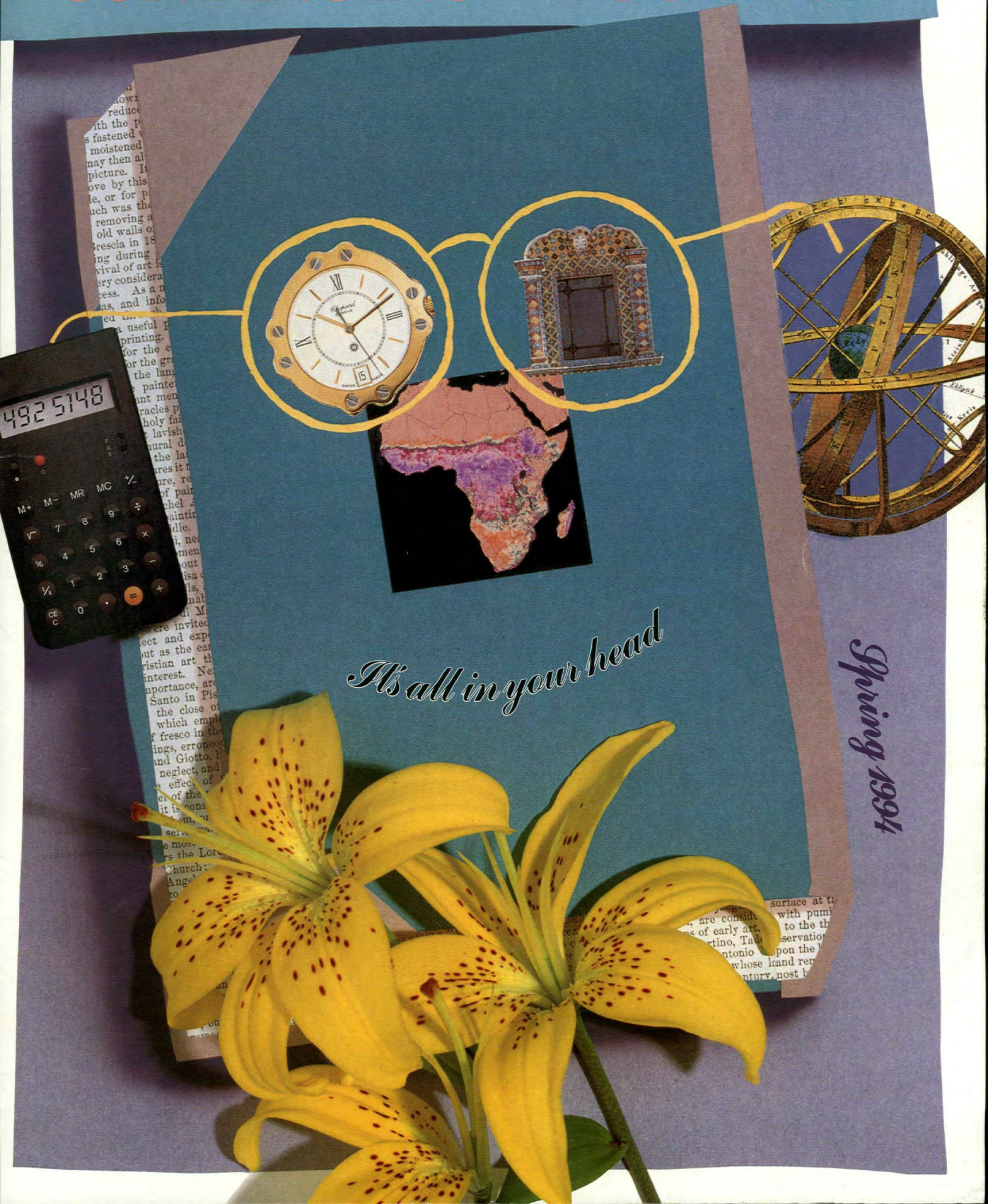


UNIVERSITY OF COLORADO AT BOULDER

# CONTINUING EDUCATION



492 5148

*It's all in your head*

*Spring 1994*

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# A Clean Slate. A New Year.

Nothing like the clear resolve of a new year. With a fresh impulse to put your best energy to work for you. You could brush up on your language skills—in English, Arabic, German, French, Spanish, Japanese, Italian, American sign language, or Pascal. You could take one of several new computer graphics classes. You could enroll in our new certificate program in Total Quality Management. (After one semester, it's getting high marks.) You could learn to manage the burden of stress you carry around. Or reduce some of that stress with a popular course called Handling Difficult People. In these pages you'll find hundreds of course offerings designed to make you calmer, more effective and more fulfilled in 1994. Enjoy!

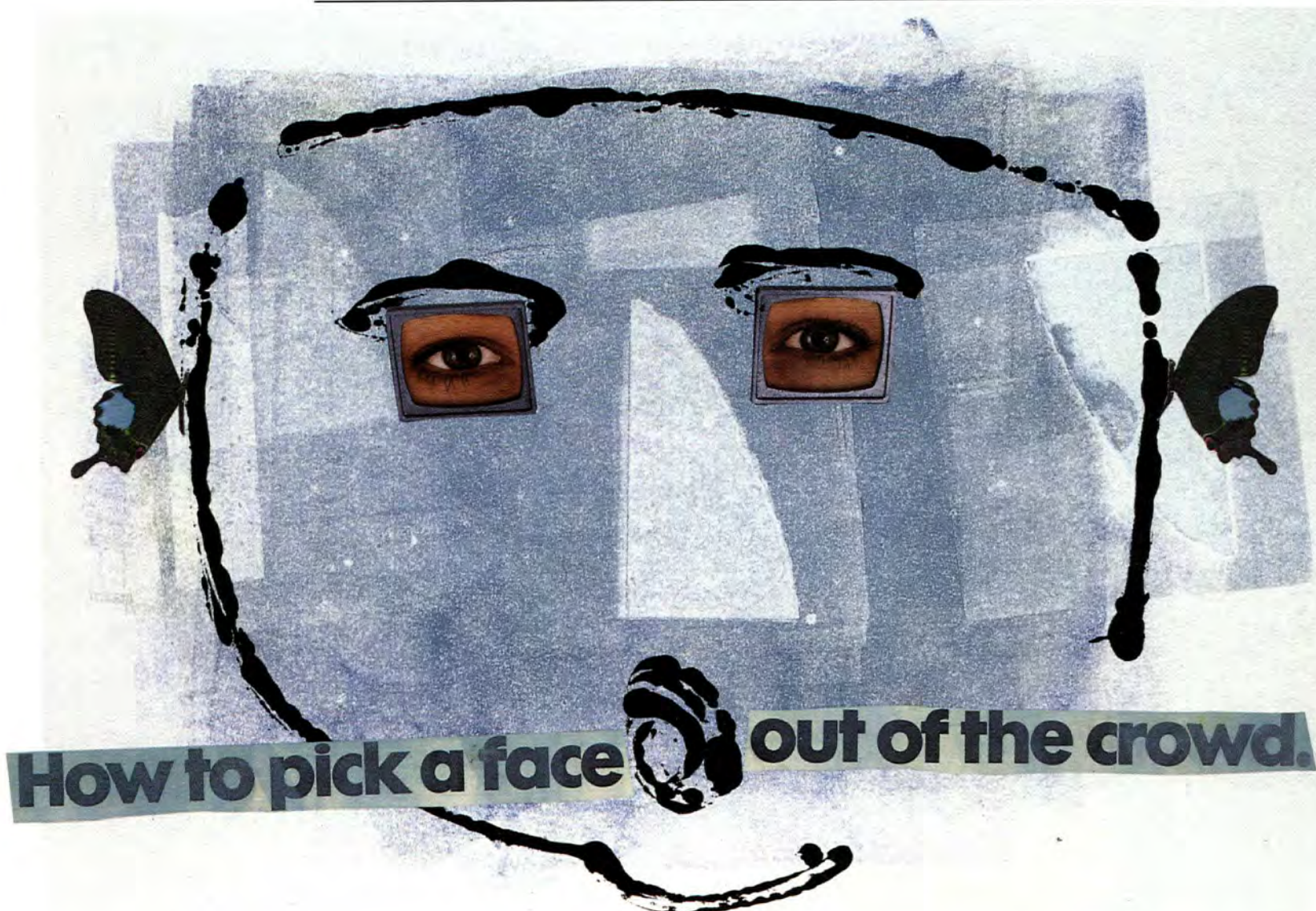
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## Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate 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 55) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801 between 8 a.m. and 5 p.m..

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

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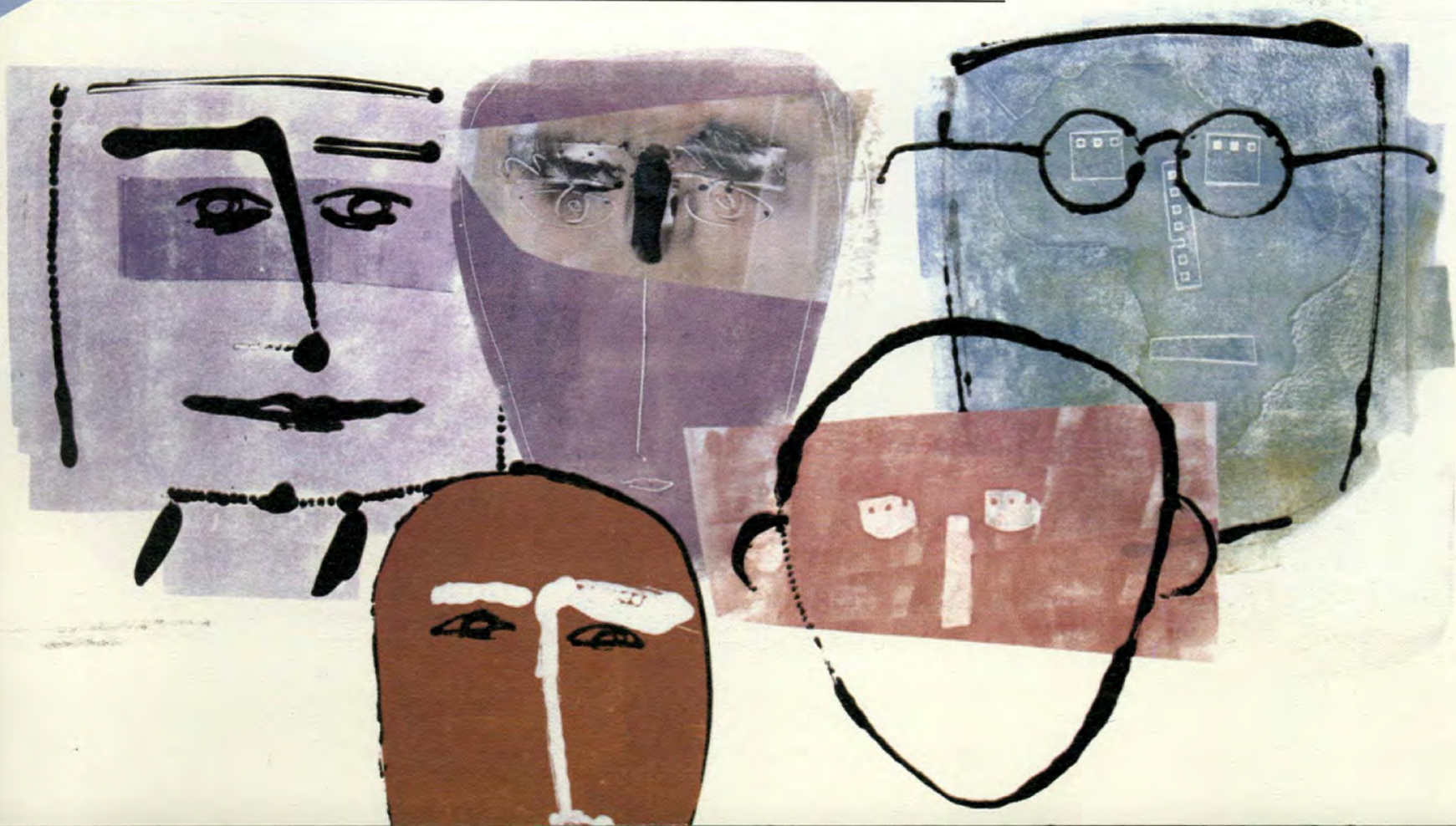
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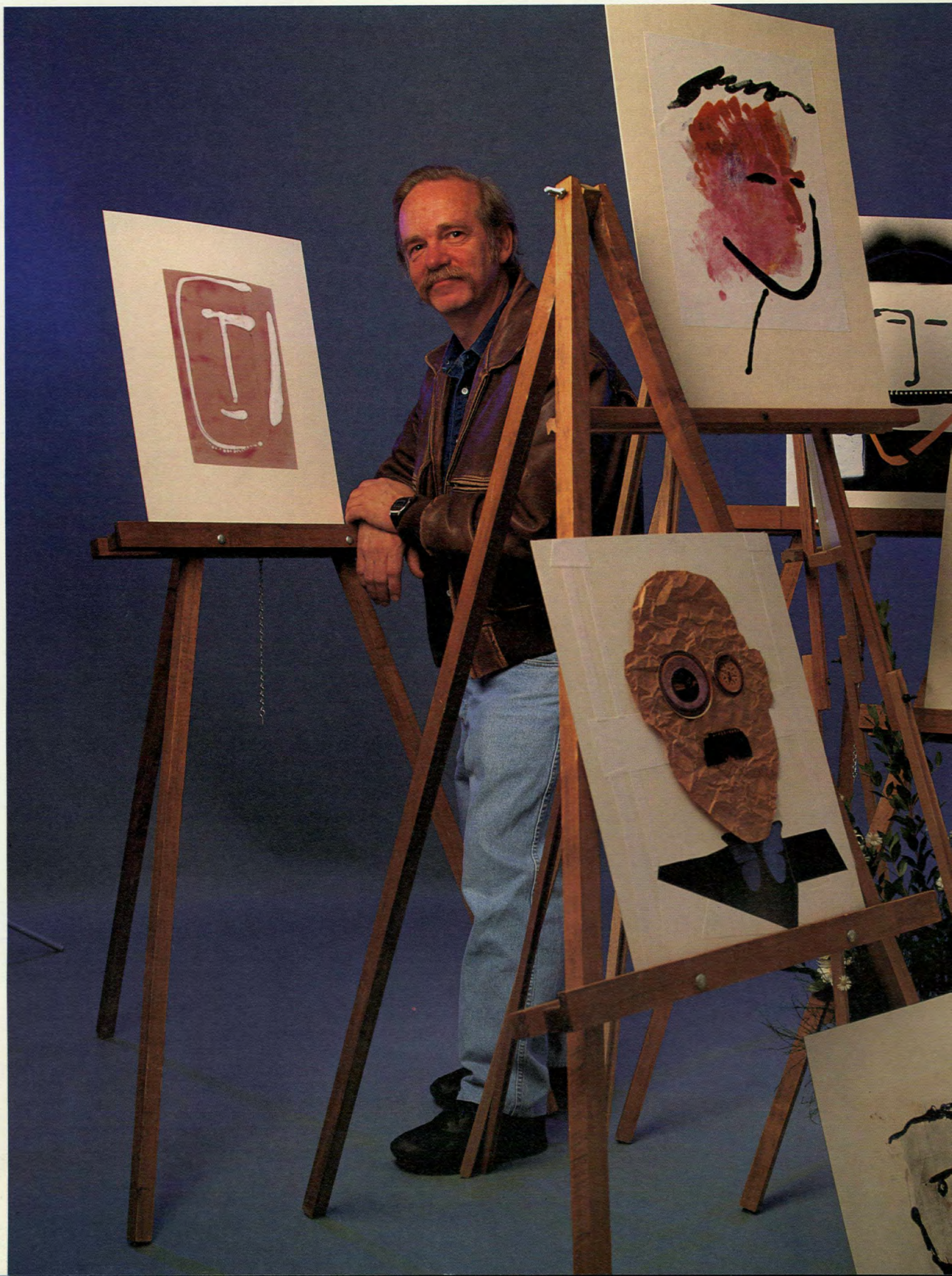


## Catalog Production.

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









## Come as you are. Bring what you know. Lively classroom discussion keeps concepts grounded and meaningful.

Evening classes attract motivated, interested learners. Expect lively discussion and instructors who love to teach. Credits may be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours (usually 12) before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

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

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

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

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

- Total library services at no additional charge
- Recreation Center Membership for \$71.50 a semester
- Wardenburg Student Health Services for \$50.20 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

*Dr. Michael Hall teaches Biopsychology in the Evening Credit program. The class appeals to professionals (nurses, hospital people, even psychotherapists) who want to know more about behavior as it is shaped by biological processes. Since the course fulfills a natural science requirement, some students take it hoping it will be easier than Chemistry or Physics. The bad news? "It's not. But it may be more interesting for some*

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

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

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

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

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

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

**Special Faculty-Staff Registration:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 18.

*people." A member of the faculty at CU's Health Sciences Center since 1980, Dr. Hall also has a background in biofeedback and stress management and has done clinical work in those areas. At present, he is working on a book about dominance and submission in the animal world and parallels in human behavior, to help people handle difficult situations: When the boss growls, should you growl back, or play dead?*





### 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.

## Credit Classes Calendar—Dates You Should Know

<b>December 6</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>January 17</b> .....	Martin Luther King, Jr., Holiday. Division Offices Closed.
<b>January 18</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 25</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 26</b> .....	Instructor's signature required to drop Session I classes.*
<b>February 1</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 2</b> .....	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
<b>February 16</b> .....	Petition required to drop Full Term classes.
<b>March 3</b> .....	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>March 7</b> .....	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>March 14</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 18</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 21-25</b> .....	Spring Break. NO CLASSES.
<b>March 28</b> .....	Instructor's signature required to drop Session II classes.*
<b>April 4</b> .....	Petition required to drop Session II classes.
<b>April 26</b> .....	FULL TERM TUESDAY CLASSES END.
<b>April 27</b> .....	FULL TERM WEDNESDAY CLASSES END.
<b>April 28</b> .....	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
<b>May 2</b> .....	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS. FULL TERM MONDAY AND THURSDAY CLASSES END.
<b>May 4</b> .....	SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>May 5</b> .....	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

## Refund Schedule for Credit Classes

FULL TERM	SESSION I	SESSION II
100% through Feb. 1	100% through Jan. 25	100% through Mar. 25
60% Feb. 2 through Feb. 15	60% Jan. 26 through Feb. 1	60% Mar. 28 through Apr. 1
40% Feb. 16 through Mar. 1	40% Feb. 2 through Feb. 8	40% Apr. 4 through April 8
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>



# Full Term Classes by Starting Date, Spring 1994

Boulder Evening  
Credit Classes

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Dept.	Course No. & Hours	Section	Time	Course Title
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## Monday Courses, Begin January 24 and End May 2

APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
ARAB	2120-3	300	2-5 p.m.	Intermediate Arabic 2
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	302	6:30-9:30 p.m.	Special Topics: Co-Emergent Creativity
EDUC	4800-3	303	5-8 p.m.	Special Topics: Expanding Awareness
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	2400-3	300	6-9 p.m.	Intermediate Small-Format Production
FINE	1209-3	300	7-10 p.m.	Introduction to Western Art 2
HIST	2117-3	300	7-10 p.m.	History of Colorado
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
THTR	1003-3	300	6:30-9:30 p.m.	Introduction to Acting for Nonmajors

