A.

Section 500: Wednesdays, January 29-March 18, 6:30-9 p.m. 8 sessions.

University Computing Center 123. \$165.

### CCA 360 Introduction to UNIX

Intermediate Level

Become a proficient user of the UNIX operating system. 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.

David Black, Ph.D.

Section 500: Tuesdays, January 28-March 10, 6:30-9:30 p.m. 7 sessions.

University Computing Center 123. \$250.

### CCA 364 Intermediate UNIX

Specialized Level

The perfect next step for advancing your use of UNIX, to create your own tools, or do system administration. We cover advanced use of UNIX commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching,

loops, signal handling, testing file attributes. Plus some ingenious little-known features. Note: a thorough knowledge of UNIX fundamentals is required.

Ed Zucker, M.S.

Section 500: Tuesdays, March 31-May 12, 6:30-9:30 p.m. 7 sessions.

University Computing Center 123. \$250.

### CCA 358 Technical Introduction to the X Window System

Intermediate Level

Increasingly, users expect programs to use a Graphical User Interface (GUI). Learn to program with X — a window system emerging as a standard in much of the computer industry. Utilize the X library and toolkits and obtain the technical knowledge necessary to evaluate its capabilities and suitability for product development. Topics include: window system concepts; X protocol and client/server model; event driven programming; X library, graphics and resources; widget and the Intrinsics; call-back style programming; toolkits, Openlook, Motif, Object Interface and XVT. Prerequisite: knowledge of C programming.

Geoff Thompson, M.S.

Section 500: Saturday, April 4, 9 a.m.-4:30 p.m.

1 all-day session. Computing Center 123. \$150.

### CCA 374 UNIX Programming Tools

Specialized Level

Access a superior environment for software development. Learn the tools for C software development in the UNIX programming environment. Produce more reliable code by understanding how each tool related to each other in

the development cycle. Topics include: understanding the preprocessor, compiler, assembler and link editor; creating and maintaining object libraries; debugging techniques; using make to automate building programs, libraries and projects; maintaining versions of source code with SCCS and RCS. Prerequisites: knowledge of C programming and UNIX fundamentals.

Geoff Thompson, M.S.

Section 500: Saturday, April 25, 9 a.m.-4:30 p.m.

1 all-day session. Computing Center 123. \$150.

## Software Applications On the IBM and Compatible Computers

### CCA 210 Introduction to Windows

Intermediate Level

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

Section 501: Samten Nagarajan, B.A. Wednesdays, January 15-29

Section 502: Verlene Leeburg, M.A. Thursdays, April 16-30

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

University Computing Center 142. \$96.

*Instructor Brad Strong (left) fields a question from Gil Van Hoy. Gil is going for the Certificate in Commercial Design. A design engineer with CDI in Denver, he says course content is "well tuned for polishing skills in specific areas."*



## Database

### CCA 235 Introduction to SAS — Statistical Analysis System

Intermediate Level

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

Otis Pratt, M.S.

Section 500: Thursdays, February 6–March 5,  
6:30–9:30 p.m. 5 sessions.  
Engineering Center CR 2–32. \$99.

### CCA 370 Database Management: Applying dBase III+/IV

Intermediate Level

From a wealth of information, we need easy ways to extract and organize data for decision making and custom functions. dBase III+ and IV are powerful, productive systems for this use. This course covers the database concept; different ways to organize, access and report information; and how to develop applications for specific needs. We study special applications of dBase III+ and previous versions as they relate to version IV. Bring two double-sided/double-density 5¼ inch diskettes.

Clyde Getty, B.S.

Section 501: Mondays, January 27–February 24

Section 502: Mondays, March 2–30

Both Sections: 6:30–9:30 p.m. 5 sessions.

University Computing Center 114. \$165.

### CCA 372 Advanced dBase III+/IV Applications

Intermediate Level

Explore advanced features of this powerful software. We cover multiple files, use of functions, total system design and, time permitting, automatic command file generation and other sophisticated features. Some programming background is required, plus familiarity with programming in dBase, or CCA 370 as a prerequisite. Bring a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.

Section 500: Mondays, April 6–20, 6:30–9:30 p.m.  
3 sessions. University Computing Center 114. \$125.

### CCA 373 dBase III+/IV for Programming

Specialized Level

Learn to use this powerful software for special custom applications. Topics include upgrade from dBase III+ to dBase IV. We focus on dBase IV, but dBase III+ users are accommodated. Some programming experience recommended, and familiarity with dBase commands. Bring a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.

Section 500: Mondays, April 27–May 11,  
6:30–9:30 p.m. 3 sessions.

University Computing Center 114. \$96.

## Data Graphics and Presentations

### CCA 230 Introduction to Harvard Graphics

Novice Level

For IBM and IBM-compatible users, an excellent way to make data and graphic presentations more effective. Learn how to professionally display or document your output for presentations or printing. Create charts, graphs, lists, and explore personalized variations of program features. Bring a DOS-formatted 5¼ inch double-sided/double-density diskette.

Samten J. Nagarajan, B.A.

Section 500: Saturday, March 21, 9 a.m.–5 p.m.  
1 all-day session.

University Computing Center 142. \$75.

### CCA 212 Introduction to PowerPoint on the PC

Novice Level

Create presentations using Microsoft PowerPoint running on Windows. Topics include: designing the master slide, creating text and graphic charts; drawing objects and entering text on slides; editing objects and text; creating notes and handouts for presentations; pasting graphics from other programs; printing options.

Samten Nagarajan, B.A.

Section 500: Saturday, April 25, 9 a.m.–5 p.m.  
1 all-day session.

University Computing Center 142. \$75.

## Spreadsheets

### CCA 345 Excel for Windows

Novice Level

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

Dennis Taylor, M.S.

Section 500: Saturdays, February 8 and 15,  
9 a.m.–4 p.m. 2 all-day sessions.

University Computing Center 142. \$125.

### CCA 347 Quattro Professional

Intermediate Level

Get your hands on a new generation of integrated software. Topics include capabilities. Lotus and Quattro command menu trees, spreadsheet publishing features, "hot linking" to dependent spreadsheets and graphs, multi-page and free-form consolidation, presentation graphics,

querying external data base files, macros, and spreadsheet auditing. Lots of examples make concepts easy to master.

Nancy VanWechel, M.B.A.

Section 500: Wednesdays, February 12–March 4,  
6:30–9:30 p.m. 4 sessions.

University Computing Center 114. \$125.

### CCA 330 Beginning Lotus 1-2-3

Novice Level

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

Section 501: Dennis Taylor, M.A.

Thursdays, January 23–February 13,  
6:30–9:30 p.m. 4 sessions.

Section 502: Dennis Taylor, M.A.

Saturdays, January 25 and February 1,  
9 a.m.–4 p.m. 2 sessions.

Section 503: Nancy VanWechel, M.B.A.

Saturdays, February 22 and 29,  
9 a.m.–4 p.m. 2 all-day sessions.

Section 504: Nancy VanWechel, M.B.A.

Tuesdays, March 24–April 7,  
6:30–9:30 p.m. 4 sessions.

Section 505: Verlene Leeburg, M.A.

Thursdays, March 12–April 2,  
6:30–9:30 p.m. 4 sessions.

All Sections:

University Computing Center 114. \$135.

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

Intermediate Level

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

Section 501: Peggy Purvis.

Thursdays, April 9–23

Section 502: Nancy VanWechel, M.B.A.

Wednesdays, April 22–May 6

Both Sections: 6:30–9:30 p.m. 3 sessions.

University Computing Center 114. \$125.



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

Intermediate Level

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

Nancy VanWechel, M.B.A.

Section 500: Saturday, May 9,  
9 a.m.-4:30 p.m. 1 all-day session.  
University Computing Center 142. \$95.

114.

**Word Processing****CCA 375  
Word for Windows**

Novice Level

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

Samten Nagarajan, B.A.

Section 500: Tuesdays, May 5-26,  
6:30-9:30 p.m. 4 sessions.  
University Computing Center 114. \$130.

142

**CCA 380  
Beginning WordPerfect Word Processing**

Novice Level

Learn to use WordPerfect to produce and edit simple documents. Learn to set margins and tabs, copy and move blocks of text, check spelling, use the thesaurus, and print documents. An understanding of file save and disk management principles is assumed. Prerequisite is CCA 120, CCA 100 or equivalent experience. Bring a 5¼ inch double-sided/double-density diskette.

Section 501: Peggy Purvis.  
Tuesdays, January 28-February 11,  
6:30-9:30 p.m. 3 sessions.

Section 502: Verlene Leeberg, M.A.  
Thursdays, February 20-March 5,  
6:30-9:30 p.m. 3 sessions.

Section 503: Nancy VanWechel, M.B.A.  
Saturdays, March 7 and 14,  
9 a.m.-3 p.m. 2 sessions.

Section 504: Peggy Purvis.  
Wednesdays, March 11-25,  
6:30-9:30 p.m. 3 sessions.

All Sections:

University Computing Center 114. \$115.

**CCA 382  
Intermediate WordPerfect**

Intermediate Level

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

Section 501: Peggy Purvis, Wednesdays,  
April 1-15, 6:30-9:30 p.m. 3 sessions.

Section 502: Nancy VanWechel, M.B.A.  
Saturdays, April 25 and May 2,  
9 a.m.-3 p.m. 2 sessions.

Both Sections:

University Computing Center 114. \$115.

**CCA 384  
Advanced WordPerfect**

Intermediate Level

For experienced users (or those who have completed CCA 380 and CCA 382) who need to produce large, complex documents. We cover table of contents, indexes, master documents, footnotes, outlines, equations, symbols, styles, and graphics. Example documents are provided but please bring a formatted 5¼ inch diskette to store your work.

Peggy Purvis.

Section 500: Tuesdays, May 12-26, 6:30-9:30 p.m.  
3 sessions. University Computing Center 114. \$115.

**CCA 385  
Tables and Forms with WordPerfect 5.1**

Intermediate Level

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

Peggy Purvis.

Section 500: Saturday, May 16,  
9 a.m.-5 p.m. 1 all-day session.  
University Computing Center 142. \$90.

**Software Applications  
On the Apple Macintosh****CCA 215  
Introduction to HyperCard**

Novice Level

HyperCard is a self-contained programming environment for non-programmers that's easy to learn and use, yet allows you to create very sophisticated custom applications. It facilitates the creation of databases the way word processing automates the creation of documents. In this beginning class we examine what the program does and the controls used to make it work. We work on developing a "stack" designed to show you many of HyperCard's unique assets. Bring a standard 3.5 inch diskette to class.

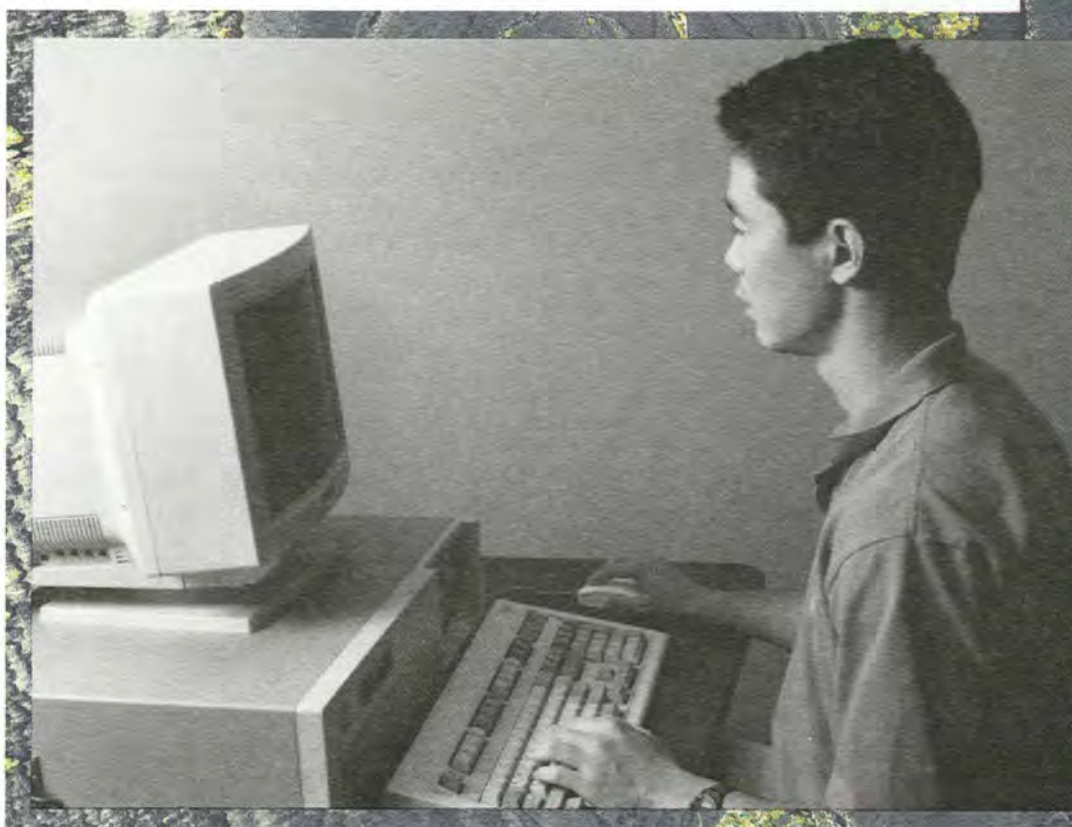
Greg McArthur, Ph.D.

Section 500: Saturday, January 25,  
9 a.m.-4 p.m. 1 all-day session.

closed

Fine Arts C1B53. \$75.

*Darren Wada uses Continuing Education courses to balance a busy schedule of studies and work.*



## Software Applications On the Apple Macintosh — continued

### CCA 217 Advanced HyperCard

Intermediate Level

HyperCard is a "software erector kit," allowing you to program your Mac to manage information in truly innovative ways. The power of the program comes from its English-like programming language termed "HyperTalk" and we spend most of the class learning to program (script) HyperCard stacks. We cover basic HyperTalk message handlers, properties, commands, functions, and operators.

Prerequisite: CCA 215, comparable experience or instructor consent.

Greg McArthur, Ph.D.

Section 500: Saturday, March 14, 9 a.m.-4 p.m.  
1 all-day session. Fine Arts C1B53. \$75.

## Integrated Software

### CCA 201 Applying Microsoft Works

Novice Level

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

J. Burke Taft, M.Ed.

Section 500: Mondays, April 6-May 4,  
6:30-9:30 p.m. 5 sessions. Fine Arts C1B53. \$125.

## Spreadsheets

### CCA 336 Excel Spreadsheet Productivity

Novice Level

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

J. Burke Taft, M.Ed.

Section 500: Mondays, March 2-30  
(no class March 23), 6:30-9:30 p.m.  
4 sessions. Fine Arts C1B53. \$135.

## Business Presentations

### CCG 301 Macintosh Desktop Presentations

Novice Level

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

- Effective presentation techniques
- PowerPoint and other presentation software
- Creating overhead transparencies and slides
- Flipcharts in a flash
- Making easy-to-use scripts

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

Juliana Packer, B.F.A.

Section 500: Saturday, May 2, 9:30 a.m.-4:30 p.m.  
1 all-day session. Fine Arts C1B53. \$75.

## Word Processing

### CCA 378 Beginning Microsoft Word

Novice Level

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

Steven A. Johnson, B.S.

Section 500: Wednesdays, February 19-March 11,  
6:30-9:30 p.m. 4 sessions. Fine Arts C1B53. \$135.

### CCA 381 Advanced Microsoft Word

Intermediate Level

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

Steven A. Johnson, B.S.

Section 500: Thursdays, April 9-23,  
6:30-9:30 p.m. 3 sessions. Fine Arts C1B53. \$99.

## Computer Aided Design

### CAD 311 Beginning Computer Aided Design

Novice Level

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

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

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

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

David W. Clafin, M.Arch.

Section 500: Thursdays, January 16 and 23,  
6:30-9:30 p.m. 2 sessions.

University Computing Center 142. \$70. *closed*

### CAD 322 Computer Aided Design: Level I

Novice Level

Explore the capabilities of computer aided design, using AutoCAD on a 386-based PC. We cover drawing set-up, creating and editing points — all the skills you need to create, edit and plot your own drawings. Topics include:

- Loading AutoCAD
- Drawing Editors
- New Drawing Set-Up
- Text Specifications and Editing Commands
- MIRROR Commands
- Display Commands
- Layering
- Producing Hardcopy
- Putting it all together

**Who Should Attend:** Anyone involved, or who plans to be involved, in technical drawing or drafting. Helpful for architects, engineers, or designers who need these skills to upgrade their work. Anyone interested in the dynamic CAD field.

Section 501: Dan Myers, M.S.

Mondays, January 27-March 2, *closed*  
6:30-9:30 p.m. 6 sessions.

Section 502: David M. Clafin, M.Arch.

