Turn Over a New Leaf

University of Colorado at Boulder
Continuing Education
Fall 1989
Schedule of Courses, Seminars and Workshops
Continuing Education Gives You Lots of Ways To Grow

Whether you're seeking college credit or professional enhancement, an opportunity to improve your skills, or new ways to enrich your life, Continuing Education courses can open new paths.

Here are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses are taught by instructors who enjoy sharing their knowledge with you.

Check the complete line-up of classes in the Index, inside back cover.

Four Easy Ways To Register

1. Phone registration's easy if you'd like to charge your noncredit courses to Visa or MasterCard. Call 492-6316 (after September 29, 492-5146) or 1-800-332-5839 with completed registration form, page 69, and charge card in hand.
2. Fax your registration. When charging a course, send page 69 for noncredit; both front and back page 71 for credit. Our fax number is 492-3962.
3. Register by mail for any noncredit or certificate class or three hours of Boulder Evening Credit classes. A postage-paid envelope is enclosed and registration forms are on page 69 for noncredit and page 71 for credit.
4. Or come to the Continuing Education Office, 1221 University Avenue, between 9:00 a.m. and 6:00 p.m. Monday through Thursdays or 5 p.m. on Fridays.

Costs vary from class to class and tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash, or check.
Where Are Courses Given?

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

Credit Programs

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

- Boulder Evening Credit Classes
- For university courses at convenient evening hours.
- Independent Study Programs
- Independent study by correspondence and individualized instruction lets you learn at home.
- Center for Advanced Training in Engineering and Computer Science (CATECS)
- Earn a Masters degree or graduate credit with courses televised live to your worksite.

Professional Enhancement:

Certificate Programs

To polish your skills or acquire new ones, enhance your current career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.

- Or earn an Achievement Certificate in
  - Commercial Design
  - Computer Applications and Computer Graphics
  - Management Development

Learning For Learning’s Sake:

Noncredit Courses

The broad range of noncredit courses, offered at convenient evening and weekend hours, mean 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.

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.

Other Questions?

Call us at 492-5148 or 1-800-432-5839 if you need help or additional information. You can reach us between 9:00 a.m. and 6:00 p.m. Monday through Thursdays or 5 p.m. on Fridays.
Boulder Evening Credit Classes .............................................. 4
   University-level courses for the working person. Most classes are offered during the early
evening hours and carry full university credit.

Management Development Certificate Program ................................ 18
   For people who want to move into management positions or increase their management
   skills. Evening and weekend classes to accommodate busy schedules.
   Boulder .................................................. 20
   Longmont .............................................. 22

Certificate in Computer Applications ........................................... 24
   Designed to create the awareness and skills vital to success in our information age, use
   of computers and electronic information systems.

Certificate in Commercial Design .............................................. 34
   How to use microcomputers for designing and drawing.

Certificate in Commercial Design .............................................. 38
   For the new or continuing student in the growing field of graphic design. Covers skills
   needed in illustration, art, advertising, publishing, and other areas.

Noncredit Courses .............................................................. 42
   Noncredit courses to satisfy your curiosity, help you meet career or lifestyle goals,
or expand your artistic skills.

Special Professional Programs ................................................. 58
   Specially developed training seminars for business and industry, government agencies,
   and service organizations.

Video Teleconferencing ......................................................... 60
   Special television linkups made possible by our state-of-the-art satellite receiving dish
   and teleconferencing system.

Real Estate Education Program ................................................. 64
   A statewide program administered by the University of Colorado and sponsored by the
   Colorado Real Estate Commission and the Colorado Association of Realtors.

Independent Study Programs .................................................... 68
   College correspondence courses, Individualized Instruction, Childhood Education series,
   Telecourses, and more.

Center for Advanced Training in Engineering and Computer Science (CATECS) .... 69
   Graduate-level courses for off-campus students, presented by live television broadcast
   or on videotape.

International English Center ................................................... 72
   English as a second language.

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Boulder Evening Credit Classes

The Division of Continuing Education offers a special way for you to make the most of your time, whatever your working schedule. If there's no time for classes during the day, you can still make the most of your evenings.

You can earn full undergraduate University credit in classes with top-notch instructors. You join a diverse group of people united by their interest in personal and professional development.

You can then get started working toward the degree of your choice. Please note that each school or college will apply only a certain number of credit hours — usually 12 — toward a degree. Once you reach the maximum, the next step is applying for admission as a degree student. If you are thinking about applying to CU, please purchase a current catalogue for admission requirements.

Eligibility: You need no previous college experience — just a high school diploma or a GED. Persons on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, the College of Environmental Design, or the College of Business may not enroll.

Residency: Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for $60 per credit hour. Residency makes a difference only when you are signing up for 4 or more credit hours.

If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked to document where you've lived for the past year.

Under 21? If you're not 22 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents aren't Colorado residents, you may establish your own Colorado residency by petitioning the University for status as an emancipated minor.

If you believe your initial classification is incorrect, please feel free to discuss your status with the Classification Coordinator at 492-5148.
Tuition: Resident tuition is $60 per credit hour. Some courses requiring special equipment or materials may be slightly higher.

If you’re not a Colorado resident and want to register for 4 or more credit hours, you’ll be charged non-resident tuition. Please refer to Survival Tip on page 15 for more information.

Privileges: Total library services are yours once you enroll at no additional charge. As a Boulder Evening Credit student, you are also eligible for:

- Membership in the Recreation Center ($41 a semester)
- Wardenberg Student Health Services ($60 a semester)
- Hospitalization plan ($273 a semester)
- Photo IDs ($7 cash, checks with guarantee card, Visa, MasterCard)

If you’d like to sign up for any of these additional student benefits, simply take your registration receipt to the appropriate office.

Counseling Services: Free academic counseling is available to you if you are considering enrolling in a course. For planning your degree program, deciding on a major, considering seeking a degree at all, exploring your options, or charting an academic course, feel free to call 492-5145 for an appointment.

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design Room 2. (492-5091) or in Room 165 of the UMC. The Colorado Commission on Higher Education also provides some tuition assistance to eligible students and these applications are also available from the Office of Financial Aid.

Veteran Benefits: As an eligible veteran or dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veteran’s Affairs Office, Room 165, University Memorial Center, or call 492-7322.

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

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

Pass/Fail Option: This option is not available for Boulder Evening credit courses.

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF showing at least half-time employment to registration beginning September 5.
## Credit Classes Calendar — Dates You Should Know

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 7</strong></td>
<td>First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Tuesday 9-5 Friday.</td>
</tr>
<tr>
<td><strong>August 31-September 1</strong></td>
<td>Registration continues at the University Events/Conference Center 9 a.m. to 4 p.m.</td>
</tr>
<tr>
<td><strong>September 4</strong></td>
<td>Labor Day Holiday. NO CLASSES.</td>
</tr>
<tr>
<td><strong>September 5</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>September 11</strong></td>
<td>LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a &quot;W&quot; on student's academic record.</td>
</tr>
<tr>
<td><strong>September 12</strong></td>
<td>Instructor's signature required to drop Session I classes,*</td>
</tr>
<tr>
<td><strong>September 15</strong></td>
<td>LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a &quot;W&quot; on student's academic record. Registration continues for Session II.</td>
</tr>
<tr>
<td><strong>September 18</strong></td>
<td>Instructor's signature required to drop Full Term classes.*</td>
</tr>
<tr>
<td><strong>September 25</strong></td>
<td>Petition required to drop Session I classes.</td>
</tr>
<tr>
<td><strong>October 11</strong></td>
<td>Petition required to drop Full Term classes.</td>
</tr>
<tr>
<td><strong>October 19</strong></td>
<td>SESSION I TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>October 23</strong></td>
<td>SESSION I MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>October 30</strong></td>
<td>Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.</td>
</tr>
<tr>
<td><strong>November 3</strong></td>
<td>LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a &quot;W&quot; on student's academic record.</td>
</tr>
<tr>
<td><strong>November 6</strong></td>
<td>Instructor's signature required to drop Session II classes,*</td>
</tr>
<tr>
<td><strong>November 20</strong></td>
<td>Petition required to drop Session II classes.</td>
</tr>
<tr>
<td><strong>November 23-24</strong></td>
<td>Thanksgiving Holiday. NO CLASSES.</td>
</tr>
<tr>
<td><strong>December 5</strong></td>
<td>FULL TERM TUESDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 6</strong></td>
<td>FULL TERM WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 11</strong></td>
<td>FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 12</strong></td>
<td>FULL TERM TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 13</strong></td>
<td>FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASSES END. SESSION II MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 14</strong></td>
<td>FULL TERM THURSDAY CLASSES END. FULL TERM MONDAY AND THURSDAY CLASSES END.</td>
</tr>
<tr>
<td><strong>December 19</strong></td>
<td>SESSION II TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
</tbody>
</table>

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

### Refund Schedule

<table>
<thead>
<tr>
<th>Session</th>
<th>Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TERM</td>
<td>100% through September 15</td>
</tr>
<tr>
<td></td>
<td>60% September 16 through September 29</td>
</tr>
<tr>
<td></td>
<td>40% October 2 through October 13</td>
</tr>
<tr>
<td></td>
<td>NONE THEREAFTER</td>
</tr>
<tr>
<td>SESSION I</td>
<td>100% through September 8</td>
</tr>
<tr>
<td></td>
<td>60% September 9 through September 15</td>
</tr>
<tr>
<td></td>
<td>40% September 16 through September 22</td>
</tr>
<tr>
<td></td>
<td>NONE THEREAFTER</td>
</tr>
<tr>
<td>SESSION II</td>
<td>100% through November 3</td>
</tr>
<tr>
<td></td>
<td>60% November 4 through November 10</td>
</tr>
<tr>
<td></td>
<td>40% November 11 through November 17</td>
</tr>
<tr>
<td></td>
<td>NONE THEREAFTER</td>
</tr>
</tbody>
</table>
**Full Term Classes by Starting Date, Fall 1989**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAS</td>
<td>1110-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 2086</td>
<td>General Astronomy: The Solar System</td>
</tr>
<tr>
<td>ENGL</td>
<td>1108-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 210</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>HIST</td>
<td>2114-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 211</td>
<td>Western Civilization 1</td>
</tr>
<tr>
<td>HIST</td>
<td>2117-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 128</td>
<td>History of Colorado</td>
</tr>
<tr>
<td>MATH</td>
<td>1071-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 236</td>
<td>Math for Social Science and Business</td>
</tr>
<tr>
<td>MATH</td>
<td>1061-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>ECCR 140</td>
<td>Calculus for Social Science and Business</td>
</tr>
<tr>
<td>PHIL</td>
<td>1105-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PSCI</td>
<td>2222-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 267</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>PSYC</td>
<td>2303-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Ekeley EI280</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>PSYC</td>
<td>4456-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>ECCR 143</td>
<td>Psychology of Personality</td>
</tr>
<tr>
<td>THTR</td>
<td>1003-2</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 303</td>
<td>Introduction to Acting for Non-Majors</td>
</tr>
<tr>
<td>ARAB</td>
<td>1010-5</td>
<td>300</td>
<td>4:30-7 p.m.</td>
<td>Geology 308</td>
<td>Palestinian Languages I</td>
</tr>
<tr>
<td>FINE</td>
<td>1012-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Fine Arts CI75</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>FINE</td>
<td>2097-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Fine Arts N103</td>
<td>Special Topics: Drawing with Color &amp; Design</td>
</tr>
<tr>
<td>FINE</td>
<td>2423-3</td>
<td>300</td>
<td>6:30-9 p.m.</td>
<td>Fine Arts C170</td>
<td>Beginning Screen Printing</td>
</tr>
<tr>
<td>FINE</td>
<td>4107-3</td>
<td>300</td>
<td>6:30-8:30 p.m.</td>
<td>Fine Arts N161</td>
<td>Fine Black and White Printing</td>
</tr>
<tr>
<td>FINE</td>
<td>4171-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Fine Arts N162</td>
<td>New Directions in Photography: Color</td>
</tr>
<tr>
<td>MATH</td>
<td>0900-3</td>
<td>300</td>
<td>7:45-10:30 p.m.</td>
<td>ECCR 141</td>
<td>Pre-College Mathematics</td>
</tr>
<tr>
<td>MATH</td>
<td>1011-3</td>
<td>300</td>
<td>5:30-7:30 p.m.</td>
<td>ECCR 149</td>
<td>College Algebra</td>
</tr>
<tr>
<td>HEBR</td>
<td>1010-5</td>
<td>300</td>
<td>13 p.m.</td>
<td>(M,W)</td>
<td>11 a.m.-1 p.m.</td>
</tr>
<tr>
<td>HEBR</td>
<td>1020-5</td>
<td>300</td>
<td>11 a.m.-1 p.m.</td>
<td>(M,W)</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>CSCI</td>
<td>1200-5</td>
<td>300</td>
<td>6:30-8:30 p.m.</td>
<td>ECCR 036</td>
<td>Introduction to Programming 1 (Lecture)</td>
</tr>
<tr>
<td>MATH</td>
<td>1300-5</td>
<td>300</td>
<td>5:30-8 p.m.</td>
<td>ECCR 038</td>
<td>Analytic Geometry and Calculus 1</td>
</tr>
<tr>
<td>ANTH</td>
<td>2000-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 2085</td>
<td>Anthropology 1</td>
</tr>
<tr>
<td>COMP</td>
<td>1010-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ENVD 122</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>ECON</td>
<td>2010-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 236</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>EDUC</td>
<td>4820-3</td>
<td>301</td>
<td>5-8 p.m.</td>
<td>Ketchum 235</td>
<td>Workshop in Curricular and Instructional Development: Integrative Learning</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>301</td>
<td>7-10 p.m.</td>
<td>Hellems 251</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>HIST</td>
<td>1113-3</td>
<td>301</td>
<td>7-10 p.m.</td>
<td>ECCR 036</td>
<td>The History of England to 1660</td>
</tr>
<tr>
<td>HIST</td>
<td>4425-3</td>
<td>301</td>
<td>6-9 p.m.</td>
<td>Hellems 241</td>
<td>United States History, 1933-1968: The Era of Liberalism</td>
</tr>
<tr>
<td>JOUR</td>
<td>301-3</td>
<td>301</td>
<td>6:9 p.m.</td>
<td>Muenzinger 1096</td>
<td>Mass Media Writing</td>
</tr>
<tr>
<td>MATH</td>
<td>1000-3</td>
<td>300</td>
<td>5:30-7:30 p.m.</td>
<td>ECCR 141</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>MATH</td>
<td>1010-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Philosophy and Society</td>
</tr>
<tr>
<td>PSIC</td>
<td>2222-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 341</td>
<td>Biological Psychology 1</td>
</tr>
<tr>
<td>PSYC</td>
<td>4303-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>ECCR 143</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSYC</td>
<td>1001-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 267</td>
<td>Analyzing Society: Introduction to Sociological Ideas</td>
</tr>
<tr>
<td>CDSS</td>
<td>2244-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>Woodbury 1106</td>
<td>American Sign Language 3</td>
</tr>
<tr>
<td>FINE</td>
<td>1113-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Fine Arts N161</td>
<td>Basic Photography 1</td>
</tr>
<tr>
<td>FINE</td>
<td>1212-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Fine Arts N163</td>
<td>Basic Painting</td>
</tr>
<tr>
<td>MATH</td>
<td>0909-3</td>
<td>302</td>
<td>3:30-4:30 p.m.</td>
<td>Hellems 341</td>
<td>Pre-College Mathematics</td>
</tr>
<tr>
<td>COMM</td>
<td>2030-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 241</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>ENGL</td>
<td>3152-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>ECCR 138</td>
<td>Report Writing</td>
</tr>
<tr>
<td>GEOG</td>
<td>1103-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hunter 108</td>
<td>Dynamic Earth 1 — Introduction to Geology</td>
</tr>
<tr>
<td>HIST</td>
<td>1015-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 141</td>
<td>Contemporary Mass Media</td>
</tr>
<tr>
<td>PSIC</td>
<td>1103-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 143</td>
<td>Social Psychology of the American Political System</td>
</tr>
<tr>
<td>PSYC</td>
<td>2643-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 199</td>
<td>Child and Adolescent Psychology</td>
</tr>
</tbody>
</table>

**Monday Courses, Begin September 11 and End December 11**

**Monday and Wednesday Courses, Begin September 6 and End December 13**

**Monday and Thursday Courses, Begin September 7 and End December 14**

**Monday and Friday Course, Begins September 11 and Ends December 13**

**Tuesday Courses, Begin September 5 and End December 5**

**Tuesday and Thursday Courses, Begin September 5 and End December 12**

**Wednesday Courses, Begin September 6 and End December 6**

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**Boulder Evening Credit Classes**

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**Course No.**

**Time**

**Location**

**Course Title**

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**Monday and Wednesday Courses, Begin September 6 and End December 11**

**Monday and Thursday Courses, Begin September 7 and End December 14**

**Monday and Friday Course, Begins September 8 and Ends December 15**

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**Tuesday Courses, Begin September 5 and End December 5**

**Tuesday and Thursday Courses, Begin September 5 and End December 12**

**Wednesday Courses, Begin September 6 and End December 6**
### Boulder Evening Credit Classes

#### Full Term Classes by Starting Date, Fall 1989 con’t.

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLSL</td>
<td>1600-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellens 201</td>
<td>Religious Dimension in Human Experience</td>
</tr>
<tr>
<td>SOCY</td>
<td>1002-A</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Education 143</td>
<td>Deviance In U.S. Society</td>
</tr>
<tr>
<td>SOCY</td>
<td>4014-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellens 211</td>
<td>Criminology</td>
</tr>
</tbody>
</table>

### Session I Classes by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>1030-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Hellens 237</td>
<td>Principles of Anthropology 1</td>
</tr>
<tr>
<td>EDUC</td>
<td>4900-3</td>
<td>101</td>
<td>6-8 p.m.</td>
<td>Biosciences E113</td>
<td>Special Topis: Creative Learning</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>ECCR 208</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>FILM</td>
<td>3563-3</td>
<td>101</td>
<td>7-10 p.m.</td>
<td>North AV Room</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1963-3</td>
<td>101</td>
<td>7-10 p.m.</td>
<td>Guggenheim 3</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>KINE</td>
<td>2403-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>ECCR 1-16</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>SOCY</td>
<td>3024-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Hellens 141</td>
<td>Juvenile Delinquency</td>
</tr>
<tr>
<td>SOCY</td>
<td>4024-3</td>
<td>300</td>
<td>5-8 p.m.</td>
<td>Ketchum 234</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSYC</td>
<td>4406-3</td>
<td>300</td>
<td>6-30-9:30 p.m.</td>
<td>Biosciences E432</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>SOCY</td>
<td>1005-3</td>
<td>300</td>
<td>6-30-9:30 p.m.</td>
<td>Biosciences E431</td>
<td>Social Conflict and Social Values</td>
</tr>
</tbody>
</table>

### Session II Classes by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>1040-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Hellens 237</td>
<td>Principles of Anthropology 2</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3</td>
<td>201</td>
<td>5-8 p.m.</td>
<td>Biosciences E113</td>
<td>Special Topis: Creative Learning</td>
</tr>
<tr>
<td>ENGL</td>
<td>2011-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Hellens 271</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>GEOG</td>
<td>1963-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Guggenheim 3</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>KINE</td>
<td>2403-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>ECCR 1-16</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>PSYC</td>
<td>1001-3</td>
<td>200</td>
<td>6-30-9:30 p.m.</td>
<td>Biosciences E431</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>SOCY</td>
<td>2011-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Ketchum 234</td>
<td>Contemporary Social Issues and Human Values</td>
</tr>
<tr>
<td>HIST</td>
<td>4427-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Hellens 237</td>
<td>The Later American Frontier</td>
</tr>
<tr>
<td>SOCY</td>
<td>2013-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Economics 13</td>
<td>U.S. Values, Social Problems, and Change</td>
</tr>
</tbody>
</table>
Frank Konishi and wife Gladys retired to Boulder from the University of Illinois, but teaching nutrition classes helps keep him actively involved in the community.
### Anthropology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1040-3</td>
<td>Principles of Anthropology 2</td>
<td>Survey of the world's major culture areas; culture and its major components such as subsistence, social organization, religion, and language.</td>
</tr>
<tr>
<td>APAS 1110-3</td>
<td>General Anthropology: The Solar System</td>
<td>Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.</td>
</tr>
</tbody>
</table>

### Astronomry

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAS 1120-3</td>
<td>General Astronomy: The Solar System</td>
<td>Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.</td>
</tr>
</tbody>
</table>

### Biology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPOB 1210-3</td>
<td>Introduction to Physical Anthropology 1</td>
<td>Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence bearing on human evolution. Students may not receive credit for both ANTH 2010 and 2260. Approved for Arts and Sciences Core Curriculum: Natural Science.</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2200-3</td>
<td>Public Speaking</td>
<td>Covers the theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.</td>
</tr>
</tbody>
</table>

### Economics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1320-3</td>
<td>Economics 13</td>
<td>Emphasizes personal aspects of communication. Central topics include choice making, uncertainty/relationships, formal gathering, intimacy, and group programs.</td>
</tr>
</tbody>
</table>

### Engineering Center CR

<table>
<thead>
<tr>
<th>CR Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>Engineering Center CR 1-16</td>
<td>Includes field observations, analysis of actual conflicts, and experiences in intervention methods. Emphasizes practical communication works in conflict, reading and critiquing recent research in communication and conflict, and writing a major paper. Junior standing or above required. Prerequisites, two of the following: COMM 2030, 2150, or 3200. Same as COMM 5260.</td>
</tr>
</tbody>
</table>

### Environmental Design 122

<table>
<thead>
<tr>
<th>CR Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>Environmental Design 122</td>
<td></td>
</tr>
</tbody>
</table>

### Prerequisites

- Junior standing or above required.
- Two of the following: COMM 2030, 2150, or 3200.
Education

Education 4800-3
Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
This experimental course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients. We will explore a variety of ways to activate right brain functioning through multi-sensory learning, creative problem-solving techniques, and the expansion of creative imagination and humor. We will consider how creative learning experiences can enhance our daily lives — personally, academically, and professionally.
Session I - Section 101: Mondays and Wednesdays, 5-8 p.m., Biosciences E113. $188.
Session II - Section 201: Mondays and Wednesdays, 5-8 p.m., Biosciences E113. $188.

