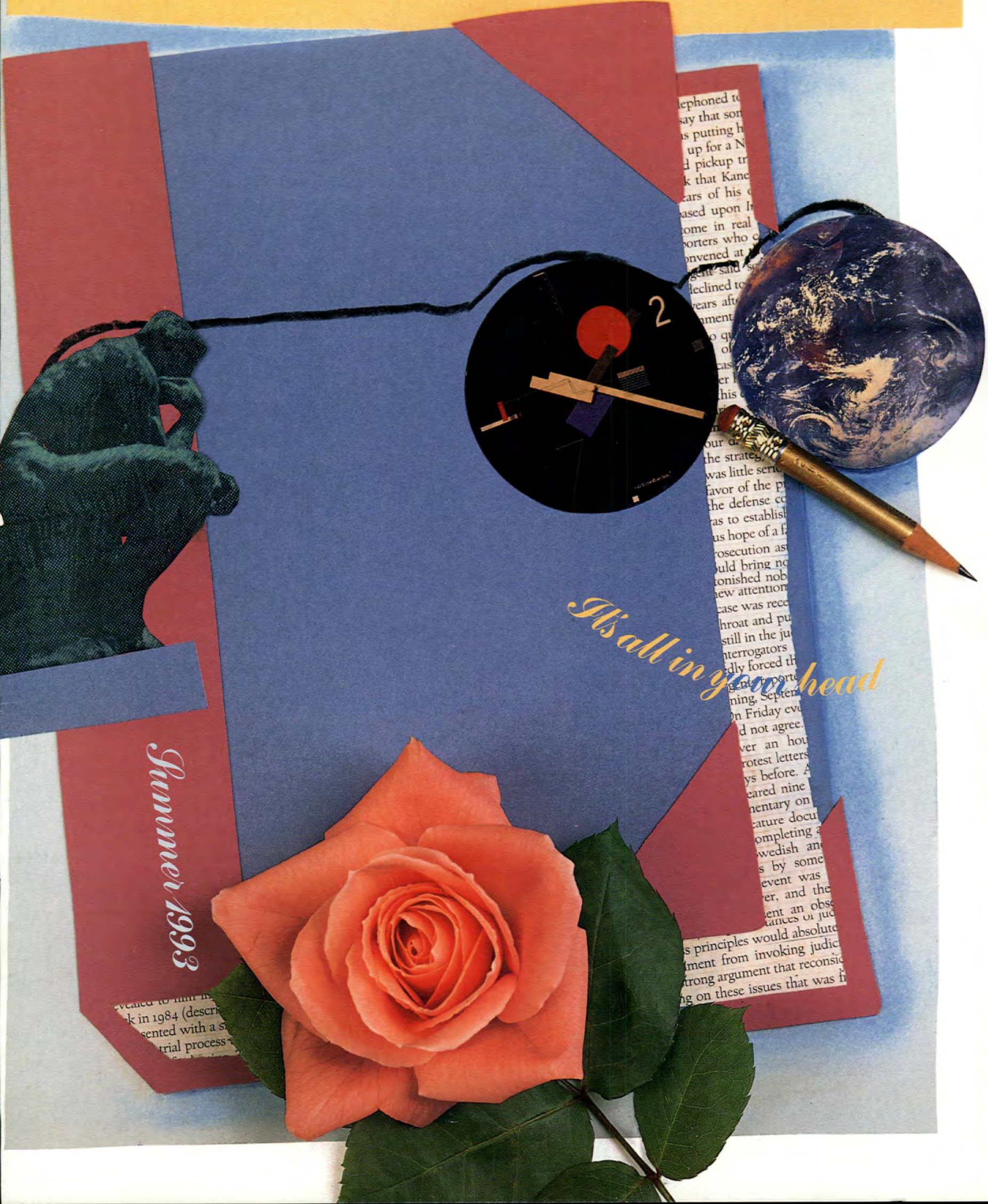


CONTINUING EDUCATION



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It's all in your head

Summer 1993

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It's all in your head.

The flotsam and jetsam of the mind in summertime: memories, daydreams, brilliant ideas, and things to get around to. This summer, give yourself something exciting to think about. Take steps to pursue a career opportunity. Indulge a passion for philosophy, astronomy or photography. Maybe just see how it feels to be back in school. The Division of Continuing Education can help you get started.

Four Ways to Register

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

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



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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.



Accessible Learning for Busy People Like You.

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 \$70 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

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

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

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

- Total library services at no additional charge
- Recreation Center Membership for \$51 a semester
- Wardenburg Student Health Services for \$53 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard. (Please bring photo identification.) Boulder campus validation stickers are not available.

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

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

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

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: Full-time faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning June 7.

Joel Guenther has been teaching for Boulder Evening Credit for more than six years. This summer, he's teaching Comm 2000, Perspectives on Human Communication and Comm 2030, Interpersonal Communication. He says, "Evening classes are just as serious as daytime classes. It's the same material, the same syllabus, the same books. But it's more relaxed, more comfortable,"

partly because evening classes attract a mix that includes some older students whose experiences and ideas keep class discussions lively and relevant. Joel brings a "real world" perspective to his communications classes thanks to his experience in the business community as a communications consultant, who focuses on public speaking and small group development.

Credit Classes Calendar—Dates You Should Know

May 10	First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5:30 Monday through Thursday; 8:30-5 Friday.
June 7	Classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
June 11	LAST DAY TO REGISTER. Withdrawals from classes after this date will appear as a "W" on student's academic record.
June 14	Instructor's signature required to drop classes.*
June 21	Petition required to drop classes.
July 5	Holiday. NO CLASSES.
August 2	Classes end.

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

Refund Schedule for Credit Classes

100% through June 11
60% June 14 through June 18
40% June 21 through June 25

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.**

4



Classes by Starting Date, Summer 1993

Dept.	Course No. & Hours	Section	Time	Course Title
Monday and Wednesday Evening Courses, Begin June 7 and End August 2				
COMM	2000-3	300	6-8:30 p.m.	Perspectives on Human Communication
ECON	2020-3	300	5:30-8 p.m.	Principles of Macroeconomics
ENGL	1600-3	300	5:30-8 p.m.	Masterpieces of American Literature
ENGL	3051-3	300	6-8:30 p.m.	Intermediate Fiction Workshop
GEOG	1982-3	300	6:30-9 p.m.	World Regional Geography
JOUR	1001-3	300	6-8:30 p.m.	Contemporary Mass Media
MATH	1011-3	300	6:30-9 p.m.	Fundamentals and Techniques of College Algebra
PSYC	2062-3	300	6:30-9 p.m.	Nutrition and Behavior
PSYC	4303-3	300	6-8:30 p.m.	Abnormal Psychology
Monday, Wednesday and Friday Course, Begins June 7 and Ends August 2				
FINE	2095-3	300	8:30 a.m.-12 p.m.	First-Year Wheelthrowing
Tuesday and Thursday Evening Courses, Begin June 8 and End July 29				
COMM	1010-3	300	6-8:30 p.m.	Public Speaking
COMM	2030-3	300	6-8:30 p.m.	Interpersonal Communication
ECON	2010-3	300	5:30-8 p.m.	Principles of Microeconomics
ENGL	3021-3	300	6-8:30 p.m.	Intermediate Poetry Workshop
ENGL	3152-3	300	5:30-8 p.m.	Report Writing
FILM	2400-3	300	6-8:30 p.m.	Intermediate Small-Format Production
PHIL	1600-3	300	6:30-9 p.m.	Philosophy and Religion
PSYC	1001-3	300	6:30-9 p.m.	General Psychology
PSYC	4406-3	300	6-8:30 p.m.	Social Psychology

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.



Shu Chaug is an incoming transfer student from Front Range Community College, working on a Business degree. She took Math 1081, Calculus for Social Science and Business, through the Evening Credit program and she says it was "not bad." In fact, she says "the instructor is wonderful. He always tries to help students understand."

Survival Tips

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

Communication

Communication 1010-3 Public Speaking

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hellemes 255. \$218 (resident).

*Communication 2000-3 Perspectives on Human Communication

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. McKenna 112. \$210 (resident).

*Communication 2030-3 Interpersonal Communication

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. McKenna 112. \$210 (resident).

Economics

*Economics 2010-3 Principles of Microeconomics

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

Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Economics 117. \$210 (resident).

*Economics 2020-3 Principles of Macroeconomics

Examines basic concepts of macroeconomics, or behaviors and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets.

Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Section 300: Mondays and Wednesdays, 5:30-8 p.m. Economics 117. \$210 (resident).

Business Majors Kevin McNerney (left) and Michelle Bunting took Math 1081 last semester through the Evening Credit Program. Michelle says she took it as an evening course because "I've taken a lot of Continuing Education courses. I really like it. It's a much more relaxed atmosphere. Small classes. A more diverse student mix. And the teachers are really good."

English

*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.

Section 300: Mondays and Wednesdays, 5:30-8 p.m. Engineering Center CR 1-26. \$210 (resident).

English 3021-3 Intermediate Poetry Workshop

Workshop environment focuses on the poetic possibilities of language and experience, with special attention paid to students' creative ideas, techniques of image-making, surrealism, dream imagery and poetic voice. May be taken up to three times for credit.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hellemes 259. \$210 (resident).

English 3051-3 Intermediate Fiction Workshop

Explores aspects of narrative fiction through both development, narrative voice and structure. Workshop critique of students' writing with a focus on developing individual talents and finished stories. May be taken up to three times for credit.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellemes 259. \$210 (resident).

English 3152-3 Report Writing

Sharpen your ability to write reports, memos, business letters and resumes with clarity and ease. Topics include organizing content, writing for a specific audience, and the writing process. Format combines lecture, discussion and evaluation, with practical skill-building exercises.

Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Engineering Center CR 1-26. \$210 (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.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Ketchum 118. \$210 (resident).



Fine Arts

Fine Arts 2095-3 First-Year Wheelthrowing

Introductory course concentrating on techniques of wheel-thrown forms as they relate to function and nonfunction. Exploration of various glazing and firing methods. May not be repeated. Prerequisite, FINE 2085.

Section 300: Mondays, Wednesdays, Fridays, 8:30 a.m.-12 p.m. Fine Arts IB 30.

\$325 (resident).

Geography

*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.

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Guggenheim 2. \$210 (resident).

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.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hale 240. \$210 (resident).

Mathematics

Mathematics 1011-3 Fundamentals and Techniques of College Algebra

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

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Engineering Center CR 1-42. \$210 (resident).

Philosophy

*Philosophy 1600-3 Philosophy and Religion

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

Section 300: Tuesdays and Thursdays, 6:30-9 p.m. Hellem 267. \$210 (resident).

Psychology

*Psychology 1001-3 General Psychology

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

Section 300: Tuesdays and Thursdays, 6:30-9 p.m. Hale 230. \$210 (resident).

Psychology 2062-3 Nutrition and Behavior

Introduces the science of nutrition together with an examination of its relationship to biochemical and physiological foundations of behavior. Cannot be taken for credit if KINE 3420 has been taken.

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Education 220. \$210 (resident).

Survival Tips

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

Psychology 4303-3 Abnormal Psychology

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Muenzinger E432. \$210 (resident).

Psychology 4406-3 Social Psychology

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E432. \$210 (resident).

Boulder Evening
Credit Classes

7

Survival Tips

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





Exploratory Learning at Its Best.

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 July 5.

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.