Thursdays, January 30-March 5, *closed*  
6:30-9:30 p.m. 6 sessions.

Section 503: Philip M. Kreiker, MSEE *closed*

Wednesday, Thursday, Friday, February 5-7,  
9 a.m.-4 p.m. 3 all-day sessions.

Section 504: Brad Strong, M.A. *6:30-9:30 pm*  
Wednesdays, February 5-March 11. 6 sessions.

Section 505: David M. Clafin, M.Arch. *6:30-9:30 pm*  
Wednesdays, March 18-April 22. 6 sessions.

All Sections:

University Computing Center 142. \$240.

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

Intermediate Level

Expert instruction for people seeking advanced CAD drafting capabilities. Topics include:

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

Recommended prerequisites are CAD 322 or equivalent hands-on experience.

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

Section 501: Dan Myers, M.S.  
Mondays, March 9-April 6,  
6:30-9:30 p.m. 5 sessions.

Section 502: David M. Clafin, M.Arch.  
Thursdays, March 12-April 9,  
6:30-9:30 p.m. 5 sessions.

Section 503: Philip M. Kreiker, MSEE  
Wednesday and Thursday, March 18 and 19,  
8 a.m.-4 p.m. 2 all-day sessions.

All Sections:

University Computing Center 142. \$230.

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

Specialized Level

For professionals who are customizing a microcomputer-based CAD system to modify drawings and handle routine tasks more quickly. In class, the keyboard is used mostly for editing text, with extensive use of peripherals. Generating slide shows and presentation-quality hardcopy are covered. 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 is CAD 333 or very extensive AutoCAD use.

**Who Should Attend:** Lead draftspersons, lead engineers, those with specific or unique applications for CAD. Very helpful for any advanced user who wants to maximize system benefit.

Section 501: Philip M. Kreiker, MSEE  
Thursday and Friday, April 9 and 10,  
8 a.m.-4 p.m. 2 all-day sessions.

Section 502: Dan Meyers, M.S.  
Mondays, April 13-May 11,  
6:30-9:30 p.m. 5 sessions.

Both Sections:

University Computing Center 142. \$240.

**CAD 355****AutoCAD 3D and Advanced Modeling  
Extension**

Specialized Level

Work with AutoCAD in a 3D environment, both wireframe and solids. Utilize a 386-based PC with AutoCAD Release 11. All 3D commands and techniques explained and applied. Topics include: 3D lines, faces, surfaces; UCS; DVIEW, VPOINT, MVIEW Commands; MODELSPACE and PAPERSPACE; Modifying and Interrogating Solids; and Boolean Operations. Useful to architects, designers, drafters, engineers and others involved in 3D design. Prerequisites: Computer Aided Design Level I and II, or equivalent experience.

Brad Strong, M.A.

Section 500: Tuesdays, March 31-April 28,  
6:30-9:30 p.m. 5 sessions.

University Computing Center 142. \$230.

## Computer Graphics Art On the Apple Macintosh

**CCG 356****Basic Macintosh Computer Art**

Novice Level

Get hands-on experience with basic graphics techniques as we explore the program SuperPaint. Discover how to use this creative tool both for business and personal artistry. In the process, become familiar with bit-mapped and object-oriented design, and learn to produce camera-ready computer-generated images. We cover scanner technology and graphics, laser printing, color separations, logotypes, and more. Use the Macintosh SE with opportunities to work on the Macintosh II's. Course counts as elective credit toward the Certificate in Commercial Design. Some Macintosh experience is assumed. Bring a 3.5 inch diskette to class.

Section 501: Barry Ratliff, M.F.A.  
Saturdays, February 15 and 22,  
9 a.m.-5 p.m. 2 all-day sessions.

Section 502: Michael Nash, M.F.A.  
Thursdays, March 5-April 2,  
6:30-9:30 p.m. 5 sessions.

Section 503: Michael Nash, M.F.A.  
Wednesdays, March 18-April 15,  
6:30-9:30 p.m. 5 sessions.

All Sections: Fine Arts C1B53. \$150.

**CCG 357****Intermediate Macintosh Computer Art**

Intermediate Level

Hands-on experience with advanced applications of packages like Aldus Freehand (new versions), Adobe Illustrator and Digital Darkroom, and color applications (Studio 8 and Photoshop) to produce laser-printed artwork. Learn to import and manipulate digitized images from many sources (video, flatbed scanner, software files, computer-generated images) to produce quality images. Work on your own Macintosh SE with access to a Mac II with color capabilities. Course counts as elective credit toward the Certificate in Commercial Design. Prerequisite: CCG 356 or some working knowledge of SuperPaint, Freehand, Illustrator, or an image processing package. Bring a 3.5 inch diskette to class.

Michael Nash, M.F.A.

Section 500: Wednesdays, April 22-May 20,  
6:30-9:30 p.m. 5 sessions. Fine Arts C1B53. \$150.

**CCG 390****Advanced Topics in Macintosh  
Computer Art**

Intermediate Level

This course will offer the seasoned Macintosh graphics creator an opportunity to further explore object-oriented drawing, color bit-mapped painting, and electronic image processing along with ideas for output of work. Individual projects will be the focus of this five session seminar. A knowledge of object-oriented drawing programs and/or bit-mapped paint programs is required. Bring a past work or a work in progress to the first class session.

Michael Nash, M.F.A.

Section 500: Saturdays, May 9 and 16,  
9 a.m.-4:30 p.m. 2 sessions. \$150.

**FA C1B53**

**CCG 358****Beginning Animation**

Intermediate Level

Setting your ideas in motion will improve the effectiveness of your message. Explore the world of computer animation and sound in this beginning animation class on the Macintosh. Some of the most powerful computer animation tools work with the Macintosh's ease of use. Learn how to spice up your presentations, animate for video, visualize moving ideas, or just simply be creative in this exciting medium and have fun. Learn to use powerful animation techniques in MacroMind Director such as: auto animate, cast to time, space to time, autotransform, and many others. Synchronize music and dynamic sampled sounds to your animations. Skills with these powerful tools will help you better communicate your ideas and move people to action. Set your ideas in motion!

Bob Bruce, BSEE

Section 500: Saturdays, May 30 and June 6,  
9 a.m.-5 p.m. 2 all-day sessions.

Fine Arts C1B53. \$150.

## Computer Graphics Art On the IBM and Compatible Computers

### CCG 351 Computer Graphics Art I

Novice Level

The drawing board of the future is a computer screen. Hands-on understanding begins here. See what's new, and do in-class work that lets you use the computer as a creative tool. A slide is made of your best work. Four of the most recent bit-map and object-oriented packages are introduced. Software packages include: Micrografix, CorelDraw and PC Paint IV. These contain over 50 professional typefaces, ability to fit text to a curve, calligraphic pen shapes, special effects using 3-D and airbrush with fountain fills. We cover creative use of graphics tools, font manipulation, instant layout, design considerations for logos and illustrations, and production of business graphics. See some exciting work and do some, too. Especially recommended for working professionals. Course counts toward the Certificate in Commercial Design. Bring a double-sided/double-density 5¼ inch diskette.

Jerry Reynolds, MSEE

Section 501: Tuesdays, January 21-February 18

Section 502: Tuesdays, February 25-March 24

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

University Computing Center 142. \$150.

### CCG 361 Computer Graphics Art: Level II

Intermediate Level

This progressive course takes you to the next level of computer graphics skill. Gain hands-on experience solving design problems. We cover: making your own fill pattern, advanced illustration, grids, production from start to finish, portfolio preparation using color laser prints — even how to network for computer graphics jobs.

We focus on drawings for high resolution output. Software used is an ideal tool for creating professional-quality art work, business graphic presentations, and technical illustrations. We review slides and videos presenting video-paint systems used in TV production and discuss animation and other production skills. Ideal for people in the visual arts, or anyone interested in this dynamic field. Course counts toward the Certificate in Commercial Design. Bring a double-sided/double-density or high density 5¼ inch diskette.

Jerry Reynolds, MSEE

Section 500: Saturdays, April 4 and 11,  
9 a.m.-4:30 p.m. 2 sessions.

University Computing Center 142. \$160.

## Desktop Publishing On the Apple Macintosh

### CCG 373 QuarkXPress for the Designer

Novice Level

The preferred desktop publishing software of professional graphic designers, XPress permits more precise type manipulation and more comprehensive treatment of illustrations and halftones with color separation. Its impact on the designer or production artist is dramatic as more work is produced in less time and last-minute changes are easier to handle. This course teaches proficiency and highlights the package's compatibility with related products like PostScript drawing programs, paint applications, scanners, image editing programs, word processors, and other page layout programs. Recommended text, *Using QuarkXPress*, available at University Book Center, UMC 10.

Tim Meehan

Section 501: Saturdays, February 1 and 8

Section 502: Saturdays, April 4 and 11

Both Sections: 9 a.m.-5 p.m. 2 all-day sessions.

Fine Arts C1B53. \$160.

### CCG 371 Introduction to Aldus PageMaker

Novice Level

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

Section 501: Juliana Packer, B.F.A.

Saturdays, February 29 and March 7  
9 a.m.-5 p.m. 2 all-day sessions.

Section 502: Sharon Pike, B.A.

Tuesdays, April 14-May 12,  
6:30-9:30 p.m. 5 sessions.

Both Sections: Fine Arts C1B53. \$160.

## Desktop Publishing on the IBM and Compatible Computers

### CCG 377 Introduction to PageMaker Desktop Publishing

Novice Level

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. 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. A course of great value whether you publish a club newsletter,

restaurant menu or financial statements. Bring a 5¼ inch double-sided/double-density or high density diskette to class.

Bruce Frehner, M.A.

Section 501: Saturdays, January 25 and  
February 1, 9 a.m.-4:30 p.m. 2 all-day sessions.  
University Computing Center 142. \$160.

### CCG 386 Advanced PageMaker Desktop Publishing for the IBM PC

Intermediate Level

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

Bruce Frehner, M.A.

Section 500: Saturdays, March 7 and 14,  
9 a.m.-4:30 p.m. 2 all-day sessions.

University Computing Center 142. \$160.

### CCG 387 Ventura Desktop Publishing

Novice Level

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

Bruce Frehner, M.A.

Section 500: Saturdays, February 22 and 29,  
9 a.m.-4:30 p.m. 2 all-day sessions.

University Computing Center 142. \$160.

### CCG 389 Advanced Ventura Desktop Publishing

Advanced Level

Ventura offers the experienced PC desktop publisher a great deal of power and flexibility. This advanced course teaches current Ventura users the intricacies of Ventura 2.0 and its professional extension.

Topics include:

- Automatic page, table, and figure numbering
- Table features, table of contents
- Indexes, anchoring frames
- Other features the class will find professionally helpful.

Advanced techniques for graphics and paragraph tagging will also be discussed. Course emphasizes a strong working knowledge of advanced functions. Prerequisite: completion of CCG 387 or equivalent knowledge and experience.

Bruce Frehner, M.A.

Section 500: Saturdays, May 2 and 9,  
9 a.m.-4:30 p.m. 2 all-day sessions.

University Computing Center 142. \$160.

# MEETING THE CHALLENGE OF A CHANGING WORLD.

## CERTIFICATE IN BUSINESS AND TECHNOLOGY LEADERSHIP

In this age of complex market segmentation and powerful international competition, business leadership has become a multidimensional task. Management in the '90s requires the right combination of people skills, marketing savvy and an understanding of technological tools. This important Certificate was created to cultivate the business leadership needed for long-term success in a changing world.

The Certificate in Business and Technology Leadership links management issues with valuable computer and technology-related concepts, and adds a component focusing on business excellence in a changing environment. Participants are expected to share a commitment to progressive leadership and creative insight.

**Who Should Attend.** Executive innovators with the spirit of entrepreneurship. This Certificate program is of particular value to businesspeople who wish to expand their expertise into technical business areas, and those working in technology-related fields who need to learn broader managerial concepts. But value is not limited to these groups. Anyone with a desire to learn about this unique business management area will find the courses important.

**Getting Started.** No formal application or entrance examination is required for this program, but participants must complete the Registration for Certificate and Noncredit courses on page 53. Competency-based evaluations are utilized to acknowledge course achievement. A transcript of your progress or Certificate of Completion is available without fee from Continuing Education.

**Refunds** are granted any time before a course begins, none later.

**Getting Finished.** The Certificate in Business and Technology Leadership requires successful completion of a total of eight courses in two separate modules:

- |   |   |
|---|---|
| <p>I. Technical Executive Module — Complete four courses in this module for Certificate requirements (expected course offering in parentheses).<br/>           Technical Leadership (Fall 1991)<br/>           Technical Direction (Spring 1992)<br/>           Business Computer Applications (Fall 1991)<br/>           Progressive Corporate Leadership (Spring 1992)<br/>           Finance 2000 (Summer 1992)<br/>           Marketing 2000 (Fall 1991)<br/>           Advanced Marketing Strategies (Spring 1992)<br/>           Total Quality Management (Spring 1992)</p> | <p>II. Strategic Business Module — Complete all four courses in this module for Certificate requirements<br/>           The Science of Innovation and Change (Fall 1991)<br/>           International/Global Perspectives in Business Competition (Spring 1992)<br/>           Advanced Financial Concepts (Summer 1992)<br/>           Executive Leadership and Strategy (Fall 1991)</p> |
|---|---|

### Technical Executive Module

#### NC B 504 Progressive Corporate Leadership

Examine progressive leadership concepts through case studies introduced with informal presentations by prominent regional business leaders. In a final session, students share leadership models of their own design.

Carol Grever Gray, M.A.

Section 500: Tuesdays, January 28–February 25, 7–9:30 p.m. 5 sessions. Business 251. \$185.

#### NC B 505 Technical Direction

How do you manage internal issues, respond to market shifts and still maintain operational quality? A multidisciplinary look at the issues of technical leadership, focusing on creativity and vision.

Paul Kelley, M.B.A.

Section 500: Wednesdays, February 19–March 18, 6:30–9:30 p.m. 5 sessions. Business 251. \$185.

#### NC B 507 *Cancelled* Total Quality Management (TQM)

This will be an introductory course in Total Quality Management taught within the context of being competitive worldwide. Primary discussions will concentrate on defect prevention, product and process enhancement and ways to organize to assure quality products. A chronological description of the evolution of the quality profession will put quality organization in perspective. Case studies will be used liberally to illustrate methods of measurement and analysis as part of the quality improvement process. Finally, the concept of quality circles and quality councils will be introduced and described.

Bob Calcaterra, D.Sc.

Section 500: Thursdays, March 19–April 23 (no class March 26), 7–9:30 p.m. 5 sessions. Engineering Center CR 1-01. \$185.

#### NC B 506 Advanced Marketing Strategies

Business leaders at every level could profit from a better understanding of marketing techniques used to reach targeted subsets of an increasingly segmented population. Topics include demographic analysis, hiring research professionals, the dynamics of market share, what works and what doesn't.

Doug Sullivan, Ph.D.

Section 500: Tuesdays, April 7–May 5, 6:30–9:30 p.m. 5 sessions. Business 250. \$185.

### Strategic Business Module

#### NC B 603 Global Perspectives on Business Competition

The international nature of business today demands a coherent business plan and a targeted marketing strategy. Examine the implications—from the conceptual to the practical—in terms of applications to Colorado business now.

Ivan Perez-Mendez, Ph.D.

Section 500: Mondays, March 2–April 6 (no class March 23), 6:30–9:30 p.m. 5 sessions. Business 250. \$185.

## BEHIND THE SEEN. COMMERCIAL DESIGN

### Program Update Set for Summer 1992

Beginning next semester we are adding more course selections to the Certificate in Commercial Design. By Summer 1992, new qualifications will be in place, beefing up the curriculum in the area of computer-assisted production.

If you want to earn your Certificate with current courses under existing guidelines, you must complete the requirements this semester. You may also use new courses to complete existing requirements. And, if you are just beginning credits will be applied toward the new certificate. All design courses offered this semester apply to the new requirements, as well as all Computer Graphics courses with the prefix CCG. Questions: Call Continuing Education at 492-5148 (or 1-800-331-2801).

In a world inundated with information, graphic and environmental design becomes an increasingly valuable marketing communications tool. Good design gets attention, opens doors, guides perception. These courses address every aspect of the field: graphic and environmental design, publishing and illustration, advertising, cartooning and more. With information on career opportunities and strategies for approaching the job market.

### Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This sequential program of short, intensive courses can fit into the busiest schedule. There are three parts to the program:

#### A. Required Courses:

- The Commercial Artist: Design, Layout and Paste-up
- Commercial Art II
- Professional Illustration Techniques
- The Artist Goes to Market

#### B. Four elective courses, to introduce you to design trends.

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

After certification, many designers continue to take classes, to update skills. You will be awarded a Performance Certificate for successfully completing each class. A transcript of your record is always available, free of charge.