## Monday and Wednesday Courses, Begin January 19 and End May 2

ARAB	1020-5	300	5-7:30 p.m.	Beginning Arabic 2
CDSS	2334-3	300	4-5:30 p.m.	American Sign Language 4: Linguistics of ASL
FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
JOUR	3102-3	300	7-8:30 p.m.	Press Photography
KINE	3230-3	300	7-8:30 p.m.	Health and Physiological Values of Exercise
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra

## Monday, Wednesday and Friday Course, Begins January 19 and Ends May 2

HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew 1
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## Monday and Thursday Courses, Begin January 20 and End May 2

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

## Tuesday Courses, Begin January 18 and End April 26

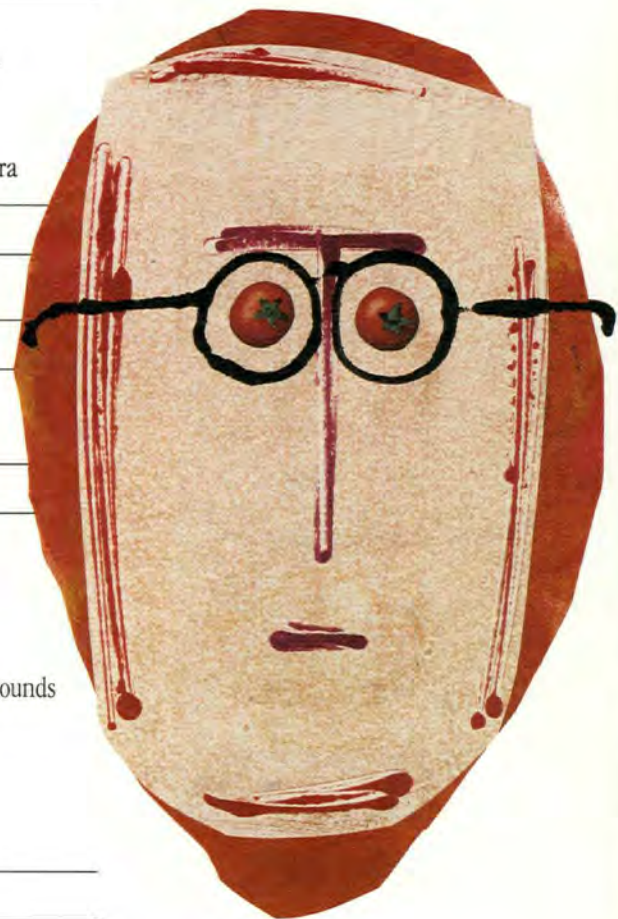
ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
HIST	1020-3	300	7-10 p.m.	Western Civilization 2
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
SOCY	1015-3	300	6-9 p.m.	U.S. Race and Ethnic Relations

## Tuesday and Thursday Courses, Begin January 18 and End April 28

FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
LING	1500-3	300	6-7:30 p.m.	Basic Traditional Grammar
MATH	1081-3	300	6-7:30 p.m.	Calculus for Social Science and Business

## Wednesday Courses, Begin January 19 and End April 27

COMM	2240-3	300	6:30-9:30 p.m.	Organizational Communication
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
ECON	2020-3	300	6-9 p.m.	Principles of Macroeconomics
ENGL	1800-3	300	6:30-9:30 p.m.	American Ethnic Literatures
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
FINE	4339-3	300	7-10 p.m.	Modern Art 2
HEBR	2110-3	300	1-4 p.m.	Intermediate Hebrew 1
HIST	1025-3	300	7-10 p.m.	History of the United States Since 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
PHIL	1600-3	300	7-10 p.m.	Philosophy and Religion
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society





## Full Term Classes by Starting Date, Spring 1994

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### 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 20 and End April 28</b>				
EDUC	4800-3	301	6-9 p.m.	Special Topics: Children's Creative Response to Conflict
EDUC	4800-3	304	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
GEOG	2002-3	300	7-10 p.m.	World Geographic Problems
HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
JOUR	4453-3	300	7-10 p.m.	Advertising and Society
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

## Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin January 19 and End March 7</b>				
X ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
X FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
X GEOG	1982-3	100	7-10 p.m.	World Regional Geography
X KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
X PSYC	2303-3	100	6:30-9:30 p.m.	Psychology of Adjustment
X SOCY	1003-3	100	7-10 p.m.	Ethics and Social Issues in U.S. Health and Medicine

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Tuesday and Thursday Courses, Begin January 18 and End March 3</b>				
X EDUC	3303-2	100	6-8 p.m.	Oral Communication for Teachers
X EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
X EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
X FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
X GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1—Climate and Vegetation
X HIST	1015-3	100	6:30-9:30 p.m.	History of the United States to 1865
X 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 14 and End May 4</b>				
✓ ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
✓ CHST	1015-3	200	7-10 p.m.	Introduction to Chicano Studies
✓ EDUC	4800-3	203	6:30-9:30 p.m.	Special Topics: Multicultural Diversity: Who Am I?
✓ 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	1992-3	200	7-10 p.m.	Introduction to Human Geography
✓ PSYC	2303-3	200	6:30-9:30 p.m.	Psychology of Adjustment

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Tuesday and Thursday Courses, Begin March 15 and End May 5</b>				
✓ COMM	1010-3	200	6-9 p.m.	Public Speaking
✓ EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
✓ EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
✓ FILM	3501-3	200	7-10 p.m.	Film Production Management
✓ GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2—Landforms and Soils
✓ KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
✓ SOCY	1001-3	200	7-10 p.m.	Analyzing Society
✓ SOCY	4003-3	200	7-10 p.m.	Sociology of Aging



## 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 rise of early civilizations.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hale 236. \$240 (resident).

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

Surveys 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.  
Hale 236. \$240 (resident).

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m.  
Hale 240. \$240 (resident).

### \*Anthropology 3000-3 Primate Behavior

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

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m. Hale 236. \$240 (resident).

## Arabic

### Arabic 1020-5 Beginning Arabic 2

Prerequisite, Arabic 1010.  
Full Term - Section 300:  
Mondays and Wednesdays, 5-7:30 p.m.  
Ketchum 207. \$550 (resident).

### Arabic 2120-3 Intermediate Arabic 2

Prerequisite, Arabic 2110.  
Full Term - Section 300: Mondays,  
2-5 p.m. Chemistry 146. \$330 (resident).

*Darnell Wilson is a third-year Architectural Engineering major who works at Neodata in Boulder. Evening Credit classes make his double-duty lifestyle possible.*

## 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. \$240 (resident).

## Biology

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

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Prerequisite, EPOB 1210. Open to nonmajors. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Full Term - Section 300: Thursdays,  
6:30-9:30 p.m. Hale 230. \$240 (resident).

## Chicano Studies

### \*Chicano Studies 1015-3 Introduction to Chicano Studies

Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 137. \$240 (resident).

## Communication

### Communication 1010-3 Public Speaking

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

Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Ketchum 119.  
\$240 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Hellems 193. \$248 (resident).

### Survival Tips

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





## Communication – cont.

### \*Communication 2030-3 Interpersonal Communication

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

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m. Ketchum 301.  
\$240 (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. Ketchum 301.  
\$240 (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:  
Mondays and Wednesdays, 4-5:30 p.m.  
Hellems 247. \$240 (resident).

## Computer Science

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

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

Full Term - Section 300:  
Mondays and Thursdays, 6-8:45 p.m.  
Engineering Center CR 0-36. \$320 (resident).

## Economics

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

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms and government. Topics include determining economic problems, 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: Tuesdays,  
5:30-8:30 p.m. Economics 117.  
\$240 (resident).

*Lee Speer teaches three Philosophy classes for the Evening Credit program. The Philosophy and Religion course, offered this semester, looks at central concepts and beliefs of religious traditions. It's*

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

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Wednesdays,  
6-9 p.m. Economics 117. \$240 (resident).

## Education

### Education 3303-2 Oral Communication for Teachers

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

Session I - Section 100:  
Tuesdays and Thursdays, 6-8 p.m.  
Hellems 193. \$168 (resident).

Full Term - Section 300: Wednesdays,  
6-8 p.m. Hellems 193. \$168 (resident).

### Education 4800-3 304 Special Topics: Advertising and Society in the Classroom

See page 13 under Journalism 4453.

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

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

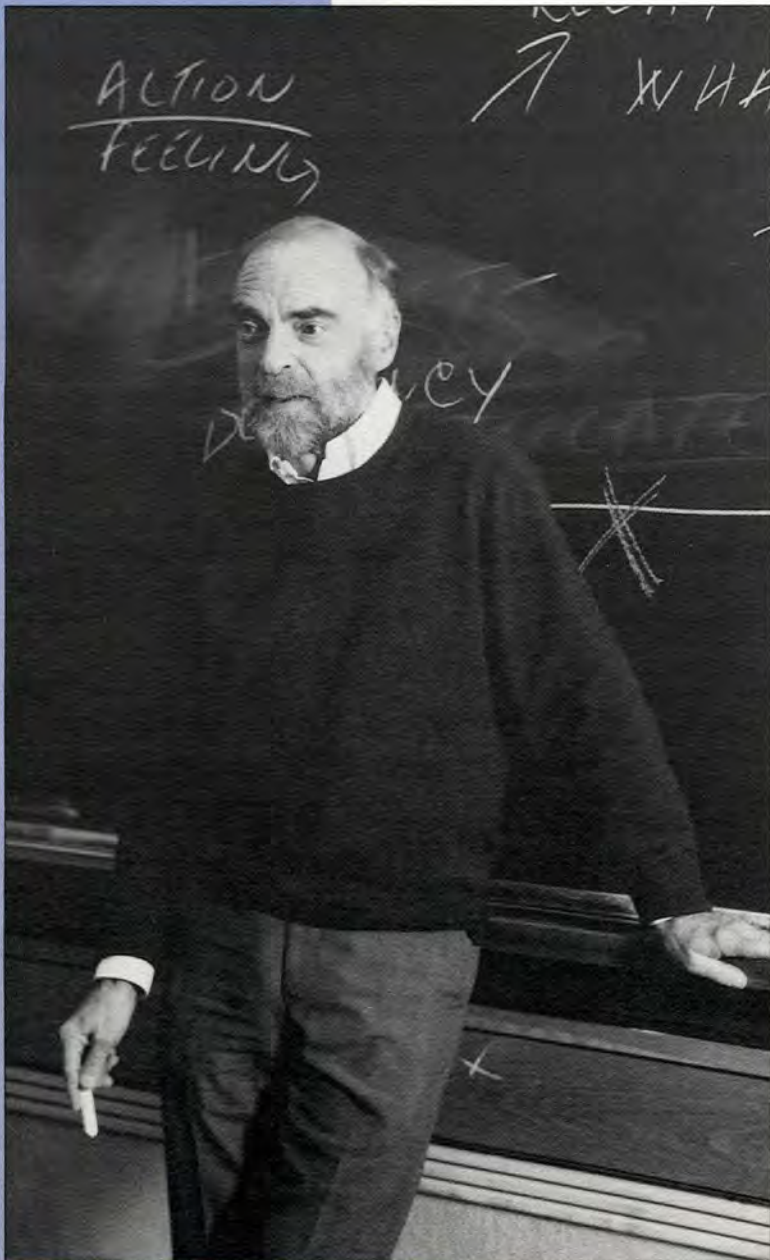
Session I - Section 101:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-05. \$248 (resident).

### Education 4800-3 Special Topics: Children's Creative Response to Conflict

Course trains teachers in how to help children develop competency in interpersonal communication, community-building and conflict resolution skills. Participants will learn practical techniques and activities as well as the theory and principles from which they derive.

Full Term - Section 301: Thursdays, 6-9 p.m.  
McKenna 112. \$240 (resident).

*approved for the Arts and Sciences Core Curriculum requirement under Ideals and Values. Lee says he enjoys the diversity he finds in his classroom, and the lively discussions that result.*





**Education 4800-3**  
**Special Topics: Co-Emergent Creativity**

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

Full Term - Section 302:  
Mondays, 6:30-9:30 p.m.  
Economics 13. \$248 (resident).

**Education 4800-3**  
**Special Topics: Creating Community in the Classroom**

This class is designed to increase effectiveness and success in the classroom, as well as one's personal and professional life. Areas of exploration include motivation, learning styles, self-esteem, team building, human relations, and communication.

Session II - Section 201:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-01. \$248 (resident).

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

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

Session II - Section 202:  
Tuesdays and Thursdays, 5-8 p.m.  
Ketchum 234. \$248 (resident).

**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 303: Mondays, 5-8 p.m.  
McKenna 112. \$248 (resident).

**Education 4800-3**  
**Special Topics: Multicultural Diversity: Who Am I?**

Course is designed to help you strengthen your classroom skill in teaching and understanding cultural diversity. Focus will be on major concepts of created Learning Stations and labs providing interdisciplinary areas (Social Studies, Writing, Science, Math, etc.).

Session II - Section 203:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Engineering Center CR 1-26. \$240 (resident).

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

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

Session I - Section 102:  
Tuesdays and Thursdays, 5-8 p.m.  
Ketchum 234. \$248 (resident).

**English**

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

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

Full Term - Section 301: Mondays,  
6:30-9:30 p.m. Hellems 259. \$240 (resident).

Full Term - Section 302:  
Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-26. \$248 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Engineering Center CR 1-28. \$248 (resident).

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

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

Full Term - Section 300: Tuesdays, 6-9 p.m.  
Engineering Center CR 1-26. \$240 (resident).

**\*English 1600-3**  
**Masterpieces of American Literature**

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

Full Term - Section 300: Thursdays, 6-9 p.m.  
Engineering Center CR 1-24. \$240 (resident).

**English 1800-3**  
**American Ethnic Literatures**

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Readings may include such authors as Toni Morrison, Rudolfo Anaya and Leslie Marmon Silko.

Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays,  
6:30-9:30 p.m. Hellems 259. \$240 (resident).

**Survival Tips**

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





## English – continued

### \*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:  
Wednesdays, 6-9 p.m.  
Hellems 251. \$240 (resident).

### \*English 3062-3 Modern and Contemporary Literature

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

Full Term - Section 300: Thursdays, 6-9 p.m.  
Hellems 141. \$240 (resident).

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

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

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m. Hellems 259. \$240 (resident).

## Film

### Film Studies 2400-3 Intermediate Small-Format Production

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

Full Term - Section 300: Mondays,  
6-9 p.m. Ketchum 301. \$240 (resident).

### Film Studies 3501-3 Film Production Management

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

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. \$248 (resident).

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

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

Session I - Section 101:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 205. \$248 (resident).

Session I - Section 102:  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. \$248 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 205. \$248 (resident).

## Fine Arts

### Fine Arts 1012-3 Basic Drawing

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

Full Term - Section 300:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Fine Arts N298. \$270 (resident).

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### Survival Tips

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







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

**Fine Arts 1209-3  
Introduction to Western Art 2**

Introduces Western art, from about 1600 A.D. to the present. Traces the expansion of European culture, painting, sculpture and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Mondays, 7-10 p.m. Hellenes 267. \$240 (resident).

RAMY 1831

**Fine Arts 1212-3  
Basic Painting**

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

Full Term - Section 300:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Fine Arts N102. \$250 (resident).

**Fine Arts 4339-3  
Modern Art 2**

Emphasizing the various "isms" of the twentieth century, course begins with early Picasso and cubism, including analytic and synthetic cubism. Also studied are Italian futurism, de Stijl and the Bauhaus, dada, and surrealism.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellenes 81. \$240 (resident).

RAMY 1831

**Geography**

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.  
Guggenheim 206. \$320 (resident).

*Susan Scotti is a part-time student new to the Boulder area, taking an Evening Credit course and a noncredit course in acting. "I lucked out," she says. "My instructors are just great."*

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

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

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Guggenheim 206. \$320 (resident).

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

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 206. \$240 (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 II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 206. \$240 (resident).

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

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

Full Term - Section 300: Thursdays, 7-10 p.m. Guggenheim 2. \$240 (resident).





## Hebrew

### Hebrew 1010-5 Beginning Hebrew 1

Full Term - Section 300:  
Mondays, Wednesdays, and Fridays,  
11 a.m.-1 p.m. TBA. \$550 (resident).

### Hebrew 2110-3 Intermediate Hebrew 1

Prerequisite, Hebrew 1020.  
Full Term - Section 300: Wednesdays,  
1-4 p.m. McKenna 112. \$330 (resident).

## History

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

Surveys American history from first  
settlement until 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. \$240 (resident).

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

Survey course dealing with political, eco-  
nomic, 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: Tuesdays, 7-10 p.m.  
Environmental Design 122. \$240 (resident).

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

Surveys social, economic, political and  
cultural development of the United States  
from the close of the American Civil War to  
the present. Approved for Arts and Sciences  
Core Curriculum: United States Context.  
Full Term - Section 300:  
Wednesdays, 7-10 p.m.  
Engineering Center CR 0-38. \$240 (resident).

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

Deals with the period from the seventeenth  
century to the present. Political, economic,  
social and imperial developments that  
contributed to creation of the modern  
industrial and democratic state are the major  
issues covered. Approved for Arts and Sciences  
Core Curriculum: Historical Context.  
Full Term - Section 300:  
Thursdays, 7-10 p.m.  
Engineering Center CR 1-03. \$240 (resident).

