

CONTINUING
EDUCATION
UNIVERSITY OF COLORADO AT BOULDER

SUMMER
1996



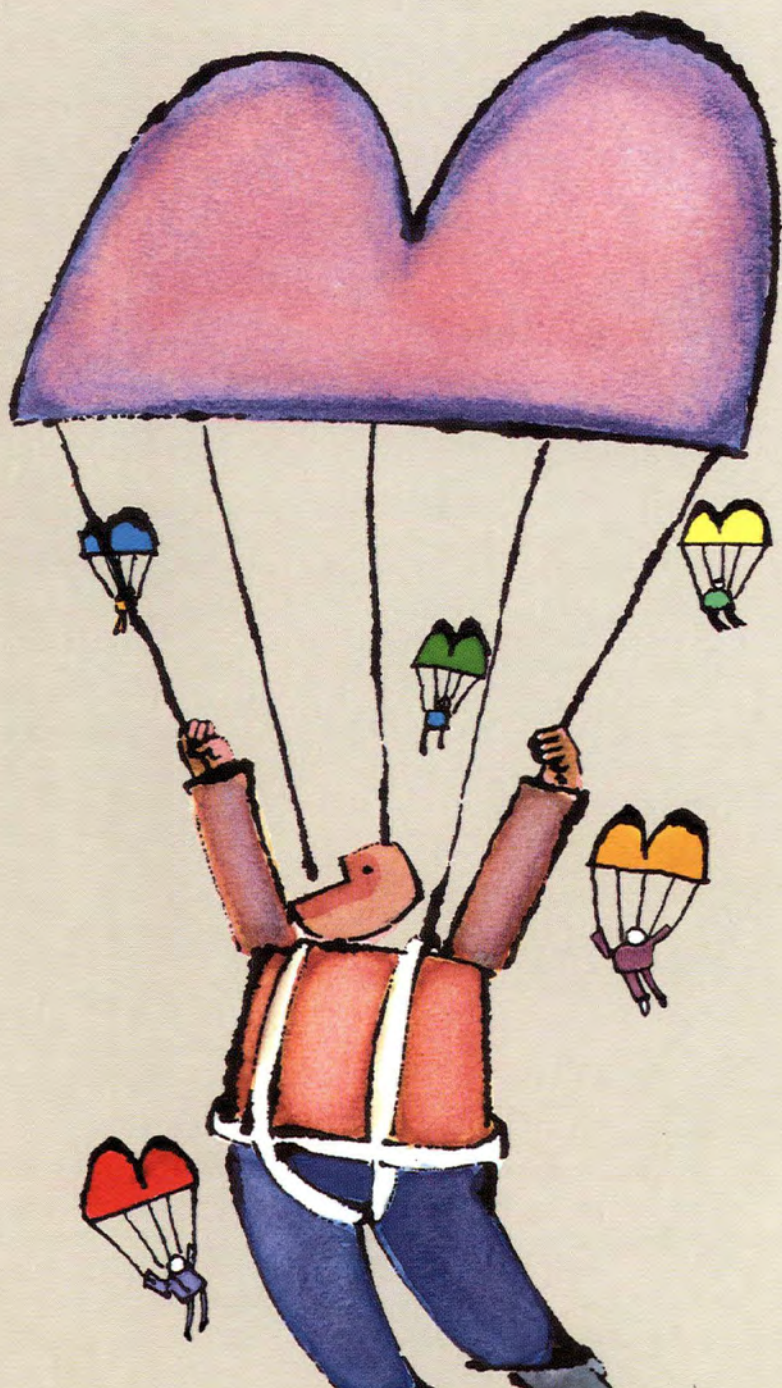
© TIME FOR PLAN B

Ed. Art h 196

NEW AND NOTEWORTHY.

BIG NEWS! MORE TIME FOR STUDENTS IN TRANSITION. Nondegree students can now take additional (unlimited) credit hours through Continuing Education. The "12 hour rule" has been eliminated. All appropriate credits will be applied to your transcript if you are admitted into a CU degree program. For help choosing courses that fit your plan, come see an advisor. **BREATHE EASY? WINDOWS 95, OPENING NOW.** You're up and running, sort of. Why not breeze in for hands-on hints that make this software really sing? **BRAVO (OPERA) BUFFS!** We're very excited to unveil the Opera Buff's Guide to Summer Lyric Theatre in collaboration with the CU College of Music. Professor Dennis Jackson presents a series of lively, informative talks on *The Mikado* and *The Gypsy Baron*, to set the stage for enhanced enjoyment on the season's featured offerings.

FOUR WAYS TO REGISTER



1. REGISTER BY MAIL.

A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION.

Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.

3. IN PERSON.

Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 a.m. to 5 p.m. Fridays).

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 39) and have your credit card information handy. Then call (303) 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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BOULDER EVENING CREDIT CLASSES

University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, English, Fine Arts, Mathematics, Philosophy, Psychology, and Sociology.

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NONCREDIT (PERSONAL DEVELOPMENT) COURSES

A lively, relevant approach to the arts, languages, lifestyles, test preparation, and writing.

17

BUSINESS CLASSES

Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development Certificate also available.

21

COMPUTER APPLICATIONS CERTIFICATE PROGRAM

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.

31

PROFESSIONAL CERTIFICATE PROGRAM IN TOTAL QUALITY MANAGEMENT

Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.

32

REAL ESTATE AND APPRAISAL PROGRAM

A full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado.

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ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.

Independent Study

SAVE and High School Concurrent Programs

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

International English Center

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CAMPUS MAP

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REGISTRATION INFORMATION

Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.

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CREDIT REGISTRATION FORM

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NONCREDIT/CERTIFICATE REGISTRATION FORM

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INDEX**CATALOG PRODUCTION.**

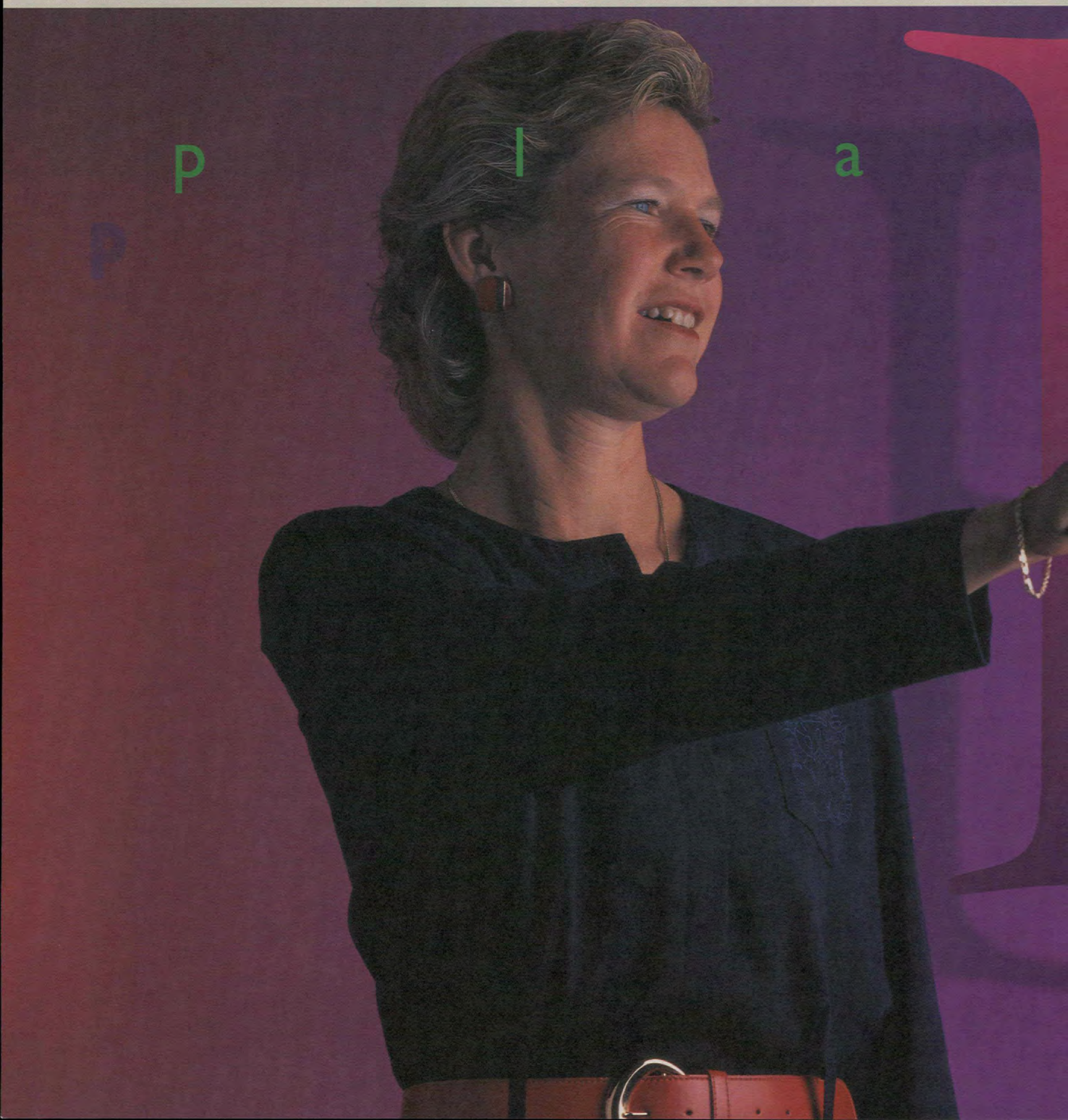
Catalog production is wholly self-sustaining and does not involve funds allocated by the legislature for the university at large. Recycled paper is used throughout the book. Share your catalog with friends, and recycle all appropriate materials. Thank you.



PLAN AHEAD. USE EVENING CREDIT COURSES TO GET A JUMP ON YOUR DEGREE.

Many students use Evening Credit courses to transition into a CU degree program. It's a good way to sample the curriculum. Build a track record to strengthen an application. Or pick up the credits while waiting to fulfill residency requirements. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with an 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 may not enroll.)



RESIDENCY: 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. The last day to petition (provide residency documentation) for Summer semester is June 7, 1996.

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: Tuition is determined by residency status. Resident tuition is \$90 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$170 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session. The Division will charge our in-state rate for Boulder Evening classes when

a non-resident, degree student pays full out-of-state tuition to the campus and then enrolls for additional Boulder Evening courses.

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 \$56 a semester
- Wardenburg Student Health Services for \$17 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.

ACADEMIC ADVISING: An academic advisor 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 building, Room 2 (492-4518).

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

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

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

PASS/FAIL OPTION: This option is not available for Boulder Evening Credit Courses.

SPECIAL FACULTY-STAFF

REGISTRATION: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning June 3.



This summer Jan Whitt is teaching two courses. Mass Media Writing (JOUR 2001) is a required course for anyone interested in the School of Journalism and Mass Communication. It also satisfies the university writing requirement. Women and Popular Culture (JOUR 4872) is a survey course with broad appeal. "We live in a media culture," Jan says. "People find this class helpful in understanding media impact. It's exciting to teach because it touches on so many controversial areas. Discussion is lively—it's a lot of fun." A journalist with a Texas byline, Jan spent five years writing for the Waco Tribune Herald and The Baylor Line. She earned her B.A. and M.A. from Baylor University and a Ph.D. in English from the University of Denver. She writes on media studies, women's issues and literary journalism. Teaching for Continuing Education is a pleasure, she says, because "it gives me exposure to students I don't always have a chance to work with—a nice cross section of the student population." In her free time, she slows down by speeding up, skimming along Boulder running trails and hanging with Maggie, her golden retriever. CU, she says, is "a wonderful, friendly community."

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

MAY 6	First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30 a.m.-5:30 p.m. Monday through Thursday; 8:30-5 Friday.
JUNE 3	Classes Begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 6	Last day to register for Five-Week Class. Withdrawals after this date will appear as a "W" on student's academic record.
JUNE 7	Last day to register for Eight-Week Classes. Withdrawals after this date will appear as a "W" on student's academic record. Instructor's signature required to drop Five-Week class.*
JUNE 10	Instructor's signature required to drop Eight-Week classes.*
JUNE 14	Petition required to drop Five-Week Class.
JUNE 17	Petition required to drop Eight-Week Class.
JULY 3	Five-Week Class Ends.
JULY 4	Independence Day Holiday. NO CLASSES.
JULY 25 & 30	Eight-Week Classes End.

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

REFUND SCHEDULE FOR CREDIT CLASSES

EIGHT-WEEK SESSION

100 % through June 7
60% June 10 through June 14
40% June 17 through June 21
NONE THEREAFTER

FIVE-WEEK SESSION

100% through June 6
60% June 7 through June 12
40% June 13 through June 18
NONE THEREAFTER

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 non-resident reduced 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.



Marcus Washington's interest in Psychology is more than casual. His career goal is to be a child psychologist: "It's always been a dream of mine to help kids—inner city, or anywhere. I want to have a positive influence with kids." Marcus says Dr. Freedman is "a great prof. Even though it's a night class, he keeps me awake and listening. He keeps it interesting."

CLASSES BY STARTING DATE, SUMMER 1996

Course No.	Dept	& Hours	Section	Time	Course Title
Tuesday, Wednesday and Thursday Five-Week Class, Begins June 4 and Ends July 3					
KINE.....3420-3			100	5:30-8:30 p.m.	Nutrition, Health and Performance

EIGHT-WEEK CLASSES

Monday and Wednesday Courses, Begin June 3 and End July 24					
COMM.....2400-3			300	6-8:30 p.m.	Communication and Society
ECON.....2020-3			300	6-8:30 p.m.	Principles of Macroeconomics
ENGL.....1500-3			300	5:30-8 p.m.	Masterpieces of British Literature
ENGL.....3051-3			300	6-8:30 p.m.	Intermediate Fiction Workshop
FILM.....3563-3			300	6-8:30 p.m.	Producing the Feature Film
GEOG.....1982-3			300	6-8:30 p.m.	World Regional Geography
JOUR.....2001-3			300	6-8:30 p.m.	Mass Media Writing
MATH.....1011-3			300	6:30-9 p.m.	Fundamentals and Techniques of College Algebra
PSYC.....4456-3			300	6-8:30 p.m.	Psychology of Personality
SOCY.....3151-3			300	6-8:30 p.m.	Self in Modern Society

Tuesday and Thursday Courses, Begin June 4 and End July 30					
ARSC.....1150-3			300	5:30-8 p.m.	Writing in Arts and Sciences
COMM.....1300-3			300	6-8:30 p.m.	Public Speaking
COMM.....2210-3			300	6-8:30 p.m.	Perspectives in Human Communication
ECON.....2010-3			300	6-8:30 p.m.	Principles of Microeconomics
ENGL.....3062-3			300	6-8:30 p.m.	Modern and Contemporary Literature
JOUR.....4331-3			300	6-8:30 p.m.	Women and Popular Culture
PHIL.....1600-3			300	6:30-9 p.m.	Philosophy and Religion
PSCI.....3011-3			300	6-8:30 p.m.	The American Presidency
PSYC.....4303-3			300	6-8:30 p.m.	Abnormal Psychology
SOCY.....1006-3			300	6-8:30 p.m.	The Social Construction of Sexuality

SURVIVAL TIPS

Starting this semester, nondegree students may take an unlimited number of credit hours through Continuing Education. Credit hours will be reviewed and applied to your transcript, as appropriate, if you are admitted as a CU degree student.

Sou Piaovong, right, and Than-Chau "TC" Nguyen-Vu decided to take Michael Freedman's Evening Credit Psychology class together. Sou says evening classes really take the pressure off her daytime schedule of classes and work. TC adds that evening classes "seem more intimate. It's easier to ask questions when it's not a class of 500."

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.

Not Attending Classes Does Not Mean You Have Withdrawn.



ARTS AND SCIENCES

ARSC 1150-3

Writing in Arts and Sciences

Emphasizes the development of effective writing skills with instruction provided in expository and analytical writing. Basic elements of grammar, syntax, and composition will be reviewed as needed. Approved for arts and sciences core curriculum: written communication.

Patricia Thompson, M.A.

Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Engineering Center CR 110. \$270 (resident).

COMMUNICATION

COMM 1300-3

Public Speaking

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

David Steiner, Ph.D.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Education 138. \$278 (resident).