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

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

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



*Rodney Sauer is a technical illustrator who took a weekend seminar in Commercial Art to get some input and comments from an industry professional (Jill Barton, instructor). He says, "Just hearing her talk about her portfolio . . . what the market's like—that was valuable."*

## Commercial Art

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

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

Jill Barton

Section 500: Saturday and Sunday,  
February 1 and 2, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

### CCD 310 Commercial Art II

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

Jill Barton

Section 500: Saturday and Sunday,  
February 22 and 23, 9 a.m.-5 p.m.  
2 sessions. Geology 114. \$135.

## Calligraphy

### CCD 220 Professional Hand Lettering and Calligraphy

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

Jill Barton

Section 500: Monday, Tuesday, Wednesday,  
February 3, 4, 5, 5:30-10 p.m.  
3 sessions. Geology 308. \$135.

## Illustration

### CCD 285 The Mental Picture: Professional Cartooning

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

Eric Teitelbaum

Section 500: Thursday and Friday, March 5 and 6,  
5:30-10 p.m. 2 sessions. Geology 311. \$95.

### CCD 390 Air Brush Illustration Techniques

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

Van Valencia

Section 500: Saturday and Sunday, April 4 and 5,  
9 a.m.-5 p.m. 2 all-day sessions.  
Geology 127. \$135.

## Marketing

### CCD 230 The Artist Goes to Market

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

Eric Teitelbaum

Section 500: Saturday and Sunday,  
March 7 and 8, 9 a.m.-5 p.m.  
2 sessions. Geology 114. \$135.

Computer Graphic courses are accepted as elective courses in the Commercial Design Program. See page 25.







## LEARNING AND GROWING. NONCREDIT COURSES

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

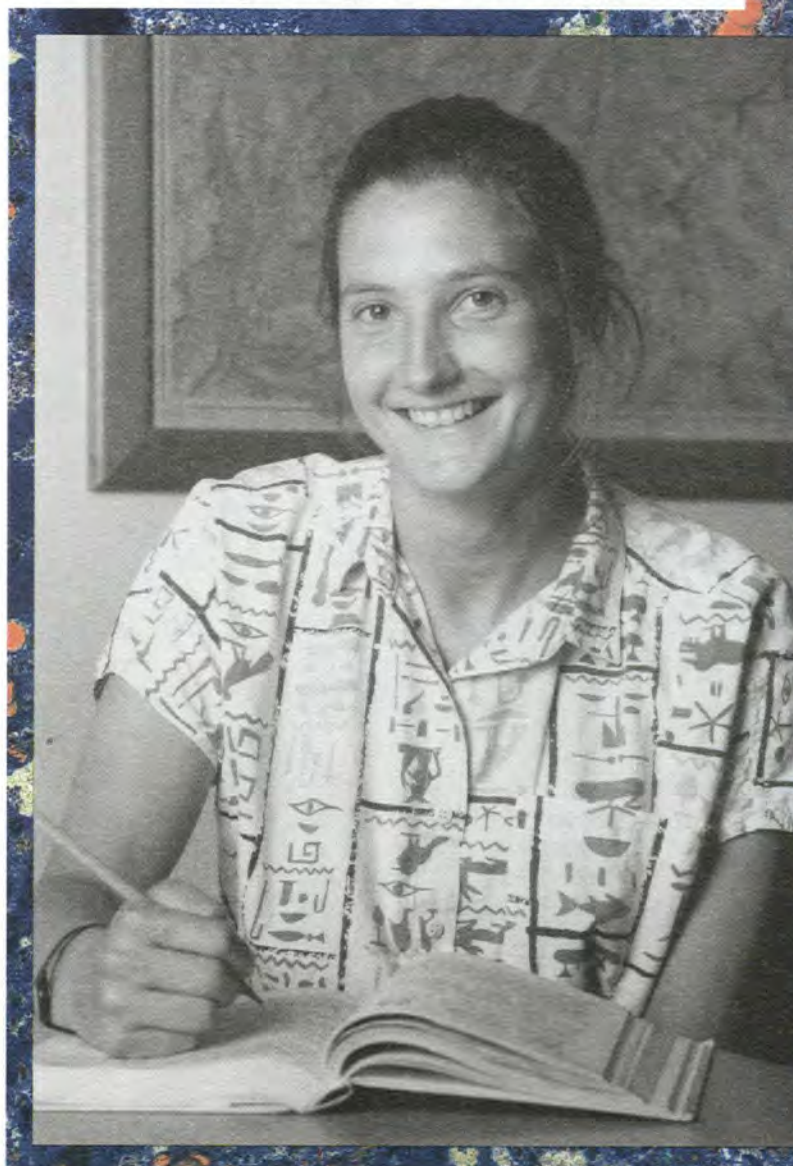
**Most classes have limited enrollment. Early registration assures your place in class.**

**NOTE: Classes will not meet March 23-27 for Spring Break.**

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801.

*Joe Romig teaches two Credit courses on astronomy, introducing students to concepts that ultimately help them understand their place in the universe, and a noncredit class called Frontiers of Physics and Astrophysics. Scuba diving takes him into another dimension and his travels often play to both interests—a diving trip to Cabo, for example, to observe the effects of the last eclipse.*

*Rhonda Mliakoff works as a research assistant at the School of Pharmacology. A former Peace Corps volunteer, she hopes to earn a Masters degree in English as a Second Language.*



# NONCREDIT COURSES, SPRING 1992

	Page		Page
<b>Architecture and Landscape</b>		<b>Lifestyles</b>	
Xeriscape Landscaping .....	33	Eating As If Your Life Depended On It .....	37
Four Season Colorado Landscape .....	33	Nutrition for a Healthy Body and Mind .....	37
How to Design or Remodel a House with an Architect .....	33	Diet, Emotions and Behavior .....	37
<b>Business</b>		Biofeedback Stress Management .....	37
Entrepreneurism — Are You Ready? .....	33	Psychology of Intimate Relationships .....	37
Financial Planning for Women .....	33	Changing the Patterns in Your Relationships .....	37
Writing Business Plans .....	33	Intimate Companions: Towards Creating Healthier and Happier Relationships .....	37
How to Plan, Promote and Profit from Your Seminar .....	33	Intimacy: Opening the Heart .....	37
Financial Planning for Couples .....	33	Speed Reading .....	37
Understanding and Using Financial Statements .....	33	Study Smarter .....	37
Step by Step: Starting a New Business .....	33	<b>Science</b>	
<b>Communications</b>		Earth Appreciation: The Foothills and Beyond .....	38
Improving Your Listening and Communication Skills .....	34	Knowledge of Science: How We Know What We Know .....	38
American Sign Language Seminar .....	34	Hands On Physiology: What People With Bodies Need to Know About Them .....	38
<b>Fine Arts</b>		Colorado's Geologic Story .....	38
Photography, Basic .....	34	Nests Are for the Birds! .....	38
Photography, Creative Workshop .....	34	<b>Testing</b>	
Photography, Intermediate Field .....	34	ACT/SAT .....	38
Drawing, Life .....	34	GMAT .....	38
Sculpture, Stonecarving .....	34	GRE .....	38
Painting, Chinese .....	34	LSAT .....	39
Sculpture, Woodcarving .....	35	<b>Theatre and Music</b>	
Drawing, Introduction .....	35	Theatre History for Modern Audiences .....	39
Painting, Introduction .....	35	Music of the Global Village .....	39
Papermaking Seminar .....	35	Back Stage at the Theatre .....	39
History of Animation .....	35	Live at Macky! — The Artist Series .....	39
Bookbinding .....	35	Acting Basics .....	39
<b>Foreign Languages</b>		<b>Literature and Writing</b>	
French, Beginning .....	35	Literature of Latin America .....	39
French, Intermediate .....	35	English Writing Made Simple .....	39
French, Advanced .....	35	Writing for Magazines I .....	39
German, Beginning .....	35	Writing for Magazines, Advanced .....	39
German, Intermediate .....	35	Creative Writing .....	39
Italian, Beginning .....	35	Short Story Writing .....	39
Italian, Intermediate .....	35	How to Write Effective Direct Mail Copy .....	40
Italian, Advanced .....	35	Publishing Your Book .....	40
Spanish, Beginning .....	35	Is There a Book in You? .....	40
Spanish, Intermediate .....	35	The Journal: A Creative Tool .....	40
Japanese, Beginning .....	36	Short Writing Forms .....	40
Japanese, Intermediate .....	36	The Children's Book: Illustrating and Getting Published .....	40
Japanese, Technical and Scientific .....	36	Writing the Novel .....	40
Russian, Beginning .....	36	Usage and Grammar: Guidelines and Rules for Everyday Use .....	40
Russian, Intermediate .....	36	Technical Writing Seminar .....	40
<b>History</b>		Write With Power .....	40
Colorado Railroads, Fascinating History .....	36	<b>LONGMONT CLASSES</b>	
American West, New Perspectives .....	36	Financial Planning for Women .....	40
North American Indians Before Columbus .....	36	Beyond Difficult: Handling the Challenge of Difficult People .....	40
North American Indians After Columbus .....	36	Tax Strategies for Small Businesses .....	40
Historic Interiors .....	36	Diet, Emotions and Behavior .....	41
<b>Investments</b>		English Writing Made Simple .....	41
Investing For Income .....	36	German, Beginning .....	41
Investing in Art and Antiques .....	36	Financial Planning for Couples .....	41
Investment Strategies, Advanced .....	36	<b>The Seminar Series</b>	
Investing, Basic .....	36	Art for the Traveller .....	41
		Exploring Caribbean Literature .....	41
		Words of the West .....	41
		Environmental Writing .....	41
		Frontiers of Astronomy and Physics .....	41
		The Ocean: Marine Geology .....	41
		Telling True Stories .....	41

## Architecture and Landscape

### NCAL 005

#### **Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado**

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

Andrew Mead, B.S.

Section 500: Tuesday, February 25, 6-9 p.m.  
1 session. UMC 235. \$15.

### 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.

Section 500: Wednesday, February 26, 6-9 p.m.  
1 session. Hellems 81. \$15.

### NCAL 028

#### **How to Design or Remodel a House with an Architect**

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

Jeffrey W. Limerick, M.Arch.

Section 500: Tuesdays, February 4-March 3,  
7-9 p.m. 5 sessions. Hellems 237. \$50.

## Business

### NC B 003

#### **Entrepreneurism — Are You Ready?**

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

Aivars Ziedins, M.S.F.S.

Section 500: Wednesdays, February 5-26,  
6:30-9 p.m. 4 sessions. Duane Physics G116. \$50.

### NC B 004

#### **Financial Planning for Women**

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic

process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A.

Section 500: Saturday, April 11, 9 a.m.-4 p.m.  
1 session. Duane Physics G025. \$50.

### NC B 007

#### **Writing Business Plans**

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

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

Section 500: Tuesdays, February 4-11, 6-8:30 p.m.  
2 sessions. Duane Physics G039. \$25.

### NC B 009

#### **How to Plan, Promote and Profit from Your Seminar**

We cover aspects from organization to presentation including pricing, budgeting, logistics and marketing. On completion, you will be able to design your own seminar, promote it to an appropriate market and present it efficiently and profitably.

Chris Lovett, M.B.A.

Section 500: Wednesdays, March 11-April 1,  
6:30-8:30 p.m. 3 sessions.  
Duane Physics G025. \$30.

### NC B 011

#### **Financial Planning for Couples**

The class will explore the difficulties of planning for two. Extensive materials help you understand your needs and the possibilities to achieve financial security.

Laurie Hyland, C.F.P.

Section 500: Mondays, February 17-March 9,  
7-9 p.m. 4 sessions. Economics 16. \$40.

### NC B 012

#### **Understanding and Using Financial Statements**

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

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

Section 500: Tuesdays, April 21-28, 6-8:30 p.m.  
2 sessions. Duane Physics G035. \$25.

### NC B 017

#### **Step by Step: Starting a New Business**

This class will help you develop the action plan you need to start your own business. We review legal types of businesses, market research, developing a business plan, site selection, financing and insurance, advertising, record keeping, billing and credit. We also cover some basic management issues, and the whole process of estimating costs and writing a contract.

Robert Law, B.A.

Section 500: Wednesdays, April 1-May 6,  
7-9 p.m. 6 sessions. Duane Physics G039. \$60.



*Jo Ann Flock of Boulder is assistant curator at the Herbarium. She's taking a language class so that she can translate botanical literature.*

## Communications

### NC C 007 Improving Your Listening and Communication Skills

"That's not what I said," is a thought we all have at times. Learn and practice techniques for clear communication, including nonverbal and Neuro-Linguistic Programming skills. Assess the auditory part of your communication style and accept half the responsibility in the communication process. Sharon Hoery, B.A.

Section 500: Tuesdays, February 11-March 10, 7-9 p.m. 5 sessions. Hellems 271. \$50.

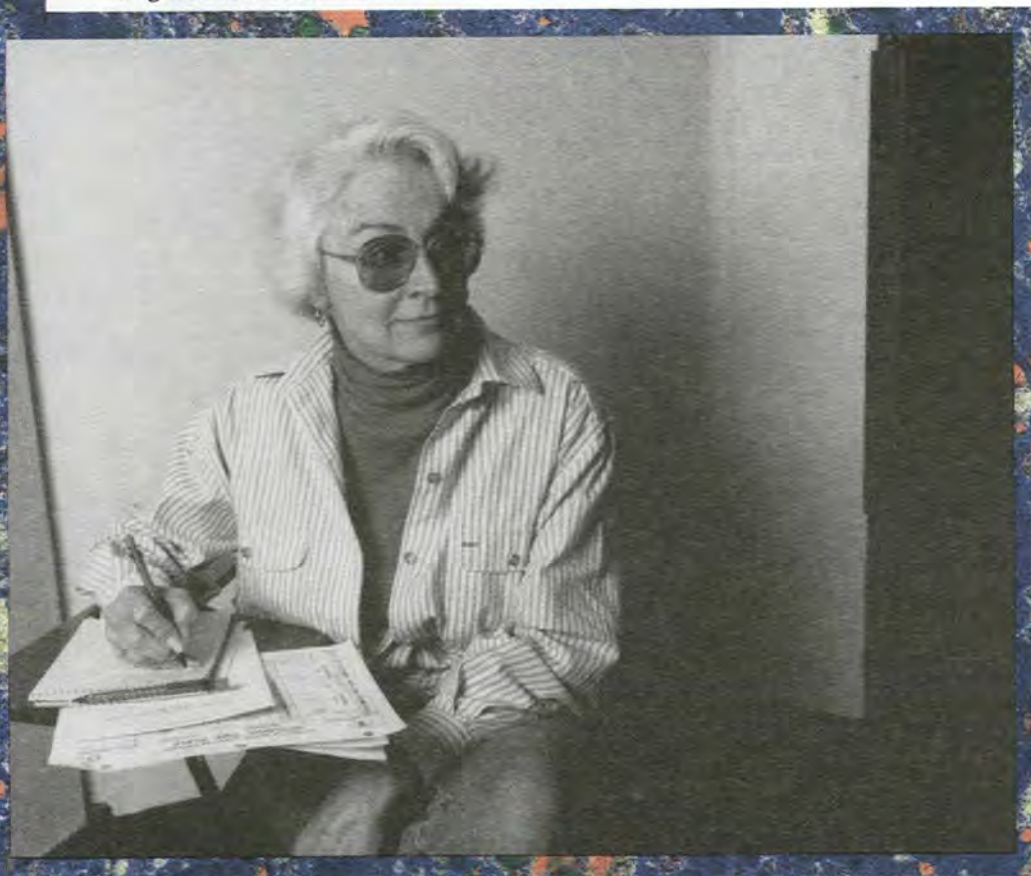
### NC C 008 American Sign Language Seminar

This seminar is an introduction to American Sign Language and prepares you for ASL classes through games, activities and discussion of the language and cultures of the Deaf community.

Karen Park-Riggs, Deaf ASL Instructor

Section 500: Saturday, February 22, 9 a.m.-12 p.m. 1 session. Economics 16. \$20.

*Rhea Little works as a cost analyst for a Longmont manufacturing firm. She's taking this Noncredit class out of keen personal interest in the subject. She says the instructor is "great—he is so enthusiastic."*



## Fine Arts

### NCFA 001 Basic Photography

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

Lynn Lickteig, B.F.A. *Greg Lamb*

Section 500: Mondays, February 3-March 16, 7-9 p.m. Field trip, Saturday, February 22. 8 sessions. Environmental Design 120. \$80.

### NCFA 002 Creative Photography Workshop

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

Don Oberbeck, Professional Photographer.

Section 500: Mondays, February 3-March 30, 7:30-9:30 p.m. 8 sessions. Ketchum 234. \$115.

