

C O N T I N U I N G
EDUCATION **SUMMER**
1997 **N**
UNIVERSITY OF COLORADO AT BOULDER

The Next Step

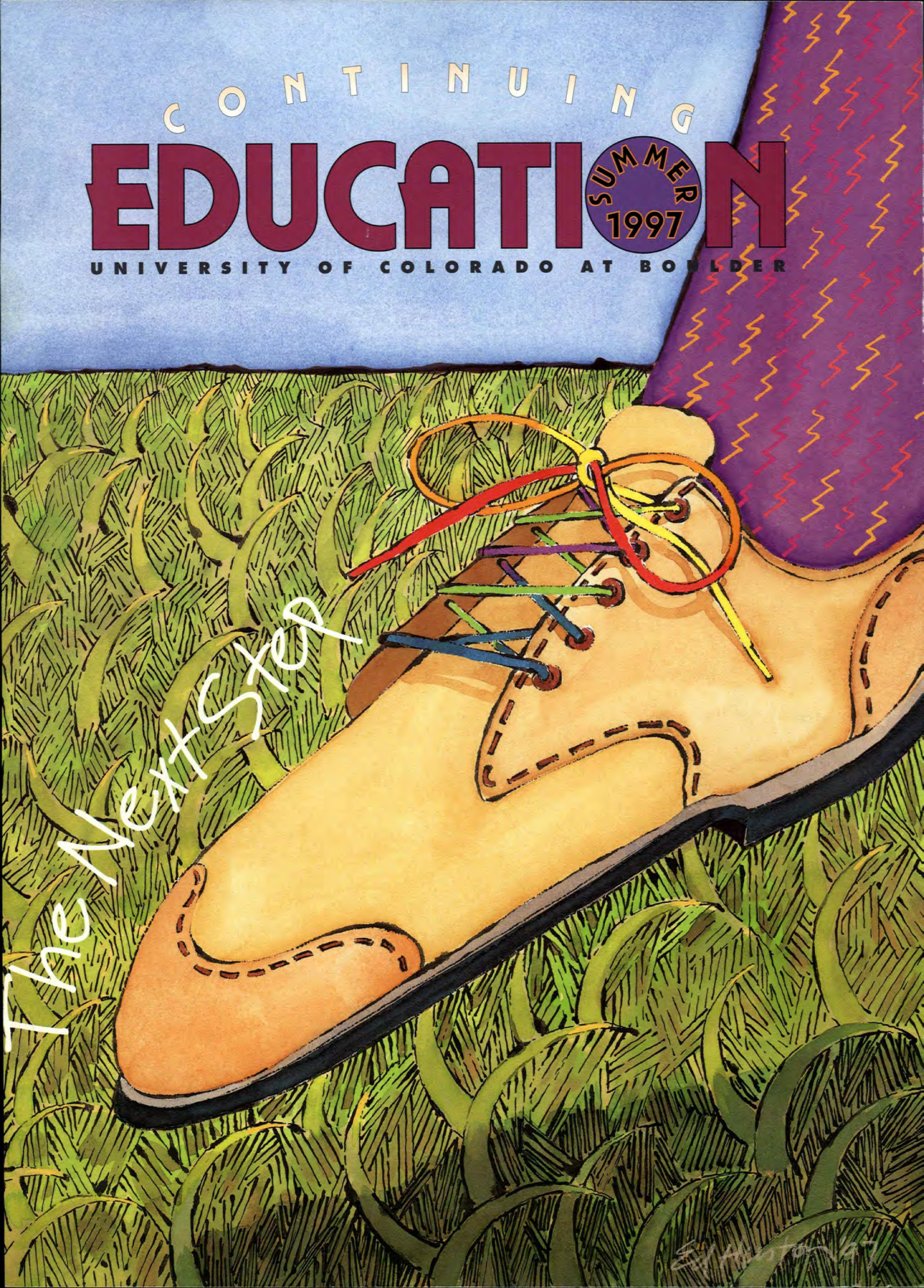


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NEW AND NOTEWORTHY.

REGISTER BY PHONE THIS SEMESTER. If your "next step" involves registering for one of our classes, you'll be glad to know that it's easier than ever now. Starting this semester, we're part of the CU Connect system that's been serving "day students" for years. For details, see page 41. **SCHOLARSHIPS AVAILABLE.** For information about scholarship funds for Continuing Education classes, call 492-5148. In the first full year of the program, we helped 98 nontraditional students meet costs for credit and noncredit courses.

BOULDER WALKING TOURS. For those of you who take things literally, your "next step" might be Boulder Walking Tours, a lunch-hour special with three appetizing a la carte offerings: Columbia Pioneer Cemetery, the downtown historical district, and the Boulder campus. Details inside, under Noncredit.



FIVE WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 43 for credit, page 44 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 43 for credit courses. Send page 44 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. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.

Complete the registration form (page 44) and have your credit card information handy. Then call (303) 492-5148 or 800-331-2801.

5. VIA CU CONNECT FOR BOULDER EVENING COURSES. See page 41 for more information.

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.

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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. Certificate in Network Administration also available.

36

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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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.



CV credentials can help



You get a step ahead.

FOR MANY PEOPLE, an Evening Credit course is the next step in pursuing a CU degree program. Evening Credit courses enable you to build an academic track record; try on the idea of choosing CU; fit classes around other demands; or just see what college work is like. Whatever your goals, you'll enjoy being part of the university's academic community. (For more information on degree programs, be sure to check 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 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 6, 1997.

UNDER 23? If you're not 23 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.

Brian Luke Seaward teaches Nutrition, Health and Performance for the Evening Credit program, taking a holistic, behavioral approach that draws on philosophies of eastern and western cultures. "The theme of the course is balance," says Brian. And the goal is to promote positive behavioral change.

"Forget the grade," says Brian. "I hope you remember the content. That's what you'll take with you from this class. Your lifelong quality of life is the real grade!" Brian has students complete a four-day history of food intake which is then analyzed by computer. He says insights gained are often startling, always worthwhile. Brian holds a BA in Journalism from the University of Maine, an MS in Exercise Physiology from the University of Illinois and a Ph.D. in Psychophysiology from the University of Maryland. He is a sought-after consultant and speaker who works with Fortune 500 companies. Publications include *Stand like Mountain Flow like Water: Reflections on Stress and Human Spirituality*. The book is a new release from Health Communications, publisher of *Chicken Soup for the Soul*.

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, total library services are available at no additional charge. For information on other student services such as use of the Recreation Center or Wardenberg Student Health Center, please call 492-5148.

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.

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 2.

REGISTRATION USING CU CONNECT: Summer, 1997 is the first time that Boulder Evening students can register via CU Connect, the telephone registration system. Complete instructions on how to register via CU Connect are available on page 41 of this catalog. As always, students may register for Boulder Evening by mail, fax or in person.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

MAY 5	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.
MAY 30	Last day to add/drop classes via CU Connect. Adding/Dropping after this date must be done in person at Continuing Education.
JUNE 2	Classes Begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 5	Last day to register for Five-Week Classes. Withdrawals after this date will appear as a "W" on student's academic record.
JUNE 6	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 classes.*
JUNE 9	Instructor's signature required to drop Eight-Week classes.*
JUNE 12	Petition required to drop Five-Week Classes.
JUNE 16	Petition required to drop Eight-Week Classes.
JULY 3	Five-Week Classes End.
JULY 4	Independence Day Holiday. NO CLASSES.
JULY 23-24	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 6
60% June 9 through June 13
40% June 16 through June 20
NONE THEREAFTER

FIVE-WEEK SESSION

100% through June 5
60% June 6 through June 11
40% June 12 through June 17
NONE THEREAFTER

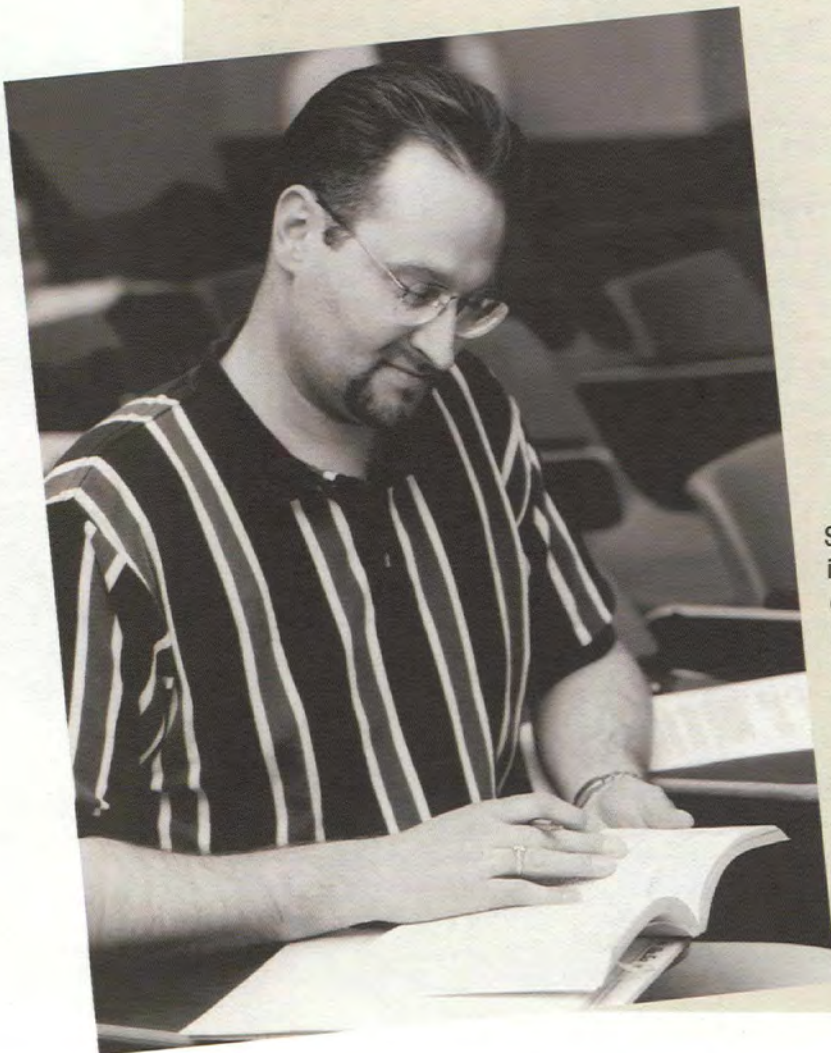
SURVIVAL TIPS

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.



Stephen Wendzel is taking War and Society because "it fits into my schedule." But also because "I have a strong interest in the social aspect of war, the inter-relationship between society and military development. It's illuminating." Stephen works in Risk Management in the Treasurer's Office at CU, and is working toward a degree in International Affairs.

CLASSES BY STARTING DATE, SUMMER 1997

Dept.	Course No. & Hours	Section	Call No.	Time	Course Title
Tuesday, Wednesday and Thursday Five-Week Courses, Begin June 3 and End July 3					
KINE	3420-3	100	60000	5:30-8:30 p.m.	Nutrition, Health and Performance
PSCI	4734-3	100	60018	5:30-8:30 p.m.	Politics and Literature

EIGHT-WEEK CLASSES

Monday and Wednesday Courses, Begin June 2 and End July 23					
COMM	2400-3	300	60001	6-8:30 p.m.	Communication and Society
ECON	4999-3	300	60002	6-8:30 p.m.	Economics in Action: The Telecommunications and Internet Industry
ENGL	1260-3	300	60003	5:30-8 p.m.	Introduction to Women's Literature
ENGL	3051-3	300	60004	6-8:30 p.m.	Intermediate Fiction Workshop
FILM	3563-3	300	60005	6-8:30 p.m.	Producing the Feature Film
HIST	2222-3	300	60006	6-8:30 p.m.	War and Society
SOCY	3151-3	300	60007	6-8:30 p.m.	Self in Modern Society

Tuesday and Thursday Courses, Begin June 3 and End July 24					
COMM	1300-3	300	60008	6-8:30 p.m.	Public Speaking
ENGL	3060-3	300	60009	6-8:30 p.m.	Modern and Contemporary Literature
FINE	2097-3	300	60010	6-8:30 p.m.	Special Topics: Creativity
GEOG	1982-3	300	60011	6-8:30 p.m.	World Regional Geography
PHIL	1600-3	300	60012	6:30-9 p.m.	Philosophy and Religion
PSCI	3054-3	300	60013	6-8:30 p.m.	American Political Thought
PSYC	4303-3	300	60014	6-8:30 p.m.	Abnormal Psychology
SOCY	1001-3	300	60015	6-8:30 p.m.	Analyzing Society

SURVIVAL TIPS

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.

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.

David Spires teaches History 2222: War and Society in the Modern World. A course approved for the arts and sciences core curriculum, War and Society looks at the strategy, tactics, leadership and technology of war and its impact on society. A member of the CU faculty, David enjoys his Evening Credit classes. "The student group is broader, more eclectic...people who are working and taking courses. I admire and enjoy them."



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: Call No. 60008 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m. Education 136. \$278 (resident).

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: Call No. 60001 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m. Hellems 201. \$270 (resident).

ECONOMICS

ECON 4999-3 Economics in Action: The Telecommunications and Internet Industry

This course will take a comprehensive look at the evolution, current status and potential future development of the telecommunications and Internet industry. This course will analyze economic, financial and technological aspects of the rapid expansion in the complexity and scope of the telecommunication industry.

Topics include: how deregulation and legislation have impacted the industry, alternative technologies used for delivery of telecommunications media, pricing of services, content and property rights of materials, role of financial markets and company valuation, and the development of the Internet as an educational and business media. The course will emphasize the use of the World Wide Web as a source for the majority of the class materials. Prereqs., ECON 1000 or 2010 and 2020, and junior or senior standing. Approved for arts and sciences core curriculum: critical thinking.

