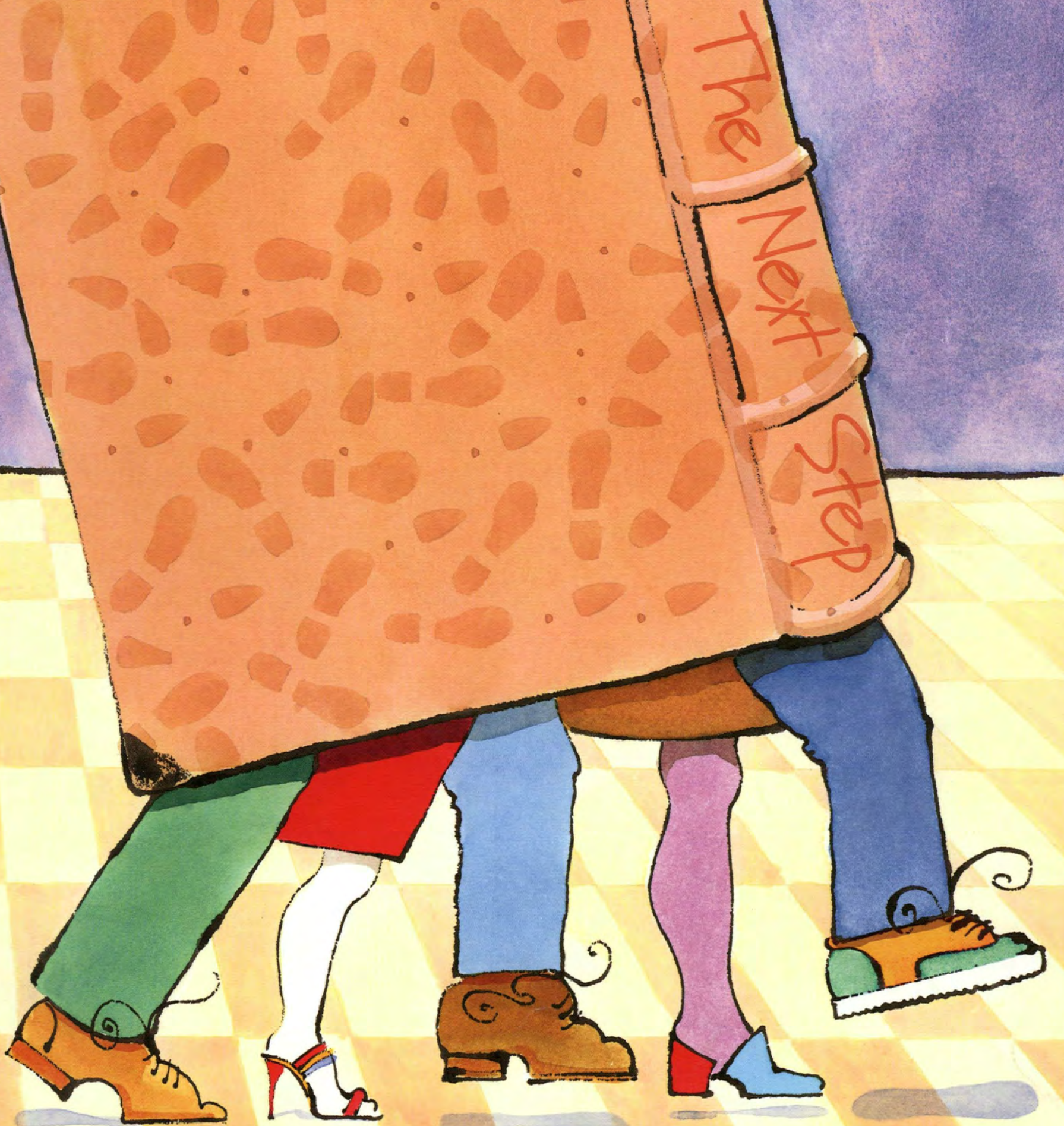


C O N T I N U I N G
EDUCATION **FALL**
1997 **N**

UNIVERSITY OF COLORADO AT BOULDER



Ed Hunt

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. We’re now part of the CU Connect system that’s been serving “day students” for years. For details, see page 57. **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.

EL PRÓXIMO PASO, ESPAÑOL. “The next step” in evening credit classes is Beginning Spanish, new this semester. We expect a strong response to this opportunity, so sign up “pronto” if it works for you. **CERTIFICATE OF ENTREPRENEURSHIP.** Six core courses form the nucleus of an exciting certificate program for people with entrepreneurial ambitions – brand new this semester. **JAVA. GET IT WHILE IT’S HOT.** We’re also brewing a fresh round of Java classes, for all of you who just can’t get enough of this popular programming language. Details inside.

FIVE WAYS TO REGISTER



1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for noncredit and certificate courses.

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

4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 800-331-2801.

5. VIA CU CONNECT FOR BOULDER EVENING COURSES. See page 57 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.

3

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, Sociology, Spanish.

17

NONCREDIT (PERSONAL DEVELOPMENT) COURSES

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

30

BUSINESS CLASSES

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

35

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.

52

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.

53

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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REGISTERING USING CU CONNECT

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CREDIT REGISTRATION FORM

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NONCREDIT/CERTIFICATE REGISTRATION FORM

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INDEX**CATALOG PRODUCTION.**

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



Create an academic track



record, one step at a time

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 or academic suspension from the College of Engineering and Applied Science may not enroll.)

RESIDENCY: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Fall semester is September 16, 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.

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

Dr. Cherilynn Morrow teaches **Quantitative Reasoning and Mathematical Skills, or QRMS 1010**, an interdisciplinary course designed to help liberal arts students become literate in mathematics. Cheri teaches the course using engaging, real-world topics, such as the environment and space astronomy. She also connects mathematical concepts to students' personal interests, needs and concerns. For students with math anxiety, the course can be a break-through experience. Fear of mathematics limits professional opportunities and the pleasures of understanding more about the world around us. Cheri's greatest reward is to see students meet that fear and move through it to discover intellectual abilities they were not confident they possessed. Learning basic mathematical skills is like training to play a sport or a musical instrument, she says. You begin with some fundamental drills, and at first you may feel uncomfortable and awkward. But with a desire to succeed and a commitment to diligent practice, you can eventually enjoy applying your new skills. You may be surprised how well mathematical confidence can serve you in the game (or concert) of life!

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.

STUDENT FEES: Boulder Evening students have the option of paying student fees for use of campus facilities (RTD bus pass, Recreation Center, Wardenburg Health Center and other student services). Information on cost and paying student fees may be obtained by calling 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 CU Connect, 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.

PASS/FAIL: Any Boulder Evening course taken for pass/fail is subject to restrictions established by your school or college.

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 September 2.

REGISTRATION USING CU CONNECT: 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

AUGUST 4	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m.-6 p.m. Monday through Thursday; 9-5 Friday.
SEPTEMBER 1	Labor Day Holiday. Division offices closed.
SEPTEMBER 2	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
SEPTEMBER 9	Last day to register for Session I classes. Withdrawals after this date will appear as a "W" on student's academic record.
SEPTEMBER 10	Instructor's signature required to drop Session I classes.*
SEPTEMBER 16	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's record. Registration continues for Session II.
SEPTEMBER 17	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
OCTOBER 1	Petition required to drop Full Term classes.
OCTOBER 16-20	SESSION I CLASSES END.
OCTOBER 27	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
OCTOBER 31	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
NOVEMBER 3	Instructor's signature required to drop Session II classes.*
NOVEMBER 10	Petition required to drop Session II classes.
NOVEMBER 27-28	Thanksgiving Holiday. NO CLASSES.
DECEMBER 2-11	FULL TERM CLASSES END.
DECEMBER 10-16	SESSION II CLASSES END.

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

REFUND SCHEDULE FOR CREDIT CLASSES

FULL TERM	SESSION I	SESSION II
100% through Sept. 16	100% through Sept. 9	100% through Oct. 31
60% Sept. 17 through Sept. 30	60% Sept. 10 through Sept. 16	60% Nov. 3 through Nov. 7
40% Oct. 1 through Oct. 14	40% Sept. 17 through Sept. 23	40% Nov. 10 through Nov. 14
NONE THEREAFTER	NONE THEREAFTER	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.

FULL TERM CLASSES BY STARTING DATE, FALL 1997

Course No.	Dept. & Hours	Section	Call No.	Time	Course Title
Monday Courses, Begin September 8 and End December 8					
ANTH.....3000-3.....300			90002	6:30-9:30 p.m.	Primate Behavior
ASTR.....1110-3.....300			90006	7-10 p.m.	General Astronomy: The Solar System
ECON.....2020-3.....300			90014	6-9 p.m.	Principles of Macroeconomics
ECON.....3403-3.....300			90015	6-9 p.m.	International Economics and Policy
ENGL.....1191-3.....300			90024	6-9 p.m.	Introduction to Creative Writing
MGMT...3030-3.....300			90053	6:30-9:30 p.m.	Critical Leadership Skills
PSCI.....1101-3.....300			90059	6-9 p.m.	The American Political System
QRMS.....1010-3.....300			90066	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY.....1016-3.....300			90073	6-9 p.m.	Sex, Gender and Society 1
THTR.....1009-3.....300			90078	6-9 p.m.	Introduction to Theatre
Monday and Wednesday Courses, Begin September 3 and End December 8					
ARAB.....1010-5.....300			90004	5:30-8 p.m.	Beginning Arabic 1
ARAB.....2110-3.....300			90005	4-5:30 p.m.	Intermediate Arabic 1
CDSS.....2324-4.....300			90068	5:30-7:30 p.m.	American Sign Language 3
FINE.....1212-3.....300			90034	6:30-9:30 p.m.	Basic Painting
MATH.....1011-3.....300			90054	7:30-9 p.m.	Fundamentals and Techniques of College Algebra
MATH.....1071-3.....300			90055	5:30-7 p.m.	Finite Mathematics for Social Science and Business
Monday, Wednesday and Friday Course, Begins September 3 and Ends December 10					
HEBR.....1020-5.....300			90042	11 a.m.-1 p.m.	Beginning Hebrew 2
Monday and Thursday Courses, Begin September 4 and End December 11					
MATH...1300-5.....300			90056	5:30-8:15 p.m.	Analytic Geometry and Calculus 1
SPAN.....1010-5.....300			90077	6:30-9 p.m.	Beginning Spanish 1
Tuesday Courses, Begin September 2 and End December 2					
COMM...2400-3.....300			90011	6:30-9:30 p.m.	Communication and Society
ENGL.....1800-3.....300			90027	6-9 p.m.	American Ethnic Literatures
ENGL.....3000-3.....300			90028	6-9 p.m.	Shakespeare for Nonmajors
EPOB.....1210-3.....300			90008	6:30-9:30 p.m.	General Biology 1
FINE...4419-3.....300			90037	7-10 p.m.	Pre-Columbian Art
FINE...5419-3.....300			90038	7-10 p.m.	Pre-Columbian Art
HIST.....1025-3.....300			90045	6:30-9:30 p.m.	History of the United States Since 1865
HIST...4617-3.....300			90047	7-10 p.m.	The Indian in American History: The Eastern Region
PSCI.....3171-3.....300			90061	6:30-9:30 p.m.	Government and Capitalism in the United States
PSYC.....4406-3.....300			90065	6:30-9:30 p.m.	Social Psychology
UWRP...3020-3.....301			90079	7-10 p.m.	Topics in Writing: Sherlock Holmes
Tuesday and Thursday Courses, Begin September 2 and End December 9					
CDSS.....2304-4.....300			90067	6-8 p.m.	American Sign Language 1
FINE.....1012-3.....300			90033	6:30-9:30 p.m.	Basic Drawing
FINE.....1171-3.....300			90035	6:30-9:30 p.m.	Basic Photography
Wednesday Courses, Begin September 3 and End December 3					
ANTH.....2010-3.....300			90001	6:30-9:30 p.m.	Introduction to Physical Anthropology 1
ECON.....2010-3.....300			90013	6-9 p.m.	Principles of Microeconomics
ECON.....3545-3.....300			90016	6-9 p.m.	Environmental Economics
ENGL.....3060-3.....300			90029	6-9 p.m.	Modern and Contemporary Literature
HEBR.....2120-3.....300			90043	1-4 p.m.	Intermediate Hebrew 2
HIST.....1015-3.....300			90044	7-10 p.m.	History of the United States to 1865
JOUR.....1001-3.....300			90048	6-9 p.m.	Contemporary Mass Media
PHIL.....1100-3.....300			90057	7-10 p.m.	Ethics
PSYC.....1001-3.....300			90063	6:30-9:30 p.m.	General Psychology
SOCY.....1001-3.....300			90069	6:30-9:30 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.

FULL TERM CLASSES BY STARTING DATE, FALL 1997-CONT.

Dept.	Course No.	Section	Call No.	Time	Course Title
Thursday Courses, Begin September 4 and End December 11					
ASTR	2000-3	300	90007	7-10 p.m.	Ancient Astronomies of the World
COMM	1300-3	300	90009	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	300	90019	5-8 p.m.	Special Topics: Creating Active Learning
FINE	1309-3	300	90036	6:30-9:30 p.m.	History of World Art 1
HIST	1113-3	300	90046	7-10 p.m.	The History of England to 1660
PHIL	3430-3	300	90058	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSCI	3041-3	300	90060	6-9 p.m.	Advanced American Government: The Congress
PSYC	4303-3	300	90064	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2031-3	300	90074	6-9 p.m.	U.S. Values, Social Problems, and Change
UWRP	3020-3	302	90080	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

SESSION I CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin September 3 and End October 20**

ANTH	4180-3	100	90003	7-10 p.m.	Anthropological Perspectives: Contemporary Issues
EDUC	4800-3	101	90017	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
EDUC	4800-3	103	90022	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
GEOG	1982-3	100	90041	6-9 p.m.	World Regional Geography
JOUR	4453-3	100	90049	7-10 p.m.	Advertising and Society
JOUR	5453-3	100	90050	7-10 p.m.	Advertising and Society
SOCY	1004-3	100	90070	6:30-9:30 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin September 2 and End October 16

EDUC	4800-3	102	90018	6:30-9:30 p.m.	Special Topics: Building Family Strengths
ENGL	1260-3	100	90025	6-9 p.m.	Introduction to Women's Literature
FILM	3563-3	100	90031	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	90039	6-9 p.m.	Environmental Systems 1 - Climate and Vegetation
KINE	3420-3	100	90051	7-10 p.m.	Nutrition, Health and Performance
SOCY	1015-3	100	90072	6-9 p.m.	U.S. Race and Ethnic Relations
SOCY	4004-3	100	90076	6:30-9:30 p.m.	Topics in Criminology: Gangs



Chen Ling (left) and Lea Dayton, in Duncan Rinehart's Sociology class. Lea is a Sociology major who is taking some Evening Credit courses to squeeze in additional coursework because "I really want to try to graduate in four years." She adds that "They offer a lot of good classes. The teachers I've had are pretty neat."

SESSION II CLASSES BY STARTING DATE

Course No.	Dept. & Hours	Section	Call No.	Time	Course Title
Monday and Wednesday Courses, Begin October 27 and End December 10					
COMM 2400-3	200	90012	6:30-9:30 p.m.	Communication and Society	
EDUC 4800-3	202	90021	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)	
FILM 3563-3	200	90032	7-10 p.m.	Producing the Feature Film	
GEOG 1992-3	200	90082	6-9 p.m.	Human Geographies	
KINE 3420-3	200	90052	7-10 p.m.	Nutrition, Health and Performance	
SOCY 1006-3	200	90071	6:30-9:30 p.m.	Social Construction of Sexuality	
UWRP 3020-3	200	90081	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture	
Tuesday and Thursday Courses, Begin October 28 and End December 16					
COMM 1300-3	200	90010	6-9 p.m.	Public Speaking	
EDUC 4800-3	201	90020	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom	
EDUC 4820-3	200	90023	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)	
ENGL 1600-3	200	90026	6-9 p.m.	Masterpieces of American Literature	
GEOG 1011-4	200	90040	6-9 p.m.	Environmental Systems – Landscapes and Water	
SOCY 3151-3	200	90075	6-9 p.m.	Self in Modern Society	

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.

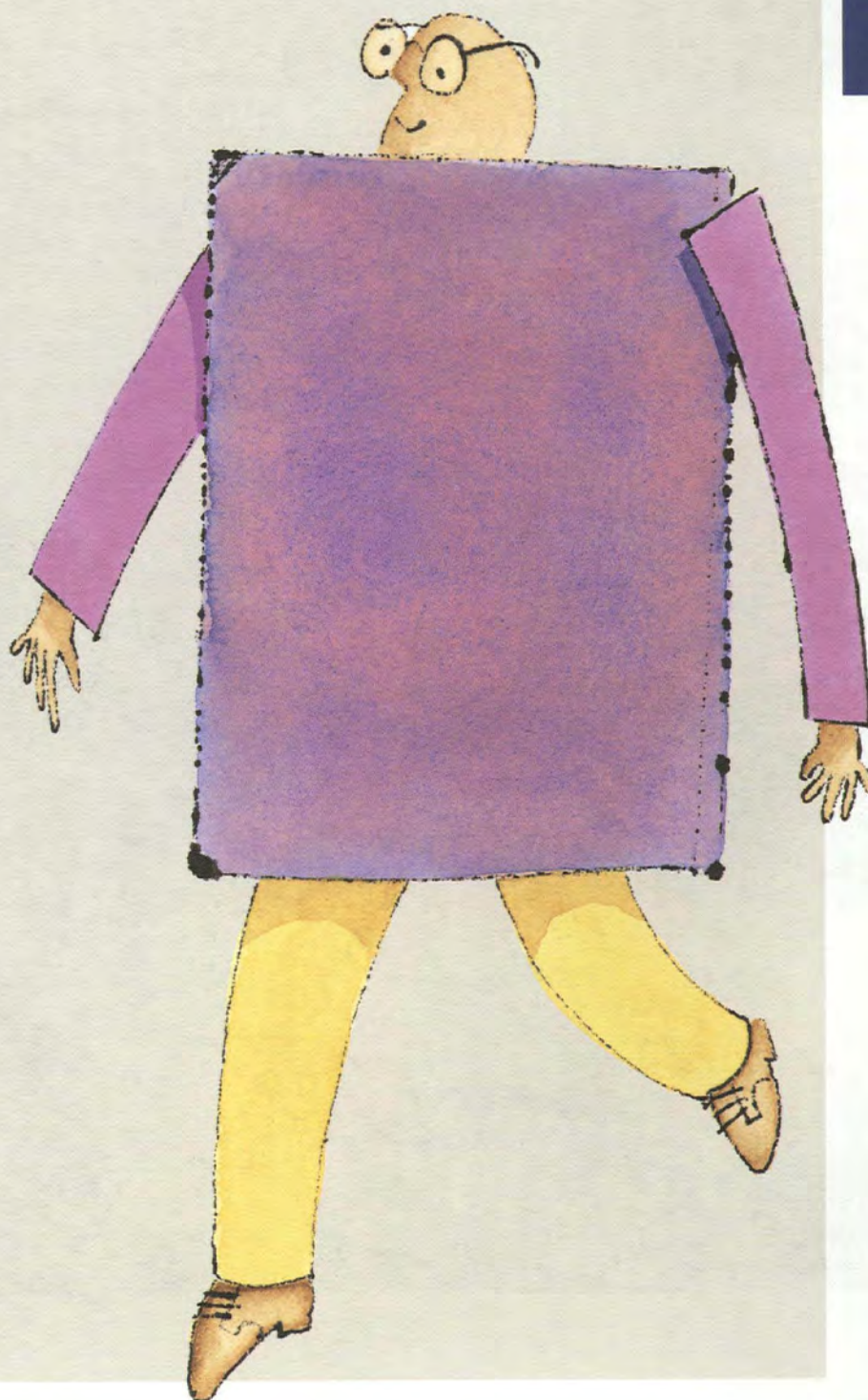
Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

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.



ANTHROPOLOGY

ANTH 2010-3

Introduction to Physical Anthropology 1

Detailed consideration of human biology, human's place in the animal kingdom, primate ecology and fossil evidence for human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90001
Wednesdays, 6:30-9:30 p.m. Hale 230. \$270 (resident).

ANTH 3000-3

Primate Behavior

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prereq., ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90002
Mondays, 6:30-9:30 p.m. Hale 230. \$270 (resident).

ANTH 4180-3

Anthropological Perspectives: Contemporary Issues

Aztecs. Who are they? Who were they? What will they become? In this course we will examine Aztec religion, social institutions, arts, and material culture by looking through as well as at the perspectives of the conquistadors, clergy, philosophers, historians, anthropologists, politicians, and novelists who have spoken for the Aztecs in their writing over the past 450 years, and comparing these perspectives of the Aztecs themselves. Prereqs., background knowledge of general areas in anthropology, upper-division standing, and instructor consent. Approved for arts and sciences core curriculum: critical thinking.

Richard Haly, Ph.D.

Session I - Section 100: Call No. 90003
Mondays and Wednesdays, 7-10 p.m.
Ketchum 119. \$270 (resident).

ARABIC

ARAB 1010-5

Beginning Arabic 1

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90004
Mondays and Wednesdays, 5:30-8 p.m.
Ketchum 207. \$470 (resident).

ARAB 2110-3

Intermediate Arabic 1

Advanced grammar and conversation.
Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90005
Mondays and Wednesdays, 4-5:30 p.m.
Ketchum 207. \$290 (resident).

ASTRONOMY

ASTR 1110-3

General Astronomy: The Solar System

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. ASTR 1110 and 1120 can be taken in either order. There will be opportunities to attend nighttime observing sessions at Sommers-Bausch Observatory. Some sessions will be at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 90006
Mondays, 7-10 p.m. Hale 270. \$270 (resident).

ASTR 2000-3

Ancient Astronomies of the World

Documents the numerous ways in which observational astronomy and cosmology have been features of ancient cultures. Includes naked eye astronomy, archaeoastronomy, ethno-astronomy, calendrics, cosmogony, and cosmology. Approved for arts and sciences core curriculum: natural science.

James Walton, M.B.S.

Full Term - Section 300: Call No. 90007
Thursdays, 7-10 p.m. Engineering Center CR 200.
\$270 (resident).