Education 4820-3
Workshop in Curricular and Instructional Development: Integrative Learning
This course provides information and practical strategies designed to motivate and energize anyone interested in the teaching, learning, and communication process. Participants will learn skills which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self-esteem. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, stress management, and numerous other suggestions for enhancing the learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.
Full Term - Section 301: Tuesdays, 5-8 p.m., Ketchum 235. $188.
Full Term - Section 302: Thursdays, 6-9 p.m., Engineering Center CR 1-09. $188.

Survival Tips
Once you register, you are obligated for the full amount of tuition you are assessed. Tuition is listed at the end of each course description.
English

**English 1191-3**
Introduction to Creative Writing
Introduction to the techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. Full Term - Section 301: Tuesdays, 7-10 p.m., Hellems 251, $180.
Full Term - Section 302: Thursdays, 7-10 p.m., Hellems 251, $180.
Session I - Section 100: Sundays and Wednesdays, 7-10 p.m., Engineering Center CR 9-08, $180.
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 271, $180.

*English 1260-3*
Introduction to Women’s Literature
Introduction to the study of literature by women in England and America. Both poetry and fiction are read, and varying historical periods are covered. Designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. Same as WMST 1260. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity. Full Term - Section 300: Thursdays, 6-9 p.m., Engineering Center CR 126. $180.

**English 1500-3**
Masterpieces of British Literature
Introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-twentieth-century English novel, and works by Chaucer and/or Milton. Approved for Arts and Sciences Core Curriculum: Literature and the Arts. Full Term - Section 300: Mondays, 6:30-9:30 p.m., Engineering Center CR 1-26. $180.

**English 2051-3**
Introductory Fiction Workshop
This course is a basic introduction to fiction writing techniques. Its workshop format makes it useful to both beginning and advanced writers. Students will write stories and discuss them in class. Instruction will also include topics such as getting and developing ideas, preparing manuscripts, and seeking publication. Students will read a variety of stories and theoretical works designed to help them develop their own sense of what makes good fiction. This course may be taken up to three times for credit. Full Term - Section 300: Thursdays, 7-10 p.m., Hellems 245, $180.

**English 3152-3**
Report Writing
Instruction and practice in various forms of reports, papers, and articles. Style and editing are emphasized. Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Engineering Center CR 126. $180.

**Film**

**Film Studies 3563-3**
Producing the Feature Film
Designed to give the student a behind-the-scenes look at the way production in the entertainment industry is structured and how it works. The class will: 1) survey the production process from development to distribution; 2) focus on the crucial role that script plays in the production process; 3) "pitch a story" to studio executives. The class will also focus on: 1) various contract negotiations and the budget process; 2) job functions, qualifications, and opportunities in the entertainment industry; 3) relationships between producer, director, the writer, analysis of selected films for production value, story structure and budget considerations. Screenings may include Hannah and Her Sisters, Top Gun, Ruthless People, and other current films. Session I - Section 101: Mondays and Wednesdays, 7-10 p.m., Norlin Library Audiovisual Room, $188. Session I - Section 102: Tuesdays and Thursdays, 7-10 p.m., Norlin Library Audiovisual Room, $188.

**Fine Arts**

**Fine Arts 1012-3**
Basic Drawing
Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1002. May not be repeated. Full Term - Section 300: Mondays and Wednesdays, 7-10 p.m., Fine Arts C175. $200.

**Fine Arts 1171-3**
Basic Photography I
An introduction to techniques and concepts of photography as art. Emphasis is on photography as a means to formal and expressive ends. Students must have an adjustable camera. For Fine Arts majors. May not be repeated. Full Term - Section 300: Tuesdays and Thursdays, 6:30-11 p.m., Fine Arts N161. $213.

**Fine Arts 1212-3**
Basic Painting
Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1012. May not be repeated. Full Term - Section 300: Tuesdays and Thursdays, 7-10 p.m., Fine Arts N103. $200.

**Fine Arts 2097-3**
Special Topics: Drawing with Color and Fantasy into Abstraction
This course is building on the skills of basic drawing introducing color, abstraction and fantasy into the picture. Using the formal and psychological power of color, students will unlock their creative spirits. Full Term - Section 300: Mondays and Wednesdays, 7-10 p.m., Fine Arts N103. $180.

**Fine Arts 2423-3**
Beginning Screen Printing
This is a silk-screening printing course which will cover hand-cut, drawn, and photo techniques. The importance of multiples will be stressed. Different inks and surfaces will also be covered. Full Term - Section 300: Mondays and Wednesdays, 6-9 p.m., Fine Arts C1870. $233.

**Survival Tips**

*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.*
**Fine Arts 4107-3**  
**Fine Black and White Printing**  
An intensive workshop-style course emphasizing a unified approach to the photographic process as an arena of aesthetic, personal expression. Topics include: negative controls and evaluation; selection of films, papers, and chemistry; test, control, and final printing; print manipulation; archival processes, toning; portfolios, mounting and finishing; and historical and contemporary contexts of fine printing. Techniques of concentration, critical analysis and previsualization will also be covered. Actual darkroom work is stressed heavily. The student should expect to spend about $250 in materials and must be competent in basic darkroom procedures. Instructor consent needed prior to enrolling.  
Full Term - Section 300: Mondays and Wednesdays, 6:30-8:30 p.m.,  
Fine Arts N163. $233.

**Fine Arts 4171-3**  
**New Directions in Photography: Color**  
Students will learn the history, theory, aesthetics and practice of color photography as a fine art medium. This class will utilize slides as well as the subtraction filter method of printing color negatives on color paper (type "C"). Students should expect to spend $200-250 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.  
Full Term - Section 300: Mondays and Wednesdays, 7-10 p.m.,  
Fine Arts N163. $220.

**Geography**

*Geography 1001-4*  
**Environmental Systems 1 — Climate and Vegetation**  
General introduction to the atmospheric environment of the Earth; the elements and controls of climate and their implications to hydrology, vegetation, and soils. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Guggenheim 3. $180.

*Geography 1011-4*  
**Environmental Systems 2 — Landforms and Soils**  
Introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Course has been expanded to include lab exercises which augment lecture themes by providing students hands-on experience with environmental data collection and analysis. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Guggenheim 3. $240.

*Geography 1082-3*  
**World Regional Geography**  
Using the interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspective.  
Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Guggenheim 3. $180.

*Geography 1092-3*  
**Introduction to Human Geography**  
Systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations; locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena.  
Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Guggenheim 3. $180.

**Geology**

*Geology 1130-3*  
**Dynamic Earth 1 — Introduction**  
The origin and evolution of Earth as a planet leads to its composition and budget. Alternate energy resources are considered. Basic concepts of the physics of the solid earth lead to a discussion of earthquakes — their causes and prediction. Approved for Arts and Sciences Core Curriculum: Natural Sciences.  
Full Term - Section 300: Wednesdays, 7-10 p.m., Hunter 188. $180.

**Hebrew**

Hebrew 1010-5  
First Year (Beginning) Hebrew 1  
Full Term - Section 300:  
Mondays and Wednesdays, 1-3 p.m., and Fridays, 11 a.m.-1 p.m.,  
TBA. $440.

Hebrew 1020-5  
First Year (Beginning) Hebrew 2  
Prerequisites: Hebrew 1010.  
Full Term - Section 300:  
Mondays and Wednesdays, 1-3 p.m., and Fridays, 1-3 p.m., TBA. $440.

**History**

*History 1010-3*  
**Western Civilization 1**  
Survey course on the development of western civilization from its beginnings in the ancient near East to the time of the establishment of the first modern states in the seventeenth century. Approved for Arts and Sciences Core Curriculum: Historical Context.  
Full Term - Section 300:  
Mondays, 6-9 p.m.,  
Engineering Center CR 1-03. $180.

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**Boulder Evening Credit Classes**

**Survival Tips**

Important Information for Arts and Sciences Students  
Students enrolling on the Boulder Campus for the first time in Summer 1988 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.
Hebrew instructor Uri Neil is also a cantor in his synagogue.
History 4227-3
The Later American Frontier
Deals primarily with the Trans-Mississippi west during the nineteenth century, the westward advance of various frontiers, and their influence upon national development. Emphasizes economic factors and the associated cultural and social growth of the region.
Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.,
Hellem 237. $180.

History 4425-3
United States History, 1933 to 1968: The Era of Liberalism
An examination of American history, 1933-1968, with attention to domestic and foreign policy issues. Emphasis placed upon the Great Depression, WWII, the Cold War, the Korean conflict, and the Truman administration's Fair Deal.
Full Term - Section 300: Tuesdays, 6-9 p.m.,

Journalism
Journalism 1001-3
Contemporary Mass Media
Examines the mass media's interaction with society, looking at journalism and the mass media in historical, intellectual, economic, political, and social contexts.
Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.,
Hellem 141. $180.

Journalism 2001-3
Mass Media Writing
Provides an introduction to information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.
Full Term - Session 301:
Tuesdays, 6-9 p.m.,
Macky 3C. $180.
Full Term - Session 302:
Thursdays, 6-9 p.m.,
Macky 3C. $180.

Survival Tips

Survival Tips 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.

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.
**Boulder Evening Credit Classes**

**Survival Tips**

* For students who graduated from high school before May 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

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**Kinesiology**

**Kinesiology 3420-3 Nutrition and Physical Performance**

Current research relating to nutrition and optimal physical performance. Topics include energy utilization, fluid requirements, vitamin and mineral needs of the athlete, body composition and other special issues.

**Session I - Section 100:**
Mondays and Wednesdays, 7:30 p.m.,

**Session II - Section 200:**
Mondays and Wednesdays, 7:30 p.m.,

**Kinesiology 3430-3 Nutrition and Physical Performance**

Current research relating to nutrition and optimal physical performance. Topics include energy utilization, fluid requirements, vitamin and mineral needs of the athlete, body composition and other special issues.

**Session I - Section 100:**
Mondays and Wednesdays, 7:30 p.m.,

**Session II - Section 200:**
Mondays and Wednesdays, 7:30 p.m.,

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**Mathematics**

**Mathematics 0990-3 Pre-College Mathematics**

Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade. The letter grade, which will conform to the letter grades given in all University courses, will be calculated by the computer as part of the computer generated GPA for each student. This grade will continue to be carried by the College through a student's academic career, but will be removed in determining the final cumulative grade point average of the student at graduation.

**Session I - Section 101:**
Mondays and Wednesdays, 7:30-8:30 p.m.,
Engineering Center CR 1-42. $180.

**Session II - Section 201:**
Tuesdays and Thursdays, 3:30-5 p.m.,
Hellums 341. $180.

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**Mathematics 1011-3 College Algebra**

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prerequisite, one year high school algebra. Persons who have taken high school algebra was completed over three years ago should be prepared to spend additional time in review. (See MATH 0990 also.) No credit for students with credit in MATH 1100. MATH 1011 and 1021 are equivalent to MATH 1100.

**Session I - Section 300:**
Mondays and Wednesdays, 7:30-8:30 p.m.,

**Session II - Section 301:**
Mondays and Wednesdays, 7:30-8:30 p.m.,

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**Mathematics 1021-2 College Trigonometry**

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prerequisite, 1/2 year high school algebra and 1 year high school geometry or MATH 1011. No credit for students with credit in MATH 1100. MATH 1011 and 1021 are equivalent to MATH 1100.

**Session I - Section 300:**
Mondays and Wednesdays, 7:30-8:30 p.m.,

**Session II - Section 301:**
Tuesdays and Thursdays, 3:30-5 p.m.,

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**Mathematics 1071-3 Mathematics for Social Science and Business**

Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for MATH 1100 or 1300. Prerequisite, 1/2 year of high school algebra or equivalent.

**Session I - Section 300:**
Mondays and Wednesdays, 7:30-8:30 p.m.,
Engineering Center CR 1-38. $300.

**Session II - Section 301:**
Mondays and Wednesdays, 7:30-8:30 p.m.,

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

Differential and integral calculus of algebraic, logarithmic, and exponential functions. MATH 1300 carries only 2 hours credit if student has credit in MATH 1081. Prerequisite, 2 years of high school algebra or MATH 1100.

**Session I - Section 300:**
Mondays and Wednesdays, 7:30-8:30 p.m.,

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**Mathematics 1300-5 Analytic Geometry and Calculus I**

Selected topics in analytic geometry and calculus. Rates of change of functions, limits, derivatives of algebraic and transcendental functions, applications of derivatives, and integration. Students with credit in MATH 1081 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1100 may not receive credit in APPM 1350 or APPM 1370. Prerequisite, 2 years of high school algebra, 1 year of geometry, 1/2 year of trigonometry or MATH 1100; or MATH 1011 and 1021.

**Session I - Section 300:**
Mondays and Thursdays, 5:30-8:30 p.m.,
Engineering Center CR 0-38. $300.
Philosophy

* Philosophy 1000-3
Introduction to Philosophy
Introduction to fundamental questions of philosophy. Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Thursdays, 7-10 p.m., Hellems 229. $180.

* Philosophy 1100-3
Ethics
Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice. Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Mondays, 7-10 p.m., Hellems 229. $180.

* Philosophy 1200-3
Philosophy and Society
Introduction to philosophical thought through critical analysis of our own society, its institutions, and principles. Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Tuesdays, 7-10 p.m., Hellems 229. $180.

Political Science

* Political Science 1101-3
The American Political System
Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.
Full Term - Section 300: Wednesdays, 6-9 p.m., Biosciences E432. $180.

* Political Science 2222-3
Introduction to International Relations
Introductory conceptual approaches, the actors, national and international dynamics of the international environment, problems and issues.
Full Term - Section 300: Mondays, 7-10 p.m., Hellems 267. $180.

Psychology

* Psychology 1001-3
General Psychology
One semester survey of major topics in psychology: perception, development, personality, learning and memory, and the biological bases of behavior.
Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., Biosciences E431. $180.

* Psychology 2012-3
Biological Psychology I
Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for Arts and Sciences Core Curriculum: Natural Science.
Full Term - Section 300: Tuesdays, 7-10 p.m., Hellems 341. $180.

* Psychology 2303-3
Psychology of Adjustment
Survey of concepts bearing upon the processes of normal psychological adjustment, with emphasis upon using the concepts to understand common human problems in personal growth and relationships with others.
Full Term - Section 300: Mondays, 7-10 p.m., Ekeley E1820. $180.

* Psychology 2643-3
Child and Adolescent Psychology
Principles of development of childhood and adolescence. Prerequisite, PSYC 1001.
Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 199. $180.

Psychology 4303-3
Abnormal Psychology
Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m., Biosciences E432. $180.

Psychology 4406-3
Social Psychology
General psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Biosciences E432. $180.

Psychology 4456-3
Psychology of Personality
Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of the sociocultural context. Prerequisite, 12 hours of psychology or consent of instructor.
Full Term - Section 300: Mondays, 6:30-9:30 p.m., Biosciences E432. $180.

Religious Studies

* Religious Studies 1620-3
Religious Dimension in Human Experience
Critical study of religion as individual experience and social phenomenon. Examines varieties of religious language (symbol, myth, ritual, scripture) and of religious experience (Asian, Western, archaic). Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 201. $180.

Disenrollment Policy
When students fail to meet their entire tuition obligations, official notification of disenrollment will be mailed by the Division of Continuing Education to the student's local address of record.

Survival Tips
Sociology

*Sociology 1001-3
Analyzing Society: An Introduction to Sociological Ideas

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

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.,
Hellens 267. $180.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.,
Ketchum 234. $180.

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

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

Full Term - Section 300: Wednesdays, 6-9 p.m., Education 143. $180.

*Sociology 1005-3
Social Conflict and Social Values

Exploration of origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and the use of simulation and negotiation exercises for learning conflict management skills. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or Ideals and Values.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m.,
Biosciences E431. $180.

*Sociology 2001-3
Contemporary Social Issues and Human Values

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

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m.,
Ketchum 234. $180.

*Sociology 2003-3
U.S. Values, Social Problems, and Change

An examination of U.S. society from the perspective of values and theories of social change, considering 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.

Session I - Section 100:
Tuesdays and Thursdays, 7-10 p.m.,
Hellens 211. $180.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.,

*Sociology 2011-3
Criminology

Scientific study of criminal behavior. Special attention is given to the development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior.

Full Term - Section 300: Wednesdays, 7-10 p.m., Hellens 211. $180.

Sociology 4024-3
Juvenile Delinquency

Studies factors involved in cases and distribution of delinquent behavior; problems of adjustment of delinquents; and factors in treatment and in post-treatment adjustment.

Full Term - Section 300: Thursdays, 5:30-8:30 p.m., Hellens 141. $180.

Theatre

Theatre 1003-3
Introduction to Acting for Non-Majors

Course emphasizes principles of acting, focusing exercises in relaxation, talking and listening, use of images, sense memory, actions, and objectives, and basic concepts of process work. There is a required reading list of five plays.

Full Term - Section 300: Mondays, 6:30-9:30 p.m., Hale 303. $180.
Ground Your Professional Growth
Management Development

This Certificate Program has been designed to develop management skills for persons who aspire to management positions or who wish to increase their expertise in any area of management. There are no prerequisites for any course, and anyone interested may enroll. You need not be working toward certification. Any course enrollment immediately registers you in the Certificate Program. In the competitive market, the people most likely to succeed are those with a thorough knowledge of a wide range of management areas. This program develops expertise in the basic and most useful areas of management. New courses are added regularly; several are offered more than once a year.

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their professional needs.

Professional Development Program Certificates are awarded for attendance at any of the courses. This attendance certificate is determined by the course instructor. Continuing Education Units are awarded for course attendance. One Continuing Education Unit (CEU) represents 10 hours of university or college-level course participation, and is a nationally recognized standard. The number of CEUs awarded in a course is listed with the course description, and follows this 1:1 ratio.

The completed Management Certificate of Achievement is awarded upon successful completion of courses equal to 10 CEUs or 100 hours of instruction. A complete transcript of program participation is maintained, and available without fee upon request.

The Management Development courses are conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time. Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

Course tuitions are listed at the end of each course description. Please note that refunds are given only before the start of a course, none after. Locations are listed at the end of each course. Directions to Longmont High School given in Longmont section.

