CONTINUING EDUCATION KEEPS YOU GOING AND GROWING.

It's a big world—full of interesting things to explore. For college credit, career development. Or the sheer pleasure of learning. Continuing Education offers hundreds of fascinating courses. Credit and noncredit courses are taught by knowledgeable instructors who enjoy teaching. Check the Index (page 64) for the complete class line-up.

FOUR EASY WAYS TO REGISTER

1. Phone registration is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.
2. Fax your registration. Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.
3. Register by mail for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is located in your catalog. Registration forms are on page 69 for noncredit, page 71 for credit.
4. In person. Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

Costs vary. 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 locations. 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 with convenient evening hours.

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

Center for Advanced Training in Engineering and Computer Science (CATECS)
Earn a Masters degree or graduate credit with courses televised live to your workplace.

Professional Enhancement: Certificate Programs To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.
Or earn a Certificate in:
Commercial Design
Computer Applications and Computer Graphics
Management Development

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

Professional Development Programs for working professionals, to build skills and enhance your understanding of business today.
Real Estate Education Program
Special Professional Programs
Video Teleconferencing

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

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.
Books and supplies required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.
Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.
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<tr>
<td>University of Colorado credit courses offered weekdays after 5:00 p.m. through the departments of Communications, Economics, English, Film, Geography, Mathematics, Philosophy and Psychology.</td>
<td></td>
</tr>
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<td><strong>Management Development Certificate Program</strong></td>
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<td>Boulder</td>
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</tr>
<tr>
<td>Emphasis is on developing supervisory and management skills through oral and written communication, team building, problem solving and decision making. No prerequisites, open enrollment. Outstanding faculty with strong business credentials.</td>
<td></td>
</tr>
<tr>
<td>Longmont</td>
<td>21</td>
</tr>
<tr>
<td>In response to strong community interest, a comparable program is offered in Longmont.</td>
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<tr>
<td><strong>Computer Applications Certificate Program</strong></td>
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<tr>
<td>Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Graphics</strong></td>
<td>31</td>
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<tr>
<td>The real question is “when,” not “if.” When the answer is “now,” come learn how to take advantage of the computer as a design tool.</td>
<td></td>
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<td><strong>Certificate in Commercial Design</strong></td>
<td>36</td>
</tr>
<tr>
<td>Weekend workshops for novices or active professionals cover design development, market comps, production, illustration, air brush, calligraphy, cartooning and career information.</td>
<td></td>
</tr>
<tr>
<td><strong>Noncredit (Personal Development) Courses</strong></td>
<td>38</td>
</tr>
<tr>
<td>Excellent teachers share knowledge with interested students. A lively, relevant approach to the arts, business, lifestyles, writing and the environment.</td>
<td></td>
</tr>
<tr>
<td><strong>Video Teleconferencing</strong></td>
<td>54</td>
</tr>
<tr>
<td>A distance learning facility featuring programming via satellite.</td>
<td></td>
</tr>
<tr>
<td><strong>Real Estate Education</strong></td>
<td>56</td>
</tr>
<tr>
<td>A statewide program offers seminars and courses covering principles, law, appraisal, closings, finance, property management, tax factors and other subjects of interest.</td>
<td></td>
</tr>
<tr>
<td><strong>Special Professional Programs</strong></td>
<td>58</td>
</tr>
<tr>
<td>Customized programming for business and industry, government agencies and service organizations.</td>
<td></td>
</tr>
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<td><strong>Independent Study Programs</strong></td>
<td>60</td>
</tr>
<tr>
<td>Individualized learning opportunities including correspondence courses, Childhood Education series and more.</td>
<td></td>
</tr>
<tr>
<td><strong>International English Center</strong></td>
<td>62</td>
</tr>
<tr>
<td>English as a second language and an introduction to the life and customs of the United States, for international students, visitors from abroad, or non-English speaking residents.</td>
<td></td>
</tr>
<tr>
<td><strong>Center for Advanced Training in Engineering and Computer Science</strong></td>
<td>63</td>
</tr>
<tr>
<td><strong>CATECS</strong></td>
<td></td>
</tr>
<tr>
<td>Quality graduate education brought to your worksite — a convenient way to stay competitive in today’s high-tech marketplace.</td>
<td></td>
</tr>
<tr>
<td><strong>Index</strong></td>
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<td><strong>Campus Map</strong></td>
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<tr>
<td><strong>Registration Information</strong></td>
<td>68</td>
</tr>
<tr>
<td>Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.</td>
<td></td>
</tr>
<tr>
<td><strong>Noncredit/Certificate Registration Form</strong></td>
<td>69</td>
</tr>
<tr>
<td><strong>Credit Registration Form</strong></td>
<td>71</td>
</tr>
</tbody>
</table>

**Note:** Vicki Mann teaches Aldus PageMaker on the Mac. The owner of Mann Communications, she provides her students relevant instruction, sharing the hard-won experience that comes from a successful career in desktop publishing, design and consulting.
NEW DIRECTIONS. NEW DIMENSIONS.  
EVENING CREDIT CLASSES.

Some of the university's most sought-after courses are offered after 5 p.m., taught by top-notch instructors to a diverse group of people who share a keen interest in personal development and professional advancement.

Credits earned can be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours — usually 12 — before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

Eligibility: All you need is a high school diploma or GED. (Individuals on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, 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 $66 per credit hour. Resident makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

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

Tuition: Resident tuition is $66 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 10 for more information.

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

• Total library services at no additional charge
• Membership in the Recreation Center ($45 a semester)
• Wardenberg Student Health Services ($65)
• Photo IDs ($7 cash, checks with guarantee card, Visa, MasterCard)

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

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

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design Room 2 (492-5091) 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 veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veterans 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 on the inside front cover of this catalogue.

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

Pass/Fail Option: This option is not available for Boulder Evening Credit Courses.

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning September 4.
CREDIT CLASSES CALENDAR — DATES YOU SHOULD KNOW

August 6 ........................ First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.

September 3 ........................ Labor Day Holiday. NO CLASSES.

September 4 ........................ Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.

September 6 ........................ CU vs. Stanford Home Football Game. NO CLASSES.

September 8 ........................ Labor Day Holiday. NO CLASSES.

September 9 ........................ Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.

September 10 ....................... Instructor's signature required to drop Session I classes.

September 11 ....................... Instructor's signature required to drop Full Term classes.

September 14 ....................... LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.

September 17 ....................... Instructor's signature required to drop Session I classes.

September 21 ....................... LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.

September 24 ....................... Instructor's signature required to drop Full Term classes.

October 8 .......................... Petition required to drop Session I classes.

October 22 ....................... SESSION I MONDAY AND WEDNESDAY CLASSES END.

October 23 ....................... SESSION I TUESDAY AND THURSDAY CLASSES END.

October 29 ....................... Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.

November 2 ....................... LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.

November 5 ....................... Instructor's signature required to drop Session II classes.

November 12 ....................... Petition required to drop Session II classes.

November 22-23 ..................... Thanksgiving Holiday. NO CLASSES.

December 4 ....................... FULL TERM TUESDAY CLASSES END.

December 5 ....................... FULL TERM WEDNESDAY CLASSES END.

December 10 ....................... FULL TERM MONDAY CLASSES END.

December 11-12 ..................... FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASSES END.

December 13 ....................... FULL TERM TUESDAY AND THURSDAY CLASSES END.

December 17 ....................... FULL TERM MONDAY AND THURSDAY CLASSES END.

December 18 ....................... SESSION II TUESDAY AND THURSDAY CLASSES END.

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

REFUND SCHEDULE FOR CREDIT CLASSES

<table>
<thead>
<tr>
<th>Session</th>
<th>Full Term</th>
<th>Session I</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100% through Sept. 21</td>
<td>100% through Sept. 14</td>
<td>100% through Nov. 2</td>
</tr>
<tr>
<td></td>
<td>60% Sept. 24 through Oct. 5</td>
<td>60% Sept. 17 through Sept. 21</td>
<td>60% Nov. 5 through Nov. 9</td>
</tr>
<tr>
<td></td>
<td>40% Oct. 8 through Oct. 19</td>
<td>40% Sept. 24 through Sept. 28</td>
<td>40% Nov. 12 through Nov. 16</td>
</tr>
<tr>
<td></td>
<td>NONE THEREAFTER</td>
<td>NONE THEREAFTER</td>
<td>NONE THEREAFTER</td>
</tr>
</tbody>
</table>

5
**FULL TERM CLASSES BY STARTING DATE, FALL 1990**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMST</td>
<td>2000-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>Themes in American Culture: 1600-1900</td>
</tr>
<tr>
<td>APAS</td>
<td>1110-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>General Astronomy: The Solar System</td>
</tr>
<tr>
<td>EDUC</td>
<td>3303-2</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Oral Communication for Teachers</td>
</tr>
<tr>
<td>ENGL</td>
<td>1500-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Masterpieces of British Literature</td>
</tr>
<tr>
<td>EPGB</td>
<td>3000-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Environmental Issues and Biology</td>
</tr>
<tr>
<td>HIST</td>
<td>1010-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HIST</td>
<td>2117-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>History of Colorado</td>
</tr>
<tr>
<td>HIST</td>
<td>4433-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Nazi Germany</td>
</tr>
<tr>
<td>JOOV</td>
<td>2001</td>
<td>301</td>
<td>6-9 p.m.</td>
<td>Mass Media Writing</td>
</tr>
<tr>
<td>MATH</td>
<td>1071-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>Finite Mathematics for Social Science and Business</td>
</tr>
<tr>
<td>MATH</td>
<td>1081-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Calculus for Social Science and Business</td>
</tr>
<tr>
<td>PHIL</td>
<td>1100-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Ethics</td>
</tr>
<tr>
<td>PSY</td>
<td>2222-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>PSYC</td>
<td>2303-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>PSYC</td>
<td>2643-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Child and Adolescent Psychology</td>
</tr>
<tr>
<td>PSYC</td>
<td>4456-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Psychology of Personality</td>
</tr>
<tr>
<td>TRHR</td>
<td>1003-3</td>
<td>301</td>
<td>6:30-9:30 p.m.</td>
<td>Introduction to Acting for Non-Majors</td>
</tr>
</tbody>
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**Monday and Wednesday Courses, Begin September 5 and End December 10**

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>FINE</td>
<td>1012-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>FINE</td>
<td>1212-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>FINE</td>
<td>2423-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>JOUR</td>
<td>3102-3</td>
<td>300</td>
<td>7-8:30 p.m.</td>
</tr>
<tr>
<td>MATH</td>
<td>1011-3</td>
<td>300</td>
<td>7-8:30 p.m.</td>
</tr>
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**Monday, Wednesday and Friday Course, Begins September 5 and Ends December 12**

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<th>Time</th>
<th>Course Title</th>
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<tr>
<td>HEBR</td>
<td>1103-5</td>
<td>300</td>
<td>11 a.m.-1 p.m.</td>
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**Monday and Thursday Courses, Begin September 10 and End December 17**

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<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CSCI</td>
<td>1200-3</td>
<td>300</td>
<td>7:15-8:45 p.m. (M)</td>
</tr>
<tr>
<td>FINE</td>
<td>1504-2</td>
<td>300</td>
<td>7-9 p.m.</td>
</tr>
<tr>
<td>MATH</td>
<td>1300-5</td>
<td>300</td>
<td>5:30-8 p.m.</td>
</tr>
</tbody>
</table>

**Tuesday Courses, Begin September 4 and End December 4**

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<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>2010-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>ARAB</td>
<td>2110-3</td>
<td>300</td>
<td>4:30-7:30 p.m.</td>
</tr>
<tr>
<td>COMM</td>
<td>2200-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>COMM</td>
<td>4260-3</td>
<td>301</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>ECON</td>
<td>2010-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>301</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>1600-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>HEBR</td>
<td>2112-3</td>
<td>300</td>
<td>1-4 p.m.</td>
</tr>
<tr>
<td>HIST</td>
<td>1113-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>HIST</td>
<td>4425-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>JOUR</td>
<td>2001-3</td>
<td>302</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>MATH</td>
<td>1021-2</td>
<td>300</td>
<td>5:30-7:30 p.m.</td>
</tr>
<tr>
<td>PSYC</td>
<td>2012-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>PSYC</td>
<td>4303-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>SOCY</td>
<td>1001-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>SOCY</td>
<td>1005-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
</tbody>
</table>

**Tuesday and Thursday Courses, Begin September 4 and End December 13**

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB</td>
<td>1105-5</td>
<td>300</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>CDSS</td>
<td>2324-3</td>
<td>300</td>
<td>5-6:30 p.m.</td>
</tr>
<tr>
<td>FINE</td>
<td>2212-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>MATH</td>
<td>0990-3</td>
<td>300</td>
<td>5:30-7 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>2030-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>3051-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>3152-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>GEOG</td>
<td>1130-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>HIST</td>
<td>1915-3</td>
<td>300</td>
<td>7-10 p.m.</td>
</tr>
<tr>
<td>JOUR</td>
<td>1001-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>PSCI</td>
<td>1101-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>PSYC</td>
<td>1001-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>PSYC</td>
<td>4306-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>RELS</td>
<td>2620-3</td>
<td>300</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>SOCY</td>
<td>1016-3</td>
<td>301</td>
<td>6-9 p.m.</td>
</tr>
<tr>
<td>SOCY</td>
<td>4014-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
</tbody>
</table>
### Thursday Courses, Begin September 13 and End December 13

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>1020-3 . . . . .</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>COMM</td>
<td>4260-3 . . . . .</td>
<td>302</td>
<td>6-9 p.m.</td>
<td>Communication and Conflict</td>
</tr>
<tr>
<td>ECON</td>
<td>2020-3 . . . . .</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3 . . . . .</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Workshop in Instruction and Curriculum in Content Areas: The Art of Creative Science Teaching</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3 . . . . .</td>
<td>302</td>
<td>7-10 p.m.</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>1260-3 . . . . .</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>Introduction to Women's Literature</td>
</tr>
<tr>
<td>ENGL</td>
<td>2031-3 . . . . .</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Introductory Fiction Workshop</td>
</tr>
<tr>
<td>ENGL</td>
<td>2060-3 . . . . .</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Introduction to World Literature 1</td>
</tr>
<tr>
<td>EPOR</td>
<td>1210-3 . . . . .</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>General Biology 1</td>
</tr>
<tr>
<td>PHIL</td>
<td>1000-3 . . . . .</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PSYC</td>
<td>2101-3 . . . . .</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Statistics and Research Methods in Psychology</td>
</tr>
<tr>
<td>THTR</td>
<td>1003-3 . . . . .</td>
<td>302</td>
<td>6:30-9:30 p.m.</td>
<td>Introduction to Acting for Non-Majors</td>
</tr>
<tr>
<td>THTR</td>
<td>4051-3 . . . . .</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Playwriting</td>
</tr>
</tbody>
</table>

### Session I Classes by Starting Date, Fall 1990

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</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>Principles of Anthropology 1</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3 . . . . .</td>
<td>102</td>
<td>5-8 p.m.</td>
<td>Special Topics: Expanding Awareness</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3 . . . . .</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>FILM</td>
<td>3503-3 . . . . .</td>
<td>101</td>
<td>7-10 p.m.</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1982-3 . . . . .</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3 . . . . .</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>SOCY</td>
<td>1001-3 . . . . .</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Analyzing Society: An Introduction to Sociological ideas</td>
</tr>
</tbody>
</table>

### Session II Classes by Starting Date, Fall 1990

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</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>Principles of Anthropology 2</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3 . . . . .</td>
<td>202</td>
<td>5-8 p.m.</td>
<td>Special Topics: Stress Management and Relaxation Training (S.M.A.R.T)</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>FILM</td>
<td>3503-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1992-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Introduction to Human Geography</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Nutrition and Physical Performance</td>
</tr>
<tr>
<td>SOCY</td>
<td>1004-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Deviance in U.S Society</td>
</tr>
<tr>
<td>COMM</td>
<td>2030-3 . . . . .</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMM</td>
<td>2200-3 . . . . .</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3 . . . . .</td>
<td>201</td>
<td>5-8 p.m.</td>
<td>Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R)</td>
</tr>
<tr>
<td>FILM</td>
<td>3501-3 . . . . .</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>Workshop in Curricular and Instructional Development: Integrative Learning</td>
</tr>
<tr>
<td>GEOG</td>
<td>1001-4 . . . . .</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>Environmental Systems 2 — Landforms and Soils</td>
</tr>
<tr>
<td>HIST</td>
<td>1025-3 . . . . .</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>History of the United States Since 1865</td>
</tr>
<tr>
<td>SOCY</td>
<td>2031-3 . . . . .</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>U.S. Values, Social Problems and Change</td>
</tr>
</tbody>
</table>
## American Studies

**American Studies 2000-3**  
Themes In American Culture: 1600-1900  
Enables students to explore various themes in pre-1900 American culture. Examines these themes, which vary each year, in their social context. Approved for Arts and Sciences Core Curriculum: United States Context.  
Full Term - Section 300: Mondays, 5:30-8:30 p.m.  
Hellems 255. $198.