BIOLOGY

EPOB 1210-3

General Biology 1

Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Recommended for science majors. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

Full Term - Section 300: Call No. 90008
Tuesdays, 6:30-9:30 p.m. Engineering Center
CR 265. \$270 (resident).



(Left to right) Students Jamee Schneider and Stephen Hoefer discuss a point with instructor Duncan Rinehart. The course is *The Self in Modern Society*, an upper division Sociology class that helps students see and understand the social forces that shape American life.

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.

Joel Guenther, M.A.

Full Term - Section 300: Call No. 90009
Thursdays, 6:30-9:30 p.m. Stadium 140. \$270 (resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 90010
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 3. \$278 (resident).

COMM 2400-3 Communication and Society

Seeks to increase students' 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.

Full Term - Section 300: Call No. 90011
Tuesdays, 6:30-9:30 p.m. Economics 13.
\$270 (resident).

Session II - Section 200: Call No. 90012
Mondays and Wednesdays, 6:30-9:30 p.m.
Ketchum 120. \$270 (resident).

ECONOMICS

ECON 2010-3 Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Students may not receive credit for ECON 2010 and 2011 or 1000 or 1001.

Approved for arts and sciences core curriculum: contemporary societies.

David Carr, Ph.D.

Full Term - Section 300: Call No. 90013
Wednesdays, 6-9 p.m. Duane Physics G131.
\$270 (resident).

ECON 2020-3 Principles of Macroeconomics

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. May not be taken before ECON 2010. Students may not receive credit for ECON 2020 and 2021 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Call No. 90014
Mondays, 6-9 p.m. Economics 119.
\$270 (resident).

ECON 3403-3 International Economics and Policy

Examines national and supranational policies that affect the international economy, with attention to trade barriers, economic nationalism and regionalism, international political economy, exchange market intervention, and international transmission of economic perturbations. Open to nonmajors only. Prereqs., ECON 1000 or 2010 and 2020. Approved for arts and sciences core curriculum: contemporary societies.

David Carr, Ph.D.

Full Term - Section 300: Call No. 90015
Mondays, 6-9 p.m. Economics 117. \$270 (resident).

ECON 3545-3 Environmental Economics

Causes of excessive environmental pollution and tools for controlling it through economic analysis; values of preservation; distribution of costs and benefits from environmental protection programs. For nonmajors. Students may not receive credit for both ECON 3545 and 4545. Prereq., ECON 1000 or 2010. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Call No. 90016
Wednesdays, 6-9 p.m. Guggenheim 3. \$270 (resident).

EDUCATION

EDUC 4800-3 101 Call No. 90017 Special Topics: Advertising and Society in the Classroom

See Journalism 4453.

EDUC 4800-3 Special Topics: Building Family Strengths

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

Jennifer Downs, M.A.

Session I - Section 102: Call No. 90018
Tuesdays and Thursdays, 6:30-9:30 p.m.
Ketchum 120. \$278 (resident).

EDUC 4800-3 Special Topics: Creating Active Learning

This course is designed for teachers, counselors, parents, and others who work with children. You will experience creative ways to stimulate children's imagination, enhance self-esteem, and promote enthusiasm in the teaching/learning process.

Martha Belknap, M.A.

Full Term - Section 300: Call No. 90019
Thursdays, 5-8 p.m. Muenzinger D439.
\$270 (resident).



SURVIVAL TIPS

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

EDUCATION- CONTINUED

EDUC 4800-3

Special Topics: Creating Community in the Classroom

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

Jennifer Downs, M.A.

Session II - Section 201: Call No. 90020
Tuesdays and Thursdays, 6:30-9:30 p.m.
Ketchum 120. \$278 (resident).

EDUC 4800-3

Special Topics: Creative Learning Experiences and Resources (CLEAR)

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

Martha Belknap, M.A.

Session II - Section 202: Call No. 90021
Mondays and Wednesdays, 5-8 p.m.
Ketchum 301. \$278 (resident).

EDUC 4800-3

Special Topics: Stress Management and Relaxation Training (SMART)

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

Martha Belknap, M.A.

Session I - Section 103: Call No. 90022
Mondays and Wednesdays, 5-8 p.m.
Ketchum 301. \$278 (resident).

EDUC 4820-3

Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)

Develop your own creativity by trying new ways to enhance learning, including: dialogs, story formats, debates, creative problem solving, open-ended lab and research projects, scripts, movement, visual environments, music, performance, and much more. We present an innovative teaching/learning model based on creative learning and scientific cycles that can be applied to all subject areas, from K-college.

James Downing, M.B.S.

Session II - Section 200: Call No. 90023
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 205. \$270 (resident).

ENGLISH

ENGL 1191-3

Introduction to Creative Writing

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. May not be repeated.

George Moore, Ph.D.

Full Term - Section 300: Call No. 90024
Mondays, 6-9 p.m. Hellems 259. \$270 (resident).

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.

Pat Thompson, M.A.

Session I - Section 100: Call No. 90025
Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 108. \$270 (resident).

ENGL 1600-3

Masterpieces of American Literature

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.

Pat Thompson, M.A.

Session II - Section 200: Call No. 90026
Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 108. \$270 (resident).

ENGL 1800-3

American Ethnic Literatures

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American and Chicano traditions. Same as ETHN 1800. Approved for arts and sciences core curriculum: cultural and gender diversity.

George Moore, Ph.D.

Full Term - Section 300: Call No. 90027
Tuesdays, 6-9 p.m. Environmental Design 120. \$270 (resident).

ENGL 3000-3

Shakespeare for Nonmajors

Introduces students to Shakespeare's major works - the histories, comedies, and tragedies. May include the nondramatic poetry as well. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

Hope Cantin, M.A.

Full Term - Section 300: Call No. 90028
Tuesdays, 6-9 p.m. Guggenheim 2. \$270 (resident).

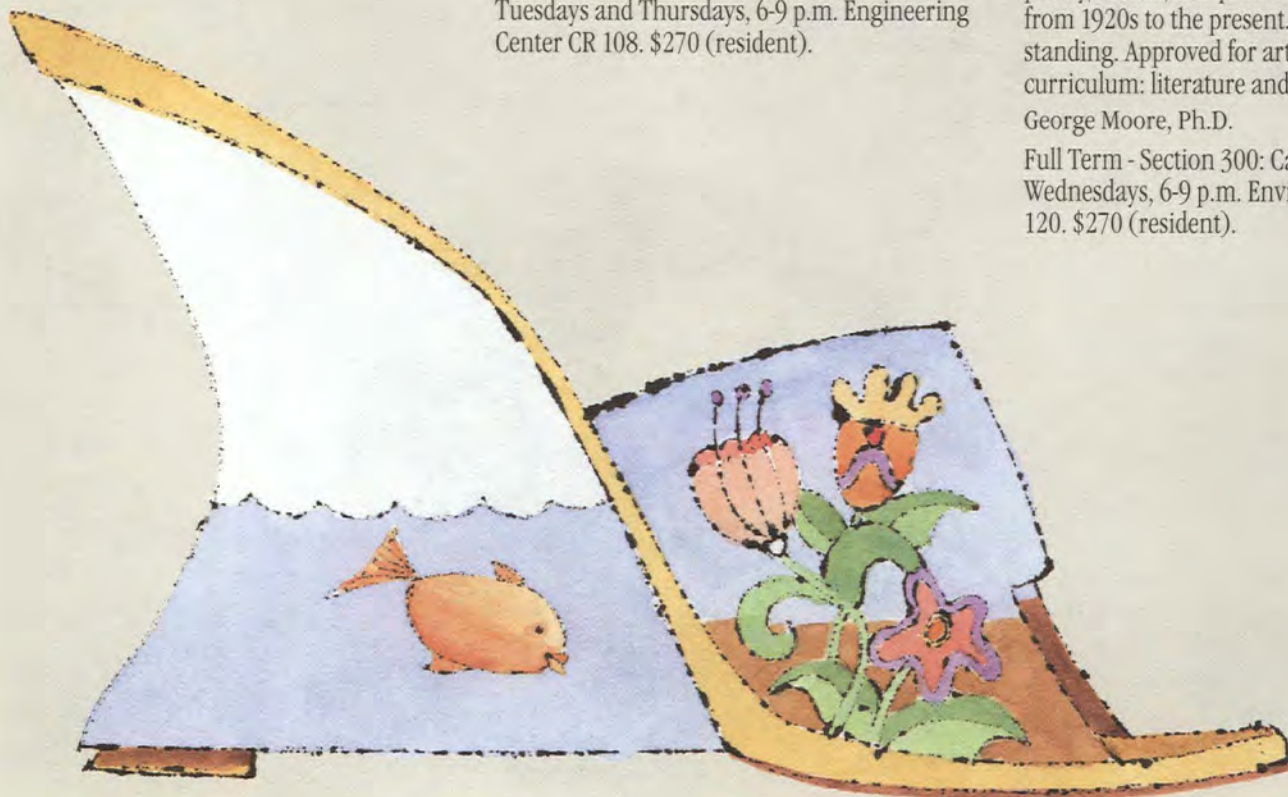
ENGL 3060-3

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.

Full Term - Section 300: Call No. 90029
Wednesdays, 6-9 p.m. Environmental Design 120. \$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. May be used for partial fulfillment of major requirements.

Frank Iannella, M.A.

Session I - Section 100: Call No. 90031
Tuesdays and Thursdays, 7-10 p.m.
Guggenheim 205. \$278 (resident).

Session II - Section 200: Call No. 90032
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 205. \$278 (resident).

FINE ARTS

FINE 1012-3 Basic Drawing

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90033
Tuesdays and Thursdays, 6:30-9:30 p.m.
Fine Arts N275. \$300 (resident).

FINE 1212-3 Basic Painting

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90034
Mondays and Wednesdays, 6:30-9:30 p.m.
Fine Arts N103. \$280 (resident).

FINE 1171-3 Basic Photography

Introduces techniques and concepts of photography as art. Emphasizes photography as a means to formal and expressive ends. Students must have an adjustable camera. For fine arts majors. May not be repeated.

Crista Cammaroto, M.F.A.

Full Term - Section 300: Call No. 90035
Tuesdays and Thursdays, 6:30-9:30 p.m.
Fine Arts N103. \$330 (resident).

FINE 1309-3 History of World Art 1

A basic survey of major art styles from the Paleolithic period through the Renaissance, including European, Asian, and the Pre-Columbian/Islamic World. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1309 and FINE 1109. Approved for arts and sciences core curriculum: literature and the arts.

Stacey Meiser, M.A.

Full Term - Section 300: Call No. 90036
Thursdays, 6:30-9:30 p.m. Ramaley N1B31.
\$270 (resident).

FINE 4419-3 Pre-Columbian Art

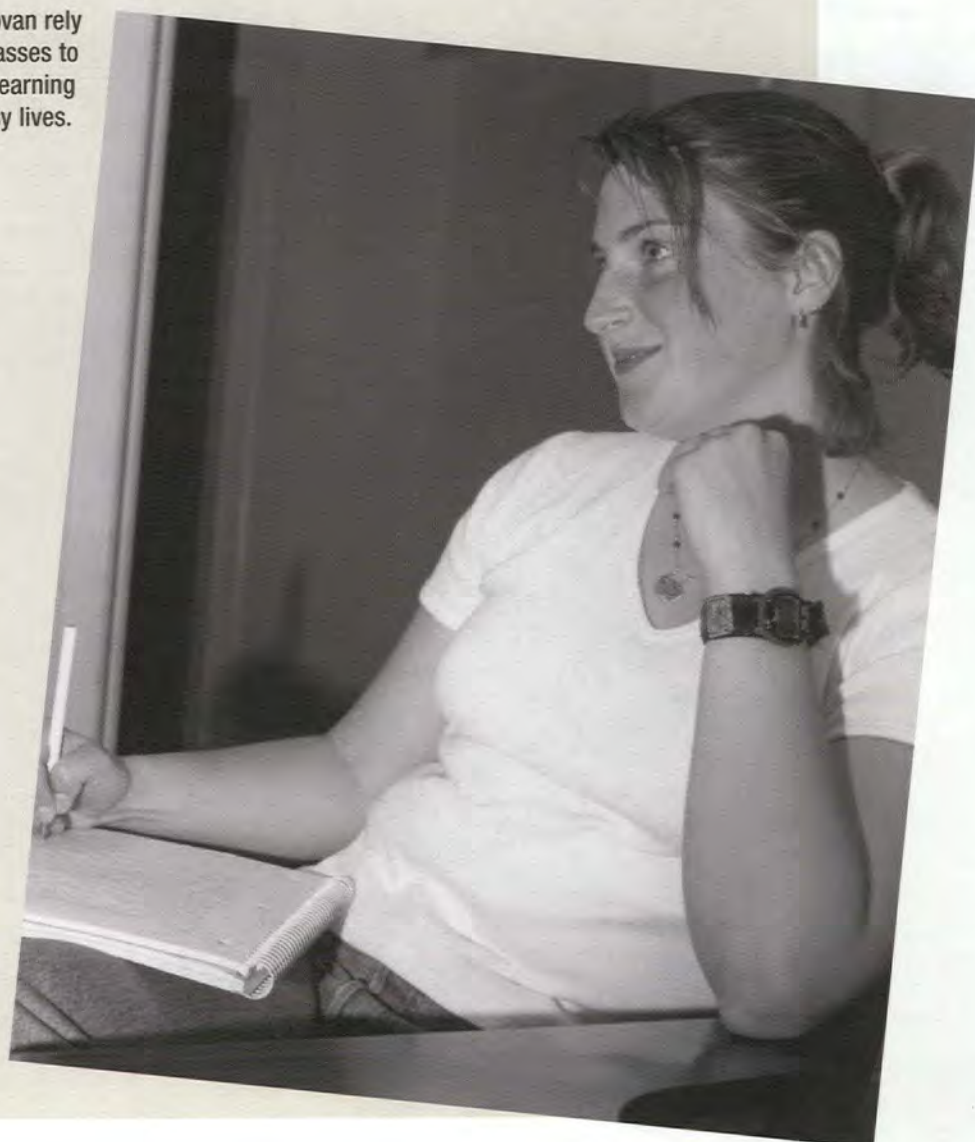
Surveys architecture, sculpture and painting of the high cultures of Meso-American and Andean areas before the Spanish Conquest. Same as FINE 5419.

John Hoag, Ph.D.

Full Term - Section 300: Call No. 90037
Tuesdays, 7-10 p.m. Fine Arts N185.
\$270 (resident).

FINE 5419-3 Call No. 90038

People like Lizzy Donovan rely on Evening Credit classes to squeeze additional learning opportunities into busy lives.



GEOGRAPHY

GEOG 1001-4 Environmental Systems 1 - Climate and Vegetation

First course in two-semester introduction to the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Both GEOG 1001 and 1011 emphasize the distribution of physical features across the Earth's surface and the interactions between humans and their environment, especially those leading to global change on the time scale of decades to centuries. Approved for arts and sciences core curriculum: natural science.

David Cook, Ph.D.

Session I - Section 100: Call No. 90039
Tuesdays and Thursdays, 6-9 p.m.
Muenzinger E0046. \$360 (resident).

GEOG 1011-4 Environmental Systems - Landscapes and Water

Introduces landscapes and flowing water, emphasizing the formation and geographic distribution of mountains, volcanoes, valleys, and deserts, and their shaping by rivers and glaciers; includes lectures, labs and field trips. Approved for arts and sciences core curriculum: natural science.

David Cook, Ph.D.

Session II - Section 200: Call No. 90040
Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$360 (resident).

GEOGRAPHY—CONTINUED**GEOG 1982-3****World Regional Geography**

An intellectual journey around the globe, stopping at major regions to study the people, their environments and how they interact. Topics include the political/economic tensions in changing Europe, conflicts in Brazilian rain forests, transitions facing African peoples, and rapid changes in China.

David Cook, Ph.D.

Session I - Section 100: Call No. 90041
Mondays and Wednesdays, 6-9 p.m.
Muenzinger E113. \$270 (resident).

GEOG 1992-3**Human Geographies**

Examines social, political, economic, and cultural processes creating the geographical worlds in which we live, and how these spatial relationships shape our everyday lives. Studies urban growth, geopolitics, agricultural development and change, and economic growth and decline, population dynamics, and migration exploring both how these processes work at global scale as well as shape geographies of particular places.

David Cook, Ph.D.

Session II - Section 200: Call No. 90082
Mondays and Wednesdays, 6-9 p.m.
Muenzinger E113. \$270 (resident).

HEBREW**HEBR 1020-5****Beginning Hebrew 2**

Prereq., HEBR 1010.

Uri Neil, J.D.

Full Term - Section 300: Call No. 90042
Mondays, Wednesdays, and Fridays, 11 a.m.-
1 p.m. Cottage 111. \$450 (resident).

HEBR 2120-3**Intermediate Hebrew 2**

Prereq., HEBR 2110.

Uri Neil, J.D.

Full Term - Section 300: Call No. 90043
Wednesdays, 1-4 p.m. Cottage 111. \$270
(resident).

HISTORY**HIST 1015-3****History of the United States to 1865**

Surveys American history from first settlement until end of the Civil War. Approved for arts and sciences core curriculum: United States context.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 90044
Wednesdays, 7-10 p.m. Engineering
Center CR 137. \$270 (resident).

HIST 1025-3**History of the United States Since 1865**

Surveys social, economic, political, and cultural development of the United States from the close of the American Civil War to the present. Approved for arts and sciences core curriculum: United States context.

James Fell, Ph.D.

Full Term - Section 300: Call No. 90045
Tuesdays, 6:30-9:30 p.m. CDSS 230. \$270
(resident).

HIST 1113-3**The History of England to 1660**

Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation. Approved for arts and sciences core curriculum: historical context.

Jean McGinnis, Ph.D.

Full Term - Section 300: Call No. 90046
Thursdays, 7-10 p.m. Engineering Center CR
133. \$270 (resident).

HIST 4617-3**The Indian in American History: The Eastern Region**

Explores pre-European social and cultural developments, longevity, and continuity of human history in North America. By examining ways in which Indian societies east of the Mississippi River responded to Euro-Americans, the Indians' role in eastern North American history is demonstrated.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 90047
Tuesdays, 7-10 p.m. Engineering
Center CR 133. \$270 (resident).

JOURNALISM**JOUR 1001-3****Contemporary Mass Media**

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

Jan Whitt, Ph.D.

Full Term - Section 300: Call No. 90048
Wednesdays, 6-9 p.m. Guggenheim 206.
\$270 (resident).

JOUR 4453**Advertising and Society**

Examines criticisms and contributions of advertising in society and the economy. Same as JOUR 5453.

Richard Goode-Allen, M.A.

Session I - Section 100: Call No. 90049 Mondays
and Wednesdays, 7-10 p.m. Ketchum 120. \$270
(resident).

JOUR 5453 Call No. 90050



Laura Price and Rebecca Schmidt. Laura (left) works full time as Human Resources administrator for the *Daily Camera*. Now one class away from graduation, she has used Continuing Education to satisfy core requirements. She says, "I've taken a lot through Continuing Education." She says this strategy has made it possible for her to work full time while completing her degree.

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. Prereq., junior standing (pre-nursing students are exempt). Approved for arts and sciences core curriculum: natural science.

Nanci Grayson, M.A.

Session I - Section 100: Call No. 90051

Tuesdays and Thursdays, 7-10 p.m.

Engineering Center CR 1B40. \$270 (resident).

Brian Seaward, Ph.D.

Session II - Section 200: Call No. 90052

Mondays and Wednesdays, 7-10 p.m.

Geology 121. \$270 (resident).

MANAGEMENT

MGMT 3030-3

Critical Leadership Skills

Provides an opportunity to learn about and practice the skills required of all managers. These skills include leadership, negotiation, conducting performance appraisals, delegation, effective communication, interviewing and making hiring decisions, and managing employees with problem behaviors. Objectives of the course include developing self-awareness of strengths and weaknesses as a manager, gaining familiarity with theory-based skills, and developing proficiency in the use of these skills. Emphasizes experiential learning through group work, role plays, and case analysis. Prereq., BCOR 2150.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90053

Mondays, 6:30-9:30 p.m. Duane Physics G125.

\$270 (resident).

MATHEMATICS

MATH 1011-3

Fundamentals and Techniques of College Algebra

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

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 90054

Mondays and Wednesdays, 7:30-9 p.m.

Engineering Center CR 150. \$270 (resident).

MATH 1071-3

Finite Mathematics for Social Science and Business

Systems of linear equations; an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060, and 1070. Prereq., MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1½ years of high school algebra.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 90055

Mondays and Wednesdays, 5:30-7 p.m.

Muenzinger E417. \$270 (resident).

MATH 1300-5

Analytic Geometry and Calculus 1

Topics include limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration and applications of the definite integral. Students with credit in MATH 1080, 1090, 1100 will receive only 2 credit hours in MATH 1300. Students with credit in MATH 1300 may not receive credit in MATH 1310 or APPM 1350. Prereq., two years of high school algebra, one year of geometry, and ½ year trigonometry or MATH 1000-1040.

Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Ira Becker, Ph.D.

Full Term - Section 300: Call No. 90056

Mondays and Thursdays, 5:30-8:15 p.m.

Hellems 229. \$450 (resident).

PHILOSOPHY

PHIL 1100-3

Ethics

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice as they apply to contemporary moral problems. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Call No. 90057

Wednesdays, 7-10 p.m. Hellems 241. \$270

(resident).

PHIL 3430-3

History of Science: Newton to Einstein

The history of physical and biological science, from the epoch-making achievements of Charles Darwin in biology to the dawn of the twentieth-century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems. Approved for arts and sciences core curriculum: historical context, or natural science.

James Maffie, Ph.D.

Full Term - Section 300: Call No. 90058

Thursdays, 6:30-9:30 p.m. Education 231. \$270

(resident).

POLITICAL SCIENCE

PSCI 1101-3

The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for arts and sciences core curriculum: contemporary societies, or United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90059

Mondays, 6-9 p.m. Muenzinger E131. \$270

(resident).

PSCI 3041-3

Advanced American Government: The Congress

Provides intensive examination of the role of Congress in American government, including congressional elections, representation, the organization of Congress, and congressional policy making. Examines larger context of congressional politics, including political parties, the president and interest groups. Prereq., PSCI 1101.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90060

Thursdays, 6-9 p.m. Hellems 267. \$270

(resident).