Jay Kaplan, Ph.D.

Section 300: Call No. 60002 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m. Education 220. \$270 (resident).

ENGLISH

ENGL 1260-3 Introduction to Women's Literature

Introduces literature by women in England and America. Covers both poetry and fiction and varying historical periods. Acquaints students with the contribution of women writers to the English literary tradition and investigates the nature of this contribution. Same as WMST 1260. Approved for arts and sciences core curriculum: cultural and gender diversity.

Jan Whitt, Ph.D.

Section 300: Call No. 60003 Mondays and Wednesdays, June 2-July 23, 5:30-8 p.m. Hale 230. \$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: Call No. 60004 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m. Hellems 259. \$270 (resident).

ENGL 3060-3 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: Call No. 60009 Tuesdays and Thursdays, June 3-July 24, 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: Call No. 60005 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m. Guggenheim 205. \$278 (resident).



Jill Duncan says, "I quit my computer sales job after 10 years because I just got tired of it. And I decided that I wanted to go to school." By day, Jill is very involved in the skating world, as a member of the CU Figure Skating Club, and as a coach. As a nontraditional student, she says "Evening Credit courses help me build a track record to get into a degree program—without taking the SAT." Jill's interest is in Sociology and Anthropology

SURVIVAL TIPS

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

FINE ARTS

FINE 2097-3

Special Topics: Creativity

An introduction to art as the creative process that permeates everyday life and livelihood. The stages of creativity are explored in relationship to one's personal experience through lecture, discussion and practice. The study of this inherent process expands and enlivens the understanding of art as a discipline and its corollary the "art" of everyday experience.

Ernest Porps, M.F.A.

Section 300: Call No. 60010 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m.

Hale 230. \$270 (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 Cook, Ph.D.

Section 300: Call No. 60011 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m.

Education 220. \$270 (resident).

HISTORY

HIST 2222-3

War and Society in the Modern World

Focuses on war in European and/or American history. Explores the character, origins, and social, political, and intellectual impact of war in contexts ranging from several centuries of international conflict to the experience of individual nations in specific wars. Specific course focus may vary. Approved for arts and sciences core curriculum: historical context.

David Spires, Ph.D.

Section 300: Call No. 60006 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m.

Geology 121. \$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: Call No. 60000 Tuesdays, Wednesdays and Thursdays, June 3-July 3,

5:30-8:30 p.m. Hale 270. \$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: Call No. 60012 Tuesdays and Thursdays, June 3-July 24, 6:30-9 p.m.

Hellems 267. \$270 (resident).

POLITICAL SCIENCE

PSCI 3054-3

American Political Thought

Development of American political theories and ideas from colonial period to present. Can also be taken for American field credit.

Approved for arts and sciences core curriculum: United States context, or ideals and values.

Vince McGuire, Ph.D.

Section 300: Call No. 60013 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m.

Chemistry 142. \$270 (resident).

PSCI 4734-3

Politics and Literature

Broadly examines political topics as they are presented in important literary works and analyzes the possibilities involved in using the literary mode to present political teachings.

Prereq., junior or senior standing. Approved for arts and sciences core curriculum: critical thinking.

Loren Weinberg, Ph.D.

Section 100: Call No. 60018 Tuesdays, Wednesdays and Thursdays, June 3-July 3, 5:30-8:30 p.m. Ketchem 234. \$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: Call No. 60014 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m.

Muenzinger E432. \$278 (resident).

SOCIOLOGY

SOCY 1001-3

Analyzing Society

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for arts and sciences core curriculum: contemporary societies.

Glenda Walden, M.A.

Section 300: Call No. 60015 Tuesdays and Thursdays, June 3-July 24, 6-8:30 p.m.

Hellems 201. \$270 (resident).

SOCY 3151-3

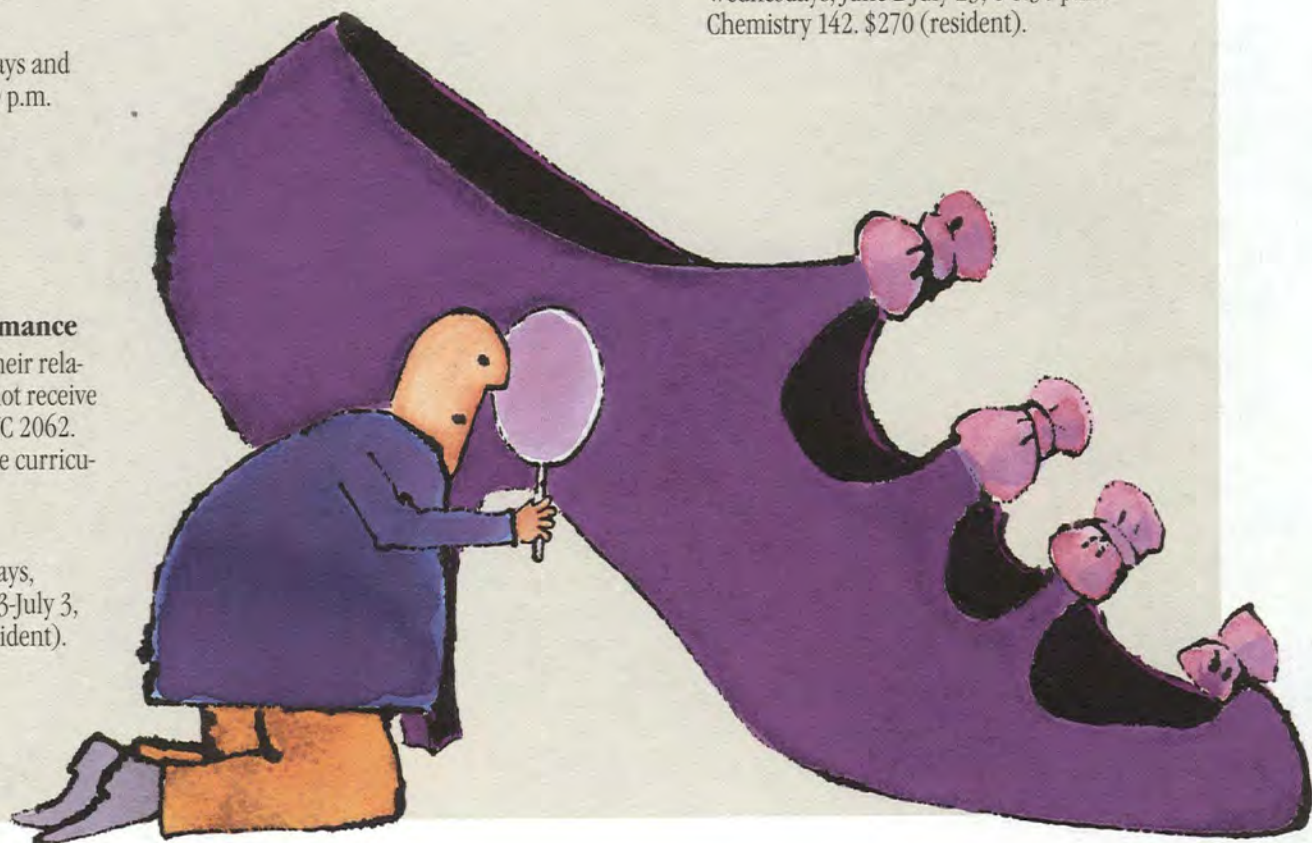
Self in Modern Society

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: Call No. 60007 Mondays and Wednesdays, June 2-July 23, 6-8:30 p.m.

Chemistry 142. \$270 (resident).



Next step now? A



Little fun for your brain.

WE'VE SEEN AN INCREASE IN ENROLLMENTS

in the creative arts this past year. Noncredit students tend to be busy people with rich, interesting lives who have a great curiosity about the world and their place in it. Join them as you try your hand at photography, oil painting or drawing. Polish up your French, Italian, Spanish or Japanese. Take a walking tour or hike, just because you want to. Or, if you must be practical, unlock the mystery of the markets with a course or two on personal investments. But whatever you do, have fun!

What do chamomile, mullein, dandelion and artemesia have in common? Lynne Ihlstrom, who teaches Edible and

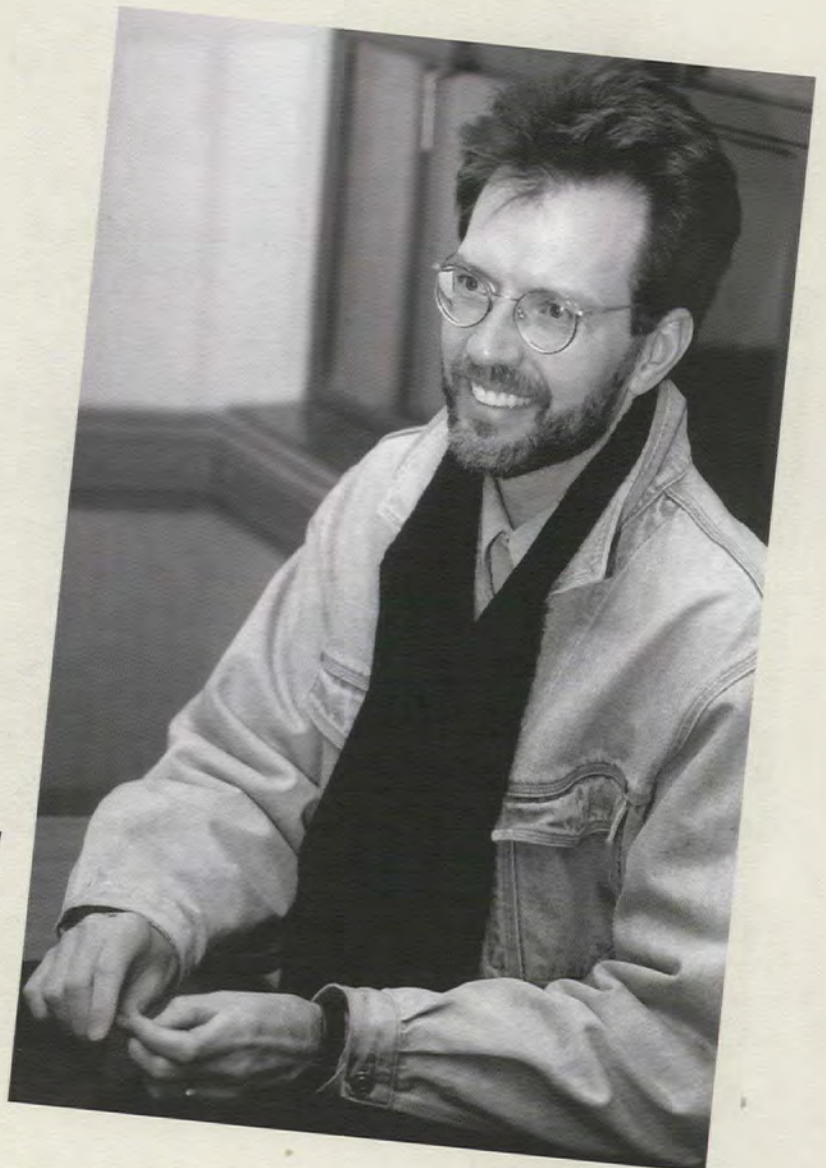
Medicinal Plants of the West, will tell you they are all edible, medicinal plants that grow locally. Lynne is a trained herbologist and a holistic psychotherapist with an MA from UCD and a BA in Anthropology from CU. Through dietary changes and medicinal herbs, she overcame significant problems with hypoglycemia (low blood sugar). This experience, and that of friends and family members, has made her a passionate advocate of herbology and natural healing. Using slides and specimens, she gives students a hands-on look at native plants. Students see, touch and taste plant products, and make a dream pillow filled with herbs traditionally believed to stimulate dreaming and help sleepers remember their dreams. Class scope includes historical and anthropological perspectives, as well as practical information on plant properties and growing environments. A half-day field trip provides an opportunity to identify plants in the wild. Handouts include recipes.

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 Helms 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.

Bill Henry is taking photography "so I can help my son, Walker (11) learn photography, to be a knowledgeable resource for him." In addition, Bill says it's a nice creative outlet "to my work as a bureaucrat in the College of Architecture and Planning for the Boulder campus."



NONCREDIT COURSES, SUMMER 1997

Architecture and Landscape	11	History and Culture	14
Kidscape: Landscaping for and with Kids		Exploring the Denver, South Park, & Pacific Railroad	
Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado		Boulder Walking Tours	
Four Season Colorado Landscape		Columbia Pioneer Cemetery	
How to Design or Remodel a House with an Architect		Downtown Historic District	
		University of Colorado	
Communication	11	Investment and Personal Finance	15
Introduction to American Sign Language		Mutual Fund Investing	
		Basic Investing	
Fine Arts	11	Lifestyles – Personal and Professional	16
Discovering Your Creativity		Finding and Running the Organic Farm	
Introduction to Drawing		Nutrition and Physical Performance	
Life Drawing			
Introduction to Oil Painting		Science	16
Introduction to Collage Painting in Acrylic or Oil		Ethnoherbology: Edible and Medicinal Plants of the West	
Creative Photography Workshop		Exploring Stream Ecology	
Nature Photography		An Introduction to the Universe	
Introduction to Art and Antiques			
How to Look at Art		Theatre	17
Graphic Communication	13	Acting Basics	
Children's Book Illustration		Behind the Scenes! The Colorado Shakespeare Festival	
Cartooning for Kids: Ages 8-12			
Cartooning for Teens: Ages 13-18		Writing and Literature	17
Foreign Languages	13	Writing the Novel	
Beginning Conversational French		Creative Writing	
Intermediate Conversational French		Reading as a Writer	
Advanced Conversational French			
Beginning Conversational Italian			
Beginning Conversational and Written Japanese			
Introduction to Korean			
Beginning Conversational Spanish			
Conversational Spanish for Advanced Beginners			
Intermediate Conversational Spanish			



Ellen Overlie (left) and Charlene Ruthrauff. For Charlene, photography is "a hobby interest." Ellen says she's taking the class "for fun. To develop a creative outlet." her work at the Mapleton Physical Rehabilitation Center is people intensive, and photography is a great way to unwind, outdoors. A passion for travel and a new camera provide added incentives.