COMM 2210-3

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 relationships, group decision making, organizational communication, and impact of technological developments on communication.

Joel Guenther, M.A.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. McKenna 112. \$270 (resident).

Michael Freedman teaches psychology with emphasis on real-world applications, drawn from his experience as a clinical psychologist. He wants his students to come away with some knowledge of what the field is really like, so they can make informed career choices. He says, "I teach because I enjoy teaching." A survey course, the class includes discussion of interpersonal styles, psychopathology and biological bases of behavior.



COMM 2400-3

Communication and Society

Seeks to increase student's awareness of the ways in which gender, dialect (ethnic, regional, and social class), and cultural background influence communication behavior and its consequences. Deepens understanding of communication as a social process, making students more sophisticated observers and participants in their own and other cultures. Approved for arts and sciences core curriculum: contemporary societies.

Joel Guenther, M.A.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. McKenna 112. \$270 (resident).

ECONOMICS

ECON 2010-3

Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Students may not receive credit for ECON 2010 and 2011 or 1000. Approved for arts and sciences core curriculum: contemporary societies.

Jill Holman, M.A.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hale 230. \$270 (resident).

ECON 2020-3

Principles of Macroeconomics

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Students may not receive credit for ECON 2020 and 2021 or 1000. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hale 230. \$270 (resident).

ENGLISH

ENGL 1500-3

Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play by Shakespeare, a pre-twentieth-century English novel, and works by Chaucer and/or Milton. Approved for arts and sciences core curriculum: literature and the arts.

Patricia Thompson, M.A.

Section 300: Mondays and Wednesdays, 5:30-8 p.m. Engineering Center CR 110. \$270 (resident).

ENGL 3051-3

Intermediate Fiction Workshop

Intermediate course in fiction writing. May be taken up to three times for credit.

George Moore, Ph.D.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 259. \$270 (resident).

ENGL 3062-3

Modern and Contemporary Literature

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

George Moore, Ph.D.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hellems 141. \$270 (resident).

FILM STUDIES

FILM 3563-3

Producing the Feature Film

Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will also be featured.

Frank Iannella, M.A.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Guggenheim 205. \$278 (resident).

GEOGRAPHY

GEOG 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.

David Faust, M.A.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Education 220. \$270 (resident).

JOURNALISM

JOUR 2001-3

Mass Media Writing

Introduces information gathering and writing techniques appropriate for the mass media.

Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.

Jan Whitt, Ph.D.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Macky 3C. \$270 (resident)

JOUR 4331-3

Women and Popular Culture

The study of how women are portrayed in mass media, particularly advertising, television, film and contemporary popular literature.

Critical methods will be utilized with a focus on producing responsible viewers and readers.

Jan Whitt, Ph.D.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Woodbury 106. \$270 (resident).

KINESIOLOGY

KINE 3420-3

Nutrition, Health and Performance

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

Brian Seaward, Ph.D.

Section 100: Tuesdays, Wednesdays and Thursdays, 5:30-8:30 p.m. Clare Small 207. \$270 (resident).

MATHEMATICS

MATH 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 quantitative reasoning and mathematical skills requirement.

Robert Ellingwood, M.A. *Bernard Gillett*

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Engineering Center CR 1B55. \$270 (resident).

PHILOSOPHY

PHIL 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.

Lee Speer, M.A.

Section 300: Tuesdays and Thursdays, 6:30-9 p.m. Hellems 229. \$270 (resident).

POLITICAL SCIENCE

PSCI 3011-3

The American Presidency

Covers constitutional and institutional foundations and historical development of the presidency; roles, powers, selection, recent modifications, and institutionalization. Uses lectures and class discussion. Prereq., PSCI 1101. Approved for arts and sciences core curriculum: United States context.

Vince McGuire, Ph.D.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E113. \$270 (resident).

PSYCHOLOGY

PSYC 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. Prereq., PSYC 1001.

Patrick Vann, Ph.D.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E432. \$278 (resident).

PSYC 4456-3

Psychology of Personality

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

Enrollment restricted to juniors and seniors.

Patrick Vann, Ph.D.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Muenzinger E432. \$270 (resident).

SOCIOLOGY

SOCY 1006-3

The Social Construction of Sexuality

Discusses current perspectives on the social determinants of sexuality. Emphasizes sociological critique, and analyzes the interfacing of societal, psychological, and cultural influences. Interactional perspective of human sexuality is presented. Same as WMST 1006. Approved for arts and sciences core curriculum: culture and gender diversity.

Gary Ferrini, M.A.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hellems 201. \$270 (resident).

SOCY 3151-3

Self in Modern Society

Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving

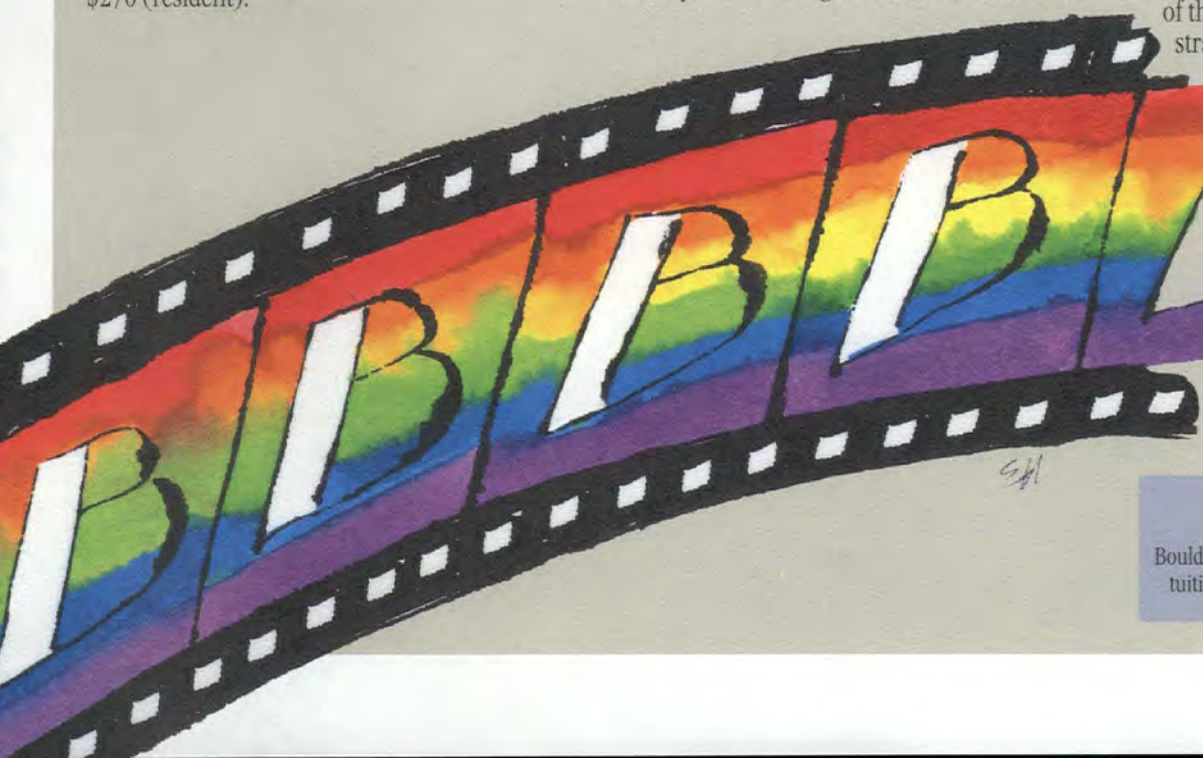
balance between the individual and society. Approved for arts and sciences core curriculum: U.S. context or ideals and values.

Duncan Rinehart, Ph.D.

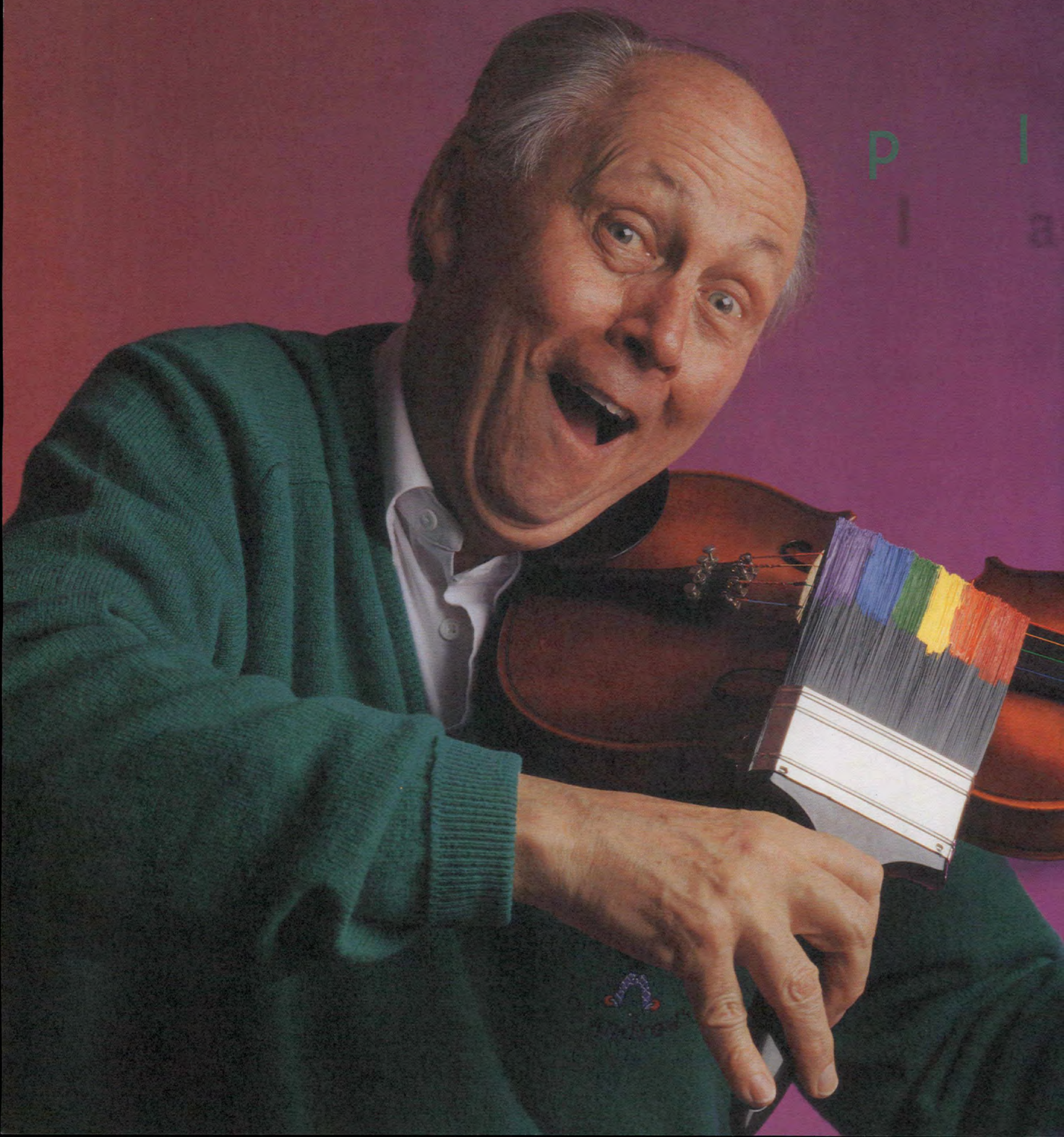
Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 199. \$270 (resident). *211*

SURVIVAL TIPS

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



NONCREDIT



COURSES ARE GREAT. NONSTRESS. NONSCARY. NONCOMPLICATED.



Sometimes Plan B begins with a wish, a feeling more intuitive than sensible. You get a recurring impulse to brush up your French, study the universe, or write a journal. But it's hard to justify if it won't lead to a raise or a promotion. You Know What? You should just stop arguing and sign up. Do something non-practical for once. Besides, you never know what leads to what.

Classes will not meet July 4.

Tuition and classroom locations are listed at the end of each course description. **Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting.** Requests for exceptions must be made on the Petition for Exception Form. Call 492-5145 for forms and information. 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.

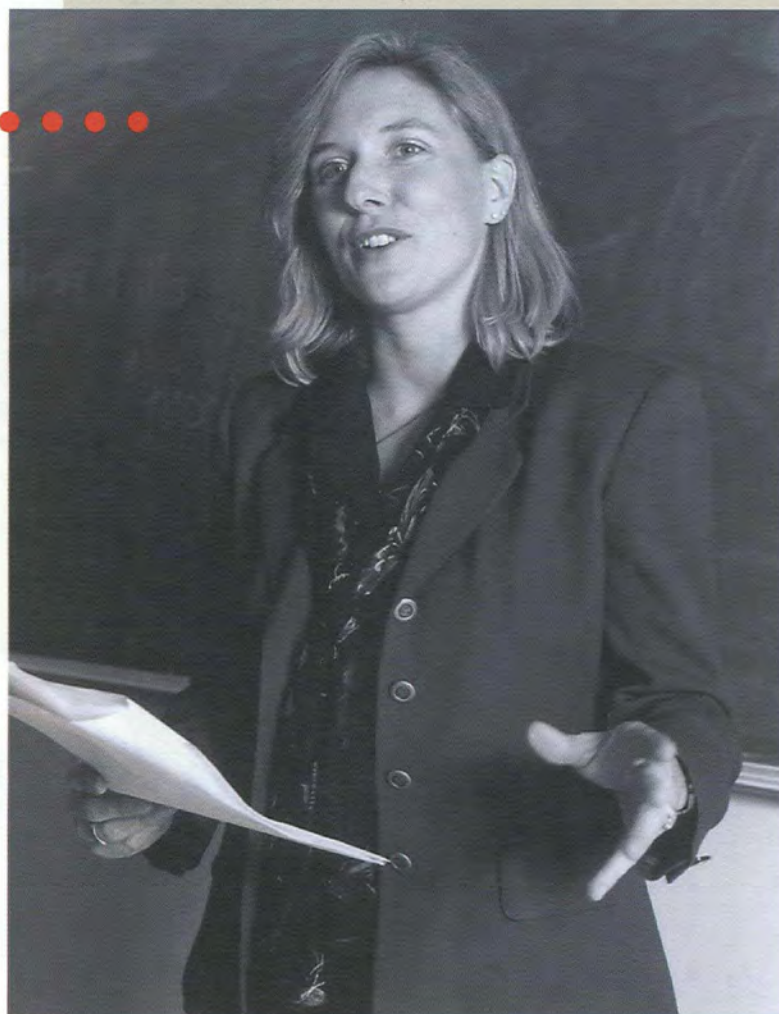
Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellems Hall, the lab provides state-of-the-art audio, video and print materials for language students. A receipt for your Continuing Education language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

*If you want a behind-the-scenes look at opera, you're in good hands with Dennis Jackson, who helped launch the Lyric Theatre Festival 16 years ago. This summer, Dennis is teaching a new noncredit course that turns the spotlight on two upcoming summer shows, *The Mikado* and *The Gypsy Baron*, emphasizing historical context and theatrical insights. A Professor of Voice with the College of Music and head of the Lyric Theatre Program, Dennis stage directs three of the five CU College of Music productions. He did his undergraduate work at Texas Wesleyan U. in History and Government (that was Plan A) and in Music. Students concerned to find themselves on a 5-year track may be comforted to know this Plan B correction took him almost six years to complete—in total—but put him on track for a career he loves. Postgraduate studies took him to Ann Arbor for a DMA, a Doctorate of Musical Arts. "We referred to it as the 'DAM' degree," he says. He came to CU in 1971 as a professor of voice, specializing in French diction and repertoire. A gourmet cook who loves travel and railroading, he leads a group to London every December for 18 days of music and theater, with a side trip to Stratford-Upon-Avon. Dr. Jackson looks forward to his first teaching assignment with Continuing Education. "It is a vital program—a vital part of the CU program," he says.*

NONCREDIT COURSES, SUMMER 1996

Architecture and Landscape	11	Foreign Languages	13
Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado		Beginning Conversational French	
Four Season Colorado Landscape		Intermediate Conversational French	
How to Design or Remodel a House with an Architect		Advanced Conversational French	
Introduction to Interior Design		Beginning Conversational Spanish	
		Intermediate Conversational Spanish	
Communication	11	Beginning Conversational Italian	
Introduction to American Sign Language		Beginning Conversational and Written Japanese	
Fine Arts	11	History and Culture	14
Basic Photography		A Field Trip: Exploring the Colorado Midland Railroad	
Creative Photography Workshop		Investments and Personal Finance	14
Clay and the Figure		Basic Investing	
Introduction to Oil/Acrylic Painting		Advanced Investment Strategies	
Introduction to Drawing		Mutual Fund Investing	
Life Drawing		Lifestyles — Personal and Professional	15
Painting People in Costume Using Soft Pastel		Stress and Burnout: Transforming Pressures into Creative Breakthroughs	
Introduction to Art and Antiques		Stress Management Through Biofeedback	
How to Look at Art		Nutrition and Wellness	
Graphic Communication	13	Finding and Running the Organic Farm	
Cartooning for Kids-Ages 8-12		Science	15
Cartooning for Teens-Ages 13-18		An Introduction to the Universe	
		Theatre	15
		Acting Basics	
		Behind the Scenes! The Colorado Shakespeare Festival	
		The Opera Buff's Guide to the Summer Lyric Theatre Festival	
		Writing and Literature	16
		English Writing Made Simple	
		Creative Writing	
		Writing the Novel	
		The Journal: A Genre of Self-Discovery	
		The Children's Book: Illustrating and Getting Published	

Mary Wright has been teaching investment tips and strategies for 14 years. She says, "I enjoy it! It's fun to see people come away with more enthusiasm than when they came in. It's something I believe in. One of those life courses that ought to be taught somewhere along the way—but isn't." Mary makes up for lost time with objectivity, common sense and humor. Class options include a basic class, an advanced class and another strictly on mutual funds.