POLITICAL SCIENCE- CONTINUED

PSCI 3171-3

Government and Capitalism in the United States

Examines competing theoretical approaches to questions related to origins, development, and purposes of modern government in the United States; particular attention paid to impact of transformations in the underlying structure of the capitalist economy. Approved for arts and sciences core curriculum: United States context.

Richard Braunstein, M.A.

Full Term - Section 300: Call No. 90061
Tuesdays, 6:30-9:30 p.m. Muenzinger D439.
\$270 (resident).

PSYCHOLOGY

PSYC 1001-3

General Psychology

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

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 90063
Wednesdays, 6:30-9:30 p.m. Hellems 267. \$270 (resident).

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.

Full Term - Section 300: Call No. 90064
Thursdays, 6:30-9:30 p.m. Muenzinger E432.
\$278 (resident).

PSYC 4406-3

Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq., PSYC 1001. Recommended, PSYC 2101.

Enrollment restricted to juniors and seniors. Approved for arts and sciences core curriculum: contemporary societies.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90065
Tuesdays, 6:30-9:30 p.m. Muenzinger E432.
\$270 (resident).

QUANTITATIVE REASONING AND MATHEMATICAL SKILLS

QRMS 1010-3

Quantitative Reasoning and Mathematical Skills

Designed to promote mathematical, scientific, and technological literacy among liberal arts students. Teaches basic mathematics and logic in the context of science, technology, and society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Cherilynn Morrow, Ph.D.

Full Term - Section 300: Call No. 90066
Mondays, 6-9 p.m. Engineering Center CR 105.
\$270 (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.

Rhonda Dibert, M.A.

Full Term - Section 300: Call No. 90069
Wednesdays, 6:30-9:30 p.m. Engineering Center CR 105. \$270 (resident).

SOCY 1004-3

Deviance in U.S. Society

Examines deviant groups in the U.S. emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.

Gary Ferrini, M.A.

Session I - Section 100: Call No. 90070
Mondays and Wednesdays, 6:30-9:30 p.m.
Woodbury 106. \$270 (resident).

SOCY 1006-3

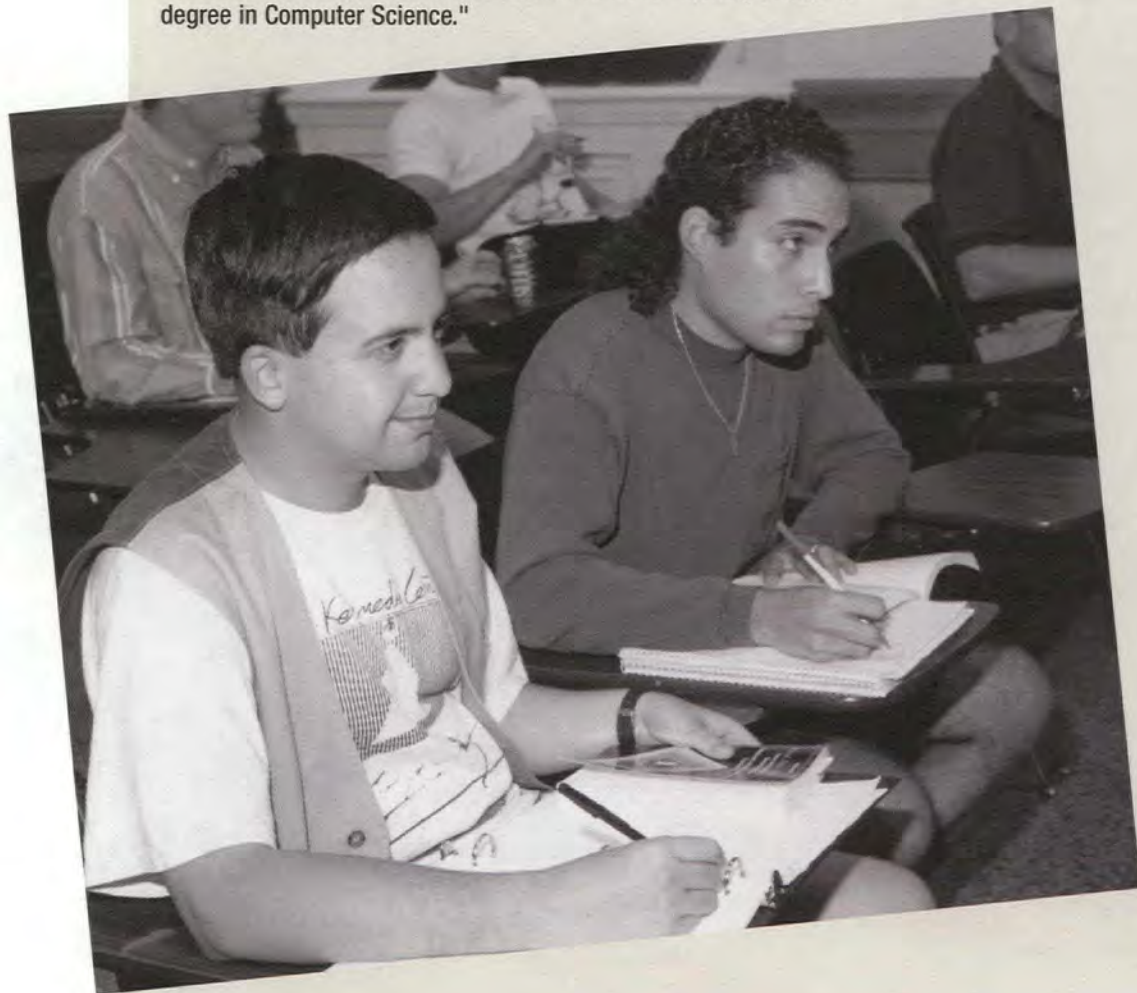
The Social Construction of Sexuality

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

Gary Ferrini, M.A.

Session II - Section 200: Call No. 90071
Mondays and Wednesdays, 6:30-9:30 p.m.
Hellems 81. \$270 (resident).

David Meyers (left) and Dave Gallegos are taking *The Self in Modern Society*. Dave Gallegos is a Customer Service Representative for Career Track who is picking up core courses through Continuing Education. The next step will be to get admitted and return to school as a full-time student. He is "looking toward a degree in Computer Science."



SOCY 1015-3**U.S. Race and Ethnic Relations**

Examines race and minority problems in U.S. society, including psychological, social, and cultural sources of prejudice and discrimination. Same as ETHN 1015. Approved for arts and sciences core curriculum: United States context.

Duncan Rinehart, Ph.D.

Session I - Section 100: Call No. 90072

Tuesdays and Thursdays, 6-9 p.m. Hellems 81. \$270 (resident).

SOCY 1016-3**Sex, Gender, and Society 1**

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: cultural and gender diversity.

Dana Johnson, M.A.

Full Term - Section 300: Call No. 90073

Mondays, 6-9 p.m. Education 220. \$270 (resident).

SOCY 2031-3**U.S. Values, Social Problems, and Change**

Examines U.S. society from the perspective of values and theories of social change. Considers such problems as the distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for arts and sciences core curriculum: ideals and values.

Steve Kless, M.A.

Full Term - Section 300: Call No. 90074

Thursdays, 6-9 p.m. Economics 13. \$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.

Session II - Section 200: Call No. 90075

Tuesdays and Thursdays, 6-9 p.m. Hellems 81. \$270 (resident).

SOCY 4004-3**Topics in Criminology: Gangs**

Course focuses on contemporary juvenile gangs, but includes information on gangs in other countries and at different time periods to help place contemporary American gangs in perspective. Topics include gang violence: the connections between gangs and illicit drug use and drug dealing; female gangs; gang race and ethnicity (including African American, Latino, Asian, Skin head, and Jamaican gangs); explanations for gang formation, gang membership, and gang delinquency; and an evaluation of past and current policies that attempt to reduce gang membership and crimes committed by gangs.

Scott Menard, Ph.D. and Herb Covey, Ph.D.

Session I - Section 100: Call No. 90076

Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$270 (resident).

SPANISH**SPAN 1010-5****Beginning Spanish 1**

Offers students a firm command of Spanish grammar. Grammar is used as a point of departure for development of oral skills. Reading and writing are stressed to a lesser degree. Attendance at the language laboratory may be mandatory.

Javier Garces, B.A.

Full Term - Section 300: Call No. 90077

Mondays and Thursdays, 6:30-9 p.m. Chemistry 145. \$470 (resident).

SPEECH, LANGUAGE AND HEARING SCIENCES**CDSS 2304-4****American Sign Language 1**

Introduces basic sign vocabulary, grammatical structures of ASL, and the culture of deaf people. Classes are taught using ASL without the use of spoken English.

Tom Riggs, M.A.

Full Term - Section 300: Call No. 90067

Tuesdays and Thursdays, 6-8 p.m. CDSS 393. \$360 (resident).

CDSS 2324-4**American Sign Language 3**

Continuation of CDSS 2314. Covers ASL literature, advanced grammatical structures, idiomatic expressions, and deaf culture. Prereq., CDSS 2314 or equivalent.

T.B.A.

Full Term - Section 300: Call No. 90068

Mondays and Wednesdays, 5:30-7:30 p.m. Hellems 141. \$360 (resident).

THEATRE**THTR 1009-3****Introduction to Theatre**

Introduces the varieties of theatrical art, past and present, contributions of the various theatrical artists to the total production, and the place of theatre art in today's society. Readings, lectures, and attendance at University theatre productions. Designed for nonmajors. Approved for arts and sciences core curriculum: literature and the arts.

David Steiner, Ph.D.

Full Term - Section 300: Call No. 90078

Mondays, 6-9 p.m. Ketchum 235. \$270 (resident).

UNIVERSITY WRITING PROGRAM**UWRP 3020-3****Topics in Writing**

Each instructor assigns two or more readings on a given topic. Students choose an essay, abstract its argument, analyze it, and agree or disagree with the author. They thus learn the principal modes of academic rhetoric: description, analysis and argument. Approved for arts and sciences core curriculum: written communication.

Sherlock Holmes

Lynn Gingrass, M.A.

Full Term - Section 301: Call No. 90079

Tuesdays, 7-10 p.m. Hellems 285. \$270 (resident).

Writing/Reading Culture

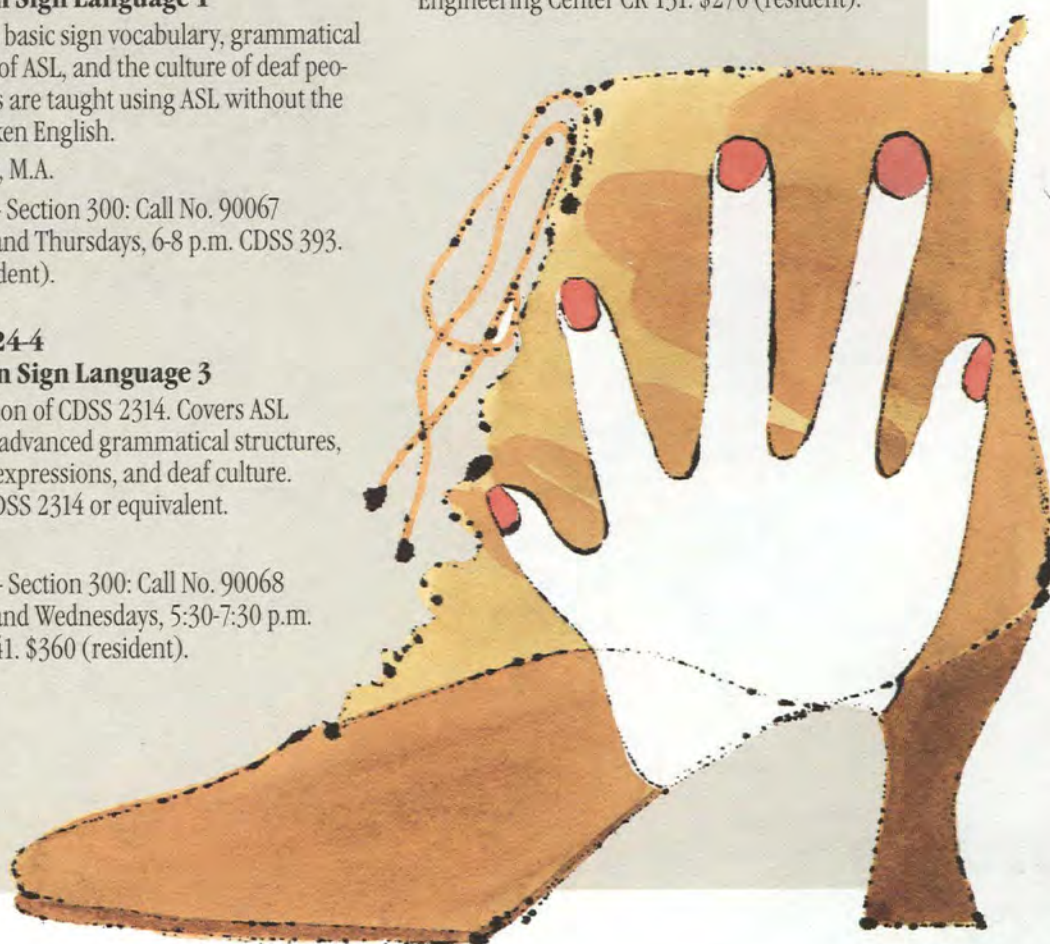
Lynda McNeil, Ph.D.

Full Term - Section 302: Call No. 90080

Thursdays, 6:30-9:30 p.m. Engineering Center CR 131. \$270 (resident).

Session II - Section 200: Call No. 90081

Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 131. \$270 (resident).



Step right up! To the pu



re pleasure of learning.

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 stone carving, photography or painting landscapes. Polish up your French, Italian, Japanese, German, Chinese or Korean. Study geology, 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!

Susan Church teaches *Writing the Novel*, an 8-week workshop that attracts a wide range of emerging authors representing a rich mix of age and experience. Susan's award-winning short stories have appeared in various literary journals in the U.S., Europe and Japan. She also has a book title to her credit, a nonfiction work on pregnancy and child development. The workshop format of her class gives students practical feedback and support and the benefit of a wide range of perspectives. Susan helps students understand and value the writing process itself. "The act of writing can enlighten us, revealing our opinions and biases. The themes at work in our lives recur in our writing. It can be a healing process." She has put this concept to the test, teaching creative writing on a volunteer basis with the Boulder Valley School System, The Adventures in Learning Program through the Boulder Public Library and with an inmate at the Fremont Correctional Facility in Canon City. Susan grew up in Colorado. She lived in Spain for a year and has traveled extensively internationally, but Boulder is home now—for lifestyle, family and climate.

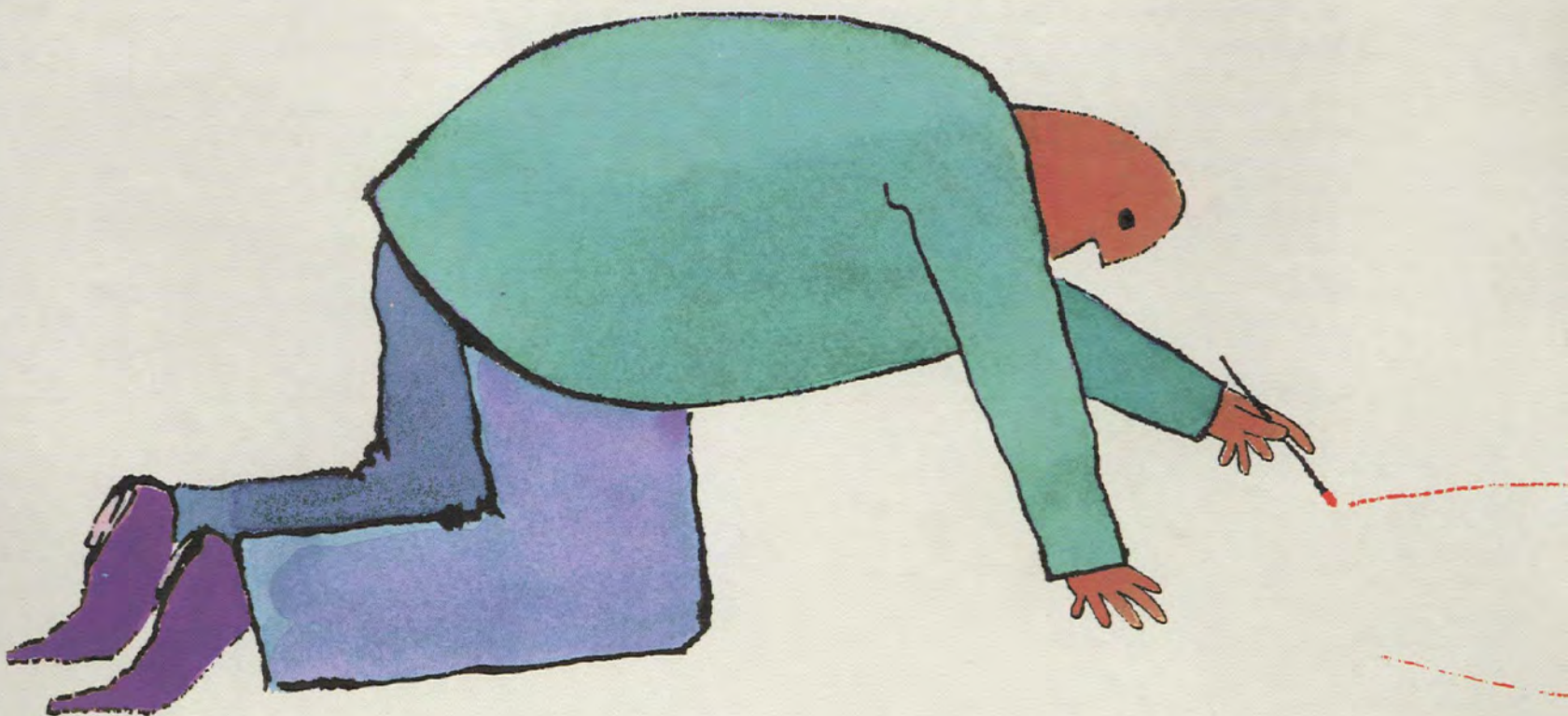
Classes will not meet November 27-28.

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.** Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

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

CU BEFORE THE GAME

Look for information on CU BEFORE THE GAME, a series of provocative, stimulating talks and performances by CU Boulder's faculty – free to the public prior to many of the Buffs home games. We'll CU there. To receive a CU BEFORE THE GAME brochure, call 492-5146.



NONCREDIT COURSES, FALL, 1997

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Introduction to Interior Design		Making Career and Life Changes: A Workshop	
Intermediate Interior Design		Do What You Love	
Colorado Landscape: Plants and Design		Power Reading	
Communication	19	Stress Management Through Biofeedback	
Introduction to American Sign Language		Principles of Dream Interpretation	
Fair Fighting for Couples		Psychology Skills Training: For Athletes and Professionals	
Fine Arts	19	Nutrition for Baby Boomers	
Art Appreciation: From the Renaissance to the Present		Nutrition and Performance	
Introduction to Art and Antiques		Know Your Vitamins and Minerals	
So You Want to Be an Artist		Science	25
Introduction to Drawing		Discover the Night Sky	
Life Drawing		Fossils in Boulder County	
Introduction to Oil Painting		Aquatic Ecology	
Introduction to Watercolor		A Guide to the Ecology of Boulder County	
Landscape in Mixed Media		Introduction to Colorado Geology	
Chinese Brush Painting		Testing and Academic Preparation	26
Woodcarving Sculpture		Study Smarter	
Sculpture - Stonecarving		Preparing for the Graduate Management Admissions Test (GMAT)	
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Beginning Conversational and Written Chinese		American Music: The Afro/Celtic/Latin Connection	
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Intermediate Conversational French		Introducing Italian Cinema	
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Introduction to Korean		Short Story Workshop	
Beginning Russian		Screenwriting	
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Intermediate Conversational Spanish		Write Fiction That Sells	
History and Culture	23	English Writing Made Simple	
History of Boulder		Usage and Grammar: Guidelines and Rules for Everyday Use	
Investment and Personal Finance	23	Poetry Workshop	
Basic Investing		How to Write Magazine Articles...and Get Them Published	
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Mutual Fund Investing		East Boulder Community Center	29
Seven Keys to Budget Success: How to Build and Manage a Successful Budget		Beginning Conversational Spanish	
		Estate Planning Techniques	
		Introduction to Colorado Geology	

ARCHITECTURE AND LANDSCAPE

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 300: Tuesdays, September 23-October 21, 7-9 p.m. 5 sessions. Hellems 251. \$65.

NCAL 029

Introduction to Interior Design

Residential interior design for homeowners and prospective designers. Learn to recognize the areas to be addressed, assess options and create the most desirable space within the allowed budget. Learn how to work with design professionals, suppliers and installers. Color, lighting and design materials will be covered.

Ann Lansing is a professional member of the American Society of Interior Designers and the owner of a design center in Boulder.

Section 300: Thursdays, September 18-October 30, 7-9 p.m. 7 sessions. Hellems 141. \$95.

NCAL 031

Intermediate Interior Design

This course covers in-depth interior planning, furniture selection, lighting, paint schemes, and budgets. Prerequisite: Introduction to Interior Design.

Ann Lansing is a professional member of the American Society of Interior Designers and the owner of a design center in Boulder.

Section 300: Thursdays, November 6-December 11 (no class November 27), 7-9 p.m. 5 sessions. Muenzinger E113. \$70.

NCAL 002

Colorado Landscape: Plants and Design

Practical help for homeowners interested in preparing their own landscape design. Learn the basics of successful growing in Colorado.

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

Section 300: Saturday, October 11, 9 a.m.-3 p.m. 1 session. Environmental Design 122. \$45.

COMMUNICATION

NC C 008

Introduction to American Sign Language

Acquire a basic knowledge of American Sign Language and deaf culture and learn basic 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 300: Tuesdays, September 23-October 28, 6:30-8:30 p.m. 6 sessions. Hellems 267. \$80.

NC C 009

Fair Fighting for Couples

This workshop is for couples in long-term relationships who want to learn specific skills to communicate effectively, manage conflicts, and preserve and enhance love. Learn how to handle conflict constructively and deepen your commitment to one another. Skills are based on university research and are presented in an educational approach. These techniques have been featured on national television. This is NOT a therapy or encounter group. A \$25 manual fee is required per couple.

Virginia Detweiler, MSW, CAC III, has presented workshops on communication and conflict, alcohol abuse and many other issues.