ARCHITECTURE AND LANDSCAPE

NCAL 003

Kidscape: Landscaping for and with Kids

Learn to keep your yard "safe" and interesting for children while engaging their curiosity and energy. Class will include information on play structures, vegetable and herb gardens, water features and more.

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

Section 100: Tuesday, June 10, 6-9 p.m.
1 session. Hellems 247. \$25.

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 17, 6-9 p.m.
1 session. Hellems 247. \$25.

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 18, 6-9 p.m.
1 session. Hellems 247. \$25.

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, July 10-August 7, 7-9 p.m. 5 sessions.
Education 143. \$60.

COMMUNICATION

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.

Kelly Gibbs, B.A., has worked as an ASL teacher and a volunteer curator, and serves in numerous community organizations.

Section 100: Mondays, June 16-July 14, 6-8 p.m.
5 sessions. Hellems 267. \$60.

FINE ARTS

NCFA 050

Discovering Your Creativity

This course presents a comprehensive program devoted to stirring creativity and developing imagination. Using a variety of highly effective exercises and activities, you will capture new ideas and successfully tap your individual pool of creativity. You don't have to be an artist to benefit from this class! Required text, *The Artist's Way*, by Julia Cameron. Bring the book, pen and paper and read pages 1-24 prior to the first class meeting.

Yengata Tawahade, B.A., is a sculptor and has been teaching the creative process for several years.

Section 100: Thursdays, June 19-August 7, 6-8 p.m. 8 sessions. Economics 205. \$100.

NCFA 020

Introduction to Drawing

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

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

Section 100: Tuesdays, June 17-July 29, 6:30-9 p.m. 7 sessions. Fine Arts N298. \$115.



FINE ARTS- CONTINUED

NCFA 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 18-July 23, 7-9 p.m. 6 sessions. Fine Arts N275. \$105.

NCFA 028 Introduction to Oil Painting

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory, palette selection and color mixing. Traditional techniques and oil based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary. Call 492-5148 for a list of supplies to purchase. (Cost estimate \$50 to \$100.)

Kristen Peterson Snedeker, M.F.A., has exhibited nationally and her paintings are in numerous corporate collections.

Section 100: Wednesdays, June 18-July 23, 6:30-9 p.m. 6 sessions. Fine Arts N103. \$105.

NCFA 031 Introduction to Collage Painting in Acrylic or Oil

A two-part course which allows both the beginning and more advanced student to choose from two and three dimensional media to create painted collages. Assignments range from realism to "naivete" approaches and include the exploration of memory, dreams, and the world of the unknown. Slides, demonstration, one-on-one tutorials and class critiques are included. Part 2 will explore more advanced principles and exercises. Call 492-5148 for a supply list which includes found objects, photography, natural fibers, and organic materials.

Anita Rodriguez-Wakelin, M.F.A. candidate, works primarily with oils and acrylics and the exploration of her Mexican heritage.

Section 101: Mondays, June 16-July 7, 5:30-8:30 p.m. 4 sessions. Fine Arts N103. \$85.

Section 102: Mondays, July 21-August 4, 5:30-8:30 p.m. 3 sessions. Fine Arts N103. \$65.

NCFA 002 Creative Photography Workshop

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom work covers black and white print making, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks 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 camera to the first class. You will need to purchase paper and film after the first class.

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

Section 100: Thursdays, June 26-July 31, 7:30-9:30 p.m. 6 instructional and 3 darkroom sessions. Ketchum 235. Darkroom located at Boulder Photo Center, 1815 Pearl Street. \$135.

NCFA 044 Nature Photography

Learn the basics of color landscape using Chautauqua as your backdrop. Find out more about camera equipment and filters as well as compositional strategies. The class includes a field trip to Chautauqua to photograph. After having the film processed, we'll meet as a group to view and discuss our photographs.

^{MIC SAMINSON}
Jayna Conkey, M.F.A., has shown in Colorado, Florida, and Nevada.

Section 100: Wednesdays, July 9-16, 6-8 p.m. Economics 205; and Saturday, July 12, 8:30-11 a.m., Chautauqua Park. 3 sessions. \$50.

NCFA 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: Wednesdays, June 18-25, 6:30-8:30 p.m. 2 sessions. Hale 240. \$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: Wednesday, July 9, 6:30-8:30 p.m., Hale 240 and Saturday, July 12, 10 a.m.-noon, Denver Art Museum, 14th Avenue and Bannock Street. 2 sessions. \$25.



GRAPHIC COMMUNICATION

NCFA 352

Children's Book Illustration

This hands-on workshop will provide an exciting introduction to children's book illustration, which plays a vital role in children's literature. We'll cover character development, creating a "dummy," rough and finished illustration styles incorporating Martin's Dyes, gouache, textured boards and simulated airbrushing. Also portfolio presentation to the marketplace will be covered. Call 492-5148 for a materials list.

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

Section 100: Saturday, July 12, 2-5 p.m. Sunday, July 13, 10 a.m.-4:30 p.m. 2 sessions. Hunter 109. \$130.

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. New assignments for previous students.

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 14-16, 9 a.m.-noon. 3 sessions. Baseline Middle School, 700 20th Street. \$80.

NCFA 364

Cartooning for Teens: Ages 13-18

A cartooning class created especially 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. New assignments for previous students.

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 14-16, 1:30-4:30 p.m. 3 sessions. Baseline Middle School, 700 20th Street. \$80.

FOREIGN LANGUAGES

NCFL 100

Beginning Conversational French

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

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

Section 100: Mondays and Wednesdays, June 9-July 9, 5:30-7:20 p.m. 10 sessions. Hellems 251. \$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: Mondays and Wednesdays, June 9-July 9, 7:30-9:30 p.m. 10 sessions. Hellems 141. \$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 and Thursdays, June 10-July 10, 5:30-7:30 p.m. 10 sessions. Hellems 251. \$130.

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, *In Italiano* by Cremona, is available at the CU Bookstore.

Priscilla Craven, M.A. in Italian Language and Literature, has lived in Italy and teaches in Colorado.

Section 100: Wednesdays, July 2-30, 6-8 p.m. 5 sessions. McKenna 112. \$70.

Melissa Hull works for SCC, a 911 software company, where she helps manage the Bell South 911 database. But she's very interested in photography and hopes to return to school next fall. Jayna Conkey's photography course let's her take a small, practical step to explore a possible career interest.



**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 1* at the CU Bookstore or Colorado Bookstore.

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

Section 100: Fridays, June 13-August 1 (no class on July 4), 6-9 p.m. 7 sessions. Economics 119. \$140.

**NCFL 109
Introduction to Korean**

Learn the Korean alphabet, common idioms and expressions, and the basic patterns of sentence construction for simple communication. Vocabulary will emphasize common, useful terms for practical use. Korean culture will be introduced. Required text: *Functional Korean*, by Chang and Kim available at the CU Bookstore.

Douglas Gordon, M.A., taught at Seoul National University as a Fulbright Fellow and regularly travels to Korea for business and research.

Section 100: Mondays, June 16-July 28, 7-9 p.m. 7 sessions. Economics 117. \$85.

**NCFL 103
Beginning Conversational Spanish**

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

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

Section 100: Mondays and Wednesdays, June 16-July 9, 7-9 p.m. 8 sessions. Education 155. \$110.

**NCFL 203
Conversational Spanish for Advanced Beginners**

Build vocabulary, learn the past tense, and review grammar to develop accuracy and proficiency in the use of the language. Prerequisite: Beginning Spanish or equivalent. Required text, *Getting Along in Spanish* by Jarvis, is available at the CU Bookstore.

Enrique Mejia, B.A., is a native Spanish speaker and has taught at colleges in the Denver metropolitan area.

Section 100: Mondays and Wednesdays, July 14-August 6, 6-8 p.m. 8 sessions. Hellems 141. \$110.

**NCFL 303
Intermediate Conversational Spanish**

An opportunity to build vocabulary and conversational ability, and address cultural and social aspects. Prerequisite: Advanced 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.

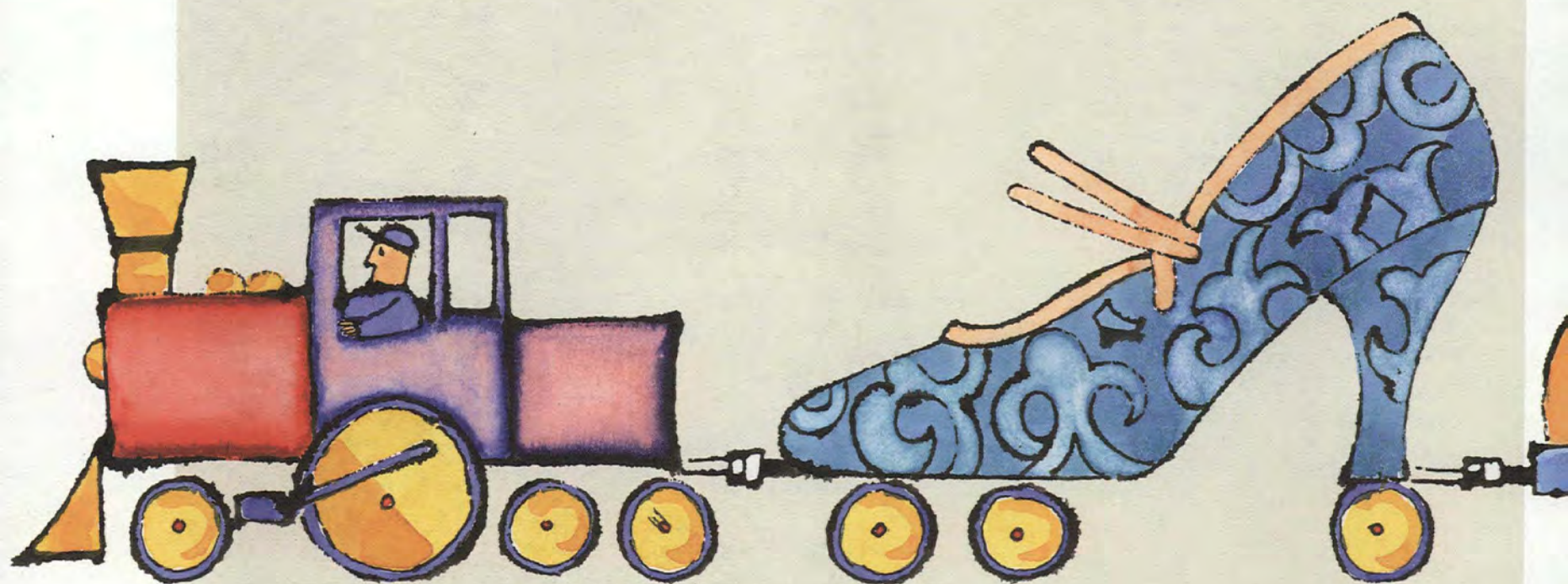
Section 100: Tuesdays, June 10-July 22, 7-9 p.m. 7 sessions. Education 155. \$95.

HISTORY AND CULTURE**NCH 007
Exploring the Denver, South Park & Pacific Railroad**

This field trip entails a drive and a five-hour hike with a modest elevation gain to explore the nation's highest railroad tunnel, the Alpine tunnel. Know more about the lore of the fabled DSP&P Railroad. Explore the ghost town of St. Elmo and the abandoned townsite of Hancock at 12,000 feet. We'll hike to the Continental Divide for a view of the townsite of historic Alpine. Bring a sack lunch and suitable clothing to enjoy the higher reaches of the Rockies. Meet at the instructor's home or in Buena Vista at 9 a.m. Arrangements should be made with the instructor at 494-0714. 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 19, 7 a.m.-7 p.m. 1 session. 3965 Britting, Boulder. \$70.



NCH 017**Boulder Walking Tours**

Take a walk on the historic side! Historic Boulder and the Division of Continuing Education are cosponsoring three historic Boulder tours which promise to inform, enlighten and kindle your imagination. A detailed brochure of historically significant sites available with each tour.

Columbia Pioneer Cemetery

Established in 1870, some of Boulder's greatest pioneers are buried here, among them: Rocky Mountain Joe, famous local photographer; Mary Rippon, the first woman to teach at CU Boulder; and Tom Horn, the last hired gun-fighter of the Old West era.

Lise Cordsen is a native Boulder resident and serves as Chair of Historic Boulder's Preservation Committee.

Section 101: Wednesday, July 9, 11 a.m.-noon. 1 session. Columbia Pioneer Cemetery, 9th and Pleasant Streets. \$15.

Downtown Historic District

Learn more about Boulder's oldest part of town, dating back to 1859. This commercial district, primarily on the Pearl Street Mall, features a variety of architectural styles and a wealth of social history.

Alison Levin is Historic Boulder's Walking Tours Coordinator, overseeing the program's seven tours.

Section 102: Wednesday, July 16, 11 a.m.-noon. 1 session. Boulderado Hotel Lobby, 13th and Spruce Streets. \$15.

University of Colorado

Tour the Norlin Quadrangle Historic District and learn how the University of Colorado began with the donation of land by prominent citizens in 1876. Learn more about Old Main, which housed the library, classroom, and dean's quarters and how the campus grew over the next 100 years.

William Arndt is a native of Boulder, a member of the University's Facilities Planning Department, and serves as a liaison between CU Boulder and the preservation community.