### NCFA 025 Intermediate Field Photography

This course is intended for those who possess a good general knowledge of the technical theories of photography, but would like a chance to achieve a greater working knowledge of the medium through assignments and field trips. Course will be structured with Wednesday evening sessions for assignment explanation/review, and Saturday field trips where assignments are performed. (One Saturday field trip will be held at night.) Students should note that the course is accelerated and lasts only 3½ weeks with two classes per week. No lab work is involved. Topics covered include composition, fine tuning exposure, nighttime "existing light" photography, "painting" with light, indoor artificial light, various aspects of flash photography, simple portraiture, and filters. Prerequisite: Must have knowledge of your camera, f-stops, shutter speeds, and various methods of exposure. Equipment required: 35mm SLR camera which MUST have manual override capability, a tripod, a shutter/cable release, a flash with tiltable bounce head, polarizing filter, FLD filter, 80A filter. Film/processing cost estimate \$50 to be paid by student.

Lynn Lickteig, B.F.A. *Greg Lamb*

Section 500: Wednesdays and Saturdays, April 1-22, 7-9 p.m. 7 sessions. Environmental Design 120. \$80.

### NCFA 005 Life Drawing

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

Barbara Preskorn, M.F.A.

Section 500: Wednesdays, February 26-April 22, 7-9 p.m. 8 sessions. Fine Arts N298. \$90.

### NCFA 011 Sculpture — Stonecarving

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

Barbara Cox, M.A.

Section 500: Mondays, February 10-April 13, 7-9 p.m. 9 sessions. Fine Arts C102. \$100.

### NCFA 012 Chinese Painting

No prerequisite. Come learn basic disciplined techniques of Chinese Painting. Possible applications include ceramic decoration, batik and much more. Purchase materials at first class meeting or on your own: an oriental paint brush (medium), a tube of oriental ink paste, newsprint, water containers, paper towels.

Janette Lenschow, M.F.A.

Section 500: Mondays, February 3-March 30, 7-9 p.m. 8 sessions. Geology 114. \$80.

**NCFA 015**  
**Woodcarving Sculpture**

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

Barbara Cox, M.A.

Section 500: Mondays, February 10–April 13, 5–7 p.m. 9 sessions. Fine Arts C102. \$100.

**NCFA 020**  
**Introduction to Drawing**

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

Michael Mitchell, M.F.A.

Section 500: Wednesdays, February 5–March 4, 6–9 p.m. 5 sessions. Fine Arts C175. \$85.

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

Working in acrylic, we cover the basics of color, composition, techniques and materials, exploring a variety of subjects. Bring to the first class: acrylic tube paints, 2–3 small brushes, a palette knife sturdy enough to mix paint, a palette, and a few (8½ x 11 or larger) sheets of heavy white watercolor paper. Later we will use stretched canvas, canvas board or masonite.

Michael Mitchell, M.F.A.

Section 500: Wednesdays, March 11–April 15, 6–9 p.m. 5 sessions. Fine Arts N103. \$85.

**NCFA 128**  
**Seminar: Papermaking**

An introduction to sheetforming and vacuum casting in handmade paper. Students will use a vacuum casting system for deep embossment, lamination and collage work. Paper will be formed for use in journals, books, or as an art work. Bring lunch. Supply list available from Continuing Education.

Susan Planalp, M.F.A.

Section 500: Saturday, <sup>May 2</sup> April 25, 10 a.m.–4 p.m. 1 session. Fine Arts C102. \$55.

**NCFA 130**  
**History of Animation**

Animated film from the early works of Emile Cohl to contemporary animation and the unlimited possibilities of computer graphics are surveyed. We will view many animated films.

Albert Miller, B.A.

Section 500: Wednesdays, February 5–April 1, 6:30–8:30 p.m. 8 sessions. Hellems 181. \$80.

**NCFA 030**  
**Book Binding**

Learn to bind and repair books using ordinary tools and materials. We begin by taking a book apart and studying its components. Then we assemble one from scratch—folding and stitching its pages, shaping the book, adding end papers. We also look at books of other cultures.

Ryo Murraygreen, M.F.A.

Section 500: Saturday and Sunday, April 4 and 5, 9 a.m.–4 p.m. 2 sessions. Geology 114. \$85.

**Foreign Languages****NCFL 100**  
**Beginning Conversational French**

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

Nadia Turk, Ph.D.

Section 500: Tuesdays, February 4–April 14, 7–9 p.m. 10 sessions. Hellems 229. \$110.

**NCFL 200**  
**Intermediate Conversational French**

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

Nadia Turk, Ph.D.

Section 500: Thursdays, February 6–April 16, 7–9 p.m. 10 sessions. Hellems 229. \$110.

**NCFL 300**  
**Advanced Conversational French**

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

Nadia Turk, Ph.D.

Section 500: Fridays, February 7–April 17, 5:30–7:30 p.m. 10 sessions. Hellems 237. \$110.

**NCFL 101**  
**Beginning Conversational German**

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text to be announced at first class.

Simone Schellen, M.A.

Section 500: Thursdays, February 6–April 16, 7–9 p.m. 10 sessions. Hellems 245. \$110.

**NCFL 201**  
**Intermediate Conversational and Written German**

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

Constance Pontasch, M.A.

Section 500: Thursdays, February 6–April 16, 7–9 p.m. 10 sessions. Ketchum 206. \$110.

**NCFL 102**  
**Beginning Conversational Italian**

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

T.B.A.

Section 500: Mondays, February 3–April 13, 6:30–8:30 p.m. 10 sessions. Muenzinger D144. \$110.

**NCFL 203**  
**Intermediate Conversational Italian**

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

T.B.A.

Section 500: Wednesdays, February 5–April 15, 6:30–8:30 p.m. 10 sessions. Education 132. \$110.

**NCFL 303**  
**Advanced Conversational Italian**

An excellent opportunity to develop and polish conversational skills. Prerequisite is Beginning and Intermediate Italian, or the equivalent.

T.B.A.

Section 500: Thursdays, February 6–April 16, 6:30–8:30 p.m. 10 sessions. Education 132. \$110.

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

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

Section 501: Elizabeth Medina, Ph.D.

Tuesdays, February 4–April 14, 7–9 p.m. 10 sessions. Hellems 247. \$110.

Section 502: Beatrice Calvo, M.A.

Wednesdays, February 5–April 15, 7–9 p.m. 10 sessions. Hellems 245. \$110.

**NCFL 202**  
**Intermediate Conversational Spanish**

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

Elizabeth Medina, Ph.D.

Section 500: Thursdays, February 6–April 16, 7–9 p.m. 10 sessions. Hellems 137. \$110.

## Foreign Languages – continued

### **NCFL 104** **Beginning Conversational and Written Japanese**

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

Douglas H. Gordon, M.A.

Section 500: Fridays, February 7–April 17, 6–8 p.m. 10 sessions. Economics 119. \$110.

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

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

Douglas H. Gordon, M.A.

Section 500: Fridays, February 7–April 17, 8–10 p.m. 10 sessions. Economics 2. \$110.

### **NCFL 304** **Reading Technical and Scientific Japanese II**

This course is the second semester and is designed to teach written technical and scientific Japanese. The class focuses on the reading system, grammar, and scientific vocabulary needed for technical reading. Using the text and supplemental materials the student will learn the important elements needed for reading and comprehending technical Japanese. Prerequisite is Reading Technical and Scientific Japanese I, or equivalent.

Douglas H. Gordon, M.A.

Section 500: Mondays, January 13–April 27, 7:30–9:30 p.m. 14 sessions.  
No class January 20. Economics 119. \$150.

### **NCFL 105** **Beginning Conversational and Written Russian**

For students with little or no knowledge of Russian. Conversational skills are stressed, but students will learn the Cyrillic alphabet and to read and write simple sentences. We cover grammar essentials, useful vocabulary and cultural aspects. From the first session, students will learn to use phrases, ask questions and master correct pronunciation.

Charlotte Katz, M.A.

Section 500: Thursdays, February 6–April 16, 6–8 p.m. 10 sessions. Geology 127. \$110.

### **NCFL 205** **Intermediate Russian**

A second-level course designed to continue development of oral and written skills. Prerequisite is Beginning Russian or the equivalent.

Charlotte Katz, M.A.

Section 500: Tuesdays, January 21–April 28, 6–8 p.m. 14 sessions. Geology 127. \$150.

## History

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

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

Bob Rothe, Ph.D.

Section 500: Mondays, February 24–April 13, 7–9 p.m. 7 sessions. Ketchum 207. \$70.

### **NC H 003** **New Perspectives on the American West**

Western history revisited, through the experiences of women, Hispanics and Indians. We also will consider the role of natural resource development and land usage. Selected readings explore recent treatment of these issues and the concept of the "New West."

Annie Gilbert, B.A.

Section 500: Tuesdays, February 4–March 3, 7–9 p.m. 5 sessions. Ketchum 33. \$50.

### **NC H 004** **North American Indians Before Columbus**

The emergence and migrations of early man, based on known sites and artifacts in North America. We will cover regional development of Indian cultures throughout North America, including Meso-America. Slides and artifacts stimulate discussion.

Charles Cambridge, M.A.

Section 500: Wednesdays, February 12–April 8, 6–7:30 p.m. 8 sessions. Ketchum 33. \$60.

### **NC H 005** **North American Indians After Columbus**

Discover how Indian cultures reacted to the arrival of the white man and the consequences of contact into the 20th century.

Charles Cambridge, M.A.

Section 500: Wednesdays, February 12–April 8, 7:30–9 p.m. 8 sessions. Ketchum 35. \$60.

### **NC H 006** **Historic Interiors: Ancient to Modern**

We look at how everyday objects are absorbed into the decorative arts, learning to see how the influence of the ancient Greeks, Romans and Egyptians has shaped design through the ages. We finish by studying the interiors of historic Colorado homes, both rustic and ornate.

Ruth C. Linton, M.A.

Section 500: Tuesdays, February 25–March 17, 7–9 p.m. 4 sessions. Ketchum 35. \$40.

## Investments

### **NC I 001** **Investing for Income**

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

Arnold Hart, M.A.

Section 500: Tuesdays, March 3–10, 6:30–8:30 p.m. 2 sessions. Duane Physics G116. \$20.

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

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

Ruth Linton, Consultant in Contemporary Art.

Section 500: Tuesdays, March 31–April 21, 7–9 p.m. 4 sessions. Education 136. \$40.

### **NC I 007** **Advanced Investment Strategies**

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

Arnold Hart, M.A.

Section 500: Tuesdays, March 31–April 21, 6:30–8:30 p.m. 4 sessions. Duane Physics G116. \$40.

### **NC I 008** **Basic Investing**

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

Mary Wright, B.A.

Section 500: Tuesdays, February 4–25, 6:30–8:30 p.m. 4 sessions. Muenzinger E417. \$40.

## Lifestyles

### NC L 002

#### Eating As If Your Life Depended On It

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

Peggy Phillips, M.Ed.

Section 500: Saturday, February 8, 10 a.m.-4 p.m. 1 session. Hellems 237. \$30.

### NC L 030

#### Nutrition for a Healthy Body and Mind

Focusing on diet and nutrition, we will explore the workings of the immune system and what can be done to improve the outlook of patients with arthritis, cancer, lupus and other chronic diseases. We also look at moods and the role of sugar, food insensitivities and other issues, focusing on positive action you can take to influence your health.

Peggy Phillips, M.Ed.

Section 500: Saturday, March 14, 10 a.m.-4 p.m. 1 session. Hellems 237. \$30.

### 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.

Section 500: Saturday, April 25, 10 a.m.-4 p.m. 1 session. Hellems 237. \$30.

### NC L 009

#### Biofeedback Stress Management

Learn where stress begins on a personal, biological and psycho-social level. Identify causes and symptoms and learn how to cope. We teach self-regulation skills through biofeedback, as a means of combating headaches, teeth grinding and other nonproductive responses. Required text is *Relaxation & Stress Reduction* at the UMC Bookstore or Colorado Bookstore.

Toby Link, Ph.D.

Section 500: Mondays, February 10-March 9, 7-9 p.m. 5 sessions. Economics 2. \$50.

### NC L 014

#### Psychology of Intimate Relationships

Learn how relationships work and why people repeat similar patterns. We cover the stages of intimacy, the function of power struggles and the influence of childhood experiences. We reflect on love and loving, expectations and endings, and how to evaluate a partner or potential partner.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, February 8, 10 a.m.-5 p.m. 1 session. Woodbury 106. \$35.

### NC L 024

#### Changing the Patterns in Your Relationships

This is a hands-on, experiential workshop for people who want a clearer understanding of patterns in their adult relationships which may be self-defeating. We cover: healing the wounded child within; healing the wounds of a previous relationship; capacity for intimacy; how to keep yourself healthy and fulfilled; what you might do to improve an existing relationship.

Neil Rosenthal, Licensed Marriage and Family Therapist

Section 500: Saturday, February 29, 10 a.m.-5 p.m. 1 session. Woodbury 106. \$35.

### NC L 029

#### Intimate Companions: Towards Creating Healthier & Happier Relationships

What keeps you from achieving the intimate relationship you seek? In a relaxed and supportive atmosphere, we address: conflicts and differences; trust and betrayal issues; relationships as mirrors; blaming, the early warning signs of divorce; healing the wounded relationship; healing the wounded heart; evaluating a partner or potential partner; and enriching your intimate relationships.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, March 14, 10 a.m.-5 p.m. 1 session. Woodbury 106. \$35.

### NC L 032

#### Intimacy: Opening the Heart

Most of us want to love and be loved. What stands in the way? We learn why some people stay in relationships that aren't good for them.

We explore love, co-dependency; what we learn about ourselves through relationships; forgiveness, and what healthy families are like. A hands-on workshop for people who want to heal old wounds and cultivate more intimacy in their lives.

Neil Rosenthal, Licensed Marriage and Family Therapist.

Section 500: Saturday, April 4, 10 a.m.-5 p.m. 1 session. Woodbury 106. \$35.

### NC L 021

#### Speed Reading

Good news. Your mature thinking skills can help you become a more effective and efficient reader. You will learn helpful techniques for all kinds of materials, and ways to better remember what you read. Individual learning styles are also discussed.

Liane Brouillette, M.S.

Section 500: Mondays, February 10-March 16, 7-9 p.m. 6 sessions. Hellems 263. \$60.

### NC L 034

#### Study Smarter

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

Sherry Snyder, M.A.

Section 500: Tuesdays, January 28-March 10, 7-8:30 p.m. Ketchum 206. 7 sessions. \$55.

*Patty Martillaro and her husband, Grant Gillig, are taking a course together and are "extremely pleased." She adds, "I'm actually overwhelmed at the quality of the instruction and the quality of each class." They also work together, as president and vice president of a medical ultrasound equipment company in Boulder.*



## Science

### **NCSO 014** **Earth Appreciation: The Foothills and Beyond**

The geology of a region holds the secrets of its past. Learn to decipher the geologic clues. With one local Saturday field trip to supplement three evening lectures, you will learn the geologic history of the area. Basic skills and concepts can then be applied to other areas, to help you be a more knowledgeable traveler. No scientific background is necessary; bring your curiosity. A.R. (Pete) Palmer, Ph.D.

Section 500: Wednesdays, April 22-May 6, 7-9 p.m., and Saturday, May 2 (time and place to be arranged). 4 sessions. Economics 205. \$70.

### **NCSO 015** **Knowledge of Science: How We Know What We Know**

We say we know things as "facts" about our world, but how do we know? Explore science using observation, discussion, slides and diagrams to probe how knowledge is acquired. Extensive handouts.

Thomas Konner, M.A.

Section 500: Thursdays, February 13-March 19, 6:30-8:30 p.m. 6 sessions. Geology 308. \$60.

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

A basic view of human physiology as it pertains to our own health and fitness. Lecture and discussion work toward a general understanding of basic issues and then turn to specific systems (skeleton, joint, muscles).

Barbara Kelly, M.A.

Section 500: Thursdays, February 13-March 19, 7-9 p.m. 6 sessions. Ketchum 207. \$60.

### **NCSO 017** **Colorado's Geologic Story**

Colorado's rocks and fossils tell a story that goes back two billion years. We study pivotal events and learn to identify types of rocks and fossils, to know what they represent. Lectures feature slides and handouts, followed by a hands-on mini lab. A 10X hand lens (magnifier) will be useful. An optional three-day field trip across Colorado concludes the class (not included in tuition, to be arranged independently).

Emmett Evanoff, Ph.D.

Section 500: Wednesdays, April 1-29, 6:30-9:30 p.m. 5 sessions. Hunter 120. \$100.

### **NCSO 018** **Nests Are for the Birds**

Did you know that kingfishers tunnel deep into the side of a bank to nest? Find out about the ploys Colorado and other North American birds use during courtship. Examine different kinds of nests and learn about bird boxes. March is the perfect time to install them, while territories are formed.

Tina Jones, Naturalist/Biologist

Section 500: Thursday, February 27, 6-9 p.m. 1 session. Business 250. \$15.

## Testing

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

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

Bob Daniel, B.A.