Section 300: Saturday, October 11, 9 a.m.-4:30 p.m. 1 session. Hale 236. \$105 per couple.

FINE ARTS

NCFA 070

Art Appreciation: From the Renaissance to the Present

Learn to appreciate the art around you by learning more about its historical and cultural context. We will look at paintings and sculptures with a critical eye, analyzing different styles and discussing how artists' works often reflect the world around them. We'll cover significant periods in art history, looking at works of major artists and analyzing prevalent styles. Periods to be covered are the Renaissance/Baroque, Impressionism, Native American, and Modern. You'll never feel intimidated or apathetic in a museum again and will finish the course with a much greater appreciation of the visual arts. Includes a visit to the Denver Art Museum on October 18.

Priscilla Craven has an M.A. in Art History from CU-Boulder, and an M.A. in Italian.

Section 300: Wednesdays, September 24-October 15, 6:30-8:30 p.m. Hale 240, and Saturday, October 18, 10 a.m.-noon, Denver Art Museum. 5 sessions. \$65.

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 300: Wednesdays, October 8-29, 6:30-8:30 p.m. 4 sessions. Hellems 255. \$55.



FINE ARTS - CONTINUED

NCFE 038

So You Want to Be an Artist

In this course we will explore the various means of making a living from the visual arts—painting, photography, ceramics, sculpture, and fiber arts. Topics discussed include determining the quality of art work, how to improve it, selling it yourself, selling it through a gallery, and how to get into a gallery. The class will introduce you to the current art market and how to survive in it. Covers publicity, press releases, and developing media contacts.

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

Section 300: Wednesdays, September 17-

October 1, 6:30-8:30 p.m. 3 sessions.

Hellems 245. \$40.

NCFE 020

Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph or an object) and work with a design. No prior art experience 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 300: Mondays, September 15-October 27, 6:30-9 p.m. 7 sessions. Fine Arts N298. \$125.

NCFE 005

Life Drawing

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

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

Section 300: Wednesdays, September 17-November 5, 7-9 p.m. 8 sessions. Fine Arts N275. \$130.

NCFE 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 300: Wednesdays, September 17-October 29, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$125.

NCFE 009

Introduction to Watercolor

Learn to paint your world in the pure, vivid pigments of watercolor. You will have an opportunity to paint botanical studies, still life and a series of objects you love. Discussions will center on color, light, composition and techniques. For beginning and intermediate students who want to learn about this popular medium which has been used to record and illustrate. Supplies approximately \$85. Call 492-5148 for supply list.

Kimberlee Sullivan, M.F.A. in Painting and Drawing from CU-Boulder, is an Associate of the Rocky Mountain Women's Institute and a current member of the EDGE Gallery.

Section 300: Thursdays, September 25-November 13, 6:30-9 p.m. 8 sessions. Fine Arts C153. \$140.

NCFE 022

Landscape in Mixed Media

No experience required to create a stunning fall landscape in a different location each Saturday morning. Composition, color and creative techniques will be the focus of this class. A variety of media can be used including watercolor, dry watercolor, water-based crayons and/or pencils, soft pastels, oil pastels or colored pencils. Call 492-5148 for a supply list. Meet on Varsity Bridge near Macky Auditorium for the first class meeting. Other destinations include Boulder Creek at the Library, Chautauqua Park, and Artist's Point at the top of Flagstaff Mountain. Weather dates arranged if needed.

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

Section 300: Saturdays, September 13-October 4, 10 a.m.-1 p.m. 4 sessions. \$80.

NCFE 012

Chinese Brush Painting

Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for \$15 and up.

Janette Lenschow, M.F.A., has worked in and taught Chinese brush painting for many years.

Section 300: Mondays, September 22-November 10, 6:30-8:30 p.m. 8 sessions. Geology 114. \$105.

NCFE 015

Woodcarving Sculpture

Students create images expressing their feelings and ideas in wood. We will focus on three dimensional projects, becoming familiar with the beginning steps of blocking-out the form. Instruction will include proper tool use, wood types, carving techniques, designing a clay model, and a slide show of wood sculptures.

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

Section 300: Wednesdays, September 17-November 12, 5-7 p.m. 9 sessions. Fine Arts C102. \$130.



NCFA 011
Sculpture — Stonecarving

Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of stone sculptures, tools and materials, and where to purchase these are included. Barbara Cox, M.A., has taught art classes since 1971.

Section 300: Wednesdays, September 17-November 12, 7:15-9:15 p.m. 9 sessions. Fine Arts C102. \$130.

NCFA 001
Basic Photography

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

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 300: Tuesdays, September 30-November 18, 6:30-8:30 p.m. 8 sessions. Ketchum 119. \$110.

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 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 the Boulder Photo Center.

Section 300: Thursdays, September 25-November 20, 7:30-9:30 p.m. 9 sessions. Ketchum 207; Photo Lab at 1815 Pearl Street. \$140.

Audra Yamamoto is a C.U. student (Aerospace Engineering) in John Bonica's mutual funds class. She says, "My mom got me interested. She's doing a lot of research on her own at home. So she got me interested in investing for my future."

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. After having the film processed, we'll meet as a group to view and discuss our photographs.

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 300: Wednesdays, September 10-17, 6:30-8:30 p.m. Hellesms 191. Field trip Saturday, September 13, 9 a.m.-1 p.m. 3 sessions. \$55.

NCFA 030
The Art of Handmade Books

A series of four hands-on workshops to introduce students to the art and techniques used in creating books. Workshops will explore decorated book papers, letterpress printing and embossing, bookbinding and photo albums. Students will leave with personal books that they have made and materials and references to continue on their own. \$10 materials fee payable to instructor at first class.

Louise Padden, M.F.A., Julie Seko, B.A., and Kay Moller, B.Sc., are members of the Book Arts League.

Section 300: Saturdays, October 25, November 8, 15, and 22, noon-4 p.m. 4 sessions. Fine Arts C153. \$120.

FOREIGN LANGUAGES**NCFL 108**
Beginning Conversational and Written Chinese

Emphasis on practical and colloquial Chinese for business and travel. Students learn proper pronunciation and useful conversational phrases in a variety of situations. Chinese characters will be introduced to reinforce language learning skills. Chinese culture will also be explored.

Chung-Hui Kuo Cheng, M.A., is a native speaker. Section 300: Tuesdays, September 16-November 18, 6:30-8:30 p.m. 10 sessions. Economics 117. \$140.

NCFL 208
Intermediate Conversational and Written Chinese

For students who already have strong reading skills of either *pinyin* or *zhuyin fuhao*, this course continues the development of speaking and reading skills that are geared toward everyday life situations.

Chung-Hui Kuo Cheng, M.A., is a native speaker. Section 300: Wednesdays, September 17-November 19, 6:30-8:30 p.m. 10 sessions. Hellesms 181. \$140.



FOREIGN LANGUAGES — CONTINUED

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 300: Tuesdays, September 16-November 18, 7-9 p.m. 10 sessions.
Hellems 141. \$140.

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 300: Thursdays, September 18-November 20, 7-9 p.m. 10 sessions.
Hellems 241. \$140.

NCFL 101

Beginning Conversational German

Designed for students with little or no knowledge of German, this course covers grammar but emphasizes practical conversation for travelers. In addition students will learn cultural aspects to gain insight into German life today. Text is *Communicating in German*, available at the CU Bookstore.

Jorg Waltje, M.A., is a native German speaker.

Section 300: Mondays, September 22-November 24, 7-9 p.m. 10 sessions.
Hellems 255. \$140.

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 is available at the CU Bookstore.

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

Section 300: Wednesdays, September 17-November 19, 6:30-8:30 p.m. 10 sessions.
Hellems 137. \$140.

NCFL 202

Intermediate Conversational Italian

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Text to be announced at first class meeting.

Stefano D'Amico, Ph.D. Italian History, is a native Italian speaker.

Section 300: Mondays, September 22-November 24, 6:30-8:30 p.m. 10 sessions.
Hellems 193. \$140.

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 University Bookstore or Colorado Bookstore.

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

Section 300: Fridays, September 5-October 17, 6-9 p.m. 7 sessions. Economics 117. \$140.

NCFL 204

Intermediate Conversational and Written Japanese

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese, Book 2* at the University Bookstore or Colorado Bookstore.

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

Section 300: Fridays, October 24-December 12 (no class on November 28), 6-9 p.m. 7 sessions.
Economics 117. \$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, and Korean culture will be introduced. For students with no prior knowledge of Korean.

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

Section 300: Wednesdays, September 17-October 29, 7-9 p.m. 7 sessions. Economics 13. \$90.

Liz Hendricks is a homemaker enrolled in John Bonica's class on mutual funds because, "I want to know more about investing." She says the class has been helpful.



NCFL 105
Beginning Russian

Acquire a working knowledge of the Russian language in speaking, listening, comprehension, reading, and writing. Simple grammatical structures and phrases are introduced to develop oral proficiency and communication. Classroom activities emphasize interaction and conversation with some reading and writing. Eugene Kozlowski, Ph.D., is an experienced teacher of Russian and Russian culture and frequently travels to Russia.

Section 300: Mondays, September 22-November 24, 6:30-8:30 p.m. 10 sessions. Hellems 191. \$140.

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 300: Tuesdays, September 16-November 18, 7-9 p.m. 10 sessions. Muenzinger E131. \$140.

NCFL 203
Intermediate Conversational Spanish

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

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

Section 300: Thursdays, September 18-November 20, 7-9 p.m. 10 sessions. Education 155. \$140.

HISTORY AND CULTURE**NCH 013**
History of Boulder

This information packed course will trace over 12,000 years of human activity in the Boulder area. Using an extensive graphics and slide collection, the first session will set the natural scene, discuss the Native American occupants, and follow the explorers, fur traders, and gold seekers into the area. The second session will focus on development of the area from the establishment of the Boulder City Town Company in 1859 through the Depression era of the 1930's. The last session will concentrate on the dynamic changes from World War II to the present day.

Thomas Meier, B.S., is Executive Director of the Boulder Historical Society.

Section 300: Mondays, October 6-20, 6:30-8:30 p.m. 3 sessions. Hellems 267. \$40.

INVESTMENTS AND PERSONAL FINANCE**NCI 008**
Basic Investing

Complete, understandable explanations for beginners covering terminology, products, and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. 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 300: Wednesdays, September 17-October 8, 6:30-8:30 p.m. 4 sessions. Stadium 140. \$60.

NCI 007
Advanced Investment Strategies

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

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

Section 300: Wednesdays, October 15-November 5, 6:30-8:30 p.m. 4 sessions. Stadium 140. \$60.

John Bonica teaches Mutual Funds Investing. It's a timely class, given the level of public interest. John says there is more money in mutual funds today than there was in the whole industry 10 years ago. And there are more mutual funds to choose from than there are individual stocks listed on the New York Stock Exchange. John gives students good basic tools to navigate. So they can ask intelligent questions and find useful information as they build an investment plan tailored to individual needs.



INVESTMENTS AND PERSONAL FINANCE-CONTINUED

NC I 017

Mutual Fund Investing

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

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

Section 300: Wednesdays, November 12-19, 6:30-8:30 p.m. 2 sessions. Stadium 140. \$30.

NC I 020

Seven Keys to Budget Success: How to Build and Manage a Successful Budget

Budgeting for the financially frustrated! Learn to develop and apply budgeting skills that really work. This course focuses on specific techniques applicable to individual, family, and small business budgets. It's a hands-on course where the skills learned each session can be applied during the interim week, then reviewed and refined at the next class session. Learn to take control of your finances and even commit yourself to financial "plastic surgery." Bring a hand held calculator to each session. The use of basic spreadsheet software is covered in class but not required.

Fred Moore, M.B.E., is a national trainer in accounting and has been an accountant for 15 years in Boulder.

Section 300: Tuesdays, October 7-November 4, 6:30-9 p.m. 5 sessions. Hellems 193. \$80.

LIFESTYLES — PERSONAL AND PROFESSIONAL

NCL 016

Creativity and Personal Renewal: A Workshop of Ideas and Activities

The sense of wonder we all had as children gets buried as we grow older. Creativity gets lost under layers of conformity, coping and competition. The goal of this course is to free the imagination and learn to play. This workshop examines the nature of creativity, and ways to overcome creative blocks. Class members will have opportunities to find sources of renewal in observing and drawing nature, and in synesthesia, the cross-over between the emotional message of one sensory medium into another. We will read poems, look at paintings, take imaginary excursions, create rhythm, and devise stories from photographs.

James Downing, M.S., is a high school chemistry teacher who teaches creativity, writes plays and sings.

Section 300: Wednesdays, September 17-October 8, 6:30-8:30 p.m. 4 sessions. Ketchum 118. \$55.



NCL 010

Making Career and Life Changes: A Workshop

Are you contemplating a change or confused about where your career or life is going? Discover where you are and where you want to go, your preferences in work, and what you want out of life. In this class you will identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Call 492-5148 for the title of required text necessary for the first class meeting.

Val Roche, B.A., a management/education consultant, has 18 years of experience in teaching and human resources.

Section 300: Saturdays, September 13-20, 9 a.m.-4 p.m. 2 sessions. Hale 240. \$80.

NCL 052

Do What You Love

Break out of the "earning-a-living" rut and be paid to do what you truly love. This workshop takes participants through a hands-on, eight-step career decision making process, utilizing time tested exercises and vocational testing. Discover what you are truly capable of; generate a realistic list of career options, including self-employment; identify your greatest talents, interests and hidden motivators; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. Materials fee of \$20 to be paid to instructor for workbook, handouts and testing materials.

Dick Roberts, M.S., is a certified career counselor and national seminar leader and has led this workshop for over 20 years.

Section 300: Tuesdays, September 23-30, 6-9 p.m. 2 sessions. Hellems 247. \$40.

NCL 021

Power Reading

So many books...so little time? Not to mention the stack of newsletters, magazines, journals, documents, reports, memos. Learn the four steps of Meta-Reading to effectively complete the reading you have to do and still have time for the reading you want to do. Empower yourself to process information in one-half to one-tenth the time it takes you now; simply peruse articles and brief reports to absorb main concepts; dramatically increase your reading speed and enhance comprehension while experiencing more pleasure reading books; and deepen relaxation and concentration to live life with focus and purpose.

Deborah Fink, an academic librarian for nearly two decades, is an author, certified PhotoReading instructor, and founder of MetaLearning, who regularly processes information at a rate of 25,000 words per minute.

Section 300: Saturday, October 11, 10 a.m.-4 p.m. 1 session. Norlin Library 424B (Mabel Van Dusing Room). \$40.

NCL 051 Stress Management Through Biofeedback

What is stress? How does it affect your health? What is biofeedback and how can it help manage your stress? Learn lifetime techniques to manage stress and live more peacefully. Progressive and deep relaxation, breathing, imagery, meditation, body scanning and temperature training will be taught. Examine belief systems, thoughts, value conflicts, communication styles, self-esteem, job, nutrition, exercise, dysfunctional families, pain. Learn how muscle tension and hand temperature correlate with headaches, hypertension and indigestion.

Priscilla Hustad, M.A., has been a biofeedback therapist since 1980.

Section 300: Wednesdays, October 8-November 12, 7-9 p.m. 6 sessions. Hale 260. \$80.

NCL 061 Principles of Dream Interpretation

Bring your dreams to class and learn more about dream interpretation from the Jungian perspective. Class topics include: The Psychology of the Unconscious; Archetypes and the Collective Unconscious; the structure of dreams; exploring the notions of Dream Ego; and the Alchemy of Dreams, surveying the dynamic, transformational aspect of dreaming. This approach will focus on the practical aspects of dream wisdom in everyday life.

Evan Hodkins, M.A., M. Div., is a psychotherapist and specializes in Jungian Psychology.

Section 300: Saturday, September 20, 9 a.m.-4 p.m. 1 session. Hale 236. \$40.

NCL 020 Psychology Skills Training: For Athletes and Professionals

Performance enhancement and personal development for athletes and business professionals! This training session introduces mental skills training, imagery and relaxation, goal setting, concentration and attention, and positive self-talk. Learn activities that can be practiced at home. Know more about developing your capabilities to perform better.

Stacy Simon, M.Ed., is a sports consultant for sports and business.

Section 300: Saturday, September 13, 10 a.m.-3 p.m. 1 session. Ketchum 118. \$40.

NCL 048 Nutrition for Baby Boomers

As we age, we'd all like to stay fit and healthy. Learn about the physiological changes that occur during midlife and how diet can reduce the risk of chronic disease and maintain fitness and energy. Learn about calorie requirements, nutrients we need to increase or decrease, and foods that can help maintain vitality. Also covered: meal planning strategies for putting these nutritional recommendations into practice.

Eileen Faughey, M.A., R.D., is a nutrition consultant for families, individuals and corporations.

Section 300: Monday, September 29, 6:30-8:30 p.m. 1 session. Hellems 251. \$15.

NCL 047 Nutrition and Performance

Learn about the nutritional needs of active people and strategies for improving athletic performance. Includes recommendations on the amount of calories, carbohydrates, fats, and protein needed for different types of activities. Other topics include hydration, vitamins and minerals, supplements, ergogenic aids, weight management, what to eat before, during, and after exercise and how to evaluate nutritional claims.

Eileen Faughey, M.A., R.D., is a nutrition consultant for families, individuals and corporations.

Section 300: Monday, October 20, 6:30-8:30 p.m. 1 session. Hellems 181. \$15.

NCL 060 Know Your Vitamins and Minerals

This course covers what vitamins and minerals do and how they work; deficiency problems and dietary sources; when supplements are useful; the nutritional consequences of specific medications; and the role of vitamins and minerals in diseases and disorders.

Colleen Bates, B.S., is a registered dietitian who works as a consultant in long term care facilities and a nutrition counselor at Wardenburg Student Health Center.

Section 300: Saturday, October 25, 9-11:30 a.m. 1 session. Economics 205. \$20.

Brent Hammond owns his own electrical design firm and Kathy Hammond works for Continuing Education. Kathy says they decided to take John Bonica's course on mutual funds because, "we're at that point where we have to start thinking about retirement income and planning." And Kathy had an inside line. "I'd heard good things about the class from working here!" She adds, "He's good. He was able to address all levels of experience within the class."



SCIENCE

NCSO 003 Discover the Night Sky

A fascinating universe exists over our heads, one that many people seldom look at and rarely understand. For the non-expert, this brief course teaches you how to appreciate the night sky with just your eyes. We will learn the constellations, how the sky changes through the year and how to watch the moon, planets, comets, meteor showers and more. While the focus of the course is how to watch the sky with just your eyes, we will use telescopes as well. The night sky is not hard to understand; all you need is a little knowledge to open a whole new world for you. Course open to stargazers of all ages.

Travis Rector, M.S., is a doctoral student of astrophysics in the Center for Astrophysics and Space Astronomy.

Section 300: Sundays, September 7-21, 7-9 p.m. 3 sessions. Sommers-Bausch Observatory S175. \$40.

NCSO 040 Fossils in Boulder County

What fossils are found in the Boulder area? What is a fossil and what isn't? What are the regulations and ethics of fossil collecting? Learn more about this fascinating subject that takes place in your local community, even in your backyard.

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

Section 300: Thursday, September 11, 6:30-9 p.m. 1 session. Hale 240. \$20.

SCIENCE—CONTINUED

NCSO 041
Aquatic Ecology

Investigate first-hand the principles of stream and river ecology close to home. You'll have an opportunity to conduct sampling and measurements of Boulder Creek's ecosystem. Learn more about fisheries and aquatic invertebrate ecology and recognize aquatic habitat characteristics. Bring waders or knee boots and a sack lunch. Measuring devices provided.

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

Section 300: Saturday, September 13, 10 a.m.-2 p.m. 1 session. \$30.

NCSO 023
A Guide to the Ecology of Boulder County

Boulder County, though one of Colorado's smaller counties, is one of the most ecologically diverse, ranging from 5,000 to over 14,000 feet in elevation. This class examines the natural ecosystems of Boulder County from the alpine tundra to the short-grass prairie. The Saturday field trip will enhance the classroom sessions and include a visit to mountain forests and alpine communities.

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

Section 300: Wednesdays, September 17-October 1, 6:30-8:30 p.m.; Field trip Saturday, September 20, 9 a.m.-3 p.m. 4 sessions. Duane Physics G0041. \$80.

NCSO 017
Introduction to Colorado Geology

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. We will investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting. Barbara Mieras, Ph.D. Geological Sciences, has been an exploration and science educator.

Section 300: Thursdays, September 18-25, 7-9 p.m. 2 sessions. Hale 236. \$30.

TESTING AND ACADEMIC PREPARATION**NCT 034**
Study Smarter

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

Sherry Snyder, Ph.D., is Director of Student Programs for the College of Engineering.

Section 300: Tuesdays, September 16-October 7, 6-8 p.m. 4 sessions. Duane Physics G0041. \$55.

NCT 300
Preparing for the Graduate Management Admissions Test (GMAT)

This class provides a thorough review of the verbal and quantitative strategies needed for this exam. Students will become familiar with test content and practice strategies for each test portion. All materials provided. Recommended text *GMAT Official Guide*, 8th ed., available at CU Bookstore. Course addresses computer-based testing which begins in Fall 97.

Heather Tolby, B.A., and Mary Johnson, B.A., are educators as well as test review instructors for PREP Associates.

Section 301: Verbal: Analytical Reasoning and Reading, Sentence Correction and Writing. Monday and Wednesday, September 15-17, 6-10 p.m. 2 sessions. Guggenheim 205. \$150.

Section 302: Quantitative: Problem Solving and Data Sufficiency. Monday and Wednesday, September 22-24, 6-10 p.m. 2 sessions. Guggenheim 205. \$150.

Section 303: Verbal and Quantitative. Mondays and Wednesdays, September 15-24, 6-10 p.m. 4 sessions. Guggenheim 205. \$250.

NCT 301
Preparing for the Graduate Record Exam (GRE)

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need *GRE Prep Book 9* for the first class, available at the CU Bookstore. Please note that students register separately for the exam and that exam registration deadlines may occur prior to the beginning of the class. Call 510-873-8100 for GRE exam registration information. Strategies for computer test included. Roe Willis, Ph.D., is a retired math teacher. Terri Bodhaine, M.A., is a reading specialist with CU-Boulder.