All questions concerning the program, including your current status toward earning the Achievement Certificate, may be answered by calling the Division of Continuing Education at 492-5138 (or call outside the Denver Metro dialing area, 1-800-332-3539).
Boulder Management Development Courses by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
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<tbody>
<tr>
<td>Monday, September 18</td>
<td>MDCP 456</td>
<td>.30B</td>
<td>Understanding Financial Statements</td>
<td>Donald Kaniecki</td>
</tr>
<tr>
<td>Tuesday, September 19</td>
<td>MDCP 422</td>
<td>.30B</td>
<td>Write with Power</td>
<td>Margaret Coel</td>
</tr>
<tr>
<td>Tuesday, September 19</td>
<td>MDCP 406</td>
<td>.30B</td>
<td>Effective Public Speaking</td>
<td>Don Marcotte</td>
</tr>
<tr>
<td>Wednesday, September 20</td>
<td>MDCP 403</td>
<td>.30B</td>
<td>Basic Skills for the New Supervisor</td>
<td>Charles Rice</td>
</tr>
<tr>
<td>Thursday, September 21</td>
<td>MDCP 406</td>
<td>.30B</td>
<td>Accounting for the Non-Accounting Manager</td>
<td>Fred Moore</td>
</tr>
<tr>
<td>Thursday, September 21</td>
<td>MDCP 409</td>
<td>.30B</td>
<td>Art of Negotiation</td>
<td>Don Marcotte</td>
</tr>
<tr>
<td>Saturday, September 30</td>
<td>MDCP 423</td>
<td>.30B</td>
<td>Management and Decision Systems</td>
<td>Steve Jamison</td>
</tr>
<tr>
<td>Tuesday, October 3</td>
<td>MDCP 450</td>
<td>.30B</td>
<td>Listening &amp; Communication Skills</td>
<td>Diane Irwin</td>
</tr>
<tr>
<td>Tuesday, October 3</td>
<td>MDCP 414</td>
<td>.30B</td>
<td>Handling Stress on the Job</td>
<td>Barbara Behrendt</td>
</tr>
<tr>
<td>Saturday, October 14</td>
<td>MDCP 426</td>
<td>.30B</td>
<td>Performance Evaluation</td>
<td>Charles Rice</td>
</tr>
<tr>
<td>Tuesday, October 14</td>
<td>MDCP 424</td>
<td>.30B</td>
<td>Managing Change</td>
<td>Steve Jamison</td>
</tr>
<tr>
<td>Wednesday, October 18</td>
<td>MDCP 410</td>
<td>.30B</td>
<td>Art of Negotiation</td>
<td>Don Marcotte</td>
</tr>
<tr>
<td>Wednesday, October 25</td>
<td>MDCP 418</td>
<td>.30B</td>
<td>Time Management</td>
<td>Dora Johnson</td>
</tr>
<tr>
<td>Saturday, November 11</td>
<td>MDCP 417</td>
<td>.30B</td>
<td>Project Management</td>
<td>Charles Rice</td>
</tr>
<tr>
<td>Saturday, November 11</td>
<td>MDCP 425</td>
<td>.30B</td>
<td>System and Process Design &amp; Implementation</td>
<td>Steve Jamison</td>
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<tr>
<td>Saturday, December 2</td>
<td>MDCP 415</td>
<td>.30B</td>
<td>Managerial Creativity</td>
<td>Charles Rice</td>
</tr>
</tbody>
</table>

MDCP 400
Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements, their analysis and the accounting process as it applies in business. This six-section seminar presents an overview of accounting principles, how individual transactions are reported, summarized, and compiled into financial statements. The objective is to provide greater understanding of financial statements and accounting reports, and how they may be used effectively to make business decisions relating to management, taxation, financing, and growth.

Fred Moore, M.B.E., Public Accountant
Section 30B: Thursdays, September 21-November 2, 7-9 p.m. 7 sessions. 1.4 CEUs. Business 250. $105.

MDCP 409
The Art of Negotiation

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy tactics, and reverse strategy and, in the process, still satisfy the opposition’s needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Section 30B: Thursdays, September 21-October 12, 6:30-9 p.m. 4 sessions. 1 CEU. Porter Biopsychology E114. $75.

MDCP 410
The Art of Selling

This class is designed to benefit both new and experienced salespeople. The focus will be on prospecting techniques, sales preparation and presentation, handling objections, closing strategies, and after-the-sale responsibilities. The course will be predominantly lecture but a significant amount of role playing will be included.

Section 30B: Wednesdays, October 18-November 8, 6:30-9 p.m. 4 sessions. 1 CEU. Business 228. $75.

MDCP 403
Basic Skills for the New Supervisor

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:
- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD—a management consulting firm. Instructor at CU-Denver.
Section 30B: Wednesdays, September 20-October 4, 6:30-10 p.m. 3 sessions. 1 CEU. Business 250. $75.

MDCP 406
Effective Public Speaking and Presentation Techniques

Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period. For first session: Prepare a 3 minute informal talk introducing yourself (example — where you came from, lived, enjoyed work).

Section 30B: Tuesdays, September 19-October 10, 6:30-9 p.m. 4 sessions. 1 CEU. Business 228. $75.
MDCP 414 Handling Stress On and Off the Job

Identify and learn to manage stress at work or at home. Develop an early detection system before tension builds. Participants will learn specific stress management techniques, including quick tension-relieving approaches, and work on improving coping responses, goal setting, time management skills, and methods of handling confrontations. Barbara Bethrendt, M.S., focus on counseling psychology, education, stress management consultant.

Section 30B: Tuesdays, October 3-October 24, 6:30-9:00 p.m. 4 sessions. 1 CEU. Business 251. $75.

MDCP 450 Improving Your Listening and Communication Skills

"What you heard me say is not what I said," is a thought common to us all at some time. Learn and practice techniques for clear communication, including non-verbal and Neurolinguistic Programming skills. Assess your communication style and how it differs from other people. Listening Profile included in tuition. Diane Irvin, B.A., Program Director for Workshops Unlimited, Author and Lecturer.

Section 30B: Tuesdays, October 3-October 31, 7-9 p.m. 5 sessions. 1 CEU. Duane Physics G025. $75.

MDCP 423 Management and Decision Systems

The increasing importance of information to the decision maker is examined in a context of management information and decision support systems. While specific technical issues and technologies are considered, the course is directed to the generalist without regard to computer literacy. Steve Jamison, B.S., M.S., University of Southern California, Associate graduate professor at Regis College.

Section 30B: Saturdays, September 30-October 7, 9 a.m.-3 p.m. 2 sessions. 1 CEU. Education 134. $75.

MDCP 424 Managing Change

The sole certainty facing today's organization is the fact of change. New roles and forms in the case of technology, organization, and management are considered at length. The change of role of the United States, the need for new methods of doing business, and knowledge-based management will be discussed. Steve Jamison, B.S., M.S., University of Southern California, Associate graduate professor at Regis College.

Section 30B: Saturdays, October 14-21, 9 a.m.-3 p.m. 2 sessions. 1 CEU. Education 134. $75.

MDCP 426 Performance Evaluation

One of management's biggest headaches is the performance evaluation and appraisal review system. This intensive sixteen hour course (two consecutive Saturdays) will focus on establishing performance goals and objectives, articulating to employees your expectations, executing a working agreement, objectively monitoring performance, preparing for the appraisal interview, and finally, conducting the appraisal interview. Participants will be encouraged to bring actual situations into the class for resolution. For those participants whose organizations do not have a formal performance evaluation system in place, this seminar/workshop will provide a blueprint for establishing such a system. Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm. Instructor at CU-Denver.

Section 30B: Saturdays, November 11-November 18, 8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU. Business 250. $75.

MDCP 425 System and Process Design, and Implementation

Providing a method that is at once rigorous and flexible, the systems approach provides a method for analysis and a form for organization. While focusing primarily on the information resource, this course will consider issues of system, process, and productivity at length. Steve Jamison, B.S., M.S., University of Southern California, Associate graduate professor at Regis College.

Section 30B: Saturdays, November 11-November 18, 9:00 a.m.-3:00 p.m. 2 sessions. 1 CEU. Education 134. $75.
**Certificate Program**

**MDCP 418 Time Management**
This workshop examines your style of managing "in time" and gives you practical techniques to have enough time. The session helps you with outside (linear) techniques based on your time management profile (11 different aspects checked). Also, inside (non-linear) activities are included such as using color, sound, humor, cycles, choice and images to manage your work within your time. This time management workshop is different than any you have attended or heard about because it focuses on managing "in time" through both inside (non-linear or creative) and outside time management. This activity-oriented session will assist you to better manage in time — in fact you will be using the techniques before you ever leave the room. Time Management profile will be used first class night and is available at University bookstore, and Colorado bookstore.

Dora B. Johnson , Ed.D., President, The Baldwin Centre a team leadership training firm.

Section 30B: Wednesdays, October 25-November 8, 6:30-9:30 p.m. 3 sessions .9 CEUs
Duane Physics G213, $68.

**MDCP 456 Understanding and Using Financial Statements**
Have you looked at your company's financial statements and felt more confused than informed? In easy to understand language, this course will teach you how to use accounting information to manage your business and increase your profits. You will have basic financial ratios that will help you spot trends in your business. We will also cover income and cash projections, and working capital management.

Donald A. Karlicek, C.P.A., M.B.A. Section 30B: Mondays, September 18-September 25, 6:30-9:00 p.m. 2 sessions .5 CEUs. Business 250. $38.

**MDCP 422 Write With Power**
A workshop on business writing. Emphasis is on choosing the exact words and building sentences and paragraphs; organizing material; rewriting with purpose; and applying professional writing techniques to letters, memos and reports.
Margaret Coel, Business writer, Award-winning author.

Section 30B: Tuesdays, September 19-October 3, 6:30-8:30 p.m., 3 sessions .6 CEUs Business 250. $45.

### Longmont Management Development Courses by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 20</td>
<td>MDCP 402</td>
<td>30L</td>
<td>Art of Persuasion</td>
<td>Don Marcotte</td>
</tr>
<tr>
<td>Tuesday, September 26</td>
<td>MDCP 422</td>
<td>30L</td>
<td>Technical Writing</td>
<td>Mike Gannon</td>
</tr>
<tr>
<td>Tuesday, September 26</td>
<td>MDCP 420</td>
<td>30L</td>
<td>Working Assertively</td>
<td>Tom Scott</td>
</tr>
<tr>
<td>Tuesday, October 10</td>
<td>MDCP 421</td>
<td>30L</td>
<td>Writing and Designing Newsletters</td>
<td>Margaret Coel</td>
</tr>
<tr>
<td>Wednesday, October 11</td>
<td>MDCP 407</td>
<td>30L</td>
<td>Understanding Individual Differences</td>
<td>Charles Rice</td>
</tr>
<tr>
<td>Tuesday, October 17</td>
<td>MDCP 409</td>
<td>30L</td>
<td>Art of Negotiation</td>
<td>Don Marcotte</td>
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<td>MDCP 406</td>
<td>30L</td>
<td>Effective Public Speaking</td>
<td>Don Marcotte</td>
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<td>Wednesday, November 1</td>
<td>MDCP 403</td>
<td>30L</td>
<td>Basic Skills for the New Supervisor</td>
<td>Charles Rice</td>
</tr>
</tbody>
</table>

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**Longmont Management Development Certificate Program**

The University of Colorado at Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1989. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as an supplement to the Longmont business community.

All questions concerning these courses and any requests for future courses in Longmont should be directed to the Division of Continuing Education; call 492-3148 or 1-800-332-5357 toll-free.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 2000 Sunset (Longmont Diagonal), turn left on Sunset Rd., and left on Sunset - by golf course.

**MDCP 409 The Art of Negotiation**
A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Section 30L: Tuesdays, October 17-November 7, 6:30-9:00 p.m., 4 sessions, 1 CEU.
Longmont High, Room 207, $75.
MCDP 402  The Art of Persuasion
Although the exercise of persuasion can yield either positive or negative results, this course will focus on the positive aspects of persuasion. The participants will be introduced to persuasion techniques that will help them achieve positive goals in their everyday dealing with others in social and business situations. The course content is comprised of both lecture and student role play.
Section 30L: Wednesdays, September 26-October 24, 6:30-9 p.m. 4 sessions. 1 CEU.
Longmont High, Room 211. $75.

MCDP 403  Basic Skills for the New Supervisor
This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:
• Basic principles of supervision
• Leadership skills and team building
• Effective communication
• Problem solving and handling conflict
• Employee development and discipline
• Motivation techniques
Section 30L: Wednesdays, November 1-November 15, 6:40-10:00 p.m. 3 sessions. 1 CEU.
Longmont High, Room 212. $75.

MCDP 406  Effective Public Speaking and Presentation Techniques
Effective oral communication makes it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communication skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period. For first session, prepare a 3 minute informal talk introducing yourself (example — where you came from, lived, enjoy work).
Section 30L: Thursdays, October 19-November 9, 6:30-9:00 p.m. 4 sessions. 1 CEU.
Longmont High, Room 213. $75.

MCDP 452  Technical Writing Seminar
With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instructional material, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.
Mike Gannon, M.B.A., Author
Section 30L: Tuesdays, September 26-October 24, 6:30-9 p.m. 5 sessions. 1.2 CEUs.
Longmont High, Room 210. $94.

MCDP 407  Understanding Individual Differences
This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences. Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD — a management consulting firm. Instructor at CU-Denver.
Section 30L: Wednesdays, October 11-October 25, 6:40:10:00 p.m. 3 sessions. 1 CEU.
Longmont High, Room 205. $75.

MCDP 421  Writing and Designing Newsletters
Emphasis on content and design — how to decide content, and gather and write information; select photographs and graphics; choose type, nameplate, number of columns, and layout; evaluate desktop publishing and full-service printing; work with designers, typesetters and printers; obtain bids.
Margaret Coel, Writer, lecturer, author of two, award-winning, non-fiction books.
Section 30L: Tuesdays, October 10-October 17, 6:30-8:30 p.m. 2 sessions. 4 CEUs.
Longmont High, Room 207. $30.

MCDP 420  Working Assertively: Effective Job Skills
Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others, to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes.
Toni Scott, M.A., Consultant.
Section 30L: Tuesdays, September 26-October 24, 7:30-9 p.m. 5 sessions. 1.2 CEUs.
Longmont High, Room 208. $94.
Let New Skills Take Root
Computer Applications

Personal computers and increasingly automated offices have dramatically changed the way we do business. Today, computer literacy is nearly as vital as the ability to read. Understanding how computers can work for you will give you timely skills for today's marketplace while preparing you to cope with tomorrow's world as well.

Becoming familiar with computers opens new avenues in your personal as well as your professional development. You can instantly access a world of information. There's a new level of creativity to be found with computer-land graphics and computer-aided design. And adventures in connections with personal telecommunications and local area networks. You can get to know word processing, explore new ways to manage data or apply the computing power to financial questions — your own, or your organization's.

These user-friendly courses won't turn you into a programmer — although you'll have a chance to learn the basics. The goal is to help you become an up-to-the-minute computer user with practical skills to help you keep pace with the information age.

Here's your opportunity to learn this new technology in a supportive environment. Your turn to ask the questions you've been wondering about. Your chance to gain hands-on experience and hone the skills you need to gain computer confidence. Whether it's becoming comfortable with a PC or moving to the leading edge of information technology, you decide how far you want to take this program.
Certificate in Computer Applications

Participating in the Certificate in Computer Applications program doesn’t require a special application or commitment. You may take courses at any time and a record of your participation is maintained and available to you at any time. You may earn a Certificate in Computer Applications in roughly three or four semesters, but you needn’t complete it in any given length of time. The requirements are straightforward:

A. Four core required courses:
   1. Computer Literacy*  
   2. Concepts of Data Processing and Information Technology
   3. Computer Applications Systems Overview
   4. Software Operations and Maintenance**

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

   **Offered Spring 1990.

B. At least one*** course in programming if you plan on achieving the Certificate. Programming languages offered include BASIC, Pascal and C. Others are added to keep pace with industry standards.

C. Four*** elective application courses chosen from the full range of computer topics. Any course not listed above and not a specific programming language qualifies as an elective, including all graphics courses (see next paragraph).

   ***Effective Fall, 1989 and later.


These courses will give you hands-on experience with important design systems and up-to-date graphics technology. Classroom labs are equipped with IBM/PC/AT microcomputers, with plotters and printers, or with fully configured Apple Macintosh SE and II systems, so you can make the best use of your course time.

For detailed descriptions of all computer graphics and desktop publishing courses, see page 35 in this catalogue.

All graphics courses fill elective requirements for the Certificate in Computer Applications.

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.

This symbol means you might need to share a computer with another student for a particular course. Most courses provide one computer per student.

Details on access to computers outside of regular class time and the how-to's of software checkout or hard disk access are given at class.

No courses are conducted November 22-26, Thanksgiving holidays. Only preregistered students may attend class.

Tuition and Refunds

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

Locations

The classroom location is given at the end of each course description.

Many courses are conducted at the University Computing Center, 3845 Marine Street, Southwest corner of 38th & Arapahoe. Consult the campus map at the end of this catalog for other locations.

Questions?

If you have any questions about this program, please call the Division of Continuing Education at 492-5148, or outside the Denver Metro area, 1-800-332-5839.
## Computer Application Courses by Starting Date

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<th>Date</th>
<th>Number</th>
<th>Section</th>
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<td>CCA 375</td>
<td>300</td>
<td>Beginning Microsoft Word on the IBM PC</td>
<td>Yvonne Kristy</td>
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<tr>
<td>Wednesday, August 30</td>
<td>CCA 106</td>
<td>301</td>
<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
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<tr>
<td>Wednesday, August 30</td>
<td>CCA 370</td>
<td>301</td>
<td>Introduction to the IBM and Compatible PC</td>
<td>Valerie Parker</td>
</tr>
<tr>
<td>Thursday, August 31</td>
<td>CCA 378</td>
<td>301</td>
<td>Beginning Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
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<td>Tuesday, September 5</td>
<td>CCA 100</td>
<td>300</td>
<td>Computer Literacy</td>
<td>Bob Carlisle</td>
</tr>
<tr>
<td>Saturday, September 9</td>
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<td>Beginning Using Lotus 1-2-3</td>
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</tr>
<tr>
<td>Monday, September 11</td>
<td>CCA 105</td>
<td>302</td>
<td>Introduction to the Macintosh</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Monday, September 11</td>
<td>CCA 120</td>
<td>302</td>
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<td>Valerie Parker</td>
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<tr>
<td>Monday, September 11</td>
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<td>Tuesday, September 12</td>
<td>CCA 320</td>
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<td>Introduction to C Programming</td>
<td>Carol Meier</td>
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<tr>
<td>Tuesday, September 12</td>
<td>CCA 380</td>
<td>301</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Wednesday, September 13</td>
<td>CCA 360</td>
<td>300</td>
<td>Introduction to UNIX</td>
<td>Carol Meier and</td>
</tr>
<tr>
<td>Thursday, September 13</td>
<td>CCA 365</td>
<td>300</td>
<td>Artificial Intelligence and Expert Systems in Business</td>
<td>Richard Blumenthal</td>
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<tr>
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<td>CCA 355</td>
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<td>How to Design, Select, and Install a Business Information System</td>
<td>Rick Cobb</td>
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<td>Saturday, September 23</td>
<td>CCA 215</td>
<td>301</td>
<td>Introduction to HyperCard</td>
<td>Greg McArthur</td>
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<tr>
<td>Saturday, September 23</td>
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<td>Saturday, September 23</td>
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<td>300</td>
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<tr>
<td>Thursday, September 28</td>
<td>CCA 335</td>
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<td>Concepts of Data Processing and Information Technology</td>
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<td>Thursday, September 28</td>
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<td>Tuesday, October 3</td>
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<td>302</td>
<td>Beginning Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
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<tr>
<td>Tuesday, October 3</td>
<td>CCA 378</td>
<td>302</td>
<td>Beginning WordPerfect Word Processing</td>
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<tr>
<td>Wednesday, October 4</td>
<td>CCA 336</td>
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<tr>
<td>Wednesday, October 4</td>
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<td>Thursday, October 5</td>
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<td>Database Management: Applying dBase III +/IV</td>
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<tr>
<td>Saturday, October 7</td>
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<td>303</td>
<td>Using MS-DOS</td>
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<tr>
<td>Monday, October 9</td>
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<td>Programming in Pascal</td>
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<td>Tuesday, October 10</td>
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<td>Introduction to Local Area Networks</td>
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<td>Wednesday, October 11</td>
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<td>CCA 215</td>
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<td>Intermediate WordPerfect</td>
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<td>Beginning WordPerfect Word Processing</td>
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<td>CCA 325</td>
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<td>Wednesday, November 1</td>
<td>CCA 201</td>
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<td>Advanced Microsoft Works on the Macintosh</td>
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<td>CCA 364</td>
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<td>Intermediate UNIX</td>
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<tr>
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<td>CCA 366</td>
<td>300</td>
<td>Designing and Implementing Expert Systems</td>
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<td>Thursday, November 9</td>
<td>CCA 372</td>
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<td>Advanced dBase III +/IV Applications</td>
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<td>Saturday, November 11</td>
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<td>Using MS-DOS</td>
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<td>Saturday, November 11</td>
<td>CCA 207</td>
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<td>Saturday, November 11</td>
<td>CCA 204</td>
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<td>Using OS/2</td>
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<td>Saturday, November 18</td>
<td>CCA 200</td>
<td>305</td>
<td>Using MS-DOS</td>
<td>Peggy Purvis</td>
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<td>Saturday, November 18</td>
<td>CCA 332</td>
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<td>Intermediate Lotus 1-2-3</td>
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<td>Monday, November 20</td>
<td>CCA 337</td>
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<td>Financial Analysis with Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
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<td>Monday, November 20</td>
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<td>Tuesday, November 28</td>
<td>CCA 382</td>
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<tr>
<td>Wednesday, November 29</td>
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<td>Beginning Using Lotus</td>
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<tr>
<td>Saturday, December 2</td>
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<td>301</td>
<td>Advanced Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
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<td>Monday, December 4</td>
<td>CCA 334</td>
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<td>Advanced Lotus 1-2-3</td>
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<tr>
<td>Thursday, December 7</td>
<td>CCA 373</td>
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<td>dBase III +/IV for Programming</td>
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<td>Saturday, December 9</td>
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<td>Advanced DOS</td>
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<td>Tuesday, December 12</td>
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<td>Peggy Purvis</td>
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Skill Level Guide

A Guide to Computer Applications

Recommended Courses' Skill Levels

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

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

Novice
Elementary computer knowledge, taken Computer Literacy or some introductory courses.