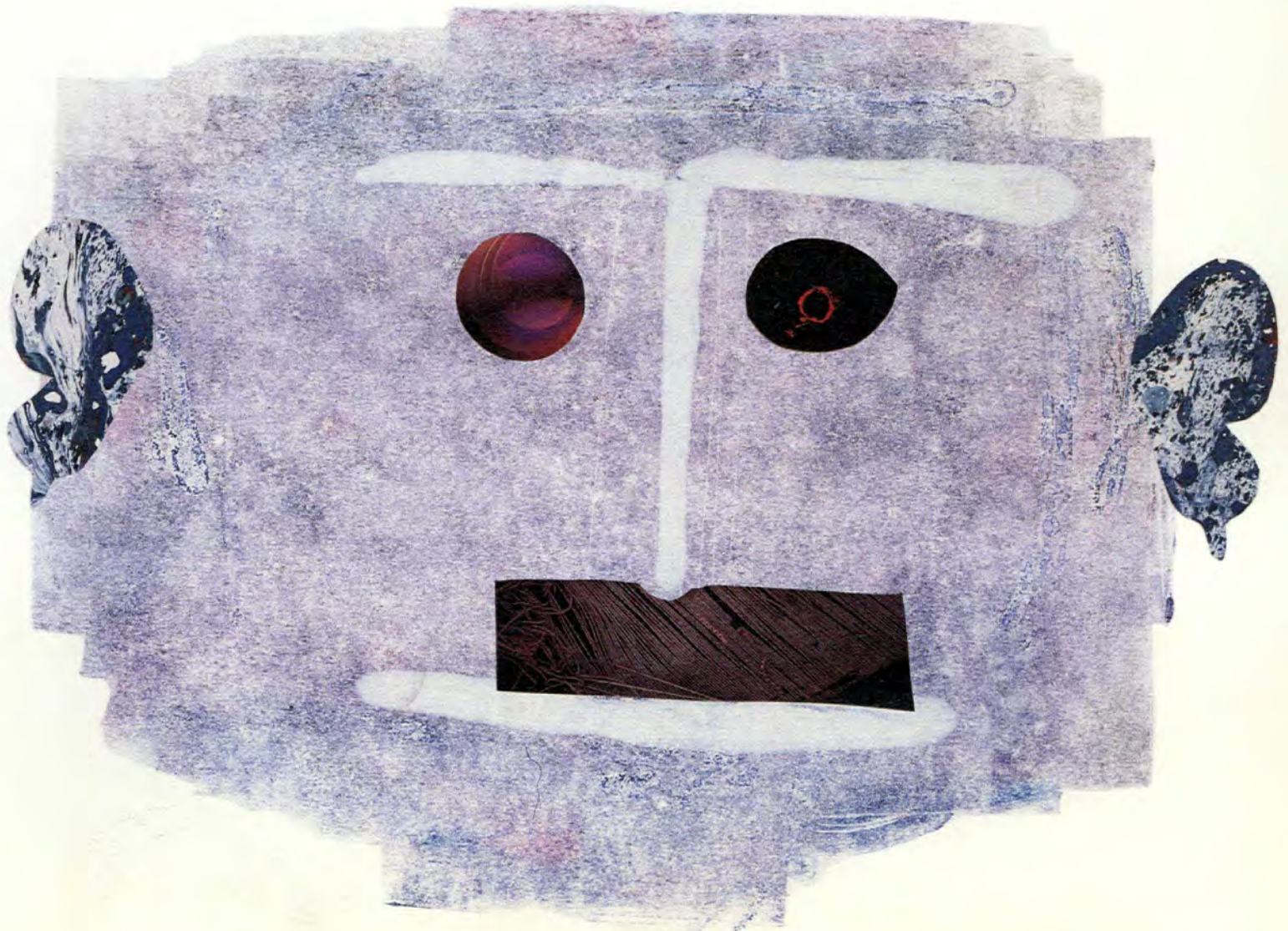
### History 2117-3 History of Colorado

Emphasizes historical variety and ethnic  
diversity of Colorado. Along with traditional  
themes in Colorado history, such as the gold  
rush, attention is given to Indian and  
Hispanic activity and culture.  
Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 1-05. \$240 (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. Helms 199. \$240 (resident).

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## Journalism

### Journalism 1001-3 Contemporary Mass Media

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

Full Term - Section 300: Wednesdays, 6-9 p.m. McKenna 112. \$240 (resident).

### Journalism 3102-3 Press Photography

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

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Macky 117 (seminar room). \$290 (resident).

### Journalism 4453-3 Advertising and Society

Examines criticisms and contributions of advertising in society and the economy. Students may enroll for Education 4800-3 Special Topics: Advertising and Society in the Classroom.

Full Term - Section 300:  
Thursdays, 7-10 p.m.  
Engineering Center CR 1-09. \$240 (resident).

## Kinesiology

### Kinesiology 3230-3 Health and Physiological Values of Exercise

Physiological adaptations to exercise with consideration of the biophysical values of exercise in maintaining fitness and health throughout an individual's life span.

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Muenzinger E0046. \$240 (resident).

*New Yorker Justin Walters is taking a few Evening Credit classes while he waits to fulfill the residency requirement for in-state tuition. He says Lee Speer's Philosophy class is fun. "I like it a lot—and I'm not just saying that." Justin brought his skis to Colorado and hopes rumors of a severe winter are true.*

### Kinesiology 3420-3 Nutrition, Health and Performance

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

Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Education 220. \$240 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Engineering Center CR 0-30. \$240 (resident).

## Linguistics

### Linguistics 1500-3 Basic Traditional Grammar

Presents fundamentals of grammar in the Western tradition. Emphasizes making concepts and uses of grammar (as exemplified in English and closely related foreign languages) understandable to the nonspecialist.

Full Term - Section 300:  
Tuesdays and Thursdays, 6-7:30 p.m.  
McKenna 204. \$240 (resident).

## Mathematics

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

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

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Engineering Center CR 2-06. \$240 (resident).

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

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

Full Term - Section 300:  
Wednesdays, 6-8 p.m.  
Engineering Center CR 0-08. \$160 (resident).

Boulder Evening  
Credit Classes

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### Survival Tips

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





## Mathematics – cont.

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

Differential and integral calculus of algebraic, logarithmic, and exponential functions. Students may not receive credit for both MATH 1081 and math modules MATH 1080, 1090 or 1100. Prerequisite, MATH 1011, 1071, 1010, or 1070, or placement examination score for MATH 1020, or 2 years of high school algebra. Full Term - Section 300: Tuesdays and Thursdays, 6-7:30 p.m. Engineering Center CR 1-16. \$240 (resident).

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

Continuation of MATH 1300. Topics include transcendental functions, methods of integration, polar coordinates, conic sections, improper integrals and infinite series. Students with credit in MATH 2300 may not receive credit in APPM 1360 or APPM 1380. Prerequisite, Calculus 1. Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m. Hellems 251. \$400 (resident).

## Philosophy

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

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for Arts and Sciences Core Curriculum: Ideals and Values. Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 267. \$240 (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: Thursdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

## Psychology

### \*Psychology 1001-3 General Psychology

Surveys major topics in psychology: perception, development, personality, learning and memory, and the biological bases of behavior. Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. \$240 (resident).

### \*Psychology 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for Arts and Sciences Core Curriculum: Natural Science. Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 211. \$240 (resident).

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

Surveys concepts bearing upon processes of normal psychological adjustment, with emphasis on using the concepts to understand common human problems in personal growth and relationships with others. Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Woodbury 106. \$240 (resident). Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Woodbury 106. \$240 (resident).

### Psychology 4303-3 Abnormal Psychology

Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001. Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$248 (resident).

### Psychology 4406-3 Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101. Approved for Arts and Sciences Core Curriculum: Contemporary Societies. Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).

### Psychology 4456-3 Psychology of Personality

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of the socio-cultural context. Prerequisite, 12 hours of psychology or consent of instructor. Full Term - Section 300: Mondays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).

*Rick Church (left) and Heather Crisler compare notes in Lee Speer's Philosophy class. Heather is a Communications major taking 12 credits this semester through the Evening Credit program.*





## Sociology

### \*Sociology 1001-3 Analyzing Society

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Environmental Design 120. \$240 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Hellems 267. \$240 (resident).

### Sociology 1003-3 Ethics and Social Issues in U.S. Health and Medicine

Explores current ethical and policy issues in U.S. health and medical practices. Includes such issues as alcohol and drug abuse, organ transplants and substitutes, genetic engineering, contraception, abortion, occupational safety and health, and euthanasia. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Duane Physics G125. \$240 (resident).

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 7-10 p.m.  
Hellems 267. \$240 (resident).

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

Explores origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and 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: Tuesdays,  
6-9 p.m. Hellems 251. \$240 (resident).

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

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

Full Term - Section 300: Tuesdays,  
6-9 p.m. Hellems 181. \$240 (resident).

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

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

Full Term - Section 300: Mondays, 6-9 p.m.  
Hale 230. \$240 (resident).

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

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

Full Term - Section 300: Thursdays,  
6-9 p.m. Education 138. \$240 (resident).

### Sociology 4003-3 Sociology of Aging

Studies present and future roles of the aged in the family, the community, and the economic, political, health, and retirement systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Economics 13. \$240 (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. Education 220. \$240 (resident).

## Theatre

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

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

Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Geology 311. \$240 (resident).

### Survival Tips

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









## Noncredit coursework can be a testing ground for new directions in your life and career. Try it.

Noncredit classes give you a chance to explore new possibilities. Contemplate a career change. Develop a hobby. Try on the idea of going back to school. Or just indulge in the kind of stimulating electives you never got around to in school. This is one way to follow your bliss.

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

**Classes will not meet January 17 and March 21-26.**

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

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

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

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*Peggy Phillips has been teaching for Continuing Education for 13 years. This spring, she's teaching two Noncredit courses. Eating As If Your Life Depended On It rated a 5.0 in the latest round of student evaluations, as a very informative and useful class on practical aspects of diet and nutrition. Diet, Emotions and Behavior, another highly rated class, addresses food cravings, brain chemistry, diet and hormones. Peggy also teaches a credit course called Nutrition, Health and Performance that satisfies the Natural Science core curriculum requirement. She is a registered dietician who earned her Masters in Nutrition Education from Tufts University and did her undergraduate work (B.S.) in Human Nutrition at CSU. Outside of the classroom, she keeps busy with a private practice in nutritional consulting, helping Coloradans understand how to fuel up for more energy, longterm health and better performance at work and play.*

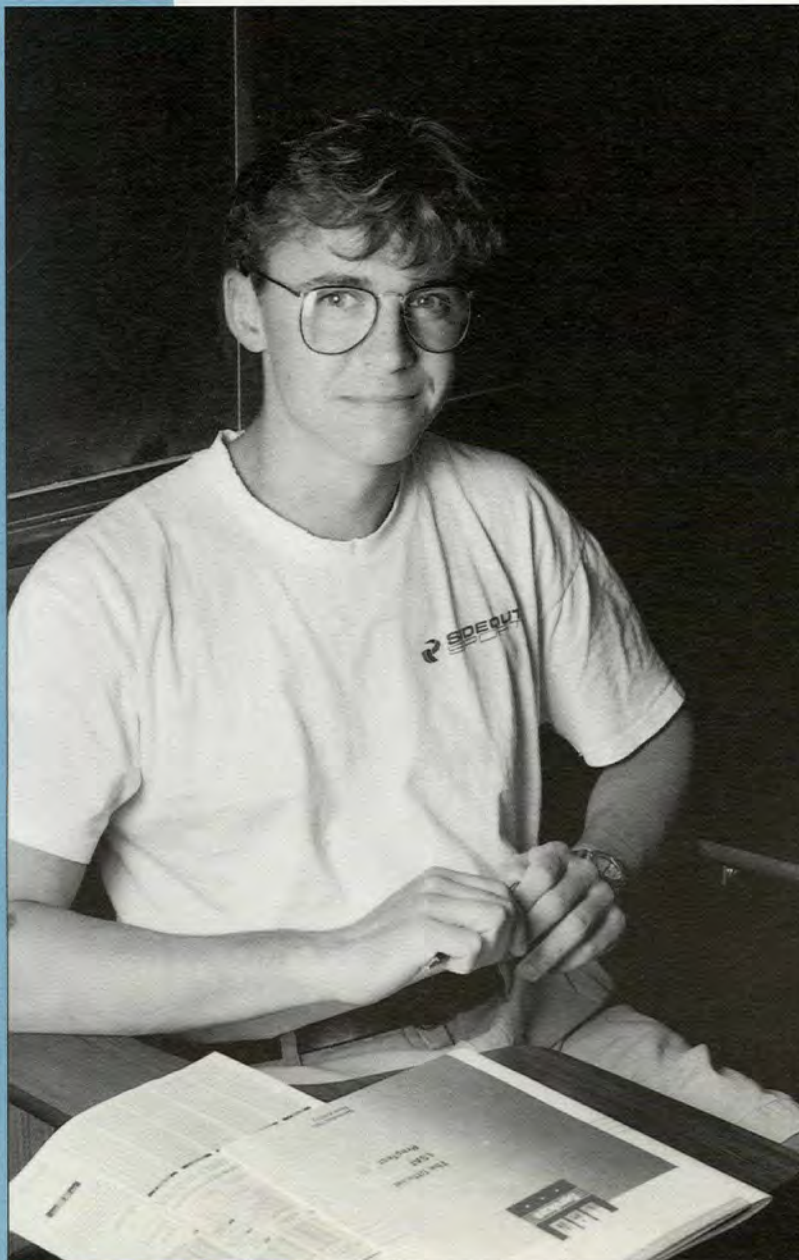




# Noncredit Courses, Spring 1994

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*Jonathan Mugler is a senior at CU with a double major in Economics and U.S. History. He's got a strong GPA but needs a good test score for the law schools he's targeting. He says, "We were very well prepared for the exam. We weren't shocked when we got in there."*



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## Architecture and Landscape

### 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.A., Arch., has been a practicing architect for over 20 years.

Section 500: Tuesdays, February 1-March 1, 7-9 p.m. 5 sessions. Helles 81. \$60.

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

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

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

Section 500: Wednesday, March 9, 6-9 p.m. 1 session. Helles 241. \$20.

### NCAL 030 Colorado Construction Law

For contractors, subcontractors, material suppliers, architects, and homeowners constructing or remodeling their property. Topics covered: overview of law of contracts; how contracts can go wrong; pre-litigation remedies; legal remedies for breach of contract; the anatomy of a lawsuit; defending against mechanic's lien suits; post judgement collection remedies; drafting contracts and change orders; and record-keeping, personal guarantees, and credit applications.

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

Section 500: Tuesdays and Thursdays, February 8-March 3, 6:30-9 p.m. 8 sessions. Engineering Center CR 2-26. \$135.

## Business

Business classes are located on pages 27 to 31.

## Fine Arts

### 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, 18x24" 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., is a professor of Fine Arts.

Section 500: Wednesdays, February 9-April 6, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

### NCFA 015 Woodcarving Sculpture

Students create images, expressing their feelings and ideas in wood. Instruction includes proper tool use, wood types, carving techniques, designing a clay model, roughing out forms and work on an individual project.

Barbara Cox, M.A., has taught art classes since 1971.

Section 500: Mondays, February 7-April 11, 5-7 p.m. 9 sessions. Fine Arts C102. \$110.

### NCFA 011 Sculpture—Stonecarving

Learn to conceptualize sculptural images and ideas and express them in stone. Students will learn techniques in working with stone: volume, size, texture, hardness, etc., and then work on an individual project.

Barbara Cox, M.A., has taught art classes since 1971.

Section 500: Mondays, February 7-April 11, 7-9 p.m. 9 sessions. Fine Arts C102. \$110.

### NCFA 001 Basic Photography

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

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

Section 500: Tuesdays, February 1-April 5 (no class 2/15), 7-9 p.m. 8 sessions. Fine Arts C175C. \$90.

### NCFA 002 Creative Photography Workshop

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

Bring your own camera to the first class. You will need to purchase paper and film after the first class. Class will meet March 21. Don Oberbeck is a professional photographer and runs a photo center.

Section 500: Mondays, February 7-April 4, 7:30-9:30 p.m. 9 sessions. Ketchum 303. \$110.

*Rusanne King says that Michelle Philip's LSAT prep course was more valuable, for her, than another review course she took a year ago. "This was more thorough, and Michelle helped a lot . . . she's been there."*





## Fine Arts – continued

### NCFA 617 Intermediate Field Photography and Alternative Processes

This course assumes basic proficiency with a camera. Learn composition and develop a personal vision, with opportunities to critique students' work. Practice shooting under different lighting conditions, creative use of filters, and different printing techniques such as cyanotype, toners and photo collage. Bring your 35mm camera to every session. Announcements will be made concerning other equipment you will need. Students may elect to purchase darkroom privileges, which includes darkroom chemistry for \$80. This must be paid at the same time that you register for class.

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

Section 500: Thursdays, February 3-April 7 (no class 2/17), 6:30-9:30 p.m.  
8 sessions. Fine Arts C175C. \$135.

### NCFA 150 Beginning Video Workshop

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

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

Section 500: Saturdays, February 5-12,  
8:30 a.m.-12:30 p.m. 2 sessions.  
Ketchum 301. \$50.

### NCFA 250 Intermediate Video Workshop

This workshop will increase your understanding of camera techniques to make good videos. Topics include advanced camera functions, sound recording and mixing, video tricks and limitations, composition, lighting and subject, and producing and editing a video. The class will view and discuss student's work. Desktop video production will also be introduced. Bring your video camera, the camera's instruction manual, blank video tapes, and accessories.

Bill Mushkin is completing his M.F.A. and works in video filmmaking.

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

Section 500: Saturdays,  
March 5-12, 8:30 a.m.-12:30 p.m.  
2 sessions. Ketchum 301. \$50.

### NCFA 032 Humor in the Visual Arts: A Hands On Process

This class helps students develop their innate sense of humor, satire and parody, using drawing as an expressive tool. The visual elements of communication: line, shape, value, volume, space and texture will be studied and applied to humor related art projects. Exercises develop a heightened awareness of one's own intuitive and personal fantasy in relation to the visual world. The class also explores how humor has been used in art throughout history.

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

Section 500: Thursdays,  
February 3-March 31, 6:30-8:30 p.m.  
8 sessions. Fine Arts N275. \$90.

*Jacqueline Long is a clinical social worker for DPS and a family therapist who is contemplating "a midlife career change," with a move in to family law. She says the LSAT prep class was helpful. "I loved it. It gave us the confidence we needed when we walked in to take the exam."*

### NCFA 034 Contemporary Artists and Their Work

We will examine well-known contemporary artists, their works and careers, price points throughout their careers, critical points of recognition, subject matter and media, and development of quality. We will discuss qualities of a composition, use of color and texture, and compare them with some of the masters in museums. Artists discussed will include Doug West, Valentin Okorokov, Michael Bondi, R.C. Gorman, Frank Howell, Frank Sampson, Julia Jordan, Mary Hoeksema, Denny Haskew and Edward Fraughton. Ruth Linton, M.A., formerly curator at Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 500: Wednesdays,  
February 23-March 16, 7-9 p.m.  
4 sessions. Muenzinger D144. \$50.

## Foreign Languages

### NCFL 100 Beginning Conversational French

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

Nadia Turk, Ph.D., has taught at CU Boulder for 12 years.

Section 500: Mondays,  
February 7-April 18, 7:30-9:30 p.m.  
10 sessions. Hellems 241. \$125.

### NCFL 200 Intermediate Conversational French

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

Nadia Turk, Ph.D., has taught at CU Boulder for 12 years.

Section 500: Wednesdays,  
February 2-April 13, 7:30-9:30 p.m.  
10 sessions. Hellems 247. \$125.

### NCFL 101 Beginning Conversational German

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

Simone Schellen, M.A., is a German language instructor.

Section 500: Tuesdays, February 1-April 12,  
7-9 p.m. 10 sessions. Hellems 137. \$120.





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

For students who have some knowledge of the language and those who have taken Beginning Conversational German. We will cover grammar, with an emphasis on practical conversation, giving students an opportunity to practice and increase their vocabulary. Cultural aspects will also be introduced.

Jorg Waltje, M.A.

Section 500: Tuesdays, February 1-April 12, 7-9 p.m. 10 sessions. Hellems 141. \$125.

**NCFL 302**  
**Advanced Conversational and Written German**

For students who have some knowledge of the language and basic German grammar (present and past tenses) or those who have taken Intermediate Conversational German. Emphasis is on fluency and conversation, as well as building vocabulary. Students will also read articles from German magazines, watch news programs and discuss current topics in class.

Jorg Waltje, M.A.

Section 500: Thursdays, February 3-April 14, 7-9 p.m. 10 sessions. Ketchum 301. \$125.

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

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

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

Section 500: Mondays, February 7-April 18 7-9 p.m. 10 sessions. Hellems 81. \$120.