ARCHITECTURE AND LANDSCAPE

NCAL 005

Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Course 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 18, 6-9 p.m.
1 session. Hellems 81. \$20.

NCAL 011

Four Season Colorado Landscape

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

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

Section 100: Wednesday, June 19, 6-9 p.m.
1 session. Hellems 81. \$20.

NCAL 028

How to Design or Remodel a House with an Architect

Examine the issues that architects and clients face in the design construction process. We begin with a history of the American house and move on to cover the following: physical characteristics of the Front Range and architectural responses to sun, wind, snow and dryness; how to evaluate a building site; zoning and codes. Also, learn to generate a building program, realistic budgets, and expectations of the construction process.

Jeffrey W. Limerick, M.A., Arch., has been a practicing architect for over 20 years.

Section 100: Thursdays, June 6-July 11 (no class July 4), 7-9 p.m. 5 sessions Education 143. \$60.

NCAL 029

Introduction to Interior Design

Whether working with an interior designer or designing your own home interior, this course introduces you to the principles, concepts and elements of interior design. Topics discussed include: proportion and scale; balance and rhythm; textures; color and light; furniture and the purchasing process; spatial arrangements and floor plans; accessorizing and wall arrangements.

Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 100: Thursdays, June 6-July 25 (no class July 4), 7-9 p.m. 7 sessions.
Environmental Design 120. \$85.

BUSINESS

Business classes are located on pages 18-19.

COMMUNICATION

Communication classes are also located in the professional development section of **Business**, on page 19.

NC C 008

Introduction to American Sign Language

Acquire a basic knowledge of American Sign Language and deaf culture and learn basic American Sign Language vocabulary and phrases. A fun-filled class with lots of activities. No text required.

Tom Riggs, M.A., has taught American Sign Language classes for ten years and is a certified member of the American Sign Language Teachers Association.

Section 100: Tuesdays, July 9-30, 6:30-8:30 p.m.
4 sessions. Education 136. \$50.

FINE ARTS

NCFA 001

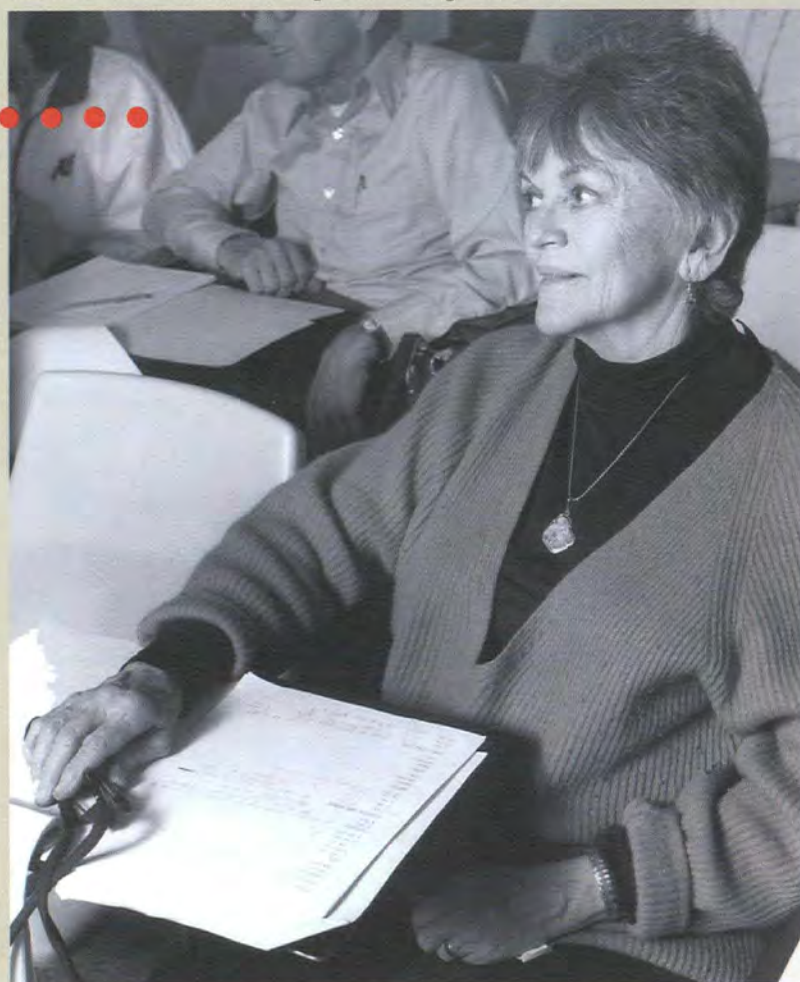
Basic Photography

This course is designed to help you fully utilize your 35 mm camera. Topics covered are camera handling, proper exposures for indoor and outdoor lighting, color and black and white film differences and their specific uses, black and white film developing and print developing with special emphasis on how to take and develop black and white photographs, as well as properly exposing your color film. Tuition includes all chemicals needed for black and white developing and printing, but students are responsible for buying their own film and paper. Bring your camera with manual settings and instruction manual to class.

Jayna Conkey, M.F.A., has shown in Colorado, Florida and Nevada.

Section 100: Thursdays, June 13-July 25 (no class July 4), 6:30-9 p.m. 6 sessions.
Fine Arts C 175C. \$130.

Marylou Shattuck (CU, Class of 1951) is taking a course in investing because she's responsible for managing some family assets on her mother's behalf. At 92, her mother is too busy running the family farm and, in her spare time, taking a weight training course. This is a family that believes in lifelong learning. Marylou has taken many Real Estate courses through CU, a couple of geography courses through the day program, just for the fun of it, and a computer course. She holds a Broker's license, manages investments for 24 family members and does her own taxes on computer. Marylou says with conviction, "The computer has revolutionized my life." Marylou and her husband, John, a retired airline pilot, believe that education is a passport to a better and more interesting life—that intellectual stimulation helps maintain good health.



FINE ARTS-CONTINUED

NCFE 002

Creative Photography Workshop

Learn about amazing new films, cameras, filters, telephoto and wide angle lens use, flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom instruction includes black and white printmaking, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer imaging equipment, based on student's proficiency. Cost of chemicals is included. Bring your own 35mm 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 the Boulder Photo Center.

Section 100: Thursdays, June 13-August 15 (no class July 4), 7:30-9:30 p.m. 9 sessions. Ketchum 235. \$135.

NCFE 024

Clay and the Figure

For beginning and intermediate students, this handbuilding class will focus on the figure in clay, in both sculptural and vessel form. The figure has been used in ceramics throughout time and across cultures. This class will begin to examine the importance of the figure in contemporary ceramics. Tuition includes access to claymaking, glaze chemistry, and gas and electric kilns as well as additional studio time.

Amy Vogel, M.F.A., has worked with the figure in clay for the past ten years and has shown in Philadelphia and the San Francisco Bay area.

Section 100: Tuesdays and Thursdays, June 4-27, 6:30-9:30 p.m. 8 sessions. Fine Arts C1B30. \$195.

NCFE 028

Introduction to Oil/Acrylic Painting

Emphasis is on observation, with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience is necessary. This is not a technique demonstration class. The student will choose to work with either oils or acrylics and canvas panels (cost estimate \$50-\$100). Call 492-5148 for a supply list.

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

Section 100: Wednesdays, June 12-July 24, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFE 020

Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph or an object) and work with a design. No prior art experience is necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Call 492-5148 for a supply list.

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

Section 100: Tuesdays, June 18-July 30, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFE 005

Life Drawing

Using exercises in learning to see and respond, drawing the figure will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft Alfa charkole, vine charcoal, pink pearl eraser, 18x24 inch newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, bamboo pen, and red, yellow, green, purple, orange, and white soft pastels. Tuition includes fees for a model, present at every session.

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

Section 100: Wednesdays, June 12-July 17, 7-9 p.m. 6 sessions. Fine Arts N275. \$105.

NCFE 043

Painting People in Costume Using Soft Pastel

This class will address the challenges of drawing and painting the life model in costume, how clothing hangs on the model, the anatomy of fabric as well as the anatomy of the human form, how to compose the subject on various formats, how to combine drawing and painting skills in pastel, how to work from the overall to the specific using massing as the foundation and becoming more detailed as the work progresses. Other basic considerations will include understanding value transition, the temperature of color, the use of neutral and vibrant color, and altering the texture of the surface as well as the textures created by pastel. Tuition includes fees for a model present at every session. Call 492-5148 for a supply list.

Judith Spychalski, B.F.A., member, Degas Pastel Society, has exhibited throughout the U.S.

Section 100: Saturdays, June 8-July 13 (no class July 6), 9 a.m.-1 p.m. 5 sessions. Fine Arts N103. \$135.

NCFE 075

Introduction to 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; and how to protect your art and your investment.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 100: Tuesdays, June 18-25, 7-9 p.m. 2 sessions. Hellems 251. \$25.



NCFA 235

How to Look at Art

Don't be intimidated by galleries and museums! This two-part class will introduce you to some of the ways to look at paintings. In the first class, we look at technique, use of color, composition, and drama, and those qualities which make certain paintings compelling. In the second class we meet at the Denver Art Museum to look at a number of paintings on display. After the class tour, you are free to continue at the museum or tour other Denver sites.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 100: Tuesday, July 16, 7-9 p.m., Hellems 251 and Saturday, July 20, 10 a.m.-noon, Denver Art Museum, 14th Avenue and Bannock Street. 2 sessions. \$25.

GRAPHIC COMMUNICATION

NCFA 365

Cartooning for Kids-Ages 8-12

In three fun-filled mornings, kids are introduced to the basics of cartooning including expression, movement, character, animals and more. This step-by-step introductory workshop provides kids with useful art techniques for creating greeting cards, comic strips, T-shirt design and much more. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided.

Eric Teitelbaum, is a cartoonist with *The New Yorker Magazine* and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, July 15-17, 9 a.m.-12 noon. 3 sessions. Norlin Library M 300D. \$75.

NCFA 364

Cartooning for Teens-Ages 13-18

A cartoon class especially created for teens. Young people learn not only the basics of character design, expression and movement, but also special techniques for caricaturing famous people and celebrities, designing super heroes, and how to create and send cartoon ideas to comic book and publishing companies. A fun-filled, information-packed program and a lively experience for young artists. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided.

Eric Teitelbaum, is a cartoonist with *The New Yorker Magazine* and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, July 15-17, 1:30-4:30 p.m. 3 sessions. Norlin Library M 300D. \$75.

FOREIGN LANGUAGES

NCFL 100

Beginning Conversational French

Build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class. Nadia Turk, Ph.D., has taught at CU Boulder since 1982.

Section 100: Mondays, June 10-July 29, 5:30-8 p.m. 8 sessions. Hellems 267. \$130.

NCFL 200

Intermediate Conversational French

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

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

Section 100: Wednesdays, June 12-July 31, 5:30-8 p.m. 8 sessions. Hellems 251. \$130.

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 meeting. Emphasis is on building vocabulary and on using French more easily.

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

Section 100: Tuesdays, June 11-July 30, 5:30-8 p.m. 8 sessions. Hellems 267. \$130.

NCFL 103

Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text, *Getting Along in Spanish* by Jarvis, is available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.

Section 100: Mondays and Wednesdays, June 3-26, 7-9 p.m. 8 sessions. Education 155. \$106.

Chrissy Coughlin is a musician (guitar and vocals) who also works for the Center for Human Rights Advocacy. She took Mary Wright's investing course "for an overview—information for down the road."



FOREIGN LANGUAGES -CONTINUED

NCFL 203

Intermediate Conversational Spanish

Build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent. Required text, *Pasajes: Lengua* by Bretz, is available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.

Section 100: Thursdays, June 6-July 25 (no class July 4), 7-9 p.m. 7 sessions. Education 155. \$94.

NCFL 102

Beginning Conversational Italian

Examines the basics of Italian conversational grammar as well as various aspects of modern Italian culture and the Italian way of life. Participants will learn the elements of the language, view videos, and hold open discussions. Required text, *Italianissimo I* by De Rome, is available at the CU Bookstore.

Shelley Carter, M.A. in Italian, has lived in Italy and taught in Colorado and Virginia.

Section 100: Wednesdays, June 12-July 31, 6-8 p.m. 8 sessions. Hellems 247. \$106.

NCFL 104

Beginning Conversational and Written Japanese

We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text, *Communicating in Japanese, Book I*, available at the CU Bookstore. Douglas Gordon, M.A., has taught Japanese language classes since 1981.

Section 100: Fridays, June 7-July 26 (no class July 5), 6-9 p.m. 7 sessions. Hale 240. \$136.

HISTORY AND CULTURE

NCH 007

A Field Trip: Exploring the Colorado Midland Railroad

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

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 20, 7 a.m.-7 p.m. 1 session. Meet at instructor's home, 3965 Britting, Boulder. \$60.

INVESTMENTS AND PERSONAL FINANCE

NCI 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. Recommended reading, *One Up on Wall Street* by Peter Lynch, is available at the CU Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 100: Wednesdays, July 10-31, 6:30-8:30 p.m. 4 sessions Duane Physics G131. \$50.

NCI 007

Advanced Investment Strategies

Designed to build on foundations created in *Basic Investing*, this course will deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90% of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities.

John Bonica, B.A., is an investment advisor with a large investment firm with 10 years experience in asset management.

Section 100: Wednesdays, June 5-26, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

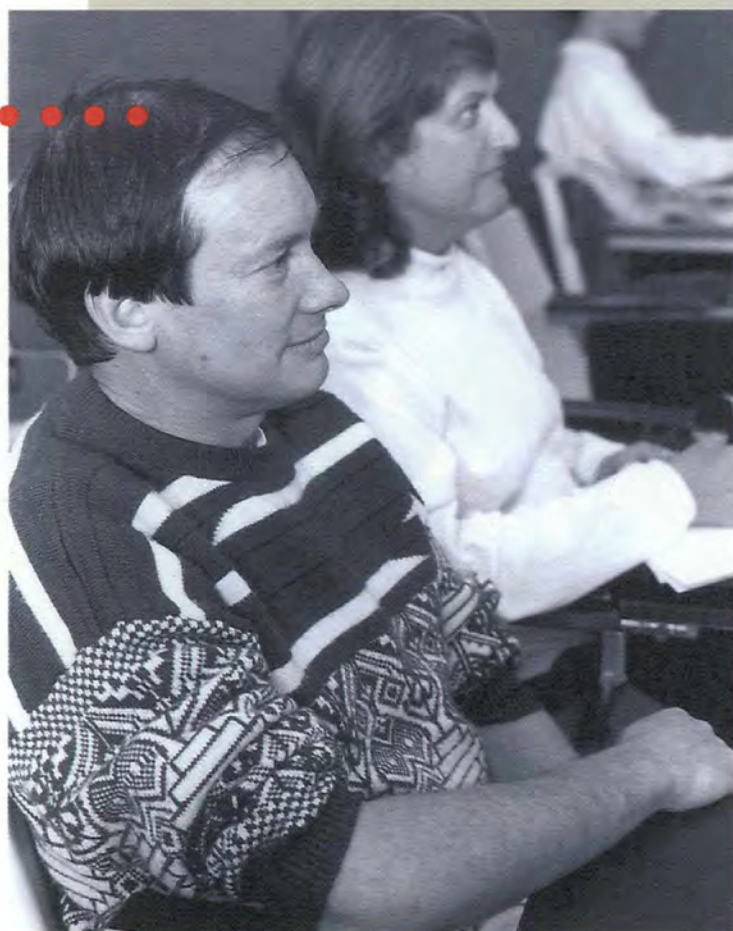
NCI 017

Mutual Fund Investing

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

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 100: Wednesdays, June 5-12, 6:30-8:30 p.m. 2 sessions. Duane Physics G131. \$25.