Section 103: Wednesday, July 23, 11 a.m.-noon. 1 session. Norlin Library, west steps. \$15.

INVESTMENT AND PERSONAL FINANCE**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.

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

Section 100: Wednesdays, June 18-25, 6:30-8:30 p.m. 2 sessions. Economics 117. \$30.

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. Optional text, *One Up on Wall Street*, by Peter Lynch, at the CU Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, with more than 15 years experience in the field.

Section 100: Wednesdays, July 9-30, 6:30-8:30 p.m. 4 sessions. Hellems 211. \$60.

For Gary Biesiadecki, photography is a gift. More succinctly, the class experience is a gift from his wife. Gary has had an interest in photography for a long time and they both have a passion for travel. Gary is interested in black and white work, in mastery of light and shadow. Jayna Conkey's course is the perfect next step in his learning curve.



LIFESTYLES – PERSONAL AND PROFESSIONAL

NCL 042

Finding and Running the Organic Farm

For those of you who have a desire to work on or own a farm! This class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered include organic farming methods and the business aspects, including production and marketing, of running a farm. The course includes a field trip to several organic farms.

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

Section 100: Tuesdays, June 17-July 8, 6:30-8:30 p.m. 4 sessions. Environmental Design 120. \$50.

NCL 047

Nutrition and Physical Performance

Learn about nutrition as it relates to physical activity and athletic performance. Specific topics include: fuel supplies for physical activity, fluids and electrolytes, vitamins and minerals, supplements and ergogenic aids. Nutritional problems facing active individuals will be discussed and suggestions for meal planning are provided.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 100: Tuesday and Thursday, July 8-10, 6-7:30 p.m. 2 sessions. Economics 117. \$25.

SCIENCE

NCSO 036

Ethnoherbology: Edible and Medicinal Plants of the West

Journey with us into the past, through slides and stories, to learn about the medicinal/edible uses of plants by ancient and not-so-ancient people, including your own ancestral roots. Learn also how to grow some of these plants in your garden as well as go "into the field" to identify plants. Samples of various plants will be provided in class as well as recipes for remedies, food, and the home. \$3 materials fee payable in class. Saturday field trip in Boulder area to identify medicinal and edible plants is included.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with 25 years of organic gardening experience and is a trained herbalist.

Section 100: Tuesdays, June 17-July 8, 6:30-8:30 p.m.; Saturday field trip, June 28, 9 a.m.-noon. 5 sessions. McKenna 112. \$70.

NCSO 038

Exploring Stream Ecology

Take a 2-3 mile round-trip hike on the Diamond Lake Trail outside of Eldora, which runs adjacent to the North Fork of Middle Boulder Creek. Learn the basic principles of stream ecology. Learn how to identify "fish food" and other species that are critical components of the food web as a whole. We'll stop at a streamside location and conduct in-field measurements to determine the overall health of the stream. Measuring devices provided, but students are encouraged to bring waders, a fishing pole and sack lunches. To carpool, meet at the front steps of the UMC.

Karmen Klima, M.S., Environmental Health, teaches topics related to environmental health, environmental ethics, and aquatic toxicology.

Section 100: Saturday, August 2, 8 a.m.-5 p.m. 1 session. Front steps of the UMC. \$60.

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 is 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 3-5, 7-9 p.m. 3 sessions. Duane Physics G131 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. Each student will work on a short monologue and scenes that will be given to you on the first day of class. Relaxation exercises and voice and breathing warm-ups will be part of each meeting. In a supportive and safe environment you can experiment with creating your own unique character.

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

Section 100: Tuesdays, June 17-July 22, 6:30-8:30 p.m. 6 sessions. Geology 311. \$75.



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

No-holds Bard! Come join us for a behind the scenes peek at the plays and productions of the 1997 Colorado Shakespeare Festival. Meet CSF actors! Join backstage tours! Enjoy informal pre-show discussions on the exciting process of bringing classical plays to life for contemporary audiences. This season we'll enjoy the best of both Shakespeare and Moliere with *Romeo and Juliet*, *Much Ado About Nothing*, the darkly comic *Troilus and Cressida*, and Moliere's rollicking comedy, *The Would-Be Gentleman*. Participants have an opportunity to choose either a two-play or a four-play package with seats in Section A. Enrollment is limited. No refunds. Registration deadline is June 25. Rain policy: plays proceed unless conditions threaten players or audience. If a performance is canceled before 10 p.m. because of weather, ticket stubs serve as a rain check. See CSF brochure for details.

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

Section 101: Wednesday, July 9: *Much Ado About Nothing*; Friday, July 11: *Romeo and Juliet*. Lecture at 6:30 p.m. in Hellems 255. \$75.

Section 102: Sunday, July 13: *Troilus and Cressida*; Thursday, July 17: *Would-Be Gentleman*. Lectures at 6 p.m. on Sunday; 6:30 p.m. on Thursday in Hellems 255. \$70.

Section 103: Wednesday, July 9: *Much Ado About Nothing*; Friday, July 11: *Romeo and Juliet*; Sunday, July 13: *Troilus and Cressida*; and Thursday, July 17: *Would-Be Gentleman*. Lectures at 6 p.m. on Sunday; 6:30 p.m. on all other evenings in Hellems 255. \$130.

WRITING AND LITERATURE**NC W 004****Writing the Novel**

An exploration of the elements of the novel, which include characterization, voice, point-of-view, dialogue, conflict, structure, place and time. Emphasis is on grasping the fundamentals. Workshop setting in which students will share work-in-progress with classmates for editorial comment and suggestions.

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

Section 100: Thursdays, June 12-July 31, 7-9 p.m. 8 sessions. Hale 235. \$100.

NC W 006**Creative Writing**

Expand your narrative and poetic voices while exploring style, structure, character, and action through a series of in-class exercises and outside assignments. Some analysis of published texts and sharing student pieces help to develop personal writing techniques and strategies.

Judy GeBauer, M.F.A., has taught in CU's Creative Writing Program, is an award-winning playwright, and has published fiction and poetry pieces.

Section 100: Mondays, June 9-30, 6-8:30 p.m. 4 sessions. McKenna 112. \$60.

NC W 075**Reading as a Writer**

We will explore how, as writers, we learn about the craft of writing fiction by reading it. While reading, *House on Mango Street* by Sandra Cisneros and several short stories, explore the varied constructions of plot, character, description, beginnings, endings, dialogue, and other elements. How is a good story put together? Learn different tools and approaches that can be utilized in your own work. Students will be able to share their fiction with the class as part of the investigation.

Hoag Holmgren, M.A. in Humanities and Creative Writing, has taught at CU Boulder and has published nonfiction, fiction, and poetry.

Section 100: Tuesdays, July 1-August 5, 7-9 p.m. 6 sessions. Economics 205. \$75.

Jayna Conkey teaches Nature Photography in a convenient three-session format that fits comfortably into busy schedules. Session one: students meet to discuss shooting strategies. Session two is a field trip with Conkey on hand to coach and advise. Session three is an opportunity to look at the results, compare notes and share insights. Jayna has an MFA from CU and has exhibited widely. She teaches photography at Colorado Academy and had a piece published early this year in *American Photo*.

In this photo, Conkey reviews equipment with Scott Williams. For Scott, photography is "a special interest, a hobby you want to take a little farther." Now a couple of years into retirement, Scott says "It's fun. If you have some creativity, it's never boring. You can do things like this."



Tune up with current concepts and fresh ideas.

Maybe you're just stepping out into the business world. Or maybe you're a seasoned player. Either way, it's good strategy to broaden your perspective on the working world and deepen your understanding of concepts that will make it easier for you to get what you want to get to go where you want to go. We can 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, 1997

Getting Started	18	Sales/Marketing	19
Basic Skills for the Supervisor		Understanding Marketing: Developing and Promoting Your Product or Service*	
Accounting and Finance	18	Writing	19
Accounting and Budgeting for the Non-Accountant*		Beginning Technical Writing	
Entrepreneurism/Small Business	19	Grant Writing Basics	
Starting a Business: From the Ground Up		Technical Writing for the ESL Professional	
Supervision/Management	19		
Critical Issues in Current Management*			

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 recommended 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: Saturdays, July 12-19, 9 a.m.-4 p.m. 2 sessions. Business 251. \$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 18 years in Boulder.

Section 100: Saturdays, June 21-28, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$155.

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.

All Levels
 Course encompasses varied levels of experience.

ENTREPRENEURISM/ SMALL BUSINESS

NC B 002 Starting A Business: From the Ground Up

Beginning Level

This course will cover the many requirements from various government agencies with which a new business must comply. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. The workshop will help you 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 19, 9 a.m.-1 p.m.
1 session. Business 250. \$55.

SUPERVISION/ MANAGEMENT

NC B 230 Critical Issues in Current Management*

Intermediate Level

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

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

Section 100: Saturdays, July 26-August 2,
9 a.m. - 3 p.m. 2 sessions. Business 250. \$110.

SALES/MARKETING

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

Intermediate Level

You or your company have products, services, or ideas for new offerings. How should you market them to potential customers? Learn why the most important part of marketing is knowing WHAT to make or offer before beginning advertising and selling. Learn how to understand your market, evaluate competitors, formulate your ideas and budget, and implement your plan. This course presents a case study at each session for an interactive, skill-learning experience.

Robert Beck, M.B.A., has marketed many brands and services, from household names to start-ups.

Section 100: Tuesdays, June 17-July 22,
5:30-8 p.m. 6 sessions. Hellesms 81. \$165.

WRITING

NC B 470 Beginning Technical Writing

All Levels

Learn basic technical communication principles that apply to all forms of writing. Write clear, concise statements. Organize documents to deliver information efficiently. Design your message for maximum readability. Course provides four tutorial modules, in-class writing exercises, guidance for real-world writing projects, and individual feedback from the instructor.

Brian Bevirt, B.A., has 18 years of experience as a technical communicator for business, industry, and science.

Section 100: Tuesdays, July 1-29, 6:30-9 p.m.
5 sessions. Duane Physics G027. \$140.

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, M.P.A. is Executive Director of the Arts and Humanities Assembly of Boulder and has successfully written both small and large grant proposals.

Section 100: Wednesdays, June 18-July 23,
6-8 p.m. 6 sessions. Clare Small 212. \$135.

NC B 472 Technical Writing for the ESL Professional

Beginning Level

Designed to assist nonnative English speakers with workplace communication, this course will focus on basic patterns used in English technical and business writing. The process of writing, including collaborative writing, also will be explored. Optional text, *ESL Resource Book for Engineers and Scientists*, by Campbell available at CU bookstore.

Joann Temple Dennett, Ph.D., taught science writing at CU-Boulder for 20 years, is a frequent lecturer on writing techniques, and has been published in a wide variety of media.

Section 100: Wednesdays, June 11-July 2,
6-8:30 p.m. 4 sessions. Economics 205. \$110.
Duan G025



One smart step: upgrade your



Dan Myers has been teaching computer aided design for 12 years. That's a long time in a new technology niche. He earned a Masters in Technical Education at CSU and a Bachelors degree in Industrial Technology Education at Ohio State University. As a Graduate Research Assistant, Dan developed AUTOCAD training materials, taught AUTOCAD classes, and helped launch the first international micro computer-aided design conference held at CSU in 1985. Since then, Dan has taught a lot of folks how to get around on AUTOCAD, including some of the architects who worked on DIA. He says that CAD courses appeal to people in architecture, engineering, construction and design, "Anyone who wants to draw" on a computer. A technical computer instructor for Access Graphics, Dan is a skilled teacher who understands the real-world applications of the package. Dan and his wife have three children, with a baby (Myers version 4.0) due this summer. As time permits, they enjoy hiking and spending time in the mountains. As a former Cheley Camps counselor, Dan knows and loves Rocky Mountain National Park.

Skills to increase your value.

NO MATTER WHAT YOU DO or plan to do, it pays to increase your comfort level on the computer applications that pertain to your field of interest. It makes you more employable and more valuable on the job. Our labs are equipped with latest hardware meticulously maintained, and with the software programs people are most keen to master. And our new Network Administration Certificate program is in a league of its own—strong on content and marketplace relevance, with exceptional value. Additional new courses are under development. Check back this Fall.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. These requirements provide a comprehensive understanding of an ever-changing computer industry.

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, 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.

CERTIFICATE IN NETWORK ADMINISTRATION

The Division of Continuing Education offers a Certificate in Network Administration for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

Choose one of three tracks:

A. Windows/Intel Track, B. Macintosh Track or C. UNIX Track.

A. Windows/Intel Track

1. CAPC 100 Introduction to the PC
2. CAPC 202 Introduction to Windows

B. Macintosh Track

1. CAMC 100 Introduction to the Macintosh

C. UNIX Track

1. CACS 211 Introduction to UNIX and
2. CACS 311 Intermediate UNIX

Operating System Courses (required for all students)

- CACS 303 Computer Operating Systems
- CACS 305 Computer Architecture
- CACS 323 Network Operating Systems

Administration Courses (Select at least one)

- Window/Macintosh Administration or
- UNIX Administration

Other Administration Courses

- WAN Overview (Required for all students)
- UCB Systems (Required for CU employees)

Programming Courses

Choose at least one course in programming.

Database Courses

Choose at least one course in database management.

If you have a substantial background with computers, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

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 (3645 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 each description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call (303) 492-6596.

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) 492-6596 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.

IMPORTANT INFORMATION FOR WINDOWS

3.1 USERS After Summer 1997, we will no longer be offering courses in Windows 3.1 or for software running under this interface.

COMPUTER APPLICATIONS COURSES, SUMMER, 1997

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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 the 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.

Beth Sigren, B.S.

Section 101: Tuesdays, May 27-July 1, 6-8 p.m. plus lab sections. Please indicate lab preference (10A or 10B) at registration. Lab Section 10A: Tuesdays, June 3-July 1, 6-8 p.m. Lab Section 10B: Tuesdays, June 3-July 1, 8-10 p.m.