Intermediate
Computer Literacy background plus recent involvement in programming/software applications.

Specialized
Intermediate skills but seeking specific applications procedures as in systems, documentation, or management.

Advanced
Current MIS involvement, comfortable with most popular software applications, basic programming skills.

Getting Started

CCA 100
Computer Literacy

Introductory course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today’s computers understanding computer jargon, how computers influence our changing society, and active demonstrations of applied computer technology. Time will be made available for lots of hands-on experience, learning some simple programming skills using different computer systems, and experiencing a wide variety of popular computer applications.

Beginner

Bob Carlisle, M.A.
Section 300: Tuesday, September 5, 6:30-8:30 p.m. plus lab sessions.

Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Tuesdays, September 12-October 24, 6-8 p.m.
Lab Section 30B: Tuesdays, September 12-October 24, 8-10 p.m.

8 sessions, 1.6 CEUs.

University Computing Center 123.

Note—locations change after the first class session; and some sections are divided within the allotted time for greater computer access; please contact Continuing Education if you are unable to attend the first class. $90.

CCA 105
Introduction to the Macintosh

This hands-on class is designed to introduce you to the Macintosh system and its use as a productive tool. Topics include system management, graphics applications, and practical yet extensive business options. This comprehensive course provides a great overview of the friendly yet sophisticated Macintosh system, for the beginner or the user who wants full utility from the Macintosh. Some time will be dedicated at the end of the course to demonstrate advanced business and personal applications.

Beginner

Scott Dixon, M.A.
Section 301: Wednesdays, August 30-September 27.

Section 302: Mondays, September 11-October 9.

Section 303: Mondays, November 20-December 18.

All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts CH1B53. $90.

CCA 120
Introduction to the IBM and Compatible Personal Computer

This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC hardware and are new to computing. Course will also provide a fundamental overview of new Personal System 2 (PS/2) hardware and some Operating System 2 (OS/2) software features.

Beginner

Valerie Parker, M.Ed.
Section 301: Wednesdays, August 30-September 13.

Section 302: Mondays, September 11-25.

Section 303: Wednesdays, September 20-October 4.

All Sections: 6:30-9:30 p.m. 3 sessions, 3 CEUs. Macky 3-D. $140.

Programming

CCA 300
BASIC Programming

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, BASIC: Fundamentals and Styles, by Quaney and Manio is available at the University Book Center.

Tom Swanson, M.A.
Section 300: Wednesdays, October 11-December 20, 6:30-9 p.m. 10 sessions, 2.5 CEUs. Macky 3-D. $340.
Programming – con’t.

CCA 320
Introduction to C Programming

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, arrays, strings, pointers and structures. Hands-on exercises will be supplemented by lectures, discussions and demonstrations. Some programming experience is required as C is not a beginner’s language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable. This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is The C Programming Language, by Kernighan and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.
Section 300: Tuesdays, September 28-October 24, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs. Ramaley NIB23. $155.

CCA 325
Intermediate C Programming

This course is designed to follow Introduction to C Programming. We will continue to explore pointers and structures. We will discover the standard C library (I/O, string manipulations, and dynamic memory management), learn how to handle command line arguments and the environment, harness the power of the preprocessor, and look at advanced data structures like bit fields, enumerations and unions. Style, readability, performance and portability will be emphasized throughout the course. Some experience with C is required as we will only briefly review its basic features. Anyone having difficulty understanding specific topics in C (pointers, structures, command line arguments) will find it an effective way to master these areas. Recommended text is The C Programming Language, by Kernighan and Ritchie, available at the University Book Center, UMC 10.

Specialized
Carol J. Meier, M.S.
Section 300: Tuesdays, October 31-December 12, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs. Ramaley NIB23. $195.

CCA 321
Introduction to FORTRAN

The FORTRAN programming language has been around for a long time, and is still used extensively for scientific and engineering applications. Course covers data types, control structures, subroutines and parameter passing, input/output commands, file I/O, common blocks, equating. Some programming experience is expected since fundamentals of programming will not be covered. Hands-on experience will allow opportunities to write and test your own FORTRAN programs.

Intermediate
Ronald G. White, M.S.
Section 300: Thursdays, September 28-November 16, 7-9 p.m. 8 sessions, 2 CEUs. Ramaley Biology NIB31. $140.

CCA 319
Programming in Pascal

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principle features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Class will utilize Turbo Pascal to class a double-sided/double-density 5¼ inch diskette, available at all computer centers.

Intermediate
Steven A. Johnson, B.S.
Section 300: Mondays, October 9-December 11, 7:30 p.m., 10 sessions, 2.5 CEUs. Macky 3-D. $140.

Systems

CCA 335
Concepts of Data Processing and Information Technology

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

Intermediate
Ron Clarke, M.S.
Section 300: Mondays, October 23-December 11, 7:30-9:30 p.m. 8 sessions, 2 CEUs. University Computing Center 123. $135.

CCA 340
Computer Application Systems Overview

A comprehensive review of current computer information systems, including hardware, software, applications for business development and information management on an industry-wide scale, the office automation marketplace, and your practical, professional involvement in computer applications.

Intermediate
Liz Anthony, B.S.
Section 300: Mondays, October 23-December 11, 7:30-9:30 p.m. 8 sessions, 2 CEUs. University Computing Center 123. $135.
CCA 204 Using OS/2

This course is designed to give students a working knowledge of OS/2 commands to aid in file management and organization for the beginner to intermediate user. The 3 major areas of study in this one-day course are: review of simple DOS file maintenance commands, fixed disk commands and simple batch files. Discussion will also include editing, auto-exec.bat, config.sys, backups, menu screens, virtual disks and formatting rules. Please bring a double-sided/ double-density 5 1/4 inch diskette to class so that you can keep your example files.

Intermediate Section
Section 301: Saturday, September 23
Peggy Purvis, Macky 3-D

Section 302: Saturday, September 30
Peggy Purvis, Macky 3-D

Section 303: Saturday, October 7
Nancy Van Wechel, M.B.A.
University Computing Center 114

Section 304: Saturday, November 11
Nancy Van Wechel, M.B.A.
University Computing Center 114

Section 305: Saturday, November 18
Peggy Purvis, Macky 3-D

All sections: 9 a.m.-5 p.m.
One all-day session, 7 CEUs $70.

CCA 203 Advanced DOS

This course is structured in three segments:
• creating your own commands
• taking control of your system
• creating "smart" commands

The first two sections encompass I/O redirection, pipes, and filter commands that allow customizing DOS. The last section gives control over the way DOS carries out commands you build into a batch file. These commands allow you to develop other powerful commands tailored to your specific needs. Prerequisite is Using DOS: Intermediate course or comparable skill level. Intermediate Nancy Mangun, M.B.A.

Section 306: Saturday, December 9
9 a.m.-4:30 p.m.
One all-day session, 7 CEUs
University Computing Center 114, $70.
Applications

CCA 331
Introduction to Local Area Networks (LANs)

This course is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions.

Intermediate
Larry G. Lankford, M.S.
Section 300: Tuesdays, October 10-November 7, 6:30-9 p.m.
5 sessions, 1.5 CEUs
University Computing Center 123. $125.

CCA 365
Artificial Intelligence and Expert Systems in Business

An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, neural networks, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.

Intermediate
Richard Blumenthal, M.S.
Section 300: Wednesdays, September 13-October 25, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs
Business 101. $195.

CCA 366
Designing and Implementing Expert Systems

An application course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technology to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA 365 Artificial Intelligence and Expert Systems in Business (starts September 13), or significant AISES experience.

Intermediate
Richard Blumenthal, M.S.
Section 300: Wednesdays, November 1-December 20, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs
Business 101. $195.

Software Applications

CCA 215
Introduction to HyperCard

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this fast-growing application. This one-day course starts with an overview of HyperCard applications, then proceeds to assist you in developing a custom application, or writing a "stack." Topics include link cards, copy buttons, import files, custom menus, and information management. The course is of special interest to anyone referencing files, but is practical for any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice
Greg McArthur, Ph.D.
Section 301: Saturday, September 23 Section 302: Saturday, October 14
Both Sections: 9 a.m.-4 p.m.
One all-day session, 7 CEUs
Fine Arts CB133. $55.

CCA 217
Advanced HyperCard

Developing custom information handling and creating powerful, time-saving system short-cuts are key topics in this advanced one-day course. Also included are advanced stackware development, scripting, programming in HyperCard, and meeting specialized desk accessory and data base needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Intermediate
Greg McArthur, Ph.D.
Section 300: Saturday, November 11, 9 a.m.-4 p.m.
One all-day session, 7 CEUs
Fine Arts CB133. $60.

CCA 370
Database Management:
Applying dBase III/IV

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and IV are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III+ and previous versions as they relate to version IV. Bring to class two double-sided/double-density 5½ inch diskettes, available at all computer supply stores.

Intermediate
Clyde Getty, B.S.
Section 301: Thursdays, August 31-September 28
Section 302: Thursdays, October 5-November 2
Both Sections: 6:30-9:30 p.m.
5 sessions, 1.5 CEUs
University Computing Center 114. $140.

CCA 372
Advanced dBase III/IV+
Applications

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software and dBase IV. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase IV (CCA 370). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation and other advanced features. Bring to class a double-sided/double-density 5½ inch diskette.

Intermediate
Clyde Getty, B.S.
Section 300: Thursdays, November 9-30, 6:30-9:30 p.m.
3 sessions, 9 CEUs
University Computing Center 114. $90.

CCA 373
dBase III/IV+ for Programming

This course gives the opportunity to use the powerful dBase III and dBase IV+ software for special custom applications. Emphasis is on dBase IV+, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase IV+. Bring to class a double-sided/ double-density 5½ inch diskette.

Intermediate
Clyde Getty, B.S.
Section 300: Thursdays, December 7-14, 6:30-9:30 p.m., and Saturday, December 16, 9 a.m.-12 noon.
3 sessions, 9 CEUs
University Computing Center 114. $90.
CCG 360  
**Employing Customized Bar Code Scanning**

Bar Code Scanning technology has been employed by many businesses for some time. But now, new and inexpensive technology has given almost anybody the power to employ useful and incredibly fast bar code reading in a wide variety of personal computer applications, including hand-held OCR/bar code scanners. Course will be most useful for those who work with any objects repeating data, and product tracking. But anyone interested in automation and time-saving techniques will find great benefit in the course.

Intermediate  
Tom Swanson, M.A.  
Section 300: Saturday, November 4, 9 a.m.-4:30 p.m. One all-day session, .6 CEUs. Fine Arts C1653, $70.

CCA 330  
**Beginning Using Lotus 1-2-3**

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. Bring to class a double-sided/double-density 5 1/4 inch diskette. Class size is strictly limited.

Novice  
Section 301: Nancy VanWechel, M.B.A.  
Saturdays, September 9 and 16, 9 a.m.-4 p.m. 2 sessions.
Section 302: Nancy VanWechel, M.B.A.  
Mondays, September 11-October 2, 6:30-9:30 p.m. 2 sessions.
Section 303: Dennis Taylor, M.S.  
Wednesdays, October 4-October 25, 6:30-9:30 p.m. 4 sessions.
Section 304: Nancy VanWechel, M.B.A.  
Saturdays, October 14 and 21, 9 a.m.-4 p.m. 2 sessions.
Section 305: Dennis Taylor, M.S.  
Wednesdays, November 29-December 20, 6:30-9:30 p.m. 4 sessions.

All sections: University Computing Center 114. 1.2 CEUs. $120.
Applications

Software Applications, con’t.

CCA 332
Intermediate Lotus 1-2-3

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA 330) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5½ inch double-sided/double-density diskette. Class size is strictly limited. Intermediate Nancy VanWechel, M.B.A.

Section 301: Saturday, November 4, 9 a.m.-4:30 p.m. One all-day session.
University Computing Center 142.

Section 302: Mondays, November 6 and 13, 6:30-10:30 p.m. 2 sessions.
University Computing Center 114.

Section 303: Saturday, November 18, 9 a.m.-4:30 p.m. One all-day session.
University Computing Center 114.

All Sections: .7 CEUs. $70.

CCA 334
Advanced Lotus 1-2-3

Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one day advanced seminar:
- data matrices
- data regression
- data tables

Various "at" (@) functions will also be covered, as well as looping between macros. A review section will focus on principles and practices of combining files, data and file import/export, and combine options.

Intermediate Nancy Mangan, M.B.A.

Section 301: Saturday, December 2, 9 a.m.-4 p.m. One all-day session.
Section 302: Mondays, December 4 and 11, 6:30-9:30 p.m. 2 sessions.
Both Sections: 6 CEUs.
University Computing Center 114. $70.

CCA 337
Financial Analysis with Lotus 1-2-3

This course is a guide for intermediate Lotus users who understand the techniques of financial analysis but want to perfect it with Lotus 1-2-3. Two critical subjects are examined extensively: financial analysis and building a computerized decision support system. Course has great benefit, but is not limited to, budget operations managers, purchasing analysts, banking/loan specialists, and those who professionally interpret or create financial and tax planning models. Intermediate Nancy Mangan, M.B.A.

Section 300: Mondays, November 20 and 27, 6:30-10:00 p.m. 2 sessions .7 CEUs.
University Computing Center 114. $70.

CCA 336
Excel Spreadsheet on the Macintosh

This course introduces you to Excel as a productivity tool for the Macintosh. Some time will be spent reviewing the use of the Macintosh system. Basics of spreadsheet design will be covered, including creating, editing, formatting and printing a worksheet. Use of formulas and functions, the database, charting and graphing and macros will also be covered. We will also cover "using Excel with other software." Emphasis will be placed on the special unique features that make Excel both powerful and easy to use. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice J. Burke Taft, M.Ed.

Section 300: Wednesdays, October 4-25, 6:30-8:30 p.m. 4 sessions. 1.2 CEUs.
Fine Arts C1B53. $105.

CCA 375
Beginning Microsoft Word on the IBM PC

This class will teach the fundamentals of word processing. We will cover the basics of word processing such as editing and finding documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing. You will learn to perfect your documents and make them easy to read. Bring one double-sided/double-density 5¼ inch diskette to class.

Novice Yvonne Kristy, M.S.W.

Section 300: Wednesdays, August 30-September 13, 6:30-9:30 p.m. 3 sessions. 9 CEUs.
University Computing Center 114. $90.

CCA 376
Intermediate Microsoft Word on the IBM PC

This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. This class covers formatting, using windows, creating headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, and spelling. Bring one double-sided/double-density 5¼ inch diskette to class.

Intermediate Yvonne Kristy, M.S.W.

Section 300: Wednesdays, September 20 and 27, 6:30-9:30 p.m. 2 sessions. 6 CEUs.
University Computing Center 114. $70.

CCA 378
Beginning Microsoft Word on the Macintosh

Microsoft Word is the leading word processing software package for the Apple Macintosh computer. The full power of flexible, efficient word processing is brought out in this course. Skills covered include: producing practical business documents, the basics of word processing, popular Word features, editing, and text/graphic interfaces. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice Steven A. Johnman, B.S.

Section 301: Thursdays, August 31-September 21.
Section 302: Tuesdays, October 3-24.
Both Sections: 6:30-9:30 p.m. 4 sessions. 1.2 CEUs.
Fine Arts C1B53. $95.
CCA 381
Advanced Microsoft Word on the Macintosh

This class is primarily for those who have completed the Beginning Microsoft Word course, or who already have the important basic familiarity with the program. The course will cover the most popular advanced features of Word, with special emphasis on time-saving skills, formatting, style sheets, producing professional looking text, and laser print management. Please bring to class a Macintosh-compatible 3.5 inch diskette. Intermediate

Steven A. Johnson, B.S.
Section 300: Tuesdays, November 7 and 14, 6:30-9:30 p.m. 2 sessions, .6 CEUs.
Fine Arts CIB53. $70.

CCA 380
Beginning WordPerfect
Word Processing

This introductory class is designed for the beginner to learn to use the WordPerfect software as a word processor to prepare simple documents. No previous word processing experience is required for this course as some generic word processing techniques will be discussed, but previous DOS experience and adequate typing skills are recommended. Each student will create and save files, retrieve and make changes, reset margins and tabs, copy and cut blocks, check spelling, use the thesaurus and print documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep your example work. Novice

Section 301: Peggy Purvis.
Tuesdays, September 12-December 6, 6:30-9:30 p.m. 3 sessions.
University Computing Center 114.

Section 302: Peggy Purvis.
Tuesdays, October 3-October 17, 6:30-9:30 p.m. 3 sessions.
University Computing Center 142.

Section 303: Peggy Purvis.
Saturdays, October 28 and November 4, 9:30 a.m.-3 p.m. 2 sessions.
University Computing Center 114.

Section 304: Nancy Mangun, M.B.A.
Wednesdays, November 1-November 15, 6:30-9:30 p.m. 3 sessions.
University Computing Center 114.

Section 305: Peggy Purvis.
Tuesdays, November 7-November 21, 6:30-9:30 p.m. 3 sessions.
University Computing Center 114.
All Sections: 9 CEUs. $90.

CCA 382
Intermediate WordPerfect

This class is intended for those who have a beginning knowledge of WordPerfect or have completed the Beginning WordPerfect course and want to investigate the more complicated features. During this session we will cover each option of the formatting menus (headers, footers, page layouts, page numbers and print styles), the printer control screen, typing in columns, search and replace, file management, setting defaults and colors, word processing on forms, drawing lines, typing equations and using dual documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep your example work. Intermediate

Peggy Purvis.
Section 301: Tuesdays, October 24 and 31
Section 302: Tuesdays, November 28 and December 5.
Both Sections: 6:30-9:30 p.m. 2 sessions, .6 CEUs.
University Computing Center 114. $70.

CCA 384
Advanced WordPerfect

This is designed for the experienced WordPerfect user or for those who have completed the Beginning and Intermediate WordPerfect courses, who are interested in the following advanced topics: automating repetitious tasks with macros, merging mailing lists and form letters, translating between software packages, sorting capabilities and creating documents with footnotes or indexes. Example documents will be provided but please bring a 5¼ inch formatted floppy diskette to class if you choose to keep your class work. Intermediate

Peggy Purvis.
Section 300: Tuesday, December 12 and 19, 6:30-9:30 p.m. 2 sessions, .7 CEUs.
University Computing Center 114.

CCA 201
Applying Microsoft Works on the Macintosh

Microsoft Works is an extremely useful integrated software system, featuring word processor, spreadsheet, database, and communications programs combined in one package. The word processor includes drawing and powerful mail merge capabilities; the database includes full information retrieval and organization; the spreadsheet features interactive charting. Multiple documents can be brought to the screen simultaneously, allowing easy cutting and pasting among them. We will experience all these functions and more. Whether you want an overview of these four business functions, or a mastery of Works, this class can meet your needs. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice

J. Burke Taft, M.Ed.
Section 300: Wednesdays, November 1-December 6, 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts CIB53. $95.