## Anthropology

**Anthropology 1030-3**  
Principles of Anthropology 1  
Evolution of humanity and culture from beginnings through early metal ages. Covers human evolution, race, prehistory, and the rise of early civilizations.  
Session I - Section 100: Mondays and Wednesdays, 7-10 p.m.  
Hellems 237. $198.

**Anthropology 1040-3**  
Principles of Anthropology 2  
Survey of the world’s major culture areas; culture and its major components such as subsistence, social organization, religion, and language.  
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m.  
Hellems 237. $198.

**Anthropology 2010-3**  
Introduction to Physical Anthropology 1  
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 2050. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Full Term - Section 300: Tuesdays, 7-10 p.m.  
Hellems 237. $198.

## Astronomy

**APAS 1110-3**  
General Astronomy: The Solar System  
Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Full Term - Section 300: Mondays, 7-10 p.m.  

## Biology

**EPOB 1210-3**  
General Biology 1  
Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Open to non-majors. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Full Term - Section 300: Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-09. $198.

**EPOB 3000-3**  
Environmental Issues and Biology  
The natural environment is currently stressed by a variety of human actions. This course will examine the nature of these environmental problems and their impact on living organisms: both human and non-human species.  
Full Term - Section 300: Mondays, 6:30-9:30 p.m.  
Ramaley NIB31. $198.

## Communication

**Communication 1020-3**  
Introduction to Communication  
Introduction to concepts and related skills that define communication in a variety of face-to-face contexts. Topics include models of communication, meaning, content/relationships, formal gathering, intimacy, and group programs.  
Full Term - Section 300: Thursdays, 6:30-9:30 p.m.  
Hellems 141. $198.  
Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m.  
Mckenna 112. $198.

### SURVIVAL TIPS

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

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#### Arabic

**Arabic 1010-5**  
Beginning Arabic I  
Full Term - Section 300: Tuesdays and Thursdays, 1-3:30 p.m.  
Chemistry 146. $440.

**Arabic 2110-3**  
Intermediate Arabic I  
Advanced grammar and conversation.  
Full Term - Section 300: Tuesdays, 4:30-7:30 p.m.  
Chemistry 146. $264.
**Communication**

**Communication 2030-3**  
**Interpersonal Communication**  
Emphasizes personal aspects of communication. Central topics include choice making, choice attribution, risk taking, personal knowledge, creativity, and alternative kinds of interpersonal relationships. Increased self-awareness, understanding of interpersonal relationships, and improvement of interpersonal skills are dominant goals. Required for majors.  
Full Term - Section 300:  
- Mondays and Thursdays, 6 p.m.  
- Hellem 117, $198.

**Communication 2200-3**  
**Public Speaking**  
Covers the theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.  
Full Term - Section 300:  
- Tuesdays and Thursdays, 6-9 p.m.  
- McKinnon 112, $198.

**Communication 4260-3**  
**Communication and Conflict**  
Conflict management is studied from a communication perspective on interpersonal, inter-personal, and small group levels. Attention given to managing conflict in informal settings and to productive management of conflict. Assignments include field observations, analysis of actual conflicts, and experiences in intervention methods. Includes reading primary theoretical 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.  
Full Term - Section 301:  
- Tuesdays, 6-9 p.m.  
- Hellem 185, $198.

**Communication Disorders and Speech Science**

**CDSS 2324-3**  
**American Sign Language 3**  
Continuation of ASL 2. Emphasizes expressive sign language, storytelling, and discussions on deaf culture communicated exclusively through sign language. Covers ASL idiomatic expressions, approximately 500 vocabulary words, and grammatical structures. Prerequisites: CDSS 2304 and CDSS 2314, or equivalent.  
Full Term - Section 300:  
- Tuesdays and Thursdays, 5-6:30 p.m.  
- Ketchum 159, $198.

**Computer Science**

**Computer Science 1200-3**  
**Introduction to Programming I**  
An introductory course in computer programming covering the basic techniques for designing common algorithms to solve practical problems, the major characteristics of modern computers, and the use of data structures. The course provides current methods for constructing, debugging, testing, and documenting computer programs. Programming projects use Pascal. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics, including trigonometry or MATH 1100 or 1200, or consent of instructor.  
Full Term - Section 300:  
- Mondays and Thursdays, 7:15-8:45 p.m.  
- Recitation - Thursdays, 6-7 p.m.  
- Engineering Center CR 1-03. $223.

**Economics**

**Economics 2010-3**  
**Principles of Microeconomics**  
Study of decision making under uncertainty in the presence of scarcity by households, firms, and government unit. Analyzes resource allocation under competitive and noncompetitive market structures, income distribution, and comparative economic systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.  
Full Term - Section 300:  
- Tuesdays, 6:30-8:30 p.m.  
- Engineering Center CR 2-06. $198.

**Economics 2020-3**  
**Principles of Macroeconomics**  
Examines basic concepts of macroeconomics, behavior, and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.  
Full Term - Section 300:  
- Thursdays, 5:30-8:30 p.m.  
- Economics 205. $198.

**Education**

**Education 3303-2**  
**Oral Communication for Teachers**  
Designed for prospective teachers. Deals with applications of oral communication methods in education. Fulfills the School of Education oral competency requirement.  
Full Term - Section 300:  
- Mondays, 6-8 p.m.  
- Hellem 193, $312.

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**Survival Tips**

Tuition charges for credit courses offered by the Division of Continuing Education are determined by and the residency status of the student.  

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

Non-Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the resident tuition rate cited in the most recent program publication. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division of Continuing Education, regardless of program, are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session.  

Important Exception: Tuition for INDEPENDENT STUDY via CORRESPONDENCE is assessed at the rate cited in the catalog of the Colorado Consortium for Independent Study in effect at the time of registration. This assessment is not affected by considerations of residency.  

The Board of Regents reserves the right to change tuition without prior notice. All tuition and refund determinations are subject to audit.
Education 4800-3
Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
This experiential course is designed to help students enhance their effectiveness and realize greater creative potentials for themselves. 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:
Tuesdays and Thursdays, 5-8 p.m.
Hale 6. $206.
Session II - Section 201:
Tuesdays and Thursdays, 5-8 p.m.
Hale 6. $206.

Education 4800-3
Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)
This experiential course is designed to help students revitalize their energies for teaching and parenting. Students will learn theories and methods of stress management and practice ways to create a more relaxed learning environment for themselves and others.
Session II - Section 202:
Mondays and Wednesdays, 5-8 p.m.
McKenna 112. $206.

Education 4800-3
Special Topics: Expanding Awareness
This experiential course is open to students who have completed C.L.E.A.R. and/or S.M.A.R.T. and are ready to grapple into a deeper understanding of creativity and consciousness. We will explore the teachings of recognized contemporary writers such as Jean Houston, Buckminster Fuller, and Leo Buscaglia. We will practice ways of integrating new concepts into our lives to help us expand our personal and planetary awareness.
Session I - Section 102:
Mondays and Wednesdays, 5-8 p.m.
McKenna 112. $206.

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 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.
Session I - Section 100:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-05. $206.
Session II - Section 200:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-05. $206.

Education 4800-3
Workshop in Instruction and Curriculum in Content Areas: The Art of Creative Science Teaching
A teaching model based on the scientific cycle, this course will provide an opportunity for teachers to try novel techniques and new ways to approach their current teaching to enhance student learning. We shall explore techniques using music, dialogue, scripts, movement, visual environments, and performance along with situational problem-solving, decision trees and creative slide shows. In addition, we will explore new ways to enhance traditional drill and practice techniques.
Full Term - Section 300: Thursdays, 6-9 p.m.
Economics 13. $198.

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 255. $198.
Full Term - Section 302: Thursdays, 7-10 p.m.
Hellems 259. $198.
Session 1 - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 1-07. $198.
Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 1-07. $198.

*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.
Hellems 177. $198.

*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, 6-9 p.m.
Engineering Center CR 1-26. $198.

*English 1600-3
Masterpieces of American Literature
Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.
Full Term - Section 300: Tuesdays, 7-10 p.m.
Hellems 229. $198.
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 fresh story 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. Ketchum 33. $198.

*English 2600-3
Introduction to World Literature 1
Introduction to Greek classics in the best modern translations and to the Bible as literature, including epic, tragedy, comedy, philosophy and history. Sample texts are The Iliad by Homer, Agamemnon by Aeschylus, Oedipus Rex by Sophocles, Lysistrata by Aristophanes, and works by Thucydides and Plato. Not open to students who have credit in HUMN 1010-1020.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellem 271. $198.

English 3051-3
Intermediate Fiction Workshop
Intermediate course in fiction writing. Pre-requisite, instructor consent based on submission of manuscript (one short story). May be taken up to three times for credit.
Full Term - Section 300: Wednesdays, 7-10 p.m. Hellem 259. $198.

English 3152-3
Report Writing
Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, combination of lecture, discussion and evaluation, will sharpen the student’s ability to write with ease and clarity.
Full Term - Section 300: Wednesdays, 6-9 p.m. Engineering Center CR 1-26. $198.

PatriciaClark teaches
American Sign Language (ASL), an extremely efficient visual language with its own grammatical format, and even puns. Patricia has a fluency born of life experience—both parents were deaf—and she’s been “speaking” ASL all her life.
**Film**

**Film Studies 3501-3**

**Production Management**

Designed to increase production skills while cutting production costs, this course familiarizes students with principles of management techniques and methodologies which have been specifically developed for the Film and Television Industry. Emphasis is placed on the technique of Script Breakdown and Production Boarding as the central tool in Production Management and problem-solving. The course is addressed to students interested in careers in the Entertainment Industry, Independent Features, Documentaries, Industrials, and Educational film making. Prerequisite, FILM 3563-3 or consent of instructor.

Session I - Section 200:
- Mondays and Wednesdays, 7-10 p.m.
- Norlin Library Audiovisual Room. $206.

**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 works. For those interested in careers in the industry, this course provides a comprehensive overview of the production process from development through distribution. Major focus is on the contemporary state of the entertainment industry and includes general analysis of such topics as: story components, production values, editing, music, job functions and opportunities. Emphasis also given to the crucial role the script plays in this process. Analysis of current scripts and clips, and screenings of feature films will be used throughout the course.

Session I - Section 101:
- Mondays and Wednesdays, 7-10 p.m.
- Norlin Library Audiovisual Room. $206.

Session I - Section 102:
- Tuesdays and Thursdays, 7-10 p.m.
- Norlin Library Audiovisual Room. $206.

Session II - Section 200:
- Mondays and Wednesdays, 7-10 p.m.
- Norlin Library Audiovisual Room. $206.

**Fine Arts**

**Fine Arts 1212-3**

**Basic Painting**

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

Full Term - Section 300:
- Mondays and Wednesdays, 7-10 p.m.
- Fine Arts N103. $228.

**Fine Arts 1504-2**

**Basic Sculpture**

Orientation course involving three-dimensional form and application. Expressive problems based on nonobjective form relationships in various sculptural materials. May not be repeated.

Full Term - Section 300:
- Mondays and Thursdays, 7-9 p.m.
- Fine Arts C102. $152.

**Fine Arts 2212-3**

**Color**

Basic introduction to the relative effects of color as used by the artist. Emphasizes the practice of color relations including basic characteristics, mixtures, illusions, optical mixture, color intervals and color quantity. May not be repeated.

Full Term - Section 300:
- Tuesdays and Thursdays, 7-10 p.m.
- Fine Arts N103. $208.

**Fine Arts 2423-3**

**Beginning Screen Printing**

Exploration in silkscreen techniques. Emphasizes creativity and experimentation with contemporary screen printing processes. May not be repeated.

Full Term - Section 300:
- Mondays and Wednesdays, 6-9 p.m.
- Fine Arts CB170. $258.

**Geography**

**Geography 1001-4**

**Environmental Systems 1 — Climate and Vegetation**

Introduces the atmospheric environment of the Earth; the elements and controls of climate and their implications for 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. $264.

**Geography 1982-3**

**World Regional Geography**

Using interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives.

Session I - Section 100:
- Mondays and Wednesdays, 7-10 p.m.
- Guggenheim 2. $198.

**Geography 1992-3**

**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 2. $198.

**Geology**

**Geology 1130-3**

**Dynamic Earth I — Introduction**

Discusses how the origin and evolution of Earth as a planet leads to its composition and heat budget. Considers alternate energy resources. Basic concepts of the physics of the solid earth lead to a discussion of earthquakes — their causes and prediction. Not open to Geology majors. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300:
- Wednesdays, 7-10 p.m.
- Hunter 107. $198.

**Hebrew**

**Hebrew 1010-5**

**Beginning Hebrew 1**

Full Term - Section 300:
- Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m.
- TBA. $440.

**Hebrew 2120-3**

**Intermediate Hebrew 2**

Modern Hebrew including journalistic and idiomatic Hebrew with the emphasis on conversation. Prerequisite Hebrew 2110 or placement.

Full Term - Section 300:
- Tuesdays, 1-4 p.m.
- TBA. $264.
History

*History 1010-3
Western Civilization I
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.
Biosciences E113. $198.

*History 1015-3
History of the United States to 1865
Survey of American history from first settlement near East to the time of the establishment of the modern states in the seventeenth century, the development of the American nation, and the creation of the United States as a country. Approved for Arts and Sciences Core Curriculum: Historical Context.
Full Term - Section 300, Wednesdays, 7-10 p.m.
Engineering Center CR 1-09. $198.
Session I - Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m.
Ekeley E187B. $198.

*History 1025-3
History of the United States Since 1865
Survey of social, economic, political and cultural development of the United States from the close of the Civil War to the present. Approved for Arts and Sciences Core Curriculum: United States Context.
Session II - Section 206: Tuesdays and Thursdays, 6:30-9:30 p.m.
Ekeley E187B. $198.

*History 1113-3
The History of England to 1660
Deals with the period from Roman time to the seventeenth century. Covers social, political, and constitutional affairs which contributed to the creation of the English nation. Approved for Arts and Sciences Core Curriculum: Historical Context.
Full Term - Section 300: Tuesdays, 7-10 p.m.
Engineering Center CR 1-01. $198.

History 2117-3
History of Colorado
Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.
Full Term - Section 300: Mondays, 7-10 p.m.
Engineering Center CR 1-01. $198.

History 4425-3
United States History, 1933 to 1968: The Era of Liberalism
Examines American history, 1933-1968, with attention to domestic and foreign policy issues. Emphasizes 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.
Hellems 271. $198.