William Tush, B.A.

Section 500: Tuesdays and Thursdays, 6-8:30 p.m., and Saturdays, 9-11:30 a.m., March 31-April 16. 8 sessions. Ketchum 234. \$100.

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

Be "test wise" to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with time-test practice. Texts included in the tuition. We cover problem solving, data sufficiency, reading comprehension, sentence correction and critical reasoning. Does not include registration for exam.

Bobrow Test Preparation Services

Section 500: Saturdays, February 29-March 14, 9 a.m.-3:30 p.m. 3 sessions. Economics 117. \$160.

### **NCT 301** **Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need texts at the first class — call for textbook information. Students register separately for the GRE examination.

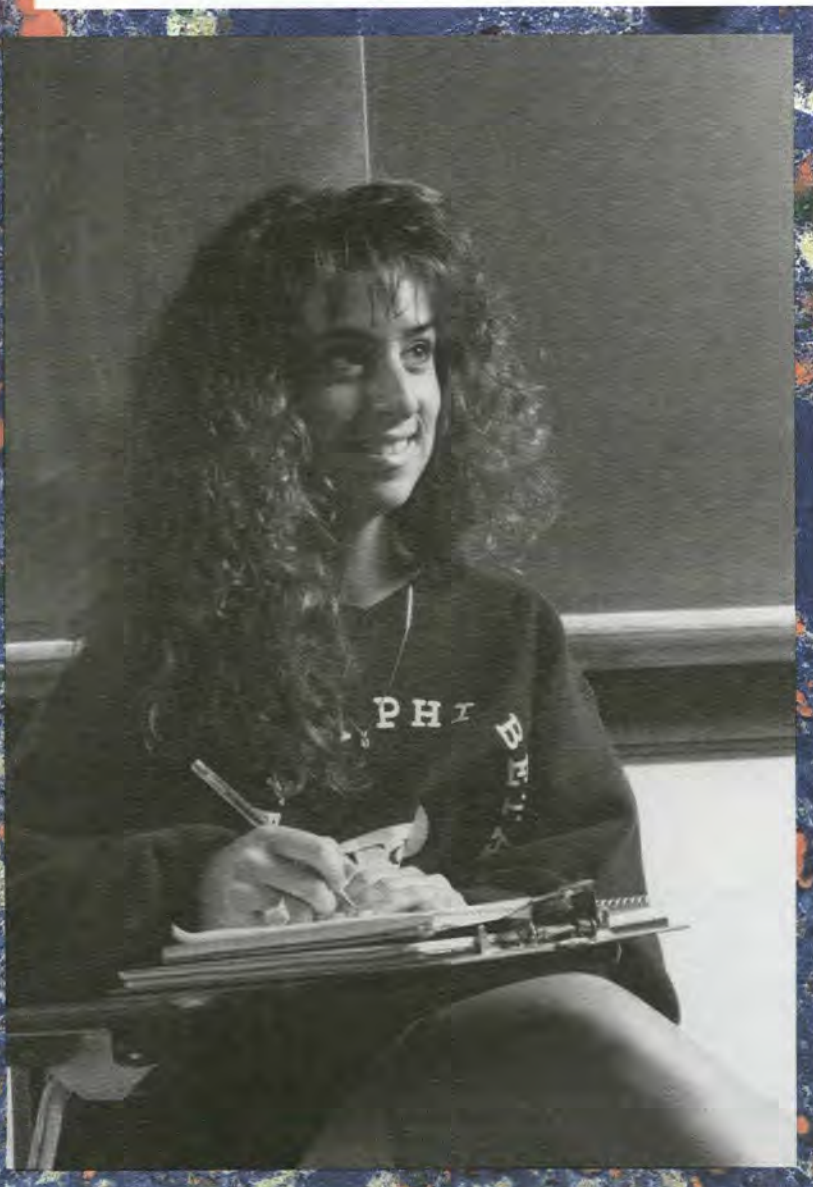
Roe Willis, Ph.D.

Terri Bodhaine, M.A.

Section 501: Tuesdays and Thursdays, January 7-30, 6:30-9 p.m.

Section 502: Tuesdays and Thursdays, February 25-March 19, 6:30-9 p.m.

Both Sections: 8 sessions. Hellems 199. \$150.



*Continuing Education courses helped Audrey Moskowitz recover from a rough first semester and ultimately graduate with a 3.37 GPA. Now a review class is helping her get ready for the GREs. "Continuing Ed has saved my life," she says.*



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

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

Melissa Mahaney, J.D.

Section 501: Saturdays, January 11, 18, 25, 9 a.m.–2 p.m. Sundays, January 12, 19, 26, 12–5 p.m. 6 sessions. Education 220. \$175.

Section 502: Saturdays, May 2, 9, 16, 9 a.m.–2 p.m. Sundays, May 3, 10, 17, 12–5 p.m. 6 sessions.

University Computing Center 123. \$175.

## Theatre and Music

**NCTH 002****Theatre History for Modern Audiences**

This is no dry survey! Students are introduced to the material of theatrical history, touching on dramatic literature, noted practitioners, production styles and social relevancy. Cross cultural and minority theatre is addressed. A theatre history and several plays are used as texts.

Barbara Matson, M.F.A.

Section 500: Tuesdays, February 4–April 14, 7–9 p.m. 10 sessions. Muenzinger D439. \$100.

**NCTH 003****Music of the Global Village**

Are your musical tastes increasingly exotic? Are you intrigued by Japanese, Arabic, Brazilian tunes and the sources of World Beat styles? Come listen to the rich diversity of human music-making in a context of appreciation for the incredible range of cultures represented.

Barbara Canon, M.A.

Section 500: Mondays, February 17–March 16, 7–9 p.m. 5 sessions. Ketchum 235. \$65.

**NCTH 004****Back Stage at the Theatre**

Enjoy three productions at the University Theatre. Each session includes play discussion, a backstage tour and a chance to interact with the cast. Share the fun with other drama lovers and learn more about three great plays. Fee includes tickets to: "The Real Inspector Hound," "A Streetcar Named Desire," and "Top Girls."

Barbara Matson, M.A.

Section 500:

Saturday, February 15, "The Real Inspector Hound"

Saturday March 7, "A Streetcar Named Desire"

Saturday, April 11, "Top Girls"

Lectures begin at 6:30 p.m. and meet at the University Theater. Enrollment is limited.

No Refunds.

Registration deadline: February 5, 1992. \$52.

**NCTH 013****Live at Macky! The Artist Series**

Enjoy four evenings of spectacular music, dance, and theater as part of the Artist Series and the "Interweaving Worlds" project. Informal and informative discussions will precede The Waverly Consort, American Indian Dance Theatre, and Ballet Hispanico. The final evening will feature El Teatro de la Esperanza in "Real Women Have Curves." Course includes three lectures, Orchestra I tickets to The Waverly Consort, American Indian Dance Theatre, and Ballet Hispanico and a general admission ticket to "Real Women Have Curves."

Tuesday, February 4, 1992

The Waverly Consort, 8 p.m.

"Spanish Music of the Renaissance"

Pre-concert lecture, 7 p.m.

Saturday, February 22, 1992

American Indian Dance Theatre, 8 p.m.

Pre-concert lecture, 7 p.m.

Thursday, April 16, 1992

Ballet Hispanico, 8 p.m.

Pre-concert lecture, 7 p.m.

Performances are in Macky Auditorium Concert Hall. Pre-concert lectures are in Old Main Chapel.

Tuesday, April 28, 1992

El Teatro de la Esperanza in

"Real Women Have Curves"

Old Main Chapel, 8 p.m.

Enrollment is limited.

Registration deadline: January 24, 1992

Section 500: 4 sessions. \$54.

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

All the world's a stage . . . rather than putting on a character, the actor searches for the variety in every one of us, the every one in each of us.

Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text:

*Respect for Acting* by Uta Hagen, at the Colorado Bookstore and University Bookstore.

Susan Chambers, M.F.A.

Section 500: Tuesdays, February 11–March 17,

7–9 p.m. 6 sessions. Hellems 245. \$80.

## Literature and Writing

**NC W 026****Literature of Latin America**

Love, politics, realism and magic. Latin American literature is all this and more. We discuss four representative novels, meeting every two weeks to allow time for reading: *The House of the Spirits* (Allende), *Love in the Time of Cholera* (Marquez), *The Storyteller* (Vargas Lles) and *Showdown* (Amado).

Susanne Gerson, M.A.

Section 500: Thursdays, February 13, 27 and

March 12, 7–9 p.m. 3 sessions.

Education 136. \$30.

**NC W 003****English Writing Made Simple**

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing. Jean Thyfault, Editor.

Section 500: Thursdays, February 6–April 2, 7–9 p.m. 8 sessions. Hellems 263. \$80.

**NC W 005****Writing for Magazines I**

Learn the basics, including how to find ideas, manuscript preparation, research, query letters, marketing, and interviewing. Emphasis is on developing your own style and critiquing skills. We cover travel writing, human interest, self-help, essay, science and technology, hobby and craft, and more.

Deidre Elliott, Professional Writer.

Section 500: Mondays, February 3–March 9,

7–9 p.m. 6 sessions. Economics 205. \$60.

**NC W 013****Advanced Magazine Writing**

Prerequisite is Writing for Magazines I or equivalent experience. This course teaches advanced skills necessary for success as a magazine writer.

Deidre Elliott, Professional Writer.

Section 500: Mondays, March 16–April 27,

7–9 p.m. 6 sessions. Economics 205. \$60.

**NC W 006****Creative Writing**

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

Deidre Elliott, Professional Writer.

Section 500: Thursdays, February 13–April 9,

7–9 p.m. 8 sessions. Economics 205. \$80.

**NC W 008****Short Story Writing**

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

Robert McBrearty, M.F.A.

Section 500: Thursdays, February 20–April 16,

7–9 p.m. 8 sessions. Muenzinger D156. \$80.

## Literature and Writing — continued

### NC W 033 Writing for Direct Mail

We dissect the whole direct marketing process and focus on how to create powerful communication. We cover writing steps, 40 questions to ask yourself before you begin to write, a formula for sure-fire results, tips for writing fund-raising copy, five frequent mistakes, and more. Guest speakers discuss fulfillment, list rental and graphic design.

Debra A. Jason, B.A., Copy Writer  
Section 500: Tuesdays, February 18–March 31,  
6:45–8:45 p.m. 6 sessions. Hellems 137. \$60.

### NC W 034 Publishing Your Book

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

David Rye, M.A., Author and Publisher  
Section 500: Thursdays, February 20–March 19,  
7–9 p.m. 5 sessions. Hellems 247. \$50.

### NC W 035 Is There a Book in You?

For people (writers, or not) who have a promising idea for a book. We talk about how to develop a book idea and how to write a book proposal. Other important issues: whether to work alone or with a collaborator, research and source material, agents, publishers, rights and contracts.

Kathryn Strechert-Black, M.A.  
Pamela Novotny, M.A.  
Section 500: Saturday, April 25, 9 a.m.–4 p.m.  
1 session. Woodbury 106. \$40.

### NC W 036 The Journal as a Creative Tool

The seeds are there—words, images and ideas that could evolve into poems, plays and stories. Learn to use a journal to stimulate your writing, sharpen your observation, explore conflicts, identify recurring themes and communicate them to others. Learn how writers tap their journals for creative materials, and begin compiling your own storehouse of ideas. Some writing in class.

Kaye Bache-Snyder, Ph.D.  
Section 500: Thursdays, February 6–March 12.  
No class March 5, 6:30–8:30 p.m.  
5 sessions. Hellems 251. \$50.

### NC W 037 Short Writing Forms: A Workshop

Aspiring and emerging writers will benefit from this workshop. In an atmosphere of spontaneity and acceptance, you will create short forms of poetry and prose—tiny poems, vignettes, fables, personality sketches, anecdotes, feature story leads, how-to copy and short start stories. Learn valuable principles, enjoy the satisfaction of completion, and gather seeds for larger projects.

Kaye Bache-Snyder, Ph.D.  
Section 500: Thursdays, April 2–30,  
6:30–8:30 p.m. 5 sessions. Hellems 251. \$50.

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

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

Sandy Ferguson Fuller, Professional Illustrator.  
Section 500: Saturday, March 7, 9 a.m.–4:30 p.m.  
1 session. Economics 119. \$35.

### NC W 018 Writing the Novel

This one-day seminar will focus on how to write the novel today's readers — and movie producers — will buy. It will include: How to get ideas. How to structure, plot and pace. How to make characters come alive inside and out. How to select and control viewpoint. How to use dialogue. How to slant for today's book and movie market. How to get an agent.

Jerry Earl Brown, Professional Writer. *Cancelled*  
Section 500: Tuesdays, February 11–April 7,  
7–9 p.m. 8 sessions. Woodbury 106. \$80.

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

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

Michael Foley, M.A.  
Section 500: Saturday, April 11, 9 a.m.–12 p.m.  
1 session. Hellems 137. \$15.

### NC W 031 Technical Writing Seminar

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic,

interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.  
Mike Gannon, M.B.A.

Section 500: Tuesdays, February 4–March 3,  
6:30–9 p.m. 5 sessions. Business 250. \$63.

### NC W 032 Write With Power

This is an intensive workshop on business writing. Emphasis is placed on choosing the exact word, building sentences and paragraphs, organizing material, and rewriting with purpose. We will discuss applying professional writing techniques to letters, memos and reports.

Margaret Coel, Business Writer.  
Section 500: Saturday, February 15,  
9 a.m.–4 p.m. 1 session. Business 250. \$35.

## Longmont Noncredit Classes

### NC B 004 Financial Planning for Women

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

Corline Randolph, M.B.A.  
Section 50L: Saturday, April 25, 9 a.m.–4 p.m.  
1 session. Longmont High School. \$50.

### NC B 014 Beyond Difficult: Handling the Challenge of Difficult People

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.  
Section 50L: Wednesdays, March 11–18, 7–9 p.m.  
2 sessions. Longmont High School. \$20.

### NC B 016 Tax Strategies for Small Businesses

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

Aivars Ziedins, M.S.F.S.  
Section 50L: Wednesdays, March 4–April 1,  
6:30–9:30 p.m. 4 sessions.  
Longmont High School. \$60.

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

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

Peggy Phillips, M.Ed.

Section 50L: Saturday, May 9, 10 a.m.–4 p.m.  
1 session. Longmont High School. \$30.

**NCW 003**  
**English Writing Made Simple**

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing.

Jean Thyfault, Editor *Cancelled*

Section 50L: Mondays, February 3–March 30,  
7–9 p.m. 8 sessions. Longmont High School. \$80.

**NCFL 101**  
**Beginning Conversational German**

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Texts to be announced at first class.

Simone Schellen, M.A.

Section 50L: Mondays, February 3–April 13,  
7–9 p.m. 10 sessions. Longmont High School. \$110.

**NCB 011**  
**Financial Planning for Couples**

The class will explore the difficulties of planning for two. Extensive materials help you understand your needs and the possibilities to achieve financial security.

Laurie Hyland, C.F.P.

Section 50L: Saturday, May 9, 10 a.m.–4 p.m.  
1 session. Longmont High School. \$30.

**The Seminar Series**

The Seminar Series offers a diverse group of noncredit classes featuring up-to-date topics and gifted instructors. We have recruited many of our instructors from the academic departments at the University of Colorado at Boulder. They will draw upon current research while promoting lively discussion.

Explore art throughout the United States, the literature of the Caribbean and the written words reflecting the unique environment of the American west. Beam aboard to confront the frontiers of astronomy and journey below to master ocean geology.

**NCSS 607**  
**Art of the Traveller**

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

David Alan, B.A., Writer in Art

Section 501: Thursdays, February 13–March 5,  
7–8:30 p.m. 4 sessions. Hellems 181. \$35.

**NCSS 607**  
**Exploring Caribbean Literature**

The beauty of the region is mirrored in its literature—works which also reflect the influence of French colonialism and plantation society. Using four books as a focal point, we address the beauty of the region and its colorful past. We meet on alternate weeks, to allow reading time.

Ann Armstrong Scarboro, Ph.D.

Section 504: Wednesdays, February 26,  
March 11, April 1, 15, 29, 7–9 p.m.  
5 sessions. Hellems 247. \$50.

**NCSS 607**  
**Words of the West**

We live in the West, but how many of us have read the literature of the West? Join us, to discuss books chosen for literary merit and for their treatment of pertinent issues: *The Man Who Killed the Deer* (Waters), *The House at Otowi Bridge* (Church), *Angle of Repose* (Stegner), *Yellow Raft in Blue Water* (Dorris), and *The Ties That Bind* (Haruf). We meet every two weeks, to allow time for reading.

Susanne Gerson, M.A.

Section 505: Thursdays, February 6, 20,  
March 5, 19 and April 2, 7–9 p.m.  
5 sessions. Duane Physics G116. \$50.