**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.

Susanna Saurini, M.A., is a native speaker.

Section 500: Wednesdays, February 2-April 13, 7-9 p.m. 10 sessions. Hellems 185. \$120.

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

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

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

Section 500: Fridays, February 4-March 18, 6-9 p.m. 7 sessions. Economics 16. \$135.

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

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

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

Section 500: Fridays, April 1-May 13, 6-9 p.m. 7 sessions. Economics 16. \$135.

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

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Elizabeth Medina, Ph.D., has taught for 16 years at CU Boulder.

Section 500: Tuesdays, February 1-April 12, 7-9 p.m. 10 sessions. Education 155. \$125.

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

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

Elizabeth Medina, Ph.D., has taught for 16 years at CU Boulder.

Section 500: Thursdays, February 3-April 14, 7-9 p.m. 10 sessions. Education 155. \$125.

**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, lumbering, bribery, gun-fighting, political maneuvering, weather, despicable actions, and feats of herosim will be explored. A field trip will be arranged.

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

Section 500: Tuesdays, February 1-March 15, 7-9 p.m. 7 sessions. Hellems 271. \$80.

**NC H 618**  
**Native American Belief Systems**

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

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology.

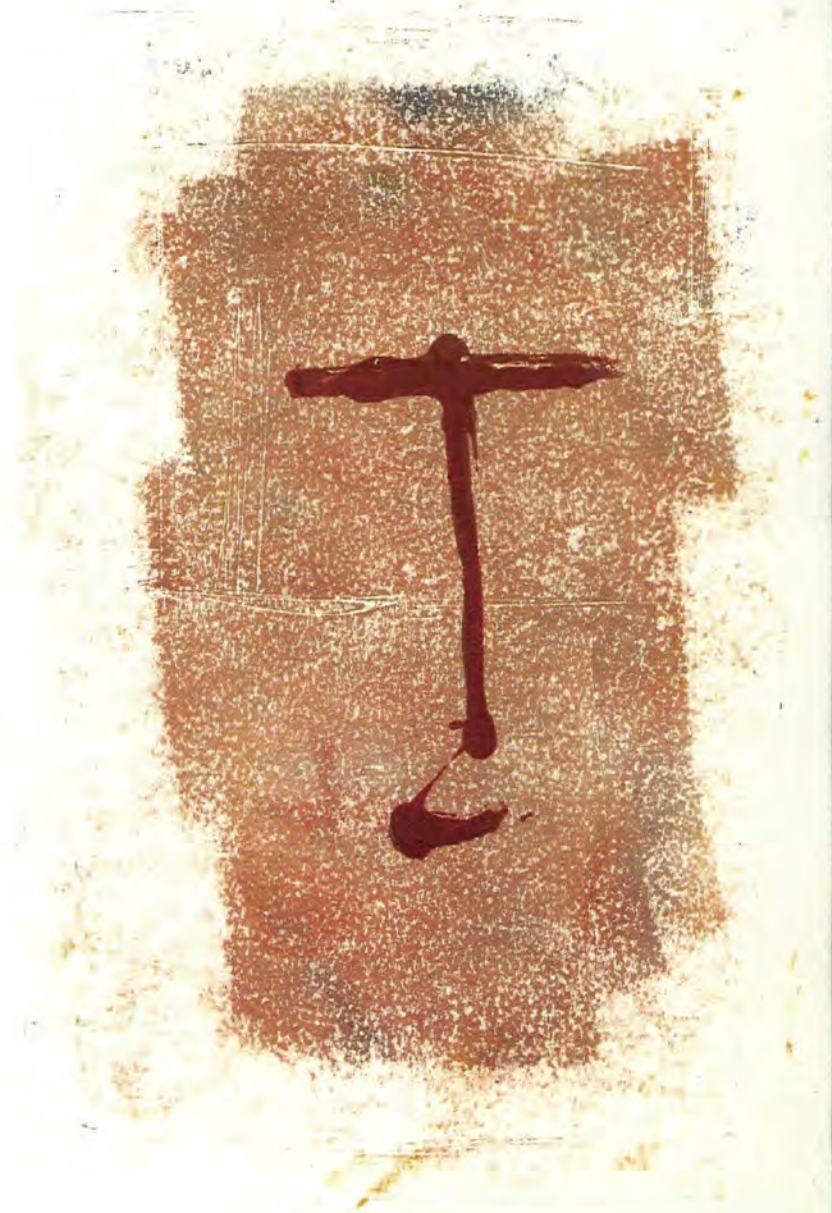
Section 500: Thursdays, February 3-March 10, 7-9 p.m. 6 sessions. Hellems 137. \$70.

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

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

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology.

Section 500: Thursdays, March 31-May 5, 7-9 p.m. 6 sessions. Hellems 137. \$70.





## Investments and Personal Finance

### NC I 008 Basic Investing

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

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

Section 500: Wednesdays,  
February 2-23, 6:30-8:30 p.m.  
4 sessions. Duane Physics G116. \$50.

### NC I 007 Advanced Investment Strategies

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

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

Section 500: Thursdays,  
March 31-May 5, 6:30-8:30 p.m.  
6 sessions. Duane Physics 0041. \$65.

### 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. Economics, is an investment advisor, has taught for 13 years.

Section 500: Thursdays,  
February 24-March 17, 6:30-8:30 p.m.  
4 sessions. Duane Physics 0041. \$50.

### NC I 017 Mutual Fund Investing

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

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

Section 500: Tuesdays,  
February 1-22, 6:30-8:30 p.m.  
4 sessions. Duane Physics 0041. \$50.

### NC I 014 Financial Planning for Women

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

Corline Randolph, M.B.A., is a speaker and writer, who was appointed to the Women's Economic Development Council.

Section 500: Tuesdays, February 1-22,  
6-8:30 p.m. 4 sessions. Hale 260. \$60.

### NC I 015 Financial Planning for Couples

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

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

Section 500: Tuesdays, February 1-8,  
6:30-8:30 p.m. 2 sessions. Woodbury 106.  
\$35/person, \$50/couple.

### NC I 005 Investing in Art and Antiques

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

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

Section 500: Tuesdays, February 1-22,  
7-9 p.m. 4 sessions. Muenzinger D439. \$50.

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

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

Issy Kilbride, B.A., has been teaching people in the Boulder area for 10 years to use their computers. She works with many investment counselors.

Section 500: Tuesday and Thursday,  
March 1-3, 7-9 p.m.  
2 sessions. Ketchum 206. \$30.



*Patricia Badger works for the Police Department in Aurora and hopes to attend law school at CU or DU. She says the LSAT prep course was "very informative. The instructor knew a lot of the ins and outs."*



**NC I 018**  
**Retirement Distributions: Rollovers, Annuities and Lump Sum Payments**

This class explains the options available for retirement distribution, including annuitizations, rollovers and lump sum payments. The tax and other financial implications of receiving money from an employer's retirement plan will be discussed.

Phyllis Moulton, M.S. Investment Broker, specializes in retirement distribution planning, hosts a local radio financial program, "Your Money Matters."  
Section 500: Thursdays, February 10-24, 6:30-8:30 p.m. 3 sessions. Hellems 181. \$35.

**NC I 011**  
**Retirement Planning**

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

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.  
Section 500: Tuesdays, February 15-22, 6:30-8:30 p.m. 2 sessions. Woodbury 106. \$35.

**NC I 016**  
**Estate Planning Techniques**

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

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.  
Section 500: Tuesday, March 1, 6:30-8:30 p.m. 1 session. Woodbury 106. \$20.

**Lifestyles**

**NC L 010**  
**Making Career and Life Changes: A Workshop**

Are you contemplating a change or confused about where your career or life is going? Discover where you are and where you want to go, your preferences in work, and what you want out of life. Identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Students should purchase the Neuro-Linguistic Programming Personal Profile at the University Book Center and bring it to the first class. Val Roche is a trainer at a high tech firm.

Section 500: Saturdays, February 19-26, 9 a.m.-4 p.m. 2 sessions. Hellems 267. \$78.

**NC L 040**  
**The Diet Rollercoaster**

This class will challenge society's norms of what is normal body weight, explore the different factors that lead us to diet. We will examine the physiological factors that influence weight, and psychological factors such as nurturance, sexual trauma, guilt and anger. The health risks of obesity and dieting will be discussed and strategies for a life long food plan will be offered.

Doreen Orion, M.D., is a psychiatrist in private practice.  
Section 500: Wednesday, February 16, 6:30-8:30 p.m. 1 session. Hellems 241. \$15.

**NC L 002**  
**Eating As If Your Life Depended On It**

We will explore the latest research on nutrition and the prevention of disease and aging. Learn about antioxidants, cancer prevention, the benefits of vitamin and mineral supplements, and how to eat low fat and high fiber for optimal health.

Peggy Phillips, M.Ed., is a nutrition consultant.  
Section 500: Saturday, February 5, 10 a.m.-4 p.m. 1 session. Hellems 247. \$45.

**NC L 018**  
**Diet, Emotions and Behavior**

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

Peggy Phillips, M.Ed., is a nutrition consultant.  
Section 500: Saturday, February 26, 10 a.m.-4 p.m. 1 session. Hellems 247. \$45.

**NC L 029**  
**Intimate Companions: Towards Creating Healthier & Happier Relationships**

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

Neil Rosenthal, Licensed Marriage and Family Therapist, and is a columnist for the *Denver Post*, which is syndicated nationally and internationally.  
Section 500: Saturday, February 5, 10 a.m.-5 p.m. 1 session. UMC 235. \$50.

*Michelle Philip, J.D., is a practicing attorney who takes time out to help aspiring lawyers prepare to face the LSAT (Law School Admission Test).*

**NC L 039**  
**The Search for Love: Overcoming Patterns That Block Intimacy**

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

Neil Rosenthal, Licensed Marriage and Family Therapist, is a columnist for the *Denver Post*, which is syndicated nationally and internationally.  
Section 500: Saturday, April 2, 10 a.m.-5 p.m. 1 session. UMC 235. \$50.

**NC L 034**  
**Study Smarter**

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

Sherry Snyder, M.A., is an academic coordinator with the University Learning Center.  
Section 500: Thursdays, January 27-February 17, 6-8 p.m. 4 sessions. Duane Physics 0041. \$45.





## Science

### NCSO 025 Identifying Plants of Boulder County

This class will provide instruction in identifying common plants of Boulder County. Students will learn how to use plant keys in identifying coniferous and broadleaf trees and common families of flowering plants. The class will also discuss different plants' life and reproduction strategies.

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

Section 500: Thursdays, March 31-April 28, 7-9 p.m. 5 sessions. Duane Physics G125. \$55.

### NCSO 026 Winter Ecology of Boulder County

Winter presents special conditions for plants and animals. Learn how the different climate zones in Boulder County are affected by winter; the different forms and effects of snow; and how plants and animals survive and adapt to winter. Included is an optional field trip, using cross-country skis or snowshoes, to the Mountain Research Station on Saturday, March 5.

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

Section 500: Thursdays, February 3-March 10, 7-9 p.m., and Saturday, March 5, 9 a.m.-4 p.m. 7 sessions. Duane Physics G125. \$105.

*Jason Randall and Sarah Brown, in attorney Michelle Philip's LSAT prep course. Jason says, "I think it helped a lot. Michelle was great—really helpful." The class offers strategies for each section of the test, with special focus on demystifying the "logic games."*

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

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

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

Section 500: Monday, April 4, 7-8 p.m., and Saturdays, April 9 and 16, 8 a.m.-4 p.m. 3 sessions. Geology 134. \$95.

## Testing

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

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

Bobrow Test Preparation Services

Section 500: Saturdays,  
February 26-March 12, 9 a.m.-3:30 p.m.  
3 sessions. Economics 119. \$175.

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

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

Roe Willis, Ph.D., is a retired math teacher. Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 501: Tuesdays and Thursdays,  
January 11-February 3, 6:30-9 p.m.  
8 sessions. Economics 13. \$165.

Section 502: Tuesdays and Thursdays,  
March 8-April 7, 6:30-9 p.m.  
8 sessions. Economics 119. \$165.

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

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

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

Section 501: Tuesdays, 6-10 p.m., and  
Saturdays and Sundays, 9 a.m.-2 p.m.  
January 25-February 5.  
5 sessions. Hellems 185. \$195.

Section 502: Saturdays and Sundays,  
April 9-23, 9 a.m.-2 p.m.  
5 sessions. Hellems 81. \$195.

## Theatre and Music

### NCTH 017 Acting Basics

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

Susan Chambers, M.F.A. Acting, is an acting instructor.

Section 500: Tuesdays, February 8-April 5,  
7-9 p.m. 8 sessions. Geology 311. \$90.





**NCTH 005**  
**Shakespeare: From Page to Stage**

This course focuses on the creative process of moving a classical play from the page to the stage. Drawing on the plays of the 1994 Colorado Shakespeare Festival, participants examine the texts in both historical and contemporary contexts, and explore how these texts are translated in performance. Participants will also have an opportunity to meet with members of the artistic and administrative staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences. Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 500: Wednesdays,  
February 16-March 16 (no class 3/9),  
7-9 p.m. 4 sessions. Hellems 237. \$50.

**NC W 056**  
**The Works of Maya Angelou**

Look at culture through Maya Angelou's eyes. Her writings define her artistic, aesthetic, and political insights. Class meets every two weeks to allow time for reading. Read *I Know Why the Caged Bird Sings* before the first class. Books for this class are available at the University Book Center.

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

Section 500: ~~Mondays, January 31-March 14,~~  
Tues 21-94 to 3-1594  
7-9 p.m. 4 sessions. Hellems 229. \$45.

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**NC W 051**  
**Literature By and About the Disabled**

The course explores the theme of disability in historical western literature, world literature, and in the modern American Disability Literature. Works by authors include Helen Keller, Ron Kovic, Christy Brown, Susan Sontag, Jerry Garcia, Peter Cook and Alexander Solzhenitsyn. Students will be encouraged to challenge long-standing social norms about disabilities.

Jim Cohn, M.S.Ed., has worked for a number of years in various positions with the disabled community and has written extensively on disability literature.

Section 500: Tuesdays, February 1-March 8,  
7-9 p.m. 6 sessions. Hellems 191. \$75.

**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., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.

Section 500: Saturday, April 2,  
9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

**Writing and Literature**

Business Writing classes are on page 31.

**NC W 054**  
**Literature of Other Lands**

Join us in exploring, reading and discussing four books, three novels and a biography written by wonderful authors from Argentina, Australia, Japan and Mexico. We will meet every two weeks to allow time for reading. (Feb. 2) *Tropical Night Falling*—M. Puig, (Feb. 16) *The Road From Coorain*—J. Conway, (Mar. 2) *The Twilight Years*—S. Ariyoshi, (Mar. 16) *Like Water For Chocolate*—L. Esquivel. Read *Tropical Night Falling* before coming to the first class. Suzanne Gerson, M.A., M.Ed., has been an instructor of literature in Canada and the United States.

Section 500: Wednesdays (every two weeks),  
February 2-March 16, 7-9 p.m.  
4 sessions. Duane Physics G131. \$50.

**NC W 055**  
**Novels of Growth and Change**

Explore how people change and grow through the works of four gifted and award-winning women writers. (Feb. 2) *So Long a Letter*—Mariama Ba, (Feb. 16) *Animal Dreams*—Barbara Kingsolver, (Mar. 2) *Searoad*—Ursula Le Guin, and (March 16) *Daughters*—Paule Marshall. Class meets every two weeks. Please read *So Long a Letter* prior to the first meeting.

Ann Armstrong Scarboro, Ph.D., is a teacher, journal writer and published literary critic.

Section 500: Wednesdays,  
February 2-March 16, 7-9 p.m.  
4 sessions. Hellems 285. \$45.

**NC W 053**  
**Write It! Finish It!**

Do you start, but never finish; or never get around to writing? This workshop focuses on the process of writing, and how to set goals, make time and space, organize, re-vision your writing, edit, and market your work. Practice exercises include writing very short stories, short poems and opinion/essays for the literary market, and developing your own system for finishing your writing.

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

Section 500: Thursdays,  
February 3-March 31, 6:30-8:30 p.m.  
8 sessions. Hellems 229. \$90.

**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.

Naomi Rachel, M.A., is a professional writer with credits in national and regional publications.

Section 500: Thursdays,  
February 3-March 31, 7-9 p.m.  
8 sessions. Hellems 211. \$90.

**NC W 042**  
**Poetry Workshop**

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

Deborah Viles, M.A., is a lecturer in the CU Boulder writing program.

Section 500: Wednesdays,  
February 2-March 9, 6-9 p.m.  
6 sessions. Muenzinger E118. \$90.





## Writing and Literature — continued

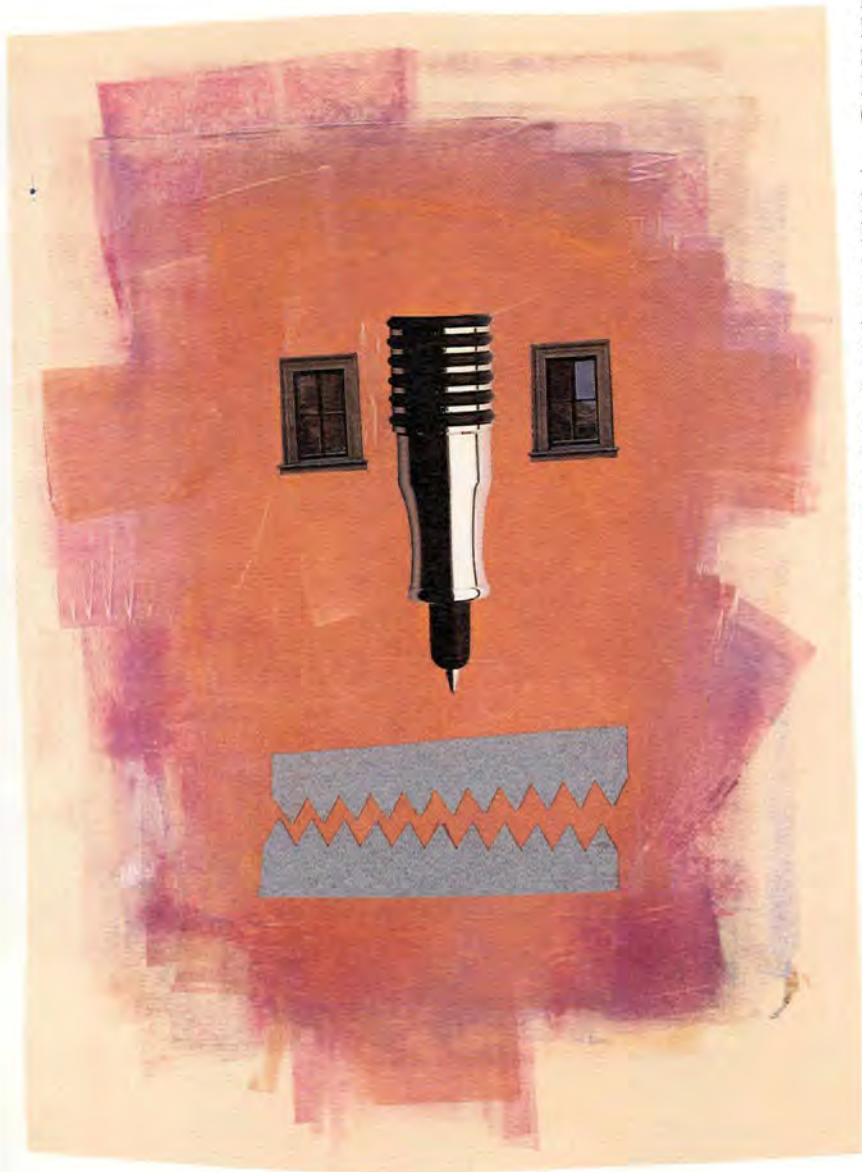
### NC W 052 Writing Fun Fiction: Westerns, Science Fiction, Mysteries, Horror and Romance

For those who enjoy and want to write in westerns, science fiction, mysteries, horror and romance genres. Emphasizes strong storytelling, character creation, fast-paced writing techniques, blending research and technical elements into fiction, markets, audiences, and developing saleable pieces. A workshop format is used for helpful reactions to stories-in-progress.