CCA 235
Introduction to SAS — Statistical Analysis System

Knowledge of SAS can be a very valuable business or research tool. This course is an introduction to SAS, including SAS language and such topics as processing data into SAS data sets, manipulating data, SAS procedures for analyzing data, and SAS procedures for rearranging, displaying and summarizing data. Intermediate

Otis Pratt, M.S.
Section 300: Wednesdays, September 20-October 18, 7-9 p.m. 5 sessions, 8 CEUs.
University Computing Center 123. $75.
## Computer Graphics Courses by Starting Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Tuesday, September 5</td>
<td>CAD 311</td>
<td>301</td>
<td>Beginning Computer Aided Design</td>
<td>David W. Claflin</td>
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<td>CCG 351</td>
<td>301</td>
<td>Computer Graphics Art I</td>
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<td>CAD 311</td>
<td>302</td>
<td>Beginning Computer Aided Design</td>
<td>Dan Myers</td>
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<td>Saturday, September 9</td>
<td>CCG 387</td>
<td>301</td>
<td>Ventura Desktop Publishing</td>
<td>Bruce Frehner</td>
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<td>Saturday, September 9</td>
<td>CCG 371</td>
<td>301</td>
<td>Introduction to Aldus PageMaker on the Macintosh</td>
<td>Juliana Packer</td>
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<td>Monday, September 11</td>
<td>CAD 322</td>
<td>301</td>
<td>Computer Aided Design: Level I</td>
<td>Sharon Blender</td>
</tr>
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<td>CAD 311</td>
<td>302</td>
<td>Computer Aided Design: Level I</td>
<td>David Clough</td>
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<td>Tuesday, September 19</td>
<td>CAD 311</td>
<td>303</td>
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<td>CAD 322</td>
<td>303</td>
<td>Computer Aided Design: Level I</td>
<td>Dan Myers</td>
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<td>Saturday, September 23</td>
<td>CCG 377</td>
<td>301</td>
<td>Introduction to PageMaker Desktop</td>
<td>Bruce Frehner</td>
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<td>Thursday, September 28</td>
<td>CCG 371</td>
<td>302</td>
<td>Introduction to Aldus PageMaker on the Macintosh</td>
<td>Viki Mann</td>
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<td>Saturday, September 30</td>
<td>CCG 373</td>
<td>300</td>
<td>Quark XPress Desktop Publishing</td>
<td>Tim Meehan</td>
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<tr>
<td>Wednesday, October 4</td>
<td>CAD 322</td>
<td>304</td>
<td>Computer Aided Design: Level I</td>
<td>Philip M. Kreiker</td>
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<td>CCG 351</td>
<td>302</td>
<td>Computer Graphics Art I</td>
<td>Pat Lehman</td>
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<td>303</td>
<td>Computer Graphics Art I</td>
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<tr>
<td>Monday, October 16</td>
<td>CCG 356</td>
<td>301</td>
<td>Macintosh Computer Art</td>
<td>Barry Ratliff</td>
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<td>CCG 356</td>
<td>302</td>
<td>Macintosh Computer Art</td>
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<td>CAD 333</td>
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<td>CAD 323</td>
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<td>Thursday, October 26</td>
<td>CAD 333</td>
<td>302</td>
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<td>CCA 325</td>
<td>300</td>
<td>Intermediate C Programming</td>
<td>Carol Meier</td>
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<td>Introduction to Aldus PageMaker on the Macintosh</td>
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<td>302</td>
<td>Introduction to PageMaker Desktop</td>
<td>Dan Myers</td>
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<td>CCG 372</td>
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<td>Juliana Packer</td>
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<td>303</td>
<td>Macintosh Computer Art</td>
<td>Barry Ratliff</td>
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<tr>
<td>Monday, November 27</td>
<td>CAD 345</td>
<td>301</td>
<td>Computer Aided Design: Level III</td>
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<tr>
<td>Saturday, December 2</td>
<td>CCG 386</td>
<td>300</td>
<td>Advanced PageMaker Desktop</td>
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<td>Thursday, December 7</td>
<td>CAD 345</td>
<td>302</td>
<td>Computer Aided Design: Level III</td>
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<tr>
<td>Saturday, December 9</td>
<td>CCG 357</td>
<td>300</td>
<td>Advanced Macintosh Computer Art</td>
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</tr>
</tbody>
</table>
Desktop Publishing

**CCG 371**  
**Introduction to Aldus PageMaker on the Macintosh**

If you are involved, or interested in, the areas of communication, graphic design, advertising, printing, publications, documentation, or writing of any kind, then desktop publishing will have an effect on your future. Now is the time to start developing your skills with PageMaker. Easy enough for the novice, yet comprehensive enough for the skilled designer. PageMaker streamlines design, layout, and production of any material, while putting the standard Macintosh interface to excellent utility. Hands-on time will be spent:

- getting to know PageMaker
- using the electronic drawing board
- creating formats and master pages
- placing text and graphics
- editing your documents
- creating your own masterpiece

Laser printing of finished products done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

Section 301: Juliana Packer, B.F.A.
- Saturdays, September 9 and 16, 9 a.m.-5 p.m.
- Two all-day sessions.

Section 302: Viki Mann, B.A.
- Thursdays, September 28-October 26, 6:30-9:30 p.m., 5 sessions.

Section 303: Viki Mann, B.A.
- Thursdays, November 2-December 7, 6:30-9:30 p.m., 5 sessions.

All Sections: 1.5 CEUs.

Fine Arts CIB35. $135.

**CCG 372**  
**Advanced Desktop Publishing on the Macintosh**

Take yourself beyond the basics with advanced desktop publishing. This course will help you develop and refine your desktop skills. If you are involved in desktop publishing and have the basics of Aldus PageMaker behind you, then this is the class to take.

Topics include:

- formats for importing line art, scanned photos and graphics
- time saving touches
- PC file conversion
- graphics software review
- advanced graphic design concepts
- high quality text output

Output of finished projects done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Intermediate

Juliana Packer, B.F.A.
- Section 300: Saturdays, November 18 and December 2, 9 a.m.-5 p.m.
- Two all-day sessions. 1.5 CEUs.

Fine Arts CIB35. $120.

**CCG 373**  
**Quark XPress Desktop Publishing**

Quark's XPress is a highly capable, technically advanced, professional-level software system that combines the convenience of desktop publishing with the precision and accuracy of fine type-setting, all on the Apple Macintosh computer. XPress appears complex because of its advanced features, but can be learned very effectively in this two-day course. Focus is on learning to use the program productively, employing desktop publishing convenience with special XPress features. Also covered are the basics of Postscript, graphics, creative text handling, and advanced features. This course teaches a good working knowledge of how XPress compares to and interacts with other products like Adobe Illustrator, MacPaint, Aldus' FreeHand and PageMaker.

Intermediate

Tim Meehan
- Section 300: Saturdays, September 30 and October 7, 9 a.m.-5 p.m.
- Two all-day sessions. 1.5 CEUs.

Fine Arts CIB35. $135.

**CCG 377**  
**Introduction to Desktop Publishing for the IBM PC**

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial document, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs Pagemaker software extensively, with interactive demonstrations of other software, like Ventura Publisher. Laser printing of finished projects done in class. Bring a 5 1/4 inch double-sided/double density or high density diskette to class.

Novice

Bruce Frehner, M.A.
- Section 301: Saturdays, September 9 and 16, 9 a.m.-4:30 p.m.
- Two all-day sessions. 1.5 CEUs.

University Computing Center 142. $135.

**CCG 386**  
**Advanced PageMaker Desktop Publishing for the IBM PC**

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, and product overview.

Intermediate

Bruce Frehner, M.A.
- Section 300: Saturdays, December 2 and 9, 9 a.m.-4:30 p.m.
- Two all-day sessions. 1.5 CEUs.

University Computing Center 142. $135.

**CCG 387**  
**Ventura Desktop Publishing**

Ventura Desktop Publishing software has grown increasingly popular in IBM PC and compatible applications. Focus of this course is creating and enhancing your ability to produce camera-ready original for a wide variety of publications, and to merge high quality typography with graphics. Topics include publishing long documents, use of peripheral software programs for creating text and graphics, file management, style sheet maintenance, and output devices. Page design and typographic concepts are highlighted throughout the course. High quality printing of finished products done in class. Bring a 5 1/4 inch double-sided/double density or high density diskette to class.

Novice

Bruce Frehner
- Section 301: Saturdays, September 9 and 16, 9 a.m.-4:30 p.m.
- Two all-day sessions. 1.5 CEUs.

University Computing Center 142. $135.

**CCG 389**  
**Desktop Applications**

- Novice

- Intermediate
Enliven Your Creativity
Commercial Design

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art, or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of weekend workshops leading to a Certificate in Commercial Design may be what you need for your professional development.

The Certificate in Commercial Design is a sequential program of short intensive courses presented in a compact format of workshops to accommodate the busy schedule that professionals share, and the needs of those interested in entering the field. Courses cover both the basics and the advanced developments in commercial art today. Careers in book design, advertising, cartooning, broadcasting, and a wide number of other areas will be explored during the program. Many of the courses pay particular attention to entry-level job opportunities, the construction and maintenance of professional portfolios, and the basics of job-hunting and preparing for interviews. Instructors are all “state-of-the-art,” active professionals in touch with the latest changes in the commercial design field.

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
   - The Commercial Artist: Design, Layout and Paste-up
   - Commercial Art II
   - Professional Illustration Techniques
   - The Artist Goes to Market

2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.

3. Successful completion and professional review of your own fully developed portfolio, scheduled by appointment.

You need not formally apply for any program nor must you be seeking a certificate to enroll. Conversely, you need not stop participation in the certificate once you have achieved certification. Many people take only a few courses to update certain skills and many others take several courses beyond requirements to advance their professional skills.

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

The course of study is scheduled so that participants may complete all requirements within three semesters. The four required courses are offered at least once a year, as well as several elective courses.

Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. Please remember that in all certificate courses there are no refunds once the course has started. Full refunds are granted if requested before that time. Course enrollments are limited and advance registration is required. Please note that refunds are given only before the course starts, none later.

Bring to class a pencil, ruler, fine-line pen, exacto knife, note paper, tracing paper, and bristol board (15” x 20” approx.). All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attendees have some access to their portfolios or work examples.
Commercial Design
Commercial Design

Commercial Design Courses by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
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<tbody>
<tr>
<td>Saturday, October 7</td>
<td>CCD 210</td>
<td>300</td>
<td>The Commercial Artist I: Design, Layout, Paste-up</td>
<td>Roy Walden</td>
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<tr>
<td>Monday, October 9</td>
<td>CCD 220</td>
<td>300</td>
<td>Professional Hand Lettering and Calligraphy</td>
<td>Roy Walden</td>
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<tr>
<td>Saturday, October 21</td>
<td>CCD 330</td>
<td>300</td>
<td>Professional Illustration Techniques</td>
<td>Yan Valencia</td>
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<tr>
<td>Thursday, October 26</td>
<td>CCD 285</td>
<td>300</td>
<td>The Mental Picture: Professional Cartooning</td>
<td>Eric Teitelbaum</td>
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<tr>
<td>Saturday, October 26</td>
<td>CCD 220</td>
<td>300</td>
<td>The Artist Goes to Market</td>
<td>Eric Teitelbaum</td>
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<tr>
<td>Saturday, November 11</td>
<td>CCD 340</td>
<td>300</td>
<td>The Advertising Copywriter: A Writing Techniques Workshop</td>
<td>Michelle Martino</td>
</tr>
<tr>
<td>Saturday, November 18</td>
<td>CCD 250</td>
<td>300</td>
<td>The Advertising Copywriter: A Writing Techniques Workshop</td>
<td>Michelle Martino</td>
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</tbody>
</table>

Commercial Art

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

This course introduces important commercial art techniques to the beginner, stressing the "how-tos" of entering the commercial graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies: book, magazine, and newspaper publishing departments, and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews.

Roy Walden
Section 300: Saturday and Sunday, October 7 and 8, 9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs. Geology 114. $115.

Calligraphy

CCD 220
Professional Hand Lettering and Calligraphy

Hand lettering and calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration.

Roy Walden
Section 300: Monday, Tuesday, Wednesday, October 9-11, 5:30-10 p.m.
3 sessions. 1.4 CEUs. Geology 114. $115.

Cartooning

CCD 285
The Mental Picture: Professional Cartooning

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

Eric Teitelbaum
Section 300: Thursday and Friday, October 26 and 27, 5:30-10 p.m.
Two sessions. 9 CEUs. Geology 114. $85.
Marketing

**CCD 230**  
**The Artist Goes to Market**

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly.

Eric Teitelbaum  
Section 300: Saturday and Sunday, October 28 and 29, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. $115.

Copywriting

**CCD 340**  
**The Advertising Copywriter: A Writing Techniques Workshop**

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. This workshop program is a must for anyone seeking to work in public relations, advertising, sales promotion, small business activities, or who must generate persuasive copy for the market place. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignment, creative stimulation, marketing effectiveness, creative team problem-solving, and examining problem-solving activities during campaign development.

Michelle Martino  
Section 300: Saturday and Sunday, November 11 and 12, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. $115.

Illustration

**CCD 250**  
**Children's Book Illustration  Techniques**

Illustrating children's books plays a significant role in the vast empire of children's literature publishing. This program introduces the writer/artist to current techniques used within the children's book formats: black and white camera-ready technique; half tones, color screen, Martin's dyes, and litho crayon/textured board surface. Students will follow a visualization technique actually developing and eliciting art concepts from written concepts provided. Program will include developing individualized style, character development and rough and final presentation. Assignments include completion of a "rough" completed book and a finished plate, camera-ready art separation for presentation to a publisher. Professional presentation to the publishing industry will also be covered.

Roy Walden  
Section 300: Saturday and Sunday, November 18 and 19, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. $115.

**CCD 330**  
**Professional Illustration Techniques**

The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshops cover scratchboard processes, color technique, airbrush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets.

Van Valencia  
Section 300: Saturday and Sunday, October 21 and 22, 9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. $115.

Computer Graphic Art courses are accepted as elective courses in the Commercial Art Program. See Page 34.
Carl and Suzanne Gerlaf are partners in teaching ballroom, western, and Latin dancing and in life.
Branch Out in New Directions
Noncredit Courses

What a wonderful way to fill your leisure time. Learning for learning's sake. A large variety of topics are introduced by instructors who really enjoy sharing their special interests.

Our non-credit courses meet evenings and weekends to accommodate your working schedule. If your reason behind taking a class is to learn a language like French, Italian, Japanese or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest-quality courses in areas of professional and personal interest. Most courses have limited enrollment — early registration assures your place in class. We carefully choose courses to meet the interests expressed by most adults. Since we've been doing this for over 75 years, we feel we have a good thing going.

(Classes will not meet November 22, 23 and 24 for Thanksgiving vacation.)

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.

Location: The classroom location is given at the end of each course description.

To register call 492-5148 or 1-800-332-5839.
## Noncredit Courses

### Noncredit Courses by Starting Date, Fall 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<tr>
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<td>Wednesday, Sept. 20</td>
<td>NC B 003</td>
<td>300</td>
<td>Entrepreneurism — Are You Ready?</td>
<td>Aivars Ziedins</td>
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<td>Tuesday, Oct. 10</td>
<td>NC B 006</td>
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<td>How to Plan, Promote, and Profit from Your Seminar</td>
<td>Chris Loevett</td>
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<td>Saturday, Oct. 14</td>
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<td>300</td>
<td>How to Market Your Product or Service</td>
<td>Johann Robbins</td>
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<td>NC B 004</td>
<td>300</td>
<td>Financial Planning for Women</td>
<td>Corrine Randolph</td>
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<td>Tuesday, Oct. 24</td>
<td>NC B 008</td>
<td>300</td>
<td>Accounting for Non-Accountants</td>
<td>Fred Moore</td>
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<td>Wednesday, Oct. 25</td>
<td>NC B 007</td>
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<td>Writing Business Plans</td>
<td>Donald Kaniecki</td>
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<td>Tuesday, Sept. 19</td>
<td>NC D 100</td>
<td>301</td>
<td>Beginning Ballroom Dance</td>
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<td>Wednesday, Sept. 20</td>
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<td>301</td>
<td>Beginning Western Dance</td>
<td>Carl &amp; Suzanne Gerleit</td>
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<td>Tuesday, Oct. 17</td>
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<td>Beginning Latin Dance</td>
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<td>Wednesday, Oct. 18</td>
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<td>301</td>
<td>Beginning Jitterbug Dance</td>
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<td>Tuesday, Nov. 14</td>
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<td>Wednesday, Nov. 15</td>
<td>NC D 200</td>
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<td>Intermediate Ballroom Dance</td>
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<td><strong>Fine Arts</strong></td>
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<td>Monday, Sept. 18</td>
<td>NCFA 001</td>
<td>300</td>
<td>Basic Photography</td>
<td>Lynn Lichfeld</td>
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<td>NCFA 002</td>
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<td>Storytelling for Everyone</td>
<td>Kay Negash</td>
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<td>NCFA 012</td>
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<td>Chinese Painting</td>
<td>Janette Lenschow</td>
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<td>NCFA 015</td>
<td>300</td>
<td>Woodcarving Sculpture</td>
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<td>NCFA 017</td>
<td>300</td>
<td>Acting Basics</td>
<td>Susan Chambers</td>
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<td>Wednesday, Sept. 20</td>
<td>NCFA 025</td>
<td>300</td>
<td>Intermediate Field Photography</td>
<td>Lynn Lichfeld</td>
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<td>NCFA 011</td>
<td>300</td>
<td>Sculpture — Stonecarving</td>
<td>Barbara Cox</td>
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<td>Thursday, Sept. 21</td>
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<td>300</td>
<td>Creative Photography Workshop</td>
<td>Don Oberbeck</td>
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<td>Saturday, Sept. 23</td>
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<td>Live at Macky</td>
<td>Artist Series</td>
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<td>Tuesday, Sept. 26</td>
<td>NCFA 027</td>
<td>300</td>
<td>Opal Water Media</td>
<td>Brigitte Bruegmann</td>
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<td>NCFA 020</td>
<td>300</td>
<td>Introduction to Drawing</td>
<td>Manisha Woolley</td>
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<td>Wednesday, Sept. 27</td>
<td>NCFA 005</td>
<td>300</td>
<td>Life Drawing</td>
<td>Barbara Preskorn</td>
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<td>Tuesday, Oct. 3</td>
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<td>300</td>
<td>Advanced Ballroom Dance</td>
<td>David Steiner</td>
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<td>NCFA 016</td>
<td>300</td>
<td>Beginning Basketry</td>
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<td><strong>Foreign Languages</strong></td>
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<td>Monday, Sept. 11</td>
<td>NCFL 100</td>
<td>300</td>
<td>Beginning Conversational French</td>
<td>Nadia Turk</td>
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<tr>
<td></td>
<td>NCFL 101</td>
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<td>Beginning Conversational German</td>
<td>Daphne Guericke</td>
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<td>NCFL 102</td>
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<td>Beginning Conversational Italian</td>
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<td>Tuesday, Sept. 12</td>
<td>NCFL 103</td>
<td>300</td>
<td>Beginning Conversational Spanish</td>
<td>Elizabeth Medina</td>
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<td>NCFL 201</td>
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<td>Intermediate Conversation German</td>
<td>Ed Mager-Haym</td>
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<td>Wednesday, Sept. 13</td>
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<td>Intermediate Conversational French</td>
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<td>NCFL 203</td>
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<td>Intermediate Conversational Italian</td>
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<td>Friday, Sept. 15</td>
<td>NCFL 164</td>
<td>300</td>
<td>Beginning Japanese</td>
<td>Douglas Gordon</td>
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<td>NCFL 204</td>
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<td>Tuesday, Sept. 19</td>
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<td>Advanced Conversational Italian</td>
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<td><strong>History</strong></td>
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<td>The Fascinating History of Colorado Railroads</td>
<td>Bob Bothe</td>
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<td>Tuesday, Sept. 26</td>
<td>NC H 002</td>
<td>300</td>
<td>Investing for Income</td>
<td>Arnold Hart</td>
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<tr>
<td>Thursday, Sept. 26</td>
<td>NC I 001</td>
<td>300</td>
<td>Investing in Art and Antiques</td>
<td>Ruth Linton</td>
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<td>Wednesday, Sept. 27</td>
<td>NC I 012</td>
<td>300</td>
<td>Partnership Investing</td>
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<td>Wednesday, Oct. 4</td>
<td>NC I 001</td>
<td>300</td>
<td>Basic Investing</td>
<td>Mary Wright</td>
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<td>Tuesday, Oct. 17</td>
<td>NC I 008</td>
<td>300</td>
<td>Economics for Investors</td>
<td>Mary Wright</td>
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<td>Wednesday, Oct. 25</td>
<td>NC I 010</td>
<td>300</td>
<td>Advanced Investment Strategies</td>
<td>Arnold Hart</td>
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<td>Tuesday, Nov. 14</td>
<td>NC I 007</td>
<td>300</td>
<td>Advanced Investment Strategies</td>
<td>Mary Wright</td>
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## Noncredit Courses by Starting Date, Fall 1989 cont.