**NCSS 607**  
**Environmental Writing**

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

Naomi Rachel, M.A.

Section 502: Mondays, February 3–April 27,  
7–9 p.m. 12 sessions. ~~FBA~~: \$120.

*Duane Physics 025*

**NCSS 607**  
**Frontiers of Astronomy and Physics**

The last century has borne witness to staggering advances in our understanding of the universe and our place in it. This course deals with fundamental concepts of classical physics, without mathematics, that have led to these advances. We delineate the present boundaries of what we know and look at the shocking implications of what remains unknown. Expect no final answers—only a hint of what may lie beyond the frontiers.

Joe Romig, Ph.D.

Section 503: Wednesdays, April 1–May 6,  
7–9 p.m. 6 sessions. Duane Physics G125. \$60.

**NCSS 607**  
**The Ocean: Marine Geology**

The earth beneath the sea—origins, evolution, and present day conditions. We cover topography of the ocean floor, cycles of sedimentation and igneous activity, and ocean crust/lithosphere, reviewing plate tectonics from an oceanic perspective. We look at the evolution of ocean basins, coastal geology, sea level history and the impact of humans in terms of the health of the planet.

Troy Holcomb, Ph.D.

Section 506: Tuesdays, February 11–April 21,  
7–9 p.m. 10 sessions. Hellems 191. \$100.

**NCSS 607**  
**Telling True Stories**

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

Katherine Black, M.A.

Pamela Novotny, M.A.

Section 507: Thursdays, February 27–March 12,  
7–9 p.m. 3 sessions. Hellems 241. \$35.



# INSTANT ACCESS TO VITAL INFORMATION. THE TELECONFERENCE SOLUTION

With the increasing volatility of fuel costs, it's becoming more difficult to justify "routine" business travel. By contrast, the video teleconference is experiencing significant growth. Business leaders from coast to coast are discovering its value. Colorado professionals rate teleconferencing as good or better than traditional conferencing. They point to the convenience and quality of teleconferences and the credibility of information via satellite. Teleconferencing emphasizes real-world expertise that is replicable in other settings.

## Must-Know Topics

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

## Lively Interactive Workshop Format

CU-Boulder teleconferencing utilizes a live talk-back format featuring national teams of presenters and panels who represent the leading edge in their fields. A typical video teleconference is led by an on-site team of experts. Live-via-satellite presentations are reinforced by detailed agendas, workbooks, texts and worksheets. Throughout the day there are question/answer sessions with the teleconference presenters, interspersed with on-site presentations and demonstrations. The on-site team wraps up the session with a local and regional perspective on the subject, and answers any remaining questions.

## Excellent Facilities

Most teleconferences are presented during daytime hours at the Coors Events/Conference Center on the Boulder campus, near the corner of Colorado Avenue at Regent, one block west of 28th Street. Featuring six large meeting rooms and an 11,000 seat arena, the Events Center can accommodate a variety of groups. The large-screen G.E. Talaria projection system is capable of receiving programming from virtually all of the present generation communication satellites. We also have a portable antenna that receives presentations via the newer Ku-band frequency which can be transported to workplace sites.

## Audioconferencing

This audio technology enables us to link up to 26 national or international sites for classes, planning meetings or staff training. Audioconference services are available to the public on a one-time or regular basis. Please inquire regarding charges and booking time.

## Scheduling Information

Because they are live, teleconferences are often scheduled just a few weeks in advance. We are continually adding events to our schedule. To stay current, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at 1221 University Avenue. Or call: 303-492-6596 or 492-5148. You may call toll free from outside the Denver/Boulder area by dialing 1-800-331-2801. For information on in-house programming, please call 303-492-6596.

## Fees and Parking

Fees vary, but usually include materials, refreshments, parking and lunch. Group rates are available on a program-by-program basis. Parking is available in the parking structure just north of the Events Center. Parking permits and maps are sent to those who register in advance.

## Upcoming Teleconferences

Don't miss our upcoming teleconferences. Add your name to our mailing list today by telephoning 303-492-6596. You may call toll free from outside the Denver/Boulder area by dialing 1-800-331-2801.



# REAL ESTATE EDUCATION PROGRAM

Looking for a career in real estate, advancement in your current real estate profession, or do you simply want to learn more about the real estate industry? These college level courses are open to all persons and can provide you with valuable information about this field.

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

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

## Real Estate Continuing Education Law—1990

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

January 1, 1992 8 hours (8 mandatory)

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

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

For the current schedule call 492-8666 and request the Real Estate Brochure.

## 1990 Real Estate Appraiser's Law

The Colorado Legislature passed Senate Bill 90-34 to regulate the Real Estate Appraisal Industry. This law requires appraisers to be licensed by July 1, 1991. To become licensed in Colorado see the following qualifications required by the new law.

### Licensed Appraiser (Now Federal) or Licensed Assessment Appraiser:

Applicants shall have had at least 55 clock hours of appraisal education and training or the substantial equivalent thereof as approved by the Appraiser's Board and pass a state exam.

**Licensed Appraiser:** Applicants shall have had at least 95 clock hours of appraisal education and training, or the substantial equivalent thereof, 2 years of appraisal experience as approved by the Appraisers Board and pass a state exam.

**Certified Appraiser:** Applicants shall have had at least 165 clock hours of appraisal education and training, or the substantial equivalent thereof, 3 years experience as approved by the Appraisers Board and pass a state exam.

For the current schedule call 492-8666 and request the Real Estate Brochure.

## Colorado Real Estate Sales License

The Colorado Sales License Law requires that a candidate successfully complete the following courses of real estate education and receive a passing score of 70% on the state exam given by the Real Estate Commission:

(1) NCRE 7 — Practice and Law, 48 hours, \$255 plus textbooks.

(2) NCRE 18 — Colorado Contracts and Law, 24 hours, \$125 plus textbooks.

## Colorado Real Estate Broker License

The Colorado Broker License Law requires that a candidate complete the following 48 classroom hours of real estate education in addition to meeting the requirements of a sales license:

(1) NCRE 26 — Finance and Advanced Law, 24 hours, \$125.

(2) NCRE 28 — Closings and Trust Accounts, 24 hours, \$125.

(3) Score 75% on the state exam.

(4) Two years' experience as a real estate sales licensee OR completion of four elective 24-hour courses.

(5) If you are applying for your broker's license you will also be required to prove to the Real Estate Commission that you have completed a Colorado Contracts course required for licensing. For full details and to apply for the sales or broker license exam, please call the Colorado Real Estate Commission at (303) 894-2166.

## NCRE 07 Practice and Law

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

Section 401: Night Course. 14 sessions.

(48 hours) Tuesdays and Thursdays,  
January 28-March 12, 6:30-9:55 p.m.

Location: Engineering Center CR 1-46,  
Boulder Campus. Tuition: \$255 plus textbooks.

## NCRE 18 Colorado Contracts and Law

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

Section 401: Night Course. 7 sessions. Tuesdays and Thursdays, March 17-April 14 (not meeting Spring Break, March 24 and 26), 6:30-9:55 p.m.

Location: Engineering Center CR 1-46,  
Boulder Campus. Tuition: \$125 plus text \$16.

## NCRE 26 Finance and Advanced Law

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, V.A., and F.H.A., the owner-seller, etc.) and a number of alternative financing methods. Recent Colorado court decisions will be studied with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice.

Section 401: Daytime Course. 3 sessions.

Thursday, Friday, Saturday,  
April 16, 17, 18, 8:30 a.m.-5:30 p.m.

Location: Holiday Inn,  
800 28th Street, Boulder.

Tuition: \$125.

## NCRE 28 Real Estate Closings and Trust Accounts

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Section 401: 3 sessions. Wednesday, Thursday,  
Friday, January 29, 30, 31, 8:30 a.m.-5:30 p.m.

Instructor: Lorraine Roemer, C.R.S., C.R.B., Broker  
Associate, First Realty, Longmont.

Location: Holiday Inn, 800 28th Street, Boulder.  
Tuition: \$125.

## SMART MOVES. SPECIAL PROFESSIONAL PROGRAMS

These are focused, interactive 1-to-3-day workshops for people who need to stay on top of new developments in rapidly evolving fields. Our workshops present new knowledge and its applications in practical, real-life terms. Each one has been designed for this market, to offer fresh thinking geared to the achievement of personal and organizational goals. These programs are designed for people who are concerned about productivity and results — in business, industry, government and nonprofit organizations.

**Registration.** To register, call 303-492-5148 or toll free outside the Denver Metro Area, 1-800-331-2801. Group discounts are available in some cases.

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### NCSS 087 Doing Business with Japan

This seminar provides an in-depth examination of management practices in the U.S. and Japan, touching on Deming concepts and total quality management, the productivity-quality connection, operations management as a strategic weapon, material management, labor practices, trade practices, foreign markets and more. Our objective is to understand "how the West was won," the applications for U.S. business and the implications for doing business in Japan. Course fee includes materials, refreshments, lunch and parking.

Ken Gordon, Ph.D., Senior Instructor, College of Business, University of Colorado at Boulder  
Section 500: Friday, February 7, 9 a.m.-4 p.m.  
1 all-day session.  
University Computing Center. \$150.

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### NCSS 082 Adding that Professional Touch to Your Fiction

Turn your rough draft into a polished product. We address commercial vs. literary style; adding richness and depth through metaphor and symbolism; integrating setting, characterization, emotion and narration for uninterrupted flow; setting as character; synthesizing opposing elements in fiction; and developing personal style. Anyone who likes fiction and writes a lot—probably not beginning writers—will profit from the ideas, examples and exercises presented in class. Lunch not included.

Barbara Steiner, professional writer  
Section 500: Saturday, March 7, 9 a.m.-4 p.m.  
1 all-day session. Woodbury 106. \$75.

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### NCSS 061 Action Strategies for Managing a Diverse Workforce

As a manager, what can you do to promote harmony and productivity amidst diversity? Use this workshop to develop plans and implementation strategies that create an innovative response to the challenge of supervising people who may have widely diverging work styles, background and expectations. Course fee includes all materials, refreshments, lunch and parking.

Shirley Stokoe, M.A., Consultant  
Section 500: Wednesday, February 5,  
9 a.m.-4 p.m. 1 all-day session.  
University Computing Center 123. \$150.

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### NCSS 083 Effective Downsizing

Economic realities have forced many organizations to retrench in order to survive. The focus here is on reducing staff without destroying morale. Topics include conflict resolution, problem solving, productivity issues and the whole process of managing change. Participants will leave this seminar with a firm grasp of the "how to's" and "don'ts" of the downsizing process. Course fee includes all materials, refreshments, lunch and parking.

Charles A. Rice, M.B.A., Business Consultant  
Section 500: Friday, February 21,  
9 a.m.-4 p.m. 1 all-day session.  
Coors Events/Conference Center, Room 1. \$150.

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### NCSS 084 Writing the Adolescent Novel

We explore techniques for fiction writing, for young adolescent and older readers—accepted categories of YA fiction. How do you get appropriate ideas? How do you develop a story for the teen reader? Also, an overview of published work, and information about marketing your novel to mainstream publishers and packagers. Come with an idea, or get one as we work together. Lunch not included.

Barbara Steiner, professional writer  
Section 500: Saturday, February 22, 9 a.m.-4 p.m.  
1 all-day session. Woodbury 106. \$75.

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### NCSS 085 Successful Grant Writing and Fund Raising for Nonprofits

A one-day intensive workshop for executives and staff of nonprofit agencies. Basic issues and skills are covered including: how to find the right source, how to put together a marketable grant proposal, and how to organize and operate fund raisers best suited to your agency. The number of participants is limited. Course fee includes all materials, refreshments, lunch and parking.

David Paulsen, Ph.D.  
Section 500: Wednesday, March 11,  
9 a.m.-4 p.m. 1 all-day session.  
University Computing Center. \$150.

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### NCSS 086 Performance Evaluation

Judging how well a person performs on the job is a difficult and sensitive task. We examine the process in terms of six basic steps for creating an effective program of performance appraisal—from defining the job and setting goals through feedback to the employee. You will leave this workshop with a clear idea of what your company is doing correctly and how and why to change any problem areas. Course fee includes all materials, refreshments, lunch and parking.

Charles A. Rice, M.B.A., Business Consultant  
Section 500: Friday, April 10,  
9 a.m.-4 p.m. 1 all-day session.  
Coors Events/Conference Center, Room 1. \$150.

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### NCSS 001 Resort Condominium Management

A comprehensive look at the industry and the issues that make the industry unique. Topics include types of ownership, feasibility studies, documentation, purchasing, contracts, the real estate industry, and specific management responsibilities. For resort and hotel personnel, condo association officers and members, real estate people, architects, developers and commercial recreation students. Fee includes continental breakfast, lunch and materials.

Course may apply toward 16 hours of elective Colorado Real Estate Continuing Education.

Jerry Hewey, G.R.I., C.H.A.  
Section 500/501: Wednesday, Thursday,  
May 6, 7, 8:30 a.m.-4 p.m.;  
Friday, May 8, 8:30-11:30 a.m.  
Coors Events/Conference Center. \$160 for  
individual registration; \$125 for each additional  
registration from same property, firm, or  
company and university students.

# INDEPENDENT STUDY

## Independent Study Removes the Traditional Boundaries of Time and Location for Learners.

Through correspondence instruction, individualized instruction or private lessons, you have opportunities to participate in an individualized mode of instruction not often found in other academic situations. You set your pace and choose the most convenient time and place to study.

## College Credit Opportunities

### Guided Correspondence Study

Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and telephone. Some courses use multimedia materials. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 17 academic areas:

American studies	history
anthropology	kinesiology
business	mathematics
economics	music
education	philosophy
engineering	political science
English	psychology
fine arts	sociology
geography	

### Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department or school and the appropriate dean.

### Applied Music Program

You need not be a campus student to take advantage of music instruction at the College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers private instruction in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violin-cello, and Voice.

Two semester hours of credit are optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.

## Professional Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or study Childhood Education.

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

### Real Estate Education

Provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

### Childhood Education

These noncredit courses are open to all who are interested in young children.

## High School Opportunities

### High School Correspondence

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

## Sanskrit

### Sanskrit 1020-3 Introductory Sanskrit 2

An introduction to Sanskrit preparatory to reading classical texts.

Section 008: Tuesdays, January 21-May 7, 10 a.m.-1 p.m. Woodbury 205. \$210 (resident).

Feb 3

### Sanskrit 2120-3 Intermediate Sanskrit 2

An intermediate course in Sanskrit including reading classical texts. This course will be conducted as individualized instruction. An organizational meeting will be held in Woodbury 205 on January 23, 1992.

10 a.m.-1 p.m. Prerequisite SNSK 2110 or permission of the instructor.

Section 008: January 23-May 9. \$357 (resident.)

Call 492-6409 for information.

Feb 6

### For a Course Catalog Call or Write:

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



# INTERNATIONAL ENGLISH CENTER

## English as a Second Language

### ... for Academic Study

A member of the national consortium of University and College Intensive English Programs (UCIEP), the International English Center (IEC) provides year-round intensive English-language instruction, cultural orientation, and academic-placement counseling for non-English-speaking students who are planning to enter degree programs in the United States. The Center places students in six proficiency levels, from introductory to advanced. In 25 hours of classwork each week, attention is paid to all the language skills (listening, speaking, reading, and writing). Students also learn the study skills necessary for undergraduate or graduate academic work. At the advanced levels, students may participate in University of Colorado credit courses or in special career-related Continuing Education certificate programs. The Center's eight-week (half-semester) sessions are suitable, too, for tourist visitors seeking full-time study in general English combined with intercultural enrichment.

### ... for Career Advancement

Among recently arrived new residents now working in Colorado — as for many temporary visiting employees — English is an unfamiliar medium of communication. Adequate English-language proficiency is a vital key to satisfactory interaction in any English-speaking workplace.

For speakers of English as a second language, the International English Center offers evening classes in speaking and writing contemporary English, designed to foster effective interpersonal exchange on the job and in the community.

### NCFL 900

#### English for Speakers of Other Languages

This combined-skills course is taught at the intermediate to advanced level and emphasizes practical English appropriate to the personal and professional needs of the participants. The instructor provides study materials.

Ellen Polsky, M.A., is an experienced language teacher who has worked as ESL Coordinator for UCB's Department of Linguistics, where she is completing a Ph.D. degree. She currently holds a full-time appointment as an academic coordinator for the intensive program at the International English Center.

Section 501: Mondays and Wednesdays, January 27–March 4, 6:30–8:30 p.m. 12 sessions. \$120.

IEC Classroom OA1, 1230 Grandview Avenue.