Sherry Snyder teaches Study Smarter, a noncredit reading and study skills course that appeals to new students, grad students, transfer students, returning students and people just thinking about returning. It helps students who struggle to keep up and those who excel, because it teaches practical strategies that show how to get more done in less time with better results. Sherry, who is coordinator for the Academic Skills Program at the University Learning Center, says the course is a useful link to the Center and other campus resources. She earned a Masters degree from Nazareth College in Rochester, New York, an Ed. Specialist here at C.U., and she's working on a Ph.D. in Teacher Education/Staff Development at CSU.



Noncredit Courses, Summer 1993

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Architecture and Landscape

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

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

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

Section 100: Tuesday, June 22, 6-9 p.m.
1 session. Hellems 241. \$15.

NCAL 011 Four Season Colorado Landscape

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

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

Section 100: Wednesday, June 23, 6-9 p.m.
1 session. Hellems 241. \$15.

Business

Business classes are now located on pages 16-19.

Fine Arts

NCFA 024 Introduction to Ceramics

Students will be taught the skills and techniques needed to manipulate clay to form both pottery and sculpture. Coil, slab, pinch forming techniques and the use of the potters wheel will be covered. The use of colored engobes and glazes for decoration; the mixing of clay and glazes; and the firing of kilns will also be covered. Students will have ample opportunity to work on their own projects. The tuition for this course covers the cost of the clay that will be provided for the students, as well as for glazing and firing of the students' pieces.

Jim Gubernick, M.F.A., is a graduate part-time instructor in ceramics at CU Boulder and has extensively exhibited his wall sculptures in New York, New Jersey, New Mexico and Colorado.

Section 100: Tuesdays and Thursdays, June 8-July 8, 6-9 p.m. 10 sessions.
Fine Arts C1B30. \$220.

NCFA 020 Introduction to Drawing

No prior art experience necessary. Study basic concepts, line, value, texture and composition to learn skills of observation that teach you the art of drawing. Bring pencil and small sketch pad to first class. Emphasis is on realism.

Rebecca Ramos, M.F.A., majored in printmaking and drawing. She has had shows in Colorado and California.

Section 100: Tuesdays, June 22-July 27, 7-9 p.m. 6 sessions. Fine Arts C153. \$70.

NCFA 005 Life Drawing

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

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

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

Det. Jane Harmer (left) of the Boulder P.D. and Det. Carey Weinheimer of the Financial Crimes Unit in Boulder both took the Retirement Planning course from Laurie Hyland recently. Det. Harmer says, "It was very good." And Det. Weinheimer adds that the most helpful part, for him, was a process that enabled students to project their own income needs at retirement.



NCFA 001 Basic Photography

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

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987 and has exhibited in Colorado and Virginia.

Section 100: Tuesdays, June 8-July 27, 7-9 p.m., one field trip t.b.a.
8 sessions. Fine Arts C175C. \$80.

NCFA 002 Creative Photography Workshop

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

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

Section 100: Mondays, June 14-July 19, (class will meet July 5), 7:30-9:30 p.m.
6 sessions. Ketchum 206. \$100.

Fine Arts – continued

NCFA 617 Intermediate Field Photography and Alternative Processes

This course is for those with a good general knowledge of photography, who would like to fine-tune their technical and compositional working skills while also increasing their own creative venues. The lectures provide the student with various techniques and styles. The slide shows enable you to see other photographers' work and to increase your general knowledge of photography as a medium. Topics will include nighttime "available light" shooting; indoor and outdoor lighting techniques using a flash; portraiture; use of some filters; photo collage; chine-colle; liquid light; cyanotypes and other nontraditional photo techniques. Prerequisite: 35 mm SLR camera which must have manual override capabilities; tripod; shutter/cable release; tiltable bounce head flash; polarizing filter; three sheets of BFK or Reeves printing paper, 5 pieces of acetate and other materials depending on student projects. Additional costs approximately \$60 for processing and film. Students may elect to purchase darkroom privileges, which includes darkroom chemistry for \$80. Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987 and has exhibited in Colorado and Virginia. Section 100: Wednesdays, June 9-July 28, 7-9:30 p.m. 10 sessions which will include 3 field trips. Fine Arts C175C. \$125.

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 100: Mondays and Wednesdays,
June 7-July 12, 5:30-7:30 p.m.
10 sessions. Hellems 81. \$110.

NCFL 200 Intermediate Conversational French

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

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

Section 100: Tuesdays and Thursdays,
June 8-July 8, 5:30-7:30 p.m.
10 sessions. Hellems 81. \$110.

NCFL 300 Advanced Conversational French

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

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

Section 100: Tuesdays and Thursdays,
July 13-August 12, 5:30-7:30 p.m.
10 sessions. Hellems 211. \$110.

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 100: Tuesdays and Thursdays,
June 8-July 1, 7-9 p.m. 8 sessions.
Education 155. \$90.

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 100: Wednesdays, June 9-July 28,
7-9 p.m. 8 sessions. Education 155. \$90.

History

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

This field trip will entail a drive and some hiking to explore the tunnels and railroad grade of the Colorado Midland Railroad. It will be a leisurely 4-6 hour hike with a modest 500 foot elevation gain. The group will meet at the home of the tour guide at 7 a.m. and then will carpool to the site of the railroad beyond Leadville, about a two hour drive. The class will explore the abandoned townsite of Busk and the Busk/Ivanhoe railroad tunnel. The group will then hike the abandoned railroad grade past a fallen trestle and the ghost town of Douglass City to the Haggerman railroad tunnel. Bring a lunch and enjoy the magnificent view of the Rockies. The tour will conclude with a tour of the museum in Leadville.

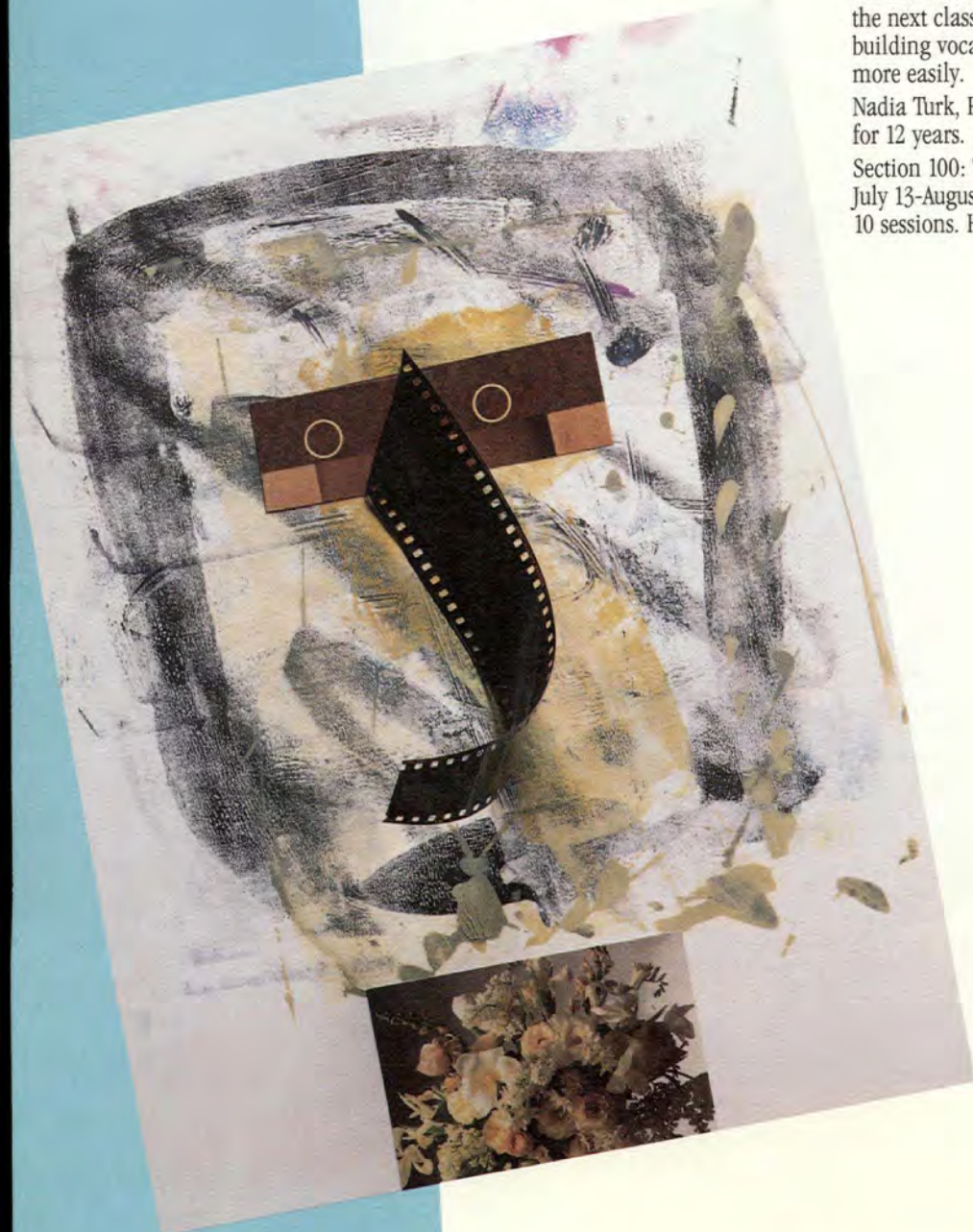
Bob Rothe, Ph.D., has been interested in trains most of his life and has explored over 300 miles of railroad grades.

Section 100: Saturday, July 17,
7 a.m.-6 p.m. 1 session.
Meet at 3965 Britting Avenue, Boulder. \$60.

NC H 618 Native American Belief Systems

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

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology. Section 100: Wednesdays, June 30-August 4,
7-9 p.m. 6 sessions. Hellems 237. \$60.



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 *How to Buy Stocks and Bonds* by Louis Engle, at the University Bookstore.

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

Section 100: Tuesdays, June 8-29, 6:30-8:30 p.m. 4 sessions.
Duane Physics G116. \$40.

NC I 007 Advanced Investment Strategies

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

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

Section 100: Thursdays,
July 22-August 12, 6:30-8:30 p.m.
4 sessions. Duane Physics G116. \$40.

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 100: Thursdays, June 24-July 15, 6:30-8:30 p.m. 4 sessions.
Duane Physics 0047. \$40.

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 100: Saturdays, June 12-19, 9 a.m.-1 p.m. 2 sessions. Hale 236. \$40.

NC I 015 Financial Planning for Couples

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

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

Section 100: Tuesdays, June 15-22, 7-9 p.m. 2 sessions. Hale 236.
\$25/person, \$40/couple.

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 100: Tuesday and Thursday,
August 3-5, 7-9 p.m. 2 sessions.
Ketchum 207. \$20.

NC I 005 Investing in Art and Antiques

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

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

Section 100: Tuesdays, July 13-20, 7-9 p.m. 2 sessions.
Environmental Design 120. \$20.

NC I 011 Retirement Planning

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

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

Section 100: Tuesday, June 29, 7-9 p.m.
1 session. Hale 236. \$15.

"Retirement is not an exciting subject. But this was a good class. It gave me the groundwork and the tools to get started." Joyce Morganfield, who works in the Accounting Department for The Colorado Daily, found Laurie Hyland's Retirement Planning course—her first Continuing Education class—informative and useful.



Lifestyles

NC L 035 Hands On Physiology: What People with Bodies Need To Know About Them

A basic view of human physiology as it pertains to our own health and fitness. Lecture and discussion work toward a general understanding of basic processes, focusing on bones, muscles, breathing, circulation and more.