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<thead>
<tr>
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<th>Section</th>
<th>Course</th>
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<tr>
<td><strong>Lifestyle</strong></td>
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<td>American Sign Language — An Introduction</td>
<td>Doris Schrupp</td>
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<td>NC L 099</td>
<td>300</td>
<td>Biofeedback Stress Management</td>
<td>Toby Link</td>
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<td>NC L 005</td>
<td>300</td>
<td>Handwriting Analysis: An Aid to Learning</td>
<td>Carol Ford</td>
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<td>NC L 026</td>
<td>300</td>
<td>Developing Higher Creativity</td>
<td>Bette Griff</td>
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<td>Saturday, September 23</td>
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<td>300</td>
<td>Eating As If Your Life Depended On It</td>
<td>Peggy Phillips</td>
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<td>300</td>
<td>Speed Reading</td>
<td>Liane Brouillette</td>
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<td>NC L 028</td>
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<td>How to Design or Remodel a House With an Architect</td>
<td>Jeff Limerick</td>
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<td>Psychology and Sports Performance</td>
<td>T.C. North</td>
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<td>Saturday, September 30</td>
<td>NC L 014</td>
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<td>The Solar System</td>
<td>Neil Rosenthal</td>
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<td>Saturday, October 14</td>
<td>NC L 015</td>
<td>300</td>
<td>Diet, Emotions, and Behavior</td>
<td>Peggy Phillips</td>
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<td>Tuesday, October 17</td>
<td>NC L 006</td>
<td>300</td>
<td>Handwriting Analysis: After the Basics</td>
<td>Carol Ford</td>
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<td>Saturday, October 28</td>
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<td>Nutrition and the Immune System</td>
<td>Peggy Phillips</td>
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<td>NC L 024</td>
<td>300</td>
<td>Changing the Patterns in Your Relationship</td>
<td>Neil Rosenthal</td>
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<td>Saturday, December 2</td>
<td>NC L 025</td>
<td>300</td>
<td>Intimate Companions: Towards Creating More Healthy and Happy Relationships</td>
<td>Neil Rosenthal</td>
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<td><strong>Math</strong></td>
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<td>300</td>
<td>Basic Mathematics</td>
<td>Jack Ferguson</td>
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<td>Wednesday, September 20</td>
<td>NCSO 008</td>
<td>300</td>
<td>The Solar System</td>
<td>Joe Romig</td>
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<td>Wednesday, October 4</td>
<td>NCSO 005</td>
<td>301</td>
<td>Xeriscape Landscaping: Low Water</td>
<td>Andrew Mead</td>
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<td>Tuesday, October 10</td>
<td>NCSO 904</td>
<td>300</td>
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<td>Tina Jones</td>
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<td>Andrew Mead</td>
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<td>Xeriscape Landscaping: Low Water</td>
<td>Andrew Mead</td>
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<td>Saturday, September 9</td>
<td>NC T 490</td>
<td>301</td>
<td>Preparing for the Law School Admission Test (LSAT)</td>
<td>Kollie Elinoff</td>
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<td>301</td>
<td>Preparing for the Graduate Record Exam (GRE)</td>
<td>Roe Willis</td>
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<td>Tuesday, November 7</td>
<td>NC T 301</td>
<td>302</td>
<td>Preparing for the Graduate Record Exam (GRE)</td>
<td>Terri Bodhaine</td>
</tr>
<tr>
<td>Saturday, November 11</td>
<td>NC T 490</td>
<td>302</td>
<td>Preparing for the Law School Admission Test (LSAT)</td>
<td>Kollie Elinoff</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td></td>
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<tr>
<td>Monday, September 18</td>
<td>NC W 015</td>
<td>300</td>
<td>Journaling Creatively</td>
<td>Kaye Bache-Snyder</td>
</tr>
<tr>
<td>Tuesday, September 19</td>
<td>NC W 018</td>
<td>300</td>
<td>Writing the Novel</td>
<td>Jerry Brown</td>
</tr>
<tr>
<td>Wednesday, September 20</td>
<td>NC W 025</td>
<td>300</td>
<td>Writing for Magazines</td>
<td>Deidre Elliott</td>
</tr>
<tr>
<td>Thursday, September 21</td>
<td>NC W 003</td>
<td>300</td>
<td>English Writing Made Simple</td>
<td>Jean Tyszkiewicz</td>
</tr>
<tr>
<td>Thursday, September 28</td>
<td>NC W 006</td>
<td>300</td>
<td>Creative Writing</td>
<td>Deidre Elliott</td>
</tr>
<tr>
<td>Thursday, September 28</td>
<td>NC W 017</td>
<td>300</td>
<td>A Study in Literature</td>
<td>Andy Gaudiano</td>
</tr>
<tr>
<td>NC W 010</td>
<td>300</td>
<td>Playwriting — The Basics</td>
<td>Fred Perry</td>
<td></td>
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<tr>
<td>Saturday, October 14</td>
<td>NC W 011</td>
<td>300</td>
<td>The Power of Ten Minutes: Memoir and Personal Essays</td>
<td>Deidre Elliott</td>
</tr>
<tr>
<td>Monday, October 23</td>
<td>NC W 016</td>
<td>300</td>
<td>Going to Market With Writing</td>
<td>Kaye Bache-Snyder</td>
</tr>
<tr>
<td>Saturday, November 11</td>
<td>NC W 012</td>
<td>300</td>
<td>The Children's Book: Illustrating and Getting Published</td>
<td>Sandy Fuller</td>
</tr>
</tbody>
</table>
Noncredit Courses

NCB 008
Accounting for Non-Accountants
An introductory course in accounting for those who have had little or no previous training in this area. Emphasizes the recording, reporting, and analysis of accounting information from source of information and journalizing, through posting to ledgers, preparation of financial statements and the use of those statements to provide information for business decision-making. The objective is to help the student understand not only the accounting process, but the purpose and uses to which the results may be applied. Section 300: Tuesdays, October 24-December 5, 7-9 p.m. 7 sessions. Geology 127. 853.

NCB 003
Entrepreneurism — Are You Ready?
What does it take to be an entrepreneur? Not everyone has what it takes. Most businesses fail within five years and 50% of businesses fail in the very first year. Some of the most common causes of failure in businesses include under capitalization, lack of preparation, failure to test the market, lack of financial control, and too much too soon. This class will help you determine if you have what it takes to make it in business as an entrepreneur. The class will cover the design of a business plan, setting up a basic budget, cash flow analysis and other essential activities. In addition, the class will discuss personal financial planning and the preservation of wealth for the successful entrepreneur and his or her family. Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co. Section 300: Wednesdays, September 20-October 11, 6:30-9:00 p.m. 4 sessions. Duane Physics G116 636.

NCB 004
Financial Planning for Women
Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, create your own personal financial plan step by step as we identify the reasons women often fail. Learn how to set specific goals and how to implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet. Corline Randolph, M.B.A., Vice President of Marketing for Ziedins and Company. Section 300: Wednesdays, October 18-November 5, 6-8:30 p.m. 4 sessions. Duane Physics G116. 38.

NCB 005
How to Market Your Product or Service
Learn how to expand your business with better marketing. We'll start with creating a strategic marketing plan and how to do research, deal with competition, create an image, identify and target your market, position your product or service, and set a budget. Then we'll look at advertising and how to get results: from media, direct mail, brochures, public relations and more. This class is informal and interactive to ensure maximum benefit for participants. Johann Robbins, owner of Johann Robbins & Associates, The Business Planning Group, a Boulder firm specializing in helping small businesses develop marketing and business plans. Section 300: Saturday, October 14, 9:00 a.m.-4:30 p.m. 1 session. Helms 229. 28.

NCB 009
How to Plan, Promote, and Profit from Your Seminar
This course will cover seminar production, from organization to presentation. We will also cover pricing, budgeting, logistics and marketing. When you complete this seminar, you will be able to design your own seminar, promote it to your market and present it efficiently and profitably. Chris Lovett, M.B.A., CU Denver. Vice President of an electronic manufacturing company. Section 300: Tuesdays, October 10-October 31, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. 30.

NCB 007
Writing Business Plans
The course will cover how to make financial, marketing, and operational plans to give you control over your business and set you on a course for maximum profits. We will cover sales and cost projections, cash flow market research and facility management. The course is designed for people writing a formal business plan for lenders/investors as well as those who just want to know where they are headed. Donald A. Kaniecki, C.P.A., M.B.A., has worked with people starting successful businesses for over 8 years. Section 300: Wednesdays, October 25-November 8, 6:30-9:00 p.m. 3 sessions. Duane Physics G31. 25.
NC D 100
Beginning Ballroom Dancing
An introduction to the basics of Fox-trot, tango, jitterbug, polka, and waltz. The instruction will include the necessary turns and animations to provide every participant confidence on the ballroom dance floor.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 301: Tuesdays, September 19-October 10, 6:30-7:45 p.m. 4 sessions.
Economics 117. $24.
Section 302: Wednesdays, October 18-November 8, 8:00-9:15 p.m. 4 sessions.
Both Sections: 4 sessions. Economics 117. $24.

NC D 200
Intermediate Ballroom Dancing
An Intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course and add more eye-catching turns and moves.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, November 14-December 6, 8:00-9:15 p.m. 4 sessions. Economics 117. $24.

NC D 102
Beginning Latin Dancing
This course will include the basic steps in rumba, tango, mambo, and cha cha. Instruction will include the necessary turns and animations to make every participant comfortable on the dance floor.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 301: Wednesdays, September 20-October 11, 8:00-9:15 p.m. 4 sessions. Economics 117. $24.
Section 302: Tuesdays, October 17-December 6, 6:30-7:45 p.m. 4 sessions. Economics 117. $24.

NC D 202
Intermediate Latin Dancing
An intermediate class (beginning is not a prerequisite, but would be helpful) which will review the basics, then expand on the various combination of routines and additional latin steps.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, November 14-December 6, 6:30-7:45 p.m. 4 sessions. Economics 117. $24.

NC D 103
Beginning Jitterbug Dancing
An introduction to the basic steps in back-beat jitterbug. The instruction will include the necessary turns and animations to provide every participant confidence on the dance floor.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 301: Wednesdays, September 20-October 11, 6:30-7:45 p.m. 4 sessions. Economics 117. $24.
Section 302: Tuesdays, October 17-November 7, 8:00-9:15 p.m. 4 sessions. Economics 117. $24.

NC D 201
Intermediate Jitterbug Dancing
An intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional steps.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 300: Tuesdays, November 14-December 6, 6:30-7:45 p.m. 4 sessions. Economics 117. $24.
Noncredit Courses

NCFA 017
Acting Basics
All the world's a stage... and rather than putting on a character, the actor
strokes for the variety in every one of
us, the everyone in each of us. Whether
the stage is your world or you simply
wish to know and be more comfortable
with yourself and others, this exploration
of the dynamics of communication,
trust, sense perception and movement
can open more of your stage to you.
Emphasis is on class attendance and
participation. Required text: *Respect
for Acting* by Uta Hagen, available at
Colorado Bookstore and University
Bookstore.
Susan Chambers, M.F.A., Penn State
Univ., has taught acting and movement
for actors, nonmajors and theater
students.
Section 300: Tuesdays and Thursdays,
September 19-October 26, 7-8:30 p.m.
12 sessions. Hale 303. *$68.*

NCFA 001
Basic Photography
This introductory course is designed
for those who have a camera but don't
really feel that they know how to use it.
Through slides, lectures and question/answer sessions, students will learn
about the mechanical functions of
35mm SLR cameras. We will discuss
types of lenses and films, accessories,
proper exposure (including night time
and fireworks) and good composition
and portraiture techniques. No lab
work is involved. There will be one
field trip. After this course, you should
be able to use your camera confidently
and take pictures of consistently good
quality. Numerous handouts; optional
text is Henry Horenstein's *Black
and White Photography.*
Lynn Lickteig, B.F.A. CU-Boulder;
Photographer.
Section 300: Mondays,
September 18-November 13, 7-9 p.m.
(Field Trip October 14) 8 sessions.
Environmental Design 122. *$60.*

NCFA 023
Beginning Basketry
In this course, the beginner will learn
each different techniques for making
simple but beautiful baskets out of round
and flat reed. Have fun learning to make
a wicker basket with a wrapped handle
out of round reed, and an Appalachian-style
basket out of flat reed. Bring to class
a dishpan or bucket, awl or ice
pick, scissors or side cutters, towel, a
few clothes pins (pinch type) and pencil.
Tuition includes reed material.
Margaret Craven, local artist, and
instructor with 20 years hard textile
experience.
Section 300: Thursdays,
October 5-October 26, 6-8:30 p.m.
4 sessions. Fine Arts C153. *$42.*

NCFA 012
Chinese Painting
This course is offered to students of all
skill levels. Students will learn the basic
disciplined techniques of painting a
wide variety of subjects, using primarily
oriental brushes, ink, color pigments,
and rice papers. Composition and
design will also be discussed. Students
will purchase their own materials, a brush
and brushes, ink, rice papers, or news­
prints, covered at the first class session.
Janette Lenschow, M.F.A.
Section 300: Mondays,
September 18-November 6, 7-9 p.m.
8 sessions. Fine Arts C153. *$60.*

NCFA 002
Creative Photography Workshop
An exploratory course for those with
some experience to learn about the
amazing new films like *T-Max* and Gold
100, filters for special effects, telephoto
and wide angle lenses, electronic flash,
close up macro shots, professional
tricks for fast, easy camera operation,
and how to see photographic composi­
tion. An introduction to basic darkroom
skills will include black and white print
making, color enlargements from nega­
tives and Cibachrome printing from
color slides. Students will have 3 extra
weeks in the darkrooms for practice,
and will receive feedback photographs
produced. The course will include six
2-hour classroom periods; two 3-hour
darkroom time. The cost of the dark­
room chemistry is included in the tuition,
but students must supply their own
camera, film and paper. Please bring
your camera to the first class.
Don Oberbeck, professional photo­
grapher for 20 years, owner of the
Boulder Photo Center.
Section 300: Thursdays,
September 21-November 9,
7:30-9:30 p.m. 6 sessions at Ketchum.
6 sessions at Boulder Photo Center to
be arranged.
Ketchum 235. *$95.*

NCFA 025
Intermediate Field Photography
This course is intended for those who
possess a good general knowledge of
the technical theories of photography,
but would like a chance to achieve a
greater working knowledge of the
medium through assignments and field
trips. Course will be structured with Wed­
nesday evening sessions for assign­ment
explanation/review, and Saturday Field
Trips where assignments are produced.
(One Saturday field trip will be held at
night.) Students should note that the
course is accelerated: lasts only 3½
weeks with two classes per week. No
lab work is involved. Topics covered
include composition, fine tuning expo­
sure, night time "existing light" photog­
raphy, "painting" with light, indoor
artificial light, various aspects of flash
photography, simple portraiture,
and filters. Prerequisite: Must have know­
ledge of your camera, f-stops, shutter
speeds and various methods of expo­
sure. Equipment required: 35mm SLR
camera with tripod, a shutter/ cable
release, a flash with tiltable bounce
head, polarizing filter, FLD filter,
100 filters. Film/processing cost
estimate $50 to be paid by student.
Lynn Lickteig, B.F.A. CU-Boulder;
Photographer.
Section 301: Wednesdays and Saturdays,
September 20-October 11,
7-9 p.m. 7 sessions.
Environmental Design 122. *$53.*
Fine Arts - con't.

NCFA 020
Introduction to Drawing
Basic principles of drawing methods which integrate practice, theory, and history are taught to allow the individual a means for discovering their own distinctive capabilities. Students will use a variety of materials such as graphite, charcoal, pen and ink, and color media (color pencil or pastel). Optional text is *Drawing: A Contemporary Approach* available at UMC bookstore and Colorado Bookstore. Materials list will be provided at the first class; however, please bring a 18x24 newsprint sketch pad and a 4B pencil.

Marsha Wooley, B.A., M.F.A., University of Pennsylvania, artist and instructor Section 300: Tuesdays, September 26-November 14. 7-9 p.m. 8 sessions.
Fine Arts N-298. $60.

NCFA 005
Life Drawing
Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18" x 24" newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A., CU Boulder, Instructor at Front Range Community College
Section 300: Wednesdays, September 27-November 15. 7-9 p.m. 8 sessions.
Fine Arts N-298. $60.

NCFA 013
Live at Mckay! — The Artist Series
Three magical evenings of great music and special pre-concert lectures will be offered in Mckay Auditorium as part of the 1988-89 Artist Series season. The informal discussions preceding each concert provide an opportunity to meet fellow music lovers, while special guests share fascinating details on aspects of the evening’s concern. Lectures will be non-technical. No musical background required. Course includes lecture and one ticket to each concert in Orchestra I section.
Saturday, September 23, 1989 Lecture: By jazz musician, Wayne Scott Concert: The Billy Taylor Trio Friday, October 27, 1989 Lecture: "Music on Stage" Wes Blomster, Music Critic for Daily Camera. Concert: The Canadian Brass Friday, December 1, 1989 Lecture: Freedom in the Arts A Panel Discussion Concert: Vladimir Feltsman, piano All lectures are at 7:00 p.m. in Mckay 213. All concerts are at 8:00 p.m. in Mckay Auditorium Concert Hall. Enrollment is limited. Registration deadline: Friday, September 15, 1989.
Section 300: 3 sessions. Mckay 213, $54.

NCFA 027
Opaque Water Media
Gouache paint is like watercolor, water-soluble but its capacity allows layering, blending and reworking of the painted surface much like oil paint does. This course concentrates on learning the formal skills of painting: composition, understanding how color works, brushstroke techniques, perspective and abstraction. Students are encouraged to work with their own ideas and subject matter. This course will not only teach the “how-to’s” but also be an opportunity for self-expression. Bring to first class a set of gouache paints, 2-3 small brushes, watercolor pad (11x15), water container and palette or plate.

Brigitte Bruggemann, M.F.A., University of Colorado at Boulder, Artist.
Section 300: Tuesdays, September 26-November 14, 7-9 p.m. 8 sessions.
Fine Arts C153. $60.

NCFA 011
Sculpture — Stonecarving
Carving in stone is one of the great fascinations of sculpture and an exciting process for self expression using simplicity. Basic instructions will focus on carving techniques, principles of the 3rd dimension, texture and surface processes and individual instruction. Discussion of various stone types, needed materials and a slide show viewing the history of stone sculpture is included.
Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich. Section 300: Wednesdays, September 26-November 15, 7-9 p.m. 9 sessions.
Fine Arts C-102, $68.

NCFA 006
Storytelling For Everyone
Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myths, fairy tales and folktales. Learn how to become a better storyteller, which stories are good for you, techniques for preparation and performance.
Kay Nega, M.A., Theatre, professional storyteller, winner in 1986, representing this five state area at the National Storytelling Festival in Jonesboro, Tenn.
Section 300: Mondays, September 18-October 16, 5:34-8:00 p.m. 5 sessions
Hale 6. $47.
Foreign Languages

NCFL 100
Beginning Conversational French
This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend use basic French in different situations. Conversational French will be stressed. With support of other classmates, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Text to be used is announced at first class session.
Nadia Turk, Ph.D. French Literature.
Section 300: Mondays, September 11-November 13, 7-9 p.m. 10 sessions. Hellem 155. $75.

NCFL 200
Intermediate Conversational French
This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize practice of the language. Extensive course materials provided in class and included in tuition.
Section 300: Wednesdays, September 13-November 15, 7-9 p.m. 10 sessions. Hellem 155. $75.

NCFL 101
Beginning Conversational German
This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German speaking countries, we will emphasize practice in practical conversation. Text to be used is announced at the first class session.
Daphne Gertieck, M.A. German, Instructor at CU-Boulder.
Section 300: Mondays, September 11-November 13, 7-9 p.m. 10 sessions. Hellems 247. $75.

NCFL 201
Intermediate German
For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning and enjoy the language in the process.
Text is Lesen, Lachen, Lernen and is available at the University of Colorado Bookstore.
Ed Maier-Heym, M.A. German, Instructor at CU-Boulder.
Section 300: Tuesdays, September 12-November 14, 7-9 p.m. 10 sessions. Hellem 81. $75.

NCFA 026
Vietnam Air Power: Film Myth & Reality
An exploration of recent films depicting the Vietnam conflict which compares film depiction to the actual use of air power. Films to be studied include Apocalypse Now, The Killing Fields, Rambo, First Blood Part II, Bat 21, and The Siege of Fire Base Gloria as well as selections from other fictional and documentary films, including Hearts and Minds. 5-7 p.m. 9 sessions.

NCFA 016
The World of Gemstones
Myth, Magic and Reality. Glass or imitation? This course will give the student a basic knowledge of gemstones including history and lore, geography, mining and distribution, cutting and enhancement, color, crystalline structure and other physical and optical properties of diamonds and colored stones. The focus is on consumer awareness. (Suggested text: Gemstones of the World, Walter Schumann.)
Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraial lab and design studio.
Section 300: Tuesdays, October 1-November 14, 7-9:30 p.m. 7 sessions. Ketchum 206. $46.
Foreign Languages – con’t.

NCFL 102
Beginning Conversational Italian
This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Dialogues, pictures and small group activities in the classroom, will make learning a more enjoyable experience. Required text is Buongiorno Italia by Cremona, available at the University Bookstore. Luigina Cerri, M.A., has taught Italian in several different schools including CU-Boulder. Section 300: Mondays, September 11-November 13, 6:30-8:30 p.m. 10 sessions. Hellem 245. $75.

NCFL 203
Intermediate Conversational Italian
A more advanced course for students who have had beginning Italian or its equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Required text is Buongiorno Italia by Cremona, available at the University Bookstore on campus. Luigina Cerri, M.A., has taught Italian in several schools including CU-Boulder. Section 300: Wednesdays, September 13-November 15, 6:30-8:30 p.m. 10 sessions. Hellem 263. $75.

NCFL 303
Advanced Conversational Italian
This class is designed for students who have completed the intermediate course or its equivalent (present, passato prossimo and imperfect tenses), and would like to continue with the language to learn other major tenses and moods. Conversational skills are emphasized in conjunction with reading and vocabulary building in order to have discussions on a variety of topics. Required text is L’italia Del Vino, Denise de Rome, available at University Bookstore or Colorado Bookstore. Luigina Cerri, M.A., has taught Italian in several schools including CU-Boulder. Section 300: Tuesdays, September 19-November 21, 6:30-8:30 p.m. 10 sessions. Hellem 247. $75.