History 4433-3
Nazi Germany
Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and the policies and actions that came directly out of its challenge to values central to western civilization. Approved for Arts and Sciences Core Curriculum: Historical Context.
Full Term - Section 300: Mondays, 6:30-9:30 p.m.
Hellems 245. $198.

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, 6-9 p.m.
Hellems 141. $198.

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 - Section 301: Mondays, 6-9 p.m.
Macky 3C. $198.
Full Term - Section 302: Tuesdays, 6-9 p.m.
Macky 3C. $198.

Journalism 3102-3
Press Photography
Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is $50 (included in tuition) and covers facilities and chemicals. Students should expect to spend up to $200 per year for film and other materials. Students should consult the financial aid office for additional aid.
Full Term - Section 300: Mondays and Wednesdays, 7-8:30 p.m.
Macky 3B. $248.

Survival Tips
*For students who graduated from high school before May 1988, this course will partially satisfy Arts and Sciences College Core requirements. Please see an advisor.
Kinesiology 3420-3
Nutrition and Health
The basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062.
Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 1-46. $198.
Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Education 220. $198.

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 issues.
Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 1-46. $198.
Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Engineering Center CR 1-46. $198.

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.
Full Term - Section 300:
Tuesdays and Thursdays, 5:30-7:30 p.m.
Engineering Center CR 1-26. $132.

Mathematics 1000-1
Fundamentals and Techniques of College Algebra
Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1000 and math modules MATH 1000, 1010 and 1020. Prerequisite, placement examination score for MATH 1000 or 1 year of high school algebra.
Full Term - Section 300:
Mondays and Wednesdays, 7-8:30 p.m.
Engineering Center CR 1-16. $198.

Mathematics 1011-3
Numerical and Analytical College Trigonometry
Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prerequisites MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1 1/2 years high school algebra.
Full Term - Section 300: Tuesdays, 5:30-7:30 p.m.
Engineering Center CR 1-26. $132.

Mathematics 1071-3
Finite Mathematics for Social Science and Business
Systems of linear equations, an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060 and 1070. Prerequisite, MATH 1011 or MATH 1060 or placement examination score for MATH 1020 or 1 1/2 years of high school algebra.
Full Term - Section 300: Mondays, 5:30-8:30 p.m.
Engineering Center CR 2-26. $198.

Mathematics 1081-3
Calculus for Social Science and Business
Differential and integral calculus of algebraic, logarithmic, and exponential functions. Students may not receive credit for both MATH 1081 and math modules MATH 1080, 1090 or 1100. Prerequisite, MATH 1011 or MATH 1071 or MATH 1010 or MATH 1070 or placement examination score for MATH 1020 or 2 years of high school algebra.
Full Term - Section 300: Mondays, 6-9 p.m.
Engineering Center CR 1-30. $198.

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 1300 may not receive credit in APPM 1350 or APPM 1570. Prerequisite, 2 years of high school algebra, 1 year of geometry, 1/2 year of trigonometry or MATH 1000-1040 or MATH 1011 and 1021.
Full Term - Section 300:
Mondays and Thursdays, 5:30-8 p.m.

SURVIVAL TIPS
Boulder Evening tuition is assessed in addition to any tuition paid on campus (resident or nonresident).
### 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 267. $206.

**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, 6-9 p.m.  
Hellems 267. $198.

### 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: Ideals and Values.  
Full Term - Section 300: Wednesdays, 6-9 p.m.  
Environmental Design 120. $198.

**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, 6-9 p.m.  
Biosciences E0046. $198.

### 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.  
Full Term - Section 300: Wednesdays, 6:30-9:30 p.m.  
Hellems 341. $198.

**Psychology 2011-3**  
**Statistics and Research Methods in Psychology**  
Introduction to descriptive and inferential statistics and to their roles in psychological research. Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. College algebra recommended.  
Full Term - Section 300: Thursdays, 6:30-9:30 p.m.  
Muenzinger D439. $198.

**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, 6:30-9:30 p.m.  
Ekely E1820. $198.

**Psychology 2643-3**  
**Child and Adolescent Psychology**  
Principles of development of childhood and adolescence. Prerequisite, PSYC 1001.  
Full Term - Section 300: Mondays, 7-10 p.m.  
Hellems 141. $198.

**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. $198.

**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: Wednesdays, 6:30-9:30 p.m.  
Biosciences E432. $198.

**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. $198.
Religious Studies
*Religious Studies 2620-3
World Religions: Eastern
Introduction to literature, beliefs, practices, and institutions of Hinduism, Buddhism, Taoism, Shintoism, and Confucianism in historical perspective. Approved for Arts and Sciences Core Curriculum: Ideals and Values.
Full Term - Section 300: Wednesdays, 6-9 p.m.
Hellems 81. $198.

Sociology
*Sociology 1001-3
Analyzing Society: An Introduction to Sociological Ideas
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.
Hellems 81. $198.
Session I - Section 100: Mondays and Wednesdays, 7-10 p.m.
Ekeley E1850. $198.

*Sociology 1004-3
Deviance in U.S. Society
Examination of deviant groups in the U.S. emphasizing existing theory and research about 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.
Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m.
Education 136. $198.
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m.
Ekeley E1850. $198.

*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: Tuesdays, 6:30-9:30 p.m.
Ketchum 235. $198.

Sociology 1016-3
Sex, Gender and Society I
Examination of status and power differences between sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity. Same as WMST 1016.
Full Term - Section 300: Wednesdays, 6-9 p.m.
Education 136. $198.

*Sociology 2031-3
U.S. Values, Social Problems, and Change
Examination of U.S. society from the perspective of values and theories of social change. Considers such problems as 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 II - Section 200: Tuesdays and Thursdays, 7-10 p.m.
Education 136. $198.

Sociology 4014-3
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, 6:30-9:30 p.m.
Hellems 252. $198.

Theatre
Theatre 1003-3
Introduction to Acting for Non-Majors
Teaches the basic principles of acting to non-theatre majors, focusing on relaxation, concentration, improvisation, use of imagination, actions, objectives, initial monologue and scene work, the audition process, and basic terms and concepts of process work for the actor.
Full Term - Section 301: Mondays, 6:30-9:30 p.m.
Hale 303. $198.
Full Term - Section 302: Thursdays, 6:30-9:30 p.m.
Hale 303. $198.

Theatre 4051-3
Playwriting
Introductory course in the craft of playwriting: primary focus on technique of developing short plays.
Full Term - Section 300: Thursdays, 7-10 p.m.
Hale 204. $198.

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.
TARGETED LEARNING FOR PROFESSIONAL GROWTH.
MANAGEMENT DEVELOPMENT

Corporate America is changing. With leaner organizational structures managers are assuming new roles and facing new expectations. The Management Development Certificate Program is designed to enhance your management skills or help you qualify for a management position. There are no prerequisites and you need not be working toward certification, although any course enrollment immediately registers you in the Certificate Program.

Course offerings cover task-related skills and concepts in relevant management areas. New courses are added regularly; several are offered more than once a year. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special knowledge in the subject and their proven teaching skills.

Professional Development Program Certificates and Continuing Education Units are awarded for demonstrated proficiency as determined by the instructor. 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 10:1 ratio.

The completed Management Certificate of Achievement is awarded on successful completion of courses (and equal to 10 CEUs or 100 hours of instruction) taken through the Management Development Program, Division of Continuing Education, University of Colorado at Boulder. Students are responsible for notifying the Division of Continuing Education when they have completed the requirements for the Management Certificate of Achievement. A transcript is available on request without charge.

Course tuitions are listed at the end of each course description. Tuition can only be refunded before the course begins.

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 492-5148 (or toll free outside of the Denver Metro dialing area, 1-800-331-2801).

BOULDER MANAGEMENT DEVELOPMENT COURSES BY STARTING DATE

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<td>Basic Skills for the New Supervisor</td>
<td>Charles Rice</td>
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<td>30B</td>
<td>Building Productive Work Teams</td>
<td>Charles Rice</td>
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<td>Managing Managers</td>
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<td>Accounting for the Non-Accounting</td>
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Management Development

MDCP 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.

Donald Marcotte, M.B.A., in Management, Instructor at Small Business Association, and Past area Governor for Toastmasters International.

Section 308: Saturday, September 22, 8 a.m.-4 p.m. 1 session.
7 CEUs. Business 251. $58.

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:

• Basic principles of supervision
• Leadership skills and team building
• Effective communication
• Problem solving and handling conflict
• Employee development and discipline
• Motivation techniques

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD—a management consulting firm. Instructor at University of Colorado at Denver.

Section 308: Tuesdays, September 18-October 2, 6:30-10 p.m. 3 sessions.
1 CEU. Business 250. $83.

MDCP 404
Building Productive Work Teams

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues and problems and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, behavioral sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this team building workshop is to increase the flow of useful information throughout the organization to achieve business goals.

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD—a management consulting firm. Instructor at University of Colorado at Denver.

Section 308: Wednesdays, September 19-October 3, 6:30-10 p.m. 3 sessions.
1 CEU. Business 250. $83.

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. We will also address the implications of international negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios.


Section 308: Saturday, October 6, 8 a.m.-4 p.m. 1 session. 7 CEUs. Business 251. $58.

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 308: Saturday, October 20, 8 a.m.-4 p.m. 1 session. 7 CEUs. Business 251. $58.

MDCP 415
Managerial Creativity

This intensive seminar/workshop will present two sides of creativity. First, how to be more creative in your managerial performance and, second, how to develop a working environment that fosters and nurtures the individual and collective creativity of your people. Topics will include: creative opportunity analysis, stimulating creative approaches to both problems and opportunities, and creatively analyzing the negative consequences of alternatives in a constructive manner. This seminar/workshop will be heavily experiential.

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD—a management consulting firm. Instructor at University of Colorado at Denver.

Section 308: Wednesdays, October 24-November 7, 6:30-10 p.m. 3 sessions.
1 CEU. Business 250. $83.

MDCP 418
Time Management

This workshop examines you and 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 your time—indeed you will be using the techniques before you ever leave the room. Time Management profile is available at the University Bookstore.

Dora Johnson, Ed.D., President, The Baldwin Center, an organizational team development firm.

Section 308: Tuesdays, September 25-October 9, 6:30-9:30 p.m. 3 sessions.
9 CEUs. Duane Physics G113. $74.
### MDCP 422
#### Write With Power
This is an intensive workshop on business writing. Emphasis is placed on choosing the right words, building sentences, and paragraphs, organizing material, and rewriting with purpose. We will discuss applying professional writing techniques to letters, memos, and reports.

Margaret Coel, Business Writer, Award-Winning Author.

Section 30B: Saturday, November 3, 9 a.m.-4 p.m. 1 session.
6 CEUs. Business 250. $49.

### 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 your expectations, and rewriting them 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 Rice, M.B.A, Management, University of Colorado, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30B: Saturdays, December 1 - December 8, 8 a.m. - 5 p.m. 2 sessions.
1.6 CEUs. Business 250. $132.

### MDCP 429
#### Accounting for the Non-Accounting Decision-Maker
Decision-Making Accounting applies to the financial management, taxation, financing, and growth of small and large businesses. This course will be of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of how individual transactions are reported, summarized, and compiled into financial statements. We will emphasize not only an overview of accounting principles, but the decision-making process and skills necessary to effectively analyze and make decisions relating to financial statements.

Fred Moore, M.B.E., Public Accountant and Seminar Trainer.

Section 30B: Thursdays, October 25 - December 13, 7-9 p.m. 7 sessions.
1.4 CEUs. Business 250. $115.

### MDCP 450
#### Improving Your Listening and Communication Skills
"What you heard me say is not what I said," is a thought we all have at some time. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Assess the auditory part of your communication style and accept half of the responsibility in the communication process.

Listening Profile. $10 at the University of Colorado bookstore.

Diane Irvin, B.A, Program Director for Workshops Unlimited, Author, and Lecturer

Section 30B: Mondays, October 8 - November 12, 7-9 p.m. 6 sessions.
1.2 CEUs. Business 250. $99.

### MDCP 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 instruction 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 30B: Tuesdays, September 25 - October 23, 6:30-9 p.m. 5 sessions.
1.3 CEUs. Business 210. $103.

### MDCP 455
#### Managing Managers
This intensive seminar/workshop is aimed at the middle manager who has several key supervisors, managers, or key professionals reporting to him/her. The main focus of this course will be on developing the leadership and managerial skills of your subordinates on the job — specifically coaching your subordinate managers or supervisors to be more effective in the management dimensions of their jobs. Particular attention will be given to the development of high levels of morale and consistency among his subordinate managers or supervisors. This course will focus on developing managers and supervisors on the job.

Charles Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at University of Colorado at Denver.

Section 30B: Saturday, September 22, 9 a.m.-4 p.m. 1 session.
6 CEUs. Business 250. $49.
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 1990. 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 a complement 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 492-5148 or 1-800-331-2801 toll-free.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset (Longmont Diagonal, turn left on Hover Rd., turn right on 3rd St., and left on Sunset — by golf course).

LONGMONT MANAGEMENT DEVELOPMENT COURSES BY STARTING DATE

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 11</td>
<td>MDCP 456</td>
<td>30L</td>
<td>Understanding and Using Financial Statements</td>
<td>Donald Kaniecki</td>
</tr>
<tr>
<td>Thursday, September 27</td>
<td>MDCP 420</td>
<td>30L</td>
<td>Working Assertively: Effective Job Skills</td>
<td>Toni Scott</td>
</tr>
<tr>
<td>Monday, October 15</td>
<td>MDCP 414</td>
<td>30L</td>
<td>Handling Stress On and Off the Job</td>
<td>Barbara Behrendt</td>
</tr>
<tr>
<td>Tuesday, October 23</td>
<td>MDCP 417</td>
<td>30L</td>
<td>Project Management</td>
<td>Charles Rice</td>
</tr>
<tr>
<td>Tuesday, November 13</td>
<td>MDCP 403</td>
<td>30L</td>
<td>Basic Skills for the New Supervisor</td>
<td>Charles Rice</td>
</tr>
<tr>
<td><strong>MDCP 403</strong> Basic Skills for the New Supervisor</td>
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<tr>
<td>This workshop is designed for individuals new to management or for developing skills to prepare for a management position. Information will be provided about:</td>
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<tr>
<td>• Basic principles of supervision</td>
<td></td>
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<tr>
<td>• Leadership skills and team building</td>
<td></td>
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<tr>
<td>• Effective communication</td>
<td></td>
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<tr>
<td>• Problem solving and handling conflict</td>
<td></td>
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<tr>
<td>• Employee development and discipline</td>
<td></td>
<td></td>
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<tr>
<td>• Motivation techniques</td>
<td></td>
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</tr>
<tr>
<td>Charles Rice, M.B.A., Management, University of Denver. President of IMPD — a management consulting firm. Instructor at University of Colorado at Denver.</td>
<td></td>
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</tr>
<tr>
<td>Section 30L, Tuesdays, November 13-November 27, 6:30-10 p.m. 3 sessions.</td>
<td>1 CEU. Longmont High, Room 205. $83.</td>
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</tr>
</tbody>
</table>

| MDCP 417 Project Management |        |          |                                 |                             |
| Whether the project is building a house, developing a product, or providing a social service. this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project. We will discuss leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment. |
| Charles Rice, M.B.A., Management, University of Denver. President of IMPD — a management consulting firm. Instructor at University of Colorado at Denver. |
| Section 30L, Tuesdays, October 23-November 6, 6:30-10 p.m. 3 sessions. | 1 CEU. Longmont High, Room 205. $83. |

| **MDCP 420** 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. We will work on improving coping responses, goal setting, time management skills and methods of handling confrontations. |
| Barbara Behrendt, M.S. (focus on counseling psychology), education, stress management consultant. |
| Section 30L, Mondays, October 15-November 5, 6:30-9 p.m. 4 sessions. | 1 CEU. Longmont High, Room 205. $83. |

| **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 Kaniecki, C.P.A., M.B.A. |
| Section 30L, Tuesdays, September 11-September 28, 6-8:30 p.m. 2 sessions. | 0.5 CEUs. Longmont High, Room 205. $41. |

MDCP 414

MDCP 420 Working Assertively: Effective Job Skills

This course will cover useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others. Learn to get your ideas heard — up and down the management ladder. We will discuss how to handle difficult situations, unfair demands, discipline, criticism, angry confrontations and how to turn self-defeating behavior into positive and caring assertion. This 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, Thursdays, September 27-October 25, 7-9:30 p.m. 5 sessions. | 1.3 CEUs. Longmont High, Room 205. $99. |
HERE AND NOW.
THE COMPUTER AGE AND YOU.
COMPUTER APPLICATIONS

The Computer Age is here. The working world depends on computers at every level of operation. In Human Resource terms, computer literacy is becoming a gatekeeper issue: from the penthouse to the warehouse, the ability to manipulate and access data is becoming a survival skill.