Barbara Kelly, M.S. Kinesiology, instructor of Anatomy and Physiology.

Section 100: Thursdays, June 24-July 29, 7-8:30 p.m. 6 sessions. Ketchum 234. \$45.

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 100: Tuesdays, June 22-29, 7-9:30 p.m. 2 sessions. Hellem 245. \$25.

NC L 032 Cultivating Love

It almost never occurs to us that love is something that we can have control over. Indeed, it is possible for us to create more love in our lives, with or without a partner who reciprocates. Exploring our feelings, attitudes and fears about love may lead us to understand why we often hesitate to fall in love, why we may be fearful about staying in love, and therefore why we may wind up sabotaging or distancing a love relationship that appears to be working. This evocative, healing and fun workshop will be enlightening to all those who would like to love more, and who are open to experimenting with various ways about how to increase and cultivate more love in their lives.

Neil Rosenthal, Licensed Marriage and Family Therapist, is a columnist for the *Denver Post*, which is syndicated nationally and internationally.

Section 100: Saturday, July 10, 10 a.m.-5 p.m. 1 session. UMC 235. \$40.

NC L 034 Study Smarter

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

Sherry Snyder, M.A., is an academic coordinator with the University Learning Center.

Section 100: Tuesdays and Thursdays, June 8-July 1, 7-8 p.m. 8 sessions. Duane Physics 0041. \$40.

Laurie Hyland's Retirement Planning course is in demand because it addresses dollars and cents issues squarely. How much will it take to live the way you want to live? And what strategies do you need to meet your goals? Laurie says teaching the class (and another on Financial Planning for Couples) is "just a lot of fun." She says students have great discussions and "go away with what they need." Laurie's advice and insights are based on her experience as a practicing Certified Financial Planner (CFP).

Science

NCSO 003 The Universe

This basic course is designed to learn more about the sun, earth, planets, the birth and death of stars, the galaxy, the origin and evolution of the Universe, and the development of life on Earth. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observation of the constellations and planets (weather permitting). Recommended text is *Cycle of Fire* by W.K. Hartmann.

Joe Romig, M.Sc., Ph.D., worked on NASA's Voyager program.

Section 100: Tuesdays and Thursdays, June 17-29, 7-9 p.m. 4 sessions. Duane Physics G125. \$40.

Theatre and Music

NCTH 001 Behind the Scenes! The Colorado Shakespeare Festival

Enjoy four of Shakespeare's most popular and provocative plays at the Colorado Shakespeare Festival. Each evening includes a backstage tour of both the indoor and outdoor theatres, an informal lecture by CSF artists and staff, and the performance (seating in Section A). We'll see *The Merry Wives of Windsor*, *The Tempest*, *King Lear*, and *Pericles*. Enrollment is limited, no refunds. Registration deadline is July 9. Rain policy: Plays proceed unless conditions threaten players or audience. If a performance is cancelled before 10 p.m. because of weather, your ticket stub serves as a raincheck.

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

Section 100:
Tuesday, July 27, *The Merry Wives of Windsor*
Thursday, July 29, *King Lear*
Sunday, August 1, *The Tempest*
Thursday, August 5, *Pericles*
Lectures at 6:30 p.m. in Hellem 229. \$99.

Writing and Literature

Business Writing classes are on page 19.

NC W 611 Novels of the Encounter

This class will allow students to explore the emerging patterns of self-discovery to be found in three new novels: Maryse Conde, *I, Tituba, Black Witch of Salem*, Daniel Maximin, *Lone Sun*, and Paule Marshall, *Daughters*. Class will meet on alternate weeks to discuss the novels in-depth. Please begin reading *I, Tituba* before the first class. Ann Armstrong Scarboro, Ph.D., is an assistant professor.

Section 100: Tuesdays, June 8 and 22, July 6 and 20, August 3, 7-8:30 p.m. 5 sessions. Education 143. \$40.



NC W 003
English Writing Made Simple

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing.

Jean Thyfault is an editor, managing journal publications.

Section 100: Thursdays, June 17-August 5, 7-9 p.m. 8 sessions. Hellem 263. \$80.

NC W 029
Usage and Grammar: Guidelines and Rules for Everyday Use

In a workshop setting, learn simple rules for avoiding spelling, punctuation and usage errors in writing. Review grammar rules and when to break them. Improve your speaking skills as well as your ability to write clear, concise memos, letters and business documents.

Michael Foley, M.A., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.

Section 100: Saturday, June 12, 9 a.m.-1 p.m. 1 session. Hellem 211. \$20.

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

The seeds are there—words, images and ideas that could evolve into poems, plays and stories. Learn to use a journal to stimulate your writing, sharpen your observation, explore conflicts, identify recurring themes and communicate them to others. Learn how writers tap their journals for creative materials, and begin compiling your own storehouse of ideas. Some writing in class.

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

Section 100: Thursdays, June 10-July 8, 6:30-8:30 p.m. 5 sessions. Hellem 251. \$50.

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.

Henry Krusiewicz, Ph.D. candidate and Writer.

Section 100: Tuesdays and Thursdays, June 15-July 8, 7-9 p.m. 8 sessions. Hellem 237. \$80.

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.

To be announced.

Section 100: Tuesdays and Thursdays, June 1-24, 7-9 p.m. 8 sessions. Muenzinger E114. \$80.

NC W 010
Basic Playwriting

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 100: Wednesdays, June 9-July 14, 7-9 p.m. 6 sessions. Hale 236. \$65.

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 100: Thursdays, June 10-August 12, 7-9 p.m. 10 sessions. Hale 240. \$100.



Practical Business Know-How for Right Here, Right Now.

Businesses 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.
- Finally, we are completing a year-long assessment of the content and format of our business courses, to make certain our program meets your changing needs. Be watching 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 for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are * for your convenience. Plus three or more electives. Basic Skills for the New Supervisor is recommended as a starting point.

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

Classes will not meet July 5.

Business Courses, Summer 1993

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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 New Supervisor or equivalent experience.

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

Getting Started

NC B 100 Basic Skills for the New (and Newly Promoted) Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. For new managers and anyone preparing for a management position. We cover: understanding individual differences, motivational concepts and how to use them, leadership theories and how to use them, building productive work teams, managing change and conflict, and managerial problem solving. A prerequisite to other Management Development Certificate classes. Optional final exam. Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 100: Tuesdays, June 8-July 13, 7:30-9:30 p.m. 6 sessions.
Business 250. \$99.

Instructor Don Kaniecki (right) talks to Business Major Brenda Clarke. Don is teaching classes in Quicken this summer, a money management tool that he says is "great for owner-operated businesses." In the fall and again in the spring he'll be teaching a course on Writing a Business Plan and another on Understanding and Using Financial Statements. Both are courses he designed based on needs articulated by his own clients. A practicing CPA, he teaches because "I love it. It's fun and I like meeting people."

Accounting/Finance

NC B 110 Accounting for the Non-Accountant*

Beginning Level

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

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

Section 100: Saturday, June 5, 9 a.m.-4:30 p.m. 1 all-day session.
University Computing Center 123. \$65.

NC B 112 A Budget That Works

Intermediate Level

Succeed where Congress fails. In one day you can learn to make a budget you can live with. Learn 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. Prerequisite: Accounting for the Non-Accountant or equivalent experience.

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

Section 100: Saturday, June 19, 9 a.m.-4:30 p.m. 1 all-day session.
University Computing Center 123. \$65.

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 101: Wednesdays, June 9-16.

Section 102: Tuesdays, July 13-20.

Both Sections: 1-5 p.m. 2 sessions.
University Computing Center 114. \$95.

NC B 331 Quicken for Windows! An Accounting Program for the IBM and Compatibles

Specialized Level

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

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

Section 100: Tuesdays, July 13-20,

8:30 a.m.-12 p.m. 2 sessions.

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: under-capitalization, lack of preparation, failure to test the market, lack of financial control and doing too much too soon. This class gives you a smart start. We cover business plans, budgeting, cash flow and other essential aspects, including personal financial planning.

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

Section 100: Saturday, June 12,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics G116. \$58.

As a practicing CPA, Leslie Sutter needs 40 hours of classroom instruction a year to keep her license current. Continuing Education offers professional development classes for business people in a wide range of disciplines.

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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.A., is an author and runs his own home business.

Section 100: Saturday, June 26,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics G116. \$58.

NC B 300 Tax Strategies for Small Businesses

Specialized Level

As a corporate owner, partnership, sole proprietor, consultant or individual you've probably been exposed to a lot of "cost saving" or "tax sheltering" ideas over the years. You've no doubt heard about "qualified" plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Do you really understand how these various financial concepts relate to each other? This class is designed to fit all the pieces together for you. You will leave knowing what is possible—how the concepts work and the implications for your heirs. In other words, you will be in a position to begin financial planning with sound insight.

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

Section 100: Saturday, June 26,
9 a.m.-4 p.m. 1 all-day session.
Duane Physics 0047. \$58.

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 our 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 100: Saturday, June 12,
8:30 a.m.-4:30 p.m. 1 session.
Hellems 247. \$50.

NC B 014 Beyond Difficult: Handling the Challenge of 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, does training programs nationally.

Section 100: Saturday, June 12,
8:30 a.m.-12:30 p.m. 1 session.
Hellems 229. \$35.

Sales/Marketing

NC B 210 Understanding Marketing: Matching Products and Services for Profit*

Beginning Level

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

Kathryn Novak, M.B.A., is president of a marketing firm which works with high tech entrepreneur businesses to Fortune 500 companies. The company specializes in the development of marketing plans and project management.

Section 100: Tuesdays, June 8-July 13,
7-9 p.m. 6 sessions. Hellems 247. \$99.

NC B 220 Developing the Market Plan Through the Creative Process

Intermediate Level

Learn how to develop a plan to create virtually anything, using a mix of innovative conceptual approaches and traditional principles. This gives you the pragmatic essence of several excellent books you haven't had time to read: *The Path of Least Resistance—Learning to Become the Creative Force in Your Own Life (Business)*; *Selling the Dream, The Macintosh Way*; *Guerrilla Marketing*, and more.

Kathryn Novak, M.B.A., is president of a marketing firm which works with high tech entrepreneur businesses to Fortune 500 companies. The company specializes in the development of marketing plans and project management.

Section 100: Saturdays, July 10-31, 9 a.m.-12 p.m. 4 sessions. Hellems 251. \$99.

NC B 350 How Do You Know When You Need Public Relations?

Specialized Level

Public relations is an essential component of every marketing program, yet many businesses don't know how or when to use it effectively. If you want to enhance the image of your company, launch a new product or increase your business, public relations is an essential part of your marketing effort. Topics covered: what is public relations; how p.r. fits into the marketing mix; the critical elements of a successful p.r. program; why most p.r. programs don't work; the basic do's and don'ts of media relations, special events and newsletters; how to fit p.r. activities into your schedule; and how to evaluate your p.r. effort.

Chuck Gross, A.P.R., is vice president-account services of a full service public relations, advertising and market research firm. He has successfully developed and implemented p.r. programs for multinational corporations, local retailers, professional service firms, and nonprofit organizations.

Section 100: Tuesdays, June 29-July 6, 6-9 p.m. 2 sessions.
Duane Physics 0047. \$55.