Section 301: Tuesdays and Thursdays, September 9-October 2, 6:30-9 p.m. 8 sessions. Geology 121. \$165.

Section 302: Tuesdays and Thursdays, October 14-November 6, 6:30-9 p.m. 8 sessions. Hellem 252. \$165.

NCT 490
Preparing for the Law School Admission Test (LSAT)

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 215-968-1001 for exam registration information.

Michelle Philip, J.D., is an attorney who has taught LSAT prep courses for six years.

Section 301: Saturdays and Sundays, September 6-20, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

Section 302: Saturdays and Sundays, November 1-15, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

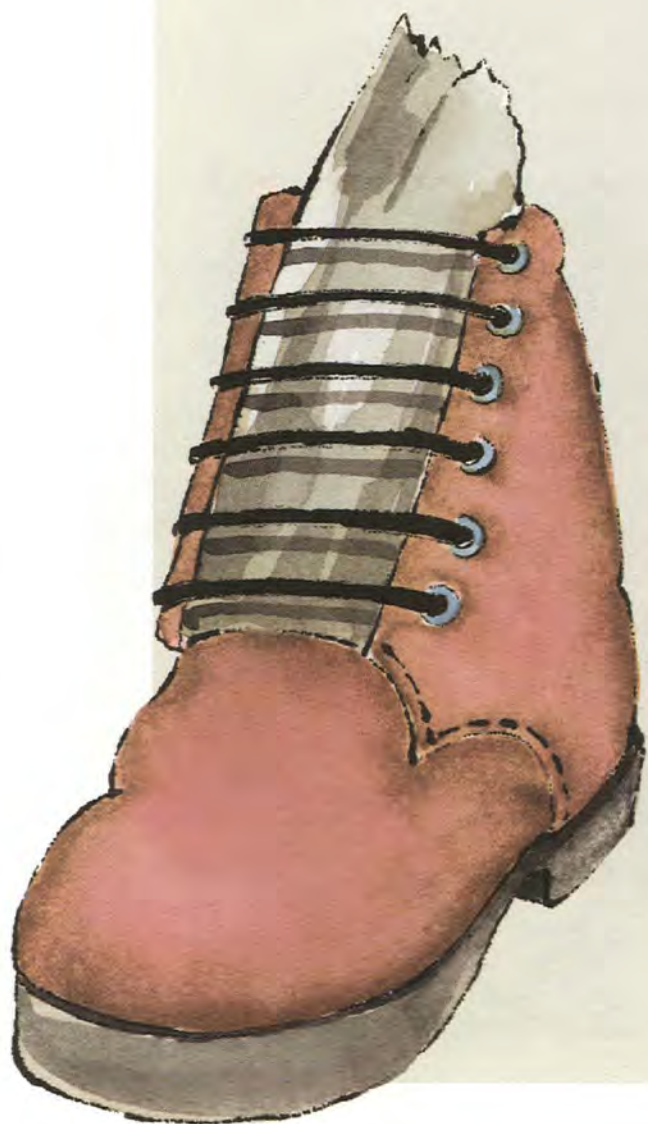
NCT 200
Preparation for the SAT/ACT

Maximize your ACT and SAT test results! Students in this class will review all portions, verbal and quantitative, of each test, and practice using the strategies introduced. All materials provided. Students preparing only for the ACT need not attend Sunday, September 28, 1-3 p.m.

Mary Johnson, B.A., and Sharon Brodell, B.A., are educators as well as test review instructors for PREP Associates.

Section 301: SAT/ACT Preparation. Sundays, September 21-28, 9 a.m.-3 p.m. 2 sessions. Hale 240. \$160.

Section 302: ACT Preparation. Sundays, September 21, 9 a.m.-3 p.m. and September 28, 9 a.m.-noon. 2 sessions. Hale 240. \$135.



THEATRE AND MUSIC

NCTH 024

The Chord Approach to Piano

You can learn to play any pop tune with both hands in this one three-hour workshop. The secret lies in using chord symbols rather than reading all the notes in the music. Some knowledge of treble clef helpful. For piano, organ, or portable keyboard. Registration fee includes workbook and 60 minute practice cassette.

Dan Christian, B.M.E., has 12 years of music teaching experience and professional playing experience in a variety of musical styles.

Section 300: Saturday, September 20, 9 a.m.-noon. 1 session. University Memorial Center, Room 425. \$50.

NCTH 022

American Music: The Afro/Celtic/Latin Connection

The continuing popularity of blues, jazz, rock and country is a testament to the enduring qualities of our American music tradition. From the twangs of country to the moans of blues, from the passion of rock to the sensuality of jazz, there exists an international heritage that can be appreciated for both its diversity and fascinating blend of styles. Our exploration of this diverse heritage will include recorded samples, both vintage and modern, illustrating the history and distinctive stylistic elements which have so heavily shaped our American music culture. An awareness of the ever-increasing influences of world music on America provides a sophisticated ear for listening or composing.

Doug Richards, B.A. in Music at CU-Boulder, has taught and played in the Boulder area for twenty years.

Section 300: Thursdays, October 2-16, 7-9 p.m. 3 sessions. Hellems 255. \$40.

NCTH 023

Traditional Character Animation

Experience the animation process by constructing and animating a flip book and producing your own Zoetrope. Students will create characters and a story which they will storyboard and animate. Finally, the collaborative animation process will be featured in an exciting group project in clay animation which will be filmed. The series concludes with a special exhibition reception, where the students' work will be shown.

Evert Brown, B.F.A., is an Emmy award winning animation director and has directed television network specials.

Section 300: Thursdays, September 18-November 20, 6:30-9 p.m. 10 sessions. Guggenheim 2. \$175.

NCTH 020

Film Criticism

Learn more about the world of film and film criticism. Study the elements of film criticism, view five newly released films and one historical film, and write one film criticism, based on criteria you learn in class. Fun and intellectually stimulating! Theater tickets included in tuition.

Leigh Kennicott, M.A., has 12 years of television experience, working on such shows as *Family Matters*, *Step by Step*, and *Perfect Strangers*.

Section 300: Saturdays, September 13-November 1, 10 a.m.-12:30 p.m. 8 sessions. Ketchum 119. \$155.

NCTH 021

Introducing Italian Cinema

You'll have an opportunity to analyze the work of the most famous Italian filmmakers of the last 50 years: DeSica, Visconti, Monicelli, Fellini, and others. Explore the art of Italian cinema as it developed from neorealism to contemporary movies and learn more about how it reflects the problems of Italian culture and society. One film shown each evening with discussion afterwards.

Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy.

Section 300: Thursdays, October 2-November 13, 6-9 p.m. 7 sessions. Hellems 251. \$140.

Matt and Emily Halliday are brother and sister with a mutual interest in mutual funds. Their common goal, "to start investing at a young age." John Bonica's class provides a useful background.

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 300: Tuesdays, September 16-November 4, 6:30-8:30 p.m. 8 sessions. Geology 311. \$105.

NCTH 005

Shakespeare: From Page to Stage

Drawing on the four plays produced by the 1998 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

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

Section 300: Wednesdays, October 1-22, 7-9 p.m. 4 sessions. Hellems 185. \$55.



WRITING AND LITERATURE

NC W 004

Writing the Novel

An exploration of the elements of the novel, which includes 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 300: Thursdays, September 25-November 13, 7-9 p.m. 8 sessions. Hellems 259. \$105.

NC W 006

Creative Writing

Expand your creative abilities. Explore dialog, characterization, narrative, description, view-point, style, basic structure and more, through a series of imaginative exercises. Emphasis is on finding your individual voice. For beginners or more experienced writers.

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

Section 300: Tuesdays, October 21-December 9, 7-9 p.m. 8 sessions. Economics 119. \$105.

NC W 008

Short Story Workshop

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

Robert McBrearty, M.F.A. from the Iowa Writers' Workshop, is published in numerous journals and the Pushcart Prize Anthology.

Section 300: Thursdays, September 18-October 23, 6:30-8:30 p.m. 6 sessions. Hellems 245. \$80.

NC W 021

Screenwriting

Intended for amateur and professional screenwriters, students will complete an entire screenplay for either a feature or a television project. Initial classes will focus on overall elements of screenwriting and analysis of scripts. In subsequent sessions, students will meet individually with the instructor for assistance with their writing. Students will turn in a completed first draft at the final class meeting. Each student will receive a written evaluation of their script within two weeks of the conclusion of the class.

Judy Nogg, M.A., is a member of the Writer's Guild of America, West, and is a story analyst for a major Hollywood studio.

Section 300: Thursdays, September 18-November 20, 6:30-8:30 p.m. 10 sessions. Hellems 185. \$130.

NC W 012

The Children's Book: Illustrating and Getting Published

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

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

Section 300: Saturday, September 20, 9 a.m.-4 p.m. 1 session. Hale 260. \$50.

NC W 028

Write Fiction That Sells

Discover the keys to writing fiction that sells. Discuss structure, plot, characterization, style, research and other solid writing techniques. Also talk business ins and outs and how to approach the market professionally, positioning yourself and your project for success. Both beginners and pros will benefit from the combination of writing technique and market savvy offered.

Jerrie Hurd, M.F.A., is a professional author, who has recently signed a multi-book contract with a major New York publisher.

Section 300: Wednesdays, September 17-November 5, 6:30-9 p.m. 8 sessions. Hellems 247. \$130. 19

NC W 003

English Writing Made Simple

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

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

Section 300: Thursdays, September 18-November 6, 6:30-8:30 p.m. 8 sessions. Hellems 263. \$105.



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

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

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

Section 300: Saturday, October 11, 9 a.m.-1 p.m. 1 session. Hale 260. \$30.

NC W 042**Poetry Workshop**

We all have poems we want to write, but often they seem buried, and we don't know how to unearth them. In this interactive class, you'll have a chance to explore your own poetic impulses. Approaching poetry through a gardening metaphor, class time will include planting seeds—reading published poems with an eye for language, images, those things which make a poem crackle; composting—journaling, writing exercises, group exercises designed to turn off the internal critic and get to the juicy ideas we all have; and harvesting—looking at students' poems in a nurturing workshop setting. Join us, whether you're currently writing poetry and want some fresh ideas, or whether you want to begin writing poems for the first time. Bring *The Best American Poetry of 1996* to the first class; available at the CU Bookstore.

Deborah Viles, M.A., is a poet, published author and teaches writing at CU-Boulder.

Section 300: Mondays, September 22-November 10, 6:30-8:30 p.m. 8 sessions. Hellesms 245. \$105.

NC W 005**How to Write Magazine Articles...and Get Them Published**

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor also works individually with students' articles. Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years. She also worked for a local publishing company and the *Denver Post*.

Section 300: Wednesdays, September 17-October 22, 7-9 p.m. 6 sessions. Hale 236. \$80.

Deborah Daise signed up for John Bonica's mutual funds class because, "I've been interested in investing some money for a while and mutual funds keep coming up, but I don't know very much about them." She says John's approach is helpful because he adds a lot of supplementary information beyond the course outline.

NC W 073**New and Notable British Fiction**

Join us in reading and discussing four recent British novels chosen for their excellent writing, variety of themes, settings and styles to give you a taste of some of the Best of Britain. We will meet every two weeks to allow time for reading. Please read: *Dolly* by Anita Brookner for October 2; *The Debt to Pleasure* by John Lanchester for October 16; *Small World* by David Lodge for October 30; and *To The Wedding* by John Berger for November 13.

Susanne Gerson, M.A., M.Ed., is an instructor of literature and humanities.

Section 300: Thursdays, October 2-November 13, 7-9 p.m. 4 sessions. Hale 260. \$50.

EAST BOULDER COMMUNITY CENTER

5660 Sioux Drive

NCFL 103**Beginning Conversational Spanish**

Basic but lively conversational Spanish for travelers in a lively, fun format. We stress practical vocabulary.

Linda Grimes, M.A.T., teaches Spanish and Language Arts to businesses and individuals.

Section 30B: Wednesdays, September 24-November 19, 9:30-11 a.m. 9 sessions. \$95.

NCI 016**Estate Planning Techniques**

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

Susan Lindley, J.D., LL.M., is an attorney in Boulder.

Section 30B: Wednesday, October 8, 1-3 p.m. 1 session. \$15.

NCSO 017**Introduction to Colorado Geology**

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. We will investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting. Barbara Mieras, Ph.D. Geological Sciences, has been an exploration and science educator.

Section 30B: Tuesdays, November 11-18, 2-4 p.m. 2 sessions. \$25.



Keep in step 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 of 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 this certificate, you must satisfactorily complete four required courses and three or more electives. Basic Skills for the Supervisor is

recommended as a starting point. The required classes are: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing: Developing and Promoting your Product or Service, and Managing People.

CERTIFICATE OF ENTREPRENEURSHIP

New this fall, the Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business venture. Participants are

required to take six core classes: Accounting and Budgeting for the Non-Accountant, Funding the Entrepreneurial Dream, Starting a Business: From the Ground Up, Entrepreneurism – Are You Ready?, Understanding Marketing: Developing and Promoting Your Product or Service, and Writing a Business Plan.

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 during Thanksgiving weekend, November 27-29.

BUSINESS COURSES, FALL, 1997

Getting Started30
Basic Skills for the Supervisor

Accounting and Finance30
Understanding and Using Financial Statements
Accounting and Budgeting for the Non-Accountant
Funding the Entrepreneurial Dream

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Starting a Business: From the Ground Up
Entrepreneurism-Are You Ready?

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The Fundamentals of Human Resource Management

Marketing/Sales32
Understanding Marketing: Developing and Promoting Your Product or Service
Public Relations for Small Businesses
The Power of the Personal Sale
Strategic Planning: Plan to Succeed

Management/Supervision32
Critical Issues in Current Management
Team Basics
Managing People

Professional Development33
Handling Difficult People
Creating Spirit and Meaning in the Workplace

Writing and Communication33
Making Powerful Presentations: Public Speaking for Professionals
Better Writing for Business and Professional Applications
How to Write Successful Marketing Materials
Script Writing for Business Video
Beginning Technical Writing

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 Better Writing for Business or equivalent skill level.

All Levels
Course encompasses varied levels of experience.

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 300: Thursdays, September 18-October 23, 7:30-9:30 p.m. 6 sessions. ~~Economics 205.~~ \$130. *EDUC 130*

ACCOUNTING AND FINANCE

NC B 015
Understanding and Using Financial Statements
Beginning Level

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

Donald Kaniecki, has been a C.P.A. in Boulder County for 16 years, working with small businesses and small business owners.

Section 300: Saturday, November 8, 9 a.m.-1 p.m. 1 session. Business 250. \$55.

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 national trainer in accounting and has been an accountant for 15 years in Boulder.

Section 300: Saturdays, September 13-20, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

NC B 270
Funding the Entrepreneurial Dream
All Levels

Anyone can start an entrepreneurial venture but more rare are those entrepreneurs who start a successful venture that raises adequate funds, grows, and delivers value. Lack of adequate funding is the most common reason that ventures fail. This course provides practical help to overcome the biggest, ongoing challenge: raising money. We will cover alternative sources including: founders, friends and family, angel investors, venture capital, strategic alliances, and more. Guest speakers will complement the instructor.

Theresa Szczurek, Ph.D., is a successful entrepreneur who has raised millions, is co-founder of Radish Communications Systems and CEO of a consulting firm focused on helping entrepreneurial ventures succeed.

Section 300: Wednesdays, November 5-12, 6-9 p.m. 2 sessions. Economics 117. \$70.

ENTREPRENEURISM/ SMALL BUSINESSES

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 16 years, working with small businesses and small business owners.

Section 300: Saturday, October 11, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

NC B 400
Entrepreneurism-Are You Ready?
All Levels

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

Aivars Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.

Section 300: Wednesdays, September 24-October 8, 6-9 p.m. 3 sessions. Duane Physics ~~G116~~. \$100.

G0060A

HUMAN RESOURCES MANAGEMENT

NC B 052
Hire the Best: Interviewing Skills for Professionals
All Levels

Selecting a new employee has far-reaching consequences for any organization, and the interview can be the most powerful factor in the selection process. Learn the skills which result in effective interviewing practices: how the interview differs from a conversation; basic nonverbal and listening communication skills; planning the objectives, questions and structure of the interview; and understanding the legal issues of interviewing. Participants receive a variety of resources and an interview planning guide.

Cindy McKee, M.A. Communications, has been responsible for hiring employees and has taught a variety of communication workshops to professionals.

Section 300: Wednesday, September 24, 6-9 p.m. 1 session. Muenzinger D439. \$35.

NC B 250
Fundamentals of Human Resource Management
All Levels

No matter how large or small a company is, the employees are the greatest asset – and can be the greatest headache! How you handle your daily human resource challenges can enhance or hinder your ability to succeed. Whether you are a small business owner, a departmental manager, or team leader, the situations are similar. If you are considering entering the field of HR, come learn about this challenging, rewarding career.

Sylvia Trujillo, B.S., has 20 years experience in human resources management for small, mid and large sized companies for over 20 years, specializing in employment, employee relations, and training.

Section 300: Saturday, November 8-15, 9 a.m.-4 p.m. 2 sessions. Economics 117. \$135.



MARKETING/SALES

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 300: Tuesdays, September 23-October 28, 6-8:30 p.m. 6 sessions. Economics 205. \$165.

Ramaley NIB31

NC B 051 Public Relations for Small Businesses All Levels

Learn how to promote your business through highly effective public relations. This course provides a step-by-step approach to creating a press release, background information, developing a press kit, preparing for press interviews and contacting the media. Learn the importance of building targeted press lists, pitching customer/client success stories, and handling crises. Includes a comprehensive "how-to" reference manual with a starter set of press labels and a press list of local media.

Yvonne Lynott, B.A., is partner of a Boulder-based public relations firm specializing in emerging and high growth companies and conducts PR training seminars for small businesses.

Section 300: Wednesdays, September 24-October 1, 6:30-9 p.m. 2 sessions. Economics 205. \$75.

NC B 215 The Power of the Personal Sale All Levels

You can do the best job of selling your company's products and services when you do the best job of selling yourself. This program will help you achieve peak sales performance and dramatically increase profits by showing you how to make the personal sale. Included are 25 sell-yourself strategies, and insights on how to truly distinguish yourself from competitors, "polish" your presentations and communicate with confidence. Learn self-promotion methods and materials that will enable you to make a maximum impact for a minimal investment of time and money. You'll walk away with what you need to know to gain the visibility, credibility and recognition that will reap rewards for your organization.

Fred Berns is the author of self-promotion tapes, books, and articles and is a consultant and public speaker.

Section 300: Mondays, September 22-October 6, 6:30-8:30 p.m. 3 sessions. Economics 205. \$65.

NC B 508 Strategic Planning: Plan to Succeed All Levels

Learn how to bring together all the different parts of a strategic plan and address the key questions needed to develop one: Where are we now? Where do we want to be? How will we get there? Who will do what? How are we doing? Fundamentals of market planning will be reviewed, including the importance of distinguishing between product characteristics and customer product perception, the need for segmentation and developing a marketing strategy, and examining some common segmentation mistakes. Finally, we'll discuss the ways to select a market.

Gary Parker, M.B.A., manages market research for a leading high-tech company and has spent his career in sales, market planning and market research.

Section 300: Mondays, October 13-27 (no class on October 20), 6-8:30 p.m. 2 sessions. Hellems 185. \$55.

MANAGEMENT/ SUPERVISION

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.

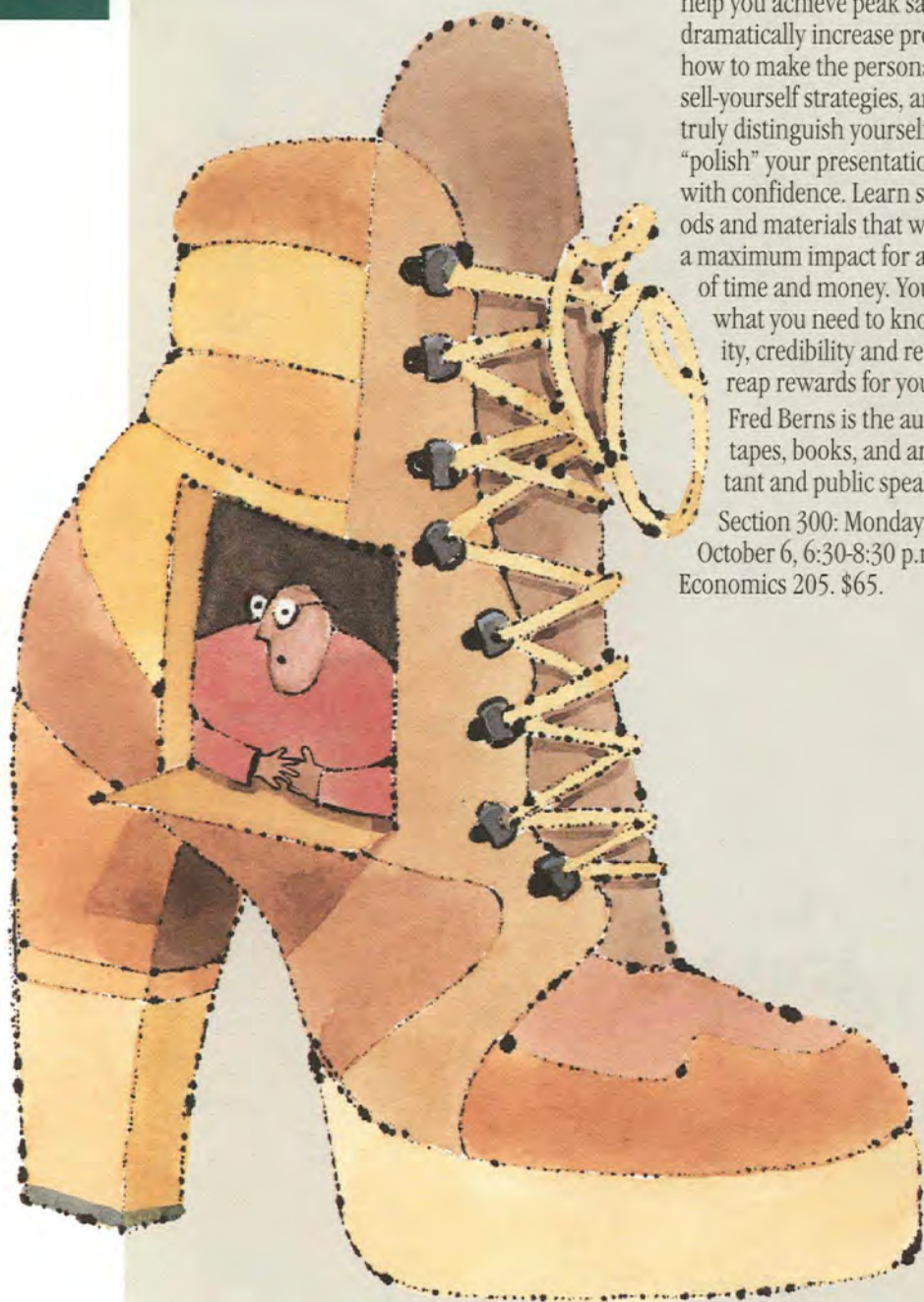
Section 300: Thursdays, October 30-December 4 (no class on November 27), 7:30-9:30 p.m. 5 sessions. Business 250. \$110.