Bruce and Sharon Knight are New Zealanders who married in San Francisco and spent some time in Nepal before coming to Boulder eight months ago. Sharon does appraisals for the Boulder County Assessors Department and Bruce, an accountant by training, meets half of Boulder piloting the HOP bus. They took Fundamental Investments because they had done a bit of investing and felt they knew "just enough to be dangerous."

LIFESTYLES – PERSONAL AND PROFESSIONAL

NCL 009

Stress and Burnout: Transforming Pressures into Creative Breakthroughs

If you are a high achiever, too busy, too tired, dealing with too many problems, and/or are overly responsible and committed, this seminar is for you. Examine stress and burnout from a unique perspective—converting obstacles into creative solutions and welcoming challenges into your life. Learn to: understand the six stress-vulnerable types; recognize and defuse the critical symptoms that lead to stress and burnout; understand the intimate relationship of stress and peak performance; identify the true causes of stress and burnout; stop the debilitating effects of stress/burnout through powerful immediate and long-term intervention strategies; and generate a renewed sense of self-mastery, motivation, and personal excellence no matter what the challenge.

Dick Roberts, M.S., is a trainer and human potential consultant with 20 years experience.

Section 100: Monday, July 8-15, 6:30-9 p.m.
2 sessions. Hale 236. \$30.

NCL 051

Stress Management Through Biofeedback

Discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. Learn methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation and meditation. The three phases of stress response also will be covered. Examine the types of behaviors, thoughts and attitudes that can bring about stress and how you can deal with them, such as: your self-esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow to each class for relaxation exercises. There is a \$10 materials fee payable to the instructor at the first class.

Priscilla Hustad, M.A., is an experienced and certified biofeedback therapist in practice since 1980.

Section 100: Wednesdays, June 12-July 17,
7-9 p.m. 6 sessions. Hale 260. \$72.

NCL 038

Nutrition and Wellness

Understand the basics of good nutrition, and how proper diet can promote wellness. Subjects covered: the food pyramid; functions of carbohydrates, proteins, and fat; vegetarian diets; and exercise and weight control. Discuss recent nutritional theories on disease prevention and the use of supplemental vitamins and minerals.

Mary Schroeder, M.S., Food Science and Human Nutrition, is a registered dietitian and educator.

Section 100: Tuesdays, June 11-July 2,
6:30-8:00 p.m. 4 sessions. Hellems 285. \$36.

NCL 042

Finding and Running the Organic Farm

Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods and the business aspects (i.e. production and marketing) of running a farm. The course will include a field trip to several organic farms to be arranged in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 100: Tuesdays, June 11-July 2,
6:30-8:30 p.m. 4 sessions. Hale 240. \$70.

SCIENCE

NCSO 003

An Introduction to the Universe

Required background: None – just a keen interest in our universe. Take a guided tour of the solar system using slides obtained from NASA's manned and unmanned missions. Then, obtain an overview of the universe including: the origin, structure and evolution of stars; the nature of white dwarfs, neutron stars and black holes; the dynamics of galaxies; and the origin and evolution of the universe, all illustrated with slides from ground-based and space-based telescopes, including Hubble. The final meeting will be held at Fiske Planetarium where two shows will be presented: *The Night Sky*, an introduction to the stars, constellations and Earth motions; and *The Springtime of the Universe*, on the origin and evolution of the universe.

Joe Romig, M.Sc., Ph.D., is a member of the NASA Voyager Science Team and has been an instructor for 25 years.

Section 100: Sunday, Monday, Tuesday, August 4-6, 7-9 p.m. 3 sessions. Duane Physics G125 and Fiske Planetarium. \$45.

THEATRE

NCTH 017

Acting Basics

The play is the thing. Learning to play hard, reaching a little further, and really believing in the given circumstances are the keys to honest performing. Creating a character will engage your mind, body, spirit, and emotions. In this mini-acting class each student will work on a short monologue that will be given to you on the first day of class. Relaxation exercises and voice and breath warm-ups will be a part of each meeting. In a supportive and safe environment we will all experiment with creating your own unique character.

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

Section 100: Tuesdays, June 4-25,
6:30-8:30 p.m. 4 sessions. Geology 311. \$48.



THEATRE-CONTINUED

NCTH 001

Behind the Scenes! The Colorado Shakespeare Festival

Puns and play! Bawdy bravado! Intrigue and romance! Enjoy the best of both Shakespeare and Moliere at the 1996 Colorado Shakespeare Festival! This season we'll see *A Midsummer Night's Dream*, one of Shakespeare's best-loved comedies on the magic of love — and the love of magic! We'll also taste Shakespeare's finest blend of humor and tears in *The Merchant of Venice*, witness the powerful and passionate portrayal of love, jealousy and deceit in *Othello* and round out the session with Moliere's *The Miser*, a rollicking tale of greed, trickery and wacky schemers. Participants in this class will have an opportunity to choose either a two-play or a four-play package which includes backstage tours of the theatres, informal pre-show talks by CSF artists and staff, and tickets to the performances (seating in Section A). Enrollment is limited, no refunds. Registration deadline is June 18. Rain policy: plays proceed unless conditions threaten players or audience. If a performance is cancelled before 10 p.m. because of weather, your ticket serves as a rain check. See season brochure for details.

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

Section 101: Tuesday, July 2: *Merchant of Venice*; and Friday, July 5: *Midsummer Night's Dream*. Lecture at 6:30 p.m. in Hellems 255. \$75.

Section 102: Sunday, July 7: *The Miser*; and Thursday, July 11: *Othello*. Lectures at 6 p.m. on Sunday; 6:30 p.m. on Thursday in Hellems 255. \$70.

Section 103: Tuesday, July 2: *Merchant of Venice*; Friday, July 5: *Midsummer Night's Dream*; Sunday, July 7: *The Miser*; and Thursday, July 11: *Othello*. Lectures at 6 p.m. on Sunday; 6:30 p.m. on all other evenings in Hellems 255. \$130.

NCTH 019

The Opera Buff's Guide to the Summer Lyric Theatre Festival

This unique lecture series explores the music and drama of the 96 Summer Lyric Theatre Festival operas. This year's festival features Gilbert and Sullivan's, *The Mikado*, and Johann Strauss', *The Gypsy Baron*. Examine the cultural differences of England and Austria when these two entertaining and beautiful operettas were first produced. Learn about two of the favorite composers of their times; how one accepted fame while the other was not a happy man. Take a look at the backstage action and learn about production problems as well. Get the inside scoop! Tickets not included in tuition but students receive a \$2 discount for Summer Lyric Theatre Festival tickets.

Dennis Jackson, D.M.A., professor of music at CU Boulder, has been the Lyric Theatre Opera director for the past 15 years.

Section 101: Tuesday, Thursday, June 11-13, 6:30-8 p.m. 2 sessions. Lectures examine *The Mikado*. Imig Music C199. \$20.

Section 102: Tuesday, Thursday, June 18-20, 6:30-8 p.m. 2 sessions. Lectures examine *The Gypsy Baron*. Imig Music C199. \$20.

Section 103: Tuesday, Thursday, June 11-20, 6:30-8 p.m. 4 sessions. Lectures examine both operettas. Imig Music C199. \$36.

WRITING AND LITERATURE

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, B.A., is a former editor, managing journal publications.

Section 100: Wednesdays, June 5-July 24, 7-9 p.m. 8 sessions. Hellems 263. \$95.

NC W 006

Creative Writing

Explore character, voice, point-of-view, place, structure and style using free-writing techniques and in-class exercises. Emphasis is on developing your own voice and setting yourself free from the censor who dwells within. In this workshop setting students will share work-in-progress for editorial comment and suggestions. Beginning or experienced poets and fictioneers welcome.

Susan Church, M.F.A., is a teacher and published writer.

Section 100: Wednesdays, June 19-July 24 (no class July 3), 6:30-9 p.m. 5 sessions. Hale 235. \$75.

NC W 004

Writing the Novel

Tackle the fundamental challenges and vital concepts of the novel. 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.

~~Susan Church~~ James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.

Section 100: Thursdays, June 6-August 1 (no class July 4), 7-9 p.m. 8 sessions Hale 260. \$96.

NC W 015

The Journal: A Genre of Self-Discovery

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

Kaye Bache-Snyder, Ph.D., writes and publishes articles, short stories and poems.

Section 100: Thursday, June 13-July 18 (no class July 4), 6:30-8 p.m. 5 sessions. Hellems 247. \$45.

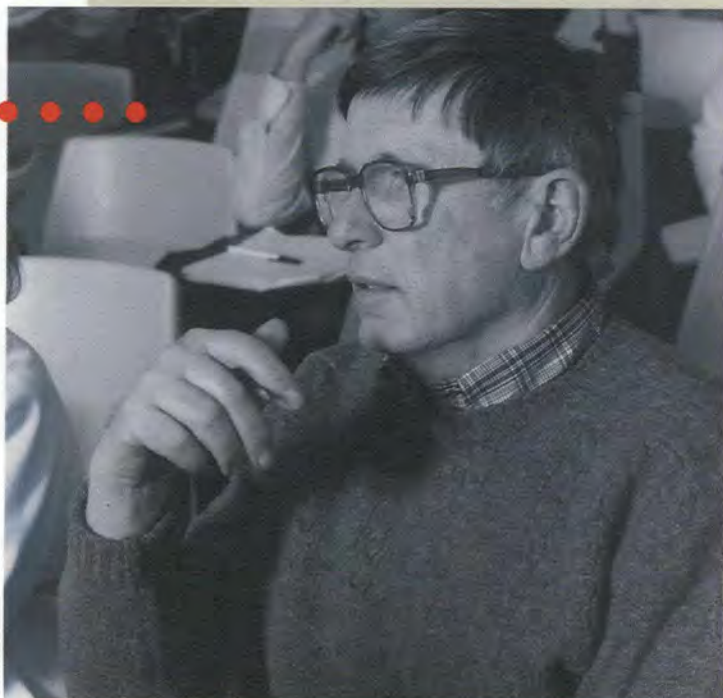
NC W 012

The Children's Book: Illustrating and Getting Published

Learn how to succeed in the highly competitive and rewarding field of children's books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing, agents, contracts, and self-publishing. For writers and illustrators.

Sandy Ferguson Fuller, B.A., is a professional illustrator.

Section 100: Saturday, June 29, 9 a.m.-4 p.m. 1 session. Hale 240. \$45.



Charles Parker is a retired teacher who has taken a lot of courses over the years. As a connoisseur of life-long learning opportunities, he says he's pleased with the CU program and finds that the fee structure packs a lot of value. When he's not in school, he works as a dispatcher for Par Micro Systems in Boulder.

WE MAKE IT OUR BUSINESS TO HELP YOU WITH YOURS.

Given the frenetic pace and changing face of American business, most of us are hoping we can figure out what we really want to be when we grow up. Soon. Ideally, before we're old enough to retire. If your office is buzzing with cutback rumors. If you're having a bad day/week/month at work. If you've got a "Plan B" dream in your pocket. Make time to polish skills and explore new directions with expert, friendly help.

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four

classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

Classes will not meet on July 4.

BUSINESS COURSES, SUMMER, 1996

Getting Started	18	Sales/Marketing	18
Basic Skills for the Supervisor		Understanding Marketing: Developing and Promoting Your Product or Service*	
Accounting and Finance	18	Professional Development	19
Accounting and Budgeting for the Non-Accountant*		Handling Difficult People	
Entrepreneurism/Small Business	18	Women Working with Women: Being Our Best Together	
Entrepreneurism-Are You Ready?		Speaking Your Customer's Language	
Starting a Business: From the Ground Up		Writing	19
Supervision/Management	18	Technical Writing	
Critical Issues in Current Management*		Grant Writing Basics	

SKILL LEVEL GUIDE

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

Nancy Casey is, a CPA for Price Waterhouse, LLP. Nancy and her husband, Bruce, took Mary Wright's investment class together. The Caseys agree that Mary is "really terrific. So much enthusiasm for teaching and a terrific grasp of the material."



GETTING STARTED

NC B 100

Basic Skills for the Supervisor Beginning Level

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

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

Section 100: Mondays, June 10-July 15, 7-9 p.m.
6 sessions. Business 250. \$120.

ACCOUNTING AND FINANCE

NC B 110

Accounting and Budgeting for the Non-Accountant* Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue. Students need a hand-held calculator at the first class meeting. Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 100: Saturdays, June 8-15, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

ENTREPRENEURISM/ SMALL BUSINESS

NC B 400

Entrepreneurism — Are You Ready? All Levels

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

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

Section 100: Saturday, June 29, 9 a.m.-4 p.m.
1 session. Duane Physics G116. \$65.

NC B 002

Starting A Business: From the Ground Up Beginning level

Examine how a new business can comply with various governmental requirements. We cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits.

Understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.

Donald Kaniecki, has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 100: Saturday, July 13, 9 a.m.-1 p.m.
1 session. Business 250. \$50.

SUPERVISION/ MANAGEMENT

NC B 230

Critical Issues in Current Management* Intermediate Level

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

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

Section 100: Wednesdays, June 19-July 17, 7-9 p.m.
5 sessions. Business 250. \$99.

SALES/MARKETING

NC B 210

Understanding Marketing: Developing and Promoting Your Product or Service* Intermediate Level

You have a product, service or idea. How do you sell it to potential customers? Learn to formulate your ideas; plan and set objectives; understand the market and your customer; assess the competition; develop and promote your products; get products to market; and satisfy your customers.

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

Section 100: Tuesdays, June 4-25, 6-9 p.m.
4 sessions. Hellems 247. \$120.



PROFESSIONAL DEVELOPMENT

NC B 014 Handling Difficult People All Levels

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

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

Section 100: Tuesday, July 30, 6-9 p.m.
1 session. Duane Physics G116. \$35.

NC B 160 Women Working With Women: Being Our Best Together All Levels

Learn what women need to know about relationship networks, expectations, cooperation and competition, and other issues. Through explanations, exercises, discussion, inventories and dramatizations, participants will learn how to encourage the strengths and eliminate the problems for women working with women.

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

Section 100: Saturday, August 3, 9 a.m.-3 p.m.
1 session. Duane Physics G116. \$60.

NC B 166 Speaking Your Customer's Language All Levels

This stimulating and highly informative workshop will help you to improve marketing effectiveness, increase sales, build better customer relations and enhance interpersonal communication. The Myers-Briggs Type Indicator will be administered and interpreted in the context of developing a greater understanding of self and others. Participants will learn how to identify the needs and motivations of each personality type in order to achieve a higher level of productivity working with others.

Dick Roberts, M.S., is a personnel development consultant, with over 16 years experience in conducting training programs to business and industry and to the public.

Section 100: Tuesday, June 25, 6:30-9:30 p.m.
1 session. Hale 236. \$45.

WRITING

NC B 470 Technical Writing All Levels

Is technical writing an art or a science? This course defines the elements of good technical writing and covers eight steps necessary to produce it. Participants learn how to produce the major products of this craft: house organ and journal articles; operations, user, and maintenance manuals; and memos; proposals; and reports. Learn how to avoid common pitfalls that can make even the simplest technical writing assignment more difficult than it should be. Take a look at how changing technologies affect technical writing. Student writing projects will be critiqued in class.