Supervision/ Management

NC B 230 Critical Issues in Current Management*

Intermediate Level

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

- Managing morale and motivation
- Pluralism and commitment to diversity
- Developing and maintaining high productivity

- Changing "problem" employees to success stories
- Merging work groups for accomplishments
- Creating a positive, productive corporate culture
- Analyzing problems to promote achievement

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

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

Section 100: Tuesdays, July 20-August 17, 7:30-9:30 p.m. 5 sessions. Business 250. \$89.

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 100: Saturday, July 24, 9 a.m.-4 p.m. 1 all-day session.
Hellems 237. \$58.

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 managed both first and second line managers and non-managers in lab research, manufacturing and editorial staffs.

Section 100: Tuesdays, June 8-July 13, 7-9 p.m. 6 sessions. Hellems 229. \$99.

Writing

NC B 470 Technical Writing

All levels

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

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

Section 100: Tuesdays, June 15-July 6, 6:30-9 p.m. 4 sessions.
Duane Physics G027. \$89.





Hands-On Learning Using State-of-the-Art Tools.

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, and C. Others are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Leading-Edge Courses and Equipment

We offer leading-edge courses in:

- Basic computer skills
- Operating Systems such as: DOS, UNIX, MAC System 7

Ed Zucker teaches the popular UNIX classes offered every semester. He says his classes are appropriate for anyone who needs to learn UNIX, but many of his students are system administrators who need to learn UNIX in order to support it. Ed says, "We stick to fairly general concepts in class. And to material of general interest—we avoid things that get too specific for any one industry." Ed is well prepared to teach these courses. He has managed UNIX product development for Chernow Communications in Boulder, and he is currently a manager with Speech Systems in Los Angeles, working in the Boulder area. Most exciting of all, Ed and his wife, who live in Boulder, are expecting a "new release" in October with the birth of their first child.

- 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 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, Summer 1993

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Getting Started Understanding Computers

CCA 100 Computer Literacy

Beginner Level

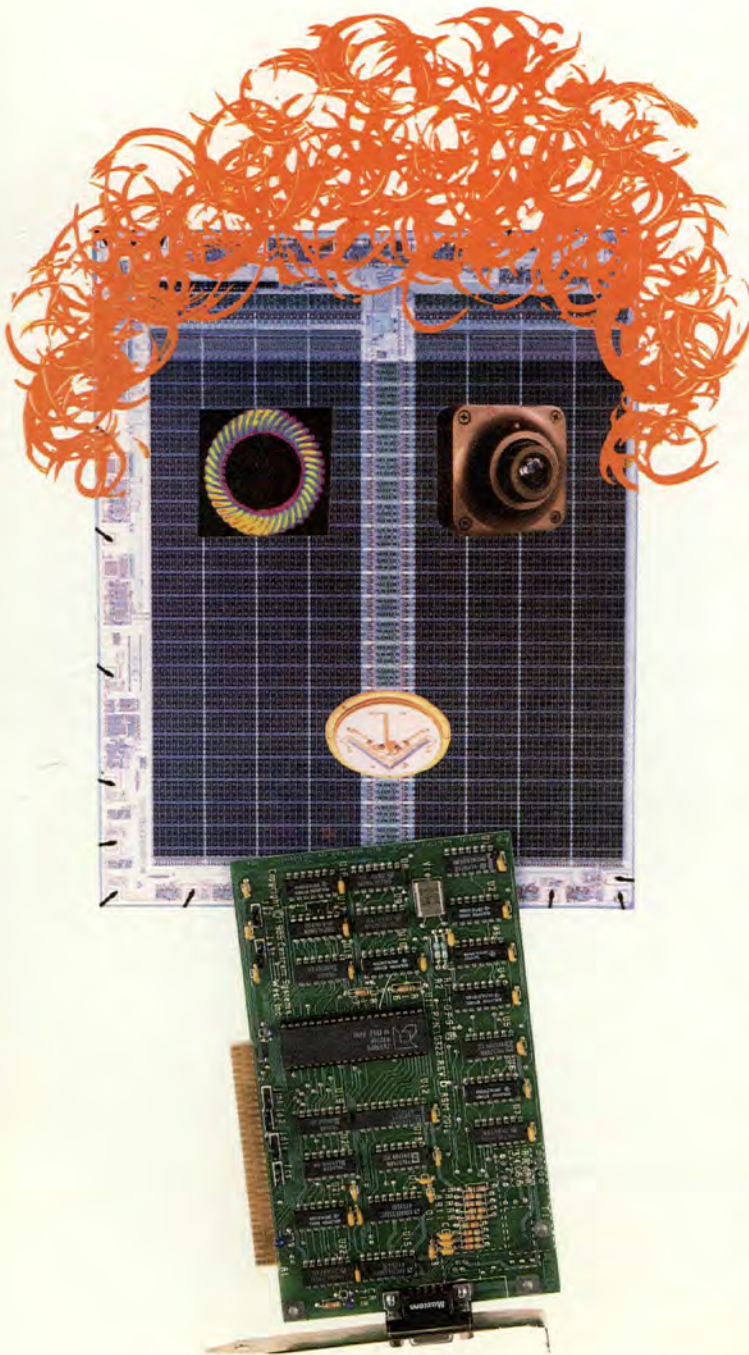
This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on IBM PCs, three on Macintosh (Apple), one on the campus 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 101: John Dick, Ph.D.
Tuesday, June 1, 6:30-8:30 p.m.
plus lab sections. Please indicate lab section preference (10A or 10B) at registration:
Lab Section 10A: Tuesdays,
June 8-July 20, 6-8 p.m.
Lab Section 10B: Tuesdays,
June 8-July 20, 8-10 p.m.

Section 102: Beth Montano
Friday, June 4, 6:30-8:30 p.m.
plus lab sections. Please indicate lab section preference (10C or 10D) at registration:
Lab Section 10C: Fridays,
June 11-July 23, 6-8 p.m.
Lab Section 10D: Fridays,
June 11-July 23, 8-10 p.m.

Both Sections: 8 sessions.
Fine Arts N141. \$100.

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



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 100: Thursdays, June 24-August 12,
6:30-9:30 p.m. 8 sessions.

Computing Center 123. \$165.

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 lots of hands-on practice. Learn to use specific DOS commands. A survey of easy software programs will be presented.

Section 101: Lisa Kelly, B.A.
Tuesday, Wednesday and Thursday,
May 25, 26 and 27.

Section 102: Michelle Sharon, B.S.
Mondays, June 7-21.

Section 103: Pat Melton, M.A.
Tuesdays, June 8-22.

All Sections: 6:30-9:30 p.m. 3 sessions.
Engineering Center CR 2-38. \$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 experience. Bring a 3.5 inch DS/DD diskette.

Section 101: Michelle Sharon, B.S.
Tuesday, Wednesday and Thursday,
May 25, 26 and 27.

Section 102: Valerie Parker
Tuesdays, June 1-15.

Section 103: Pat Melton, M.A.
Wednesdays, June 2-16.

All Sections: 6:30-9:30 p.m. 3 sessions.
Engineering Center CR 2-3. \$90.

CCA 203
Intermediate DOS

Intermediate Level

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

Valerie Parker

Section 100: Saturday, June 26,

9 a.m.-4:30 p.m. 1 session.

Engineering Center CR 2-3. \$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 with DOS 5.0 for Windows 3.1. Learn the differences between True Type and Adobe Type Manager. Learn how to specify your computer: know the differences between ISA, EISA, and MCA. Learn the real differences between a 386 and 486 system; determine how much RAM and hard drive to purchase for what applications. Learn how to optimally scan an image using the latest level image editing applications. Use some of the latest Shareware utilities and applications. Prerequisite: CCA 203 Intermediate DOS, CCA 210 Introduction to Windows, or working knowledge of DOS and Windows.

Jerry Reynolds, MSEE

Section 100: Thursdays, July 15-August 12,

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

Computing Center 142. \$160.

CCA 210
Introduction to Windows
(Version 3.1)

Novice Level

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

Section 101: Samten Nagarajan, B.A.

Tuesday, Wednesday and Thursday,
May 25, 26 and 27.Section 102: Verlene Leeburg, M.A.
Wednesdays, June 16-30.

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

Computing Center 114. \$95.

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. Bring a 5¼ inch DS/DD diskette.

Samten Nagarajan, B.A.

Section 100: Thursdays, June 3-24,

6:30-9:30 p.m. 4 sessions.

Computing Center 114. \$130.

CCA 380
Beginning WordPerfect 5.1
Word Processing

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 experience. Bring a 5¼ inch DS/DD diskette.

Lisa Kelly, B.A., WordPerfect Certified
InstructorSection 101: Monday, Wednesday and
Monday, June 7, 9 and 14.Section 102: Monday, Wednesday and
Monday, July 12, 14 and 19.

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

Computing Center 114. \$115.

CCA 382
Intermediate WordPerfect 5.1

Intermediate Level

If you like WordPerfect 5.1, this course helps you use it to full advantage. We cover file management, page format (headers, footers, page layouts, page numbers), columns, macros, and merge and sort. Prerequisite: CCA 380 Beginning WordPerfect 5.1 Word Processing or comparable experience. Bring a 5¼ inch DS/DD diskette.

Lisa Kelly, B.A., WordPerfect Certified
InstructorSection 100: Monday, Wednesday and
Monday, July 26, 28 and August 2.

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

Computing Center 114. \$115.

Dan Myers knows computers. A computer consultant who specializes in training and courseware development, and in computer aided design in UNIX, Windows and DOS environments, he is also in his 8th year of teaching for the Division of Continuing Education. With an undergraduate degree in Industrial Technology from Ohio State and an M.Ed. from CSU, he's in a position to know what helps students learn most effectively. He says the students are "like sponges. They're there because they want to be," and it makes teaching a pleasure.



Word Processing—cont.

CCA 392 WordPerfect 5.1 in the Business Office

Intermediate Level

This course focuses on specific applications of WordPerfect 5.1 for use in an office environment. Learn handy shortcuts that will help speed up and automate your daily use of WordPerfect. Use the Tables feature to create useful forms such as invoices, brochures, resumes, even a mileage tracking form! 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., WordPerfect Certified Instructor

Section 100: Saturday, July 17, 9 a.m.-4 p.m. 1 session. Computing Center 114. \$75.

CCA 391 WordPerfect 5.1 Legal Clinic

Intermediate Level

Learn to use the advanced functions and capabilities of WordPerfect 5.1 in the legal office environment. Create tables of authorities and generate subsequent tables; mark text for redline and strikeout; create line numbering within a document; create time saving macros for envelopes and signature lines; and use right-aligned paragraph numbering and pleading paper. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 100: Tuesday and Thursday, August 10 and 12, 6:30-9:30 p.m. 2 sessions. Computing Center 114. \$75.

Spreadsheets

CCA 345 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 worksheet skills (entering data, formatting cells, creating formulas, etc.), and explore the wealth of graphic features like 3-D bar and pie charts, with rotational capabilities. 1-2-3 users will learn how easily Excel reads and manipulates their files. A prior knowledge of Windows is helpful for this course.

Dennis Taylor, M.S.

Section 100: Tuesdays, June 1-22, 6:30-9:30 p.m. 4 sessions. Computing Center 114. \$130.

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; database sort and query; graphics/chart generation; and printing. We cover: copying, ranges, painting, pointing, @ functions, and relative and absolute referencing. Hands-on exercises reinforce learning. Bring a 5¼ inch DS/DD diskette.

Michelle Sharon, B.S.

Section 100: Saturdays, June 19-26, 9 a.m.-4 p.m. 2 sessions. Computing Center 114. \$135.