Jerrie Hurd, M.F.A., is a professional author of books, a play, short fiction, essays and articles.

Section 500: Thursdays,  
February 10-April 7, 7-9:30 p.m.  
8 sessions. Hellems 259. \$110.

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### NC W 004 Novel Writing Basics Seminar

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

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild. Section 500: Thursdays, February 3-April 14, 7-9 p.m. 10 sessions. Hale 240. \$110.

### NC W 010 Basic Playwriting: Principles of Character, Dialog and Structure

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

Judy GeBauer, M.F.A., is an instructor and playwright, who has had a number of her plays produced.

Section 500: Wednesdays,  
February 9-March 16, 7-9 p.m.  
6 sessions. Hale 260. \$75.

### NC W 035 Is There a Book in You?

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

Pamela Novotny has been a newspaper reporter, public information officer and a published author.

Section 500: Saturday, February 5,  
9 a.m.-4 p.m. 1 session. Hellems 229. \$50.

### NC W 041 Telling True Stories

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

Pamela Novotny has been a newspaper reporter, public information officer and a published author.

Section 500: Wednesdays,  
February 16-March 2, 7-9 p.m.  
3 sessions. Hellems 229. \$40.

### 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.B.A., Ph.D. candidate, is an author and runs his own home business.

Section 500: Saturday, February 5,  
9 a.m.-4 p.m. 1 session. Hellems 137. \$50.

## Longmont Noncredit Classes

### NCFL 103 Beginning Conversational Spanish

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

Susan Hartman, M.A. Spanish Linguistics, has taught Spanish language classes for many years.

Section 50L: Wednesdays,  
February 9-April 20, 7-9 p.m.  
10 sessions. Longmont High School. \$110.

### NC W 008 Short Story Workshop

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

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

Section 50L: Wednesdays,  
February 9-March 16, 7-9 p.m.  
6 sessions. Longmont High School. \$70.



# Practical instruction to make you more marketable and effective now.

**B**usinesses today need people with a broad range of skills who can communicate up, down and across the organizational chart. This is instruction designed to make you more effective and more valuable at work. With this in mind, please note:

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

## Management Development Certificate of Achievement

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

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

**Classes will not meet January 17 and March 21-26.**

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## Skill Level Guide

### A Guide to Business Courses' Recommended Skill Levels

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

#### Beginning

No previous experience necessary.

#### Intermediate

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

#### Specialized

Intermediate skills but specific on-the-job application.

#### Advanced

Assumes experience in many areas of management.

#### All Levels

Course encompasses varied levels of experience.

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## Getting Started

### NC B 100

#### Basic Skills for the Supervisor

Beginning Level

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

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

Section 500: Mondays, February 7-March 14, 7-9 p.m. 6 sessions. Business 250. \$110.

## Accounting/Finance

### NC B 110

#### Accounting and Budgeting for the Non-Accountant\*

Beginning Level

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

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 500: Saturdays, February 5-12, 9 a.m.-4:30 p.m. 2 sessions. University Computing Center 123. \$150.

*Alan Kreglo teaches Managing People as a "think tank" kind of class that opens students' eyes to the range of things that influence an employee's performance. The class involves lots of role playing and discussion. When he's not teaching, Alan manages the compensation programs at the University of Denver and is directing a major supervisory training program there.*

### NC B 015

#### Understanding and Using Financial Statements

Beginning Level

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

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

Section 500: Tuesdays, January 25-February 1, 6-8:30 p.m. 2 sessions. Business 250. \$55.

### NC B 330

#### Quicken! An Accounting Program for the IBM and Compatibles

Specialized Level

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

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

Section 500: Thursday, February 3, 9 a.m.-3 p.m. 1 session. University Computing Center 114. \$90.

## Entrepreneurism/Small Business

### NC B 400

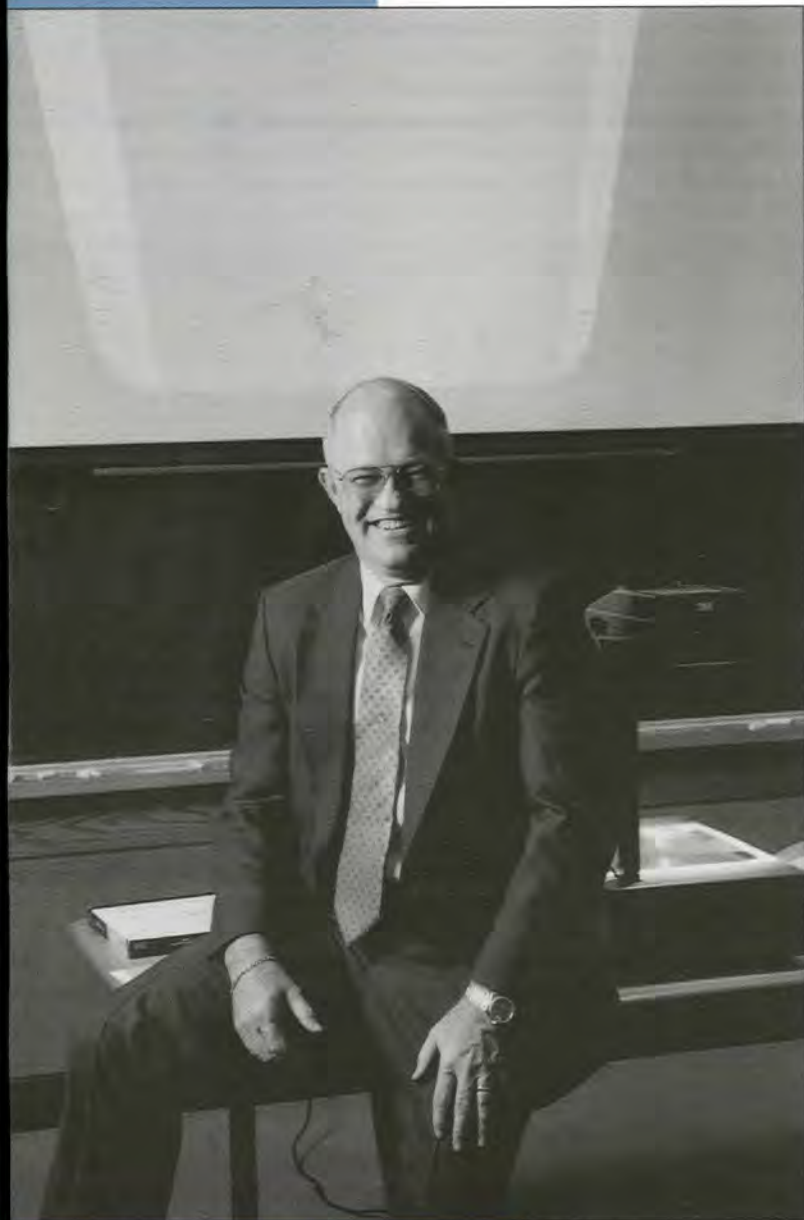
#### Entrepreneurism—Are You Ready?

All Levels

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

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

Section 500: Saturday, February 19, 9 a.m.-5 p.m. 1 session. Duane Physics G116. \$75.





### NC B 280 Entrepreneurial Strategic Analysis and Competitive Positioning

Intermediate Level

Learn how to develop appropriate strategic plans that reflect changing business conditions. Subjects addressed: organizational size and structure; external business forces; recognized opportunities and threats; organizational strengths and weaknesses; and monitoring, quality and accountability in total quality management.

Jeffrey R. Sauter, M.B.A., is a consultant in strategic positioning, market analysis, growth financing, and working capital management.

Section 500: Thursdays,  
February 3-March 3, 6-9 p.m.  
5 sessions. Economics 205. \$115.

### NC B 270 Entrepreneurial Financing and Financial Management

Intermediate Level

Learn the process of obtaining capital, identifying capital sources, developing and using financial statements, and managing working capital. This is a nuts-and-bolts exercise in cash budgeting and cash cycle analysis, financial ratio analysis, and management reports.

Jeffrey R. Sauter, M.B.A., is a consultant in strategic positioning, market analysis, growth financing, and working capital management.

Section 500: Thursdays, March 10-April 14,  
6-9 p.m. 5 sessions. Economics 205. \$115.

### NC B 120 Writing Business Plans

Beginning Level

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

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

Section 500: Tuesdays, February 8-15,  
6-8:30 p.m. 2 sessions. Business 250. \$55.

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

All Levels

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

David Rye, M.B.A., Ph.D. candidate, is an author and runs his own home business.

Section 500: Saturday, February 19,  
9 a.m.-4 p.m. 1 session. Hellems 137. \$70.

## Professional Development

### NC B 165 Improving Your Listening and Communication Skills

Beginning Level

"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. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of your communication style and accept half the responsibility in the communication process.

Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.

Section 500: Mondays,  
February 7-March 7, 7-9 p.m.  
5 sessions. Hellems 245. \$70.

### NC B 014 Handling Difficult People

All Levels

You can't escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.

Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.

Section 500: Tuesday, February 1, 6-9 p.m.  
1 session. Duane Physics G116. \$35.

### NC B 255 Creativity in the Work Place

Intermediate Level

Increase your personal creativity and promote a creative work environment. Understand the inhibitors to creative thinking and how to overcome these barriers. Creative problem solving will be presented for both individuals, and in groups.

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

Section 500: Saturdays,  
February 5-12, 8:30 a.m.-12:30 p.m.  
2 sessions. Business 250. \$80.

### NC B 160 When Women Work Together

Intermediate Level

At work, women's expectations of their relationships with women, is different from working with men. Learn how to work positively and productively with other women, building connections, caring, cooperation and competence. Topics include: "taking it personally," liking and being liked, the friendship dilemma, mothers and daughters, and options for mentoring.

Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.

Section 500: Saturday, February 5,  
8:30 a.m.-12 p.m. 1 session.  
Duane Physics G116. \$50.



*Carroll Meeban is a director in the engineering department of Mile High Equipment Company, Denver, taking a business course hoping to refine the insights of a 20-year career in management.*



## Sales/Marketing

### NC B 210 Understanding Marketing: Developing and Promoting Your Product or Service\*

Intermediate Level

You have a product, service or idea. How do you sell it to potential customers? This requires understanding marketing. This class discusses formulating your ideas; planning and setting objectives; understanding the market and your customer; assessing the competition; developing and promoting your products; getting products to market; and customer service.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on the development of marketing plans, project management and writing.

Section 500: Tuesdays, February 1-March 8, 6:30-8:30 p.m. 6 sessions. Hellems 247. \$110.

### NC B 350 Public Relations for Business

Intermediate Level

Public relations is an essential component of every company, whether enhancing your image, launching a new product, or increasing your business. Topics covered: the critical elements of a successful p.r. program; the basic do's and don'ts of p.r. and media relations, special events and newsletters; fitting p.r. activities into your schedule; and evaluating your p.r. effort.

Chuck Gross, A.P.R., is vice president-account services of a public relations, advertising and market research firm.

Section 500: Tuesdays, February 8-15, 6-9 p.m. 2 sessions.  
Duane Physics G025. \$65.

### NC B 410 Techniques of Successful Selling

Intermediate Level

Cultivating and keeping customers is essential to your business. Learn proven techniques for identifying prospects and their needs, telephone tips, strategies, presentation, overcoming obstacles and more. Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.

Section 500: Saturday, February 19, 9 a.m.-4 p.m. 1 session. Hellems 245. \$65.

### NC B 295 Marketing for Professional Services

Intermediate Level

Take the mystery out of marketing your professional service and avoid costly mistakes with these practical hands on strategies. Evaluating consumer needs, low cost growth strategies, maximizing referrals, when and how to use advertising, and developing your personalized marketing plan will be covered.

Suzanne Houck, M.B.A., is president of a national training and marketing company.

Section 500: Saturday, February 5, 9 a.m.-4 p.m. 1 session. Business 251. \$85.

## Supervision/ Management

### NC B 230 Critical Issues in Current Management\*

Intermediate Level

Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing "problem" employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.

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

Section 500: Mondays, March 28-April 25, 7-9 p.m. 5 sessions. Business 250. \$99.

### NC B 245 Managing People\*

Intermediate Level

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

Alan Kreglo, M.S., has been a manager in lab research, manufacturing and editorial staffs.

Section 500: Thursdays, February 3-March 3, 7-9 p.m. 5 sessions. Hellems 237. \$95.

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### NC B 340 Shifting to Self-Managed Work Teams

Specialized Level

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

Loren Ankarlo, B.A., is president of his own training company.

Section 500: Saturday, February 19, 9 a.m.-4 p.m. 1 session. Hellems 237. \$65.

### NC B 290 Crisis Management

Intermediate Level

An organization's ability to respond to man-made or natural crises depends on preplanning, and smooth management and execution. Potential problem analysis, anticipating problems, and taking both preventive and contingent actions will be discussed. Recent real-life crises will be used as illustrations.

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

Section 500: Saturdays, February 19-26, 8:30 a.m.-12:30 p.m. 2 sessions. Business 250. \$80.

### NC B 320 Developing a Performance Evaluation

Intermediate Level

Learn how to design and use a performance plan for evaluation and employee counseling. Elements of a performance plan and appraisal; the role of counseling; job enrichment and employee satisfaction; evaluating participation in the evaluation process; and implementing the plan in the workplace will be covered. Students will develop a performance evaluation to use in their own offices.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing and editorial staffs.

Section 500: Saturday, February 19, 9 a.m.-1 p.m. 1 session. Hellems 229. \$50.

## Organizational Development/ Human Resources Management

### NC B 260 Creating Environments that Motivate

Intermediate Level

Different aspects of organizational structure, including leadership, teams and team building, change management, organization development and culture can all affect employee motivation. Learn how to facilitate communication, develop systems thinking, human resources management, and conduct research to find solutions to organizational problems. What competencies are necessary to be an exceptional manager or supervisor in the '90s? Learn all of this in this workshop.

Karen Becker, M.A., is Manager of Training and Organization Development at a high-tech firm.

Section 500: Saturdays, February 19-26, 9 a.m.-4 p.m. 2 sessions. Hale 240. \$115.

### NC B 250 Basics of Human Resources Management

Beginning Level

In today's competitive climate, human resources management is an important business component. Recruitment and the selection process, equal employment opportunity laws and harassment issues; the compensation process; benefits, human resources issues; and careers in human resources will be discussed.

Paul Terry, M.B.A., SPHR, is Director of Human Resources at a major engineering company.

Section 500: Tuesdays and Thursdays, March 29-April 7, 7-9:30 p.m. 4 sessions. Hellems 81. \$95.

## Writing

### NC B 475 How to Write Better Business Letters, Memos and Reports

All Levels

Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap, dialog, brainstorm and freewrite, to define audience, purpose, and develop collaborative efforts between writers and editors.

Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.

Section 500: Saturday, February 12, 9 a.m.-4:30 p.m. 1 session. Duane Physics G025. \$70.

### NC B 470 Technical Writing

All levels

Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, M.B.A., author of the bestseller *Workbench Guide to Electronic Circuits* and is a consultant with major engineering and research firms.

Section 500: Tuesdays, February 1-22, 6:30-9 p.m. 4 sessions. Duane Physics G027. \$99.

*Karen McBryant is an administrative assistant for Dr. Hans Kuisle, a plastic and reconstructive surgeon. Karen took Managing People to complete the requirements for the Management Certificate. She says, "Of all the courses I've taken, I liked this one best." Apart from her certificate work, Karen has also taken computer and marketing classes through Continuing Education.*









# Tune up your skills with instructors who put the "edge" in knowledge.

Software gets better and better and computers get faster and more powerful. But finding time to keep up is a challenge. Courses in Computer Applications make it easy. You can earn a certificate, or just learn some shortcuts. Either way, you can count on individual attention from outstanding instructors who will help you learn what you need to know as painlessly as possible—whether you're a veteran or a cautious latecomer.

## Certificate in Computer Applications

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

- A. Four required core courses:
1. Computer Literacy\* (CCA 100)
  2. Concepts of Data Processing and Information Technology (CCA 335)
  3. Computer Application Systems Overview (CCA 340)
  4. Software Development and Maintenance (CCA 350)

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

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

*Tom Harrold has been teaching programming at CU for 12 years, both credit and noncredit courses. This spring he's teaching Introduction to Programming Using Pascal, a noncredit lab course structured after CSCI 1200, a course for programming majors. It's a hands-on class that has students creating programs from the first class session. Tom says the most startling thing students learn is that it works! "When they design something using their own logic and it solves a problem and produces results, they get very excited." Tom's background includes experience in industry as a programmer and systems analyst for IBM and in education, as a high school math teacher. He has traveled extensively and taught overseas in France, Okinawa, Japan and Nicaragua. And in 1989, he spent a summer in Zimbabwe, helping to set up a computer lab in a school for disadvantaged children outside the capital city of Harare.*

## Leading-Edge Courses and Equipment

We offer leading-edge courses in:

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

We instruct on leading-edge equipment:

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

## Recommended Skill Levels

### Beginner

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

### Novice

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

### Intermediate

Familiarity with specific software applications and/or systems.

### Specialized

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

### Advanced

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

## Essential Information

Registration for most courses is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class.

## Tuition and Refunds

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

## Questions?

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



# Computer Applications Courses, Spring 1994

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## Understanding Computers

### Getting Started

#### CCA 100 Computer Literacy

Beginner Level

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

Section 501: John Dick, Ph.D.  
Tuesday, January 18, 6:30-8:30 p.m.  
plus lab sections. Please indicate lab section preference (50A or 50B) at registration:  
Lab Section 50A: Tuesdays,  
January 25-March 8, 6-8 p.m.  
Lab Section 50B: Tuesdays,  
January 25-March 8, 8-10 p.m.

Section 502: Beth Montano, M.S.  
Wednesday, February 16, 6:30-8:30 p.m.  
plus lab sections. Please indicate lab section preference (50C or 50D) at registration:  
Lab Section 50C: Wednesdays,  
February 23-April 6, 6-8 p.m.  
Lab Section 50D: Wednesdays,  
February 23-April 6, 8-10 p.m.

Section 503: John Dick, Ph.D.  
Tuesday, March 15, 6:30-8:30 p.m.  
plus lab sections. Please indicate lab section preference (50E or 50F) at registration:  
Lab Section 50E: Tuesdays,  
March 22-May 3, 6-8 p.m.  
Lab Section 50F: Tuesdays,  
March 22-May 3, 8-10 p.m.