Stephen Carroll, Ph.D., is director of communications for the CU-Boulder College of Engineering and Applied Science. He has won numerous awards in technical and scientific communications.

Section 100: Wednesdays, June 19-July 10,
6:30-9 p.m. 4 sessions. Duane Physics ~~G131~~ ^{G125}. \$90.

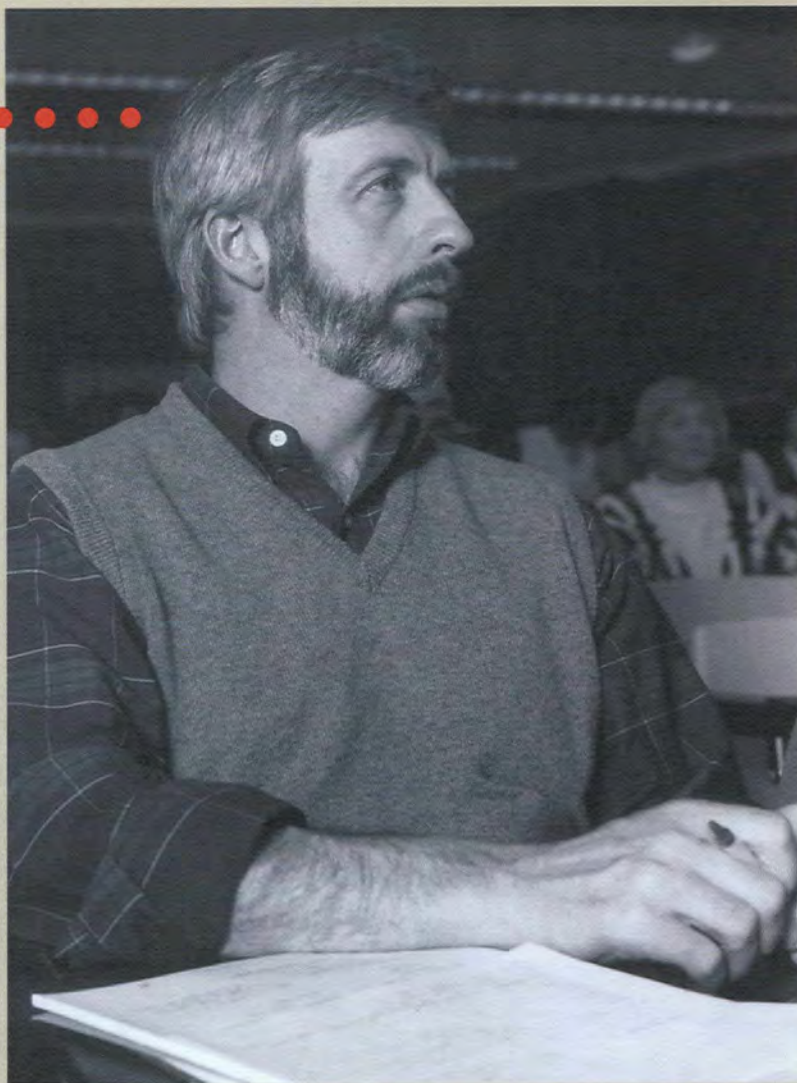
NC B 050 Grant Writing Basics All Levels

Acquire a basic understanding of all phases of the grant writing and evaluation process. Specific topics will include selecting a proposal topic, developing a compelling narrative and meaningful budget, identifying and researching potential funders, and learning about how grants are evaluated once they are in the hands of the funder. Participants should be prepared to work both independently and in groups to explore all aspects of the grant writing process. Modest writing and reading assignments will be required of each student.

Catherine Underhill, MPA, is Executive Director of the Arts and Humanities Assembly of Boulder and has successfully written both small and large grant proposals.

Section 100: Tuesdays, June 4-July 9, 4-6 p.m.
6 sessions. Hellems 191. \$110.

Bruce Casey is a licensed psychologist at the Boulder Med Center. Bruce and his wife, Nancy, took Mary Wright's investment class because "We want to be responsible for our own personal financial planning, and we had questions about how to develop a sound strategy."



COMPUTER APPLICATIONS.

**MAKE TECHNOLOGY WORK HARDER,
FASTER, SMARTER. FOR YOU!**

Computers and software. They come with everything you need—except time. Time to learn how to operate all the bells and whistles. And the thing is, you got this set-up because you really need it. Right now. Accelerate your learning curve painlessly with calm, friendly help from expert instructors. A timely solution. For eager novices. Enthusiastic intermediates. And excited experts.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. Effective Summer, 1996, these



requirements have been modified to provide a more comprehensive understanding of an ever-changing computer industry. Students who are currently pursuing a Certificate may continue with the format established before Summer, 1996, or follow the new format.

A. Five required core courses:

1. CACS 100 Computer Literacy*
2. CACS 201 Concepts of Computer Information Technology
3. CACS 202 Computer Applications Overview
4. CACS 204 Computer Systems Overview

5. CACS 220 Introduction to Networks

***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it the same time as another course. *If you have a substantial background with computers*, you may request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

B. At least one course in programming. Programming languages offered include,

Pascal, C, C++, and Java. Other topics 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 qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application. The Program offers

LEADING-EDGE COURSES IN:

- ▶ Basic Computer Skills
- ▶ Operating Systems
- ▶ Programming
- ▶ Networks
- ▶ The Internet
- ▶ Word Processing
- ▶ Spreadsheets
- ▶ Presentations
- ▶ Financial Management
- ▶ Databases
- ▶ Desktop Publishing
- ▶ Computer Graphics
- ▶ Computer Aided Design
- ▶ Multimedia

COURSE LOCATIONS: The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine and the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) may be purchased for \$3.95 at the front counter. For other course locations, please refer to the campus map located at the back of the catalog.


PREREQUISITES: Many courses have recommended prerequisites listed at the end of description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call (303) 492-6226.

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. Access to University computers outside of class time is limited. Please call (303) 492-6226 if you have questions about computer access.

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 (303) 492-5148, or outside the Denver Metro area, 1-800-331-2801.



Mitzi Gibson Katz understands "Plan B" thinking. A computer whiz who holds degrees in Special Education and Administration, she says with a smile, "I tell my students I specialize in remedial computing." As applications proliferate this is, of course, what we all need. This summer, she's teaching Quicken, QuickenBooks (new), Filemaker Pro, Microsoft Word and Windows 95 (also new). With 14 years experience, she teaches at all levels, and offers all of her students this guarantee—hotline technical support, by phone, during and even after the course. Mitzi also has her own business, Gibson Computer Associates, offering private computer instruction for individuals and groups, and even some on-line classes (new). She's been very active in community work, including Planet Mac, an Easter Seals national computer camp for children with severe impairment, and a computers-in-literacy program for inner city youth. In addition, she does outplacement training for dislocated workers, through the Mayor's Office in Denver. Keeping up on new software fills much of her free time, but when she finally hits the escape key, she heads straight for the garden, for hands-on work that keeps her rooted and relaxed.

COMPUTER APPLICATIONS COURSES, SUMMER 1996

THE COMPUTER SYSTEM	22-25	Databases.....	27
Understanding Computers.....	22	Desktop Publishing.....	28
Networks.....	23	Computer Graphics.....	28
The Internet.....	23	Computer Aided Design.....	28
UNIX Systems.....	24	THE MACINTOSH SYSTEM	29-30
Programming.....	24	Word Processing.....	29
THE PC SYSTEM	25-29	Spreadsheets.....	29
Word Processing.....	25	Desktop Publishing.....	30
Spreadsheets.....	26	Computer Graphics.....	30
Presentations.....	27	Multimedia.....	30
Financial Management.....	27		

In addition to Excel, Burke Taft teaches Macromedia Director. He says, "that's how to have fun with a computer," using sound, animation, video, text and pictures. Burke also teaches programming and chemistry at Fairview High School and operates Taft Development Group, a company that builds interactive CDs for commercial applications. He says teaching for Continuing Education is a pleasure. "The people are nice and the students are great—they're here because they want to be here."



THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

An 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 five hands-on labs: three on the PC and two on Macintosh 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.

Dale Heuer, MBA

Section 101: Tuesdays, May 28, 6-8 p.m. plus lab sections.

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

Lab Section 10A: Tuesdays, June 4-July 2, 6-8 p.m.

Lab Section 10B: Tuesdays, June 4-July 2, 8-10 p.m.

University Computing Center 123.

John Dick, Ph.D.

Section 102: Thursdays, June 20, 6-8 p.m. plus lab sections.

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

Lab Section 10C: Thursdays, June 27-August 1 (skip July 4), 6-8 p.m.

Lab Section 10D: Thursdays, June 27-August 1 (skip July 4), 8-10 p.m.

Ketchum 234.

All Sections: 6 sessions. \$110.

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

CACS 201**Concepts of Computer Information Technology**

Topics include computer organization, applications support, internetworking, telecommuting, career opportunities and the future of computers in society. Through class discussions and on-line demonstrations, students gain an understanding of both practical and theoretical concepts that enhance their opportunities in the field of computer information technology.

Prerequisite: CACS 100 Computer Literacy or equivalent. Required text: *Understanding Computers and Data Processing*, Parker, University Bookstore, UMC 10.

Ron Clarke, M.S.

Section 100: Thursdays, June 6-July 18 (skip July 4), 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

CACS 202**Computer Applications Overview**

Learn the various categories of software applications. Explore the features, functions and benefits of many major commercial products through conceptual lectures, design discussions and demonstrations of word processing, spreadsheets, databases, graphics and other widely used applications. Find out how these tools can help improve the productivity of your computer. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 100: Mondays, July 8-August 12, 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

CACS 204**Computer Systems Overview**

Are you responsible for determining what equipment and configurations are required to properly automate your workstation or business? Learn what you need to know to make informed decisions on computer systems. This course presents an extensive overview of many of the system hardware components you may need including: the computer (speed, memory, disk size, display, I/O etc.), computer bus (ISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser), modems (9600/14400, computer/fax), networks (peer-to-peer, client-server), and multimedia. **Prerequisite:** CAPC 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Dale Heuer, MBA

Section 100: Mondays, June 3-24, 6-9 p.m. 4 sessions. University Management Systems 001. \$145.

NETWORKS**CACS 220****Introduction to Networks**

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices depends on understanding the basic concepts, grasping the "lingo" and accurately evaluating various configurations. This course also presents an overview of current network systems available on both PC and Macintosh-based systems to small to medium sized businesses.

Prerequisite: CAPC 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

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

Section 100: Mondays, June 3-July 1, 6-9 p.m. 5 sessions. University Computing Center 123. \$175.

THE INTERNET**CACS 230****Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms.

Prerequisite: CACS 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 101: Wednesdays, June 5 and 12, 6-9 p.m. 2 sessions.

Section 102: Wednesday, June 19, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 123. \$95.

CACS 331**Internet Applications**

Today's information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. Students use on-line, hands-on sessions to familiarize themselves with the following applications: e-mail applications on UNIX, DOS/Windows and the Mac, reading USENET with a news reader, moving data (FTP and up/down loading files), finding files (Archie and GopherSpace), remote applications (Telnet and WAIS Servers) and the World Wide Web (Mosaic, Netscape and HTML). **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 101: Tuesday and Thursday, June 25 and 27, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Wednesdays, July 10-24, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 123. \$125.

CACS 332**Hypertext Mark-up Language (HTML)**

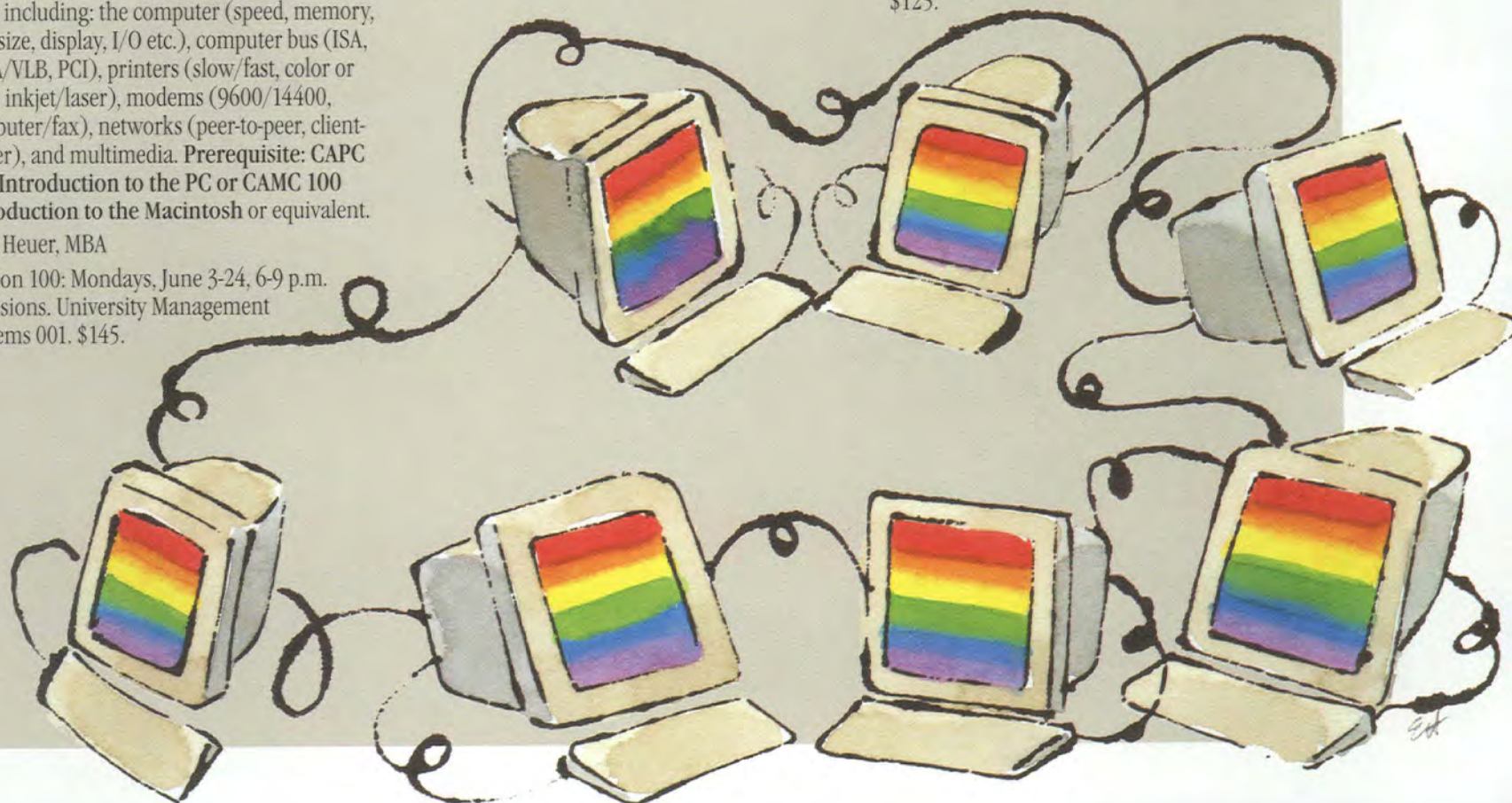
Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents, and graphics and hypertext objects are also covered. Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Art Smoot, M.S.

Section 101: Tuesday and Thursday, July 30 and August 1, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Wednesdays, July 31-August 14, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 123. \$125.



UNIX SYSTEMS

CACS 211

Introduction to UNIX

This is a course for anyone who needs to use UNIX, program in its environment, manage users, or obtain sufficient knowledge to evaluate it. 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. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 100: Tuesdays, June 4-July 23 (skip July 2), 6:30-9:30 p.m. 7 sessions. University Computing Center 123. \$280.

CACS 311

Intermediate UNIX

Create your own tools or do system administration. We cover advanced use of 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. **Prerequisite:** CACS 211 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 100: Tuesdays and Thursdays, July 30-August 13, 6:30-9:30 p.m. 5 sessions. University Computing Center 123. \$250.

PROGRAMMING

CACS 241

Hands-On C

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, reinforces the basic principles of structured programming and provides an introduction to C for all levels. This class is partially self-paced and covers functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs "wired" and find the pursuit of the more arcane aspects of this language a simpler task.