These courses are designed to bring you up to speed — to teach you computer skills that will make your work day easier and more productive. And make you a more versatile and valuable employee.

This is your chance to learn in a comfortable environment. Your turn to ask the questions you need to ask. Your chance to get the one-on-one help you need to advance your skills and boost your confidence, whether you're working at a beginner, intermediate or advanced level.

Certificate in Computer Applications
You may earn a Certificate in Computer Applications in roughly three or four semesters, but there is no time limit. As you complete appropriate courses, credit is automatically applied toward Certificate requirements. The requirements are straightforward.

A. Four 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.

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 31 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-tos of software checkout or hard disk access are given at class.

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, 3645 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, 1-800-331-2801.
<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 27</td>
<td>CCA 370</td>
<td>301</td>
<td>Database Management: Applying dBase III+/IV</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Tuesday, August 28</td>
<td>CCA 375</td>
<td>300</td>
<td>Word for Windows on the IBM PC</td>
<td>Samten J. Nagatranj</td>
</tr>
<tr>
<td>Thursday, August 30</td>
<td>CCA 378</td>
<td>301</td>
<td>Beginning Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
</tr>
<tr>
<td>Tuesday, September 4</td>
<td>CCA 105</td>
<td>301</td>
<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
</tr>
<tr>
<td>Tuesday, September 4</td>
<td>CCA 120</td>
<td>301</td>
<td>Introduction to the IBM and Compatible Personal Computer</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Wednesday, September 5</td>
<td>CCA 100</td>
<td>300</td>
<td>Computer Literacy</td>
<td>John R. Dick</td>
</tr>
<tr>
<td>Saturday, September 8</td>
<td>CCA 330</td>
<td>301</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Monday, September 10</td>
<td>CCA 120</td>
<td>302</td>
<td>Introduction to the IBM and Compatible Personal Computer</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Monday, September 10</td>
<td>CCA 320</td>
<td>301</td>
<td>Introduction to C Programming</td>
<td>Carol J. Meier</td>
</tr>
<tr>
<td>Monday, September 10</td>
<td>CCA 336</td>
<td>300</td>
<td>Excel Spreadsheet on the Macintosh</td>
<td>J. Burke Taf.</td>
</tr>
<tr>
<td>Tuesday, September 11</td>
<td>CCA 327</td>
<td>300</td>
<td>Introduction to C++ Programming</td>
<td>Tom Cargill and</td>
</tr>
<tr>
<td>Tuesday, September 11</td>
<td>CCA 201</td>
<td>300</td>
<td>Applying Microsoft Works on the Macintosh</td>
<td>Tom Cargill and</td>
</tr>
<tr>
<td>Wednesday, September 12</td>
<td>CCA 330</td>
<td>302</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Wednesday, September 12</td>
<td>CCA 360</td>
<td>300</td>
<td>Introduction to UNIX</td>
<td>Carol J. Meier and</td>
</tr>
<tr>
<td>Thursday, September 13</td>
<td>CCA 330</td>
<td>303</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Dennis Taylor</td>
</tr>
<tr>
<td>Thursday, September 13</td>
<td>CCA 120</td>
<td>303</td>
<td>Introduction to the IBM and Compatible Personal Computer</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Saturday, September 15</td>
<td>CCA 215</td>
<td>301</td>
<td>Introduction to HyperCard</td>
<td>Greg McArthur</td>
</tr>
<tr>
<td>Tuesday, September 18</td>
<td>CCA 380</td>
<td>301</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, September 20</td>
<td>CCA 331</td>
<td>300</td>
<td>Introduction to Local Area Networks (LAN)</td>
<td>Larry Lankford</td>
</tr>
<tr>
<td>Saturday, September 22</td>
<td>CCA 200</td>
<td>301</td>
<td>Using MS-DOS</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Tuesday, September 25</td>
<td>CCA 300</td>
<td>300</td>
<td>BASIC Programming</td>
<td>Tom Swanson</td>
</tr>
<tr>
<td>Saturday, September 29</td>
<td>CCA 200</td>
<td>302</td>
<td>Using MS-DOS</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Wednesday, October 4</td>
<td>CCA 201</td>
<td>300</td>
<td>Applying Microsoft Works on the Macintosh</td>
<td>J. Burke Taf.</td>
</tr>
<tr>
<td>Thursday, October 4</td>
<td>CCA 319</td>
<td>300</td>
<td>Programming in Pascal</td>
<td>Steven A. Johnson</td>
</tr>
<tr>
<td>Saturday, October 6</td>
<td>CCA 330</td>
<td>304</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Monday, October 8</td>
<td>CCA 105</td>
<td>302</td>
<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
</tr>
<tr>
<td>Monday, October 8</td>
<td>CCA 321</td>
<td>301</td>
<td>Introduction to FORTRAN</td>
<td>Ronald G. White</td>
</tr>
<tr>
<td>Monday, October 8</td>
<td>CCA 370</td>
<td>302</td>
<td>Database Management: Applying dBase III+/IV</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Tuesday, October 9</td>
<td>CCA 380</td>
<td>302</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Wednesday, October 10</td>
<td>CCA 120</td>
<td>304</td>
<td>Introduction to the IBM and Compatible Personal Computer</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Thursday, October 11</td>
<td>CCA 332</td>
<td>301</td>
<td>Intermediate Lotus 1-2-3</td>
<td>Dennis Taylor</td>
</tr>
<tr>
<td>Tuesday, October 16</td>
<td>CCA 230</td>
<td>300</td>
<td>Introduction to Harvard Graphics</td>
<td>Samten J. Nagatranj</td>
</tr>
<tr>
<td>Thursday, October 18</td>
<td>CCA 235</td>
<td>300</td>
<td>Introduction to SAS — Statistical Analysis System</td>
<td>Otis Pratt</td>
</tr>
<tr>
<td>Saturday, October 20</td>
<td>CCA 200</td>
<td>303</td>
<td>Using MS-DOS</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, October 20</td>
<td>CCA 200</td>
<td>303</td>
<td>Using MS-DOS</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Tuesday, October 30</td>
<td>CCA 325</td>
<td>300</td>
<td>Intermediate C Programming</td>
<td>Carol J. Meier</td>
</tr>
<tr>
<td>Tuesday, October 30</td>
<td>CCA 335</td>
<td>300</td>
<td>Concepts of Data Processing and Information Technology</td>
<td>Ron Clarke</td>
</tr>
<tr>
<td>Tuesday, October 30</td>
<td>CCA 382</td>
<td>301</td>
<td>Intermediate WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Thursday, November 1</td>
<td>CCA 380</td>
<td>303</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Thursday, November 3</td>
<td>CCA 380</td>
<td>303</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Saturday, November 3</td>
<td>CCA 380</td>
<td>304</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Wednesday, November 7</td>
<td>CCA 332</td>
<td>302</td>
<td>Intermediate Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Wednesday, November 7</td>
<td>CCA 364</td>
<td>300</td>
<td>Intermediate UNIX</td>
<td>Carol J. Meier and</td>
</tr>
<tr>
<td>Wednesday, November 7</td>
<td>CCA 378</td>
<td>302</td>
<td>Beginning Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
</tr>
<tr>
<td>Monday, November 12</td>
<td>CCA 105</td>
<td>303</td>
<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
</tr>
<tr>
<td>Monday, November 12</td>
<td>CCA 372</td>
<td>300</td>
<td>Advanced dBase III+/IV Applications</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Saturday, November 17</td>
<td>CCA 242</td>
<td>300</td>
<td>Lotus Macros</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Tuesday, November 20</td>
<td>CCA 382</td>
<td>302</td>
<td>Intermediate WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Wednesday, November 28</td>
<td>CCA 203</td>
<td>301</td>
<td>Advanced DOS</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Saturday, December 1</td>
<td>CCA 334</td>
<td>300</td>
<td>Advanced Lotus 1-2-3</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Monday, December 3</td>
<td>CCA 373</td>
<td>300</td>
<td>dBase III+/IV for Programming</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Wednesday, December 5</td>
<td>CCA 381</td>
<td>300</td>
<td>Advanced Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
</tr>
<tr>
<td>Saturday, December 8</td>
<td>CCA 204</td>
<td>300</td>
<td>Using OS/2</td>
<td>Valerie Parker</td>
</tr>
<tr>
<td>Saturday, December 8</td>
<td>CCA 384</td>
<td>301</td>
<td>Advanced WordPerfect</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Tuesday, December 11</td>
<td>CCA 384</td>
<td>302</td>
<td>Advanced WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, December 15</td>
<td>CCA 203</td>
<td>302</td>
<td>Advanced DOS</td>
<td>Nancy VanWechel</td>
</tr>
<tr>
<td>Saturday, December 15</td>
<td>CCA 217</td>
<td>302</td>
<td>Advanced HyperCard</td>
<td>Greg McArthur</td>
</tr>
</tbody>
</table>

* = Required Certificate courses
**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. Three sessions are spent on IBM PC's, three on Apple's Macintosh, and one on the campus VAX (mainframe) system. After the course, spreadsheet, word processing, data base, and communication applications will be familiar concepts to you. This course is a beginner's prerequisite for other courses, as basic terminology and beginners' skills are not extensively covered in all courses.

**Tuition**

Beginner

John Dick, M.A.

Section 300: Wednesday, September 5, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (30A or 30B) at registration.

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

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

8 sessions, 1.6 CEUs.

University Computing Center 123.

Note — location 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. $96.

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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: Tuesdays, September 4-October 2

Section 302: Mondays, October 8-November 5

Section 303: Mondays, November 12-December 10

All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts C1B53. $96.

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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 IBM System 2 (OS/2) hardware and some IBM-PC and IBM compatible System 2 (OS/2) software features. Beginner

Nancy VanWechel, M.B.A.

Section 301: Tuesdays, September 4-18

Section 302: Mondays, September 10-24

Section 303: Thursdays, September 13-27

Section 304: Wednesdays, October 10-24

All sections: 6:30-9:30 p.m. 3 sessions, 9 CEUs. Ramaley Biology N1B68. $75.

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**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 Quasney and Maniotes, is available at the University Book Center, UMC 10.

Tom Swanson, M.A.

Section 300: Tuesdays, September 25-November 27, 6:30-9 p.m. 10 sessions, 2.5 CEUs. Ramaley N1B68. $160.
Programing – cont.

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, basics, arrays, strings, pointers and structures. Portability is strongly emphasized, as well as readability, efficiency, and maintenance issues. The format for homework exercises to try each week to reinforce the lecture material. Some programming experience is required as C is not a beginner’s language. Fluency in almost any language is preferable. Recommended text is "The C Programming Language", by Kernighan and Ritchie, available at the University Book Center, UMC 10.

Intermediate
Carol J. Meier, M.S.
Section 300: Mondays,
September 10 – October 22,
6:30 – 9:30 p.m.
7 sessions, 2.1 CEUs.
University Computing Center 123. $235.

CCA 325
Intermediate C Programming
This course is designed to follow Introduction to C Programming. We start with an overview of the ANSI C changes to the language. Then each week we explore in more detail a particular topic: more complex data structures than were covered in the Intro course, command line arguments and the environment, the standard C library (file I/O and dynamic memory management routines, advanced features of the preprocessor and structurally complex data structures (bit fields, enumerations, and unions). Techniques for writing portable code will be presented throughout the course, and we will focus on ANSI C enhancements to the language. Prerequisite: Introduction to C or 6 months of C programming experience and comfort with the Intro C topics (including pointer). 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: Mondays,
October 29 – December 10, 6:30 – 9:30 p.m.
7 sessions, 2.1 CEUs.
University Computing Center 123. $235.

CCA 327
Introduction to C++ Programming
C++ is an extension of C that supports "object-oriented programming." The course presents the essential new language feature, the class, an extension of C’s struct. Class member functions, constructors, and destructors are followed by class inheritance and virtual functions. These provide the basic mechanisms for object-oriented programming. There are also language extensions not directly related to object-oriented programming. These features include: function overloading, default arguments, function prototypes, constants, and in-line functions. Perhaps more importantly, the course will cover what not to use and what features to avoid. Intermediate
Tom Cargill, Ph.D. and Carol J. Meier, M.S.
Section 300: Tuesdays,
September 11 – October 16, 6:30 – 9:30 p.m.
6 sessions, 1.2 CEUs.

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, equivalencing. 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: Mondays,
October 8 – November 26, 7 – 9:30 p.m.
8 sessions, 2 CEUs.
Ramaley Biology 1186. $150.

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. Bring to class a double-sided/double-density 5 1/4 inch diskette, available at all computer stores.

Intermediate
Steven A. Johnson, B.S.
Section 300: Thursdays,
October 4 – November 29, 6:30 – 9:30 p.m.
8 sessions, 2.5 CEUs.
Ramaley N 1168. $160.

Systems

CCA 350
Software Operations and Maintenance
This class will discuss the aspects of systems that need to be developed in order to effectively support efficient computer operations. Topics include: systems analysis, configuration options, software selection, data conversion, support contracts, software design, training, installation, file maintenance, documentation, error identification, and logging systems. Course includes lab time. Students will come away with effective tools to monitor and organize computer systems.

Intermediate
Pat Felz, M.A.
Section 300: Thursdays,
October 25 – December 20, 6:30 – 9 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. $150.

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, tele-processing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line 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: Tuesdays,
October 30 – December 18, 7 – 9:30 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. $150.
CCA 200
Using MS-DOS
This course is designed to give students a working knowledge of DOS commands for file management for the intermediate user. Prerequisite for this course is Computer Literacy (CCA 100) or Introduction to the IBM and Compatible Personal Computer (CCA 120), or other equivalent experience. The 3 major areas of study are: DOS commands such as copy, delete, disk format, and other practical commands; hard (fixed) disk commands to create, remove, and backup directories; introduction to batch files. Please bring a double-sided/double-density 5½ inch diskette to class so that you can keep your example files. Intermediate Peggy Purvis
Section: 301: Saturday, September 22
Section: 302: Saturday, September 29
Section: 303: Saturday, October 12
Section: 304: Saturday, October 27
All sections: 9 a.m.-5 p.m.
One all-day session, 7 CEUs.
University Computing Center 114. $85.

CCA 203
Advanced DOS
This course is structured in three sections:
• 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 (CCA 200) or comparable skill level. Intermediate
Nancy VanWechel, M.B.A.
Section: 301: Wednesdays, November 28-December 12, 6:30-9 p.m. 3 sessions
Section: 302: Saturday, December 15, 9 a.m.-4:30 p.m. 1 all-day session
Both Sections: 7 CEUs.
University Computing Center 114. $85.