John Dick, Ph.D.

Section 102: Thursdays, June 19-July 24, 6-8 p.m. plus lab sections. Please indicate lab preference (10C or 10D) at registration. Lab Section 10C: Thursdays, June 26-July 24, 6-8 p.m. Lab Section 10D: Thursdays, June 26-July 24, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$110.

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 which enhance their opportunities in the fields of computer information technology. **Prerequisite:** CACS 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Information Processing Today and Tomorrow*, Parker, University Bookstore, UMC 10.

Ron Clarke, M.S.

Section 100: Tuesdays, June 3-July 8, 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 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: Thursdays, July 10-August 14, 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

CACS 204 Computer Systems Overview

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 and the appropriate software to make them work. Topics include: 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 (14400/28800, 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 2-23, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

Michael Kaye is the Philatelic clerk at the Boulder Post Office. But he also does some commercial narration-voice-overs for videos and books on tape. Down the road, he's interested in tape editing and multimedia. He's taking Intro to the Mac to build a good foundation as he gets to know his new toy. He says, "I like it! But it's more complicated than I thought. I'm not a technical person, so it's very helpful to have someone right there to explain things in layman's terms."



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 DOS-based 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.

Section 100: Mondays, June 2-30, 6-9 p.m. 5 sessions. University Computing Center 123. \$175.

CACS 321 Network Administration

Explore one of the fastest growing areas in the computer industry. Learn a broad range of network management skills including managing user groups, network security, backups and other network resources. Develop effective troubleshooting techniques to minimize network problems. **Prerequisite:** CACS 220 Introduction to Networks or equivalent.

Michelle Sharon, B.S.

Section 100: Tuesdays, July 15 and 22 and Mondays, August 4 and 11, 6-9 p.m. 4 sessions. University Computing Center 123. \$145.

CACS 323 Network Operating Systems

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of commonly used network operating systems such as Novell, Appleshare and NT. Network topologies and hardware are also introduced. **Prerequisite:** CACS 220 Introduction to Networks or equivalent.

Willie Hutton

Andy Rumer

Section 100: Wednesdays, July 23-August 13, 6-9 p.m. 4 sessions. University Computing Center 123. \$145.

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 on the World Wide Web, will be covered. Hands-on exercises provide an exciting glimpse into the wealth of information available on the Internet. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Becky Milmoie

Section 101: Wednesdays, June 4 and 11, 6-9 p.m. 2 sessions.

Michelle Munroe, B.S.

Section 102: Wednesday, June 18, 9 a.m.-4 p.m. 1 session.

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

CACS 331 Internet Applications

Most Internet applications can now be easily accessed from a World Wide Web browser. This class will utilize on-line, hands-on access utilizing a browser to explore the following applications: e-mail, USENET news, FTP and Gopher, and the World Wide Web. Activities will include searching for data, exploring the Web, and compiling and reporting information into a Web-based application. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Joe Betts

Section 101: Tuesday and Thursday, June 24 and 26, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Wednesdays, July 9-23, 6-9 p.m. 3 sessions.

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

CACS 332 Introduction to 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. Create pages with a text editor, handle basic formatting issues, include graphics into documents, and structure the flow of documents across multiple pages. All laboratory exercises are conducted in a Windows environment and involve the creation of several HTML pages. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Art Smoot, M.S.

Section 101: Tuesday and Thursday, July 29 and 31, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Wednesdays, July 30-August 13, 6-9 p.m. 3 sessions.

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



CACS 432 Intermediate Hypertext Mark-up Language (HTML)

This class provides more details about HTML and developing interactive applications from the server. Topics include interactive forms, frames, imagemaps and server-side includes. The Perl programming language will be introduced as a method of developing Common Gateway Interface server programs. The course will also address server search engines, data base integration, and state maintaining applications. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Art Smoot, M.S.

Section 100: Tuesday, August 12, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$95.

CACS 433 Web Server Administration

If you are interested in running a World Wide Web server, this class will provide you with information on hardware, software, system configuration, security, logs and measurements, and virtual servers. You will also explore developing and testing Common Gateway Interface programs, and updating and changing web pages on other servers. This class is presented in a lecture format with live illustrations of administrative functions.

Prerequisite: CACS 332 Hypertext Mark-up Language (HTML) or equivalent.

Art Smoot, M.S.

Section 100: Thursday, August 14, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$95.

OPERATING SYSTEMS

CACS 303 Computer Operating Systems

Emphasizes the components and architecture of computer operating systems including memory management, virtual memory, I/O subsystems and kernel implementations. Operating systems such as Macintosh, DOS/Windows, and UNIX derivatives will be examined. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Willie Hutton

Andy Rumer

Section 100: Mondays, July 7-28, 6-9 p.m. 4 sessions. University Computing Center 123. \$145.

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: Wednesdays, June 4-July 16, 6-9 p.m. 7 sessions. University Computing Center 123. \$280.

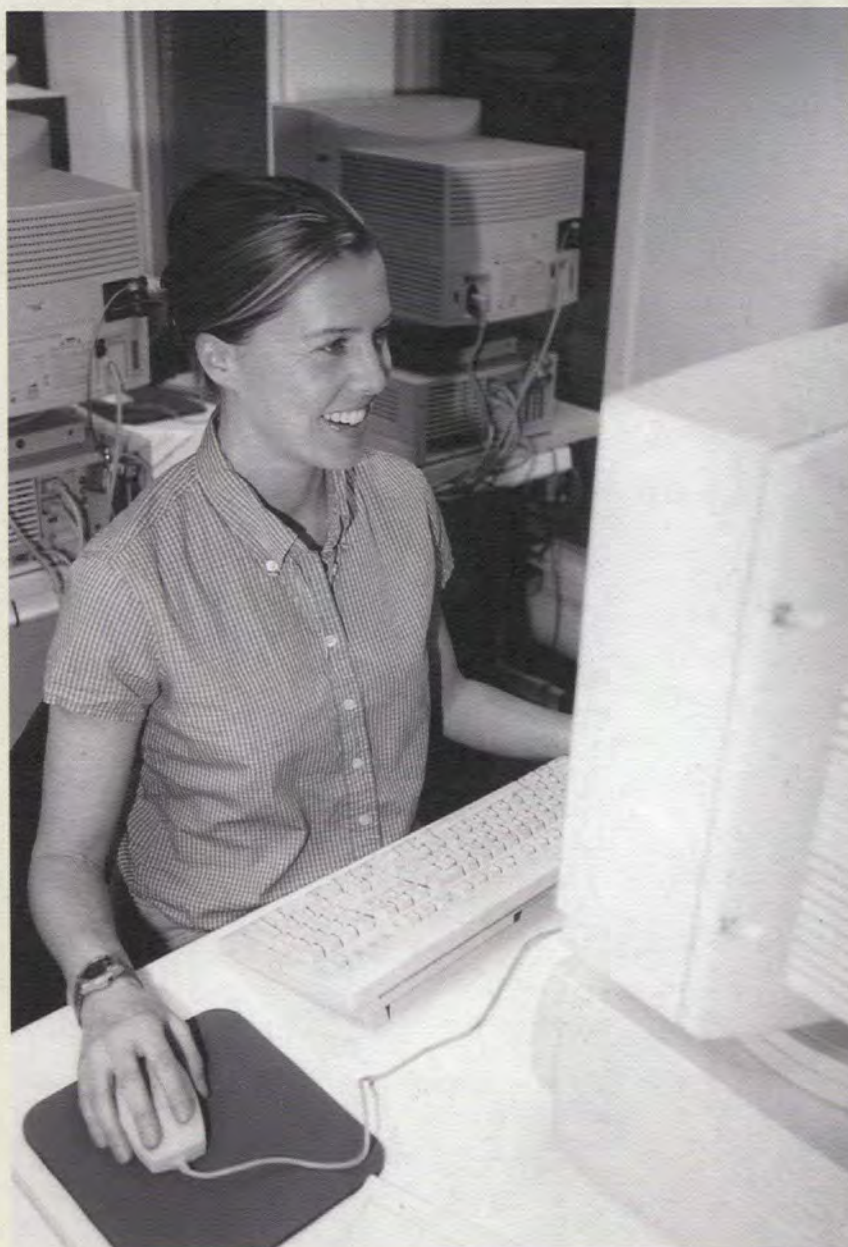
CACS 311 Intermediate UNIX

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 29-August 12, 6-9 p.m. 5 sessions. University Computing Center 123. \$250.

Jaimi Steel works for New Hope Communications in Boulder, helping to produce *Delicious!*, a lifestyle magazine. She works on a Mac on a regular basis, but really felt the need for a stronger foundation. "I just haven't had much computer experience," she says, adding, "I just thought it was time to get with the 90s, or even the 80s!" And the good news? "I actually know more than I thought I did. It's a real confidence builder."



PROGRAMMING

CACS 240 Introduction to Programming

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code.

Prerequisite: CAPC 100 Introduction to the PC or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Bookstore, UMC 10. Charry Stover, M.S.

Section 100: Monday, Tuesday, Thursday, July 14, 15, 17, 6-9 p.m. and Saturdays, July 12 and 19, 9 a.m.-4 p.m. 5 sessions. Hale 236. \$280.

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, and is partially self-paced. The class reinforces the basic principles of structured programming and provides an introduction to C for all levels. This partially self-paced class also covers an introduction to functions and 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: Monday, Tuesday, Thursday, July 28, 29, 31, 6-9 p.m. and Saturdays July 26 and August 2, 9 a.m.-4 p.m. 5 sessions. University Management Systems 001. \$280.

CACS 242 Application Programming

A more intensive first programming course structured after the University's CSCI-1300. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions, structures, objects, classes, abstract data types, arrays, files and recursion. It is designed to provide a sound background for entering a C++ programming course. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent. Bring a 3.5 inch DS/HD diskette.

Recommended text: *Problem Solving with C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 100: Tuesdays and Thursdays, June 3-26, 6-9 p.m. 8 sessions. University Management Systems 001. \$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 J. Meier, M.S.

Section 100: Mondays, June 2-30, 6-9 p.m. 5 sessions. Hale 240. \$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++ Programming or equivalent.

Ron Schweikert

Section 100: Mondays, June 2-30, 6-9 p.m. 5 sessions. Hale 260. \$250.

With a partner, Anna Scott runs Women's Quest, a Boulder company that offers fitness camps for women in Winter Park. She's taking Intro to the Mac as a first step toward learning Photoshop. Desktop capability will make it easier to produce marketing and promotional materials.



CACS 246**Java Programming Overview**

This one day class will present an overview of the new object-oriented programming language developed at Sun Microsystems. We will compare and contrast the Java programming language with other competing technologies, as well as discuss where Java fits into the world wide web scene. We will introduce its language features and show why you want to use them. **Prerequisite:** familiarity with any common programming language.

Carol J. Meier, M.S.

George Watson

Section 100: Saturday, May 31, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

CACS 247**Introduction to Java Programming**

This in-depth introduction begins with the basics of statements and expressions and progresses to inheritance, packages and interfaces, exceptions, threads and thread synchronization. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of the standard Java library is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** Fluency with an object-oriented programming language including inheritance and polymorphism is suggested. Those with no object-oriented programming experience should consider CACS 244 Introduction to C++ Programming. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 100: Tuesdays, June 3-July 1, 1-4 p.m. 5 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 such as Windows 95 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 28-June 11, 6-9 p.m. 3 sessions. University Management Systems 001. \$100.

Valerie Parker, M.I.S.

Section 102: Tuesday and Thursday, June 10 and 12, 9 a.m.-2:30 p.m. 2 sessions. 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:** CAPC 100 Introduction to the PC or equivalent.

Debbie Stone

Section 101: Tuesdays, May 27 and 29, 6-9 p.m. 2 sessions.

Steve Hughes, Ph.D.

Section 102: Wednesday, June 18, 9 a.m.-4 p.m. 1 session.

Steve Hughes, Ph.D.

Section 103: Wednesday, July 16, 9 a.m.-4 p.m. 1 session.

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

Christie Roberts teaches Intro to the Mac, Quicken and Photoshop this summer. A freelance graphic designer, she knows the packages and their real world applications. She likes teaching for Continuing Education at CU because "the computers are really fast, the software is current and the terminals are maintained really well." Christie's goal is to make sure "everyone learns what they came to learn."



THE PC SYSTEM- CONTINUED

CAPC 203 Windows 95 Level I

If you are entirely new to the Windows environment, this class will help you explore the many features of this friendly user 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: CAPC 100 Introduction to the PC or equivalent.

Debbie Stone

Section 101: Wednesday, May 28, 9 a.m.-4 p.m.
1 session.

John Dick, Ph.D.

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

Issy Kilbride

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

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

CAPC 303 Windows 95 Level II

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this new operating system. 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, June 3 and 10, 6-9 p.m.
2 sessions.

Jerry Reynolds, MSEE

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

Dale Heuer, MBA

Section 103: Monday and Wednesday, August
11 and 13, 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 100: Mondays, June 2-16, 6-9 p.m.
3 sessions. University Management Systems
001. \$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 choose from over 30 professionally created templates. **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Lisa Kelly

Section 100: Mondays, June 23-July 7, 6-9 p.m.
3 sessions. University Management Systems
001. \$125.

CAPC 213 Word for Windows 95 (7.0) 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. Explore the new integrated features including extended file-names, desktop shortcuts, enhanced auto correct, Spell It and Find Fast. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Chris Mattson

Section 100: Tuesday and Thursday, June 17
and 19, 9 a.m.-2:30 p.m. 2 sessions. University
Computing Center 126. \$125.