Prerequisite: CACS 240 Introduction to Programming or equivalent. Required text: *Learn C Now*, Hansen, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 100: Tuesdays and Thursdays, June 6, 11 and 13, 6-9 p.m. and Saturdays, June 8 and 15, 9 a.m.-4 p.m. 5 sessions. University Management Systems 001. \$280.

CACS 242

Application Programming

An intensive first programming course structured after the University's CSCI-1200 programming course covering techniques for designing common algorithms to solve practical problems. Topics include functions and procedures with parameter passing, data structures, files, and recursion. It is designed to provide a sound background for entering a C++ programming course by combining a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal and Turbo C++.

Prerequisite: CAPC 100 Introduction to the PC or equivalent. Bring a 3.5 inch DS/HD diskette. Recommended text: *Turbo Pascal*, 3rd Edition, Savitch, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 100: Tuesdays and Thursdays, June 6-July 2, 6-9 p.m. 8 sessions. ECCR 239. \$280.

CACS 244

Introduction to C++ Programming

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

Prerequisite: CACS 443 Intermediate/Advanced C Programming or equivalent.

Carol Meier, M.S.

Section 100: Mondays, June 3-July 8, 6-9 p.m. 6 sessions. Hellems 141. \$250.

CACS 444

Advanced C++ Programming

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

Prerequisite: CACS 344 Intermediate C++ or equivalent.

Tom Cargill, Ph.D.

Section 100: Mondays, June 3-July 8, 6-9 p.m. 6 sessions. Hellems 137. \$235.



Marsha Corey took Beginning Excel for the Mac because, "I use it a lot and I didn't know what I was doing. I'd kind of been improvising. This really helped." Marsha took Intro to the Mac last fall, to get the terminology down, and feels that was a helpful step. To date, she's been using her Mac to produce a literary magazine for a gifted and talented Middle School program, but now that the kids are in school, who knows? "I am going to work—one of these days."

CACS 446**Introduction to Java Programming Language**

An overview of the new object-oriented programming language developed at Sun Microsystems. This relatively small language supports objects and multiple threads, has language semantics that are portable and safe and is appropriate for a wide variety of applications, including embedded and distributed programming. Much of Java's power is in its class library. **Prerequisite:** Fluency with an object-oriented programming language is required. Those with no object-oriented programming experience should consider CACS 244 Introduction to C++ Programming. Tom Cargill, Ph.D.

Section 100: Tuesdays, June 4-July 9, 1-4 p.m. 6 sessions. University Computing Center 123. \$250.

THE PC SYSTEM**CAPC 100****Introduction to the PC**

Get to know the DOS operating system for the PC. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system and what impact new operating systems will have on the PC environment. A survey of easy software programs will be presented.

Prerequisite: CACS 100 Computer Literacy or equivalent.

John Dick, Ph.D.

Section 101: Wednesdays, May 29-June 12, 6-9 p.m. 3 sessions.

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

Section 102: Tuesday and Thursday, June 11 and 13, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$100.

CAPC 202**Windows (3.1)**

Explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Beth Sigren, B.S.

Section 101: Tuesdays, May 28 and June 4, 6-9 p.m. 2 sessions. University Computing Center 126. \$95.

Debbie Stone

Section 102: Wednesday, June 19, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

Mitzi Katz, M.Ed.

Section 103: Wednesday, July 17, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CAPC 203**Windows 95 Level I**

If you are entirely new to the Windows environment, this class will help explore the many features of this user friendly interface. Learn how to locate, access and organize files, associate files with programs and open, close and switch between applications. Other features examined include multitasking, properties, plug and play and multimedia. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Beth Sigren, B.S.

Section 101: Wednesday, May 29, 9 a.m.-4 p.m. 1 session.

Michelle Sharon, B.S.

Section 102: Tuesdays, June 18 and 25, 6-9 p.m. 2 sessions.

Mitzi Katz, M.Ed.

Section 103: Wednesday, July 10, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$95.

CAPC 303**Windows 95 Level II**

This course is primarily for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of this operating system. Learn how to make changes to your desktop using shortcuts, examine the Explorer, the Registry Editor and many other features. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths. Find out about hot shareware programs that will help you work with Windows 95. **Prerequisite:** CAPC 202 Windows (3.1) or CAPC 203 Windows 95 Level I or equivalent. Recommended text: *Windows 95 Secrets*, Livingston and Straub. University Bookstore, UMC 10.

Michelle Sharon, B.S.

Section 101: Tuesdays, May 28-June 4, 6-9 p.m. 2 sessions.

Jerry Reynolds, MSEE

Section 102: Wednesday, June 19, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 103: Mondays, July 15-22, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$95.

WORD PROCESSING**CAPC 211****Word for Windows (6.0) Level I**

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent. Bring a 3.5 inch DS/HD diskette.

Michelle Sharon, B.S.

Section 101: Mondays, June 3-17, 6-9 p.m. 3 sessions.

Mitzi Katz, M.Ed.

Section 102: Tuesday and Thursday, June 18 and 20, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$125.

CAPC 311**Word for Windows (6.0) Level II**

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates. **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

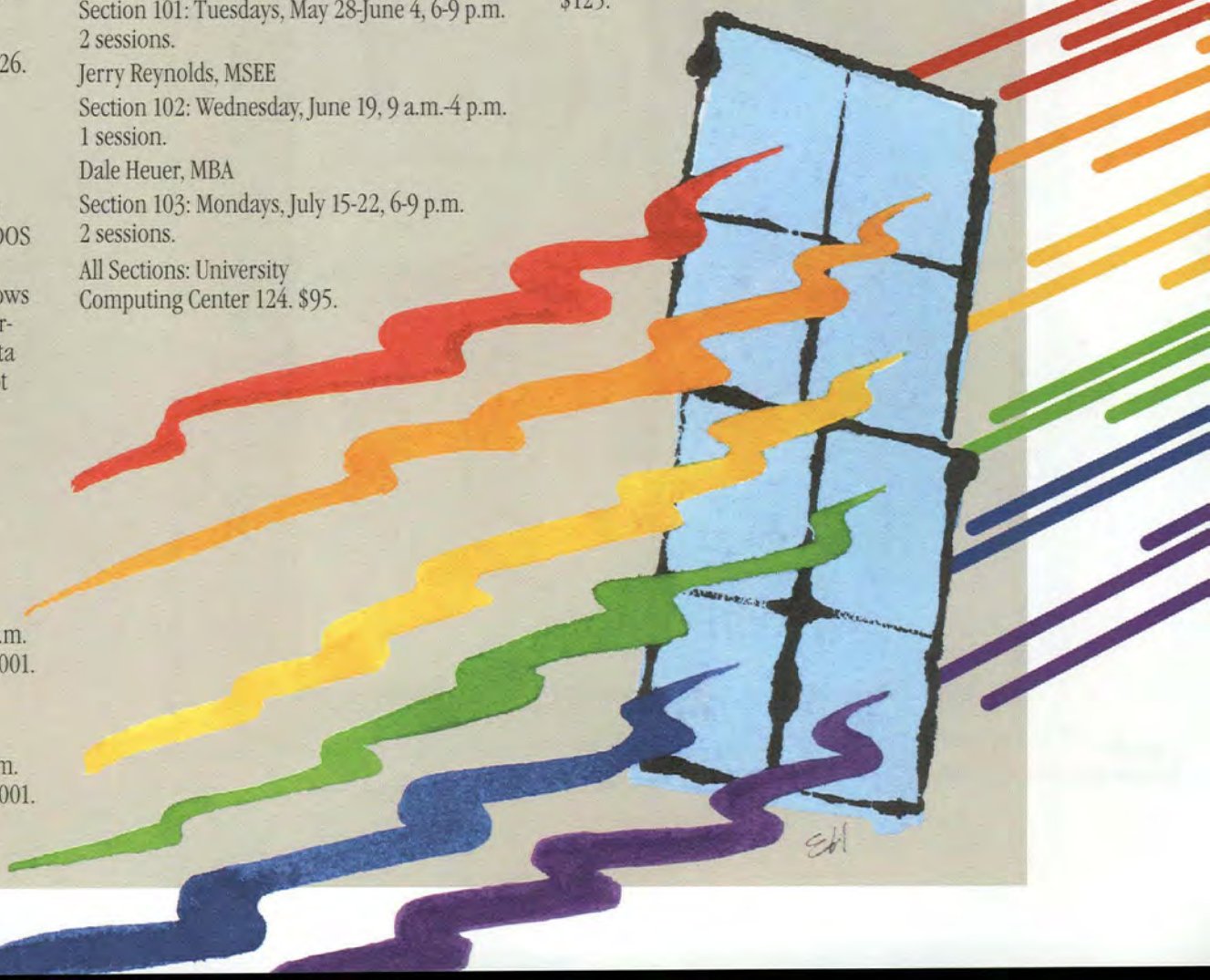
Michelle Sharon, B.S.

Section 101: Mondays, June 24-July 8, 6-9 p.m. 3 sessions.

Mitzi Katz, M.Ed.

Section 102: Tuesday and Thursday, July 9 and 11, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$125.



WORD PROCESSING -CONTINUED

CAPC 411

Word for Windows (6.0) Level III

Create and use Styles to automate repetitive tasks. Use built in Style headings to create a table of contents. Learn about Section formatting to control document layout. Explore the various Graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use WordArt and Draw to create graphics. Create template forms using text, date, drop down and check-box form fields, and text, date and number fields. **Prerequisite:** CAPC 311 Word for Windows Level II or equivalent.

Michelle Sharon, B.S.

Section 100: Wednesday, July 24, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CAPC 212

WordPerfect for Windows (6.1) Level I

Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Peggy Purvis
Section 100: Tuesdays, June 18-July 2, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

CAPC 312

WordPerfect for Windows (6.1) Level II

Increase your efficiency by working with tables, merge and sort functions, page numbering, headers and footers, and macros. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates.

Prerequisite: CAPC 212 WordPerfect for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 100: Tuesdays, July 9-23, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

CAPC 412

WordPerfect for Windows (6.1) Level III

Create and use Styles to automate repetitive tasks. Build a comprehensive table of contents. Control document layout and explore the various graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use TextArt to create graphics. Create template forms using keyboard, merge fields and tables. **Prerequisite:** CAPC 312 WordPerfect for Windows Level II or equivalent.

Michelle Sharon, B.S.

Section 100: Tuesdays, July 30 and August 6, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

SPREADSHEETS

CAPC 231

Excel for Windows (5.0) Level I

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing.

Prerequisite: CAPC 202 Windows (3.1) or equivalent.

Chris Mattson

Section 101: Wednesdays, June 19 and 26, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 102: Wednesday, July 10, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$95.

CAPC 331

Excel for Windows (5.0) Level II

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! **Prerequisite:** CAPC 231 Excel for Windows Level I or equivalent.

Chris Mattson

Section 101: Wednesdays, July 17 and 24, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 102: Wednesday, July 31, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$95.

CAPC 431

Excel for Windows (5.0) Level III

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 331 Excel for Windows Level II or equivalent.

Peggy Purvis

Section 100: Tuesday, August 6, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

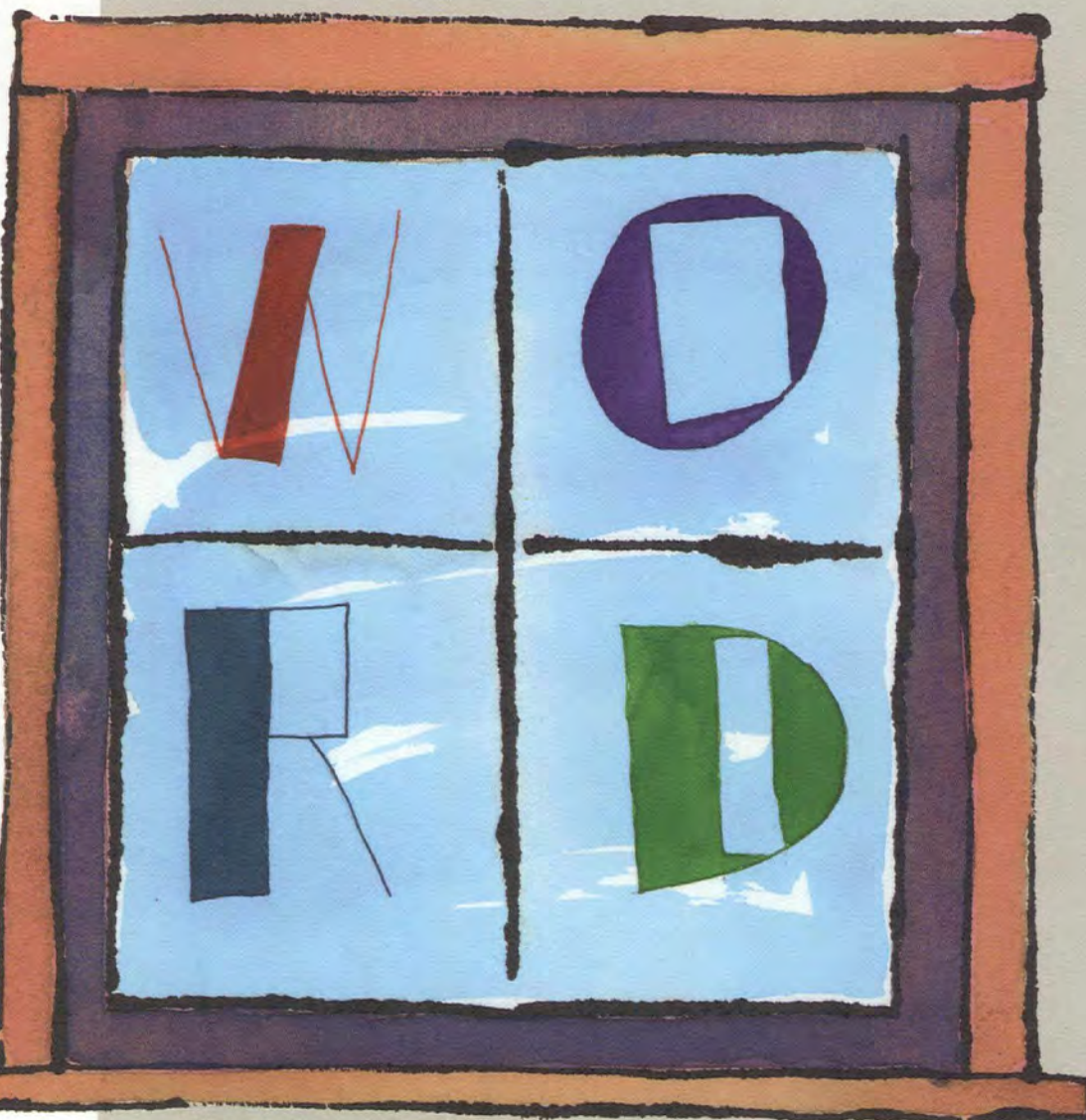
CAPC 232

Lotus 1-2-3 for Windows (5.0) Level I

Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Topics include file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Peggy Purvis

Section 100: Tuesday, June 11, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.



CAPC 332**Lotus 1-2-3 for Windows (5.0) Level II**

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphics features. **Prerequisite:** CAPC 232 Lotus 1-2-3 for Windows Level I or equivalent.

Peggy Purvis

Section 100: Wednesday, June 26, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

PRESENTATIONS**CAPC 221****PowerPoint**

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy font and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 100: Tuesday and Thursday, July 23 and 25, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$125.

FINANCIAL MANAGEMENT**CAPC 241****Quicken for Windows**

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Mitzi Katz, M.Ed.

Section 101: Thursdays, June 13 and 20, 6-9 p.m. 2 sessions.

Section 102: Wednesday, July 31, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$95.

CAPC 242**QuickBooks for Windows**

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Mitzi Katz, M.Ed.

Section 100: Wednesday, June 26, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

DATABASES**CAPC 251****FileMaker Pro for Windows (2.1)**

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Auto entry configuration, report and lookup options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Mitzi Katz, M.Ed.

Section 100: Wednesday, June 19, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

CAPC 252**Access for Windows (2.0) Level I**

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Chris Mattson

Section 101: Tuesday and Thursday, June 25 and 27, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Thursdays, July 11-25, 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$125.

CAPC 352**Access for Windows (2.0) Level II**

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

Prerequisite: CAPC 252 Access for Windows Level I or equivalent.