NC B 236 Team Basics All Levels

In the current days of competitive business, employees are being asked to solve problems that were previously addressed by management. While the management role becomes that of a coach and resource provider, teams are being asked to do what several levels of employees used to accomplish, sometimes with brilliant results, other times with disastrous chaos. Come learn a few basics to help you make the transition and get your teams on the right road to success.

Sylvia Trujillo, B.S., has 20 years experience in human resources management for small, mid and large sized companies for over 20 years, specializing in employment, employee relations, and training.

Section 300: Saturday, September 20, 9 a.m.-4 p.m. 1 session. Economics 117. \$70.



NC B 245
Managing People
Intermediate Level

For people with one to five years management experience, this unique class teaches practical skills related to communication, leadership, time management, and performance appraisal, skills that will improve both work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Alan Kreglo, M.S., in addition to management experience in manufacturing and development, has experience in human resources in both the public and private sector.

Section 300: Tuesdays, September 30-October 28, 7-9 p.m. 5 sessions. Hellems 255. \$110.

PROFESSIONAL DEVELOPMENT

NC B 014
Handling Difficult People
All Levels

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

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

Section 300: Tuesday, October 7, 6-9 p.m. 1 session. Duane Physics G116. \$35.

G Book OA

NC B 021
Creating Spirit and Meaning in the Workplace
All Levels

Find meaning, value and creativity again in your daily work through this hands-on workshop. Using insights from recent organizational studies, discover how to achieve true personal empowerment, the deep connection between meaning and values, and how creativity can be linked to profits.

David Roche, B.A., has over 20 years of experience in assisting individuals and organizations to link their values with effective, productive work practices.

Section 300: Saturday, November 15, 9 a.m.-4 p.m. 1 session. Hellems 137. \$65.

WRITING AND COMMUNICATION

NC B 053
Making Powerful Presentations: Public Speaking for Professionals
All Levels

Learn the skills to make presentations and develop the confidence to share your best work with others. This workshop will focus on the organizational and communication skills necessary to make powerful impressions on your listeners. Hands-on, interactive experiences will provide participants with the immediate ability to be better public speakers. Planning guides, articles and a bibliography are provided to students.

Cindy McKee, M.A. Communications, has been responsible for hiring employees and has taught a variety of communication workshops to professionals.

Section 300: Mondays, October 13-20, 6:30-8:30 p.m. 2 sessions. Economics 205. \$45.

NC B 022
Better Writing for Business and Professional Applications
Beginning Level

Let your writing work for you. Learn the ingredients that lead to clear, effective prose that avoids making enemies or ending up in the circular file. Class focuses on writing skills with emphasis on organization, attractive presentation, and picking the right tone for your audience.

Jasmine Cori, M.S., author and educator, does writing and editing for business, professional, and academic audiences.

Section 300: Thursdays, October 23-November 6, 6:30-8:30 p.m. 3 sessions. Hale 240. \$65.

NC B 477
How to Write Successful Marketing Materials
Intermediate Level

Marketing your product or service is an on-going process vital to your company's continued success. Direct marketing is one medium that helps achieve this goal. Whether you want to develop a site on the World Wide Web, send out a direct mail package or hand out a promotional brochure, this course will introduce you to the essential techniques for writing powerful marketing communications. You'll learn effective writing strategies that will enhance your efforts and boost your response rates.

Debra Jason, M.A., has over ten years experience in the field of direct marketing including Web pages.

Section 300: Mondays, September 29-October 27, 6-8 p.m. 5 sessions. Duane Physics G131. \$110.

NC B 476
Script Writing for Business Video
Intermediate Level

Communicate the right message and keep costs under control by learning how to write a script for business video. You will learn how to target the audience and develop the message to be communicated. Learn the basics of video production and where script writing fits in, audience analysis and assessment, research and organization, and writing in support of visuals, program design techniques, creativity and creative concepts, and much more. Students will write a short script and do in-class exercises.

Mary Ann Williamson, B.S., has written and produced marketing, information, educational and training media programs.

Section 300: Tuesdays, September 16-November 18, 6:30-8:30 p.m. 10 sessions. Hellems 185. \$200.

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 300: Tuesdays, September 16-October 14, 6:30-9 p.m. 5 sessions. Duane Physics G027. \$135.



A step ahead: upgrade your



Kills 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 stocked with the 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.

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 at 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.

Beth Sigren teaches a variety of MAC and PC applications including Windows 95, Word and Excel. But her favorite course is Computer Literacy because, "people with no exposure come in and before you know it, they just pick up and go. It's instant gratification." Beth has a B.S. in Computer Information Systems from Regis University, a Vocational Education certificate and, for good measure, a SCUBA diving certificate. So if you feel you're in over your head in the realm of computers, Beth is just the one to help you get in the swim. Her "day job" keeps her teaching skills up to speed, too. She provides computer technical support for the National Snow and Ice Data Center, which explains her affection for warm sunny places and beaches.

A. Windows/Intel Track

1. CAPC 100 Introduction to the PC
2. CAPC 203 Windows 95 Level I

B. Macintosh Track

1. CAMC 100 Introduction to the Macintosh

C. UNIX Track

1. CACS 211 Introduction to UNIX
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)

- CACS 414 NetWare/AppleShare Administration
- CACS 415 UNIX System Administration
- CACS 304 Introduction to Windows NT 4.0 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.

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Cat Brant is a programmer for Eastman Software in Boulder. She says, "We're considering using Java at work for its Internet applications," so she's taking Brian DeCamp's class to get up to speed. "I think the course is great. He's very good," she notes.



THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

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

Dale Heuer, MBA

Section 301: Wednesday, September 3, 6-8 p.m. plus lab sections. Please indicate lab preference (30A or 30B) at registration: Lab Section 30A: Wednesdays, September 10-October 8, 6-8 p.m. Lab Section 30B: Wednesdays, September 10-October 8, 8-10 p.m.

Beth Sigren, B.S.

Section 302: Wednesday, September 24, 6-8 p.m. plus lab sections. Please indicate lab preference (30C or 30D) at registration: Lab Section 30C: Wednesdays, October 1-29, 6-8 p.m. Lab Section 30D: Wednesdays, October 1-29, 8-10 p.m.

John Dick, Ph.D.

Section 303: Thursdays, October 16, 6-8 p.m. plus lab sections. Please indicate lab preference (30E or 30F) at registration: Lab Section 30E: Thursdays, October 23-November 20, 6-8 p.m. Lab Section 30F: Thursdays, October 23-November 20, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$120.

CACS 201 Concepts of Computer Information Technology

The high tech industry is young, growing and filled with opportunity. Through discussion and demonstration the class will cover: the evolution of computers and their current role at the heart of today's technology, the Information Age including the Internet, Intranet and Extranet, a look at the technologies that are changing the way we work and live, critical technology issues and decisions, and how to identify the best career opportunities in this exciting field. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Cherie Quaintance

Section 300: Thursdays, September 4-October 9, 6-9 p.m. 6 sessions. University Computing Center 123. \$200.

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.

Chris Mattson

Section 300: Saturdays, November 15 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$160.

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 300: Thursdays, October 30-November 20, 6-9 p.m. 4 sessions. University Management Systems 001. \$160.

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

Section 301: Wednesdays, October 1-29, 6-9 p.m. 5 sessions.

Section 302: Saturdays, November 1 and 8, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 123. \$190.

CACS 305 Computer Architecture

This course introduces the fundamentals of computer architecture, starting with the logical hierarchy. It also addresses how individual components, such as CPUs, memory, hard drives, video cards, network adapters and other peripherals interact with each other on various platforms. Hardware standards are examined for each of the platforms including PCI, Nubus, SCSI, IDE, and enhanced IDE. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Dave Bodnar

Section 300: Mondays and Wednesdays, September 8-17, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

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 300: Monday and Wednesday, November 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 123. \$165.



NETWORKS - CONTINUED**CACS 323
Network Operating Systems**

Examines 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 321 Network Administration or equivalent.

Willie Hutton and Andy Rumer

Section 300: Thursdays, October 30-November 20, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

**CACS 304
Introduction to Windows NT 4.0
Administration**

A technical hands-on course focusing on concepts necessary for installing and running Windows NT Workstation and Server in a simple small office environment. Topics include planning and installation, file systems and disks, application issues, printing, backups and performance tuning and optimization.

Prerequisites: CACS 303 Computer Operating Systems and CACS 323 Network Operating Systems or equivalent. **Required text:** *Inside Windows NT Server 4*, Heywood, University Bookstore, UMC 10.

Andy Rumer

Section 300: Saturdays, December 6 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**CACS 322
Lotus Notes**

This Lotus Notes class is for the beginner who would like to learn more about using the basic Lotus Notes features. The lecture-lab course will cover exploring the desktop, understanding notes applications and uses, example applications, Using Lotus Notes Mail: sending mail, addressing mail, formatting messages, sending mail to the Internet, Using Lotus Notes Discussion Database: creating threaded discussions, deleting documents, formatting rich text documents, and Exploring Notes Applications & Domino.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent. Knowledge of other applications, such as Word or Excel is suggested.

Jeff Woodruff

Section 300: Tuesday and Thursday, September 23 and 25, 6-9 p.m. 2 sessions. University Computing Center 124. \$115.

**CACS 414
NetWare/AppleShare Administration**

This course gives you a broad overview of network administration for Macintosh and PC networks. Learn how to manage networks efficiently and effectively. Through class discussions, group assignments and examples, you will learn the basic responsibilities of network administrators, types of networks, how network connections are made using NetWare and AppleShare, how file structures on a server differ from stand alone systems. Examine issues such as network security, backups, set up of network printers, and utilities. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Michelle Sharon

Section 300: Mondays, October 20, 27, November 10 and Wednesday, November 19, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

Clayton Seeley is a new graduate (Computer Science from C.U.) with a new job at Visual Numerics in Gunbarrel. He is one of 13 staff members VNI is sending to Brian DeCamp's Intermediate Java class.

**CACS 415
UNIX System Administration**

This course offers an in-depth coverage of the fundamental aspects of UNIX system administration, such as management of users, installation and troubleshooting of software and hardware, and effective backup and security schemes. As system administration is a widely varied field, the course will include several more advanced topics such as an overview of network management as well as suggestions for effective system monitoring schemes, particular setup strategies and other "tricks of the system administration trade." **Prerequisite:** CACS 211 Introduction to UNIX or equivalent and users level knowledge of file ownerships, directories, permissions, basic commands and editors.

John Bevilacqua and Lucky Vidmar

Section 300: Wednesdays, November 5-December 10 (skip November 26), 6-9 p.m. 5 sessions. University Computing Center 123. \$275.

THE INTERNET**CACS 230
Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Dale Heuer

Section 301: Thursdays, September 11 and 18, 6-9 p.m. 2 sessions.

Michelle Munroe

Section 302: Wednesday, October 1, 9 a.m.-4 p.m. 1 session.

Section 303: Wednesday, October 29, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$105.

**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 301: Mondays, October 6-20, 6-9 p.m. 3 sessions.

Michelle Munroe

Section 302: Tuesday and Thursday, November 11 and 13, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$140.



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

Section 301: Tuesdays, October 14-28, 6-9 p.m. 3 sessions.

Section 302: Mondays, November 3 and 10, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$140.

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 (CGI) 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

Section 300: Wednesday, December 3, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$105.

CACS 334 Design Techniques for Web Sites

Learn the similarities and differences between designing for print and designing for the web. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include: visual appeal and effectiveness, today's technological realities, typography, and color theory. This course will be held in the Macintosh lab. PC users are encouraged to attend. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Becky Milmoie

Section 301: Friday, October 24.

Section 302: Monday, November 10.

All Sections: 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

CACS 335 Firewalls and Internet Security

This course surveys the major threats faced on the Internet today and describes the mechanisms available to combat them, including encryption, authentication technologies, and Internet firewalls. The course then focuses on Internet firewalls: how they work, what they can do, what they can't. Different families of Internet firewalls are examined and compared, as are different firewall topologies. **Prerequisite:** CACS 230 **Internet Fundamentals** or equivalent.

Cricket Liu

Section 300: Mondays, November 3-24, 6-9 p.m. 4 sessions. University Computing Center 126. \$140.

CACS 336 Introduction to JavaScripting

Learn how to apply JavaScript to enhance web pages. Topics include objects accessible with JavaScript, event handlers, syntax, and how to construct basic JavaScript programs to add features to web pages, such as scrolling marquee, document dates, form checking routines, creation of frames and windows and confirmation events. Hands-on exercises will be used to apply this information to practical problems facing web developers today. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Joe Betts

Section 300: Tuesdays, December 2-16, 6-9 p.m. 3 sessions. University Computing Center 126. \$140.

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 **Introduction to Hypertext Mark-up Language (HTML)** or equivalent.

Art Smoot

Section 300: Wednesday, December 10, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$140.

Charlene Curtis-Dihel has taken a number of computer applications courses through Continuing Education: C, UNIX, and now Intermediate Java. "And I plan on taking two more next time." Charlene is a technical support engineer, one of a group of VNI employees who are boning up on Java. She says that VNI's new JWAVE product is a Java interface to the company's wave product, and Java fluency will help her support customers more easily.



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 and Andy Rumer

Section 300: Mondays, September 22-October 13, 6-9 p.m. 4 sessions. University Computing Center 123. \$160.

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

Section 300: Tuesdays, September 2-October 14, 6-9 p.m. 7 sessions. University Computing Center 123. \$300.

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

Section 300: Tuesdays, October 28-November 25, 6-9 p.m. 5 sessions. University Computing Center 123. \$275.

CACS 312

Hands-On UNIX

This course offers a unique opportunity for learning the basics of the UNIX Operating System while using it. The emphasis of the course is on finding the best ways to utilize a UNIX environment for programming, internet connectivity, and other daily tasks. The course will cover UNIX fundamentals, such as the file and directory structure, essential commands, editors and shells. A selection of more advanced topics will include customization of the user environment, basic shell programming, and an overview of the different versions of UNIX available on the market today. **Prerequisite:** CACS 100 *Computer Literacy* or equivalent.

Lucky Vidmar

Section 300: Tuesday, Wednesday, Thursday, December 3-December 11, 6-9 p.m. 5 sessions. University Computing Center 127. \$200.

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

Section 301: Mondays and Thursdays, September 25, 29 and October 2, 6-9 p.m. and Saturdays, September 27 and October 4, 9 a.m.-5 p.m. 5 sessions. Hellems 247. \$300.

Section 302: Monday, Tuesday, Thursday, November 6, 10, 11, 13, 6-9 p.m. and Saturdays, November 8, and 15, 9 a.m.-5 p.m. 6 sessions. Hellems 247. \$300.

CACS 241

Hands-On C

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, reinforces the basic principles of structured programming and provides an introduction to C for all levels. This 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. Call 492-5148 for the title of the required text.

Charry Stover

Section 301: Mondays and Thursdays, October 9, 13 and 16, 6-9 p.m. and Saturdays, October 11 and 18, 9 a.m.-5 p.m. 5 sessions.

Susan Ramirez

Section 302: Saturdays, November 22-December 13 (skip November 29), 9 a.m.-5 p.m. 3 sessions.

All Sections: University Management Systems 001. \$300.



Jennifer Foster is a programmer for Access Health Services. She says that there's a general belief that Java is an important tool for any programmer. And, "It's a tool we are considering using, so I was interested in getting some training."

CACS 242**Introduction to Application Programming**

A more intensive first programming course structured after the University's CSCI-1200 programming course. It covers techniques used in designing common algorithms to solve practical problems. Topics include functions with parameter passing, objects, data structures, files, and classes. It should 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 Pascal and 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:** *Turbo Pascal*, 3rd Edition, Savitch, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 300: Tuesdays and Thursdays, September 16-October 14 (skip October 9), 6-9 p.m. 8 sessions. University Management Systems 001. \$300.

CACS 342**Intermediate Application Programming**

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Topics include pointers, dynamic data structures, multi-dimensional arrays, linked lists, recursion, trees, and A/I. The course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 Introduction to Application Programming, or equivalent. **Recommended text:** *Turbo C++*, Adams, Sanford Leestma and Larry Nyhoff, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 300: Tuesdays, October 21-December 9, 6-9 p.m. 8 sessions. University Management Systems 001. \$300.

CACS 243**Introduction to C for Programmers**

Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. We will see how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logons for university computers are provided for those with no access to their own C compiler. **Prerequisite:** Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 241 Hands-On C. **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, September 8-October 20, 6-9 p.m. 7 sessions. Hellems 211. \$300.

CACS 343**Intermediate/Advanced C Programming**

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts. **Prerequisite:** CACS 243 Introduction to C Programming or equivalent (10,000+ lines of C code) and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, November 3-December 1, 6-9 p.m. 5 sessions. Hellems 211. \$275.

CACS 244**Introduction to Object-Oriented Programming in C++**

C++ is an extension of the C language that supports object-oriented (O-O) programming. This course will focus on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and will show how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). **Prerequisite:** CACS 343 Intermediate/Advanced C Programming or equivalent.

Carol J. Meier, M.S.

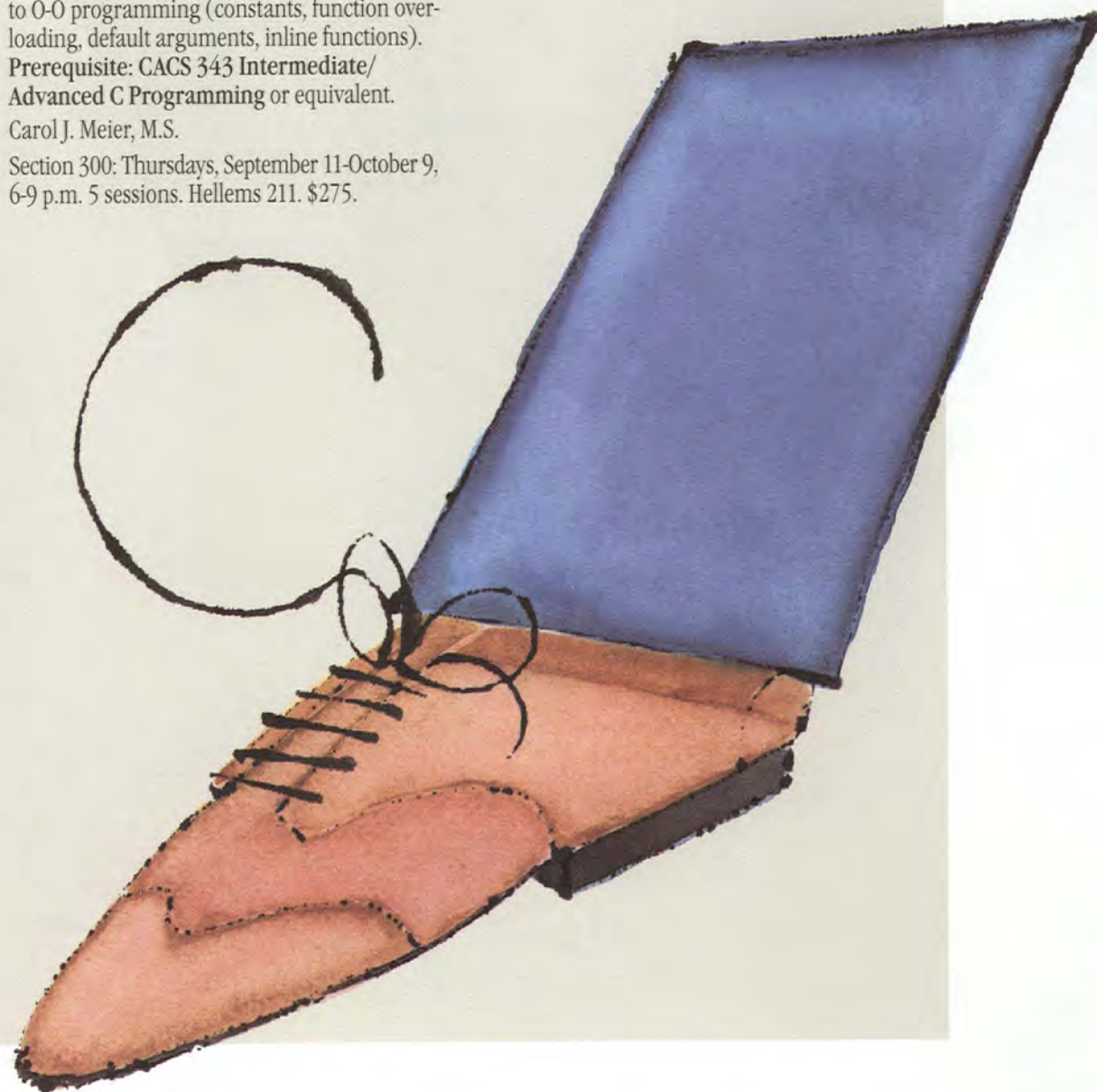
Section 300: Thursdays, September 11-October 9, 6-9 p.m. 5 sessions. Hellems 211. \$275.

CACS 344**Intermediate/Advanced C++ Programming**

This course continues the treatment of C++ and object-oriented programming. First, it covers features that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. The second half of the course completes the treatment of C++, covering multiple inheritance, templates and exceptions in detail, and introducing the Standard Template Library (STL). We address the subtle questions 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. Exception handling policies and mechanisms are covered. The STL concept of "generic programming" (iterators, collections and algorithms) will be covered. **Prerequisite:** CACS 244 Introduction to Object-Oriented Programming in C++ or equivalent.