CCA 204
Using OS/2
If you have already purchased OS/2, this two-day course will give you the knowledge needed to begin using OS/2 effectively. If you haven't yet decided to purchase OS/2, this course will describe the benefits that OS/2 offers to personal computer users. Content: The background, reasons for and benefits of OS/2, installing and using OS/2, major features, migration considerations, advantages, OS/2 commands, differences in the Microsoft and IBM versions, multitasking, threads, overview of Presentation Manager and LAN manager. Intermediate
Valerie Parker, M.Ed.
Section: 300: Saturdays, December 8 & 15, 9 a.m.-4:30 p.m.
Two all-day sessions, 1.4 CEUs.
University Computing Center 123. $140.

CCA 360
Introduction to UNIX
This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure; editing; basic and common commands; conventions, and shell features no one should be without. Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 6 to 8 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it. Intermediate
Carol J. Meier, M.S. and Geoff Thompson, M.S.
Section: 300: Wednesdays, September 12-October 24, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
University Computing Center 123. $235.

CCA 364
Intermediate UNIX
This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Bome and C shells will be discussed. About 1/2 of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if any appropriate command already existed, you will find this a valuable course. Specialized
Carol J. Meier and Geoff Thompson, M.S.
Section: 300: Wednesdays, November 7-December 19, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
University Computing Center 123. $235.

CCA 331
Introduction to Local Area Networks (LANs)
This class 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 session. Intermediate
Larry G. Lankford, M.S.
Section: 300: Thursdays, September 20-October 18, 6:30-9 p.m.
5 sessions, 1.3 CEUs.
University Computing Center 123. $140.

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 15
Section: 302: Saturday, November 3
Both Sections: 9 a.m.-4 p.m.
One all-day session, 7 CEUs.
Fine Arts C1853. $70.
Software Applications – continued

CCA 217 Advanced HyperCard
Developing custom information handling and creating powerful, time-saving system shortcuts 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.

Greg McArthur, Ph.D.
Section 300: Saturday, December 15, 9 a.m.-4 p.m. One all-day session, 7 CEUs.
Fine Arts C1B33. $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 database 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 a double-sided/double-density 5 1/4 inch diskettes, available at all computer supply stores.

Intermediate
Clyde Getty, B.S.
Section 301: Mondays, August 27 - October 1
Section 302: Mondays, October 5 - November 5
Both Sections: 6:30-9:30 p.m.
5 sessions, 1.5 CEUs.
University Computing Center 114 $155.

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 programming. Automatic command file generation and other advanced features. Bring to class a double-sided/double-density 5 1/4 inch diskette.

Intermediate
Clyde Getty, B.S.
Section 300: Monday, November 12-26, 6:30-9:30 p.m. 3 sessions, 9 CEUs.
University Computing Center 114. $115.

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 5 1/4 inch diskette.

Specialized
Clyde Getty, B.S.
Section 300: Monday, December 3-17, 6:30-9:30 p.m. 3 sessions, 9 CEUs.
University Computing Center 142. $90

CCA 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 handheld OCR/bar code scanners. Course will be most useful for those who work with any objects repeating data, and product tracking. Anyone interested in automation and time-saving techniques will find great benefit in the course.

Intermediate
Tom Swanson, M.A.
Section 300: Saturday, October 20
9 a.m.-4 p.m. One all-day session, 6 CEUs.
University Computing Center 123. $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 principles of designing and building spreadsheets, database sort and query, graphics/chart generation and printing. Technical concepts taught in the class include: Copying, ranges, painting, pointing, @ functions and relative and absolute referencing. Topics include: spreadsheet generation using classical problem solving steps, basic 1-2-3 commands, design issues, database, sort, query, graphics and printing. During the course, students generate and complete exercises in all functions and build, manipulate and print spreadsheets. The course, manual and exercises are updated for Version 2.2 (help and advice will be given 2.0 and 3.0 users). Bring to class a double-sided/double-density 5 1/4 inch diskette.

Novice
Section 301: Nancy VanWechel, M.B.A.
Saturdays, September 8 and 15, 9 a.m.-4 p.m. 2 sessions.
Section 302: Nancy VanWechel, M.B.A.
Wednesdays, September 12-October 3, 6:30-9:30 p.m. 4 sessions.
Section 303: Dennis Taylor, M.S.
Thursdays, September 13-October 4, 6:30-9:30 p.m. 4 sessions.
Section 304: Nancy VanWechel, M.B.A.
Saturdays, October 6 and 13, 9 a.m.-4 p.m. 2 sessions.
All sections: University Computing Center 114, 1.2 CEUs. $125.
CCA 332 Intermediate Lotus 1-2-3

This course is intended for those who have a working knowledge of spreadsheets and/or completed Beginning Lotus 1–2–3 (CCA 330) and want to master more advanced applications and techniques. The course is in four sections: advanced commands, file linking, @ functions, and macros. The advanced commands include various menu items under the system, worksheet, range, and file commands. Concepts covered include safeguards against data loss, range naming and manipulating search/replace, global enhancements. File linking encompasses design, approaches, rules and methods for linking/combining files. All categories of @ functions are examined in theory and practice. Defining, naming, and rules for basic macros are covered last. This course progresses, reinforced by handson exercises for each section. Students are required to bring a 3.5 inch double-sided/double-density diskette to class.

Nancy VanWechel, M.B.A.
Section 300: Saturday, November 17, 9 a.m.-5 p.m. One all-day session, 7 CEUs. University Computing Center 114. $85.

CCA 334 Advanced Lotus 1-2-3

This course is for the experienced Lotus user. The class emphasizes the use of formulas, or set-ups to enhance the users interpretation of spreadsheet data. The major sections are as follows: Memory optimization techniques, hints & hazards, Advanced Data commands, File Translation, and Advanced Macros. Advanced Data commands include tables, distribution, regression, matrix multiply, and database statistics. The advanced macro section includes version 2.2 learn and macro manager along with special macro commands. While version 2.0 users are accommodated, course curriculum manuals and exercises emphasize version 2.2 and 3.0 concepts. Bring to class a 3.5 inch double-sided/double-density diskette. Class size is strictly limited.

Nancy VanWechel, M.B.A.
Section 300: Saturday, December 1, 9 a.m.-4 p.m. One all-day session, 6 CEUs. University Computing Center 114. $85.

CCA 230 Introduction to Harvard Graphics

Using Harvard Graphics on the IBM and compatible personal computer is an excellent way to make day-to-day graphic presentations more dramatic and meaningful. In this course, you’ll learn several new ways to professionally display or document your output for presentation or printing. You’ll create a variety of powerful charts, graphs, lists, and personalized variations of features within the Harvard Graphics program. Please bring to class a DOS formatted 3.5 inch double-sided/double-density diskette. Required text is Using Harvard Graphics for Business, available at the University Book Center, UMC 10.

Nancy VanWechel, M.B.A.
Section 300: Tuesday, October 16-30, 6:30-9:30 p.m. 3 sessions, 9 CEUs. University Computing Center 142. $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 use of 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: Mondays, September 10–October 1, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs. Fine Arts C1B53. $125.

CCA 378 Beginning Microsoft Word on the Macintosh

Microsoft Word is the leading word processing software package for the Apple Macintosh. The full power of this 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. Johnson, B.S.
Section 300: Thursday, August 30–September 27 (no class session September 6) 4 sessions, 3.5 CEUs. Both Sections: 6:30-9:30 p.m. $125.

CCA 230 Introduction to Harvard Graphics

Creating, Using and Debugging Macros
Creating Simple Macros
The Command Language...
• Program Control
• Logical Commands
• Data-Manipulations
• Data-Input Commands
• File Manipulation Commands

Concepts build upon each other as the class progresses, reinforced by hands-on exercises for each section. Students are required to bring a 3.5 inch double-sided/double-density diskette to class.

Nancy VanWechel, M.B.A.
Section 300: Saturday, November 17, 9 a.m.-5 p.m. One all-day session, 7 CEUs. University Computing Center 114. $85.
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. Students will learn to produce and edit simple documents, insert margins and tabs, copy and move blocks of text, check spelling, use the thesaurus and print documents. In order to fully understand file save and disk management principles, a class in Introduction to Personal Computer (CCA 120), Computer Literacy (CCA 100), or equivalent computer experience is HIGHLY recommended. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep example work.

Section 301: Peggy Purvis.
Tuesday, September 18-October 2, 6:30-9:30 p.m. 3 sessions.
Section 302: Peggy Purvis.
Tuesday, October 9-23, 6:30-9:30 p.m. 3 sessions.
Section 303: Nancy VanWechel, M.B.A.
Thursdays, November 1-15, 6:30-9:30 p.m. 3 sessions.
Section 304: Nancy VanWechel, M.B.A.
Saturday, November 3 and 10, 9 a.m.-2:30 p.m. 2 sessions.
All Sections: 9 CEUs.
University Computing Center 114. $105.

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, mail merge facility, and formulas. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Section 300: Wednesdays, December 5-19, 6:30-9:30 p.m. 3 sessions. 9 CEUs.
Fine Arts C185. $95.

CCA 375
Word for Windows on the IBM PC
This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word for the IBM Windows environment. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing-everything you would need to know to create a simple document or letter. Bring one double-sided double-density diskette to class.

Section 300: Tuesdays, August 28-September 11, 6:30-9:30 p.m. 3 sessions. 9 CEUs.
University Computing Center 114. $105.

CCA 382
Intermediate WordPerfect
This Intermediate WordPerfect 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 file management, page format (headers, footers, page layout, page numbers), columns, macros, and merge and sort. Please bring a 5¼ inch formatted floppy diskette to class.

Section 301: Tuesday, October 30-November 13
Section 302: Tuesday, November 20-December 4
Both Sections: 6:30-9:30 p.m. 3 sessions. 9 CEUs.
University Computing Center 114. $105.

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.

Section 302: Peggy Purvis
Tuesdays, December 11 and 18, 6:30-10 p.m. 2 sessions.
Both Sections: 7 CEUs.
University Computing Center 114. $85.

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 301: Thursdays, October 18-November 15, 7-9 p.m. 5 sessions. 1 CEU.
Business 101. $95.

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.

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

COMPUTER GRAPHICS COURSES BY STARTING DATE, FALL 1990

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<td>Beginning Computer Aided Design</td>
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<td>302</td>
<td>Beginning Computer Aided Design</td>
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<tr>
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<td>301</td>
<td>Macintosh Computer Art</td>
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<tr>
<td>Saturday, October 6</td>
<td>CCG 377</td>
<td>302</td>
<td>Introduction to PageMaker Desktop</td>
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<tr>
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<td>Viki Mann</td>
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<tr>
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<td>Philip M. Kreiker</td>
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<tr>
<td>Thursday, October 11</td>
<td>CCG 356</td>
<td>302</td>
<td>Macintosh Computer Art</td>
<td>Michael Nash</td>
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<td>Wednesday, October 17</td>
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<td>302</td>
<td>Computer Aided Design: Level II</td>
<td>Sharon Blender</td>
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<td>300</td>
<td>Introduction to Autodesk Animator</td>
<td>Philip M. Kreiker</td>
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<td>Tuesday, November 6</td>
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<td>Computer Graphics Art: Level II</td>
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<td>Wednesday, November 7</td>
<td>CAD 330</td>
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<td>AutoCAD 3D Perspective and Application</td>
<td>Philip M. Kreiker</td>
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<td>300</td>
<td>Beginning Animation on the Macintosh</td>
<td>Bob Bruce</td>
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<td>Saturday, November 10</td>
<td>CCG 387</td>
<td>302</td>
<td>Ventura Desktop Publishing</td>
<td>Bruce Frehner</td>
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<td>for the Designer</td>
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<td>CAD 345</td>
<td>301</td>
<td>Computer Aided Design: Level III</td>
<td>Bob Bruce</td>
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<tr>
<td>Thursday, November 29</td>
<td>CAD 345</td>
<td>302</td>
<td>Computer Aided Design: Level III</td>
<td>Sharon Blender</td>
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<tr>
<td>Saturday, December 1</td>
<td>CCG 357</td>
<td>300</td>
<td>Advanced Macintosh Computer Art</td>
<td>Tim Meehan</td>
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<tr>
<td>Saturday, December 1</td>
<td>CCG 389</td>
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<td>Bruce Frehner</td>
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<td>Tuesday, December 4</td>
<td>CAD 320</td>
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<td>AutoCAD Upgrade to Version II</td>
<td>Philip M. Kreiker</td>
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</table>
# Computer Aided Design

## CAD 311
### Beginning Computer Aided Design

Once associated with extensive programming knowledge and large, expensive computer systems, Computer Aided Design (CAD) is now an affordable tool for anyone interested in drafting and design. This intensive, two-session course covers the basics of systems start-up and a review of potential microcomputer-based applications. Topics include:

- Overview of CAD Applications in Engineering, Design, Drafting, and Architecture
- Overview of AutoCAD Software
- Highlights of Upcoming CAD Level I and II courses
- The Impact and Future of CAD
- Hardware and Peripherals
- Managing CAD system issues

A technical background is not required, but some familiarity with micro-computers is helpful. This course is highly recommended for those who have no CAD background, but maintain a desire to learn more about this rapidly expanding field.

### Who Should Attend:
Especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Also for those who interface with CAD personnel, and need basic information, and have no CAD background.

Novice

David W. Claffin, M.Arch.
Section 301: Tuesdays, August 28 and September 4
Section 302: Thursdays, August 30 and September 6
Both Sections: 6:30-9:30 p.m.
2 Sessions, 6 CEUs.
University Computing Center 142. $65.

## CAD 322
### Computer Aided Design: Level I

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of microcomputer-based Computer Aided Design (CAD) in general and introduces AutoCAD in particular. Drawing setup, creating and editing points, lines, circles, arcs, solids, traces and text, work with blocks, hatching, colors and layers will help students create, edit, and plot their individual drawings. Specific topics include:

- **Loading AutoCAD**
  - Disk management
  - File naming conventions
  - Main menu options
- **Drawing Editors**
  - X, y, z coordinate system, continuously updated
  - Root menus, flip screens, and help functions
- **New Drawing Set-Up**
  - Special commands of LIMITS, GRID, AXIS, and SCALING
- **Text Specifications and Editing Commands**
  - Fonts and text style specifications
  - MIRROR Commands
  - Dynamic dragging
  - FILLETS and curve contours
- **Display Commands**
  - ZOOM, PAN, REGENAUTO, SNAP, BLOCK, ARRAY Commands
- **Producing Hardcopy**
  - Scale the annotation, not the drawing
  - Preparing the plotter
  - Open number and speed assignments
  - Changing specifications
- **Layering**
  - Creating new, and changing specified layers
  - Specifying layer colors
  - Specifying line types and new LINETYPEs
  - LSCALE
  - Utility commands
- **Putting it all together**

Required text is Applying AutoCAD, by Terry T. Kohers, available at the University Book Center, UMC 10.

### Who Should Attend:
Anyone involved, or who plans to be involved, in technical drawing or drafting. Especially helpful for architects, engineers, or designers who plan on upgrading their work, or need the skills of computerizing drawing/text manipulation. Also for those who want to get involved in the dynamic CAD field. There is virtually no limit to the kinds of drafting applications you can prepare using the skills covered in this course.

Novice

Section 301: Sharon Blender, M.S.
Wednesday, September 5–October 10, 6:30-9:30 p.m. 6 sessions.
Section 302: Dan Myers, M.S.
Mondays, September 10–October 15, 6:30-9:30 p.m. 6 sessions.
Section 303: David W. Claffin, M.Arch.
Thursdays, September 13–October 18, 6:30-9:30 p.m. 6 sessions.
Section 304: Philip M. Kreiker, M.S.
Wednesday, Thursday, Friday, September 26, 27, 28, 9 a.m.-4 p.m. 3 all-day sessions.
Section 305: David W. Claffin, M.Arch.
Thursdays, October 25–December 6, 6:30-9:30 p.m. 6 sessions.
All Sections: 1.8 CEUs.
University Computing Center 142. $225.