"It was fantastic." Alex Platt gives high marks to the AutoCAD course, the first Continuing Education course he's ever taken. "The instructor (Dan Myers) was very energetic and able to put across a great deal of information in a short amount of time. He made it very efficient for me." An architectural designer who lives and works in Boulder, Alex has his eye on the next course in the series.

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

Intermediate Level

Master more advanced applications through work in four areas. *Advanced commands* covers: menu items, worksheet, range, and file commands, with attention to preventing data loss, range naming and manipulating, global search/replace and enhancements. *File linking* encompasses design, approaches, and rules for linking files. All categories of @ functions are studied. *Macros* are covered last (defining, naming, rules). Hands-on exercises in all four areas. Updated for significant enhancements of version 2.2/2.3. Bring a 5¼ inch DS/DD diskette. Prerequisite: CCA 330 Beginning Lotus 1-2-3 and/or working knowledge of Lotus spreadsheets.

Dennis Taylor, M.S.

Section 100: Saturday, July 10, 9 a.m.-5 p.m. 1 session. Computing Center 114. \$100.

Computer Aided Design

CAD 322 Computer Aided Design: Level I

Novice Level

Explore the capabilities of computer aided design, using AutoCAD Version 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
- MIRROR commands
- Display commands
- Producing hardcopy
- Layering
- Putting it all together

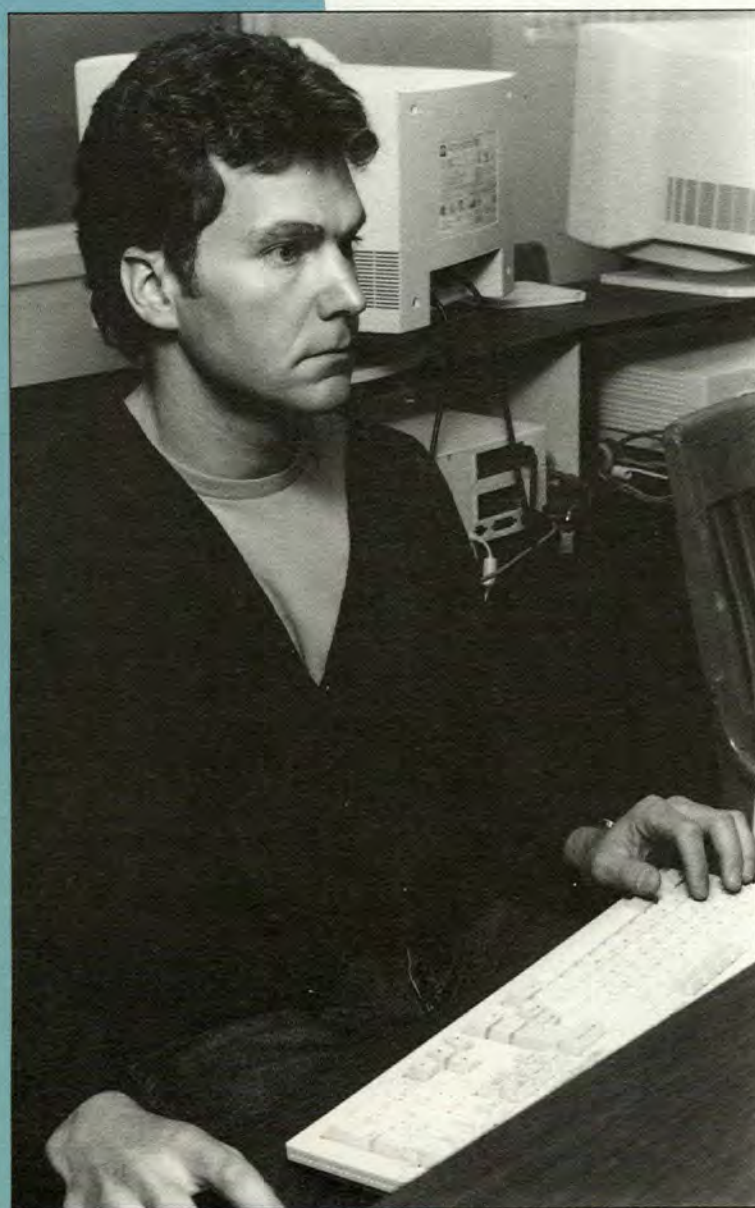
Who Should Attend: Level I is for anyone involved, or who plans to be involved, in technical drawing or drafting. It is helpful for architects, engineers, or designers who need these skills to upgrade their work, anyone interested in the dynamic CAD field. Text: *Applying AutoCAD Release 12*, Wohlers,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

Section 101: David W. Clafin, M. Arch. Wednesdays and Fridays, June 2-25, 6:30-9:30 p.m. 8 sessions.

Section 102: Dan Myers, M.S. Mondays, June 7-August 2, 6:30-9:30 p.m. 8 sessions. (no class July 5)

Section 103: Philip M. Kreiker, MSEE Monday-Thursday, July 12-15, 9 a.m.-4 p.m. 4 sessions.

All Sections: Computing Center 142. \$290.



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

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 101: Dan Myers, M.S.

Monday, Tuesday and Wednesday, June 28, 29 and 30. 9 a.m.-4 p.m. 3 sessions.

Section 102: David W. Clafin, M. Arch. Wednesdays and Fridays, July 21-August 6, 6:30-9:30 p.m. 6 sessions.

Both Sections: Computing Center 142. \$270.

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.

Philip M. Kreiker, MSEE

Section 100: Tuesday, Wednesday and Thursday, August 10, 11 and 12. 9 a.m.-4 p.m. 3 sessions.

Computing Center 142. \$280.

Desktop Publishing**CCG 377****Introduction to PageMaker Desktop Publishing for the PC (Version 4.0)**

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. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, June 5-12, 9 a.m.-4:30 p.m. 2 sessions.

Computing Center 142. \$160.

CCG 386**Advanced PageMaker Desktop Publishing for the PC (Version 4.0)**

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. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, June 19-26, 9 a.m.-4:30 p.m. 2 sessions.

Computing Center 142. \$160.

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. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, July 31-August 7, 9 a.m.-4:30 p.m. 2 sessions.

Computing Center 142. \$160.

Computer Graphics**CCG 351****Computer Graphics Art: Level I**

Novice Level

The drawing board of the future is a computer screen. Hands-on understanding begins here. See what's new, and do in-class work that lets you use the computer as a creative tool. Three of the top rated object-oriented application packages are introduced. Software packages include: CorelDRAW!, Micrografx Designer, and Aldus FreeHand. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes, and special effects using 3-D and airbrush with fountain fills are introduced. We cover creative use of graphic tools, font manipulation, layout, design considerations for logos and illustrations, and the production of business graphics. Do some exciting leading-edge work. You will be more comfortable in this course if you have some knowledge of DOS and Windows. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 100: Tuesdays, June 29-July 27, 6:30-9:30 p.m. 5 sessions.

Computing Center 142. \$150.

CCG 361**Computer Graphics Art: Level II**

Intermediate Level

This progressive course takes you to the next level of computer graphics skill. Gain hands-on experience solving design problems. We cover: making a logo, fill patterns, advanced illustration, grids, production from start to finish, portfolio preparation using color laser prints. We focus on drawings for high resolution output. Software used is an ideal tool for creating professional-quality art work, business graphic presentations, and technical illustrations. We learn how to produce slides from artwork. This course is ideal for people in the visual arts, or anyone interested in this dynamic field. Prerequisite: CCG 351 Computer Graphics Art: Level I, comparable experience or instructor approval. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 100: Saturdays, August 14-21, 9 a.m.-4:30 p.m. 2 sessions.

Computing Center 142. \$160.

Apple Macintosh System

The Macintosh System

CCA 105

Introduction to the Macintosh

Beginner Level

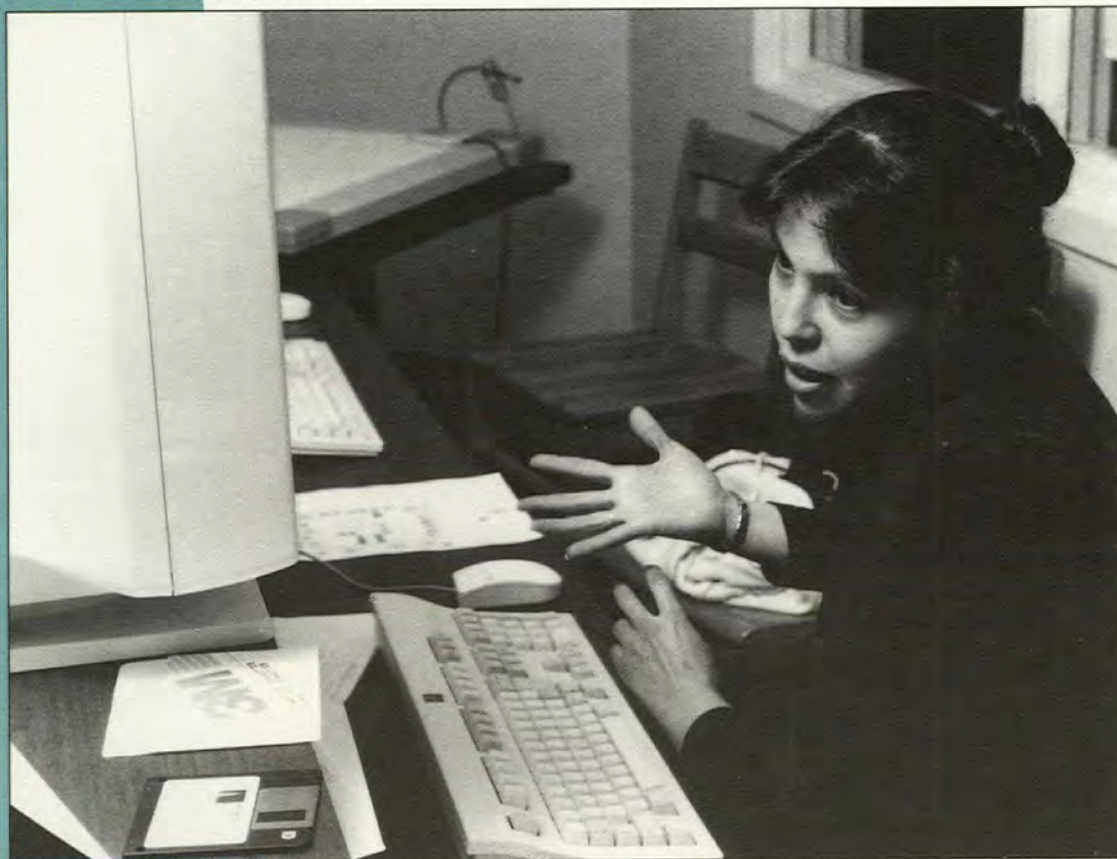
Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required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

Section 101: Scott Dixon
Tuesdays and Thursdays,
May 18, 20, 25, 27 and June 1.

Section 102: Bob Carlisle, M.A.
Thursdays, June 17-July 15.

Both Sections: 6:30-9:30 p.m. 5 sessions.
Fine Arts C1B53. \$100.

Catherine Padilla is taking an AutoCAD class because she'll be using the system at work. She said, "The instructor is very knowledgeable, very easy to understand. He makes you feel comfortable in class." Catherine works in Public Works Engineering for the City of Boulder, Utilities Division.



Word Processing

CCA 378

Beginning Microsoft Word (Version 5.1)

Novice Level

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

Steven A. Johnson, B.S.