Dave Leberknight and Ron LeMaster

Section 300: Thursdays, October 16-December 11 (skip November 27), 6-9 p.m. 8 sessions. Hellems 211. \$325.



**PROGRAMMING-
CONTINUED****CACS 246
A One-Day Tour of the Java
Programming Language**

This course will eliminate the hype surrounding Java and answer: What is Java? Why is everyone excited about it? Why is it so much fun? What about JavaScript? Why is it popular on the Web? What's an applet? Where did Java come from? How does it compare to C++? What features does it have? Why is it portable? What's wrong with it? What about performance? What is just-in-time compilation? How do I get Java? How is it licensed? What is 100% Pure Java? Who is Duke? And that's just the first hour. You will be able to evaluate Java's suitability for your projects. We'll explain, with program examples, language basics, O-O support, packages, interfaces, exceptions, dynamic loading, thread synchronization, inner classes, reflection, garbage collection, and native methods. Explore Java's libraries for I/O, data structures, networking, GUIs, applets, database, remote method invocation, I18N, media and more. As time permits we'll address security, standards, implementation, Java Beans, Java Spaces, Java Server, JavaOS, Java CC, JMPAL, JNDI, JTAPl, JFC, etc. **Prerequisite:** CACS 240 **Introduction to Programming** or intermediate experience with any common programming language. O-O experience helpful but not required. Language features will be presented at several levels to accommodate a diverse audience.

Carol J. Meier, M.S. and George Watson, Ph.D.
Section 301: Saturday, October 4, 9 a.m.-4 p.m.
Section 302: Saturday, November 15, 9 a.m.-4 p.m.
All Sections: 1 session. University Computing Center 123. \$105.

**CACS 247
Introduction to Object-Oriented
Programming Using Java**

This course introduces object-oriented (O-O) programming using the Java programming language to programmers familiar with the C language but not with O-O concepts. It will focus on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and will show how these are supported in Java (classes and objects, methods, dynamic method binding). As Java derives much of its syntax from C, knowledge of the C language is assumed and we will discuss the places Java differs from C. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! **Prerequisite:** CACS 243 **Introduction to C for Programmers** or equivalent. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Tuesdays, November 4-December 2, 6-9 p.m. 5 sessions. Hellems 211. \$275.

**CACS 347
Intermediate Java Programming**

This in-depth look at the Java programming language begins with an overview of the Java language then covers the basics of statements and expressions and progresses to inheritance, packages and interfaces, exceptions, and the Java virtual machine. 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: CACS 247 **Introduction to Object-Oriented Programming using Java** or fluency with object-oriented programming including inheritance and polymorphism is required. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Tom Cargill, Ph.D.

Section 300: Mondays, September 8-October 20, 6-9 p.m. 7 sessions. Hellems 201. \$300.

**CACS 447
Advanced Java Programming Topics**

This course examines some Java features and libraries in more depth. We will present the basic thread lifecycle and coarse granularity interaction between threads. The thread synchronization section addresses fine-grain synchronization between threads for concurrent programming. Inner classes, a convenience mechanism that exploits the fact that Java is a block-structured O-O language, will be explained. The complexity of the java.io library is tamed by understanding its symmetry and the patterns that it uses. The networking section covers both client and server stream and datagram communication using internet protocols. In the reflection section we look at the ability of a Java program to perform runtime discovery of its classes and their features for dynamic manipulation. **Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent, experience with complex, multi-layered software systems.

Tom Cargill, Ph.D.

Section 300: Tuesdays, November 4-December 2, 6-9 p.m. 5 sessions. Hellems 201. \$275.

**CACS 348
GUI Programming with the Java AWT**

This course presents the fundamentals of graphical user interface (GUI) programming in Java using the Abstract Window Toolkit (AWT). This course covers GUI programming for stand-alone applications and applets on Web pages using JDK 1.1 and provides the background for understanding Java Beans and additional GUI topics. Topics include: components, events, layout management, graphics, custom components, menus, dialogs, animation, images, sound, and features from 1.2 and the Java Foundation Classes. **Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming Using Java** or equivalent.

Geoff Thompson

Section 300: Mondays, November 3-December 8, 6-9 p.m. 6 sessions. University Computing Center 123. \$275.



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 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.

Valerie Parker

Section 301: Wednesdays, September 3-17, 6-9 p.m. 3 sessions. University Management Systems 001.

Section 302: Tuesday and Thursday, September 30 and October 2, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

John Dick

Section 303: Wednesdays, October 15-29, 6-9 p.m. 3 sessions. University Management Systems 001.

Section 304: Tuesday and Thursday, November 4 and 6, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$110.

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.

Valerie Parker

Section 301: Tuesdays, September 2 and 9, 6-9 p.m. 2 sessions.

Issy Kilbride

Section 302: Wednesday, September 24, 9 a.m.-4 p.m. 1 session.

Dale Heuer

Section 303: Wednesdays, October 22 and 29, 6-9 p.m. 2 sessions.

Valerie Parker

Section 304: Saturday, December 6, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$105.

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 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Jerry Reynolds

Section 301: Tuesday, September 23, 9 a.m.-4 p.m. 1 session.

Michelle Sharon

Section 302: Tuesday, October 7, 9 a.m.-4 p.m. 1 session.

Dale Heuer

Section 303: Wednesdays, November 5 and 12, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$105.

WORD PROCESSING

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 filenames, 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.

Michelle Sharon

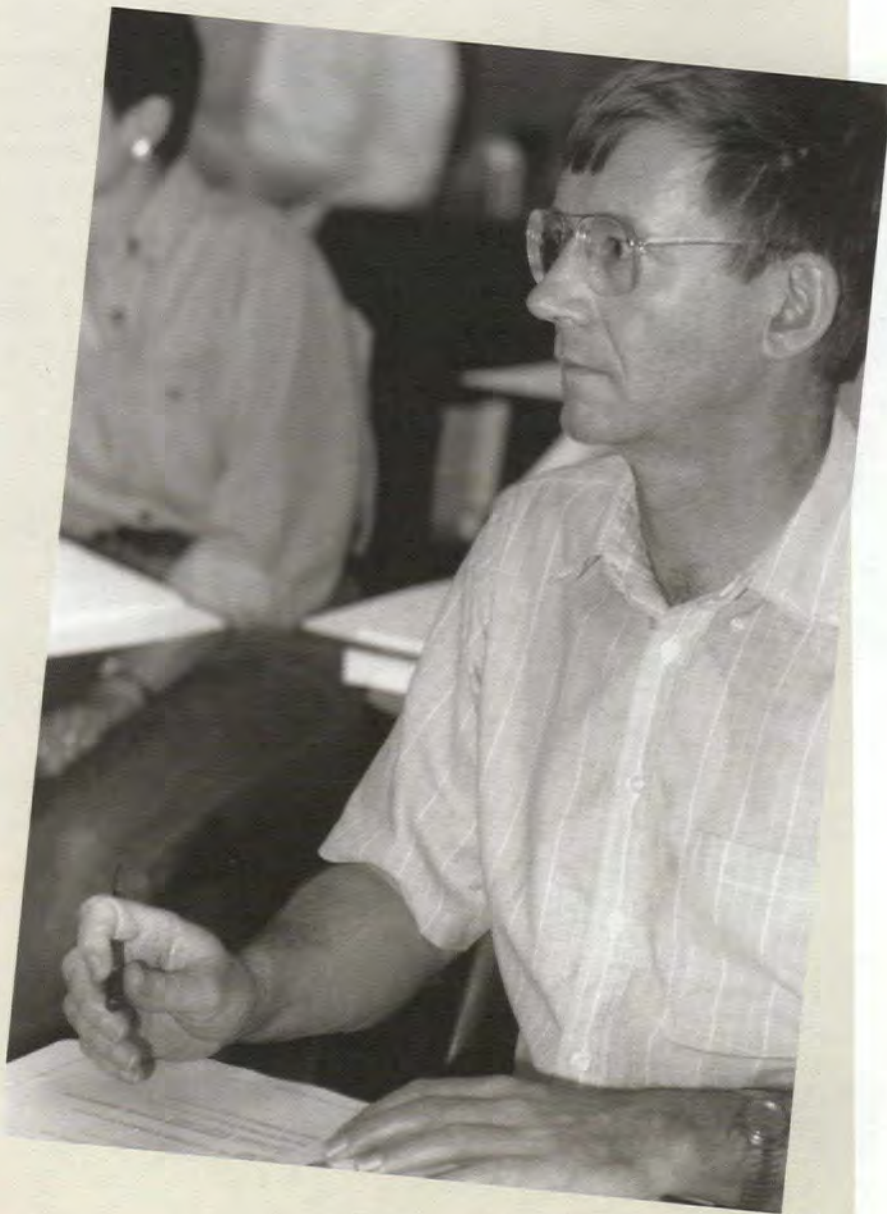
Section 301: Mondays, September 15-29, 6-9 p.m. 3 sessions. University Computing Center 126.

Lisa Kelly

Section 302: Wednesdays, October 8 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 303: Wednesdays, November 5 and 12, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$105.



John Broad works for Access Health Services. The company is considering using Java as a programming tool. The Intermediate Java class provides a helpful overview.

WORD PROCESSING- CONTINUED

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 213 Word for Windows 95 Level I or equivalent.

Lisa Kelly

Section 300: Monday, November 17, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

CAPC 413

Word for Windows 95 (7.0) Level III

Create and use Styles to automate repetitive tasks. Use built in Style headings to create a table of contents. Learn about Section formatting to control document layout. Explore the various Graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use WordArt and Draw to create graphics. Create template forms using text, date, drop down and check-box form fields, and text, date and number fields. **Prerequisite:** CAPC 313 Word for Windows 95 Level II or equivalent.

Lisa Kelly

Section 300: Tuesday, December 9, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

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.

Peggy Purvis

Section 300: Wednesdays, September 24-October 8, 6-9 p.m. 3 sessions. University Management Systems 001. \$140.

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 95 Level I or equivalent.

Peggy Purvis

Section 300: Saturdays, November 1 and 8, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$140.

Gary Chao is taking Brian DeCamp's course on Intermediate Java because "it's important for my career growth." A computer programmer for IBM in Boulder, Gary says that Java "will change the industry dramatically" because "there's a very good concept behind the language. Everybody is excited about it."

SPREADSHEETS

(Lotus 1-2-3 training is available on request.)

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.

J. Burke Taft

Section 301: Mondays, September 15 and 22, 6-9 p.m. 2 sessions. University Management Systems 001.

Chris Mattson

Section 302: Wednesday, October 8, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

Peggy Purvis

Section 303: Wednesdays, October 22 and 29, 6-9 p.m. 2 sessions. University Computing Center 126.

Michelle Sharon

Section 304: Monday, December 8, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

All Sections: \$105.

CAPC 334

Excel for Windows 95 (7.0) 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! Learn about such new integrated features as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel for Windows 95 Level I or equivalent.

Beth Sigren

Section 301: Wednesdays, November 5 and 12, 6-9 p.m. 2 sessions. University Management Systems 001.

Chris Mattson

Section 302: Wednesday, November 19, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

All Sections: \$105.

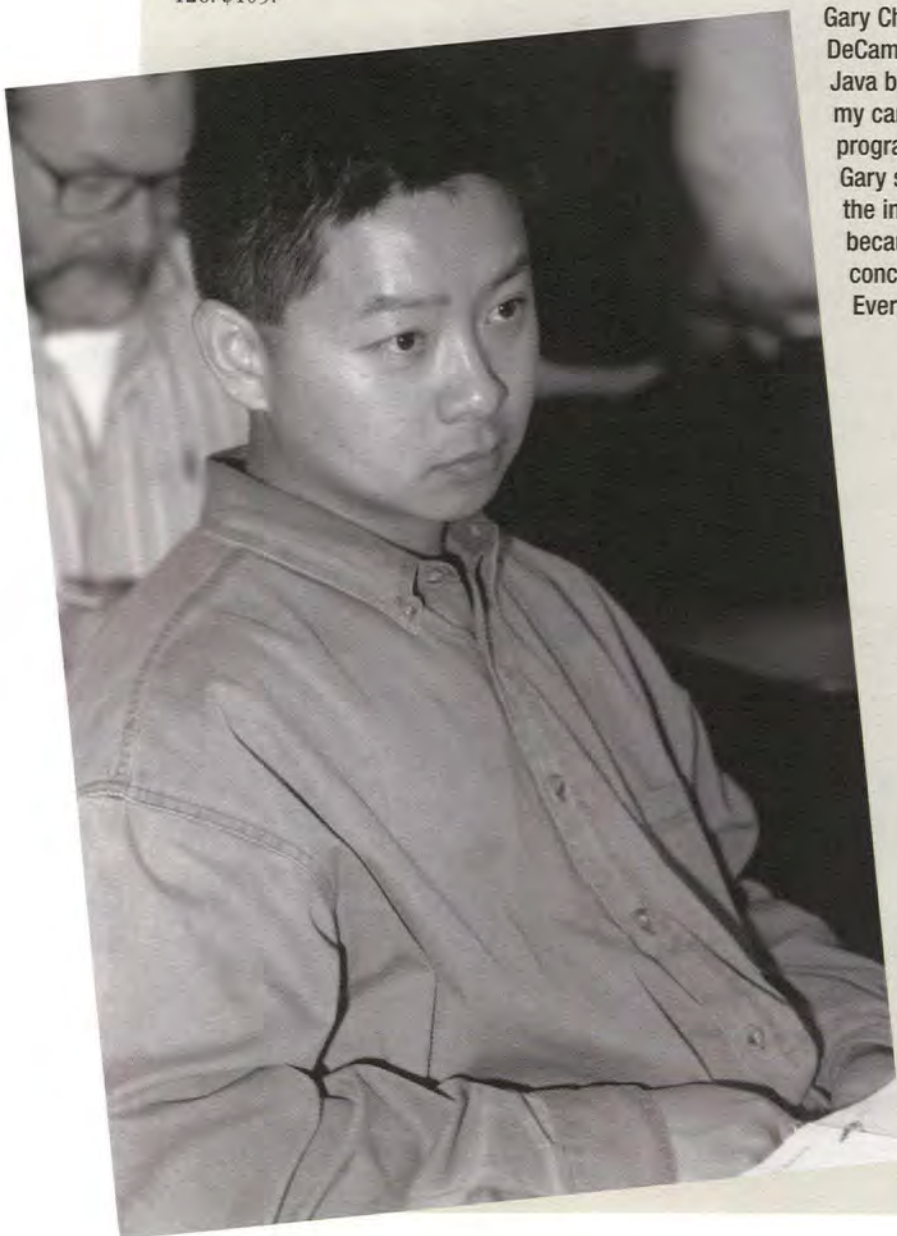
CAPC 434

Excel for Windows 95 (7.0) Level III

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel for Windows 95 Level II or equivalent.

Chris Mattson

Section 300: Wednesday, December 17, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$105.



CAPC 436**Excel for Windows 95 (7.0) Special Topics**

Take your Excel knowledge to the next level. This class is designed to introduce some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. You will also learn how to create forms, display data using advanced charting features, and generate maps with the data map tool. **Prerequisite:** CAPC 334 Excel for Windows Level II or equivalent.

Michelle Sharon

Section 300: Mondays, November 17 and 24, 6-9 p.m. 2 sessions. University Management Systems 001. \$105.

INTEGRATED SOFTWARE

CAPC 205**Microsoft Works for Windows 95 Level I**

Learn to use an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

John Dick, Ph.D.

Section 301: Saturdays, October 11 and 18, 9 a.m.-4 p.m.

Section 302: Saturdays, November 15 and 22, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 126. \$160.

PRESENTATIONS

CAPC 221**PowerPoint for Windows 95 (7.0)**

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 213 Word for Windows 95 Level I or equivalent.

Chris Mattson

Section 301: Tuesday and Thursday, October 14 and 16, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$140.

Dale Heuer

Section 302: Tuesdays, November 4-18, 6-9 p.m. 3 sessions. University Computing Center 126. \$140.

PROJECT MANAGEMENT

CAPC 343**Project for Windows 95 (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 234 Excel Level I for Windows 95 or CAMC 231 Excel for the Macintosh or equivalent.

Ulla Merz

Section 300: Saturdays, November 1 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$160.

FINANCIAL MANAGEMENT

CAPC 241**Quicken for Windows 95 (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.

Susan Erickson

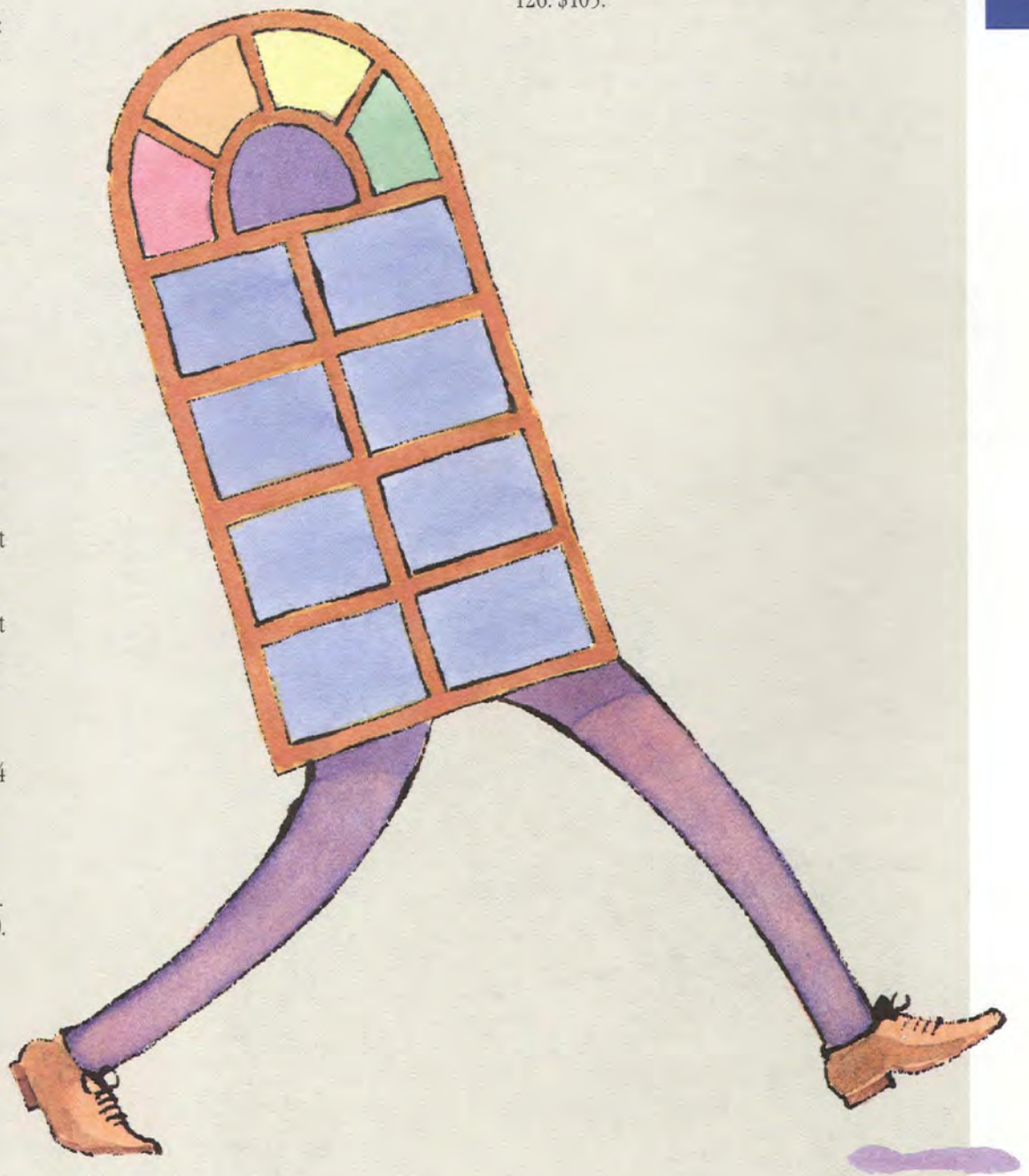
Section 300: Tuesdays, September 30 and October 7, 6-9 p.m. 2 sessions. University Computing Center 126. \$105.

CAPC 242**QuickBooks for Windows 95 (5.0)**

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

Section 300: Wednesday, November 12, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.



DATABASES

CAPC 251

FileMaker Pro for Windows 95 (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 300: Wednesday, October 22, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$105.

Instructor Brian DeCamp sees Java as a valuable general purpose language. In fact, he adds, a lot of people who have been writing in C++ might be happier in Java because it's more productive and easier to use. Bottom line? "Java doesn't allow you to make the really bad mistakes you can make in C++." Brian understands the learning needs of busy people. He does contract work for XVT Software, Inc., a software tools manufacturer. And he is also in the Ph.D. program in Cognitive Psychology at CU.

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 filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson

Section 301: Monday and Tuesday, September 8 and 9, 9 a.m.-4 p.m.

Section 302: Tuesday and Thursday, October 7 and 9, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 126. \$160.

CAPC 355

Access for Windows 95 (7.0) 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 255 Access for Windows 95 Level I or equivalent.

Chris Mattson

Section 301: Tuesday, November 18, 9 a.m.-4 p.m.

Section 302: Wednesday, December 3, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 126. \$105.

CAPC 357

Database Design Concepts

This course is intended for students of beginning and intermediate Access who would like insights into the processes of planning a database. The class introduces the student to the concepts of "Normalization" and the five normal forms. Study and emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 355 Access for Windows 95 (7.0) Level I or equivalent and a good working knowledge of the Microsoft Windows graphical user interface (GUI). A basic understanding of Excel for Windows is recommended.

Chris Mattson

Section 300: Mondays and Wednesdays, December 8-15, 9 a.m.-4 p.m. 3 sessions.

University Computing Center 126. \$200.

DESKTOP PUBLISHING

CAPC 271

PageMaker for Windows 95 (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.

Prerequisites: 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 300: Saturdays, October 4 and 11, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$190.

CAPC 371

PageMaker for Windows 95 (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 95 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 300: Saturdays, October 18 and 25, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$190.



CAPC 273**QuarkXPress for Windows 95 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:** CAPC 213 Word for Windows 95 Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Thursdays, September 25-October 16, 6-9 p.m. 4 sessions. University Computing Center 126. \$190.