## CAD 333
### Computer Aided Design: Level II

This course is for those seeking advanced drafting capabilities and expert instruction in furthering their CAD knowledge and skills. Semiautomatic dimensioning, object snap, all dimensioning commands, isopolar snap-grids, 3-D, and free-hand sketching are all important components of this level II course. Course outline includes:

- Semiautomatic Dimensioning
- Linear and angular dimensions
- Dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- Compatibility with other software
- Isometric Drawing Aids
- ISOLINE command
- Control E to switch planes
- STATUS Utility
- Purpose and components overview
- SKETCHING
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTTEXT
- Wireframe construction and viewpoint selection
- Advanced file management

Recommended prerequisites are Computer Aided Design: Level I, as previously listed or hands-on AutoCAD experience that equals the CAD: Level I course outline.

### Who Should Attend:
All those who want to extend their knowledge and skills in CAD beyond basic levels. Especially helpful for engineers, architects, and designers and those seeking to advance computer applications in their fields. The drafting and structure skills covered in this course are also easily transferred to a wide variety of other fields.

Intermediate

Section 301: Philip M. Kreiker, M.S.
Wednesday and Thursday, October 10 and 11, 8 a.m.-4 p.m. 2 all-day sessions.
Section 302: Sharon Blender, M.S.
Wednesdays, October 17–November 14, 6:30-9:30 p.m. 5 sessions.
Section 303: Dan Myers, M.S.
Mondays, October 22–November 19, 6:30-9:30 p.m. 5 sessions.
All Sections: 1.5 CEUs.
CAD 330
AutoCAD 3D Perspective and Application
AutoCAD Release 10’s new 3D features enhance efficiency and productivity by giving you the tools you need to produce multiple views, elevations, perspectives, surfaces, meshes, and renderings. Drawing and thinking in 3D has implications for nearly every AutoCAD professional. Drawing and thinking in 3D has implications for nearly every AutoCAD professional whether for 2D or 3D applications.

Who Should Attend: Anyone who needs to draw more than one view of the same object can benefit by utilizing AutoCAD’s new 3D tools. This course assumes you understand the basics of CAD or AutoCAD, including the LINE, ARC, CIRCLE, OBJECT SNAP, PLINE, PEDIT, and LAYER commands. You need not be an expert user, but should have approximately Level II (CAD 333) experience, or equivalent. Intermediate Philip M. Kreiker, MSEE
Section 300: Wednesday and Thursday, November 7 and 8, 8 a.m.-4 p.m. 2 all-day sessions, 1.4 CEUs. University Computing Center 142. $185.

CAD 345
Computer Aided Design: Level III Customizing AutoCAD
This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hardcopy are further aspects of this course. Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:
• Custom Libraries and Menus
• Creating sets of shapes, symbols, and/or drawings, text
 MENU command
• Creating and Modifying Text Fonts
• Compiling shape/font styles
• Macros and custom menus
• Adding Commands to AutoCAD
• AutoLISP interface for Artificial Intelligence functions
• Creating SCRIPT files
• SCRIPT and RSCRIPT commands
• DELAY and RESUME commands
• Presentation-Quality Materials
• Creative presentations and future options
• System variables

Recommended prerequisites are Computer Aided Design Level II or very extensive AutoCAD use.

Who Should Attend: Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system. Specialized Section 301: Sharon Blender, M.S. Wednesdays, November 21–December 19, 6:30-9:30 p.m. 5 sessions.
Section 302: Philip M. Kreiker, MSEE. Thursday and Friday, November 29 and 30, 8 a.m.-4 p.m. 2 all-day sessions. Both Sections: 1.5 CEUs. University Computing Center 142. $225.

CAD 320
AutoCAD Upgrade to Version II
This course will expose experienced users of AutoCAD to the new functionality available in Release II with Advanced Modeling Extensions. All the new commands, and enhancements of old commands, will be covered. Topics include:
• Command Aliasing
• Contextual Help
• Data Entry Improvements
• Dialog Boxes
• Dimensioning Enhancements
  — Options
  — Style Tables
  — Ordinate Dimensioning
• Drawing Recovery
• Multi-View Plotting
• Reference Files
• Advanced Modeling Extensions

Philip M. Kreiker, MSEE
Section 300: Tuesday and Wednesday, December 4 and 5, 8 a.m.-4 p.m. 2 all-day sessions, 1.4 CEUs. University Computing Center 142. $185.

CAD 340
Introduction to Autodesk Animator
Autodesk Animator is an animation and desktop video software program for PCs. It integrates professional animation capabilities with perhaps the most extensive array of paint and image enhancements ever assembled in a low-cost package. With Autodesk Animator, you combine brilliant color images, text, and photographs to create animations that can be played on PCs or output to videotape. We’ll be expanding on the tutorials provided with the package. Specific topics include:
• Program Overview
• Color: Selecting Colors, Changing Colors, Color Animation
• The Cel — Cel Buffer, Key Color, the Swap Screen
• Color Separation, Text, Masks, and More
• The Tweenables
• The Optics Panel — Moving, Spinning, Sizing, and Flipping
• Compositing, Joining and Transitions

Philip M. Kreiker, MSEE
Section 300: Thursday and Friday, October 25 and 26, 8 a.m.-4 p.m. 2 all-day sessions, 1.5 CEUs. University Computing Center 142. $225.
Computer Graphics Art

CCG 351
Computer Graphics Art I
This IBM PC-based course is designed to prepare for the drawing board of the future, the computer. Computer Graphics Art I is for anyone involved in graphic art or design who wants to develop a hands-on, practical understanding of computer graphics. A comprehensive overview of the latest techniques advances in the field of computer graphics will be covered in class. IBM computer applications, emphasizing the use of the computer as a creative tool. Four of the most recent bit map and object-oriented software packages are introduced. Software packages covered are: Micrograffix, Corel Draw and PC Paint IV. These contain over 50 professional typefaces, ability to fit text to a curve, calligraphic pen shapes, special effects using 3D and airbrush with Fountain Fills. Topics include:
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Practical design applications for logos and illustrations
- Production of business graphics
In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some more. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5¼ inch diskette to the first class, available at all computer stores.
Pat Lehman, M.F.A.
Section 301: Tuesdays, September 19–October 9, 6:30–9:30 p.m. 5 sessions.
Section 302: Saturdays, October 20 and 27, 9 a.m.–5 p.m. Two all-day sessions.
Both Sections: 1.5 CEUs.
University Computing Center 142. $140.

CCG 356
Macintosh Computer Art
The Macintosh is fun, easy to use, versatile, and capable of producing professional quality graphics as well as fine art. Discover how to use the Macintosh as a creative tool! In this hands-on course, designed for those with little or no Macintosh graphics experience, you'll use software programs such as SuperPaint and Adobe Illustrator, and learn how to produce inexpensive, computer-ready computer-generated images. Plus you'll explore MacVision, for image processing and videoworks. Topics include scanner technology and graphics, laser printing, color separations, logos, and more. Most work is done on the Macintosh SE, with opportunities to work on the Macintosh II. Course counts as elective credit in Certificate in Commercial Design. Please bring a Macintosh compatible 3.5 inch diskette.
Jerry Reynolds, M.S.E.E.
Section 300: Saturdays, November 6 and 13, 9 a.m.–5 p.m. Two all-day sessions. 1.5 CEUs.
November
University Computing Center 142. $150.

CCG 357
Advanced Macintosh Computer Art
Participants will have hands-on experience using advanced applications of software packages like Adobe Illustrator, Image Studio, and “Aldus Freehand.” Class members will explore advanced techniques in the creation of original images of professional quality. Each person will have an individual Macintosh SE and have access to a Mac II with color capabilities. Prerequisite is an introductory course in computer graphics for the Macintosh or a working knowledge of Adobe Illustrator and/or “SuperPaint.” Course counts as elective credit in Certificate in Commercial Design. Please bring a 3.5 inch Macintosh-compatible disk to the first class.
Tim Mehan
Section 300: Saturdays, December 1 and 8, 9 a.m.–5 p.m. Two all-day sessions. 1.5 CEUs.
Fine Arts C1853. $140.

CCG 358
Beginning Animation on the Macintosh
Setting your ideas in motion will improve the effectiveness of your message. Explore the world of computer animation and sound in this beginning animation class on the Macintosh. Some of the most powerful computer animation tools work with the Macintosh's ease of use. Learn to use powerful animation techniques in Macromind Director such as: auto animate, cast to time, space to time, autotransform, and many others. Synchronize music and dynamic sound samples to your animations. Skills with these powerful tools will help you better communicate your ideas and move people to action. Set your ideas in motion! Bob Bruce, B.S.E.E.
Section 300: Saturdays, November 10 and 17, 9 a.m.–5 p.m. Two all-day sessions. 1.5 CEUs.
Fine Arts C1853. $140.
better accommodate last-minute changes and revisions. This course focuses on becoming productive with this comprehensive software. It also highlights QuarkXPress' compatibility with other graphics applications software products like Postscript drawing programs, print applications, scanners and image editing programs, word processors and other page layout programs.

Tim Meehan  
Section 300: Saturdays, October 20 and 27, 9 a.m.-5 p.m.  
Two all-day sessions, 1.5 CEUs.  
Fine Arts C1853. $150.

CCG 377  
Introduction to PageMaker 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 layout, 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 statement, this course can be of great value. Topics include justifying text for increased readability, effective use of layout elements like halftones, illustrations and color separation, and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for increased readability, effective use of layout elements like halftones, illustrations and color separation, and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for increased readability, effective use of layout elements like halftones, illustrations and color separation, and dramatic results.

Bruce Frehner, M.A.  
Section 301: Saturdays, September 22 and 29  
Section 302: Saturdays, October 20 and 27, 9 a.m.-5 p.m.  
Two all-day sessions, 1.5 CEUs.  
University Computing Center 142. $150.

CCG 389  
Advanced Ventura Desktop Publishing  
Ventura offers the experienced PC desktop publisher a great deal of power and flexibility. This advanced course teaches current Ventura users the intricacies of Ventura 2.0 and its professional extension. Topics include:

- Automatic page, table, and figure numbering  
- Table features, table of contents  
- Indexes, anchoring frames  
- Other features the class will find professionally helpful.

Advanced techniques for graphs and paragraph tagging will also be discussed. Course emphasizes a strong working knowledge of advanced functions. Prerequisite: completion of CCG 387 or equivalent knowledge and experience.

Bruce Frehner, M.A.  
Section 300: Saturdays, December 1 and 8, 9 a.m.-4:30 p.m.  
Two all-day sessions, 1.5 CEUs.  
University Computing Center 142. $150.
DESIGN NOW: WORKSHOPS ON THE STATE OF ART.
COMMERCIAL DESIGN

Design is a powerful marketing tool. Progressive companies have accepted the communications value of good design in reaching customers and expanding market penetration. Design is big business, too, with opportunities in graphic and environmental design, publishing and illustration, advertising, cartooning and more. These classes and workshops survey career opportunities and help you prepare to enter the job market — assembling a portfolio, preparing for interviews, and more.

Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This sequential program of short, intensive courses can fit into the busiest schedule. There are three parts to the program:

A. Required Courses:
   - The Commercial Artist: Design, Layout and Paste-up
   - Commercial Art II
   - Professional Illustration Techniques
   - The Artist Goes to Market

B. Four elective courses, to introduce you to design trends.

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

You can complete all the requirements within three semesters, but there's no time limit. After certification, you can continue to take classes, to update your skills. You will be awarded both a Performance Certificate and Continuing Education Units for successfully completing each class. A Continuing Education Unit (CEU) is the national standard for recording university-level noncredit course participation. A transcript of your record is always available, free of charge.

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

Course enrollments are limited and advance registration is required. Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.

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

COMMERCIAL DESIGN COURSES BY STARTING DATE, FALL 1990

<table>
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<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<tr>
<td>Saturday, October 6</td>
<td>CCD 210</td>
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<td>The Commercial Artist I: Design, Layout</td>
<td>Jill Thayer Barton</td>
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<td>and Paste-up</td>
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<td>Monday, October 8</td>
<td>CCD 220</td>
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<td>Professional Hand Lettering and Calligraphy</td>
<td>Jill Thayer Barton</td>
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<td>CCD 310</td>
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<td>Commercial Art II</td>
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<td>Saturday, November 3</td>
<td>CCD 290</td>
<td>. . .300</td>
<td>The Business of Greeting Cards: Writing</td>
<td>Taylor Barnes</td>
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<td>CCD 340</td>
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<td>The Advertising Copywriter: A Writing</td>
<td>Michelle Martino</td>
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<td>CCD 330</td>
<td>. . .300</td>
<td>Professional Illustration Techniques</td>
<td>Eric Teitelbaum</td>
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<td>Saturday, December 1</td>
<td>CCD 230</td>
<td>. . .300</td>
<td>The Artist Goes to Market</td>
<td>Eric Teitelbaum</td>
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</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 art/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.
Jill Thayer Barton
Section 300: Saturday and Sunday, October 6 and 7, 9 a.m. - 5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. $125.

CCD 310
Commercial Art II
This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Artist I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.
Roy Walden
Section 300: Saturday and Sunday, October 27 and 28, 9 a.m. - 5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 114. $125.

Calligraphy

CCD 220
Professional Hand Lettering and Calligraphy
Hand lettering/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.
Jill Thayer Barton
Section 300:
Monday, Tuesday, Wednesday, October 8, 9, 10, 5:30-10 p.m.
3 sessions, 1.4 CEUs.
Geology 308. $125.

Computer Graphic Art Courses are accepted as elective courses in the Commercial Art Program. See Page 31.

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, December 1 and 2, 9 a.m. - 5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. $125.

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 marketplace. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignments, creative stimulation, marketing effectiveness, creative team problem solving, and examining problem solving activities during campaign development.
Michelle Martino
Section 300: Saturday and Sunday, November 17 and 18, 9 a.m. - 5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. $125.

Illustration

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 workshop cover scratchboard processes, color techniques, airbrush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets.
Eric Teitelbaum
Section 300: Thursday and Friday, November 29 and 30, 5:30-10 p.m.
Two sessions, 9 CEUs.
Geology 114. $95.

CCD 290
The Business of Greeting Cards: Writing, Drawing and Selling
This unique two-day program, taught by a successful greeting card company owner/creative director, examines the fascinating world of greeting cards from the writing, artistic and business points of view. Workshop sessions, discussions and drawing/writing exercises will cover:
- Styles of Writing
  - short two liners
  - "cute humor"
  - poetic and humorous verse
  - teaser ideas that lead to storytelling
- Styles of Art
  - line
  - neon
  - black border
  - psychology of color for communication, mood, feeling, and eye control
- Business Strategies
  - selling techniques for freelance writer/artists
  - starting a company
  - licensing and selling rights
  - manufacturing/distribution
By the conclusion of the program participants will complete finished card concepts capable of being showcased in a beginning portfolio.
Taylor Barnes
Section 300: Saturday and Sunday, November 3 and 4, 9 a.m. - 5 p.m.
2 all-day sessions, 1.4 CEUs.
Geology 114. $125.
FASCINATING, CHALLENGING COURSES WITH TOP INSTRUCTORS CAN OPEN UP A WORLD OF OPPORTUNITY IN YOUR LIFE. WHAT BEGINS WITH THE SHEER PLEASURE OF LEARNING CAN DEVELOP INTO IMPORTANT CHANGE THAT HELPS YOU GROW IN MANY WAYS. OUR STUDENTS HAVE CHANGED CAREERS, WRITTEN NOVELS, PRODUCED ARTWORK, LEARNED FOREIGN LANGUAGES AND DISCOVERED ALL KINDS OF UNTAPPED TALENTS.