All Sections: 8 sessions.  
Ketchum 303. \$105.

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

## The Computer System

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

Intermediate Level

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

Ron Clarke, M.S.

Section 500: Thursdays,  
January 20-March 10, 7-9:30 p.m.  
8 sessions. Computing Center 123. \$170.

#### 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: Thursdays,  
March 17-May 5, 6:30-9 p.m.  
8 sessions. Computing Center 123. \$170.



*Marty Kanowitz has gone from 0 to 60 in a couple of courses. A cabinet maker by trade, Marty has gotten the bug bigtime, and is doing some advanced tinkering on his home PC. He says the instruction is "really exciting" and will use his new skills to enhance business capabilities.*



**CCA 354****Introduction to Networks**

Intermediate Level

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

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

Section 500: Mondays,  
March 28-April 11, 6:30-9:30 p.m.  
3 sessions. Computing Center 123. \$95.

**IBM and Compatible  
Systems****The DOS System****CCA 120****Introduction to the IBM and  
Compatible Personal Computer**

Beginner Level

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

Section 501: Pat Melton, M.A.  
Tuesday, Thursday, Tuesday,  
January 18, 20, 25, 6:30-9:30 p.m.  
3 sessions. Engineering Center CR 2-1.

Section 502: Dale Heuer, MBA  
Wednesdays, February 9-23, 6:30-9:30 p.m.  
3 sessions. Engineering Center CR 2-1.

Section 503: Verlene Leeburg, M.A.  
Tuesdays, February 22-March 8,  
6:30-9:30 p.m. 3 sessions.  
Computing Center 142.

Section 504: Nancy Van Wechel, MBA  
Saturdays, March 19-26, 9 a.m.-2:30 p.m.  
2 sessions. Computing Center 114.

All Sections: \$90.

**CCA 200****Using MS-DOS**

Novice Level

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

Section 501: Dale Heuer, MBA  
Wednesdays, January 19-February 2,  
6:30-9:30 p.m. 3 sessions.  
Engineering Center CR 2-1

Section 502: Nancy Van Wechel, MBA  
Saturdays, January 22-29, 9 a.m.-2:30 p.m.  
2 sessions. Engineering Center CR 2-1.

Section 503: Pat Melton, M.A.  
Tuesdays, February 22-March 8,  
6:30-9:30 p.m. 3 sessions.  
Engineering Center CR 2-1.

Section 504: Verlene Leeburg, M.A.  
Thursdays, March 17-31, 6:30-9:30 p.m.  
3 sessions. Computing Center 142.

All Sections: \$90.

**CCA 203****Intermediate DOS**

Intermediate Level

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

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

Section 501: Saturday, March 5.

Section 502: Saturday, April 9.

Both Sections: 9 a.m.-5 p.m. 1 session.  
Engineering Center CR 2-1. \$90.

**CCA 303****Advanced DOS/Windows**

Specialized Level

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

Jerry Reynolds, MSEE

Section 500: Tuesdays,  
March 15-April 5, 6:30-9:30 p.m.  
4 sessions. Computing Center 114. \$135.

**CCA 210****Introduction to Windows  
(Version 3.1)**

Novice Level

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

Section 501: Verlene Leeburg, M.A.  
Wednesdays, January 19-26, 6:30-9:30 p.m.  
2 sessions. Computing Center 114.

Section 502: Dennis Taylor, M.S.  
Wednesdays, February 9-16, 6:30-9:30 p.m.  
2 sessions. Computing Center 142.

Section 503: Dale Heuer, MBA  
Wednesdays, March 2-9, 6:30-9:30 p.m.  
2 sessions. Computing Center 114.

Section 504: Lisa Kelly, B.A.  
Saturday, April 9, 9 a.m.-4 p.m.  
1 session. Computing Center 114.

All Sections: \$80.





## Word Processing

### CCA 375 Word for Windows (Version 2.0)

Novice Level

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

Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 500: Wednesdays,  
January 19-February 2, 6:30-9:30 p.m.  
3 sessions. Computing Center 142. \$120.



*Michelle Sharon has taught around the Boulder area and now teaches exclusively for Continuing Education. She says, "This is my favorite. And the students are great." Michelle teaches Basic MS-DOS, Lotus and WordPerfect for Windows. As Abacus Consulting, she also does some computer consulting.*

### CCA 352 Word for Windows: Styles and Formats

Intermediate Level

Word for Windows has incredible formatting and design capabilities built into it. Learn how to develop "styles" and "templates" that can be used to prepare "master documents". Projects in which several documents need to have the same look are accomplished in a fraction of the time!

Prerequisite: CCA 375 Word for Windows or equivalent. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 500: Wednesdays,  
February 23-March 2, 6:30-9:30 p.m.  
2 sessions. Computing Center 142. \$80.

### CCA 353 Word for Windows: Merging and Linking Files

Intermediate Level

The Windows environment and the power of Word combine to allow merging files of different types, i.e., word processing documents with spreadsheets with databases. A dynamic linking of files is also possible. In the dynamic linking, a spreadsheet, for example, is linked with a word processing document; editing the spreadsheet information while in the word processor causes the original spreadsheet to be edited as well. Your efficiency and accuracy are dramatically increased.

Prerequisite: CCA 375 Word for Windows or equivalent. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 500: Tuesdays,  
March 29-April 5, 6:30-9:30 p.m.  
2 sessions. Computing Center 142. \$80.

### CCA 380 Beginning WordPerfect 5.1 Word Processing (DOS)

Novice Level

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

Lisa Kelly, B.A., Certified WordPerfect Instructor

Section 500: Wednesdays,  
February 2-16, 6:30-9:30 p.m.  
3 sessions. Computing Center 114. \$120.

### CCA 382 Intermediate WordPerfect 5.1 (DOS)

Intermediate Level

If you like WordPerfect 5.1, this course helps you use it to full advantage. We cover tables, merge and sort functions, headers and footers, and macro generation. Prerequisite: CCA 380 Beginning WordPerfect 5.1 Word Processing or equivalent. Bring a 5¼ inch DS/DD diskette.

Lisa Kelly, B.A., Certified WordPerfect Instructor

Section 500: Thursdays,  
April 7-21, 6:30-9:30 p.m.  
3 sessions. Computing Center 142. \$120.

### CCA 384 Advanced WordPerfect 5.1 (DOS)

Intermediate Level

Take advantage of WordPerfect 5.1's formatting capabilities! Learn how to work with different styles and sizes of fonts; create and edit document styles, work with text columns, imbed picture and text graphics in a document, and develop a table of contents for a document. Use all these features to assemble a newsletter. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., Certified WordPerfect Instructor

Section 500: Monday and Wednesday,  
April 18-20, 6:30-9:30 p.m.  
2 sessions. Computing Center 114. \$80.

### CCA 392 WordPerfect 5.1 in the Business Office

Intermediate Level

This course focuses on specific applications of WordPerfect 5.1 (DOS) for use in an office environment. Learn handy shortcuts that will help speed up and automate your daily use of WordPerfect. Use multiple tables to create a simple form, and learn how to rotate text within a table cell. Use some of the advanced macro techniques to create business letterhead with graphic lines, create an envelope with your return business address, and develop an interoffice memorandum form that types in standard information and pauses for the variable information. You'll leave this class knowing how to tailor WordPerfect 5.1 to your specific office needs. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., Certified WordPerfect Instructor

Section 500: Saturday, May 14,  
9 a.m.-4 p.m. 1 session.  
Computing Center 142. \$80.



## Spreadsheets

### CCA 393 WordPerfect 5.1 Tips and Tricks

Intermediate Level

Unlock the power and potential of WordPerfect 5.1 with these handy tips and tricks. Learn how to speed up and improve your performance by automating daily tasks. Learn many undocumented short cuts such as: the on-screen ruler; using dot leaders; moving copy; and blocking shortcuts. Let this three-hour session change your way of working with WordPerfect 5.1 **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., Certified WordPerfect Instructor

Section 500: Wednesday,  
April 13, 6:30-9:30 p.m.

1 session. Computing Center 114. \$40.

### CCA 394 Beginning WordPerfect 5.2 for Windows

Novice Level

Tap into the power of WordPerfect 5.2 for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Some experience with Windows is required.

Michelle Sharon, B.S.

Section 500, Saturdays,  
February 12-19, 9 a.m.-2:30 p.m.

2 sessions. Computing Center 114. \$120.

### CCA 395 Intermediate WordPerfect 5.2 for Windows

Intermediate Level

In this WordPerfect 5.2 for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect. **Note:** this course is designed for the experienced WordPerfect 5.2 for Windows user.

Michelle Sharon, B.S.

Section 500: Saturdays,  
March 19-26, 9 a.m.-2:30 p.m.

2 sessions. Computing Center 142. \$120.

### CCA 396 Advanced WordPerfect 5.2 for Windows

Intermediate Level

WordPerfect 5.2 for Windows holds great formatting capabilities. You will learn about font styles and sizes; create and edit document styles; work with text columns, imbed picture and text graphics in a document; and develop a table of contents for a document. Use all these features to assemble a newsletter. **Note:** this course is designed for the experienced WordPerfect 5.2 for Windows user.

Michelle Sharon, B.S.

Section 500: Saturday, April 23,  
9 a.m.-4 p.m. 1 session.

Computing Center 114. \$80.

### CCA 345 Beginning Excel for Windows (Version 4.0)

Novice Level

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

Section 501: Peggy Purvis  
Tuesdays, January 18-25,  
6:30-9:30 p.m. 2 sessions.

Section 502: Dennis Taylor, M.S.  
Saturday, February 5,  
9 a.m.-4 p.m. 1 session.

Both Sections: Computing Center 114. \$80.

### CCA 346 Intermediate Excel for Windows (Version 4.0)

Intermediate Level

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

Dennis Taylor, M.S.

Section 500: Tuesdays, March 15-22,  
6:30-9:30 p.m. 2 sessions.

Computing Center 142. \$80.

### CCA 348 Advanced Excel for Windows (Version 4.0)

Intermediate Level

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

Dennis Taylor, M.S.

Section 500: Thursdays,  
March 31-April 7, 6:30-9:30 p.m.

2 sessions. Computing Center 114. \$80.

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

Novice Level

Boost your productivity by learning to use Lotus efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. Bring a 5¼ inch DS/DD diskette.

Peggy Purvis

Section 500: Saturday,  
January 22, 9 a.m.-4 p.m.

1 session. Computing Center 114. \$80.





## Spreadsheets - cont.

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### CCA 332 Intermediate Lotus 1-2-3 (Version 2.4)

Intermediate Level

Expand your abilities with Lotus 1-2-3 by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features! Prerequisite: CCA 330 Beginning Lotus 1-2-3 or equivalent.

Peggy Purvis

Section 500: Saturday, March 5,  
9 a.m.-4 p.m. 1 session.  
Computing Center 114. \$80.

### CCA 334 Advanced Lotus 1-2-3 (Version 2.4)

Intermediate Level

Maximize Lotus 1-2-3's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisite: CCA 332 Intermediate Lotus 1-2-3 or equivalent.

Peggy Purvis

Section 500: Saturday, April 16,  
9 a.m.-4 p.m. 1 session.  
Computing Center 114. \$80.

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

Novice Level

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

Michelle Sharon, B.S.

Section 500: Wednesdays, March 9-16,  
6:30-9:30 p.m. 2 sessions.  
Computing Center 142. \$80.

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

Intermediate Level

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

Michelle Sharon, B.S.

Section 500: Saturday, April 2,  
9 a.m.-4 p.m. 1 session.  
Computing Center 114. \$80.

### CCA 313 Advanced Lotus 1-2-3 (Version 4.0 for Windows)

Intermediate Level

Maximize Lotus 1-2-3 for Windows efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisite: CCA 312 Intermediate Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.

Section 500: Thursdays, April 14-21,  
6:30-9:30 p.m. 2 sessions.  
Computing Center 114. \$80.

### CCA 347 Introduction to Quattro Pro (Version 4.0 DOS)

Novice Level

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

Peggy Purvis

Section 500: Saturday, February 26,  
9 a.m.-4 p.m. 1 session.  
Computing Center 114. \$80.

### CCA 349 Intermediate Quattro Pro (Version 4.0 DOS)

Intermediate Level

If you have experience designing and building spreadsheets using Quattro Pro, increase your efficiency and power by using ranges, date functions, search and replace, absolute referencing, hiding columns, and protecting cells. Explore the use of database commands and graphics. Prerequisite: CCA 347 Introduction to Quattro Pro or equivalent.

Peggy Purvis

Section 500: Saturday, March 12,  
9 a.m.-4 p.m. 1 session.  
Computing Center 114. \$80.

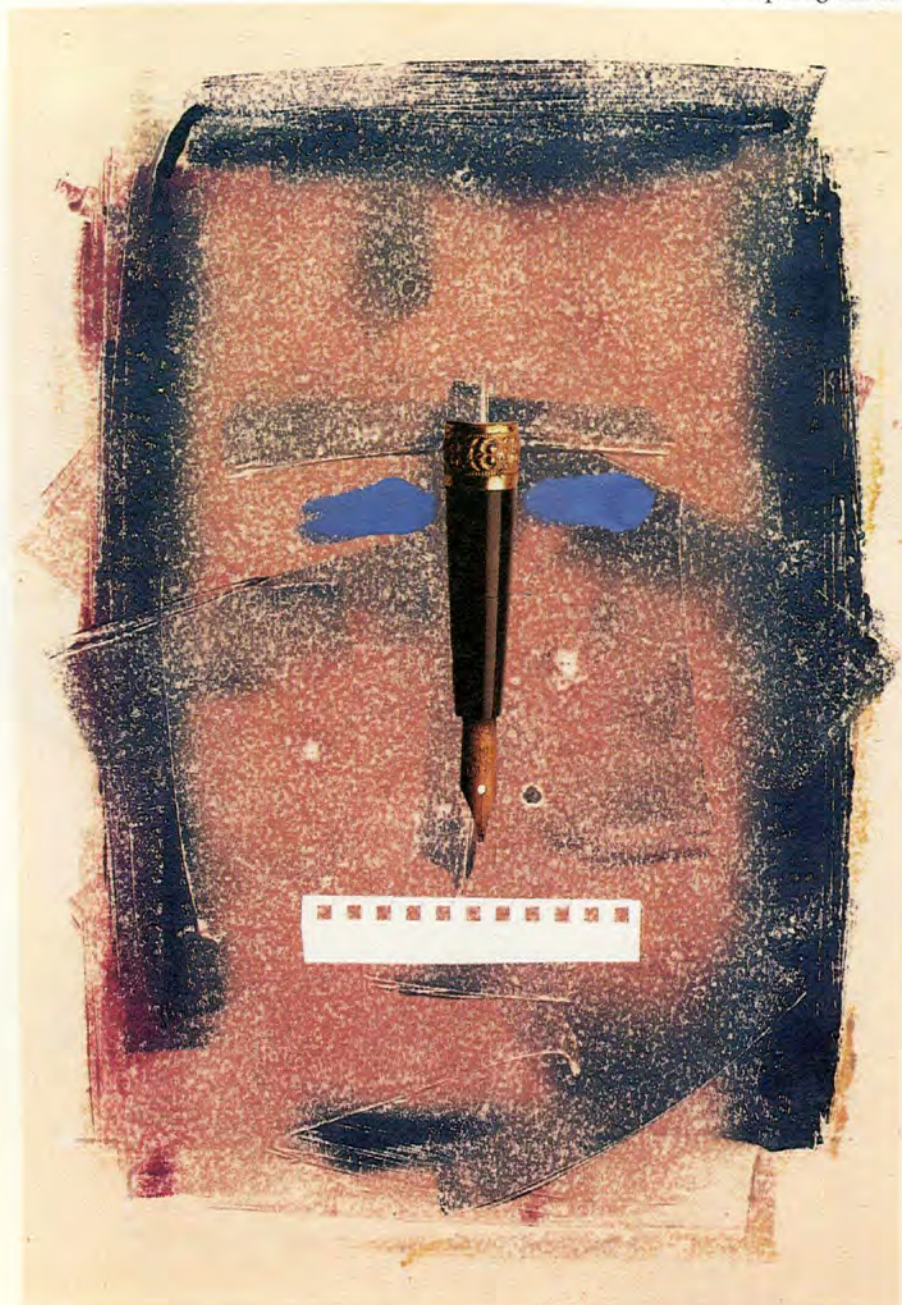
### CCA 344 Introduction to Quattro Pro for Windows

Novice Level

The Windows version of Quattro Pro offers the user access to the special functions available in the Windows environment. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro for Windows. Discover the power of "The Notebook," a Quattro Pro for Windows feature that allows a link between files: e.g. four quarterly reports with an end-of-year report. Some experience with Windows is required.

Samten Nagarajan, B.A.

Section 500: Mondays, April 25-May 16,  
6:30-9:30 p.m. 4 sessions.  
Computing Center 114. \$135.





## Databases

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

Intermediate Level

Become comfortable using the valuable business/research tool, SAS. We cover SAS language, processing data into SAS data sets, manipulating data, SAS procedures for analyzing, rearranging, displaying and summarizing data. We will investigate mainframe and PC SAS and will include a brief description of display manager. A class project will enhance your understanding of SAS.

Otis Pratt, M.S.

Section 500: Tuesdays, March 29-May 3,  
6-9 p.m. 6 sessions.

Engineering Center CR 2-1. \$175.

### CCA 371 Introduction to Paradox for Windows

Novice Level

Design and construct efficient databases for maximum data management using Paradox for Windows. Record, organize, access, and report volumes of data using readily learned techniques built into this powerful data manager. Discover the efficiency of relational databases. Some experience with Windows is required.

Samten Nagarajan, B.A.

Section 500: Thursdays,  
February 17-March 17, 6:30-9:30 p.m.

5 sessions. Computing Center 114. \$165.

### CCA 356 Introduction to Access 1.0 for Windows

Novice Level

Combine the utility of Windows with the data management capabilities of Access 1.0 for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Some experience with Windows is required.

Chris Mattson

Section 500: Wednesdays,  
March 23-April 6, 6:30-9:30 p.m.

3 sessions. Computing Center 142. \$ 120.

*Michael Farnsworth, who works for John Elway Toyota in Longmont, has taken several computer courses through Continuing Education. "I've been hant-and-peck for a lot of years and I'm tired of that." As for the instructors, he's pleased. "I haven't had a bad one yet," he says.*

### CCA 351 Introduction to FoxPro 2.5 for Windows

Novice Level

The Windows version of FoxPro adds even more versatility to this popular database management software. Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. The graphic interface provided by Windows quickens your ability to begin useful data management projects! Some experience with Windows is required.

Bill Devenney

Section 500: Mondays,  
January 24-February 14, 6:30-9:30 p.m.  
4 sessions. Computing Center 114. \$135.