NCFL 104
Beginning Japanese
This course is designed for students who have no knowledge of the Japanese language and is intended as an introduction to the basics of successful communication. Emphasis will be placed on polite, practical, and colloquial Japanese. The goal of the course is to develop a foundation of survival skills and an understanding of how the language works. The basics of reading simple signs and texts will also be introduced. Required course text: Communicating in Japanese, available at University Bookstore or Colorado Bookstore. Douglas H. Gordon, M.A., is a former Fulbright scholar and has published two books on Japan. He has lived and traveled extensively in Japan. Section 300: Fridays, September 15-November 17, 6-8 p.m. 10 sessions. Hellem 255. $75.

NCFL 204
Intermediate Japanese
This second level course is designed to develop oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: Communicating in Japanese available at University Bookstore or Colorado Bookstore. Douglas H. Gordon, M.A., former Fulbright scholar and has published two books on Japan. He has lived and traveled extensively in Japan. Section 300: Fridays, September 15-November 17, 8-10 p.m. 10 sessions. Hellem 255. $75.

NCFL 103
Beginning Conversational Spanish
Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Extensive handouts provided. Elizabeth Medina, Ph.D., Advisor Regis College. Section 300: Tuesdays, September 12-November 14, 7-9 p.m. 10 sessions. Hellem 255. $75.

NCFL 202
Intermediate Conversational Spanish
Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent. Elizabeth Medina, Ph.D., Advisor Regis College. Section 300: Thursdays, September 14-November 16, 7-9 p.m. 10 sessions. Hellem 255. $75.

History

NC H 002
The Fascinating History of Colorado Railroads
The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Seventh class (field trip) to be arranged. Bob Rothe, a railroad hobbyist for 40 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere. Section 300: Tuesdays, September 26-November 7, 7-9 p.m. 7 sessions. Guggenheim 2. 535.
**Investments**

**NC 1007 Advanced Investment Strategies**
This course is designed as a follow-up to "Basic Investing" or for the more experienced investor. More detailed information regarding technical and fundamental analysis, charting, and worldwide economic trends will be discussed in order to select the appropriate investments. We will share our professional insights on how to get the most for your money. Reading materials will be provided.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.

Section 300: Tuesdays, November 14-December 5, 6:30-8:30 p.m. 4 sessions.
Duane Physics 1016. $30.

**NC 1008 Basic Investing**
This course is designed for the beginner. Complete and understandable explanations of terminology, products and basic strategies will be provided. We will focus on how to take concrete steps toward planning your financial future in today's environment. Required book is How to Buy Stocks and Bonds by Louis Engle, available at the University Bookstore.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.

Section 300: Tuesdays, October 17-November 7, 6:30-8:30 p.m. 4 sessions.
Duane Physics 1021. $30.

**NC 1010 Economics for Investors**
Foreign trade deficits, Federal Reserve Board open market operations, currency fluctuations, budget policies. Learn what makes the "Big Picture" behind interest rate and market moves worldwide.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache.

Section 300: Wednesdays, October 25, 6:30-9:30 p.m. 1 session.
Duane Physics 1018. $12.

**NC 1001 Investing for Income**
This seminar covers guarantees, safety, risk, and tax implications, CDs, money market funds, banks, savings and loans, U.S. Government securities, zero coupon bonds, municipal bonds, income-producing limited partnerships, high income stocks, Blue chip stocks, utility stocks, mutual funds, corporate bonds, GNMAs, annuities, and single premium whole life policies.

Arnold Hart, B.A. Cornell, M.A. Synnace and Sr. Vice President of Investments at Prudential-Bache.

Section 300: Thursday, September 21, 6:30-8:30 p.m., 1 session.
Porter Biopsychology 101. $15.

**NC 1012 Partnership Investing**
All types of real estate, oil and gas, equipment leasing and cable TV. How to read prospectus and spot the good deals. How to reduce taxes through balancing passive income and losses.

Arnold Hart, B.A. Cornell, M.A. Synnace and Sr. Vice President of Investments at Prudential-Bache.

Section 300: Wednesday, September 27, 6:00-8:00 p.m., 1 session.
Duane Physics 1021. $12.

**NC 1011 Retirement Planning**
Learn about the various investment tools available for retirement planning. This course covers the features of IRAs, Keogh's, Profit Sharing and Money Purchase Plans, 401K Plans, and Defined Benefit Plans. Understand the merits of each and which plan(s) are most appropriate for your needs.

Mary Wright, B.A. University of Colorado at Boulder, Account Executive at Prudential-Bache.

Section 300: Wednesday, October 4, 6:30-8:30 p.m., 1 session.
Duane Physics 1021. $9.

**Lifestyle**

**NC L008 American Sign Language — An Introduction to Conversation**
Using principles from natural language development, you will be introduced to conversational American Sign Language through stories, games, activities, and "hands-on" interaction. Please dress for movement ease. Text is Signing: How to Speak with your Hands, by Elaine Costello available in the University bookstore.

Doris Schrupp, Coordinator of Services for Deaf and Hearing Impaired Persons at CU-Boulder.

Section 300: Tuesdays, September 12-November 14, 7:30-9:30 p.m. 10 sessions. Education 155. $75.

**NC L009 Biofeedback Stress Management**
This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counter-act stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics. Required text is Relaxation & Stress Reduction Workbook available at UMC Bookstore or Colorado Bookstore.

Toby F. Link, Ph.D. University of Michigan, Psychotherapist.

Section 300: Mondays, September 18-October 16, 7:30-9:30 p.m. 5 sessions. Economics 2. $38.
Changing the Patterns in Your Relationships

When you trace the patterns of your adult relationships to their roots, you'll usually find that the very defenses, outlooks and attitudes which protected you as a child are now interfering with your achieving a happy relationship as an adult. These childhood stances, still with us as adults, often poison your relationships, block your ability to trust, stop you from having fun, give you a chronic lack of self-esteem, and sabotage your ability to be intimate with others.

This will be a hands-on, experiential workshop for people who would like to explore their inner selves, and develop a clearer understanding of the patterns of their adult relationships which may be self-defeating. Bring pen and paper and wear comfortable clothing.

Neil Rosenthal, Psychotherapist/Marriage Therapist
Section 300: Saturday, October 28, 10 a.m.-5 p.m., 1 session. UMC 422. $27.

Developing Higher Creativity

This new, challenging course is open to anyone wanting to become more creative at work or in their personal life. Utilizing guest speakers and an experiential approach, this course explores higher levels of creativity through overcoming limiting beliefs, self-awareness, goal setting, and whole brain problem solving. It includes mind-expanding exercises which help to develop intuitive knowing, imagination, and the ability to generate new ideas. Innovative guest speakers from such diverse fields as art, drama, music, and writing will inspire individual creative expression while also providing practical applications for everyday life.

Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.
Section 300: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions.
Porter Biopsychology E123. $60.

Diet, Emotions, and Behavior

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

Section 300: Saturday, October 14, 10 a.m.-5 p.m. 1 session. UMC 422. $27.

Handwriting Analysis: An Aid to Learning

You are what you write. Handwriting reflects your real personality — how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them. This course provides an introduction to Graphoanalysis, the only scientific method of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others. The course fee includes extensive handouts.

Carol Ford, B.S. nursing, Certified Graphoanalyst, has private practice in handwriting analysis and document examination.
Section 300: Tuesdays, September 19-October 10, 6:30-9 p.m. 4 sessions. Economics 119, $40.

Nutritional Consultant

Section 9 a.m.-5 p.m. 1 session. UMC 230. $27.

Handwriting Analysis: After the Basics

The next step for those who have previously taken an introductory course to handwriting analysis. Writing represents the personality of the writer. All individual traits found within the writing must be placed in context to the entire writing. Come and expand on the basics for greater application in your own life — at work, at home, or with friends. Look further at t's, printing, children's writing, spacing, margins and more. Course fee includes extensive handouts.

Carol Ford, B.S. nursing, Certified Graphoanalyst, has private practice in handwriting analysis and document examination.
Section 300: Tuesdays, October 17-November 7, 6:30-9 p.m. 4 sessions. Economics 119, $40.
NC L 028
How to Design or Remodel a House With an Architect
This course is intended to explain the design process and the sequence of issues that architect and client must deal with in designing a house. Topics will include a slide presentation about the history of the American house intended to highlight the relationships among living patterns, values, construction technology and style or appearance; the physical characteristics of Colorado's Front Range and architectural responses of sun, wind, snow, and dryness; how to evaluate a building site's pluses and minuses including zoning and code information. We will also discuss generating a building program and setting a realistic budget and set of expectations. Lastly we will explain the construction process.
Jeffrey W. Limerick, B.A. Architecture University of California at Berkeley; M.A. Architecture Yale; Author, Lecturer and Design Architect.
Section 300: Tuesdays, September 26-October 24; 7-9 p.m. 5 sessions. Hellens 245. $38.

NC L 029
Intimate Companions: Towards Creating More Healthy & Happier Relationships
How do we co-create more conscious relationships? What keeps you from achieving the intimate relationship you seek? This workshop will address, in a relaxed, comfortable and supportive atmosphere: trust issues, betrayal issues, getting out of the conflict trap, relationships as mirrors, blaming and finger-pointing, healing the wounded heart, healing the wounded relationship, the early warning signs of divorce, how to stay healthy and filled in a relationship, evaluating potential relationships, owning your own power and reconnecting with the dream. This will be an experiential workshop for people who would like to explore how to better create for themselves the intimate relationship they seek.
Neil Rosenthal, Psychotherapist/Marriage Therapist.
Section 300: Saturday, December 2, 10 a.m.-5 p.m. 1 session. UMC 422. $27.

NC L 030
Nutritional Concerns for Women
Women have unique nutritional and health concerns. Come explore how diet and nutritional supplements are being used to help with PMS (premenstrual syndrome), fertility, cystic breast disease, breast cancer, osteoporosis, yeast infections, menopause and cervical cancer. Men as well as women will learn practical information.
Section 300: Saturday, November 11, 9 a.m.-1 p.m. session. Education 143. $15.

NC L 031
Nutrition and the Immune System
Current scientific research and experimental approaches to enhancing immune function will be explored. Understand how the body reacts to stress, how the immune system works and the relationship of nutrition and immune functioning. Specific topics such as cancer, arthritis and AIDS will be covered.
Section 300: Saturday, October 28, 10 a.m.-5 p.m. 1 session. UMC 230. $27.

NC L 032
Psychology of Intimate Relationships
Why intimate relationships are so hard to maintain; how and why people keep choosing similar partners and repeat similar patterns in their relationships; the stages of intimacy; the function of power struggles, arguments, conflicts and affairs; how your childhood influences your intimate adult relationships; reflections on love and living; falling out of love; how expectations affect our relationships; and how to evaluate a potential partner. This seminar will preview Neil Rosenthal's forthcoming book by the same title.
Neil Rosenthal, Psychotherapist/Marriage Therapist.
Section 300: Saturday, September 30, 10 a.m.-5 p.m. 1 session. UMC 422. $27.

NC L 033
Speed Reading
If you have not had an organized reading class since elementary school, chances are that you are not taking advantage of your present, more mature, thinking and perceptual skills when you read. Become a more effective and efficient reader. These techniques can be applied to all types of materials. Liane Brouillette, B.A., M.S., has taught speed reading for many years.
Section 300: Tuesdays, September 26-October 31; 7-9 p.m. 6 sessions. Hellens 263. $45.

Math
NCL 005
Basic Mathematics
This course will introduce/review basics from whole numbers to pre-algebra concepts. The emphasis is on using math daily including basic operations, consumer statistics, fractions, proportions, percentages, measurement and factoring. It is also a good review for graduate school entrance exams. Required text is Basic College Mathematics by Aufmann & Barbas, available at UMC Bookstore and Colorado Bookstore.
Jack Ferguson, M.S. University of Texas, Austin.
Section 300: Tuesdays, September 19-December 5; 7-9:00 p.m. 10 sessions. Education 143. $75.
Noncredit Courses

Outdoors

NCSO 002
Colorado Landscape: Plants and Design
This course is designed for homeowners who would like to do the landscaping or planning themselves. Participants will bring a site plan to class and leave with a detailed landscape plan and an understanding of the basics of successful growing in Colorado. Participants will also be helped with individual problems. Class will be practical in nature — not botanic.
Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehaufs Nursery. Section 300: Saturdays, October 14-28, (no class Saturday, October 21) 10 a.m.-4 p.m. 2 sessions. Geology 127. $45.

NCSO 004
Learn Boulder's Common Backyard Birds and How to Attract Them to Your Own Backyard
Do you only get starlings and grackles in your yard? Would you like to still be able to have squirrels and other animals without them eating all your bird seed? Just how do some people get chickadees, goldfinches, nuthatches and other feathered friends coming to their backyard? The course will cover different bird seed for different birds, placement and kinds of bird feeders, and nesting boxes, native plantings to grow which do not require much water but provide cover, and how to beat the prices on expensive bird seed. Extensive slides and handouts will cover common birds and sources providing native shrubs, flowers, trees and seed.
Tina Jones, Naturalist/Biologist. Section 300: Tuesdays, October 10-17, 6:00-8:30 p.m. 2 sessions. Business 250. $19.

NCSO 008
The Solar System
This course is designed for those of you who want to learn more about the sun, earth, moon, and planets. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observations of the stars (weather permitting). No prior scientific background is assumed. Recommended texts: The Grand Tour and Out of the Cradle.

NCSO 005
Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado
Xeriscape landscaping deals with choosing the right plants for the right places in your yard. Careful plant selection and good planting techniques can lead to a lush beautiful home with low water needs. Plant lists and handouts will be provided.
Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehaufs Nursery. Section 301: Wednesday, October 4, 6:30-9:30 p.m. 1 session. $12.
Section 302: Tuesday, October 17, 6:30-9:30 p.m. 1 session. $12.
Both Sections: Hellems 137.

Testing

NC T 200
Preparing for the ACT/SAT
This course will provide an overview of the test format, individual components, scoring procedures, and analysis of questions. Emphasis will be on the development of test taking strategies for each of the components. A math review, vocabulary development and reading comprehension will be included to reinforce and build upon students skills. Practice tests will be provided. Tuition covers texts and handouts.
Terri Bodhaine, M.A.; Bob Daniel, B.A. Section 300: (For October 21 exam) Saturdays, Tuesdays and Thursdays, October 5-19 (Saturday, September 25-October 3) 6:30-11:30 a.m.; Tuesday/Thursday 6-8:30 p.m.) 7 sessions. Ketchum 120. $80.

NC T 300
Preparing for the Graduate Management Admission Test (GMAT)
A special course offered to prepare students for the GMAT. Areas covered include: math ability (problem solving), data sufficiency, reading comprehension, sentence correction, business judgment (analysis of situations), and critical reasoning. A short review of algebra and geometry is covered. Materials are included in tuition.
Bobrow Testing Services Section 300: (October 21 exam) Saturdays, September 30-October 14, 9 a.m.-3:30 p.m. 3 sessions. Economics 117. $145.

NC T 301
Preparing for the Graduate Record Exam (GRE)
Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is Practicing to Take the GRE General Test, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.
Joe Willis, Ph.D. and Terri Bodhaine, M.A. Section 301: (For October 14 exam) Tuesdays and Thursdays, September 19-October 12, 6:30-9 p.m.
Section 302: (For December 9 exam) Tuesdays and Thursdays, November 7-December 5 (no class November 23), 6:30-9 p.m.
Both Sections: 8 sessions. Guggenheim 205. $75.

NC T 490
Preparing for the Law School Admission Test (LSAT)
For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking more similar exams with full explanations and interpretations. The course fee includes extensive materials covering all aspects of the exam.
Rolie Ellinoff, J.D. Section 301: (For September 23 exam) Diagnostic Exam: Saturday, September 9, 9 a.m.-1 p.m.; Class: Friday, September 15, 6-10 p.m., Saturday and Sunday, September 16 and 17, 9 a.m.-5 p.m.
Section 302: (For December 2 exam) Diagnostic Exam: Saturday, November 11, 9 a.m.-1 p.m.; Class: Friday, November 17, 6-10 p.m., Saturday and Sunday, November 18 and 19, 9 a.m.-5 p.m.
Both Sections: 4 sessions. Guggenheim 205. $105.
**NCW 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 includes types of children’s books, current market trends, effective illustration techniques, portfolio/mss. preparation, agents, contracts, awards, and self-publishing. Emphasis on illustration, but valuable for writers as well.

Sandy Fuller, Professional illustrator and children’s book publishing consultant.

Section 300: Saturday, November 11, 9:00 a.m.-5:00 p.m. 1 session.  
Economics 119. $28.

**NCW 006**  
*Creative Writing*

This class is designed to expand the creative abilities of both beginning and more experienced writers. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure, and more through a series of imaginative exercises. Emphasis is on enhancing creativity and finding your individual voice.

Deidre Elliott, professional writer

Section 300: Thursdays, September 21-25, 7-9 p.m. 8 sessions. Ketchum 234. $60.

**NCW 003**  
*English Writing Made Simple*

Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage.

Jean Thyfault, editor; conducts writing seminars for businesses.

Section 300: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions. Hellem 263. $60.

**NCW 016**  
*Going to Market with Writing*

For both novice and experienced writers, the course will cover how to sell your idea or written article to a newspaper, magazine or special publications. Learn how to find and evaluate markets. Survey marketable writing types. Discuss querying, self-editing and preparing a manuscript package, and receive comments on your package.

Kaye Bache-Snyder, Ph.D., freelance writer with advanced degrees in Journalism and English.

Section 300: Mondays, October 23-November 20, 7:30 p.m. 5 sessions. Hellem 263. $28.
Special Professional Programs

Special Professional Programs use a hands-on, interactive approach that we believe is well suited to people in rapidly evolving fields and for those who are determined to advance their professional skills and knowledge. These programs are intended to provide a chance to study under conditions that lead to an understanding of practical applications and strategies in the workplace. Drawing on case studies and emphasizing applications to individual circumstances, these one, two, and three day workshops can help you stay on top of new developments and use this knowledge effectively.

All three programs offered this Fall are newly developed especially for this office. Each is a response to requests from previous participants for greater depth on these topics: applying bar code data collection systems under a variety of conditions; creating work teams that perform to expectations; and using sales strategies that make sense in an increasingly global marketplace.

These workshops offer fresh thinking geared to the achievement of personal and organizational goals. At their best, they offer enduring intellectual and practical value for professionals concerned about productivity and results. These programs are intended for business and industry, government and nonprofit organizations. The intended level of staff and management and specified in individual program descriptions. Most special professional programs are applicable to certificate programs described elsewhere in this catalog.

This is an opportunity to be guided into new knowledge and its applications in real-life terms. These special programs bring depth to subjects that deserve the more intensive treatment offered by their one-to-three day formats. Presented in daytime hours, they accommodate schedules for which evening courses extending over several weeks are less well-suited.

For the person on a demanding career track, for those seeking to be more effective in their positions, and for those in leadership roles who recognize that they, and their subordinates, comprise a team in which everyone must be highly productive — intensive education can make the difference.

Advance registration is necessary and should be completed two weeks prior to the program date if possible. Group discounts are available for some workshops. Call 303-492-5145 or toll free outside the Denver Metro Area, 1-800-332-5859 to register. Specially tailored programming for your own organization can also be arranged.
NCSS 068
Installing and Managing Bar Code Data Collection Systems

Bar Code Data Collection Systems are fast becoming mandatory in manufacturing and sales. Numerous large-scale purchasers are informing their vendors that bar-coding products is to be a standard practice. Any manager or team faced with introducing bar coding must gain the confidence to make sound decisions on selection, design, installation, and management of an automated data collection system based on bar codes.

This two-day, in-depth workshop covers system decision-making, design alternatives in Data Collection Packages, installation options and guidelines, benefits of Data Collection Packages, and issues to be addressed in installation and management. Cost justification sessions will prepare participants to analyze their own company's data collection requirements. Participants will walk through implementation strategies that work and produce early paybacks. The workshop will provide opportunities for all participants to use bar code equipment and gain first-hand familiarity with bar code technology and how it works. Anyone seeking to introduce bar code-based data collection into a manufacturing environment, or to update current systems, or to compare the benefits of design alternatives and to evaluate the capital investments required will gain a sound basis for decision-making from this workshop.

Enrollment is limited to 12 participants. The emphasis will not be on equipment; the workshop provides information required for decision-making done by general managers, production and operation managers, project team leaders, and industrial engineering managers. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials and refreshments.

NCSS 069
Sales Techniques that Work

This two-day workshop is designed for any business or profession where selling is important to success. It is aimed at entrepreneurs, and small to medium-sized businesses, as well as individual professionals intent on improving their skills. Whether you are new to selling or an "old pro," you can expect to gain a better understanding of what it takes to get the order by learning new techniques and sharpening existing methods. Participants will be shown the ten step selling process while learning to recognize buyer's styles and signals and to make appropriate responses to get results. The program includes the key elements of prospecting, effective presentations; anticipating and meeting objections; and proven methods for closing the order. Enrollment will be limited in order to focus on individual needs and maximize interaction. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials and refreshments.