CONTINUOUSLY RESEARCHED AND EXPERIENCED INTERESTS OF THE BOULDER ADULT COMMUNITY, ENABLING US TO RESPOND TO CHANGING INTERESTS AND NEEDS. WE OFFER QUALITY INSTRUCTION WITH PERSONAL ATTENTION, BODE BY 75 YEARS OF LEADERSHIP IN ADULT EDUCATION.

**Most classes have limited enrollment. Early registration assures your place in class.**

**NOTE: Classes will not meet November 21-24 for Thanksgiving break.**

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register, call 492-5148 or 1-800-331-2801.
## Noncredit Courses by Starting Date, Fall 1990

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<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<td><strong>BUSINESS</strong></td>
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<tr>
<td>Tuesday, September 25</td>
<td>NC B 004</td>
<td>300</td>
<td>Financial Planning for Women</td>
<td>Corrine Randolph</td>
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<tr>
<td>Tuesday, October 2</td>
<td>NC B 008</td>
<td>300</td>
<td>Accounting for Non-Accountants</td>
<td>Fred Moore</td>
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<tr>
<td>Wednesday, October 3</td>
<td>NC B 003</td>
<td>300</td>
<td>Entrepreneurism — Are You Ready?</td>
<td>Alvars Ziedins</td>
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<td>NC B 009</td>
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<td>How to Plan, Promote, and</td>
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<td>Profit from Your Seminar</td>
<td>Chris Lovett</td>
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<td>NC B 007</td>
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<td>Financial Decision Making for Women</td>
<td>Corrine Randolph</td>
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<td>Tuesday, September 18</td>
<td>NC D 100</td>
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<td>Beginning Ballroom Dancing</td>
<td>Carl &amp; Suzanne Gerleit</td>
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<td>Tuesday, September 18</td>
<td>NC D 101</td>
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<td>Beginning West Coast Swing</td>
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<td>Beginning Western Dancing</td>
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<td>NC D 103</td>
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<td>Wednesday, November 14</td>
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<td>Intermediate Ballroom Dancing</td>
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<td><strong>FINE ARTS</strong></td>
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<td>Wednesday, September 12</td>
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<td>Live at Macky! — The Artist Series</td>
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<td>Monday, September 17</td>
<td>NCFA 012</td>
<td>300</td>
<td>Chinese Painting</td>
<td>Janette Lenchow</td>
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<td>Life Drawing</td>
<td>Barbara Preskorn</td>
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<td>Wednesday, September 19</td>
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<td>300</td>
<td>Sculpture — Stonecarving</td>
<td>Barbara Cox</td>
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<td>Wednesday, September 19</td>
<td>NCFA 015</td>
<td>300</td>
<td>Woodcarving Sculpture</td>
<td>Barbara Cox</td>
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<td>Thursday, September 20</td>
<td>NCFA 025</td>
<td>300</td>
<td>Intermediate Field Photography</td>
<td>Lynn Lickteig</td>
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<td>Thursday, September 20</td>
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<td>300</td>
<td>Creative Photography Workshop</td>
<td>Don Oberbeck</td>
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<td>300</td>
<td>Intermediate Drawing</td>
<td>Beth Gellar</td>
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<td>Monday, September 24</td>
<td>NCFA 001</td>
<td>300</td>
<td>Basic Photography</td>
<td>Lynn Lickteig</td>
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<td>Monday, September 24</td>
<td>NCFA 006</td>
<td>300</td>
<td>Storytelling for Everyone</td>
<td>Kay Negash</td>
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<td>Monday, September 24</td>
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<td>300</td>
<td>The Art of Piano Improvisation</td>
<td>Brian Golden</td>
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<td>Thursday, September 29</td>
<td>NCFA 029</td>
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<td>Traveling the World of Germs</td>
<td>Jacquie Thiir-Cooper</td>
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<td>Tuesday, September 25</td>
<td>NCFA 017</td>
<td>300</td>
<td>Acting Basics</td>
<td>Susan Chambers</td>
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<td>Tuesday, September 25</td>
<td>NCFA 027</td>
<td>300</td>
<td>Opaque Water Media</td>
<td>Michael Mitchell</td>
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<td>Wednesday, September 26</td>
<td>NCFA 020</td>
<td>300</td>
<td>Introduction to Drawing</td>
<td>Michael Mitchell</td>
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<td>Thursday, October 4</td>
<td>NCFA 023</td>
<td>300</td>
<td>Beginning Basketry</td>
<td>Margaret Craven</td>
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<td>Monday, September 17</td>
<td>NCFL 102</td>
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<td>Beginning Conversational Italian</td>
<td>Luigina Cerri</td>
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<td>Tuesday, September 18</td>
<td>NCFL 100</td>
<td>300</td>
<td>Beginning Conversational French</td>
<td>Nadia Turk</td>
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<tr>
<td>Tuesday, September 18</td>
<td>NCFL 203</td>
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<td>Luigina Cerri</td>
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<td>Tuesday, September 18</td>
<td>NCFL 103</td>
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<td>Beginning Conversational Spanish</td>
<td>Elizabeth Medina</td>
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<td>Wednesday, September 19</td>
<td>NCFL 105</td>
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<td>Beginning Conversational and</td>
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<td>Wednesday, September 19</td>
<td>NCFL 303</td>
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<td>Advanced Conversational Italian</td>
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<td>Jorg Walte</td>
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<td>Thursday, September 20</td>
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<td>Intermediate Conversational French</td>
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<td>Friday, September 21</td>
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<td>Friday, September 21</td>
<td>NCFL 204</td>
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<td>Intermediate Conversational and</td>
<td>Douglas Gordon</td>
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<td><strong>HISTORY</strong></td>
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<td>Tuesday, September 25</td>
<td>NC H 002</td>
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<td>The Fascinating History of Colorado Railroads</td>
<td>Bob Rothe</td>
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<td>Tuesday, September 18</td>
<td>NC I 008</td>
<td>300</td>
<td>Basic Investing</td>
<td>Mary Wright</td>
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<td>Tuesday, October 2</td>
<td>NC I 005</td>
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<td>Investing in Art and Antiques</td>
<td>Ruth Linton</td>
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<td>Tuesday, October 16</td>
<td>NC I 007</td>
<td>300</td>
<td>Advanced Investment Strategies</td>
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<td>NC I 010</td>
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<td>Economics for Investors</td>
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<td>Tuesday, November 13</td>
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<td>Speed Reading</td>
<td>Liane Brouillette</td>
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<td>Biofeedback Stress Management</td>
<td>Toby Link</td>
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<td>Saturday, September 22</td>
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<td>Eating As If Your Life Depended On It</td>
<td>Peggy Phillips</td>
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<td>Saturday, September 22</td>
<td>NC L 014</td>
<td>300</td>
<td>Psychology of Intimate Relationships</td>
<td>Neil Rosenthal</td>
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<td>Tuesday, September 25</td>
<td>NC L 025</td>
<td>300</td>
<td>Handwriting Analysis: An Introduction</td>
<td>Carol Ford</td>
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<td>Thursday, September 27</td>
<td>NC L 016</td>
<td>300</td>
<td>Developing Higher Creativity</td>
<td>Bette Giff</td>
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<td>Tuesday, October 2</td>
<td>NC L 028</td>
<td>300</td>
<td>How to Design or Remodel a House</td>
<td>With an Architect, Jeffery Limerick</td>
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<td>Saturday, October 6</td>
<td>NC L 033</td>
<td>300</td>
<td>Food Allergy — Fact vs. Fantasy</td>
<td>Alan Bock</td>
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<td>Saturday, October 6</td>
<td>NC L 001</td>
<td>300</td>
<td>American Sign Language Seminar</td>
<td>Karen Park-Piggs</td>
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<td>Saturday, October 13</td>
<td>NC L 024</td>
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<td>Changing the Patterns in Your Relationships</td>
<td>Neil Rosenthal</td>
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<td>Saturday, October 20</td>
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<td>Nutrition for a Healthy Body and Mind</td>
<td>Peggy Phillips</td>
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<td>Saturday, November 3</td>
<td>NC L 029</td>
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<td>Intimate Companions: Towards Creating</td>
<td>Intimacy: Opening the Heart, Neil Rosenthal</td>
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<td>Saturday, December 1</td>
<td>NC L 032</td>
<td>300</td>
<td>Healthier and Happier Relationships</td>
<td>Intimacy: Opening the Heart, Neil Rosenthal</td>
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<td>Xeriscape Landscaping: Low Water, Low</td>
<td>Andrew Mead</td>
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<td>Wednesday, October 3</td>
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<td>Golden Aspen and Their Natural History</td>
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<td>Colorado Landscape: Plants and Design</td>
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<td>Xeriscape Landscaping: Low Water, Low</td>
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<td>NCSO 011</td>
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<td>Four Season Color Landscape</td>
<td>Andrew Mead</td>
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<td>Thursday, November 8</td>
<td>NCSO 013</td>
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<td>Bugling, Butting, and How Do You Pronounce Parmigan?</td>
<td>Tina Jones</td>
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<td>Preparing for the Graduate Record Exam (GRE)</td>
<td>Roe Willis/ Terri Bodhaine</td>
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<td>Bobrow Test and Admission</td>
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<td>Melissa Mahaney</td>
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<td>Terri Bodhaine/ Bob Daniel</td>
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<td>Preparing for the Graduate Record Exam (GRE)</td>
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<td>NC W 023</td>
<td>.300</td>
<td>Canadian Literature and Culture</td>
<td>Susanne Gerson</td>
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<td>Wednesday, September 19</td>
<td>NC W 003</td>
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<td>English Writing Made Simple</td>
<td>Jean Thyfault</td>
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<td>Thursday, September 20</td>
<td>NC W 017</td>
<td>.300</td>
<td>Graphic Novels or Comic Books:</td>
<td>Andy Gaudiano</td>
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<td>Thursday, September 20</td>
<td>NC W 015</td>
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<td>Journaling Creatively</td>
<td>Kaye Bache–Snyder</td>
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<td>Saturday, September 22</td>
<td>NC W 024</td>
<td>.300</td>
<td>The Nitty-Gritty of Rewriting Fiction</td>
<td>Kaye Bache–Snyder</td>
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<td>NC W 018</td>
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<td>Writing the Novel</td>
<td>Jerry Earl Brown</td>
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<td>.300</td>
<td>Creative Writing</td>
<td>Deidre Elliott</td>
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<td>Screenplay Writing</td>
<td>Richard Grgaia</td>
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<td>Thursday, September 27</td>
<td>NC W 008</td>
<td>.300</td>
<td>Writing for Magazines</td>
<td>Deidre Elliot</td>
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<td>Saturday, October 6</td>
<td>NC W 012</td>
<td>.300</td>
<td>The Children’s Book:</td>
<td>Illustrating and Getting Published, Sandy Ferguson Fuller</td>
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<td>Saturday, October 20</td>
<td>NC W 011</td>
<td>.300</td>
<td>The Power of Ten Minutes</td>
<td>Deidre Elliott</td>
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<tr>
<td>Thursday, November 1</td>
<td>NC W 016</td>
<td>.300</td>
<td>Going to Market With Writing</td>
<td>Kaye Bache–Snyder</td>
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</table>
NCB 003
Entrepreneurism — Are You Ready?
What does it take to be an entrepreneur? Not everyone has what it takes. 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 doing 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 designing a business plan, setting up a basic budget, analyzing cash flow 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.

Alvars 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, October 3–October 24, 6:30–9 p.m. 4 sessions.
Duane Physics G131. $42.

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., President, Roanoke Financial Management, Inc.
Section 300: Tuesdays, September 25–October 16, 6–8:30 p.m. 4 sessions.
Duane Physics G025. $42.

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, marketing research and facilities management. This course is designed for people writing a formal business plan for lender/investors as well as those who just want to know where they are headed.

Donald A. Kaniecki, CPA, M.B.A., has worked for over 8 years with people starting successful businesses.

Section 300: Thursdays, October 25–November 8, 6–8:30 p.m. 3 sessions.
MuZUnger Psych. E118. $33.

NCB 008
Accounting for Non-Accountants
This is an introductory course in accounting for those who have had little or no previous training in this area. The emphasis is on the recording, reporting and analysis of accounting information from the source of information and journalizing through posting to ledgers and preparation of financial statements. Learn how to use those statements 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.

Fred Moore, M.B.E., Public Accountant.
Section 300: Tuesdays, October 2–November 13, 7–9 p.m. 7 sessions.
Duane Physics G0047. $58.

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.

Section 300: Wednesdays, October 3–October 17, 6:30–8:30 p.m. 3 sessions.
Duane Physics G025. $25.

NCB 010
Financial Decision Making for Women
This one-day seminar is about financial decision-making: what to do with savings, how to make the best investment choices, when to buy or sell, how to diversify retirement dollars, and how to reduce tax liability through projections and planning.

A dynamic discussion on the elements of decision-making is presented during a brown-bag lunch.

Course materials include aids in good financial decision making.

Corline Randolph, M.B.A., President, Roanoke Financial Management, Inc.
Section 300: Saturday, October 20, 8:30 a.m.–3 p.m. One session.
**NC D 103**  
**Beginning Jitterbug Dancing**  
This is an introduction to the basic steps in jitterbug. The instruction will include the necessary turns and animating movements to provide every participant with confidence on the dance floor.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Wednesdays, October 17-November 7, 6:30-7:45 p.m. 4 sessions.  
Economics 117: $27.

**NC D 105**  
**Beginning West Coast Swing**  
West Coast Swing is a sophisticated triple-rhythm style, evolving from jitterbug. Originating in Los Angeles, this dance is popular throughout the country. It can be done to a wide variety of dance music including big band swing, disco, and country. Steps, turns, and animation movements will be taught to make you feel comfortable on any dance floor.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Tuesdays, September 18-October 9, 8-9:15 p.m. 4 sessions.  
Economics 117: $27.

**NC D 200**  
**Intermediate Ballroom Dancing**  
This is an intermediate level class which will review the basic steps offered in the beginning course. It will also review the beginning steps offered in the beginning course. Furthermore, the instruction will expand on various combinations of routines and additional steps.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Wednesdays, November 14-December 12, 8-9:15 p.m. 4 sessions.  
Economics 117: $27.

**NC D 201**  
**Intermediate Jitterbug Dancing**  
Beginning Jitterbug is not a prerequisite but some knowledge of the dance would be helpful. This intermediate level class will review the basics then expand on the various combinations of routines and additional steps.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Wednesdays, November 14-December 12, 6:30-7:45 p.m. 4 sessions.  
Economics 117: $27.

**NC D 202**  
**Intermediate Latin Dancing**  
Beginning Latin dance is not a prerequisite, but some knowledge of the dances would be helpful. This intermediate class will review the basics, then expand on the various combinations of routines and additional latin steps.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Tuesdays, November 13-December 11, 8-9:15 p.m. 4 sessions.  
Economics 117: $27.

**NC D 203**  
**Intermediate Western Dancing**  
Beginning western dance is not a prerequisite but would be helpful. This is an intermediate level course which will review basic rhythms. Then we will add turns and flashy moves.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Tuesdays, November 13-December 11, 6:30-7:45 p.m. 4 sessions.  
Economics 117: $27.

**NC D 205**  
**Intermediate West Coast Swing**  
Beginning knowledge of West Coast Swing is a prerequisite to this class. The instruction will review the basic steps taught in the beginning course then expand upon various combinations of routines and steps.  
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.  
Section 300: Tuesdays, October 16-November 6, 8-9:15 p.m. 4 sessions.  
Economics 117: $27.

**NCFA 001**  
**Basic Photography**  
This introductory course is designed for anyone who has a camera but doesn't really 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), good composition, and portrait photography 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. There are numerous handouts and the optional text is Henry Horenstein's *Black and White Photography*.  
Section 300: Mondays, September 24-November 5, 7-9 p.m. 8 sessions.  
Environmental Design 122: $66.