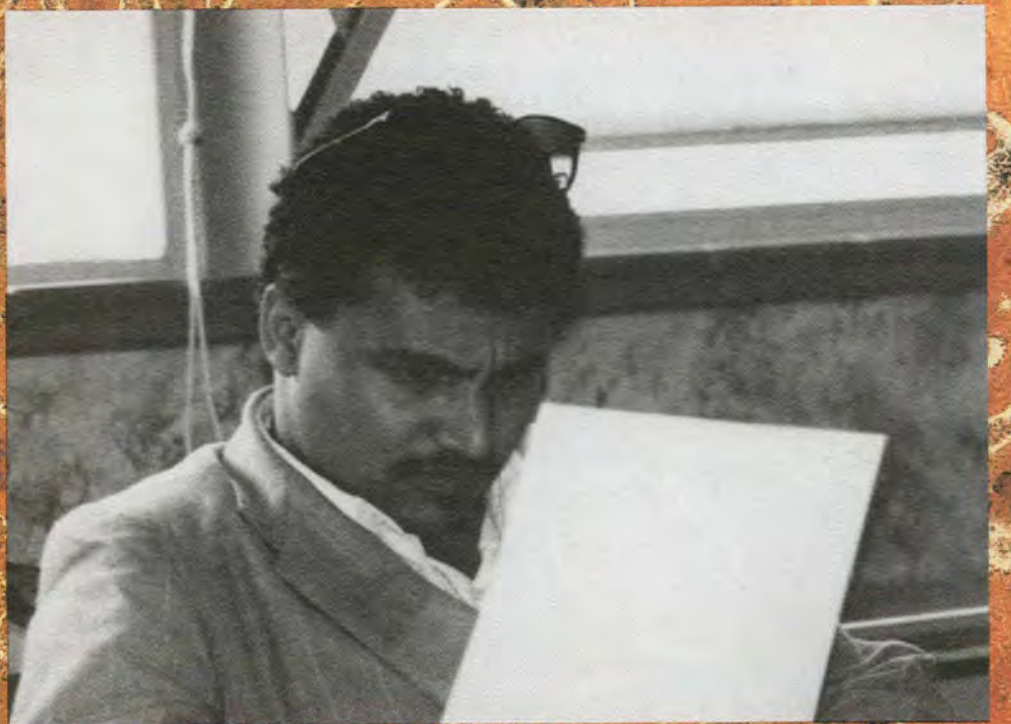
Section 502: Mondays and Wednesdays, March 16–April 29, 6:30–8:30 p.m. 12 sessions. \$120.

IEC Classroom OA1, 1230 Grandview Avenue.

### For further information, write or call the IEC directly:

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

From 8 a.m. to 5 p.m. daily, you may visit the Center's offices, just one block north of the Division of Continuing Education buildings, at 1333 Grandview Avenue.



*IEC student Ali Sulaiman, from Kuwait, works hard to improve his proficiency in English before entering an academic program at the University.*

**To register for NCFL 900, contact the Division of Continuing Education. (See Page 52 for Four Ways to Register.)**



# CATECS

## Graduate Engineering Education at the Workplace via TV and Videotape

The Center for Advanced Training in Engineering and Computer Science (CATECS) provides the best of both worlds—the quality of University of Colorado graduate courses combined with the convenience of jobsite learning.

- **Efficient:** Take live, televised classes with two-way audio at your own workplace, or receive videotapes
- **Up-to-Date:** Keep current with the fast pace of change in your field
- **Flexible:** Take courses for professional development for credit or noncredit  
Or work toward a master's degree in computer science, telecommunications, or engineering fields— aerospace, civil & environmental, electrical & computer, engineering management, mechanical, and software engineering.

In the past year, CATECS delivered some 60 courses to nearly 700 students at over 100 different worksites. Many students work at companies up and down Colorado's Front Range that are set up as "live sites." Classes are broadcast simultaneously as they are taught on campus, and students participate via two-way audio interaction. Those who are not able to attend live broadcasts watch courses on tape.

## PROPOSED SPRING 1992 COURSES

### Number Course

#### Aerospace

ASEN 5024	Nonlinear Control Design
ASEN 5034	Stochastic Methods of Systems Engineering
ASEN 5053	Rocket Propulsion
ASEN 5148	Spacecraft Design

#### Civil, Environmental & Architectural Engineering

CVEN 5474	Hazardous/Industrial Waste Management
CVEN 5494	Environmental Pollutants
CVEN 5833	Groundwater Modeling

#### Computer Science

CSCI 5454	Algorithms
CSCI 5753	Computer Performance Modeling
CSCI 5817	Database Systems
CSCI 5832	Natural Language Processing
CSCI 6838	User Interface Design
CSCI 7143	Topics in Computer Systems: Networks
CSCI 7717	Topics in Database Systems

#### Electrical & Computer Engineering

ECEN 5002	Introduction to Speech Processing
ECEN 5008	Robot Control
ECEN 5418	Automatic Control Systems I
ECEN 5553	Parallel Processing
ECEN 5603	Software Engineering Project Management
ECEN 5717	Energy Systems Analysis I
ECEN 5787	Power Quality Phenomena in Power Systems
ECEN 5807	Power Electronics 2

### Number Course

#### Engineering Management

EMEN 5010	Introduction to Engineering Management
EMEN 5040	Strategy, Productivity & Quality

#### Mechanical Engineering

MCEN 5024	Materials Science I
MCEN 5040	Methods of Engineering Analysis 2
MCEN 5042	Heat Transfer
MCEN 5208	Electronics/Optoelectronics Packaging

#### Telecommunications

TLEN 5310	Telecommunications Systems
TLEN 5330	Data Communications I
TLEN 5350	Trends in Satellite Communications Systems
TLEN 5360	Telephone Systems
TLEN 5831	Future of Telecommunications

#### Special Offerings (Applicable to All Engineering Fields)

ACCT 6200	Management Accounting & Technical Systems
TLEN 5832	Engineering Economy

#### REGISTRATION:

Call CATECS (303-492-6331) for a catalog with registration materials and tuition rates. Registration period: December 2-20 (late registration fees after this date). Classes begin January 15.

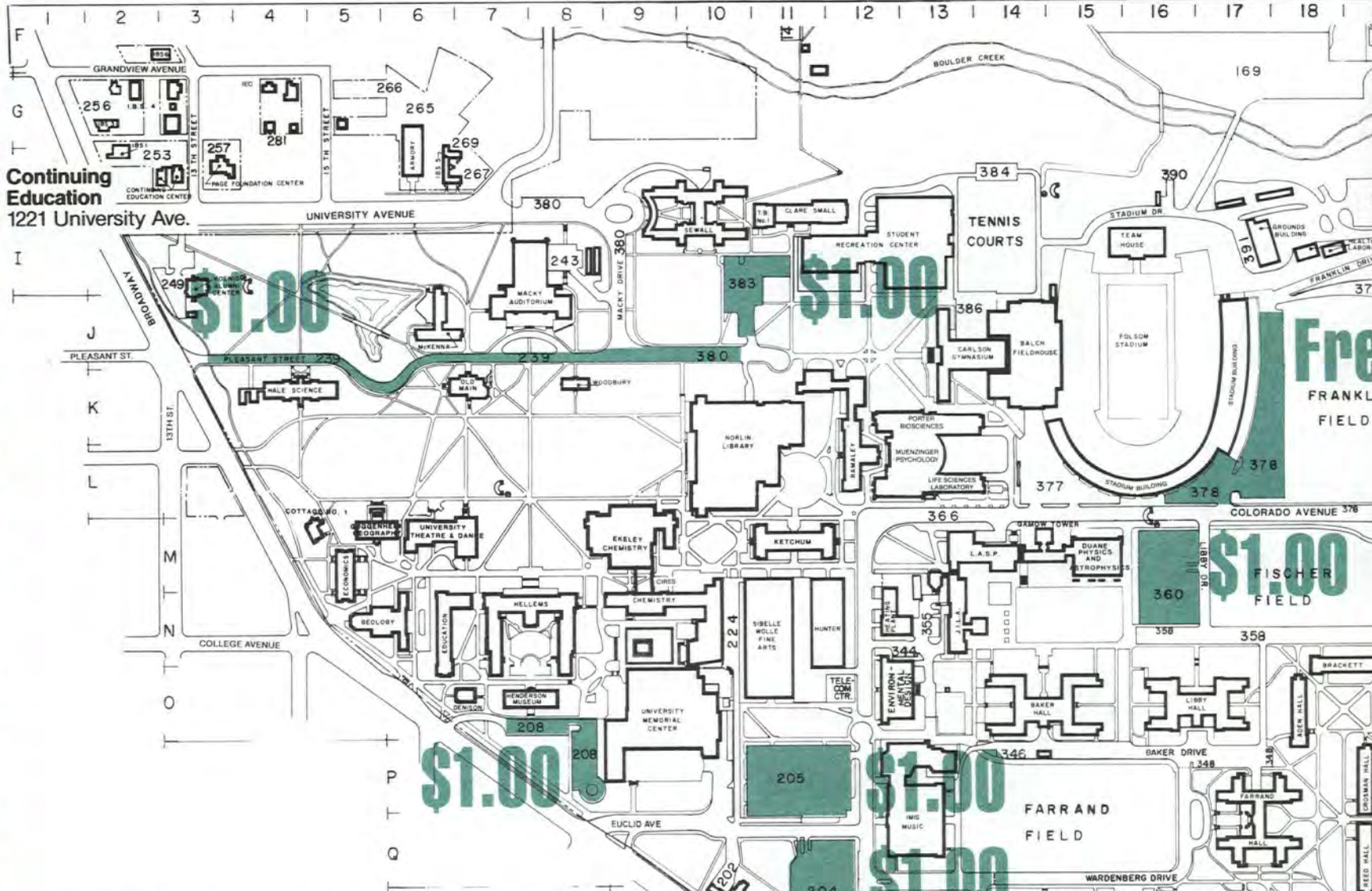
## CATECS TAPE LIBRARY

The new CATECS Tape Library makes it possible to view selected courses for a three-year period after they were originally taught. Videotapes can be rented for 16 weeks or purchased. Instructor handouts are included where available. Tape Library courses are primarily intended for a noncredit review of the material. There is only a single fee for a company site to rent or buy a Tape Library course, no matter how many employees watch the tapes. There are currently over 30 courses now in the Tape Library, in all engineering fields. Call CATECS for a current list of available tapes.

**For more information about CATECS courses, the Tape Library, and special seminars, contact:**

#### CATECS

**Campus Box 435  
University of Colorado at Boulder  
Boulder, CO 80309-0435  
(303) 492-6331**



**Continuing Education**  
1221 University Ave.

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

**\$1.00** = \$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters)

 = Emergency Call Box

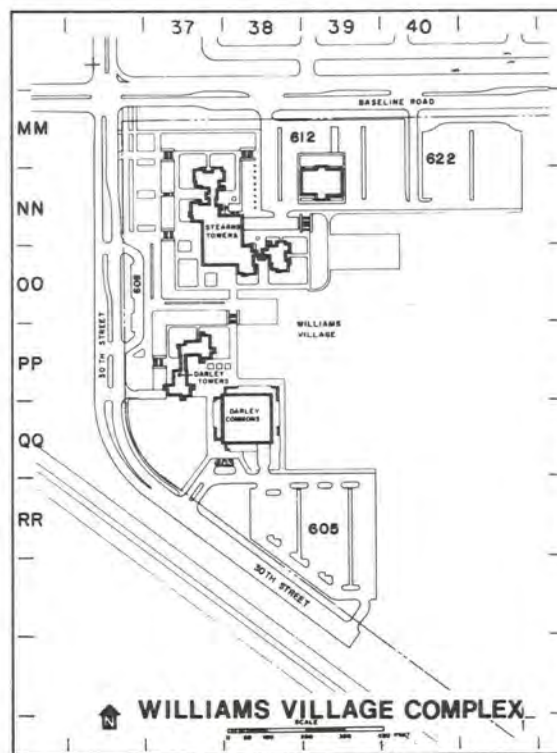
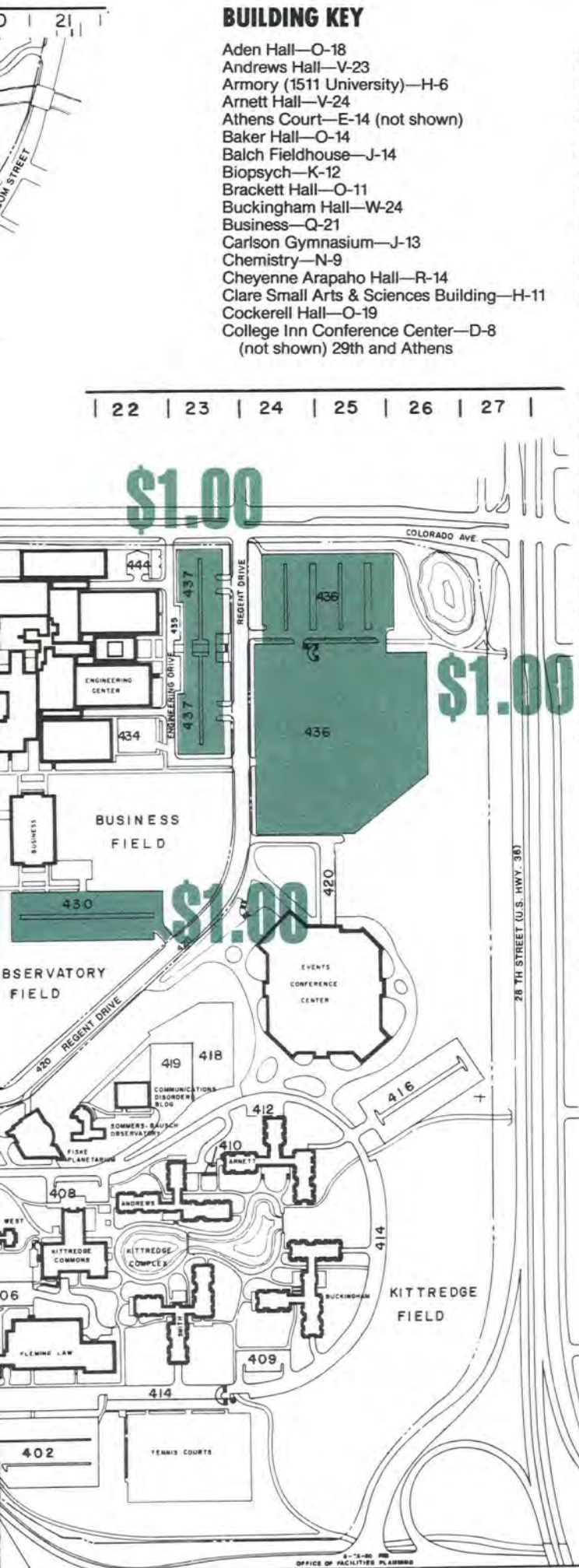
During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)

**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
- 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
- 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