Chris Mattson

Section 100: Thursdays, August 1 and 8, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

CAPC 253**FoxPro for Windows (2.6) Level I**

Learn how to create and manage your own database design, share data with other applications and create many different reports. This easy to use software provides an efficient and accurate method of collecting, storing, manipulating and reporting data and straddles DOS/Windows, Macintosh and UNIX environments with one language and interface. Visual FoxPro (3.0) will be introduced to demonstrate how enhanced graphics can make this application more user friendly. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Clyde Getty, B.S.

Section 100: Mondays, July 15-August 5, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.



Steve Ballard has a BA in Germanic Studies from CU and is working for Eco-Cycle. He took an AutoCAD class to help him design and plan new recycling facilities. He says "Dan Myers is excellent—very knowledgeable" and the class was helpful. Down the road, a visible career plan: combine language background, travel and interest in recycling through work for an international firm involved in recycling.

DESKTOP PUBLISHING

CAPC 271

PageMaker for Windows (5.0) Level I

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

Prerequisite: CAPC 202 Windows (3.1) or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 100: Saturdays, June 8 and 15, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 371

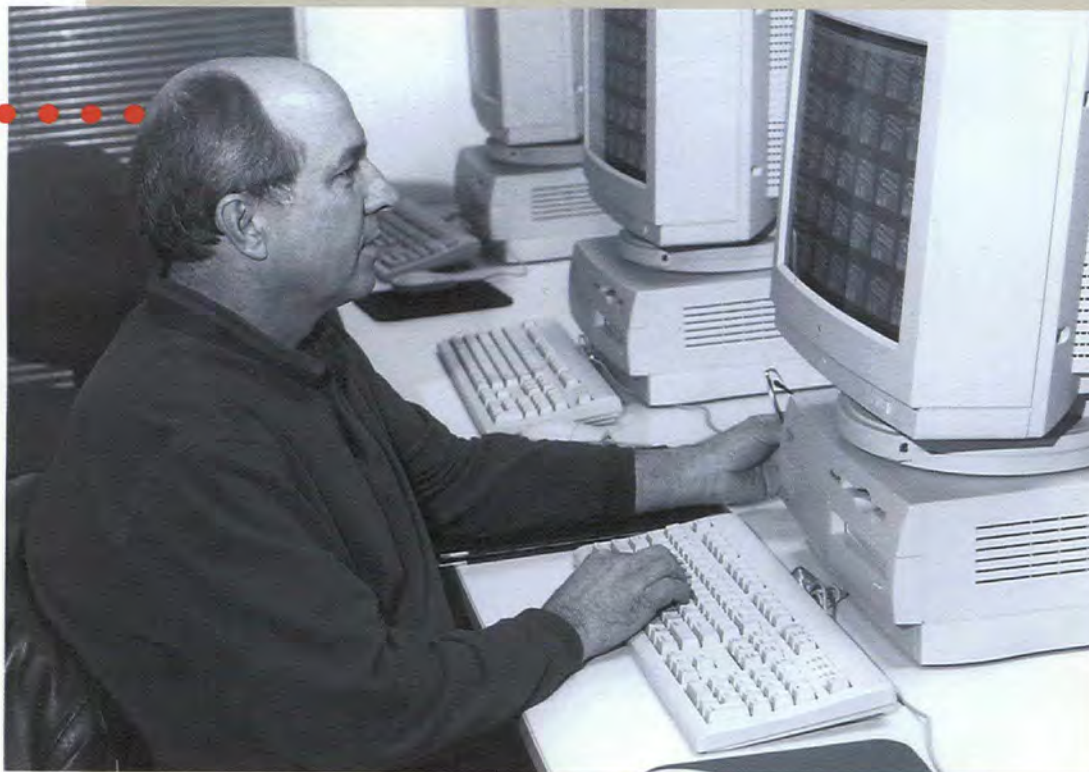
PageMaker for Windows (5.0) Level II

Develop your skills and potential in printed media communications with 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 for your work. **Prerequisite:** CAPC 271 PageMaker for Windows Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 100: Saturdays, June 22 and 29, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

Buz Smith is an administrator for OPTO, a research center in the College of Engineering sponsored by the National Science Center as a technology incubator, to develop ideas with commercial potential. Buz says, "I use Excel in my job, but I've been flying by the seat of my pants. I knew I'd probably missed some things that would be really helpful." Result? "It absolutely worked that way."



CAPC 272

Ventura for Windows (5.0) Level I

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.

Prerequisite: CAPC 202 Windows (3.1) or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 100: Saturdays, July 13 and 20, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 372

Ventura for Windows (5.0) Level II

Learn the intricate aspects of this software including table of contents and indexes, table editing, managing publications, automatic numbering and updating pages, tables and figures. Explore advanced techniques for frames, graphics, and tagging. Continued discussions on typography, design and layout for large, complex documents will be held. **Prerequisite:** CAPC 272 Ventura for Windows Level I or equivalent.

Bruce Frehner

Section 100: Saturdays, July 27 and August 3, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

COMPUTER GRAPHICS

CAPC 281

CorelDRAW! (5.0) Level I

This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW!

Expand your ability to use clipart to achieve professional looking illustrations.

Prerequisite: CAPC 202 Windows (3.1) or equivalent.

Jerry Reynolds, MSEE

Section 101: Thursdays, June 6-27, 6-9 p.m. 4 sessions.

Section 102: Tuesdays and Thursdays, July 9 and 11, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 124. \$145.

CAPC 382

Scanning and Image Editing

Learn the leading image editing application Adobe Photoshop for Windows to properly scan and edit your own photos and clipart to place them into a publication. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

Jerry Reynolds, MSEE

Section 100: Wednesday, July 24- August 14, 6-9 p.m. 4 sessions. University Computing Center 124. \$145.

COMPUTER AIDED DESIGN

CAPC 161

Beginning Computer Aided Design

Cover the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture, an overview of third party software, hardware and peripherals, and managing CAD system issues. **Prerequisite:** CAPC 202 Windows (3.1) or equivalent.

David Claflin, M.Arch

Section 100: Wednesdays, May 29 and June 5, 6-9 p.m. 2 sessions. University Computing Center 124. \$100.

CAPC 261**Computer Aided Design for Windows (R13) Level I**

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. Learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 161 **Beginning Computer Aided Design** or equivalent. Some understanding of drafting concepts/techniques is helpful.

Dan Myers, M.S.

Section 101: Mondays and Wednesdays, June 10-July 8 (skip July 3), 6-9 p.m. 8 sessions.

Phil Kreiker, MSEE

Section 102: Tuesdays and Thursdays, July 16-25, 9 a.m.-4 p.m. 4 sessions.

All Sections: University Computing Center 124. \$350.

CAPC 361**Computer Aided Design for Windows (R13) Level II**

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 **Computer Aided Design for Windows Level I** or equivalent.

Dan Myers, M.S.

Section 101: Tuesdays and Thursdays, July 30-August 8, 6-9 p.m. 4 sessions.

David Kingsley

Section 102: Tuesday and Thursday, August 13 and 15, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 124. \$250.

THE MACINTOSH SYSTEM

CAMC 100**Introduction to the Macintosh**

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. **Prerequisite:** CACS 100 **Computer Literacy** or equivalent.

Beth Sigren, B.S.

Section 101: Wednesdays, June 5-26, 6-9 p.m. 4 sessions.

Sharon Pike, M.S.

Section 102: Tuesday and Thursday, June 11 and 13, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$105.

WORD PROCESSING

CAMC 211**Word for Macintosh (6.0) Level I**

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 including editing, text/graphic interfaces, use of key features. **Prerequisite:** CAMC 100 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Beth Sigren, B.S.

Section 101: Mondays, June 3-17, 6-9 p.m. 3 sessions.

Sharon Pike, M.S.

Section 102: Tuesday and Thursday, June 18 and 20, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$125.

CAMC 311**Word for Macintosh (6.0) Level II**

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CAMC 211 **Word for Macintosh (6.0) Level I** or equivalent. Bring a 3.5 inch DS/HD diskette.

Scott Dixon, M.A.

Section 100: Tuesday and Thursday, July 9 and 11, 9 a.m.-2:30 p.m. 2 sessions. University

Computing Center 127. \$125.

CAMC 411**Word for Macintosh (6.0) Level III**

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 documents. **Prerequisite:** CAMC 311 **Word for Macintosh (6.0) Level II** or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 100: Wednesday, August 7, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

SPREADSHEETS

CAMC 231**Excel for Macintosh (5.0) Level I**

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We study formulas and explore other powerful features. **Prerequisite:** CAMC 100 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 101: Mondays, June 24-July 1, 6-9 p.m. 2 sessions.

J. Burke Taft, M.Ed.

Section 102: Wednesday, July 10, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$95.

Willie Hutton sits in on a computer class to see how the equipment is performing. Willie sets up and maintains computers for the Division of Continuing Education—installing software, setting it up for individual instructor needs, and designing and maintaining computer networks. He says "it's a lot of fun, and very challenging because the industry changes so quickly. It keeps us on our toes." When he's not working hard he's playing hard—racquetball, soccer and basketball are his favorite sports.



SPREADSHEETS-CONTINUED**CAMC 331
Excel for Macintosh (5.0) Level II**

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (5.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 100: Wednesday, July 17, 9 a.m.-4 p.m.
1 session. University Computing Center 127. \$95.

**CAMC 431
Excel for Macintosh (5.0) Level III**

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (5.0) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 100: Wednesday, July 31, 9 a.m.-4 p.m.
1 session. University Computing Center 127. \$95.

DESKTOP PUBLISHING**CAMC 273
QuarkXPress for the Designer (3.3)
Level I**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh Level I or equivalent.

Recommended text: *QuarkXPress by Example*, University Bookstore, UMC 10.

Tim Meehan

Section 101: Tuesdays, June 25-July 23, 6-9 p.m.
5 sessions.

Sharon Pike, M.S.

Section 102: Tuesday and Thursday,
July 30-August 1, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127.
\$175.

**CAMC 373
QuarkXPress for the Designer (3.3)
Level II**

Focus will be on professional use of this software 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 will be discussed. **Prerequisite:** CAMC 273 QuarkXPress for the Designer Level I or equivalent. **Recommended text:** *QuarkXPress by Example*, University Bookstore, UMC 10. Sharon Pike, M.S.

Section 100: Tuesday and Thursday, August 6 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.

COMPUTER GRAPHICS**CAMC 280
Basic Macintosh Computer Art**

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 100: Saturdays, June 8 and 15, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$145.

**CAMC 282
Adobe Photoshop (3.0) Level I**

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. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Adobe: Classroom in a Book*, University Bookstore, UMC 10.

Alex Horstman, M.F.A.

Section 101: Saturdays, June 22 and 29, 9 a.m.-4 p.m. 2 sessions.

Section 102: Tuesday and Thursday, July 16 and 18, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127.
\$145.

**CAMC 382
Adobe Photoshop (3.0) Level II**

Expand your knowledge of this application by gaining a greater understanding of its use from a production viewpoint. Learn pre-press techniques and quality control that can help avoid costly mistakes and time-consuming duplication. **Prerequisite:** CAMC 282 Adobe Photoshop Level I or equivalent.

Alex Horstman, M.F.A.

Section 100: Wednesdays, July 24-August 14,
6-9 p.m. 4 sessions. University Computing Center 127. \$145.

**CAMC 283
Adobe Illustrator (5.5) Level I**

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. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 100: Thursdays, July 18-August 15,
6-9 p.m. 5 sessions. University Computing Center 127. \$175.

MULTIMEDIA**CAMC 291
Macromedia Director (4.0) Level I**

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms.

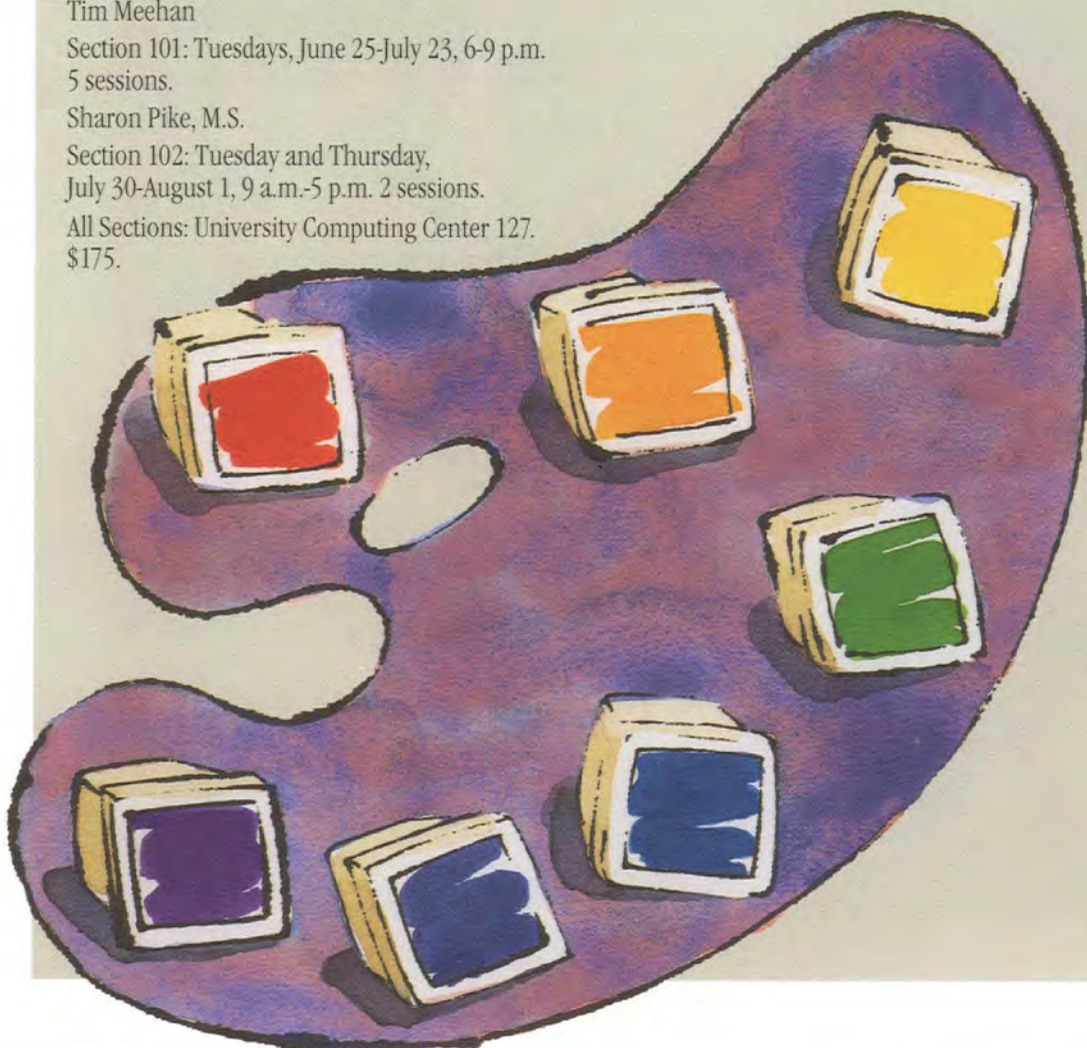
Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 101: Thursdays, May 30-June 20,
6-9 p.m. 4 sessions.

Section 102: Mondays, July 8-29, 6-9 p.m.
4 sessions.

All Sections: University Computing Center 127.
\$145.



TQM: WHEN GOOD ENOUGH IS NO LONGER GOOD ENOUGH

A PROFESSIONAL CERTIFICATE PROGRAM IN TOTAL QUALITY MANAGEMENT

The tough business of effective management seems to invite shortcuts. So much to fix. So little time. TQM is no cure-du-jour. It is a powerful approach with a documented history of proven results. It is a methodology that changes the way companies do business, and changes the results companies create.

To meet the challenge, the University of Colorado at Boulder, Division of Continuing Education is proud to address this timely subject. In cooperation with local business and industry, the Division is offering a Professional Certificate Program in Total Quality Management. This program will provide the knowledge and skills requisite to promote and implement TQM successfully in the workplace. Although anyone may take as many or as few courses as they wish, to earn the Professional Certificate in Total Quality Management, individuals must apply for admission to the certificate program, complete the seven core courses and two approved elective courses of their choice, and complete a team/individual project demonstrating total quality management skills and concepts. Participants with prior training/work experience may be allowed to substitute advanced elective courses for some of the required introductory core courses.