### CCA 357 Intermediate and Advanced Applications with FoxPro 2.5 for Windows

Intermediate Level

Learn how to put your database basics together and build more sophisticated, user-friendly database applications to solve real-life business problems. Utilizing both Windows and DOS environments, FoxPro is the leader in today's "x-base" race. We cover the use of multiple files, menus, screens, use of relations, functions, and indexes. Topics also include programming commands, total system design, and translation from other database languages. Some experience with FoxPro, dBase IV or Clipper required. Bring several 3.5 or 5¼ inch diskettes.

Clyde Getty, B.S.

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

Computing Center 114. \$180.

## 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 lecture 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 third-party software
- Highlights of upcoming CAD Level I and II courses
- The impact and future of CAD
- Hardware and peripherals
- Managing CAD system issues

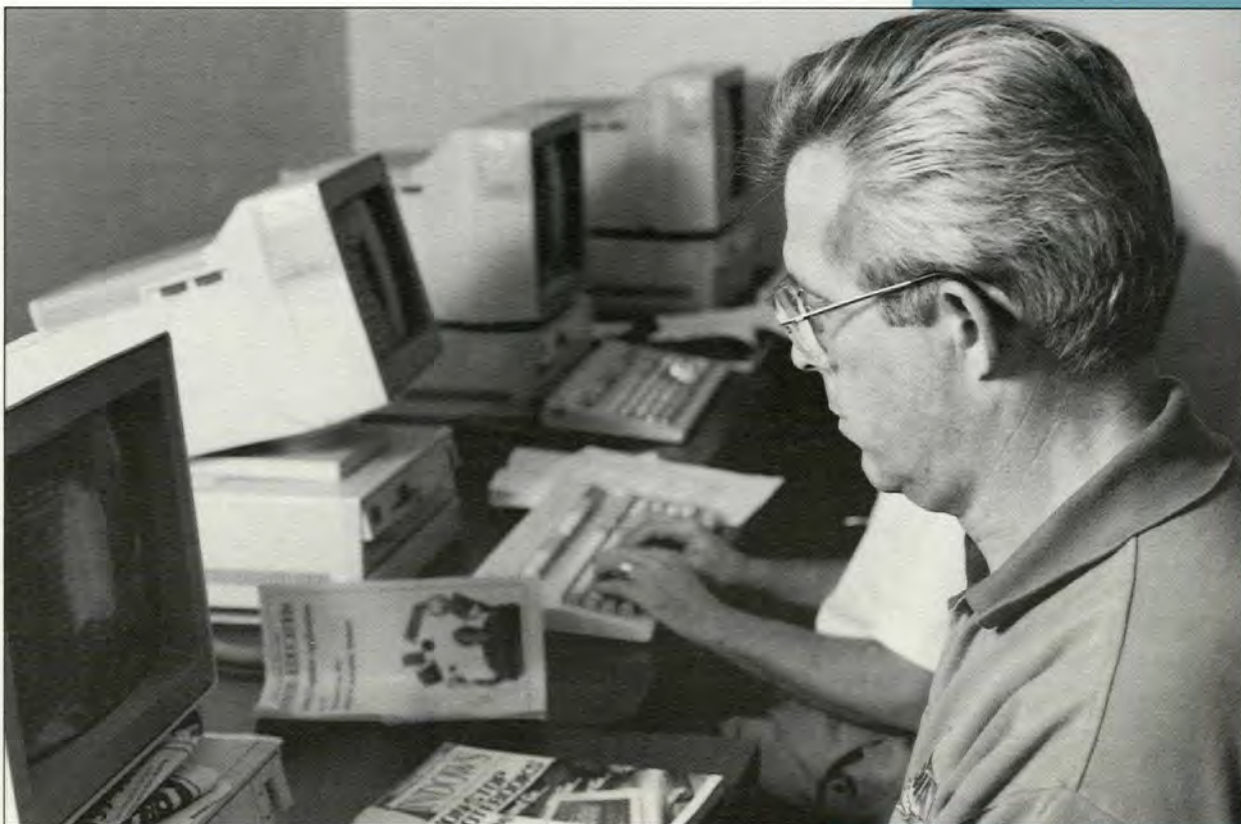
A technical background is not required, but some familiarity with microcomputers is helpful. This introductory course is highly recommended for those who have no CAD background, but have a desire to learn more about this rapidly expanding field.

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

David W. Clafin, M. Arch.

Section 500: Mondays, January 24-31,  
6:30-9:30 p.m. 2 sessions.

Computing Center 142. \$80.





## Computer Aided Design – continued

### CAD 322 Computer Aided Design: Level I

Novice Level

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

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

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

anyone interested in the dynamic CAD field. Text: *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Section 501: David Claffin, M.Arch.  
Saturdays, January 15-29,  
8 a.m.-5 p.m. 3 sessions.

Section 502: Brad Strong, M.A.  
Thursdays, January 20-March 10,  
6:30-9:30 p.m. 8 sessions.

Section 503: Dan Myers, M.S.  
Mondays, February 7-March 28,  
6:30-9:30 p.m. 8 sessions.

All Sections: Computing Center 142. \$295.

### CAD 323 Computer Aided Design: Level I for Windows

Novice Level

The availability of AutoCAD Release 12 for Windows brings the functionality of Windows to the power of AutoCAD. This course covers all of the topics included in CAD 322 Computer Aided Design: Level I while focusing attention on the specifics of this release for Windows. Some experience with Windows is required.

Dan Myers, M.S.

Section 500: Monday-Thursday,  
February 21-24, 9 a.m.-4 p.m.

4 sessions. Computing Center 142. \$295.

### CAD 333 Computer Aided Design: Level II

Intermediate Level

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

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

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

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

Section 501: Dan Myers, M.S.  
Monday-Wednesday, April 4-6,  
9 a.m.-4 p.m. 3 sessions.

Section 502: David Claffin, M.Arch.  
Tuesdays, April 12-May 17,  
6:30-9:30 p.m. 6 sessions.

Section 503: Philip M. Kreiker, MSEE  
Tuesday-Thursday, March 29-31,  
9 a.m.-4 p.m. 3 sessions.

All Sections: Computing Center 142. \$275.

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

Specialized Level

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

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

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

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

Brad Strong, M.A.

Section 500: Saturdays, April 16-30,  
9 a.m.-4 p.m. 3 sessions.

Computing Center 142. \$275.

### CAD 355 AutoCAD 3D and Solids Modeling

Specialized Level

Work with AutoCAD's Advanced Modeling Extension Release 2.1 in a 3D environment. Work will be done on both wire frames and solids modeling. 3D commands and techniques will be explained and applied in class. Topics include:

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

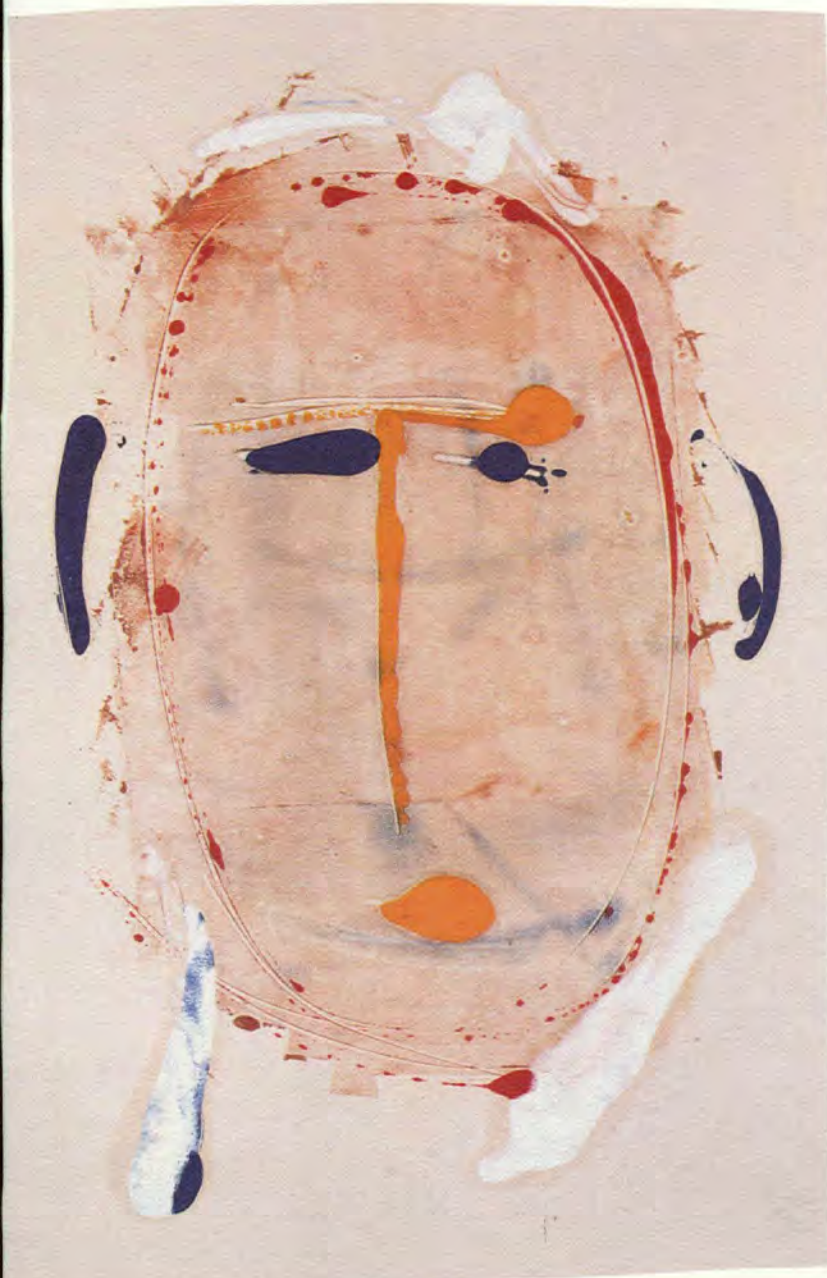
Prerequisites: CAD 322 and CAD 333 Computer Aided Design Level I and II, or equivalent.

Philip M. Kreiker, MSEE

Section 500: Tuesday-Thursday,  
April 12-14, 9 a.m.-3 p.m.

3 sessions. Computing Center 142. \$240.

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## Desktop Publishing

### CCG 377 Introduction to PageMaker Desktop Publishing for the PC (Version 5.0)

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

Bruce Frehner, M.A.  
Section 500: Saturdays, February 5-12,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$165.

### CCG 386 Advanced PageMaker Desktop Publishing for the PC (Version 5.0)

Intermediate Level  
Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look of your work. Prerequisite: CCG 371 Introduction to PageMaker Desktop Publishing for the PC or equivalent. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.  
Section 500: Saturdays, February 19-26,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$165.

### CCG 387 Ventura Desktop Publishing (Version 4.1 for Windows)

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. Experience with a word processing package and with Windows is required. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.  
Section 500: Saturdays, March 5-12,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$165.

## Computer Graphics

### CCG 352 CorelDRAW! 4.0

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

Jerry Reynolds, MSEE  
Section 500: Tuesdays,  
January 18-February 15, 6:30-9:30 p.m.  
5 sessions. Computing Center 142. \$165.

### CCG 353 Micrografx Designer 4.0

Intermediate Level  
Learn this high-ranked illustration package. Micrografx Designer 4.0 has incorporated many new features that will make it a leading contender for illustration. Begin with the basics and continue through to complex text and graphic effects. Learn about color and color separations and how to use the many features of this product to produce professional illustrations.

Jerry Reynolds, MSEE  
Section 500: Mondays, April 11-May 9,  
6:30-9:30 p.m. 5 sessions.  
Computing Center 142. \$165.

### CCG 354 Scanning and Image Editing

Intermediate Level  
Have you ever wondered how to properly scan an image to capture it and place the result into a document or illustration? In this course you will learn what important parameters you have to consider in order to properly scan and edit the result. Learn the leading image editing application Adobe Photoshop 2.5 for Windows. Scan and edit your own photos and clipart to place them into a publication.

Jerry Reynolds, MSEE  
Section 500: Saturdays, April 2-9,  
9 a.m.-4 p.m. 2 sessions.  
Computing Center 142. \$135.

*Bev Nelson (left) took Michelle Sharon's MS-DOS class and says, "I loved it. She was an absolute kick. After a long day at work, you need somebody who's just a little bit zany to get your attention." Bev is a lawyer in Boulder and serves on the CU Alumni Association Board of Directors. She says, "It's great . . . gives me the student perspective and the alumni perspective."*





## Apple Macintosh System

### The Macintosh System

#### **CCA 105** **Introduction to the Macintosh**

Beginner Level

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

Section 501: Scott Dixon, M.A.  
Thursdays, January 20-February 17,  
6:30-9:30 p.m. 5 sessions.

Section 502: Joan Cook  
Saturdays, February 5-12,  
8 a.m.-4:30 p.m. 2 sessions.

Section 503: Bob Carlisle, M.A.  
Tuesdays, April 12-May 10,  
6:30-9:30 p.m. 5 sessions.

All Sections: Fine Arts C1B53. \$100.

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## Word Processing

#### **CCA 378** **Beginning Microsoft Word** **(Version 5.1)**

Novice Level

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

Steven A. Johnson, B.S.

Section 500: Mondays,  
January 24-February 14, 6:30-9:30 p.m.  
4 sessions. Fine Arts C1B53. \$135.

#### **CCA 381** **Advanced Microsoft Word** **(Version 5.1)**

Intermediate Level

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

Steven A. Johnson, B.S.

Section 500: Mondays,  
February 21-March 7, 6:30-9:30 p.m.  
3 sessions. Fine Arts C1B53. \$120.

## Spreadsheets

#### **CCA 336** **Beginning Excel for the Macintosh** **(Version 4.0)**

Novice Level

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

J. Burke Taft, M.Ed.

Section 500: Mondays, March 14-April 11  
(skip March 21), 6:30-9:30 p.m.  
4 sessions. Fine Arts C1B53. \$135.

#### **CCA 341** **Intermediate Excel for the Macintosh** **(Version 4.0)**

Intermediate Level

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

J. Burke Taft, M.Ed.

Section 500: Saturday, April 16,  
9 a.m.-4 p.m. 1 session.  
Fine Arts C1B53. \$80.

## Desktop Publishing

#### **CCG 371** **Introduction to Aldus PageMaker** **(Version 5.0)**

Novice Level

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

Sharon Pike, M.S.

Section 500: Mondays, April 18-May 23,  
6:30-9:30 p.m. 6 sessions.  
Fine Arts C1B53. \$180.

#### **CCG 373** **QuarkXPress for the Designer** **(Version 3.2)**

Novice Level

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

Section 501: Tim Meehan  
Saturdays, January 22-29,  
9 a.m.-5 p.m. 2 sessions.

Section 502: Joan Cook  
Thursdays, February 24-March 24,  
6:30-9:30 p.m. 5 sessions.

Both Sections: Fine Arts C1B53. \$165.



**CCG 374  
Advanced QuarkXPress  
(Version 3.2)**

Intermediate Level

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

Tim Meehan

Section 500: Saturdays, April 2-9,  
9 a.m.-4 p.m. 2 sessions.  
Fine Arts C1B53. \$165.

**CCG 375  
Introduction to FrameMaker 3.0**

Novice Level

FrameMaker 3.0 has its niche in the desktop publishing field in its ability to manage complex technical publications with relative ease. Learn the basic FrameMaker concepts; navigate through FrameMaker windows and controls; build paragraph, character and table formats; use FrameMaker drawing tools; import and manipulate graphics; and take advantage of FrameMaker's productivity tools. Experience with a word processing package and with the Macintosh computer is required.

Stephen Adams, B.S.

Section 500: Saturdays, March 12-19,  
8 a.m.-4:30 p.m. 2 sessions.  
Fine Arts C1B53. \$165.

**Computer Graphics**

**CCG 356  
Basic Macintosh Computer Art**

Novice Level

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

Barry Ratliff, M.F.A.

Section 500: Saturdays, February 19-26,  
9 a.m.-5 p.m. 2 sessions.  
Fine Arts C1B53. \$150.

**CCG 362  
Ray Dream Designer (Version 2.0)**

Intermediate Level

Take your Macintosh designs and art into the third dimension with Ray Dream's 3D modeling software, Designer. By using many familiar Mac drawing tools you will learn how to create objects with depth, shape and volume and place them in scenes that you can control and edit with ease. We will explore how multiple light sources, realistic surface reflections, textures and transparencies can give your work a new dimension, the third dimension. It is suggested that you have some experience with a Macintosh illustrations and/or paint program such as FreeHand, Illustrator, Painter, or Photoshop. Bring several 3.5 inch diskettes to class.

Michael Nash, M.F.A.

Section 500: Thursdays, April 7-21,  
6:30-9:30 p.m. 3 sessions.  
Fine Arts C1B53. \$120.

**CCG 365  
Adobe Photoshop (Version 2.5)**

Intermediate Level

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

Michael Nash, M.F.A.

Section 501: Wednesdays,  
January 19-February 16, 6:30-9:30 p.m.

Section 502: Fridays,  
February 18-March 18, 6:30-9:30 p.m.

Both Sections: 5 sessions.

Fine Arts C1B53. \$210 (includes copy of  
*Adobe: Classroom in a Book*).

**CCG 366  
Adobe Illustrator (Version 5.0)**

Intermediate Level

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

Michael Nash, M.F.A.

Section 500: Wednesdays,  
March 16-April 13, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53. \$165.



*Tammy Duncan works for a day care center in Boulder, as a care giver. She decided that computer literacy was an important part of career planning. After one course, she says, "I'm not intimidated anymore. Now I'm really comfortable working on a computer."*





## Computer Graphics – continued

### CCG 363 Fractal Design Painter (Version 2.0)

Intermediate Level

There is something about drawing a line with a pencil, making a paint stroke with a brush full of richly colored paint, or using pastel chalks on a rough paper that creates a satisfying experience. With Painter, it is now possible to have this same experience using electronic pencils, brushes, and chalk along with a vast array of other artmaking tools. In this class you will learn how to use Painter to create effects such as paint on canvas, watercolor, markers, and pen and ink. Produce original works or base your art on photographs scanned and cloned in Painter. It is helpful to have some experience in software such as Photoshop, or other Macintosh paint programs. Bring several 3.5 inch diskettes and a continuous tone photograph to class.

Michael Nash, M.F.A.

Section 500: Tuesdays,  
February 15-March 15, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53. \$165.

### CCG 364 Creative Painter

Specialized Level

Here is an opportunity for Painter users to get together for some creative problem-solving. A weekly assignment will be discussed in class, looking at the diverse ways in which each class member handles the assignment. You will find that your knowledge of the software will greatly increase and you will gain many useful ideas from classmates. You must have access to a Macintosh with Painter installed. Assignments are designed so that they can be approached from either a basic or more advanced level of experience. A good background can be obtained in CCG 363 Fractal Design Painter.

Michael Nash, M.F.A.

Section 500: Wednesdays,  
April 20-May 18, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53. \$165.

## UNIX Systems

### The UNIX Operating System

#### CCA 360 Introduction to UNIX

Intermediate Level

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

Ed Zucker, M.S.

Section 500: Tuesdays,  
January 18-March 1, 6:30-9:30 p.m.  
7 sessions. Computing Center 123. \$250.

#### CCA 364 Intermediate UNIX

Specialized Level

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

Ed Zucker, M.S.