Section 100: Mondays, June 7-28,
6:30-9:30 p.m. 4 sessions.

Fine Arts C1B53. \$130.

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 comparable experience. Bring a 3.5 inch DS/DD diskette.

Steven A. Johnson, B.S.

Section 100: Mondays, July 12-26,
6:30-9:30 p.m. 3 sessions.

Fine Arts C1B53. \$115.

Spreadsheets

CCA 336

Excel Spreadsheet Productivity (Version 4.0)

Novice Level

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

J. Burke Taft, M.Ed.

Section 100: Wednesdays and Thursdays,
June 2-10, 6:30-9:30 p.m. 4 sessions.

Fine Arts C1B53. \$130.

CCA 341

Intermediate Excel Spreadsheet Productivity (Version 4.0)

Intermediate Level

Expand on the capabilities of Excel by writing more advanced macros, adding menus or commands, customizing menus and dialog boxes, and running automatically executed macros.

J. Burke Taft, M.Ed.

Section 100: Wednesdays, June 16-23,
6:30-9:30 p.m. 2 sessions.

Engineering Center CR 2-30. \$75.

Desktop Publishing

CCG 371

Introduction to Aldus PageMaker (Version 4.2)

Novice Level

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

Joan Cook

Section 100: Saturdays, July 10-17,
9 a.m.-5 p.m. 2 sessions.

Fine Arts C1B53. \$160.

CCG 373
QuarkXPress for the Designer
(Version 3.11)

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. Recommended text:

QuarkXPress 3.1 by Example, University Book Center, UMC 10.

Section 101: Tim Meehan.

Saturdays, July 24-31,

9 a.m.-5 p.m. 2 sessions.

Section 102: Sharon Pike, M.S.

Tuesdays, July 20-August 24,

6:30-9:30 p.m. 6 sessions.

Both Sections: Fine Arts C1B53. \$160.

CCG 374
Advanced QuarkXPress
(Version 3.11)

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 class is an extension of the beginning QuarkXPress class. 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 3.1 by Example, University Book Center, UMC 10.

Tim Meehan

Section 100: Saturdays, August 7-14,

9 a.m.-4 p.m. 2 sessions.

Fine Arts C1B53. \$160.

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 colorful, easy-to-grasp SuperPaint 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 camera-ready images. Work on MacII/Quadra series computers with color screens and laser output. Prerequisite: CCA 105 Introduction to the Macintosh, or some Macintosh experience. Bring a 3.5 inch DS/DD diskette.

Barry Ratliff, M.F.A.

Section 100: Saturdays, June 5-12,

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 100: Mondays, August 2-16,

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

Fine Arts C1B53. \$100.

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 100: Wednesdays, July 21-August 18,

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

Fine Arts C1B53. \$150.

CCG 365
Adobe Photoshop (Version 2.0)

Intermediate Level

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

Michael Nash, M.F.A.

Section 100: Wednesdays, June 16-July 14,

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

Fine Arts C1B53. \$150.

CCG 366
Adobe Illustrator (Version 3.2)

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 DS/DD diskette.

Michael Nash, M.F.A.

Section 100: Thursdays, July 22-August 19,

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

Fine Arts C1B53. \$150.



UNIX Systems

The UNIX Operating System

CCA 360 Introduction to UNIX

Intermediate Level

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

Ed Zucker, M.S.

Section 100: Tuesdays, June 1-July 13,
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 100: Monday, Tuesday, Wednesday,
Monday, Tuesday, July 19, 20, 21, 26, 27,
6:30-9:30 p.m. 5 sessions.
Computing Center 123. \$235.

Programming Application Interfaces

CCA 308 Introduction to Microsoft Visual Basic (Version 2.0)

Intermediate Level

Microsoft's Visual Basic (VB) is a powerful programming system for Windows 3.x. Its features include a unique, Windows-based development environment, a full block-structured language, and a powerful interactive debugger. We will cover VB's language elements, the development environment, proper use of Windows controls—buttons, text boxes, list and combo boxes, etc., and handling mouse and keyboard events. We'll write a genuine Windows application you can use on your own PC. Familiarity with Windows and prior programming experience (C, Pascal, BASIC or FORTRAN) is required. Bring a 3.5 inch DS/DD diskette to class.

John Thompson, B.A.

Section 100: Tuesdays and Thursdays,
June 8-22, 6:30-9:30 p.m. 5 sessions.
Computing Center 142. \$225.

Brett Miller took a computer course through Continuing Education, and he says, "It was excellent. I actually got more out of it than I expected to. It was very professional—excellent computers and excellent instruction." Brett is an Architecture student from Arizona and a Harvard graduate who says he "really misses academia—it's nice to be back on a campus."

CCA 309 Advanced Microsoft Visual Basic

Specialized Level

This course is for people who already use Visual Basic and want to learn more effective applications with its many advanced features. We'll cover graphics, MDI, DDE and OLE, drag and drop techniques, advanced debugging, accessing the Windows API, and the controls of the Professional Edition of Visual Basic.

Prerequisite: CCA 308 Introduction to Microsoft Visual Basic or approval of the instructor. Bring a 3.5 inch DS/DD to class.

John Thompson, B.A.

Section 100: Saturdays, July 17-24,
9 a.m.-4 p.m. 2 sessions.
Computing Center 142. \$200.

Programming Languages

CCA 305 Introduction to Programming I

Novice Level

This is an excellent first programming course. Learn common logic patterns used for programming algorithms. Programs in Pascal will be presented as students learn to write top-down code, modularize programs, and apply if statements and loops. Develop good structured programming habits and write top-down, elegant, well-documented code! Required text: *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 100: Mondays and Wednesdays,
June 7-28, 6:30-9:30 p.m. 7 sessions.
Engineering Center CR 1-28. \$170.

CCA 306 Introduction to Programming II

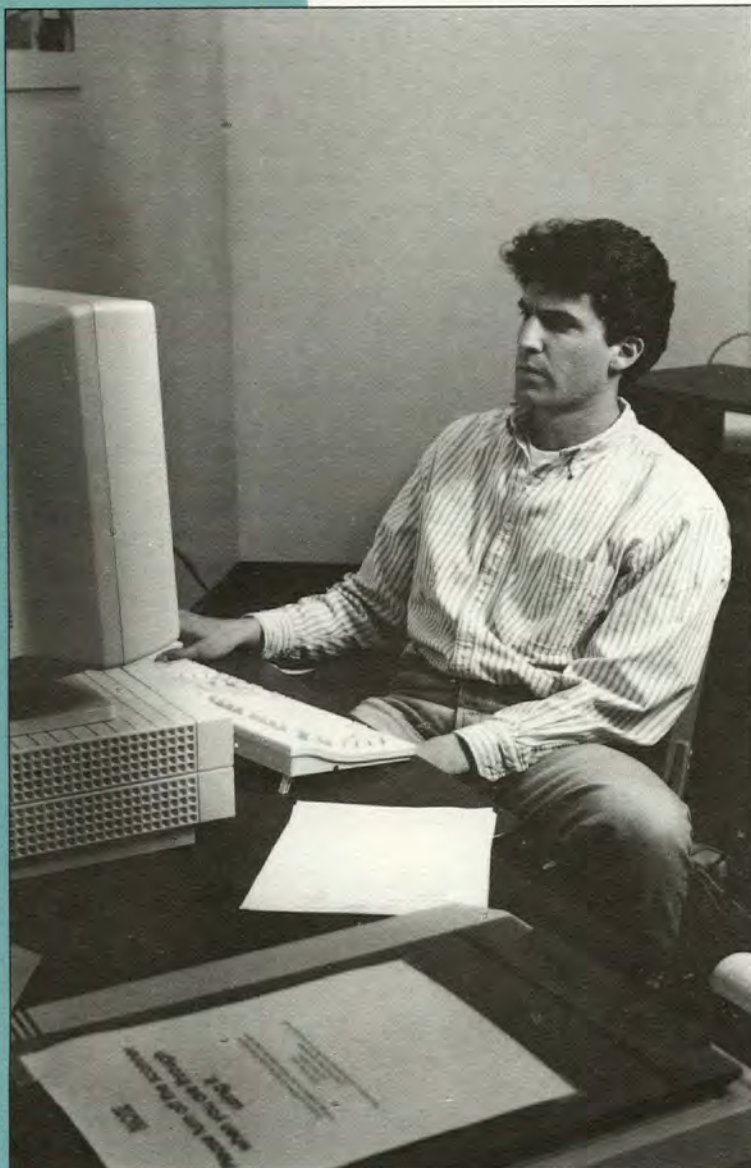
Intermediate Level

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 100: Wednesday, Monday and
Wednesday, July 7, 12 and 14,
6:30-10 p.m. 3 sessions.
Engineering Center CR 2-38. \$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, Walter J. Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 100: Tuesdays and Thursdays, June 8-July 6, 6:30-9:30 p.m. 9 sessions. Engineering Center CR 1-28. \$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 100: Mondays and Thursdays, June 7-28, 6:30-9:30 p.m. 7 sessions. Hale Science 270. \$250.

CCA 325
Intermediate C Programming

Specialized Level

First, we examine the ANSI changes to the language. Then, each week we explore a particular topic in more detail, delving into more complex data structures, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Also covered: techniques for writing portable code, and ANSI enhancements to the language. Prerequisite: CCA 320 Introduction to C Programming or 6 months C programming experience and comfort with introductory topics (including pointers). Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 100: Monday-Friday, August 2-6, 8 a.m.-12:15 p.m. 5 sessions. Hellems 229. \$250.

CCA 327
Introduction to C++ Programming

Intermediate Level

C++ is an extension of C that supports "object-oriented programming," focusing on the *class* (an extension of C's *struct*). We cover class member functions, constructors and destructors, followed by class inheritance and virtual functions. Also, language extensions not directly related to object-oriented programming, including: function overloading, default arguments, function prototypes, constants, and in-line functions are discussed. Best of all, we cover what not to use and what features to avoid. Prerequisite: CCA 325 Intermediate C Programming or equivalent knowledge. CCA 324 Advanced Topics in C Programming is also preferred.

Tom Cargill, Ph.D.

Section 100: Mondays and Thursdays, June 7-28, 6:30-9:30 p.m. 6 sessions. Woodbury 106. \$235.

CCA 328
Intermediate C++ Programming

Specialized Level

Continue in an in-depth treatment of C++ and object oriented programming, starting with features needed in production programming: static members; abstract base classes; protected access; friends and arrays of objects; and the process by which programs are built: header files; type-safe linkage; linking with C code. More specialized material includes: operator overloading and references; initialization versus assignment; multiple inheritance; templates and exceptions. Prerequisite: CCA 327 Introduction to C++ Programming.

Tom Cargill, Ph.D.

Section 100: Monday-Friday, August 2-6, 8:30 a.m.-12 p.m. 5 sessions. Hellems 255. \$235.



Exposure and Experience With a Career Emphasis.

Courses are designed for people with a serious interest in graphic and environmental design, publishing and illustration, advertising or cartooning. Instructors are accom-

plished working professionals who can tell you what you need to know about getting work, doing work and marketing your skills.

Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This program is designed to not only introduce you to the world of commercial design, but also give you a basic background on how the computer can be a tool in this dynamic, growing field. There are three parts to the program:

A. Required Courses:

- CCD 210 The Commercial Artist: Design, Layout, Paste-up
- CCD 310 Commercial Art II
- CCD 330 Professional Illustration Techniques
- CCD 230 The Artist Goes to Market

B. Elective Courses

Four elective courses to introduce you to design trends.