CAPC 373**QuarkXPress for Windows 95 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:** CAPC 273 QuarkXPress for Windows 95 Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Wednesdays, November 5-19, 6-9 p.m. 3 sessions. University Computing Center 126. \$160.

CAPC 381**CorelDRAW! for Windows 95 (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 CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Monday and Tuesday, December 1 and 2, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$160.

CAPC 282**Photoshop for Windows 95 (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 300: Mondays, November 17-December 8, 6-9 p.m. 4 sessions. University Computing Center 124. \$160.

CAPC 382**Photoshop for Windows 95 (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 300: Fridays, December 5 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$160.

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 203 Windows 95 Level I or equivalent.

David Kingsley

Section 300: Tuesday and Thursday, September 30 and October 2, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

COMPUTER GRAPHICS**CAPC 281****CorelDRAW! for Windows 95 (7.0) Level I**

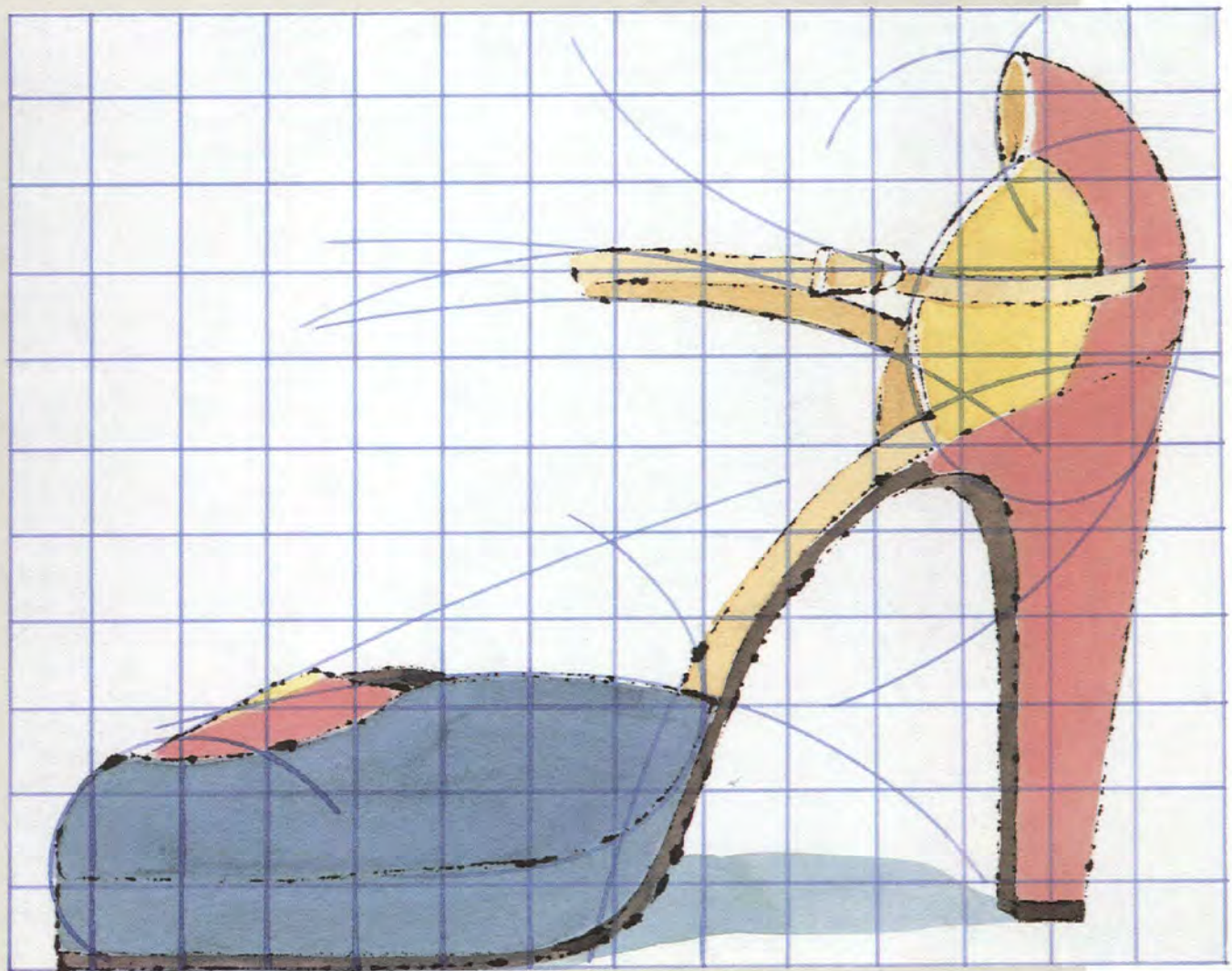
This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 301: Thursdays, September 25 and October 2, 9 a.m.-4 p.m. 2 sessions.

Section 302: Mondays, October 20-November 10, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 124. \$160.



COMPUTER AIDED DESIGN—CONTINUED

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

Section 301: Mondays and Wednesdays, September 8-October 1, 6-9 p.m. 8 sessions. University Computing Center 124. \$385.

David Kingsley

Section 302: Tuesdays and Thursdays, October 7-30, 6-9 p.m. 8 sessions. University Computing Center 124. \$385.

Bob Himes is a programmer employed by Keane, Inc., working on contract for IBM in Boulder. He's taken C++ and several other courses through Continuing Education. Now he's taking Intermediate Java and he likes it even better than C++. "It's simpler," he says. "It's not as easy to shoot your toes off."

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

Section 301: Mondays and Wednesdays, October 6-15, 6-9 p.m. 4 sessions. University Computing Center 124. \$275.

David Kingsley

Section 302: Tuesdays and Thursdays, November 4-13, 6-9 p.m. 4 sessions. University Computing Center 124. \$275.

CAPC 461

Computer Aided Design for Windows (R13) Level III

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered. **Prerequisites:** CAPC 361 Computer Aided Design for

Windows Level II or equivalent and some professional AutoCAD experience.

David Kingsley

Section 300: Tuesdays and Thursdays, November 18-December 9 (skip November 27), 6-9 p.m. 6 sessions. University Computing Center 124. \$300.

THE MACINTOSH SYSTEM

Also available this Fall will be Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 39.

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.

Scott Dixon

Section 301: Tuesdays, September 2-23, 6-9 p.m. 4 sessions.

Christie Roberts

Section 302: Saturdays, September 20 and 27, 9 a.m.-4 p.m. 2 sessions.

Issy Kilbride

Section 303: Tuesday and Thursday, September 30 and October 2, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$115.

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.

Scott Dixon

Section 301: Thursdays, October 9-23, 6-9 p.m. 3 sessions.

Issy Kilbride

Section 302: Tuesday and Thursday, October 21 and 23, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$140.

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 300: Tuesday and Thursday, November 4 and 6, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$140.



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 300: Wednesday, November 19, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

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.

J. Burke Taft

Section 301: Tuesdays, September 30 and October 7, 6-9 p.m. 2 sessions.

Section 302: Wednesday, October 15, 9 a.m.-4 p.m. 1 session.

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

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

Section 300: Wednesday, October 29, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

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.

J. Burke Taft

Section 300: Wednesday, December 10, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

INTEGRATED SOFTWARE**CAMC 205****Claris Works for Macintosh Level I**

Learn to use an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Newt Perdue

Section 300: Saturdays, November 15 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$115.

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

Section 300: Wednesday, September 17, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

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 Word for Macintosh Level I or equivalent.

Mary McGivern

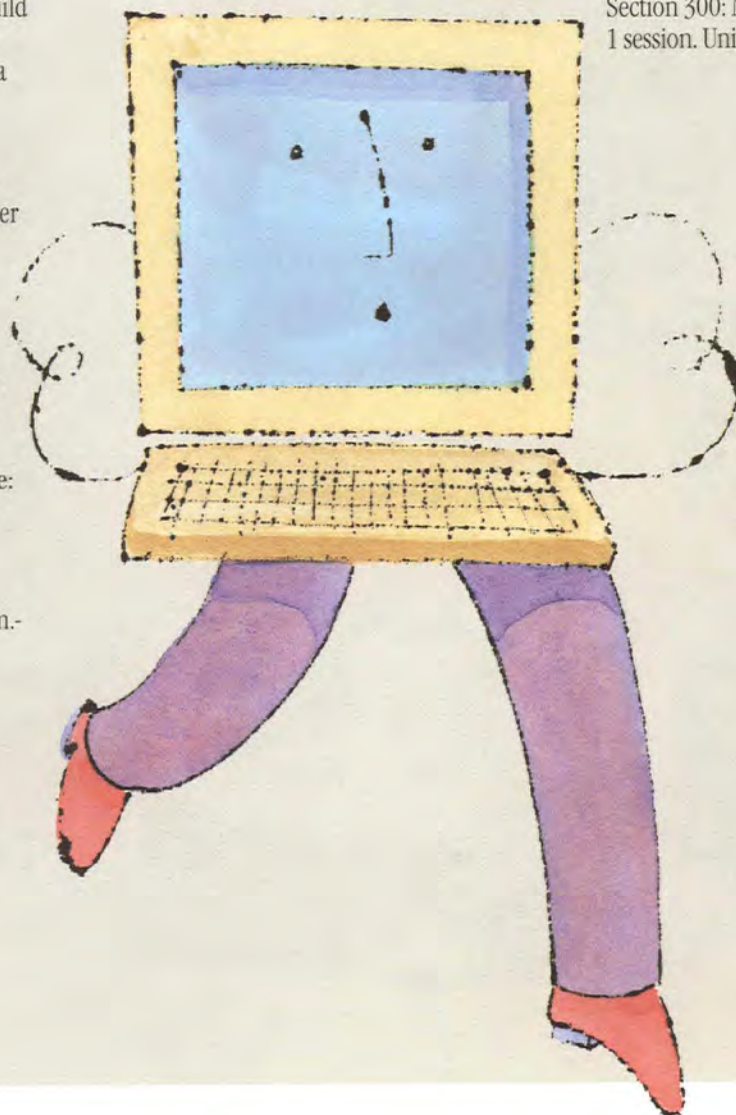
Section 300: Mondays, October 20 and 27, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$190.

CAMC 371**PageMaker for Macintosh (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:** CAMC 271 PageMaker for Macintosh Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Mary McGivern

Section 300: Monday, November 3, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.



DESKTOP PUBLISHING

- CONTINUED

CAMC 273**QuarkXPress for Macintosh 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 301: Mondays, October 6-November 3, 6-9 p.m. 5 sessions.

Becky Milmo

Section 302: Tuesday and Thursday, November 11 and 13, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$190.

Jim Heumann says "Everybody's doing Java these days." A programmer with XVT Software, he's taking Intermediate Java to keep his technical skills honed and because he believes he'll probably be writing Java code soon. "It's a hot technology," he says. He's taken a number of classes through Continuing Education and finds that "it's a really good way to stay in touch."

CAMC 373**QuarkXPress for Macintosh Level II**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAMC 273 QuarkXPress for Macintosh Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Mondays, November 17-December 8, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

CAMC 473**QuarkXPress for Macintosh Level III**

Go beyond the basics, beyond every day productivity, beyond keyboard shortcuts. Become a power-user by learning more of QuarkXPress' most powerful features. Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. In this class you'll learn to create your own diverse collection of custom design and production tricks. QuarkXPress has the tools, now all you need is the talent and a little instruction to make the most of your graphic design and production with this powerful industry-standard program. **Prerequisite:** CAMC 373 QuarkXPress for Macintosh Level II or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Thursday, December 11, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

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

Section 300: Saturdays, October 4 and 11, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$160.

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 301: Tuesdays, October 14-November 4, 6-9 p.m. 4 sessions.

Christie Roberts

Section 302: Tuesday and Thursday, November 18 and 20, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$160.



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.

Christie Roberts

Section 300: Tuesdays, November 25 and December 2, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$160.

CAMC 482**Photoshop for Macintosh (4.0) Level III**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though! **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Saturdays, December 6 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$160.

CAMC 283**Illustrator for Macintosh (6.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.

Christie Roberts

Section 301: Thursdays, September 4-25, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

Section 302: Monday and Tuesday, October 13 and 14, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$160.

CAMC 383**Illustrator for Macintosh (6.0) Level II**

Explore advanced 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.

Christie Roberts

Section 300: Wednesdays, November 5 and 12, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$160.

CAMC 483**Illustrator for Macintosh (6.0) Level III**

An incredibly powerful drawing and design program, Adobe Illustrator is a must-have career skill for graphic design and illustration professionals. This class takes you beyond the basics, beyond the intermediate and into a new and advanced world of power-user skills and techniques. Taught in a workshop format, this class will help you learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in the latest version of Adobe Illustrator, making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 Illustrator for Macintosh Level II or equivalent.

Tim Meehan

Section 300: Tuesday, December 9, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$105.

MULTIMEDIA**CAMC 292****The CD-ROM Development Process: How to Create and Market Your Own**

This course is intended to instruct on the basic "how to get started" facts on making your own multimedia CD-ROM, replicating it and distributing it with a minimum of cost. It will provide help for individuals wanting to create and market a CD-ROM, businesses wanting a demo or marketing tool, businesses wanting to distribute valuable inventory or other data to remote sites, businesses with a need for training, hobbyists wanting an easy way to distribute their collection of images or other data, and even musicians wanting to create a demo Audio CD. It can be an easy and relatively inexpensive way to create a quality CD-ROM. A sample CD-ROM will be produced in class.

Newt Perdue

Section 300: Saturdays, November 1 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$115.

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

Section 301: Wednesdays, September 3-24, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

Section 302: Tuesdays, November 11-December 2, 6-9 p.m. 4 sessions. University Computing Center 127. \$160.

CAMC 391**Macromedia Director (4.0) Level II**

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students.

Prerequisite: CAMC 291 Macromedia Director Level I or equivalent.

J. Burke Taft

Section 300: Wednesday and Thursday, December 3 and 4, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$160.



CU Credentials help you put your best foot forward!

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.

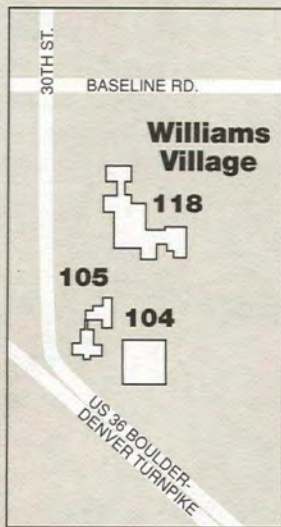
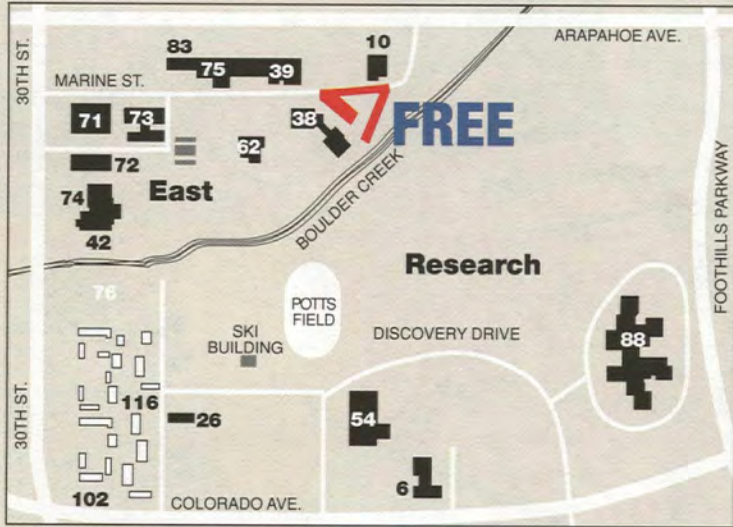
CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

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).

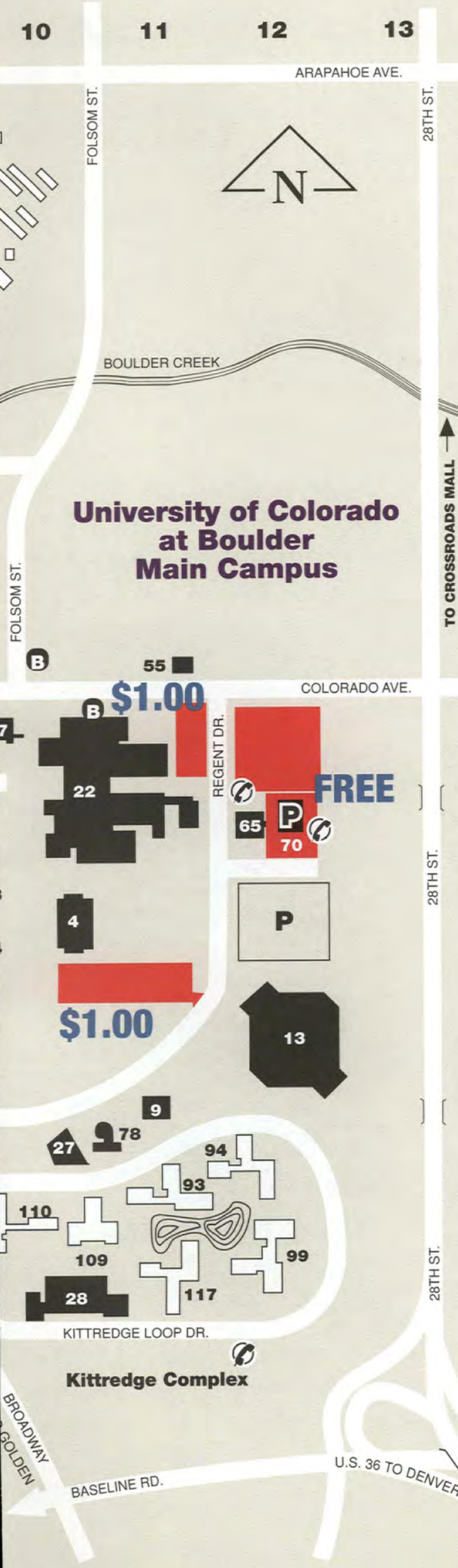
INTERNATIONAL ENGLISH CENTER

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.

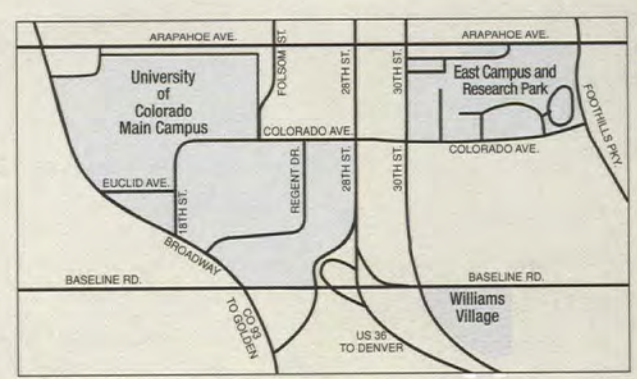




Legend	
	Streets (many main campus streets are limited access during certain hours)
	Limited access streets
	Major buildings
	Housing (residence halls and family housing)
	Pedestrian/bicycle underpass
	FREE Free parking after 5 p.m., and Saturdays
	\$1.00 \$1.00 parking after 5 p.m., and Saturdays. Bring 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 (L-3)
 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)
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 78. Sommers-Bausch Observatory (I-11)
 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)
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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)
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 102. Colorado Court (L-1)
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 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.
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 114. Reed Hall (H-10)
 115. Sewell Hall (D-5)
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 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 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for noncredit and certificate courses.

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

4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 800-331-2801.

5. USE CU CONNECT FOR BOULDER EVENING COURSES. See page 57 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

Entrepreneurship

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 492-5500 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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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 or Summer, 1997 semester, simply call (303) 492-5148 between 8:30 a.m. and 5 p.m. and ask to be activated for the current semester. (Note: if you have elected to have directory information withheld, the privacy code on your record will prevent the registration staff from activating you over the telephone.) If you did not register for Boulder Evening or SAVE for Spring or Summer and you wish to use CU Connect, simply return the registration form on page 59. 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 **977**
- ▶ 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?
<input type="text" value="2"/> <input type="text" value="*"/>	_____	<input type="text" value="#"/>	_____	_____	_____
<input type="text" value="2"/> <input type="text" value="*"/>	_____	<input type="text" value="#"/>	_____	_____	_____
<input type="text" value="2"/> <input type="text" value="*"/>	_____	<input type="text" value="#"/>	_____	_____	_____
<input type="text" value="2"/> <input type="text" value="*"/>	_____	<input type="text" value="#"/>	_____	_____	_____
<input type="text" value="2"/> <input type="text" value="*"/>	_____	<input type="text" value="#"/>	_____	_____	_____

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.)

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/evenced

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 (977 for fall) 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 Fall 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.

<p>YOU</p> <p>Dates of continuous physical presence in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of employment in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>List exact years for which Colorado income taxes have been filed _____</p> <p>Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of active duty military service, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates stationed in Colorado (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Date of your marriage, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Date current Colorado driver's license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Issue date of previous Colorado license, if applicable (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>List exact years of Colorado motor vehicle registration _____</p> <p>Date of Colorado voter registration (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Dates of ownership of any Colorado residential property (mo./day/yr.) _____ / _____ / _____ to _____ / _____ / _____</p> <p>Are your parents separated or divorced? Yes _____ No _____</p>	<p>CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p> <p>_____ / _____ / _____ to _____ / _____ / _____</p>
--	---

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.

Have you ever been convicted of a felony (other than a traffic violation)? No Yes

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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University of Colorado at Boulder

Division of Continuing Education

1221 University Avenue

Campus Box 178

Boulder, Colorado 80309-0178

Instruction offered as part of the Statewide Extended Studies Program.

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



The Next Step.

If you want to get somewhere, the most important step is the next step. It can be small. It can be careful. Or it can be bold. But without it, you're stuck, stalled in a sea of good intentions and brilliant excuses. So stop wondering and worrying. And do what comes logically. Sensibly. Naturally. Pick up one foot and extend it forward until your weight shifts imperceptibly and gravity kicks in and you feel the flow of familiar motion, the reassuring power of self-directed action.

If it's time for you to take the next step, we can help. Our advisors are helpful at navigating the academic side of career hopes and dreams. We specialize in helping people do what they need to do. To go where they want to go.

THE DIVISION OF CONTINUING EDUCATION

WE HAVE TIME FOR YOU.