Our program is unique . . .

The Professional Certificate Program in Total Quality Management was developed at the request of business and industry.

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

REQUIRED COURSES

Introduction to Quality Management Fundamentals and Philosophy

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

Managing the Transition to TQM

Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Basic Tools for Improving Quality and Productivity

This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams

This course will focus on how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills.

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

Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction

Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

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

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer.

ELECTIVE COURSES

Manufacturing Electives

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

Service Electives

Implementing TQM in a Service Environment
Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management
Total Quality Management and Strategic Planning

Open Electives

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

Total Quality Management is a process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Summer Semester course information, telephone Dr. Susie Benson at (303) 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.

TQM ADVISORY COMMITTEE MEMBERS

Charlene Adair
The Change Management Group

Michael Chapman, CQE
The Chapman Group

Barney Feinblum
Natural Ventures Partners, Inc.

Diane Gladue
Porter Memorial Hospital

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ERBTEC Engineering, Inc.

Vicky Powell
Andersen Consulting

Sheldon Romer
Rudi's Bakery

REAL ESTATE EDUCATION PROGRAMS.

QUALITY. CREDIBILITY. EXPERIENCE. WE KNOW THE TERRITORY.

These college-level courses are designed to give you a competitive edge and enrich your understanding of important legal, ethical, and technical concepts. For novices, veterans and individuals contemplating a career in real estate sales. Instruction, open to all interested individuals, covers the following areas of study:

- ▶ Real Estate Sales and Appraisal Licensing courses,
- ▶ Continuing Education courses for renewing your Real Estate License,
- ▶ Courses in Property Management, Water Law, Growth Management, Commercial and Investment Properties, Foreclosure, and other real estate subjects,
- ▶ A growing variety of electives covering material of interest to property managers, architects, developers and builders.

Our *Real Estate and Appraisal Program* (REAP) exists to serve and support the Colorado real estate industry. This statewide program offers a comprehensive curriculum. It includes all of the hours required for the real estate sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our courses are conducted at a number of locations around the state (including Boulder) and

are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission.

REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a fully accredited curriculum which includes all of the required pre-license and license renewal courses for the Colorado real estate and appraisal profession,
- ▶ a top-notch faculty who work in the profession and who practice what they teach,
- ▶ a statewide mandate which compels us to serve the entire state of Colorado,
- ▶ a "no fear" registration policy which guarantees you a full refund if you are unable to attend the course or if you are not satisfied with the course,
- ▶ a system of early registration discounts (two weeks advance registration) which saves you approximately 10% off the regular course fee,
- ▶ a student information system that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

ENTER THE PROFESSION!

The sales license is the first level of licensing for those entering the real estate profession. A sales license candidate must successfully complete 72 hours of designated classroom work and score a minimum of 70% on the state licensing examination. The two CU summer courses which satisfy the 72-hour requirement are:

NCRE 007 Practice and Law — Designed to prepare students for the Colorado real estate sales examination, this comprehensive survey of the real estate field is also useful to anyone who desires a basic knowledge of real estate. Topics include markets, real property interests, land descriptions, property transfers, deeds, contracts, finance and appraisal, as well as fundamental concepts and vocabulary. Text: current *Colorado Real Estate Manual* (\$15). Optional: *Modern Real Estate Practice* (12th ed., Galaty, Allaway, Kyle, \$30) & the *ASI Real Estate Exam Guide* (3rd ed., Piver, \$20). 48 class hours.

Section 401 — Boulder. June 3-July 17; Monday & Wednesday evenings, 6:30 p.m. to 9:55 p.m. 14 sessions. CU Campus. George Ratterman. \$325 plus books; \$295 before May 20.

Section 411 — Denver. July 25-August 3; Thursday, Friday & Saturday; 8:30 p.m. to 5:30 p.m. 6 sessions. George Ratterman. \$325 plus books; \$295 before July 11.

NCRE 018 Colorado Contracts and Law — This practical course introduces Colorado's license law and standard contracts. We will analyze the standard listing contract, the extension agreement, and the counterproposal. Our approach emphasizes thoroughly understanding each clause of a contract and properly completing each type of agreement. Text: current *Colorado Real Estate Manual* (\$15). 24 class hours.

Section 401 — Boulder. July 22-August 12; Monday & Wednesday evenings; 6:30 p.m. to 9:55 p.m. 7 sessions. CU Campus. Judy Weinacht. \$165; \$145 before July 8.

Section 411 — Denver. August 8-10; Thursday, Friday & Saturday; 8:30 p.m. to 5:30 p.m. 3 sessions. Dick Berger. \$165; \$145 before July 25.

Call today for a complete listing!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 1-800-331-2801 and request a catalog.



ADDITIONAL OPPORTUNITIES

INDEPENDENT STUDY

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

SAVE AND HIGH SCHOOL CONCURRENT PROGRAMS

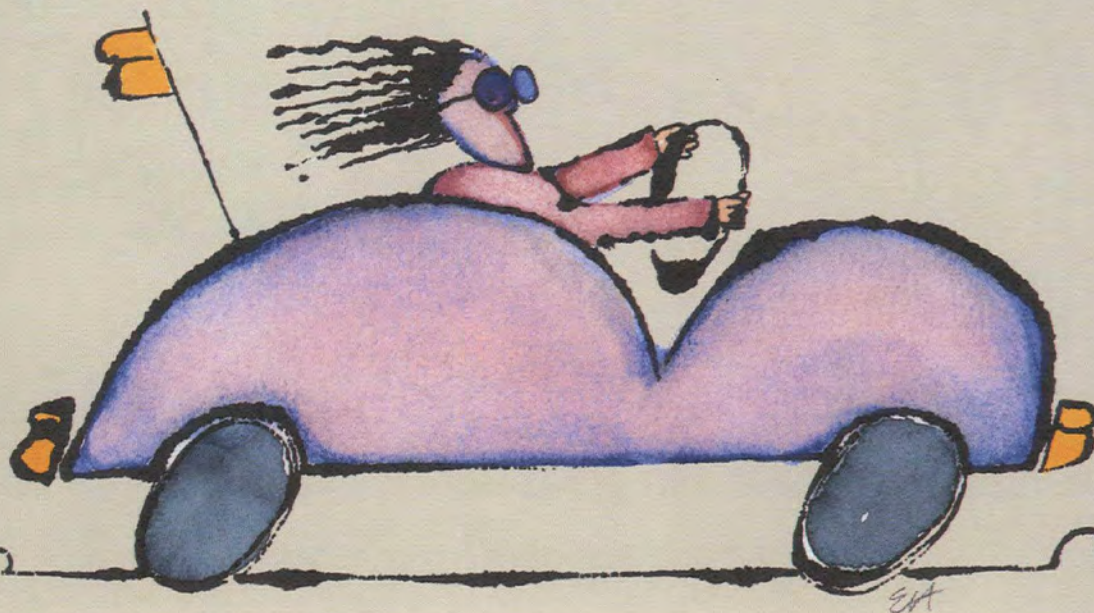
Want to take a credit course at CU-Boulder during the day? Each Fall and Spring, the SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. Call 492-2202 for more information.

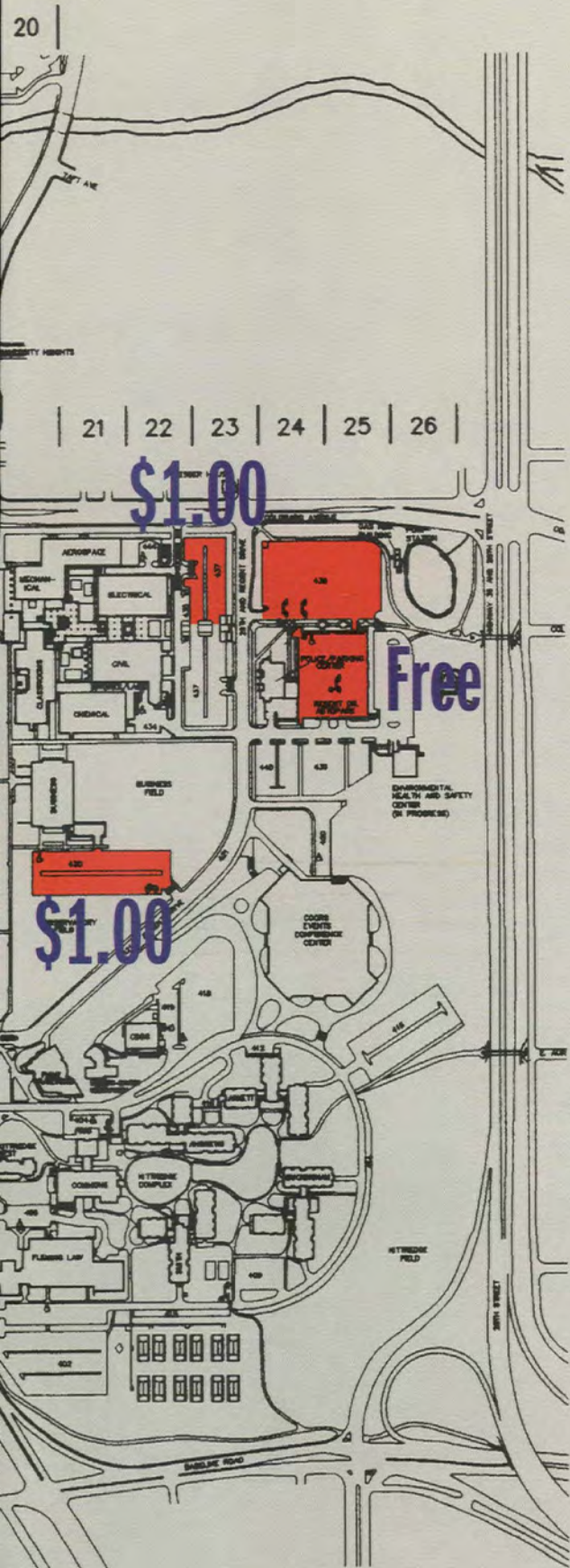
CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications, or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.

INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$165 for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

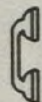




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Emergency Call Box

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)

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.

University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

FOUR WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.

3. IN PERSON. Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 a.m. to 5 p.m. Fridays).

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 39) and have your credit card information handy. Then call (303) 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

Independent Study Programs

SAVE and High School Concurrent Programs

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

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:

Computer Applications

Management Development

Total Quality Management

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

Real Estate and Appraisal Program

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

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

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

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5300 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

Books and Supplies required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at (303) 492-5148 or 1-800-331-2801 if you need help or additional information.

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, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

This publication was printed and mailed using funds generated solely by Continuing Education programs. Continuing Education regrets any printing errors, but accepts no liability for them.

Design/Illustration: Ed Huston
Art Direction: Alana Shaw
Photography: Andy Katz
Typography: About Faces
Printing: Frederic Printing

Last Name	First Name	Middle Name	Former or Maiden Name

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

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

BIRTHDATE

Month	Day	Year

SEX:
 Male Female

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

RESIDENCY:
 Colorado
 Other State Abbr. _____

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

MARITAL STATUS:
 Single
 Married

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

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

FORMER CU STUDENT NUMBER:

--

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

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

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

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.

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	
Dates of continuous physical presence in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	<input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
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	_____	_____
Date 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.

Student's Signature _____ Date _____

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

TUITION PAYMENT BY MAIL

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

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____

Expiration Date _____/_____

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

REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

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

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

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

Campus _____ Term _____ Year _____ of most recent attendance.

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

Attach additional sheet if needed

Total Enclosed _____

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

Signature _____ Date _____

TUITION PAYMENT BY MAIL

Please send a check, payable to University of Colorado, to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, CO 80309-0178
If using MasterCard, VISA, Discover
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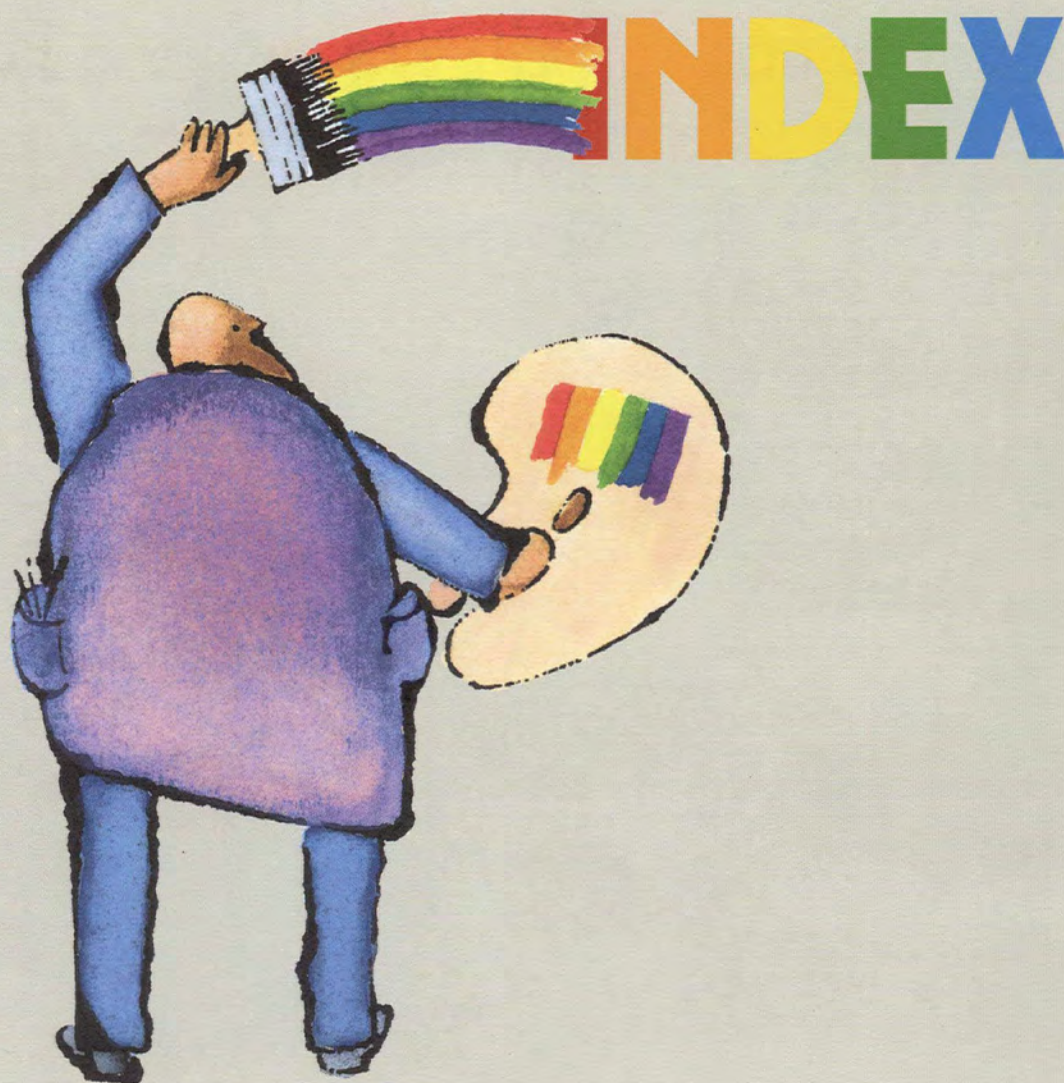
I am in the U.S. Armed Forces on active duty.

I have not yet reached my 18th birthday.

I am age 26, or older, as of the date of the first day of class.

I am a non-immigrant alien lawfully admitted in the U.S.

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



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University of Colorado at Boulder
Division of Continuing Education
1221 University Avenue
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Boulder, Colorado 80309-0178

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Continuing Education receives no state tax support to administer/promote its programs and services.



TIME FOR PLAN B!

You drew Plan A with high hopes, clean hands and a ruler. However, it has recently been brought to your attention that Plan A isn't really working out. Circumstances have changed. Or you have. More and more, you find yourself working on Plan B. And even though it's kind of sketchy (it's not done yet) you're starting to feel that it really might be a better idea. A better fit.

If you're in transition somewhere between Point A and Plan B, let us give you a hand. We specialize in helping people find a way to get what they need to get. To do what they want to do.

THE DIVISION OF CONTINUING EDUCATION
WE HAVE TIME FOR YOU.