<b>A</b>	Abnormal Psychology .....	12	<b>C</b>	Calculus for Social Science and Business .....	11	Environmental Systems 2—	
	Accounting for the Non-Accounting Manager .....	15		Calligraphy .....	29	Landforms and Soils .....	10
	Acting .....	13, 39		Cartooning .....	29	Environmental Writing .....	41
	Acting Basics .....	39		CATECS (Center for Advanced Training in		Excel for Windows .....	22
	Action Strategies for			Engineering and Computer Science) .....	47	Excel Spreadsheet Productivity .....	24
	Managing a Diverse Workforce .....	44		Certificate in Business and		Expanding Awareness .....	9
	ACT/SAT preparation .....	38		Technology Leadership .....	27	Exploring Caribbean Literature .....	41
	Adding that Professional Touch			Certificate in Commercial Design .....	28-29		
	to Your Fiction .....	44		Certificate in Computer Applications .....	17-26		
	Advanced Conversational French .....	35		Changing the Patterns in Your Relationships .....	37		
	Advanced Conversational Italian .....	35		Child and Adolescent Psychology .....	12		
	Advanced dBase III+/IV Applications .....	22		Childhood Education .....	45		
	Advanced DOS .....	20		Children's Book: Illustrating and			
	Advanced HyperCard .....	24		Getting Published .....	40		
	Advanced Investment Strategies .....	36		Chinese Painting .....	34		
	Advanced Lotus 1-2-3 .....	23		Civil, Environmental & Architectural			
	Advanced Magazine Writing .....	39		Engineering .....	47		
	Advanced Marketing Strategies .....	27		Colorado Contracts and Law (Real Estate) .....	43		
	Advanced Microsoft Word .....	24		Colorado Real Estate Broker License .....	43		
	Advanced PageMaker Desktop Publishing			Colorado Real Estate Sales License .....	43		
	for the IBM PC .....	26		Colorado's Geologic Story .....	38		
	Advanced Topics in C Programming .....	20		Commercial Art .....	29		
	Advanced Topics in Macintosh Computer Art .....	25		Commercial Art II .....	29		
	Advanced Ventura Desktop Publishing .....	26		Commercial Artist I:			
	Advanced WordPerfect .....	23		Design, Layout, Paste-up .....	29		
	Aerospace .....	47		Commercial Design .....	28-29		
	Air Brush Illustration Techniques .....	29		Communication .....	8, 34		
	Algebra .....	11		Communication Disorders and Speech Science .....	8		
	American Political System .....	12		Computer Aided Design .....	24-25		
	American Sign Language 4:			Computer Aided Design: Level I .....	24		
	Linguistics of ASL .....	8		Computer Aided Design: Level II .....	25		
	American Sign Language Seminar .....	34		Computer Aided Design: Level III			
	Analytic Geometry and Calculus 2 .....	11		Customizing AutoCAD .....	25		
	Analyzing Society .....	13		Computer Applications .....	17-26		
	Animation .....	35		Computer Application Systems Overview .....	21		
	Anthropology .....	7		Computer Graphics Art I .....	26		
	Applied Music Program .....	45		Computer Graphics Art: Level II .....	26		
	Applying Microsoft Works .....	24		Computer Graphics Art			
	Arabic .....	7		on the Apple Macintosh .....	25		
	Architecture and Landscape .....	33		Computer Graphics Art			
	Art for the Elementary Teacher .....	10		on the IBM and Compatible Computers .....	26		
	Artist Goes to Market .....	29		Computer Literacy .....	19		
	Artist Series .....	39		Computer Science .....	8, 47		
	Art of the Traveller .....	41		Concepts of Data Processing			
	Astronomy .....	7, 41		and Information Technology .....	21		
	Audioconferencing .....	42		Contemporary Mass Media .....	11		
	AutoCAD 3D and			Contemporary Social Issues & Human Values .....	13		
	Advanced Modeling Extension .....	25		Correspondence Study .....	45		
				Counseling Services .....	3		
				Creative Learning Experiences			
				and Resources (CLEAR) .....	9		
				Creative Photography Workshop .....	34		
				Creative Writing .....	39		
				Criminology .....	13		
				Critical Issues in Current Management .....	15		
<b>B</b>	Back Stage at the Theatre .....	39	<b>D</b>	Database Management: Applying		<b>I</b>	Illustration .....
	Basic Drawing .....	10		dBase III+/IV .....	22		Improving Your Listening
	Basic Investing .....	36		Data Graphics and Presentations .....	22		and Communication Skills .....
	Basic Macintosh Computer Art .....	25		dBase III+/IV for Programming .....	22		.....
	Basic Photography .....	34		Desktop Publishing on the Apple Macintosh .....	26		Independent Study .....
	BASIC Programming .....	20		Desktop Publishing on the IBM			.....
	Basic Skills for the New (and Newly			and Compatible Computers .....	26		Integrated Software .....
	Promoted) Supervisor .....	15		Deviance in US Society .....	13		.....
	Beginning Animation .....	25		Diet, Emotions and Behavior .....	37, 41		Intermediate Arabic 2 .....
	Beginning Arabic 2 .....	7		Doing Business with Japan .....	44		.....
	Beginning Computer Aided Design .....	24		Drawing .....	10, 34, 35		Intermediate BASIC Programming
	Beginning Conversational & Written Japanese .....	36		Dynamic Earth 2—The Solid Earth .....	10		on the Macintosh .....
	Beginning Conversational & Written Russian .....	36					.....
	Beginning Conversational French .....	35					Intermediate Conversational and
	Beginning Conversational German .....	35, 41					Written German .....
	Beginning Conversational Italian .....	35					.....
	Beginning Conversational Spanish .....	35					Intermediate Conversational and
	Beginning Hebrew 1 .....	10					Written Japanese .....
	Beginning Lotus 1-2-3 .....	22					.....
	Beginning Microsoft Word .....	24					Intermediate Conversational French .....
	Beginning WordPerfect Word Processing .....	23					.....
	Beyond Difficult: Handling the						Intermediate Conversational Italian .....
	Challenge of Difficult People .....	40					.....
	Biofeedback Stress Management .....	37					Intermediate Conversational Spanish .....
	Biological Psychology 1 .....	12					.....
	Biology .....	7					Intermediate C Programming .....
	Book Binding .....	35					.....
	Boulder Evening Credit Classes .....	3-13					Intermediate C++ Programming .....
	Building and Managing Customer Service .....	15					.....
	Building Family Strengths .....	9					Intermediate Field Photography .....
	Business .....	27, 33					.....
	Business and Technology Leadership .....	27	<b>E</b>	Earth Appreciation: Foothills and Beyond .....	38		Intermediate Hebrew 1 .....
	Business Presentations .....	24		Eating As If Your Life Depended On It .....	37		.....
				Economics .....	8		Intermediate Lotus 1-2-3 .....
				Education .....	8-9		.....
				Effective Downsizing .....	44		Intermediate Macintosh Computer Art .....
				Electrical & Computer Engineering .....	47		.....
				Engineering .....	47		Intermediate Russian .....
				English .....	9		.....
				English for Speakers of Other Languages .....	46		Intermediate Sanskrit 2 .....
				English Writing Made Simple .....	39, 41		.....
				Entrepreneurism—Are You Ready? .....	33		Intermediate UNIX .....
				Environmental Systems 1—			.....
				Climate and Vegetation .....	10		Intermediate WordPerfect .....
							.....
							International English Center .....
							.....
							Interpersonal Communication .....
							.....

- Intimacy: Opening the Heart .....37  
 Intimate Companions: Towards Creating  
 Healthier & Happier Relationships .....37  
 Introduction to Acting for Nonmajors .....13  
 Introduction to Aldus PageMaker .....26  
 Introduction to C Programming .....20  
 Introduction to C++ Programming .....20  
 Introduction to Creative Writing .....9  
 Introduction to Drawing .....35  
 Introduction to Harvard Graphics .....22  
 Introduction to Human Geography .....10  
 Introduction to HyperCard .....23  
 Introduction to International Relations  
 Introduction to Local Area Networks  
 (LANs) .....20  
 Introduction to Networks (LANs) .....19  
 Introduction to PageMaker  
 Desktop Publishing .....26  
 Introduction to Painting .....35  
 Introduction to Physical Anthropology 2 .....7  
 Introduction to PowerPoint on the PC .....22  
 Introduction to Programming I .....8  
 Introduction to SAS—  
 Statistical Analysis System .....22  
 Introduction to the IBM and  
 Compatible Personal Computer .....19  
 Introduction to the Macintosh .....19  
 Introduction to UNIX .....21  
 Introduction to Wildlife Ecology  
 and Conservation .....7  
 Introduction to Windows .....21  
 Introduction to Women's Literature .....9  
 Introduction to World Literature 2 .....9  
 Introductory Sanskrit 2 .....45  
 Investing for Income .....36  
 Investing in Art and Antiques .....36  
 Investments .....36  
 Is There a Book in You? .....40  
 Italian .....35
- J** Japanese .....36  
 Jewish American Fiction and Old  
 World Backgrounds .....9  
 Journal as a Creative Tool .....40  
 Journalism .....11  
 Juvenile Delinquency .....13
- K** Kinesiology .....11  
 Knowledge of Science: How We Know  
 What We Know .....38
- L** LANs (Local Area Networks) .....19, 20  
 Life Drawing .....34  
 Lifestyles .....37  
 Literature .....9, 39  
 Literature of Latin America .....39  
 Live at Macky! The Artist Series .....39  
 Longmont Noncredit Classes .....40-41  
 Lotus 1-2-3 .....22-23  
 LSAT preparation .....39
- M** Macintosh Desktop Presentations .....24  
 Magazine Article Writing .....11  
 Management Development  
 Certificate Program .....14-15  
 Managing Marketing: Matching Products  
 and Services for Profit .....15  
 Map (Campus) .....48-49  
 Marketing .....15, 27, 29  
 Mass Media Writing .....11  
 Masterpieces of American Literature .....9  
 Masterpieces of British Literature .....9  
 Mathematics .....11  
 Mechanical Engineering .....47  
 Mental Picture: Professional Cartooning .....29  
 Music .....39, 45  
 Music of the Global Village .....39
- N** Nazi Germany .....10  
 Nests Are for the Birds .....38  
 NetWare v2X: System Manager .....19  
 NetWare v2X: Update and Advanced Features .....19  
 New Perspectives on the American West .....36  
 Noncredit Courses .....31-41
- North American Indians After Columbus .....36  
 North American Indians Before Columbus .....36  
 Novell NetWare 386 v31:  
 OS Features Review .....19  
 Novell Technology Institute .....19  
 Numerical and Analytical  
 College Trigonometry .....11  
 Nutrition and Health .....11  
 Nutrition and Physical Performance .....11  
 Nutrition for a Healthy Body and Mind .....37
- O** Ocean: Marine Geology .....41  
 Oral Communication for Teachers .....8  
 Organizational Communication .....8
- P** Painting .....34, 35  
 Papermaking .....35  
 Pass/Fail Option .....3  
 Performance Evaluation .....44  
 Perspectives on Human Communication .....8  
 Philosophy and Religion .....12  
 Photography .....34  
 Political Science .....12  
 Practice and Law (Real Estate) .....43  
 Preparing for the ACT/SAT .....38  
 Preparing for the Graduate Management  
 Admission Test (GMAT) .....38  
 Preparing for the Graduate  
 Record Exam (GRE) .....38  
 Preparing for the Law School  
 Admission Test (LSAT) .....39  
 Principles of Anthropology 1 .....7  
 Principles of Anthropology 2 .....7  
 Principles of Macroeconomics .....8  
 Principles of Microeconomics .....8  
 Producing the Feature Film .....9  
 Production Management (film) .....9  
 Professional Hand Lettering and Calligraphy .....29  
 Programming .....8, 20  
 Progressive Corporate Leadership .....27  
 Psychology of Adjustment .....12  
 Psychology of Intimate Relationships .....37  
 Psychology of Personality .....12  
 Public Speaking .....8  
 Publishing Your Book .....40
- Q** QuarkXPress for the Designer .....26  
 Quattro Professional .....22
- R** Railroads .....36  
 Reading Technical and Scientific  
 Japanese II .....36  
 Real Estate Closings and Trust Accounts .....43  
 Real Estate Education Program .....43, 45  
 Refund Schedule (Boulder Evening) .....4  
 Registration .....52-56  
 Religious Dimensions in Human Experience .....12  
 Religious Studies .....12  
 Residency .....3  
 Resort Condominium Management .....44  
 Russian .....36
- S** Sanskrit .....13, 45  
 SAT/ACT preparation .....38  
 Science .....38  
 Sculpture .....34, 35  
 Sculpture—Stonecarving .....34  
 Seminar: Papermaking .....35  
 Seminar Series .....41  
 Senior Seminar: Interpersonal Communication .....8  
 Sex, Gender and Society I .....13  
 Shakespeare for Nonmajors .....9  
 Short Story Writing .....39  
 Short Writing Forms: A Workshop .....40  
 Social Conflict and Social Values .....13  
 Social Psychology .....12  
 Sociology .....13  
 Software Applications  
 on the Apple Macintosh .....23-24  
 Software Applications  
 on the IBM and Compatible Computers .....21  
 Spanish .....35  
 Special Professional Programs .....44
- Special Topics: Building Family Strengths .....9  
 Special Topics: Creative Learning  
 Experiences and Resources (CLEAR) .....9  
 Special Topics: Expanding Awareness .....9  
 Special Topics: Stress Management and  
 Relaxation Training (SMART) .....9  
 Speed Reading .....37  
 Step by Step: Starting a New Business .....33  
 Spreadsheets .....22-23, 24  
 Stonecarving .....34  
 Strategic Business Module .....27  
 Stress Management .....9, 37  
 Stress Management and Relaxation Training  
 (SMART) .....9  
 Study Smarter .....37  
 Successful Grant Writing and  
 Fund Raising for Nonprofits .....44  
 Systems (Computer) .....20-21
- T** Tables and Forms with WordPerfect 5.1 .....23  
 Tax Strategies for Small Businesses .....40  
 Technical Direction .....27  
 Technical Executive Module .....27  
 Technical Introduction to the  
 X Window System .....21  
 Technical Writing Seminar .....40  
 Telecommunications .....47  
 Teleconferencing .....42  
 Telling True Stories .....41  
 Testing .....38-39  
 Theatre .....13, 39  
 Theatre History for Modern Audiences .....39  
 Total Quality Management (TQM) .....27
- U** Understanding and Using  
 Financial Statements .....33  
 UNIX Programming Tools .....21  
 Usage and Grammar: Guidelines and Rules  
 for Everyday Use .....40  
 Using MS-DOS .....20  
 US Values, Social Problems, and Change .....13
- V** Ventura Desktop Publishing .....26  
 Veteran Benefits .....3  
 Video Teleconferencing .....42
- W** Western Civilization 2 .....10  
 Woodcarving Sculpture .....35  
 Word for Windows .....23  
 Word Processing .....23, 24  
 Words of the West .....41  
 Workshop in Curricular and Instructional  
 Development: Integrative Learning .....9  
 World Geographic Problems .....10  
 World Regional Geography .....10  
 Writing .....9, 11, 33, 39, 40, 41, 44  
 Writing Business Plans .....33  
 Writing for Direct Mail .....40  
 Writing for Magazines I .....39  
 Writing the Adolescent Novel .....44  
 Writing the Novel .....40  
 Write With Power .....40
- X** Xeriscape Landscaping: Low Water,  
 Low Maintenance Landscapes for Colorado .....33

## FOUR WAYS TO REGISTER

**1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for noncredit and certificate, page 55 for credit.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for noncredit and certificate courses. Send both front and back of page 55 for credit courses.

**3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

**4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 53) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After February 14 call 492-5148.

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

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

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

**Boulder Evening Credit Classes**

For university courses with convenient evening hours.

**Independent Study Programs**

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

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

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

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Business and Technology Leadership**

**Commercial Design**

**Computer Applications and Computer Graphics**

**Management Development**

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

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

**Real Estate Education Program**

**Special Professional Programs**

**Video Teleconferencing**

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

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

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

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

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

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

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

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Photography: Andy Katz

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# Registration for Certificate and Noncredit Courses

**NONCREDIT REGISTRATION FORM**

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Former Student Number \_\_\_\_\_

Birthdate \_\_\_\_\_  
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.**

**It is not necessary to be a candidate for certification in order to enroll in certificate program courses.**

Please check the appropriate box for registration for candidacy to the following programs:

- Management Development Certificate Program
- Certificate in Business and Technology Leadership
- Certificate in Computer Applications
- Certificate in Commercial Design

This application signifies my intention of pursuing a course of study leading toward the program indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name as desired on certificate \_\_\_\_\_

Course No.	Section No.	Course Title	Tuition

*Attach additional sheet if needed*

Total Enclosed \_\_\_\_\_

## Tuition Payment by Mail

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

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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

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

cut along dashed line

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

## SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

\_\_\_\_\_ I certify that I am registered with the Selective Service.  
I am not required to register with the Selective Service because:

\_\_\_\_\_ I am a female.

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

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

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

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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University of Colorado at Boulder  
Boulder, CO 80309-0178  
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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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

### Optional Request for Non-Disclosure of Directory Information

**Division of Continuing Education**  
University of Colorado at Boulder

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

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

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

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_





Form fields for Name (Last, First, Middle, Former or Maiden, Suffix), Mailing address, and Employment address.

BIRTHDATE form with Month, Day, and Year fields.

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

MILITARY SERVICE: Non-veteran, Veteran, Active Duty

SOCIAL SECURITY NUMBER form

CITIZENSHIP: U.S. Citizen, Non-U.S. Citizen/permanent status, Non-U.S. Citizen—Country

MARITAL STATUS: Single, Married

FORMER CU STUDENT NUMBER form

- 1. Do you have a high school diploma or a G.E.D. Certificate?
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?
3. Are you currently on suspension from any Campus/School of CU?
4. Do you owe a debt to any University of Colorado campus?
5. Do you have a college degree?
6. Have you ever been convicted of a felony?

SELECTIVE SERVICE REGISTRATION CERTIFICATION form with checkboxes for various reasons.

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

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

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.

Form with columns for YOU and CHECK ONE (PARENT, GUARDIAN, SPOUSE) containing various questions about physical presence, employment, taxes, absences, military service, etc.

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...

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

cut along dashed line

CREDIT REGISTRATION FORM

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

**Optional Request for Non-Disclosure of Directory Information**  
**Division of Continuing Education**  
University of Colorado at Boulder

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Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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If using MasterCard, VISA  
enclose the following information:

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

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

Or current resident



## The journey begins. The journey continues.

Sometimes the journey is smooth and the way is clear. Other times the trail is poorly marked and strewn with obstacles. But if you keep your eyes open, there's always a way around. Or stepping stones, to get you safely across. That's what this book is all about. Stepping stones to new opportunities and a deeper understanding of the world. To bridge the gap between where you are now and where you want to be. To make your journey richer, easier and more interesting. One of these mornings when spring seems so far away, have a second cup and give this book a closer look. See if you can't find a stepping stone with your name on it.

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