Although her real interest is in Excel, Adrienne Sholders decided to take Intro to the Mac "to familiarize myself, to feel more comfortable on the Mac." A UCLA grad, Adrienne works in Boulder and is a volunteer probation officer.

CAPC 313**Word for Windows 95 (7.0) 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 choose from over 30 professionally created templates. **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Chris Mattson

Section 100: Mondays, July 7 and 14, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$125.

CAPC 212**WordPerfect for Windows 95 (7.0) 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. Learn about such new integrated features as extended filenames, desktop shortcuts, guidelines and spell as you go. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

John Dick, Ph.D.

Section 100: Tuesdays, June 17-July 1, 6-9 p.m. 3 sessions. University Computing Center 124. \$125.

CAPC 312**WordPerfect for Windows 95 (7.0) 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, templates and many new desktop shortcut features including QuickFonts, QuickFormat, QuickFinder and QuickCorrect. **Prerequisite:** CAPC 212 WordPerfect for Windows Level I or equivalent.

John Dick, Ph.D.

Section 100: Tuesdays, July 8-22, 6-9 p.m. 3 sessions. University Computing Center 124. \$125.

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 18 and 25, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 102: Wednesday, July 30, 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.

Steve Hughes, Ph.D.

Section 100: Monday and Wednesday, August 4 and 6, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

CAPC 234**Excel for Windows 95 (7.0) Level I**

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the new integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 100: Wednesday, July 16, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

CAPC 334**Excel for Windows 95 (7.0) Level II**

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

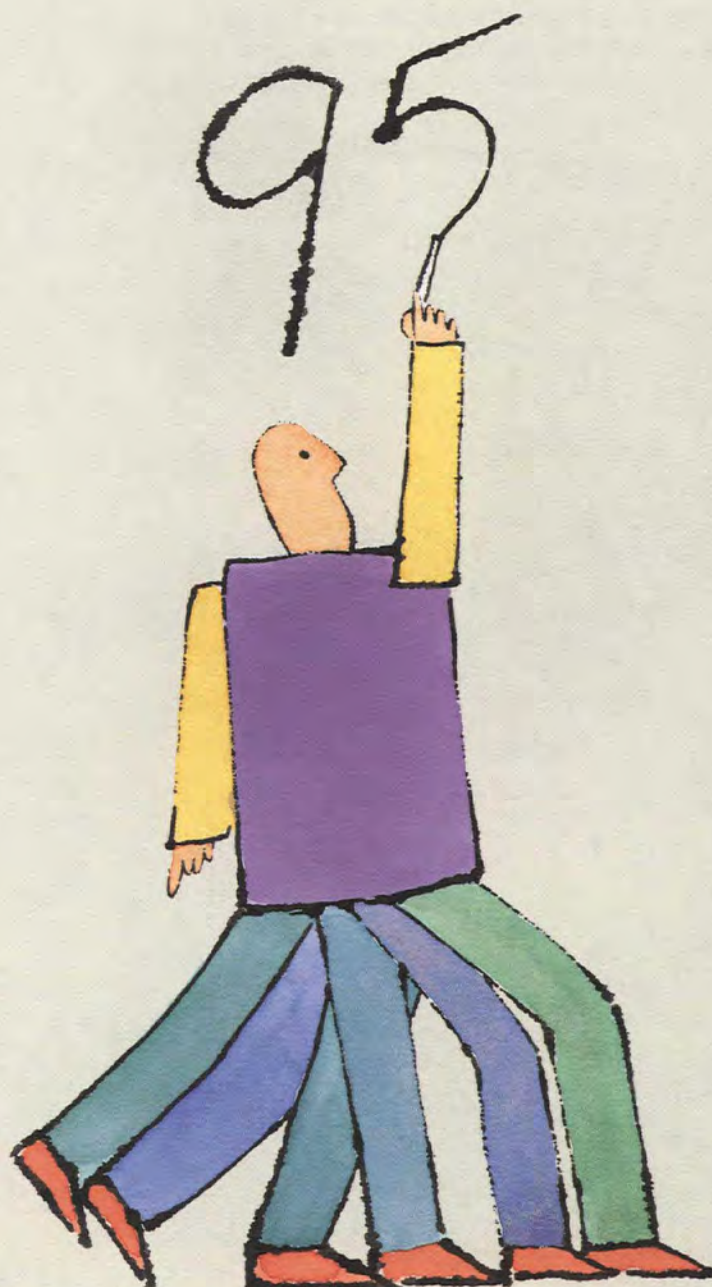
Section 100: Wednesday, August 13, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

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 10, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$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.

Chris Mattson

Section 100: Tuesday, July 22, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

PROJECT MANAGEMENT

CAPC 343 Project for Windows (4.1)

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 231 Excel Level I for Windows or CAMC 231 Excel for the Macintosh or equivalent.

Ulla Merz, Ph.D.

Section 100: Tuesdays and Thursdays, July 22-31, 1-4 p.m. 4 sessions. University Computing Center 124. \$175.

FINANCIAL MANAGEMENT

CAPC 241 Quicken for Windows (6.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Steve Hughes, Ph.D.

Section 100: Thursdays, June 12 and 19, 6-9 p.m. 2 sessions. University Computing Center 124. \$95.

CAPC 242 QuickBooks for Windows (4.0)

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 203 Windows 95 Level I or equivalent.

Susan Erickson, CPA

Section 100: Monday, June 16, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

DATABASES

CAPC 251 FileMaker Pro for Windows (3.0)

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 203 Windows 95 Level I or equivalent.

Lou Kingman

Section 100: Wednesday, June 18, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$95.

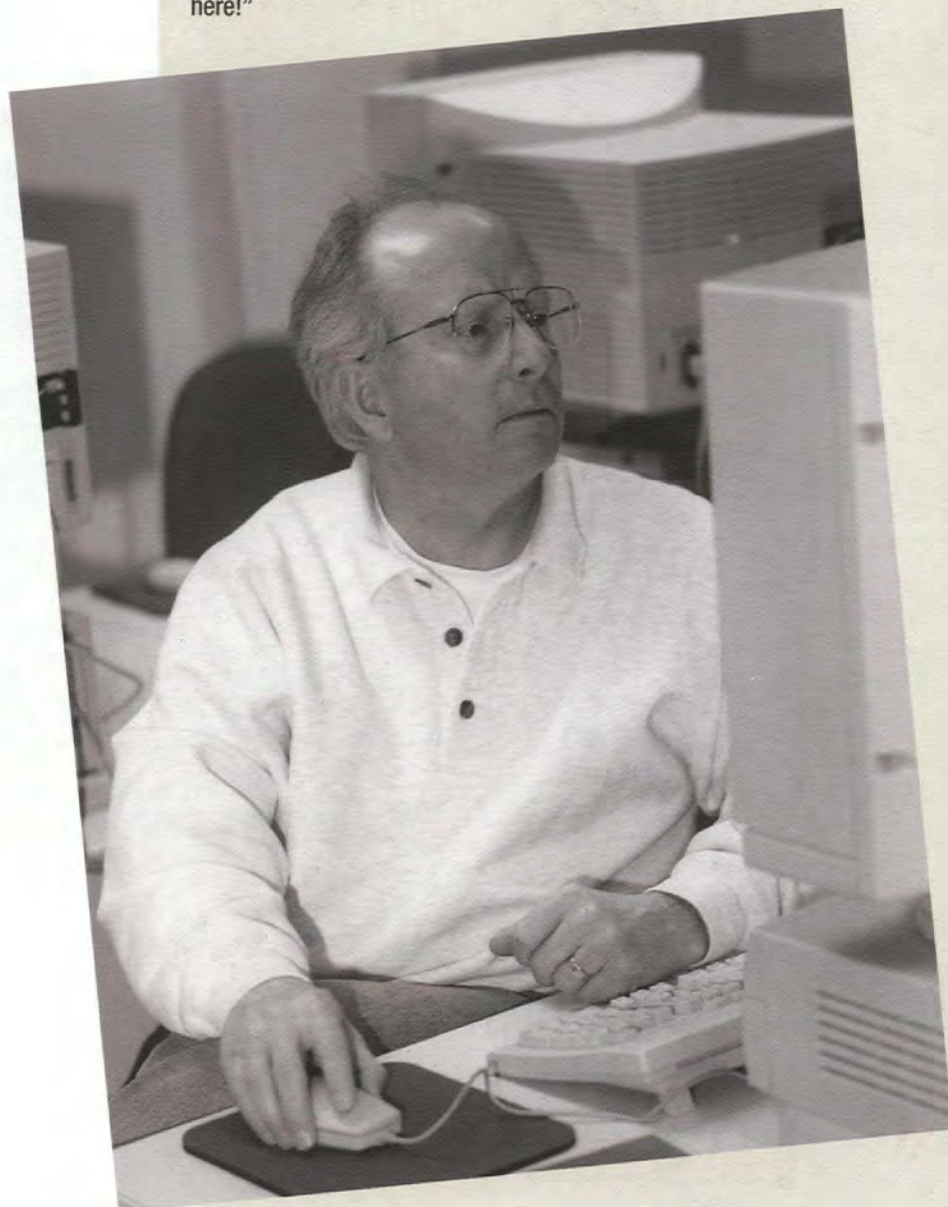
CAPC 252 Access for Windows (2.0) Level I

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 100: Tuesday and Thursday, June 24 and 26, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

George Davis is retiring this year after teaching art at Fairview High School. A graphic designer by training, he's thinking about doing some free lance design. "Today, if I don't have some computer skills, I'm not going to be able to compete," he says adding, "The first class went very well. I'm very happy with what happened, and I'll do another this summer...I'm looking for a miracle here!"



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 7 and 14, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

CAPC 255**Access for Windows 95 (7.0) 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. Explore the integrated features of this new version including extended file-names, desktop shortcuts, intelligent tables, and improved form and report wizards.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson

Section 100: Thursdays, July 10-24, 6-9 p.m. 3 sessions. University Computing Center 124. \$125.

CAPC 253**Visual FoxPro for Windows (3.0) 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 makes handling data as easy as manipulating words with word processing. A most efficient and accurate method of collecting, storing, manipulating and reporting data that straddles Windows, Macintosh and UNIX environments with one language and interface. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Clyde Getty, B.S.

Section 100: Mondays, July 14-August 4, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

DESKTOP PUBLISHING**CAPC 271****PageMaker for Windows (6.5) 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 203 Windows 95 Level I 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 7 and 14, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 371**PageMaker for Windows (6.5) 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 21 and 28, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$175.

COMPUTER GRAPHICS**CAPC 281****CorelDRAW! (7.0) Level I**

This course introduces you to complex graphics and special effects such as blending, contouring, extruding, and powerclip. Learn how to import and export different file types.

Expand your ability to use clipart to achieve professional looking illustrations. Explore the power and possibilities of this new version.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 101: Thursdays, May 29-June 19, 6-9 p.m. 4 sessions.

Section 102: Tuesday and Thursday, July 8 and 10, 9 a.m.-4 p.m. 2 sessions.

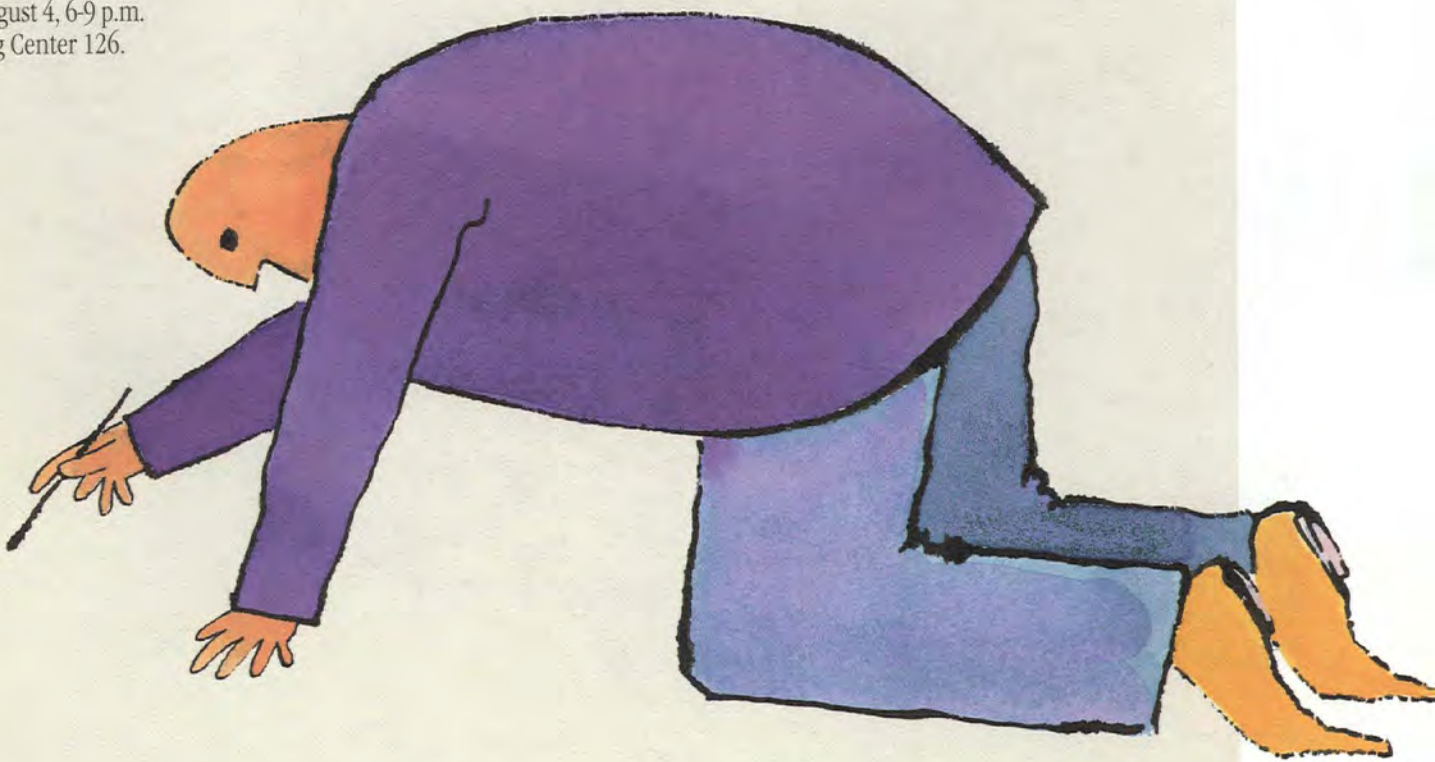
All Sections: University Computing Center 126. \$145.