C. Portfolio

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

After certification, many designers continue to take classes to update skills. A transcript of your record is always available, free of charge.

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

Course enrollments are limited and advance registration is required.

Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.

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

Commercial Art

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

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

Jill Barton

Section 100: Saturday and Sunday,
July 31-August 1, 9 a.m.-5 p.m.
Geology 114. \$135.

CCD 310 Commercial Art II

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

Jill Barton

Section 100: Monday, Tuesday, Wednesday,
August 2, 3, 4, 5:30-10 p.m.
Geology 114. \$135.

Illustration

CCD 285 The Mental Picture: Professional Cartooning

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

Eric Teitelbaum

Section 100: Wednesday, Thursday, Friday,
July 14-16, 8:30 a.m.-1 p.m. UMC 423. \$135.

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

A unique three-day program taught by a successful artist/entrepreneur covers every vital aspect. Writing styles: short two-liners, cute humor, poetic and humorous verse, teaser ideas. Art styles: line, neon, black border, and design psychology. Business strategies: selling your work, starting a company, licensing and selling rights, manufacturing and distribution. Take home finished concepts to start your portfolio.

Eric Teitelbaum

Section 100: Wednesday, Thursday, Friday,
July 14-16, 5:30-10 p.m. Geology 114. \$135.

CCD 250 Children's Book Illustration Techniques

An introduction to current techniques in the real world of publishing. We cover black and white camera-ready technique, halftones, color separation, registration and overlay, color gouache techniques, color screen, Martin's dyes, and litho crayon/textured board surface. Learn a visualization technique to extract art concepts from a written text. Discussion covers finding your style, character development, rough and final presentation, and marketing your work. Assignments include completion of a "rough" book and a finished plate, and camera-ready art separation for presentation to a publisher.

Eric Teitelbaum

Section 100: Saturday and Sunday,
July 17-18, 9 a.m.-5 p.m.
Geology 114. \$135.

Computer Graphic courses are accepted as elective courses in the Commercial Design Program. See pages 24 and 27.

Focused, Interactive Workshops With Local Market Value.

*Special
Professional
and Corporate
Programs*

Workshops are designed for people in rapidly evolving fields who need up-to-the-minute information on policies and procedures, research and analysis, presented in practical terms. Each workshop is designed to stimulate fresh thinking and support the fulfillment of personal and organizational goals. Programs are designed for people concerned about productivity and results—in business, industry, government and nonprofit organizations.

In addition, the Division of Continuing Education Corporate Programs offers on-site courses for employees in business, industry, government agencies and professional organizations. Whether you are interested in basic management or advanced

computer applications, our Corporate Programs provides quality instruction with the added convenience of your location. To help meet the educational demands of your employees we can customize courses to your specific organizational needs, or you can choose from the wide variety of established courses to be presented at a site of your choice.

For More Information: For information about upcoming seminars or Corporate Programs call: (303) 492-5148, outside the Denver metro area 1-800-331-2801 or come by our offices at 1221 University, Boulder or write us: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80309-0178.

*Video
Teleconferences*

31

Teleconferencing Means Quality, Convenience and Value.

The teleconference solution gives you live, interactive access to the best people in your field, via satellite communications.

A growing body of enthusiastic users cite the unparalleled efficiency and value this approach provides.

Must-Know Topics

Teleconferences cover a wide range of topics, providing useful information for people whose livelihood depends on current knowledge and effective training. Topics include business management, marketing, global trade, small business skills, new industrial and information technologies, advances in engineering, human resources issues, health care issues, and professional development skills.

Scheduling Information

Because they are live, teleconferences are often scheduled just a few weeks in advance. We are continually adding events to our schedule. To stay current, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at 1221 University Avenue. Or call: 303-492-6596 or 492-5148. You may call toll free from outside the Denver/Boulder area by dialing 1-800-331-2801.

Excellent Facilities

Most teleconferences are presented during daytime hours at the Coors Events/Conference Center on the Boulder campus, near the corner of Colorado Avenue at Regent, one block west of 28th Street. Featuring six large meeting rooms and an 11,000 seat arena, the Events Center can accommodate a variety of groups.

Upcoming Teleconferences

- May 17 A System of Profound Knowledge with Dr. W. Edwards Deming
- May 18 Inexpensive Justice: Boosting Business Revenues by Using the Small Claims Court



Serious Preparation for Serious Professionals.

These college level courses can give you a useful overview of the real estate field, or help you acquire knowledge to advance your real estate career. Instruction, open to all interested individuals, covers the following areas of study:

- Continuing Education courses for current Real Estate Licensees
- Real Estate Sales and Broker Licensing courses
- Licensed Appraiser courses
- Courses in Property Management, Closings, Water Law, Commercial and Investment Properties, Computer, Foreclosure, and other real estate subjects.

For information about the complete statewide real estate schedule call 492-8666 and ask for the current Real Estate Brochure.

Real Estate Continuing Education Law—1990

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salespersons. The law requires that each licensee complete an 8-hour mandatory course with exam and fulfill the remaining 16-hour requirement with qualified elective courses. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period.

January 1, 1993 16 hours (8 mandatory—
8 elective)

January 1, 1994 24 hours (8 mandatory—
16 elective)

NCRE 07 Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance, and appraisal.

Section 401: Night Course. 12 sessions.
(48 hours) Mondays and Wednesdays,
June 2-July 14, 6:30-10:30 p.m.

Location: Engineering Center CR 1-46,
Boulder Campus.

Tuition: \$255 plus textbooks.

NCRE 18 Colorado Contracts and Law

A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Section 401: Night Course. 7 sessions.

Mondays and Wednesdays,

July 19-August 9, 6:30-9:55 p.m.

Location: Engineering Center CR 1-46,
Boulder Campus.

Tuition: \$125 plus text \$16.

Opening Doors for Independent Learners.

Independent Study offers unique opportunities for learning. Correspondence Instruction and Individualized Instruction allow you to choose your own time and place for learning,

freedom not offered in other academic situations. No need to wait for a term to begin. Register anytime. Work at your own pace.

College Credit

Independent Study through correspondence allows you to begin courses at any time. You work directly with an instructor by mail. More than 70 college credit courses, approved by the University, are offered in 16 academic areas:

anthropology	history
business	kinesiology
economics	mathematics
education	music
engineering	philosophy
English	political science
fine arts	psychology
geography	sociology

Real Estate Education

Noncredit independent study courses are offered through correspondence to meet the educational requirements for licensing for real estate salespeople.

High School

These correspondence courses provide opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

For a Course Catalog Call or Write:

Independent Study Programs
Division of Continuing Education
University of Colorado at Boulder
Campus Box 178
Boulder, Colorado 80309-0178
303-492-8756
1-800-331-2801 (Toll Free)

Individualized Instruction provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus.

English as a Second Language (ESL)

International
English Center

For speakers of English as a second language, whether new Boulder residents or temporary visitors, the International English Center's evening classes in speaking, reading, and

writing today's English are designed to foster effective interpersonal exchange on the job and in the community.

NCFL 900, 901, and 902 English as a Second Language (ESL)

This combined-skills course at three different proficiency levels emphasizes practical English for the English-speaking workplace and for daily communication. The classes are taught by experienced professionals under the Coordinator, Ellen Polsky, M.A. A UCB faculty member now completing a Ph.D. in Linguistics, Ellen currently holds a full-time appointment as an academic coordinator for the intensive program at the IEC.

For registration information, write or call the IEC, or visit the Center's offices, just one block north of the Division of Continuing Education buildings, at 1333 Grandview Avenue.

NCFL 900 Beginning ESL

Section 100: Mondays and Wednesdays,
June 21-July 28, 6:30-8:30 p.m.
IEC Classroom 105, 1320 Grandview Avenue.
12 sessions. \$150.

NCFL 910 Intermediate ESL

Section 100: Mondays and Wednesdays,
June 21-July 28, 6:30-8:30 p.m.
IEC Classroom 106, 1320 Grandview Avenue.
12 sessions. \$150.

NCFL 920 Advanced ESL

Section 100: Mondays and Wednesdays,
June 21-July 28, 6:30-8:30 p.m.
IEC Classroom 111, 1320 Grandview Avenue.
12 sessions. \$150.

International English Center

Campus Box 63
Division of Continuing Education
University of Colorado at Boulder
Boulder, Colorado 80309-0063
Telephone: (303) 492-5547
Fax: (303) 492-5515

If you have questions about these evening classes, you may call the Coordinator, Ellen Polsky, at the IEC at 492-5547.

CATECS

Graduate Engineering Education at the Workplace Via TV and Videotape

Proposed Summer 1993 Courses (credit or noncredit)

The Center for Advanced Training in Engineering & Computer Science (CATECS) brings graduate courses directly to your worksite via live TV broadcast with two-way audio or by videotape. Take courses for professional development or work toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer Engineering, Software Engineering, Mechanical Engineering, Telecommunications, or Engineering Management.

Summer registration: May 3-17 (late registration with \$25 fee through June 18).

Classes begin June 7. Semester A classes end July 9. Semester C classes end July 30.

Civil/Environmental: Engineering Contracts (*Semester C*).
Engineering Management: Finance & Accounting for Engineers (*Semester C*), Leadership & Management (*Semester C*), Applied Statistics for the Mfg. & Process Industries (*Semester C*).
Telecommunications: Telecom Standards (*Semester A*), Telecom Theory & Applications (*Semester A*), Telecom Systems (*Semester A*), Wireless & Cellular Communications (*Semester A*), Economics, Policy, & Management of Telecom (*Semester A*).

The next full semester is Fall '93 with 25-30 courses in engineering and computer science. Fall registration: July 19-August 6. Classes begin August 25.

Tape Library (primarily noncredit)