Section 500: Tuesdays, March 15-April 12,  
6:30-9:30 p.m. 5 sessions.  
Computing Center 123. \$235.

### CCA 358 Programmer's Introduction to the X Window System and OSF/Motif

Advanced Level

The X Window System is one of today's most important window systems, and it is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) for X. This course provides a technical overview of X and the programming fundamentals for the X library, the X Toolkit, and OSF/Motif. Topics include:

- window system concepts and event-driven programming;
- X fundamentals: client/server model, windows, events, graphics, and window managers;
- toolkit fundamentals: callback style programming, widgets, classes, resources;
- the Motif widget set.

Examples given in C. Prerequisite: CCA 325 Intermediate C Programming or equivalent and experience with complex, multi-layered software systems.

Geoff Thompson, M.S.

Section 500: Tuesday, January 25,  
8:30 a.m.-5 p.m. 1 session.  
Computing Center 123. \$150.

### CCA 374 UNIX Programming Tools

Specialized Level

Programmers need to know more than the syntax of the C language to successfully write quality C programs—they need to know the tools for making programs, libraries, and multi-directory projects, the tools for checking source code for bugs, debugging executables, and controlling versions of source code. This course presents the tools for doing C software development in the UNIX programming environment. These tools are essential in the development of small programs or large multi-programmer projects. Topics include:

understanding executables; linking; libraries; using *cc*, *ar*, *nm*, *strings* and *strip*; checking source code with *lint*; using *make* to automate building programs, libraries, and projects; maintaining source code with *SCCS* and *RCS*; and debugging with *dbx* and *sdb*. Prerequisite: CCA 320 Introduction to C Programming, CCA 360 Introduction to UNIX, or equivalent.

Jeff S. Haemer, Ph.D., and David Brown

Section 500: Wednesdays,  
March 9-April 13, 6:30-9:30 p.m.  
6 sessions. Computing Center 123. \$200.



Melissa Andrews is a bond commissioner for Boulder County, who is tuning up computer skills "for my own knowledge" and to help her produce reports at work.



# Programming Programming Languages

## CCA 305 Introduction to Programming I

Novice Level

This is an excellent first programming course. Students will learn the logic patterns needed for structured programming in any language. We will work with if statements, loops and modularized code. Sample Pascal programs will be presented and students will learn to write top-down elegant code. Required text: *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 500: Mondays and Thursdays, January 10-February 14 (skip two), 6-9 p.m. 7 sessions. Engineering Center CR 1-07. \$170.

## CCA 306 Introduction to Programming II

Intermediate Level

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

Charry Stover, M.S.

Section 500: Mondays, February 21-March 7, 6-9:30 p.m. 3 sessions. Engineering Center CR 1-34. \$115.

## CCA 315 Introduction to Programming Using Pascal

Novice Level

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

Tom Harrold, MBS, Ed.D.

Section 500: Tuesdays, January 25-April 5 (skip March 22), 6:30-9:30 p.m. 10 sessions. Engineering Center CR 1-07. \$250.

## CCA 301 Hands-On C

Novice Level

This class will provide an opportunity to learn C programming for those who are new to programming, or want a gentle introduction to C. The course will cover basic I/O, conditionals, loops, functions, and an introduction to pointers. Students will spend most of their time writing C programs on the computer. The course is partially self-paced. The class should reinforce the basic principles of structured programming for those who are new to it. Those with a strong programming background should have the coding of simple C programs "wired" by the end of this class, and find the pursuit of the more arcane aspects of this language a simpler task. Prerequisites: Some actual programming experience, or CCA 305 and CCA 306 Introduction to Programming, Part I and Part II.

Charry Stover, M.S.

Section 500: Mondays, March 28-May 23 (skip one), 6-9 p.m. 8 sessions. Engineering Center CR 2-1. \$200.

## CCA 320 Introduction to C Programming

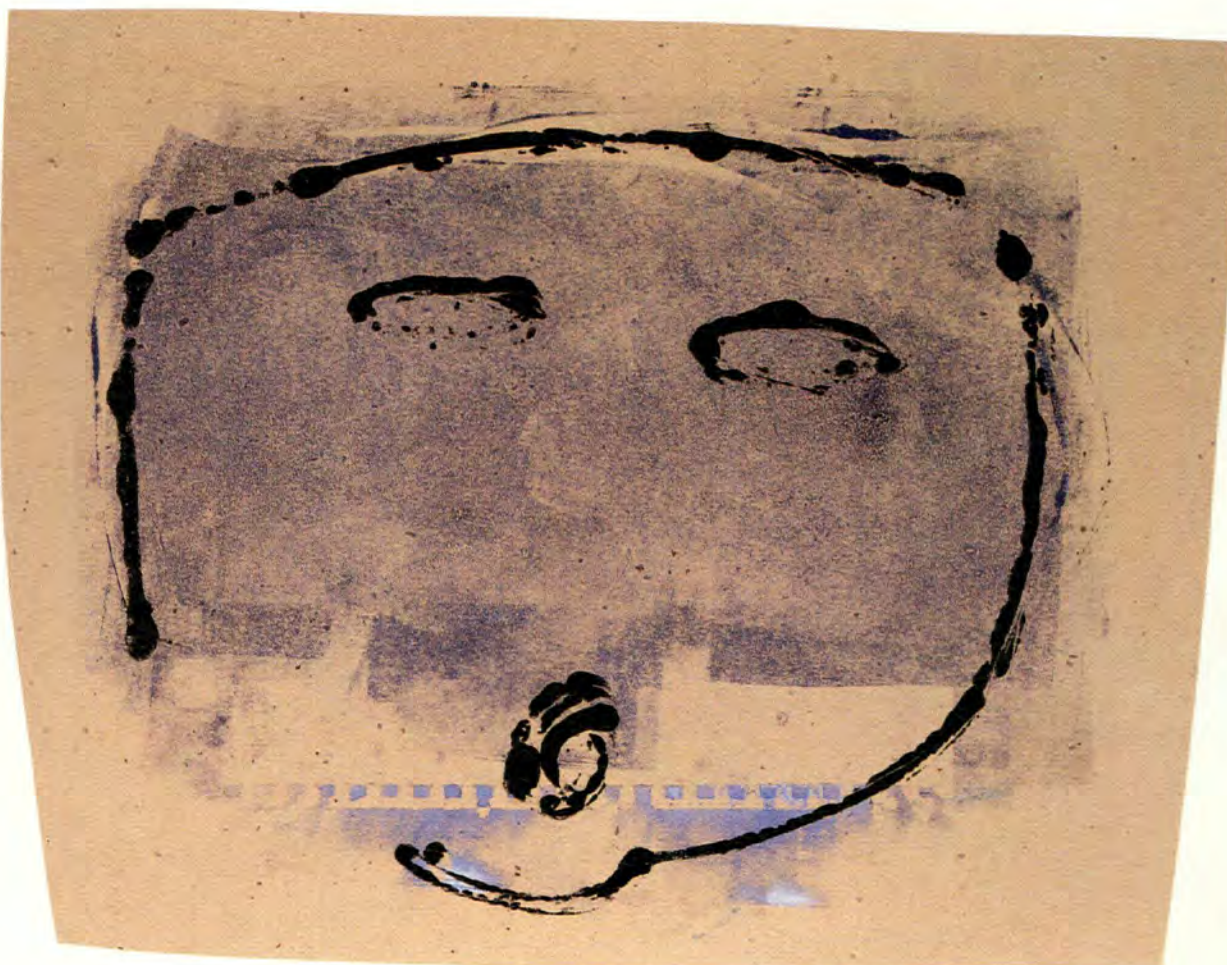
Intermediate Level

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

Carol J. Meier, M.S.

Section 500: Mondays, January 24-March 14, 6:30-9:30 p.m. 8 sessions. Hellems 252. \$265.

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## Programming Languages - continued

### CCA 325 Intermediate C Programming

Specialized Level

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

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

Carol J. Meier, M.S.

Section 500: Mondays, March 21-April 25, 6:30-9:30 p.m. 6 sessions.  
Hellems 252. \$235.

### CCA 324 Advanced Topics in C Programming

Specialized Level

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

Carol J. Meier, M.S.

Section 500: Saturday, January 29, 9 a.m.-4:30 p.m. 1 session.  
Ketchum 206. \$150.

### CCA 327 Introduction to C++ Programming

Intermediate Level

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

Tom Cargill, Ph.D.

Section 500: Mondays, January 24-February 28, 6:30-9:30 p.m. 6 sessions. Hellems 201. \$235.

### CCA 328 Intermediate C++ Programming

Specialized Level

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

Tom Cargill, Ph.D.

Section 500: Mondays, March 21-April 25, 6:30-9:30 p.m. 6 sessions.  
Hellems 201. \$235.

### CCA 329 Advanced Topics in C++ Programming

Specialized Level

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

Tom Cargill, Ph.D.

Section 500: Saturday, January 29, 9 a.m.-4:30 p.m. 1 session.  
Ketchum 207. \$150.

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# Total Quality Management: An American Imperative.

## Professional Certificate Program in Total Quality Management.

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

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

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

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### Our program is unique . . .

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

### TQM Advisory Committee Members

**Charlene Adair**  
Vice President  
Rath and Strong

**Michael Chapman, CQE**  
Total Quality Management Associates

**Barney Feinblum**  
President and Chief Operating Officer  
Natural Venture Partners, Inc.

**Diane Gladue**  
Manager of Continuous Improvement  
Porter Memorial Hospital

**Kenneth Gordon**  
Department Chair  
College of Business and Administration  
University of Colorado at Boulder

**Robert Grubb**  
President  
DTM Products, Inc.

**Garrison Krause**  
Director  
The Center for FutureFocused Leadership

**Bruce Murray**  
Executive Vice President and  
Chief Operating Officer  
ERBTEC Engineering, Inc.

**Vicky Powell**  
Process Quality Engineer  
Storage Technology Corporation

**Sheldon Romer**  
President and General Manager  
Rudi's Bakery

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



*Gail Hytner is the curriculum coordinator for the TQM certificate program, and one of the instructors. An education consultant at StorageTek, she works with quality issues as they relate to training development.*



## Required Courses

### Introduction to Quality Management Fundamentals and Philosophy

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

### Managing the Transition to TQM

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

*TQM participants are a diverse and interesting group. (Left to right) Mary Young is a mechanical engineer with Aztek Engineering. Michael Ramey works for Pinetree, a high-tech firm in Longmont. Dr. Leon Evans, psychiatrist, is medical director of ChoiceHealth, a TQM company.*

### Basic Tools for Improving Quality and Productivity

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

### Building High Performance Work Teams

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

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

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

### Measuring and Achieving Customer Satisfaction

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

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

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

## Elective Courses

### Manufacturing Electives

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

### Service Electives

Implementing TQM in a Service Environment  
Improving Customer Service Processes

### Management Electives

Organizing for Total Quality Management  
Total Quality Management and Strategic Planning

### Open Electives

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

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





## Independent Study

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

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## Real Estate Education

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

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## Teleconferences

Live, interactive access to the best speakers and trainers in your field, via satellite communications. A growing body of users cite the efficiency and value this approach provides. Because they are live, teleconferences may be scheduled just a few weeks in advance. Call (303) 492-5148 for a current listing of upcoming programs.

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

CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.

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## International English Center

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

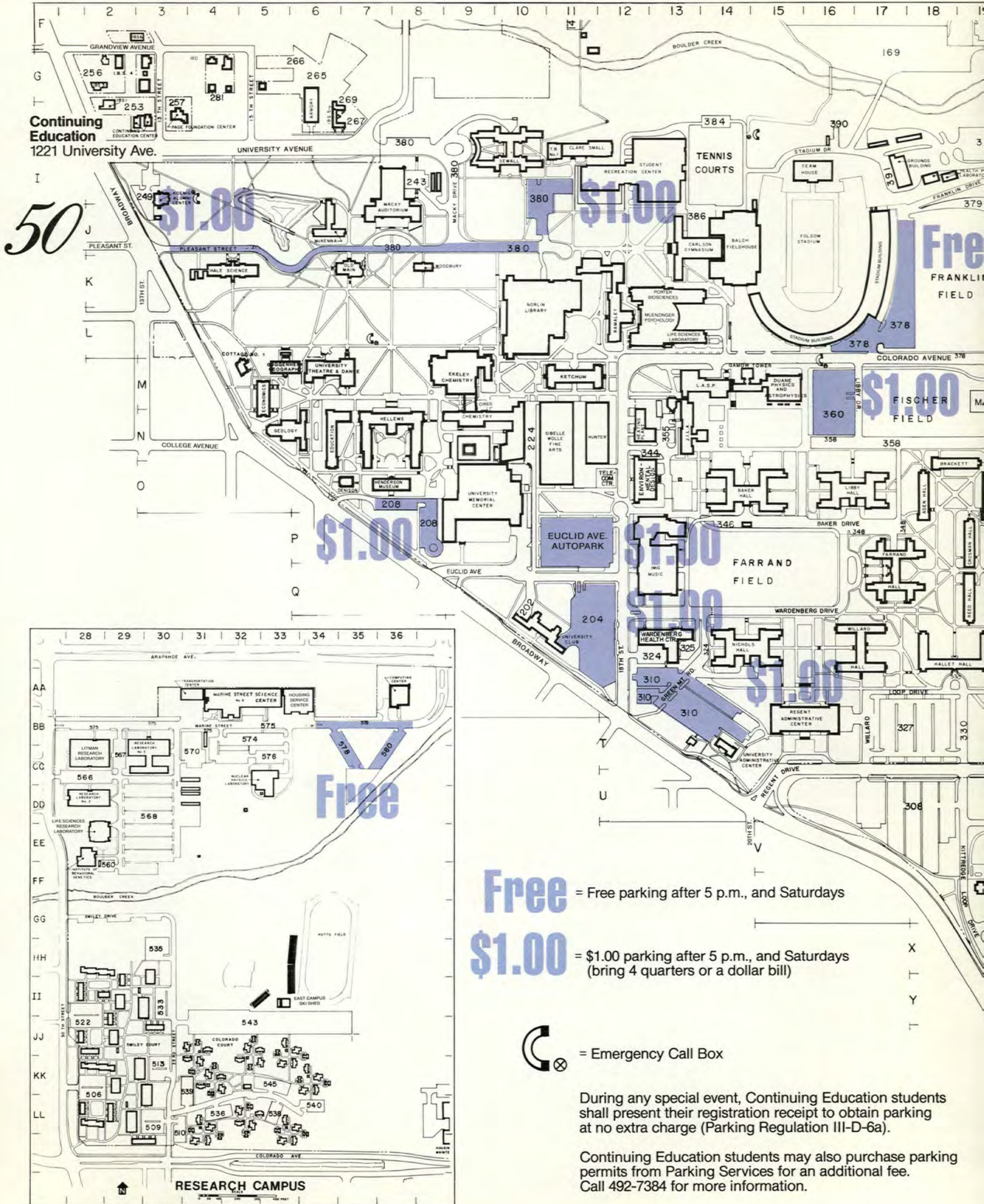
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Campus Map



Continuing Education  
1221 University Ave.

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\$1.00

\$1.00


\$1.00

\$1.00

Free

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

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

 = Emergency Call Box

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

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



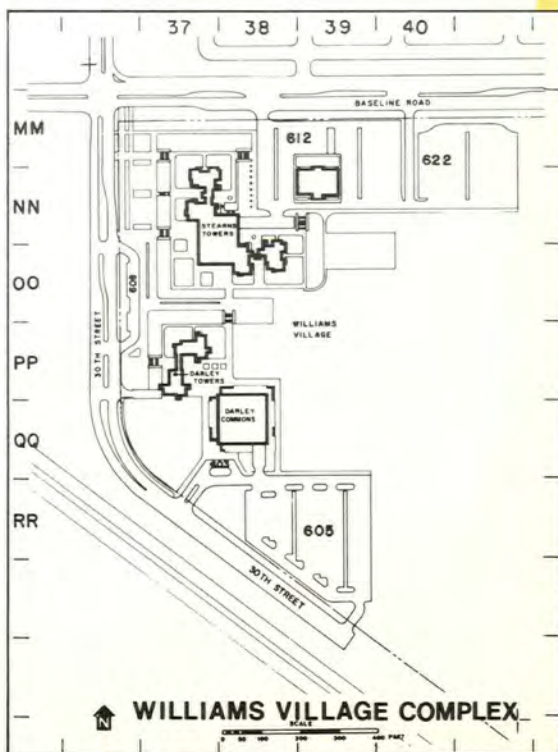
**BUILDING KEY**

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

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

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

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# It's all in your head.

## Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate.
2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate 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 55) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801 between 8 a.m. and 5 p.m..

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

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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.

This publication was printed and mailed using funds generated solely by Continuing Education programs. Continuing Education regrets any printing errors, but accepts no liability for them.

Design/Illustration: Ed Huston

Art Direction: Alana Shaw

Photography: Andy Katz

Typography: Horizon Graphics & Type Co.

Printing: A. B. Hirschfeld Press

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

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For university courses with convenient evening hours.

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

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**Real Estate Education Program**

**Special Professional Programs**

**Video Teleconferences**

**Where Are Courses Given?**

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

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

**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.



Last Name	First Name	Middle Name	Former or Maiden Name
Suffix			

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

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

<b>BIRTHDATE</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; height: 20px;"></td> <td style="width:33%; height: 20px;"></td> <td style="width:33%; height: 20px;"></td> </tr> <tr> <td style="text-align:center">Month</td> <td style="text-align:center">Day</td> <td style="text-align:center">Year</td> </tr> </table>				Month	Day	Year	<b>SEX:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>ETHNICITY:</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	<b>RESIDENCY:</b> <input type="checkbox"/> Colorado <input type="checkbox"/> Other State _____ Abbr. _____	<b>MILITARY SERVICE:</b> <input type="checkbox"/> Non-veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Active Duty Dates _____ to _____	<b>SOCIAL SECURITY NUMBER:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; height: 20px;"></td> <td style="width:33%; height: 20px;"></td> <td style="width:33%; height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align:center; font-size: small;">for record-keeping and identification of students only</td> </tr> </table>				for record-keeping and identification of students only		
Month	Day	Year															
for record-keeping and identification of students only																	
<b>CITIZENSHIP:</b> <input type="checkbox"/> C = U.S. Citizen <input type="checkbox"/> P = Non-U.S. Citizen/permanent status —List alien registr. No. _____ <input type="checkbox"/> T = Non-U.S. Citizen—Country _____ —List Type of Temporary Visa _____																	
<b>MARITAL STATUS:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married																	
<b>FORMER CU STUDENT NUMBER:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:100%; height: 20px;"></td> </tr> </table>																	

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

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

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

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

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

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

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

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

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

**Optional Request for Non-Disclosure of Directory Information**

**Division of Continuing Education**

University of Colorado at Boulder

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

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

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

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

*Tuition Payment by Mail*

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

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

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



# Registration for Certificate and Noncredit Courses

55

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Former Student Number \_\_\_\_\_

Birthday \_\_\_\_\_  
Month/Day/Year

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial Maiden Name

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance.

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

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Tuition Payment by Mail

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

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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

### SELECTIVE SERVICE REGISTRATION CERTIFICATION:

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

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

### 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: \_\_\_\_\_



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