CAPC 381**CorelDRAW! (7.0) Level II**

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about Corel OCR-TRACE, CAPTURE and FONT-MASTER. **Prerequisite:** CAPC 281 CorelDRAW! Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays, July 22-August 12, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.



COMPUTER GRAPHICS- CONTINUED

CAPC 282

Photoshop for Windows (4.0) Level I

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Saturdays, July 19 and 26, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$145.

CAPC 382

Photoshop for Windows (4.0) Level II

Learn advanced photo retouching techniques. Sharpen your skills on scanning and image editing. Learn prepress and production techniques for integrating photographs and illustrations into your work. **Prerequisite:** CAPC 282 Photoshop for Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Saturdays, August 2 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$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.

Brad Strong

Section 100: Wednesdays, May 28 and June 4, 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. You will also 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 9-July 2, 6-9 p.m.

David Kingsley

Section 102: Mondays and Wednesdays, July 14-August 6, 6-9 p.m.

All Sections: 8 sessions. University Computing Center 124. \$350.

CAPC 361

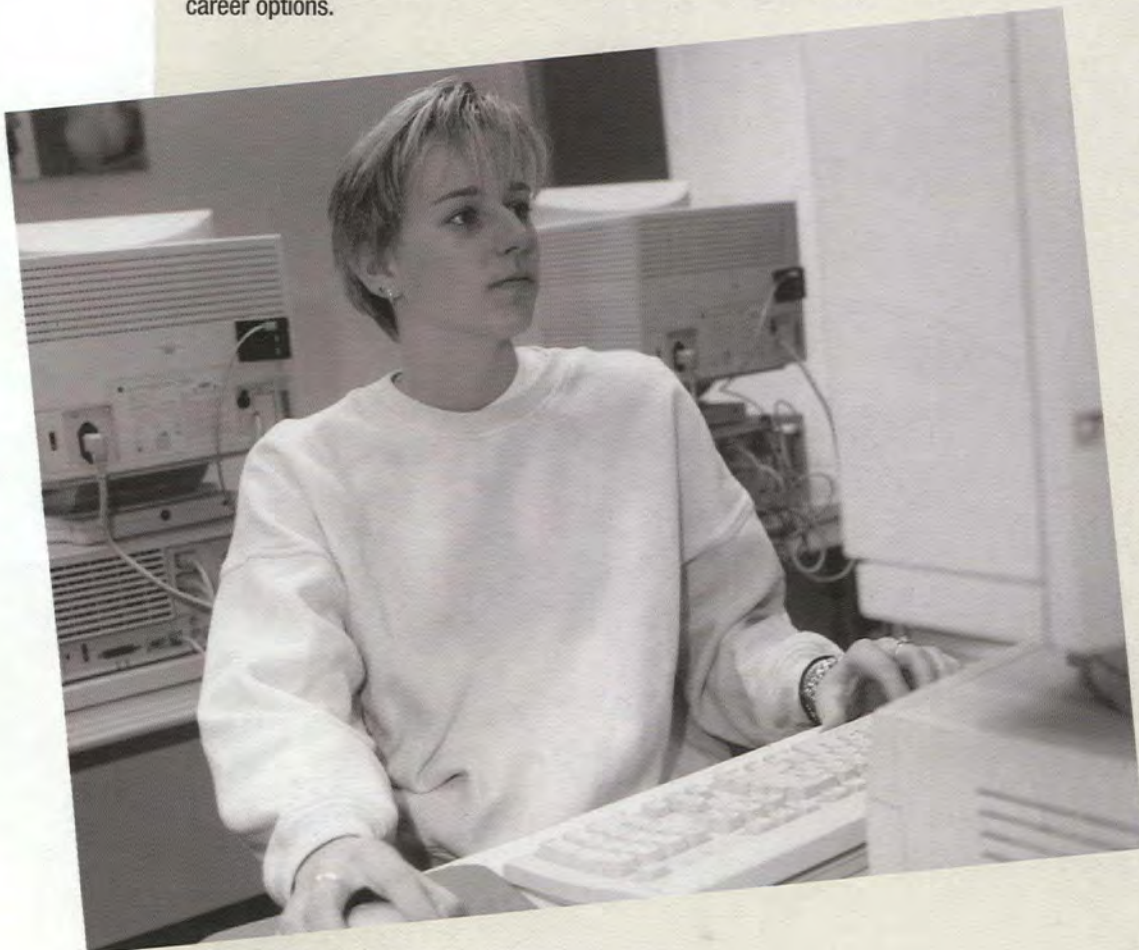
Computer Aided Design for Windows (R13) Level II

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 100: Tuesdays and Thursdays, July 29-August 7, 6-9 p.m. 4 sessions. University Computing Center 124. \$250.

Nicole Jenkins is taking Intro to the Mac because "I just wanted the basics to get around. I'm interested in graphics, maybe on a business basis, but I'm not sure." The intro course gives her what she needs to take the next step in evaluating career options.



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.

Issy Kilbride

Section 101: Wednesdays, June 4-25, 6-9 p.m. 4 sessions.

Christie Roberts, B.A.

Section 102: Tuesday and Thursday, June 10 and 12, 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 2-16, 6-9 p.m. 3 sessions.

Debbie Stone

Section 102: Tuesday and Thursday, June 17 and 19, 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 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 100: Tuesday and Thursday, July 8 and 10, 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 Level II or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 100: Wednesday, August 6, 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.

Chris Mattson

Section 101: Mondays, June 23 and 30, 6-9 p.m. 2 sessions.

J. Burke Taft, M.Ed.

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

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

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 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 100: Wednesday, July 16, 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 Level II or equivalent.

Issy Kilbride

Section 100: Wednesday, July 30, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.



FINANCIAL MANAGEMENT

CAMC 241

Quicken for Macintosh (7.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100

Introduction to the Macintosh or equivalent.

Christie Roberts, B.A.

Section 100: Tuesday, June 3, 9 a.m.-4 p.m.

1 session. University Computing Center 127. \$95.

DESKTOP PUBLISHING

CAMC 271

PageMaker for Macintosh (6.5) Level I

Easy enough for the novice, yet comprehensive enough for the professional designer, PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use.

Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. **Prerequisite:** CAMC 211 Microsoft Word for Macintosh Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Mary McGivern

Section 100: Mondays, July 7 and 14, 9 a.m.-

4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 273

QuarkXPress (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: *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 101: Tuesdays, July 8-August 5, 6-9 p.m. 5 sessions.

Becky Milmoie

Section 102: Tuesday and Thursday, July 29 and 31, 9 a.m.-5 p.m. 2 sessions.

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

CAMC 373

QuarkXPress (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 Level I or equivalent.

Recommended text: *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Saturdays, August 9 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.



Chris Whitaker is a network manager for the Housing Department on the Boulder campus who is working toward the certificate in network management. Chris is right at home on DOS but felt she needed a little exposure to the Mac. Although she could take day classes, she says night classes are great. "At work, as soon as you start to walk out the door someone says, 'Wait, I need help!'"

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 7 and 14, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 282

Photoshop for Macintosh (4.0) 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:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 101: Saturdays, June 21 and 28, 9 a.m.-4 p.m. 2 sessions.

Christie Roberts, B.A.

Section 102: Tuesday and Thursday, July 15 and 17, 9 a.m.-4 p.m. 2 sessions.

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

CAMC 382

Photoshop for Macintosh (4.0) Level II

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 Photoshop for Macintosh Level I or equivalent. **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Wednesdays, July 23-August 13, 6-9 p.m. 4 sessions. University Computing Center 127. \$175.

CAMC 283

Illustrator for Macintosh (6.0) Level I

Explore advance techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283

Illustrator for Macintosh Level I or equivalent.

Alex Horstman, M.F.A.

Section 100: Wednesday, June 11 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 383

Illustrator for Macintosh (6.0) Level II

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: Mondays and Thursdays, July 31-August 14, 6-9 p.m. 5 sessions. University Computing Center 127. \$145.

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 100: Thursdays, June 19-July 10, 6-9 p.m. 4 sessions. University Computing Center 127. \$145.



CU Credentials give you a firm foundation

For some people, a career in real estate is a first-choice focus. For others, a real estate license is like insurance. It's something you can fall back on in case of downsizing and other unexpected blips in career planning.

COLORADO'S MOST COMPREHENSIVE REAL ESTATE CURRICULUM!

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, property management, residential construction, time trending and market change adjustments, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by 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 **"no fear" registration policy** which guarantees you a full refund if you are unable to attend the course you registered for,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 5-20% 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 "associate broker" is the first level of licensing for those entering the real estate sales profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses which satisfy the 168-hour requirement are:

- NCRE 007 Real Estate Law and Practice** — 48 class hours
- NCRE 020 Colorado Contracts and Regulations** — 48 class hours
- NCRE 022 Record Keeping and Trust Accounts** — 8 class hours
- NCRE 029 Real Estate Closings** — 24 class hours
- NCRE 032 Practical Applications** — 32 class hours
- NCRE 034 Current Legal Issues** — 8 class hours

The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses which satisfy the 75-hour requirement are:

- NCRE 200 Registered Appraiser** — 40 class hours
- NCRE 201 Basic Appraisal Applications** — 24 class hours
- NCRE 208 Appraisal Standards and Ethics** — 16 class hours

Some of the above real estate courses are offered as evening classes in Boulder, and all of the others are offered as intensive daytime classes in the Denver/Boulder area.

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 real estate 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. 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? 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 492-6226 for more information.

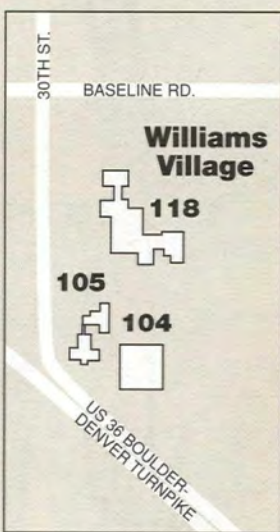
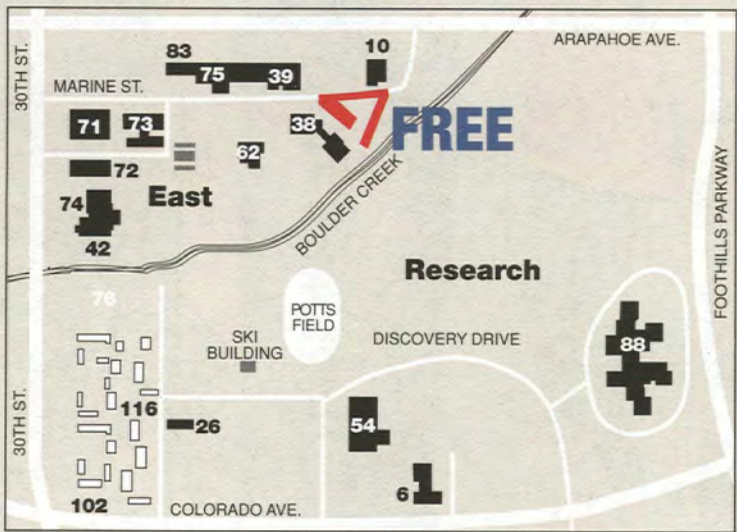
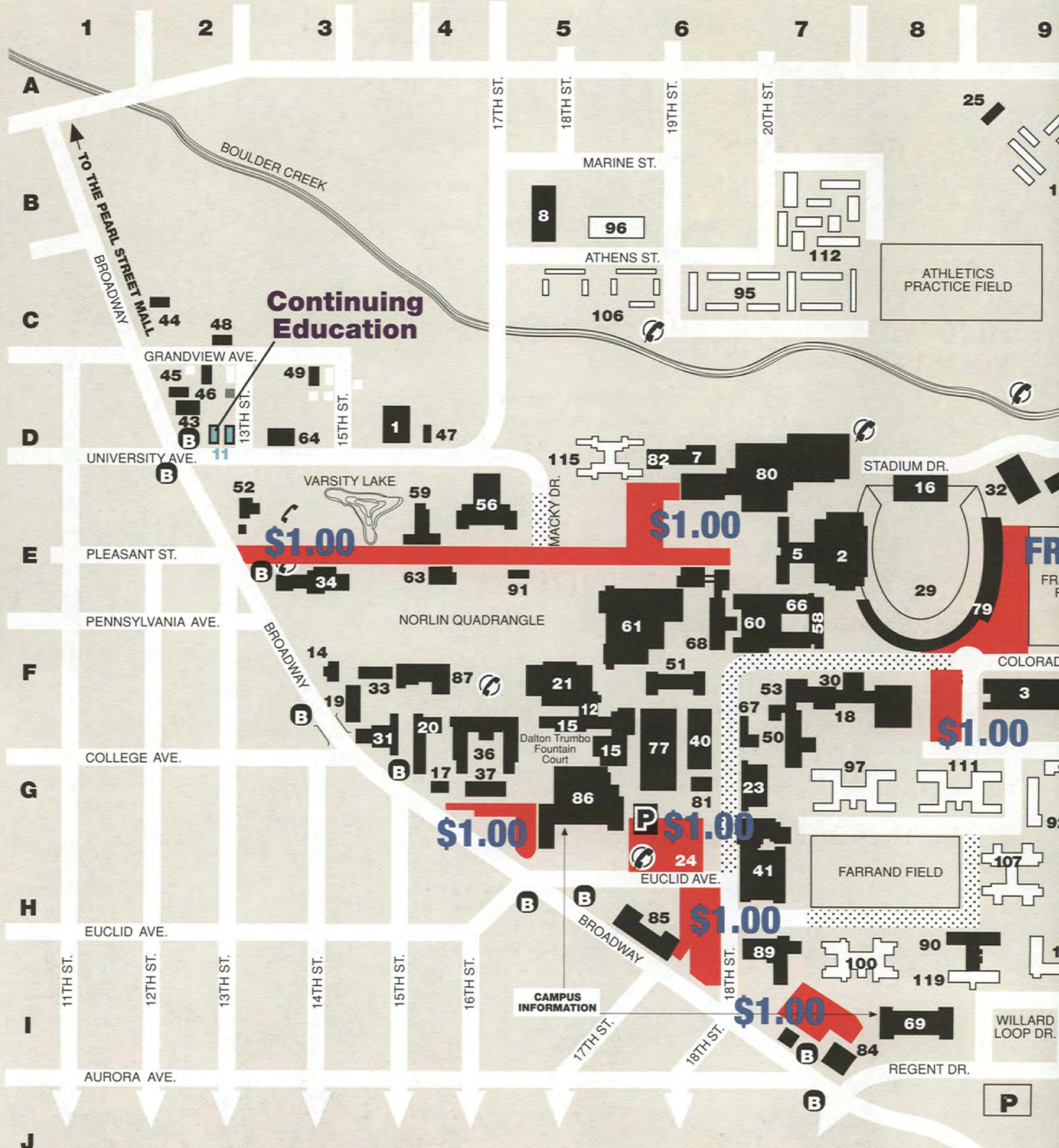
CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