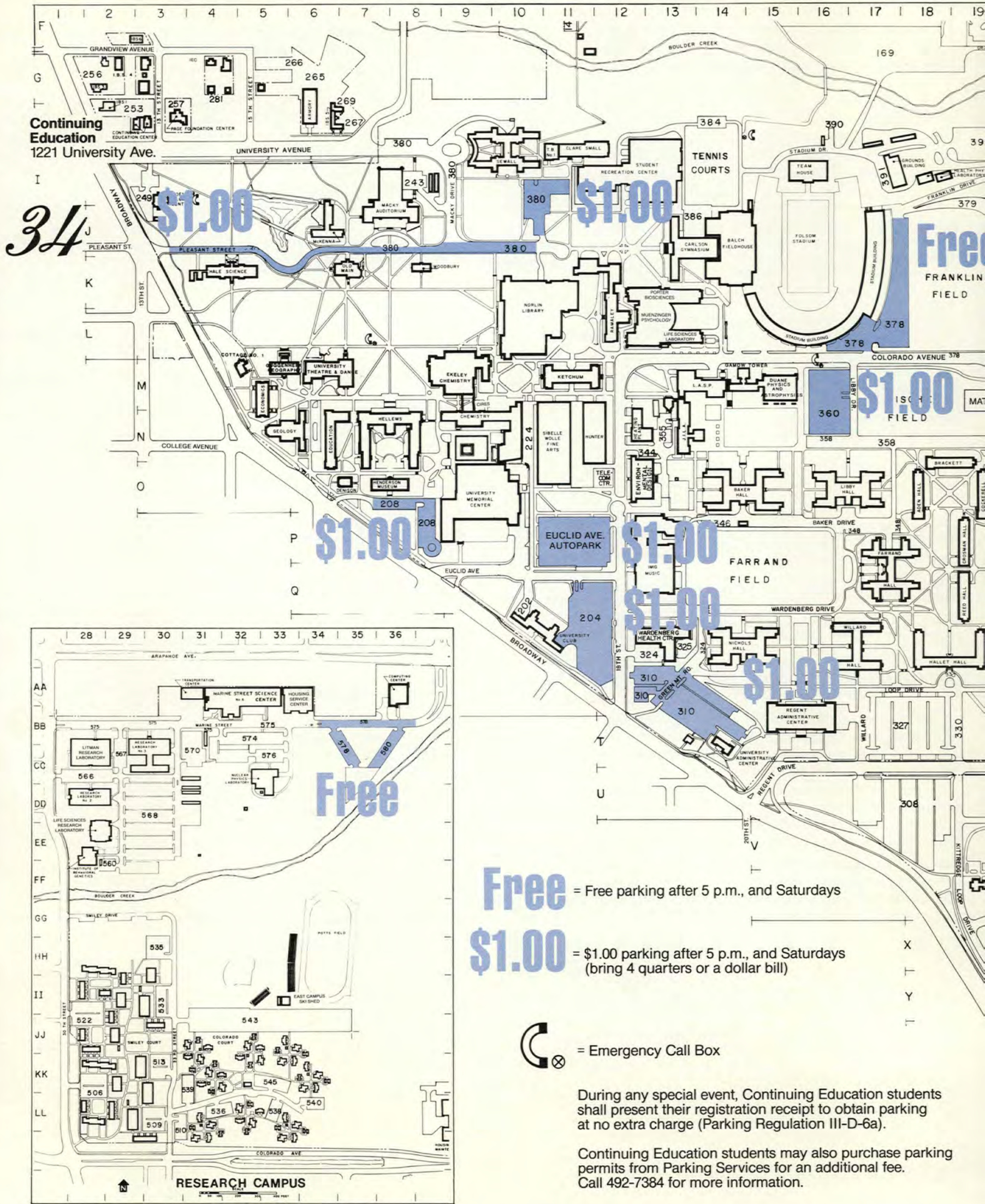
Tapes of over 70 courses taught in past semesters are available for rent or purchase.

**For catalogs/registration, contact CATECS:
(303) 492-6331 or fax 492-5987.**

CATECS

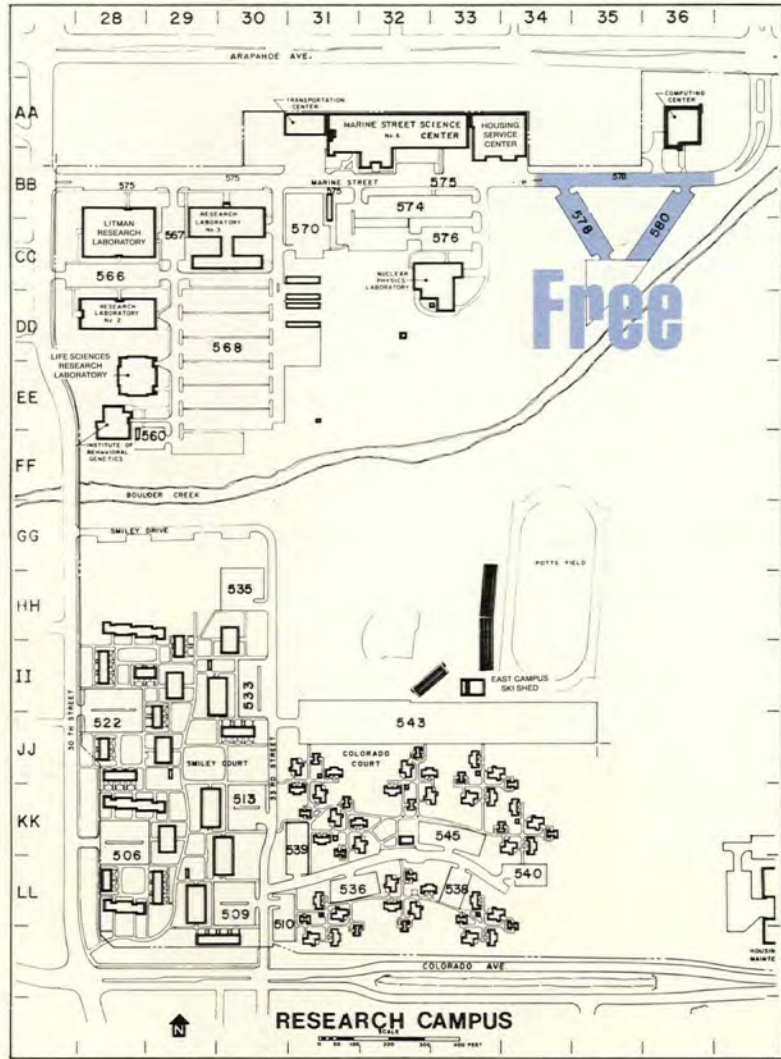
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Campus Map




Continuing Education
1221 University Ave.

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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.

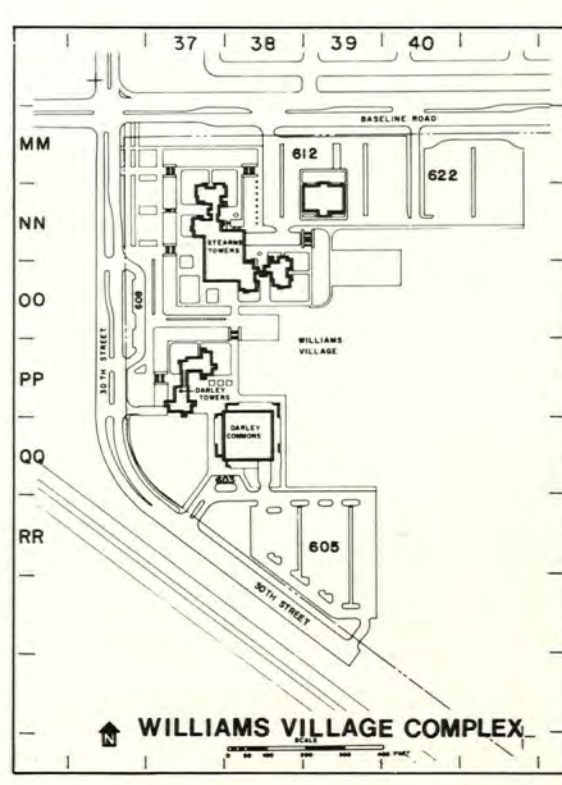
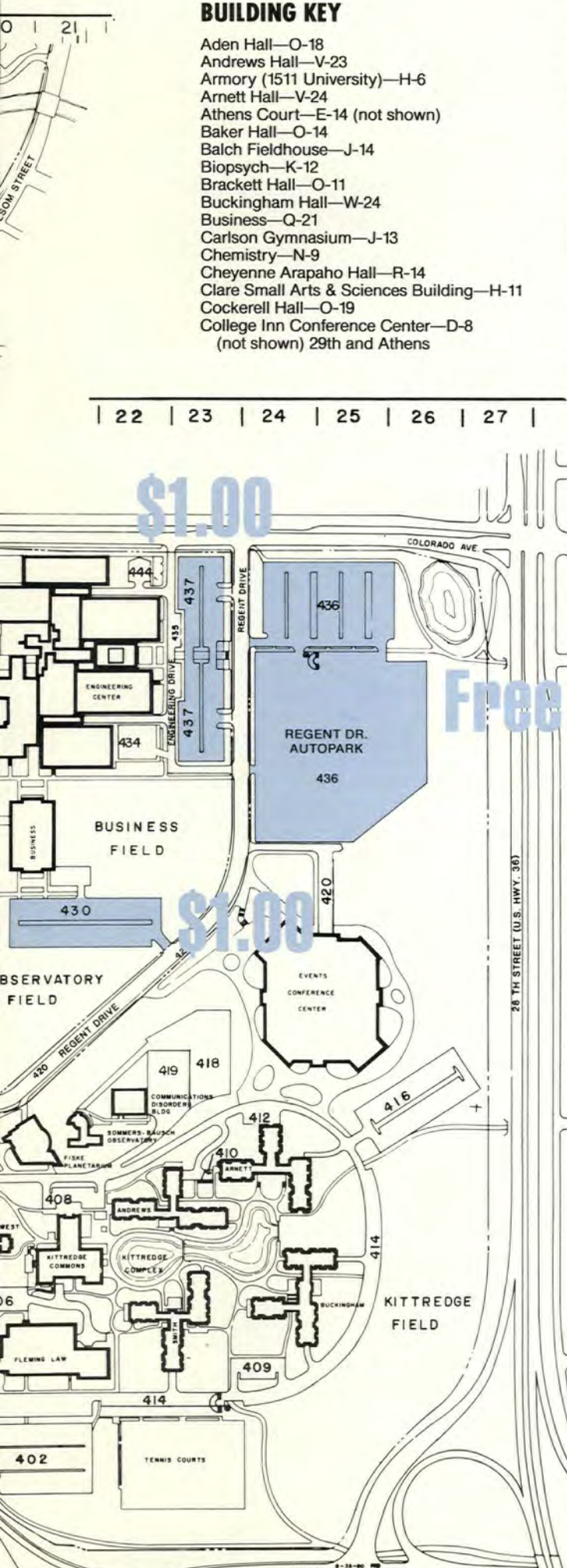
BUILDING KEY

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

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

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

Boulder Evening Credit Classes

For university courses with convenient evening hours.

Independent Study Programs

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

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

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

Learning For Learning's Sake:

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

Professional Enhancement:

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

Or earn a Certificate in:

**Commercial Design
Computer Applications and Computer
Graphics
Management Development**

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

**Real Estate Education Program
Special Professional and Corporate 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 8:30 a.m. and 5:30 p.m. Monday through Thursday or until 5 p.m. on Friday.

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

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

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Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

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

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

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

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed Total Enclosed _____

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

Signature _____ Date _____

Tuition Payment by Mail

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

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____

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

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

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

SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

I certify that I am registered with the Selective Service.

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

I am a female.

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

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

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

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

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

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

Student Signature _____

Date _____

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: _____

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 _____

<p>BIRTHDATE</p> <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	<p>SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>ETHNICITY: <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</p>	<p>RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____</p>	<p>MILITARY SERVICE: <input type="checkbox"/> Non-veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Active Duty Dates _____ to _____</p>	<p>SOCIAL SECURITY NUMBER:</p> <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																	
<p>CITIZENSHIP: <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 _____</p>			<p>MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married</p>		<p>FORMER CU STUDENT NUMBER:</p> <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.

	YOU	CHECK ONE: <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 _____

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

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

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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.

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Continuing Education
1221 University Avenue
Campus Box 178
Boulder, Colorado 80309-0178

Instruction offered as part of the Statewide Extended Studies Program
Continuing Education receives no state tax support to administer/promote its programs and services.

It's all in your head.

Sometimes life makes a sharp turn without signaling first. After you get over being surprised, you realize that you know what you want. You want something better. Something new. Or maybe just something else. And then you quickly think of reasons why this bright idea won't work. That's when you need to stop and remember: it's all in your head. The roadblocks *and* the road maps. The anxiety *and* the vision. The courage, commitment, street smarts and curiosity you need to get moving are all right there waiting to be tapped. Why not use this summer to give yourself a head start. We've got lots of new directions. Choose one. And if you need some suggestions . . . look inside.

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