NCSS 070
Teams That Work

The workplace of the 1990's will look to teams for a competitive edge. Why? Because a quick response to the new demands of a global economy will be imperative. Waterman, in The Renewal Factor, says it best: "Almost without exception, successful people stress the importance of teamwork." The teams of the '90s will form and reform around fast-paced projects. Capable, confident team leadership comes from people who take time to learn what makes teams work, and how to apply leadership strategies and options. Team Management Systems (TMS) offers a powerful, in-depth approach to teambuilding that capitalizes on existing talents and cultivates new talent. Exercises in applications of team building strategies will look at why some teams fail and others succeed. Building and managing high-performing teams, and exercising team leadership will be emphasized. Topics include team planning, how to choose team members, allocating work, types of work models, balanced teams, unbalanced teams, key to high-performing teams and various approaches to leadership. Enrollment will be limited to maximize individual participation. This program qualifies for the Management Development Certificate Program. See page 19 for details. Course fee includes all materials and refreshments.

Team Management Systems (TMS) includes all materials and refreshments.

Pat Noyes, Management Consultant
See page 19 for details. Course fee includes all materials and refreshments.

Special Professional Programs
Experience the Best from Around the Country:
Video Teleconferencing
State-Of-The-Art Information

Video teleconferencing is the newest, most economical way for professionals to stay current in fields and activities where the pace of change outruns any individual's ability to keep-up. CU-Boulder teleconferencing is "live"—national teams of presenters and panels are put together representing the cutting edge of a field. These "how to" specialists can speak to the future authoritatively. They have practical, here-and-now answers to the questions that Colorado professionals and their counterparts across the country can ask satellite presenters directly throughout the teleconference day. More and more frequently these presenters are among the leaders in their fields.

Diverse Topics
Live teleconferences cover a global range of topics, current among professionals, including: business management, marketing, global trade, small business skills, new industrial and information technologies, government policies and requirements, advances in engineering, personnel supervision, productivity, the health care industry, physical fitness, new directions in teaching and student affairs, and professional development skills.

Training & Development
A typical video teleconference starts with an on-site team of experts who set the stage for the topic. Live via satellite presentations are reinforced by detailed agendas, workbooks, texts, and worksheets in a take-home packet. Throughout the day there are live question/answer sessions interspersed with presentations and demonstrations. The on-site team wraps up the day with a local and regional perspective on the subject — and answers remaining questions.

Colorado professionals rate teleconferencing to be as good or better than traditional conferencing, pointing to the convenience and quality of teleconferences and to the currency and credibility of information via satellite. Teleconferencing puts a premium on real-world expertise that is replicable in many settings.

Save Time and Money
Teleconference fees are all-inclusive, covering materials, parking, and catered meals. Instead of the time and cost of traveling hundreds of miles to hear the experts, the same information can be obtained in a day spent dialoguing — not traveling.
Video Teleconferencing

Practical Applications and Dynamic Communication
The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attract experts who like the dynamism of networking live with audiences around the country.

Everyone Has a Front Row Seat
Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The wide-ranging business management subjects. Our live videoconferences have included glass safety glazing standards for building code professionals, hazardous waste management requirements, a series for law enforcement agents, customer service strategies for specialty retailers, an eight-part series for business managers; developments in artificial intelligence; computer interface strategies; new information management software; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

State-Of-The-Art Equipment
Staff of the Division of Continuing Education and the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and an 11,000-seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent; one block west of 28th Street, the facility offers easy access and ample parking.

The large-screen General Electric Talaria projection system is capable of receiving programming from virtually anywhere. An eight-part series for business managers; developments in artificial intelligence; computer interface strategies; new information management software; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

Teleconferences Scope and Volume Increasing Rapidly
The live teleconference industry is in a growth phase. We make it our number one task to keep up with what is available for professionals and to present it as part of our regular schedule, or by request from an organization or association. Why should you care? Because with their increasing availability, there is likely to be teleconferencing that can make a difference to your professional growth. This is one of today's most rapid means of obtaining new, "must know" information.

Highly specialized technical topics to wide-ranging business management subjects. Our live videoconferences have included glass safety glazing standards for building code professionals, hazardous waste management requirements, a series for law enforcement agents, customer service strategies for specialty retailers, an eight-part series for business managers; developments in artificial intelligence; computer interface strategies; new information management software; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

Professionally Staffed
Through its charter membership in the 27-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cooperative presentation of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

Place & Time, Parking, Fees
Most teleconferences are presented during daytime hours at the Events/Conference Center on the Boulder campus. There is ample parking. The fees for teleconferences vary, but include materials, parking, refreshments, and usually lunch. Group rates are available on a program-by-program basis.

Parking is available in Lot 436, just north of the Events Center. Parking permits and maps are sent to those who register in advance. There is easy access to the Events Center, which is situated one block off 28th Street near the corner of Colorado and Regent.

Teleconferences To Come
Because teleconferences are "live," they are frequently scheduled only a few weeks in advance. We are continually adding events to our schedule. To be kept up-to-date, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.

Sources
We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, Satellite Conference Network, the Federal Bureau of Investigation, the American Management Association, and a 270-campus consortium, the National University Teleconference Network. We expect to add new dimensions to our heavily business-oriented schedule through new programming from the Federal Emergency Management Agency, IRS's adult learning service, and other just-now emerging sources.

Keeping Up With Teleconferences To Come

Video Teleconferencing

Our Newest Capability Is Audioconferencing
We are equipped to link up to 20 or more sites for formal or informal audioconferenced meetings that can link locations across the country — or the world. Audioconference services are available on an ad hoc or regular basis to the public. Please inquire regarding charges and booking time on our bridging system.

Keeping Up With Teleconferences To Come

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The Colorado Sales License Law requires that a candidate successfully complete the following courses of real estate education and receive a passing score of 70% on the state exam given by the Real Estate Commission:

1. NCRE 7 — Practice and Law, 48 hours, $225 plus textbooks.
2. NCRE 18 — Colorado Contracts and Law, 24 hours, $110 plus textbooks.

The Colorado Broker License Law requires that a candidate complete the following 48 classroom hours of real estate education in addition to meeting the requirements of a sales license:

1. NCRE 26 — Finance and Advanced Law, 24 hours, $110.
2. NCRE 28 — Closings and Trust Accounts, 24 hours, $110.
3. Score 75% on the state exam.
4. Two years' experience as a real estate sales licensee OR completion of four elective 24-hour courses.
5. If you are applying for your broker's license you will also be required to prove to the Real Estate Commission that you have completed a Colorado Contracts course required for licensing.

For full details and to apply for the sales or broker license exam, please call the Colorado Real Estate Commission at (303) 894-2166.

NCRE 7 Practice and Law
NCRE 18 Colorado Contracts and Law
NCRE 26 Finance and Advanced Law
NCRE 28 Closings and Trust Accounts
NCRE 33 Appraisal I — Residential
NCRE 35 Listing and Selling Real Estate
NCRE 60 Commercial and Investment Properties
NCRE 61 Tax Factors in Real Estate
NCRE 71 Real Estate Construction
NCRE 72 Property Management

For Course Information call 492-8666 and ask for the Fall Real Estate Brochure.
NCRE 07

Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate marketing, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Section 401: Night Course, 14 sessions,
8:30 a.m.-5:00 p.m.
Tuesday and Thursday,
September 26-November 9,
6:30-9:55 p.m.
Location: Engineering Building C 1-46,
Boulder Campus.
Tuition: $225 plus textbooks.

Section 411: Daytime Course.
6 sessions.
8:30 a.m.-5:00 p.m.
Tuesday and Thursday,
October 25, 26, 27, 30, 31, November 1
8:30 a.m.-5:30 p.m.
Location: Jeffco Realtor Board,
950 Wadsworth Blvd., Lakewood.
Tuition: $225 plus textbooks.

NCRE 18

Colorado Contracts and Law

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

Section 401: Night Course. 7 sessions.
Tuesday and Thursday,
November 14-December 7,
6:30-9:55 p.m.
Location: Engineering Building C 1-46,
Boulder Campus.
Tuition: $110.

Section 411: Daytime Course. 3 sessions.
Thursday, Friday, Saturday,
September 28, 29, 30,
8:30 a.m.-5:30 p.m.
Location: Jeffco Realtor Board,
950 Wadsworth Blvd., Lakewood.
Tuition: $110.

NCRE 28

Real Estate Closings
and Trust Accounts

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Section 401: Daytime Course.
3 sessions.
Thursday, Friday, Saturday,
September 21, 22, 23,
8:30 a.m.-5:30 p.m.
Location: Longmont Board of Realtors,
420 Kimbark, Longmont.
Tuition: $110.

NCRE 72

Property Management

Stressing the “highest and best use” of investment property, this course presents the principles of real estate management. Included are such day-to-day realities as leases, contracts, rent collection, accounting, security deposits, physical maintenance, and evictions. The course also offers insights into the long-range welfare of investment property with sessions on real estate economics, neighborhood and property analysis, cost recovery, obsolescence, and deferred maintenance. Text: Property Management (Kyle and Kennehan, $26).

Section 401: Daytime course. 3 sessions.
Wednesday, Thursday, Friday,
November 15, 16, 17,
8:30 a.m.-5:00 p.m.
Location: Holiday Inn,
800 28th Street, Boulder.
Tuition: $110 plus textbook.

NCRE 115

The HP12C Calculator:
A Tool for Real Estate Sales

This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users. Students will be taken from the machine on to fairly advanced applications.

Section 401: Monday, October 16
8:30 a.m.-4:30 p.m.
Location: Holiday Inn,
800 28th Street, Boulder.
Tuition: $50.

NCRE 200

Everything You’ve Always Wanted to Know About Buying a House

How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.

• Choosing and working with a real estate agent/Realtor
• What does the agent do and does the agent work for the buyer or seller?
• Selecting your residence — style, size, cost, area, amenities, and absolute must-haves
• Learn about the qualification, types of loans, and owner financing
• Preview the legal documents — the contract, deed of trust, title insurance
• Analyze the closing costs, review settlement sheets
• Handouts of the various Colorado forms are provided

Section 401: Night Course. 2 sessions.
Tuesday, Wednesday, September 19, 20,
6:30-9:30 p.m.
Location: Holiday Inn,
800 28th Street, Boulder.
Tuition: (6 hours) $45 per person or
$67.50 per couple.

Section 411: Night Course. 2 sessions.
Tuesday, Wednesday, October 3, 4,
6:30-9:30 p.m.
Location: Real Estate Prep,
1590 South Federal, Denver.
Tuition: (6 hours) $45 per person or
$67.50 per couple.
There are no Boundaries to Independent Study

Independent Study Removes the Traditional Boundaries of Time and Location for Learners.
Through correspondence instruction, through individualized instruction or through private lessons, you have opportunities to participate in an individualized mode of instruction not often found in other academic situations. You set your pace and choose the most convenient time and place to study.
Whether you supplement your on-campus schedule with a correspondence course, meet privately with an instructor or earn high school credit, you'll use your motivation and self-discipline to remove boundaries and to meet the challenges of independent study.
Guided Correspondence Study

Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multimedia materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 16 academic areas: accounting, anthropology, business economics, education, engineering, English, fine arts, geography, history, mathematics, philosophy, physical education, political science, psychology, and sociology.

Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit for course work by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department, or the appropriate dean.

Telecourses

Telecourses are another form of independent study. Each course includes a series of television programs, accompanied by a textbook, study guide, and other materials. Broadcasts, seen on KRMA TV Channel 6, begin September 15, 1989. Call 492-8756 for more information.

ENGL 4452-3
Modern American Poetry, based on Voices and Visions.

FREN 1010-5
Beginning French 1, based on French in Action.

Applied Music Program

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music. In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violin-cello, and Voice. Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments. Tuition times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.

Professional Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. All courses carry Continuing Education Units (CEUs). All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education

In cooperation with the Colorado Real Estate Commission and the Colorado Association of Real Estate Boards, CU provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

Childhood Education

Courses were developed to meet standards established by Colorado law for Preschool Teachers and Preschool Administrators. Certificates are awarded to those who complete a specified series of courses. Courses are open to all who are interested in the growth, development, and education of young children. These courses are especially helpful to childcare center personnel, nurses, social workers, day care home workers, and parents of young children.

High School Credit Opportunities

The University of Colorado offers guided independent learning courses for high school students who want to enrich their high school programs.

High School Correspondence

These correspondence courses provide special opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements. High School credit is granted by the student's high school, not by the University of Colorado.

It works like this: using printed study guides, texts, kits, and audio materials, you and your supervisor (usually a counselor) stay in touch with faculty who work for the Independent Study Programs at CU by mail and by telephone. Graded assignments are returned to you with comments so you can see how you are progressing. Start the course anytime. Work at your own pace.

Ask your guidance counselor or advisor about high school independent learning courses.

Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence. If approved by your school, courses can be used for high school graduation or accepted for college credit (nondegree student) at the University of Colorado.

FOR A COURSE CATALOG CALL OR WRITE:
Independent Study Programs
Division of Continuing Education
University of Colorado at Boulder
Campus Box 178
Boulder, Colorado 80309-0178
303-492-8756
1-800-331-2801 (Toll Free)
Jobsite Learning with CATECS
Expands Your Professional Horizons

As a busy professional, you know the value of your time and the importance of keeping current in your field. But do you know about CATECS? CATECS — the Center for Advanced Training in Engineering and Computer Science — brings quality graduate education to your workplace. A practical partnership between CU and business, industry, and government agencies, CATECS delivers 50 courses to 50 companies with 700 enrollments. This program provides full-time employees a convenient way to stay competitive in today's high-tech marketplace.

All University of Colorado campuses are now linked by a combination microwave and fiber optic network. A course from the Boulder campus may be received in Colorado Springs, and vice versa, so you have a full choice of CATECS' courses. Advanced communication technology brings the classroom live to your workplace while you structure a learning program to fit your needs as well as your organization's.

Two-way audio communication lets you be an active participant in campus classes, without any time sacrificed to commuting. You receive the same high-quality instruction as campus classes. Yet if business calls you away, you can get back-up videotapes to fill you in on classes you miss.

In six years or less, you can complete a Master's degree in Computer Science, Aerospace, Electrical and Computer, Chemical, Mechanical, or Civil, Architectural, and Environmental Engineering and Engineering Management.

Consider the new Master of Engineering in Engineering Management. This unique program, developed in response to demand from Colorado business and industry, is designed to enhance your effectiveness in the fast-paced world of high-tech management. Management and technical education combine to give you the essential skills to become an effective manager. The two-year program includes five core Engineering Management courses, 15 credit hours of technical courses, and a final project completed at your workplace. For detailed information on the Engineering Management Program, contact CATECS: (303) 492-6331.

CATECS offers a full spectrum of courses and you don't need to be working on a Masters degree to sign up. You may audit or take courses on a non-credit basis for your own professional development.

Most CATECS students have their educational efforts supported by their employers. Your company's Education Officer handles registration and other workplace details. Contact your Education Officer for a complete listing of courses.

If you have no Education Officer or company affiliation, feel free to contact CATECS directly: (303) 492-6331.
English as a Second Language

The Division of Continuing Education and the University's International English Center (IEC) have again joined forces to offer instruction in English as a second language (ESL), and in U.S. life and customs to international students, to visitors from abroad, and to non-English-speaking residents of the Boulder area. For information about the 8-20-week, year-round IEC intensive ESL program and about evening classes in American Studies, please contact the IEC directly:

International English Center
Campus Box 63
Boulder, Colorado 80309-0063
Telesoume: (303) 492-5547
Fax: (303) 492-5515

From 8:00 a.m. to 5:00 p.m. daily you may visit the IEC office at 1333 Grandview Avenue — just one block north of the Division of Continuing Education buildings.

補欠選挙 a by-election.

せんきょう 船渠 =>ドック.
せんぎょ 鮮魚 (a) fresh fish.
せんきょう 仙境 a fairyland.
せんきょう 船橋 a bridge (甲板の)
せんぎょ 戦況 the progress of a
せんぎょ 賄業 a mean occupation;
せんぎょ 専業 a special occupation
せんきょう 文教 a missionary.
せんきょう 戦局 the situation of a war
せんきょう 事前 [strips.] a cut into small
せんきょう 事前に [価値がある] price
せんきょう 事前に [進む] price
せんきょう 先駆する ride in advance, tak
Registration Instructions for Credit, Noncredit, and Certificate Courses

Advance Registration is Necessary and Can Be Accomplished:

**In person:**
Monday through Thursday 9:00 a.m.-6:00 p.m.; Friday 9:00 a.m.-5 p.m.,
1221 University Avenue, Boulder. Short-term metered parking nearby.

**By mail:**
To enroll for courses, please fill out the appropriate forms (page 69 for Noncredit/Certificate — on page 71 for credit) completely and send them to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, Colorado 80309-0178
You may register for up to three credit hours by mail. For additional credit hours, visit our office. No limit on Noncredit or Certificate courses. Use the postage paid envelope located at the center of the catalogue.

**By phone:**
If you are enrolling for Noncredit or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

**By fax:**
When changing a course, send page 69 for noncredit; both front and back page 71 for credit. Our fax number is 492-3962.

**Please:**
Most courses have limited enrollment, so register as soon as possible to insure your place in class. Courses may be closed or cancelled, depending upon enrollment. Please register at least five days before the starting date of any Noncredit/Certificate course.

Please call 492-5148 with any questions on your registration procedure. From Longmont or outside Denver metro area, call 1-800-332-5839.

No courses conducted September 4, Labor Day, and November 23 and 24, Thanksgiving Holiday.

**Compliance with Colorado House Bill 1021** requires that course enrollees verify their Selective Service registration status. Your mail-in registration form contains this information. In-person registrants will be given this form at our office. Phone-in registrants may receive information over the phone.

**Disabled individuals** who would like to register, please call our registration staff at 492-5148 and we will make special arrangements to assist you.

**All listed textbooks** and supplies are available at the University Book Center, UMC basement, on campus.

**Refund Information** is listed with the specific program information. In all cases, if a course is cancelled or rescheduled at an inconvenient time, a full refund is given. Credit course cash and credit card tuition refunds are processed within two weeks of completing a Drop Voucher in the Division Registration Office, 1221 University Avenue. Noncredit/Certificate course drops may be phoned in. If payment was made by check, the refund will take 4-6 weeks. That time can be cut considerably by presenting a copy of both front and back of your cancelled check when dropping.

**Weather-related closing policy:** Students may expect classes to be held when scheduled even in inclement weather, the only exception being when the Chancellor closes the campus because of extreme weather conditions. Local radio stations will announce the campus closing frequently during the day. Call 492-5500 for campus closing information.

The University of Colorado is an affirmative action/equal opportunity institution.
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 dismissal.

Student's Signature: ____________________________

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

**SELECTIVE SERVICE REGISTRATION CERTIFICATION**

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

___ I certify that I am registered with the Selective Service.

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

___ I am a female.

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

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

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

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

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

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

Student Signature ___________________________ Date ___________________

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**Tuition Payment by Mail**

Please send a check, payable to University of Colorado, to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, CO 80309-0178

If using MasterCard, VISA enclose the following information:

Charge: VISA □ MasterCard □ (check one)

Expiration Date __________ / ________

(print card number as it appears on the card and.)
Continuing Education Gives You Lots of Ways To Grow

Whether you're seeking college credit or professional enhancement, an opportunity to improve your skills, or new ways to enrich your life, Continuing Education courses can open new paths.

Here are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses are taught by instructors who enjoy sharing their knowledge with you.

Check the complete line-up of classes in the Index, inside back cover.

Four Easy Ways To Register

1. Phone registration's easy if you'd like to charge your noncredit courses to Visa or MasterCard. Call 492-6316 (after September 29, 492-5149) or 1-800-332-5839 with completed registration form, page 69, and charge card in hand.
2. Fax your registration. When charging a course, send page 69 for noncredit; both front and back page 71 for credit. Our fax number is 492-3962.
3. Register by mail for any noncredit or certificate class or three hours of Boulder Evening Credit classes. A postage-paid envelope is enclosed and registration forms are on page 69 for noncredit and page 71 for credit.
4. Or come to the Continuing Education Office, 1221 University Avenue, between 9:00 a.m. and 6:00 p.m. Monday through Thursdays or 5 p.m. on Fridays.

Costs vary from class to class and tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash, or check.
Continuing Education
1221 University Ave.

$1.00
Free parking after 5 pm, and Saturdays

$1.00
Free parking after 5 pm, and Saturdays
(bring 4 quarters)

Free
During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)
On Your Mark. Get Set. Grow!

Start this fall by turning over a new leaf. Cultivate your evening and weekend hours by tapping into the tree of knowledge. You can harvest the pleasure of mastery — whether it's another language or an advanced technology. Nurture your hidden creativity. Expand your professional horizons.

Here you'll find more than 400 richly varied ways to branch out.

Ready? Set? Grow!

Call 492-5148 or 1-800-332-5839 to register.

Instruction offered as Part of the Statewide Extended Studies Program.