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, Computer Science, Electrical and Computer Engineering, Telecommunications, or Engineering Management. The Tape Library also makes available 100 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 or check our web site (www.colorado.edu/CATECS).

INTERNATIONAL ENGLISH CENTER

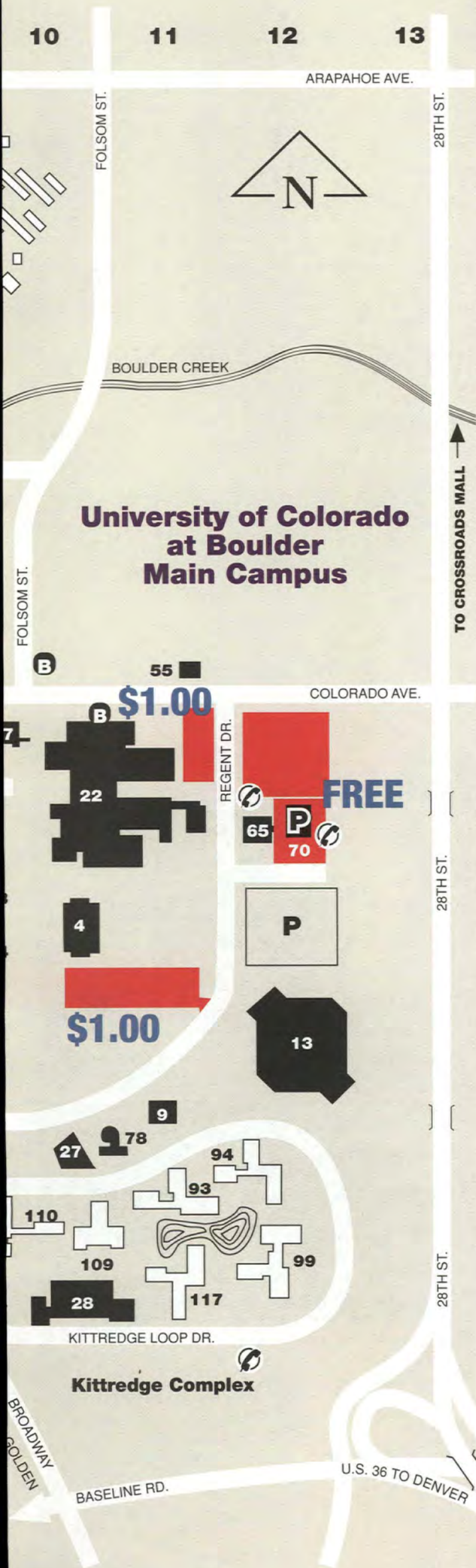
In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$190 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. A pronunciation course is offered on Tuesdays and Thursdays for \$175 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.





Legend

- Streets (many main campus streets are limited access during certain hours)
- Limited access streets
- Major buildings
- Housing (residence halls and family housing)
- Pedestrian/bicycle underpass
- FREE** Free parking after 5 p.m., and Saturdays
- \$1.00** \$1.00 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
- Emergency telephones
- RTD bus stops bordering campus



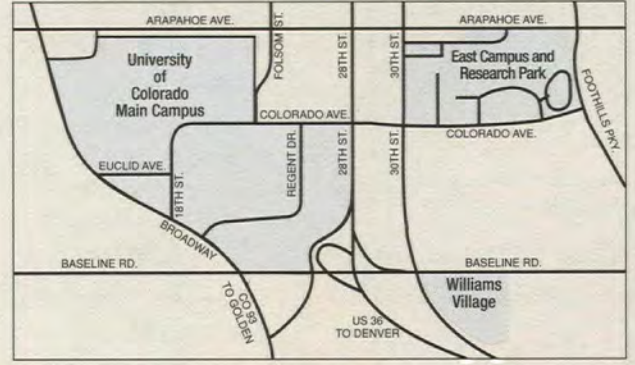
University Buildings

1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-2)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- * Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center- Main Offices (A-9)
26. Family Housing Children's Center- Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Hellems Arts and Sciences/ Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- * Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- * Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2-WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolfe Fine Arts (G-6)
78. Sommers-Bausch

79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)
81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
84. University Administrative Center and Annex (I-7)
85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center-North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

University Housing

92. Aden Hall (G-9)
93. Andrews Hall-Kittredge Complex (J-12)
94. Arnett Hall-Kittredge Complex (J-12)
95. Athens Court (B/C-6/7)
96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
99. Buckingham Hall-Kittredge Complex (K-12)
100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
103. Crosman Hall (G-10)
104. Darley Commons- Williams Village (L-6)
105. Darley Towers-Williams Village (L-5)
106. Faculty-Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons-Kittredge Complex (J-10)
- * Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall-Kittredge Complex (J-10)
111. Libby Hall (G-8)
112. Marine Court (B-7)
113. Newton Court (B/C-9/10)
114. Reed Hall (H-10)
115. Sewell Hall (D-5)
116. Siley Court (L-1)
117. Smith Hall-Kittredge Complex (K-11)
118. Stearns Towers- Williams Village (K-6)
119. Willard Hall-South Wing (H-8)
- * Williams Village. See Darley Commons, Darley Towers, And Stearns Towers.



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.

* Based on map produced by Student Affairs Communications.

FIVE WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 43 for credit, page 44 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 43 for credit courses. Send page 44 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. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 44) and have your credit card information handy. Then call (303) 492-5148 or 800-331-2801.

5. USE CU CONNECT FOR BOULDER EVENING COURSES. See page 41 for more information.

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 and
Computer Graphics**

Management Development

Network Administration

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

Real Estate Education Program

International English Center

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.

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Photography: Andy Katz
Typography: About Faces
Printing: Frederic Printing

TO REGISTER USING CU CONNECT

CU Connect is the University's telephone registration system by which credit students can register for courses, check their grades and find out if their tuition bill is current.

This option is available only for Boulder Evening. Read these instructions thoroughly before using CU Connect. To register via CU Connect, you must have a current term record. If you registered through Continuing Education (SAVE or Boulder Evening) for the Spring, 1997 semester, simply call (303) 492-5148 between 8:30 a.m. and 5:30 p.m. and ask to be activated for the current semester. If you did not register for Boulder Evening or SAVE last semester and you wish to use CU Connect, simply return the registration form on page 43. You will be notified via US mail that you are eligible to use CU Connect with your PIN (Personal Identification Number). Please remember to keep your PIN **confidential**. Use of CU Connect obligates you for any tuition charges as a result of adding any course. If you need to change your PIN, come to the Continuing Education Registration Office with photo identification.

CALLING CU CONNECT AND REGISTERING

Call CU Connect, (303) 938-8110, from any touch-tone phone to register. Use the confirmed registration function codes listed below.

- ▶ the Boulder-campus code **1**
- ▶ the Continuing Education code **1**
- ▶ the registration application code **1**
- ▶ the term code **974**
- ▶ your University student number _____ - _____ - _____
- ▶ your personal identification number (PIN) _____

Fill out the information below completely. When prompted, enter the courses you've listed below. Press the star (*) or pound (#) keys as indicated. **Whenever you press the # key, wait for the computer voice to respond before proceeding with the next entry.** For more time between entries, press #.

ADD CODE	COURSE CALL NUMBER	Department Abbreviation	Course Number	Credit Hours	Enrolled Waitlisted?
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____

OTHER CU CONNECT FUNCTIONS

- To **drop** a course, press 3*, the course call number, then #
 - To request a course for **no credit**, press *1; for **pass/fail**, press *2 between the course call number and #
 - To **list** your courses, press 5#
 - To **search** for open sections, press 7#
 - To place your name on a **wait list**, press 9#
 - To **cancel** an entry, press *# before you have completed the transaction
 - To listen to your **account balance or exit** from CU Connect, press 8#
- After registering via CU Connect, list your classes by pressing 5# to verify your schedule. Once you have verified your classes, press 8# to exit the registration function and press 1 to find out your tuition bill. Remember, you are obligated to pay all tuition and fees promptly.
- CU Connect is normally available Monday through Friday, 7 a.m. to midnight. It is also available on Sundays from 11 a.m. to midnight. (CU Connect is **not** available on Saturdays or on May 26 or July 4.)

Continued on next page

Course Restrictions

Some Boulder Evening courses have prerequisites and enrollment restrictions. It is your responsibility to ensure that you have met the listed prerequisites and/or restrictions. If you are unsure, please call 492-5145 and make an appointment with our academic advisor.

Paying Tuition and Fees

Once you have verified your schedule, press 8# to exit the registration function then press 1 to find out your Continuing Education account balance. Tuition is due within 3 working days after you have registered through CU Connect. If you feel that this assessment is incorrect, please call our registration office at 492-5148 for clarification or adjustment. If you have questions on how to pay this tuition bill, please call 492-5145 and select the payment option. All tuition assessments are subject to audit by the Continuing Education Accounting Office.

You can also access your account balance any time during the semester by calling CU Connect at (303) 938-8110, select 1 Boulder Campus, 1 Continuing Education and 3 for student billing application followed by your student number and PIN.

Adjusting Your Schedule

Once you have registered, make adjustments to your schedule by calling CU Connect prior to the last day to add and/or drop at 100% refund using CU Connect. These dates are listed on page 4 of this catalog. Follow the CU Connect function codes described above to add or to drop courses from your schedule.

Searching for Open Course Sections

If you request a course section that has been canceled or is full, the computer voice asks you if you want to conduct a search for open sections of that course. If you do, press 7#. CU Connect will search for another section of the course that is available. If one is available, you can register for that open section if does not conflict with another course. You can also check course availability by visiting our home page at www.colorado.edu/conted/evencred

Listing Your Schedule

To list your schedule, call CU Connect and press 5# after you enter your PIN and when the computer asks for your first request.

If you put your name on a course wait list, list your schedule frequently or look up the status of your wait-listed courses on the World Wide Web. Go to www.colorado.edu (the UCB home page) and choose Student Life (PLUS) or go directly to www.colorado.edu/plus/. If you are enrolled in a course you no longer want, drop it by the deadline.

Wait Lists

Placing your name on a wait list does not guarantee that you will be enrolled in that course. Enrollment is determined by the total number of spaces and the demand for each particular course. Spaces may or may not become available at a future time.

Wait List Positions and Enrollment

You can check your position on any course wait list by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course, you will **not** be automatically rolled into the course. A Continuing Education Registrar will contact you directly if you wish to be enrolled. Confirmation from you that you would like to be enrolled and payment is due within 48 hours. Accurate telephone numbers are therefore important for us to contact you directly.

Grades via CU Connect

Grades for the current term will be available approximately 10 days after your course ends. To access grades, call CU Connect at (303) 938-8110, press 1 for Boulder Campus, 1 for Continuing Education and 2 for the grade code function and the term code (974 for summer) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit is for the semester (1=Spring, 4=Summer, 7=Fall).

Problems? Questions?

If you have any type of registration stop, you will not be allowed to enroll via CU Connect. Please call our Registration office at 492-5148 for more information on your stop.

If you have a Continuing Education term record for Summer and no registration stop, please call 492-5148 between 8:30 a.m. and 5 p.m. Monday-Friday for further assistance. After hours, please call 492-5145 for a recorded message.

Any other questions, please call 492-5148.

SURVIVAL TIP

When you register through CU Connect, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix

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

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

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

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

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

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

	YOU	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of employment in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years for which Colorado income taxes have been filed _____		
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of active duty military service, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates stationed in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date of your marriage, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date current Colorado driver's license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Issue date of previous Colorado license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years of Colorado motor vehicle registration _____		
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 _____	_____ / _____ / _____ to _____ / _____ / _____

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 _____

TUITION PAYMENT

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

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

Charge: VISA MasterCard Discover (check one)

_____/_____/_____

Expiration Date _____/_____/_____

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

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

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.

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