**NCFA 002**  
**Creative Photography Workshop**  
This exploratory course is for students with some camera experience who want to learn about amazing new films (like TMax and Ektar), filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and photographic composition. An introduction to darkroom skills will include black and white printing, color enlargements from negatives, and working with Cibachrome flooding from color slides. Students will have three extra weeks in the darkrooms for practice, and will receive feedback on photographs produced. The course will include six two-hour classroom periods, one 3-hour darkroom class, and the 3 weeks darkroom time. The cost of the darkroom chemicals 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 photographer for 20 years, is the owner of the Boulder Photo Center.  
Section 300: Thursdays, September 20-October 25, 7:30-9:30 p.m. 6 sessions.  
Ketchum 236: $105.
**NCFA 005**  
**Life Drawing**  
Through a series of exercises in learning how to see and respond, drawing the figure will become a skill that belongs to you. 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 to improve shading and modeling techniques to improve and perfect drawing skills. You will need soft compressed charcoal, eraser, 18" x 24" newsprint pad, 2B pencil, pad, black India ink, and a #4 bamboo brush. Tuition includes fee for a model who will be present at every session.  
Barbara Preskom, M.F.A.  
Section 300: Mondays, September 17-November 5, 7-9 p.m. 8 sessions.  
Fine Arts 206, $81.

**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, and techniques for preparation and performance.  
Kay Negash, M.A. in Theatre, professional storyteller representing this five state area. She was the 1986 winner at the National Storytelling Festival in Jonesboro, Tenn.  
Section 300: Mondays, September 24-Oct. 22, 5:30-8:00 p.m. 5 sessions  
Hale 6, $52.

**NCFA 010**  
**The Art of Piano Improvisation**  
Improvisation is a state of mind. It is the most natural thing in the world to do. We are constantly improvising. This is a class in developing musical language — yours included. It will enable you to play any style of music better, but most of all, it will give you the skills to develop your own music and inspire you to new musical heights.  
Brian Golden, national recording artist, concert pianist.  
Section 300: Mondays, September 24-November 12, 7-8:30 p.m. 8 sessions.  
Hellems 61, $49.

**NCFA 011**  
**Sculpture — Stonesculpture**  
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. There will be a discussion of various stone types and a slide show viewing the history of stone sculpture. Materials are not included in your tuition.  
Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.  
Section 300: Wednesdays, September 19-November 14, 7-9 p.m. 9 sessions.  
Fine Arts C102, $89.

**NCFA 012**  
**Chinese Painting**  
There is no prerequisite for this course. Students will learn the basic disciplined techniques of Chinese painting. A wide variety of subjects will be introduced and discussed such as composition and the format of Chinese painting. Chinese painting can be applied to many other arts, such as ceramic decoration, batik, silkscreen, panels, murals, and textile painting. Students can purchase their materials during the first class session from the instructor, or obtain them on their own. They will need an oriental paint brush (medium-sized), a tube of oriental ink paste, newsprint, a large container (or container) for water, and some paper towels.  
Janette Lenschow, M.F.A.  
Section 300: Mondays, September 17-November 5, 7-9 p.m. 8 sessions.  
Geology 114, $66.

**NCFA 013**  
**Live At Macky! — The Artist Series**  
Five magical evenings of great music and special pre-concert lectures will be offered in Macky Auditorium as part of the 1990-91 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 concert. Lectures will be non-technical. No musical background required. Course includes lecture and one ticket to each concert in Orchestra 1 section.  
Wednesday, September 12, 1990  
Queen Ida and the Bon Temps Zydeco Band  
Wednesday, October 10, 1990  
Alexei Guitunov, piano  
Monday, October 29, 1990  
Academy of St. Martin in the Fields Octet  
Thursday, November 15, 1990  
Urban Bush Women in "Praise House"  
Wednesday, December 5, 1990  
Vladimir Ashkenazy, piano  
All lectures are at 7:00 p.m. in Macky 213. All concerts are at 8:00 p.m. in Macky Auditorium Concert Hall. Enrollment is limited. Registration deadline: Monday, September 10, 1990.  
Section 300: 5 sessions Macky 213, $69.

**NCFA 015**  
**Woodcarving Sculpture**  
Create a sculpture in wood. Basic carving techniques and instructions will focus on three dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of a clay model will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools $25 payable at first class.  
Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.  
Section 300: Wednesdays, September 19-November 14, 5-7 p.m. 9 sessions.  
Fine Arts C102, $89.
NCFA 017
Acting Basics
All the world's a stage . . . and rather than putting on a character, the actor searches 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 how to 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, non-majors and theater students.
Section 300: Tuesdays, September 25—November 13, 7-9 p.m. 8 sessions.
Hale 303. $66.

NCFA 120
Intermediate Drawing
This course is designed for the student who has some drawing experience; it will pick up where an introductory drawing class leaves off. The course will be an in-depth continuation of the art of drawing. Students will be taught the skills for artistic self-expression while being encouraged to explore and grow.
Beth Gellar, B.F.A., Kansas City Art Institute, Instructor at University of Colorado at Boulder.
Section 300: Thursdays, September 20—November 8, 7-9 p.m. 8 sessions.
Fine Arts N298. $81.

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 tube paints, 2-3 small brushes, watercolor pad (11x15), water container and palette or plate.
Section 300: Tuesdays, September 25—November 13, 7-9 p.m. 8 sessions.
Fine Arts N153. $81.

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 Wednesday evening sessions for assignment explanation/review, and Saturday Field Trips where assignments are performed. (One Saturday field trip will be held at night.) Students should note that the course is accelerated and lasts only 3 1/2 weeks with two classes per week. No lab work is involved. Topics covered include composition, fine tuning exposure, night time "existing light" photography, "painting" with light, indoor artificial light, various aspects of flash photography, simple portraiture, and filters. Prerequisite: Must have knowledge of your camera, f-stops, shutter speeds and various methods of exposure. Equipment required: 35mm SLR camera which MUST have manual override capability, a tripod, a shutter/cable release, a flash with tilttable bounce head, polarizing filter, FLD filter, 80A filter. Film/processing cost estimate $50 to be paid by student.
Section 300: Thursdays, September 20—October 11. 7-9 p.m. 7 sessions.
Environmental Design 120. $35.

NCFA 023
Beginning Basketry
In this course, the beginner will learn several different techniques for making simple but beautiful baskets out of round and flat reed. Have fun learning to make a twined basket with a wrapped handle out of round reed, and several other styles of baskets out of round and 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 4—October 25, 6-8:30 p.m. 4 sessions.
Geology 114. $46.

NCFA 020
Introduction to Drawing
This course will explore such fundamental drawing concepts as line, shape, volume, texture, and composition. The course will teach students the skills for artistic self-expression while encouraging exploration, growth and enjoyment of the art of drawing.
Section 300: Wednesdays, September 26—November 14, 7—9 p.m. 8 sessions.
Fine Arts N298. $81.

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 and use basic French in different situations. Conversational French will be stressed. With the support of other class members, you will start asking questions in the first class and working in small groups, you will practice the language. Tapes will be used in a language lab for pronunciation. Text available at Kinko's Copies at 1313 College Ave.
Nadia Turk, Ph.D. French Literature.
Section 300: Tuesdays, September 18—November 20, 7—9 p.m. 10 sessions.
Hellens 211. $83.

NCFA 029
Traveling the World of Gemstones
Travel the world of gemstones with tour guide Jaqui Thier Cooper, an experienced jeweler/gemologist. Explore the rich and varied sources of a wide variety of gems, sampling legends and traditions surrounding the gems in their country of origin. Learn to navigate the complex routes of evaluation and purchasing. A course designed for travelers who wish to bring home an authentic prize at a good price or for anyone interested in further exploring the fascinating world of gems and jewelry.
Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio.
Section 300: Tuesdays, September 25—October 30, 6:30-9 p.m. 6 sessions.
Ketchum 120. $62.
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 and role play will emphasize the practice of the language. Tapes will be used in the language lab for pronunciation. Text will be available at Kinko's available at 1313 College Ave.
Nadia Turk, Ph.D. French Literature.
Section 300: Thursdays, September 20-November 29, 7-9 p.m. 10 sessions.
Hellem 255. $83.

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 practical conversation. In addition, we will deal with interesting cultural aspects to gain an insight into German life today. Text to be used is announced at the first class session.
Jörg Waltje, German Instructor, University of Colorado at Boulder.
Section 300: Thursdays, September 20-November 29, 7-9 p.m. 10 sessions.
Hellem 137. $83.

NCFL 201
Intermediate Conversational and Written German
Join this class to build on your previous German experience. Students entering the class should be able to use the present tense. Conversation will be emphasized, and practiced in small groups and role-playing. Some reading and writing will also be a part of the class. Text will be announced at the first class.
Stephanie Fittschen, M.A., German, has taught at both the University of Colorado at Boulder and Metro State College.
Section 300: Thursdays, September 20-November 29, 7:30-9:30 p.m. 10 sessions.
Ketchum 118. $83.

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, however essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, 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 both Italian and French in several schools including the University of Colorado at Boulder.
Section 300: Mondays, September 17-November 19, 6:30-8:30 p.m. 10 sessions.
Hellem 241. $83.

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 improve your conversational skills. Required text is Buongiorno Italia by
Cremona, available at the University Bookstore on campus.
Luigina Cerri, M.A., has taught both Italian and French in several schools including the University of Colorado at Boulder.
Section 300: Tuesdays, September 18-November 20, 6:30-8:30 p.m. 10 sessions.
Hellem 263. $83.

NCFL 303
Advanced Conversational Italian
This class is designed for students who have completed the intermediate course or its equivalent and would like to continue with the language to learn other major tenses (present, passato prossimo and imperfect), 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'italiano Dal Vivo by Denise de Rome, available at University Bookstore or Colorado Bookstore.
Luigina Cerri, M.A., has taught both Italian and French in several schools including the University of Colorado at Boulder.
Section 300: Wednesdays, September 19-November 21, 6:30-8:30 p.m. 10 sessions.
Hellem 247. $83.

NCFL 103
Beginning Conversational Spanish
This basic but lively conversational Spanish course is for people who wish to travel to Spanish-speaking countries. We will emphasize practical vocabulary.
Elizabeth Medina, Ph.D., Advisor, Regis College.
Section 300: Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions.
Hellem 241. $83.

NCFL 202
Intermediate Conversational Spanish
This course is designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. The prerequisite is beginning Spanish or equivalent.
Elizabeth Medina, Ph.D., Advisor, Regis College.
Section 300: Thursdays, September 20-November 29, 7-9 p.m. 10 sessions.
Hellem 241. $83.

NCFL 104
Beginning Conversational and Written Japanese
This course is designed for students with 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., a former Fullbright scholar, has published two books on Japanese and has lived and traveled extensively in Japan.
Section 300: Fridays, September 21-November 30, 6-8 p.m. 10 sessions.
Economics 2. $83.
NCFL 204  
Intermediate Conversational and Written 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., a former Fulbright scholar, has published two books on Japanese and has traveled extensively in Japan. 
Section 300: Fridays, September 21- November 30, 6-10 p.m. 10 sessions. Economics 2. $83.

NCFL 105  
Beginning Conversational and Written Russian  
With GLASTNOST and PERESTROIKA, interest in Russia is growing, as is the number of people traveling to the USSR and Eastern Europe — where Russian is widely known. This class is designed for students with minimal or no knowledge of Russian. Conversational language will be stressed, but students will learn the Cyrillic alphabet, and read and write simple sentences. The essentials of grammar, useful vocabulary and cultural aspects of the area will be covered. From the first session, students will learn to use various phrases, ask questions, and perfect their pronunciation.
Norma H. Carr, Ph.D., Slavic Language and Literature, Native speaker.
Section 300: Wednesdays, September 19- November 28, 6:30-8:30 p.m. 10 sessions. Halems 191. $83.

Investments

NC 1004  
Advanced Investment Strategies  
Learn how the "Big Picture" of world economics impacts your investments. We will examine actual fund portfolios to show how assets are allocated. You will learn how to build your own portfolio using the valuative rating system.
Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache.
Section 300: Tuesdays, October 16- November 6, 6:30-8:30 p.m. 4 sessions. Muenzinger Psych. E131. $33.

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. Suggested book is How to Buy Stocks and Bonds by Louis Engle, available at the University Bookstore.
Mary Wright, B.A. University of Colorado, Vice President at Prudential-Bache.
Section 300: Tuesdays, September 18- October 9, 6:30-8:30 p.m. 4 sessions. Muenzinger Psych. E131. $33.

NC 1001  
Investing for Income  
How high an income can you safely get on your investments? This course will teach you how to evaluate all types of income producing investments from CDs through government and tax-free bonds based on your personal tolerance for risk and need for liquidity.
Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache.
Section 300: Tuesdays, November 13- December 4, 6:30-8:30 p.m. 4 sessions. Muenzinger Psych. E131. $33.

NC 1005  
Investing in Art and Antiques  
This course will provide an introduction to the colorful development of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere.
Bob Rothe, a railroad hobbyist for 43 years and a "student" of American railroads and their history, has chronicled through fact, lore, and legend.
Section 300: Tuesdays, September 25- November 6, 7-9 p.m. 7 sessions.
Geology 134. $58.

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 which are explored from a humanistic point of view. These actions influenced spinning the steel web which would become Colorado's famed rail network. A field trip will be arranged.
Bob Rothe, a railroad hobbyist for 43 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 25- November 6, 7-9 p.m. 7 sessions.
Geology 134. $58.

NON-CREDIT COURSES
### Investments – cont.

**NC 1010**  
Economics for Investors  
Tired of the simplistic economics in Forbes and Business Week? Using the in-depth analysis of the Bank Credit Analyst, you will learn how to arrive at a consistent and coherent world view to guide your investments.  
Arnold Hart, B.A. Cornell, M.A. Syracuse, and Sr. Vice President of Investments at Prudential-Bache.  
Section 300: Thursdays, November 8-15, 6:30-8:30 p.m. 2 sessions. Muenzinger Psych. E131. $16.

**NC 1011**  
Retirement Planning  
Learn about the various investment tools available for retirement planning. This course covers the features of IRAs, Keoghs, 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, Vice President at Prudential-Bache.  
Section 300: Tuesday, November 13, 6:30-8:30 p.m. 1 session. Muenzinger Psych. E123. $8.

### Lifestyle

**NC L 002**  
Eating As If Your Life Depends On It  
You cannot afford to be ignorant, confused or misled about the nutrition facts. What you eat today affects your immediate energy level and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart, the five types of fiber and the food source of each, why calcium supplements may be hazardous to your bones, three dietary ways to reduce your cancer risk, which vitamin supplements are right for you, where you can find reliable nutrition information, how to lose weight without starving yourself and why butter is better for you than margarine. Tuition includes materials.  
Section 300: Saturday, September 22, 9 a.m.-5 p.m. 1 session. UMC 230. $28.

**NC L 030**  
Nutrition for a Healthy Body and Mind  
Have you ever thought that your physical health problems are all in your head? Current research is revealing the intricate connections between our body and mind. Focusing on diet and nutrition, we will explore the workings of the immune system and what can be done to improve the outlook of diseases such as arthritis, cancer, lupus and other chronic diseases. In addition, we will look at moods, depression, and behavioral problems and the role of sugar, food sensitivities, and other dietary influences. The focus of the seminar is the positive actions you can take to influence your health picture.  
Section 300: Saturday, October 20, 9 a.m.-5 p.m. 1 session. UMC 230. $28.

**NC L 033**  
Food Allergy — Fact Vs. Fantasy  
This course will present a critical appraisal of the scientific facts concerning the often misunderstood and exploited subject of food allergies. We will review the immunologic mechanisms known to be involved in producing food allergies and discuss those medical tests which are valid and useful. Proper analysis of personal observations will be considered. Treatment, prognosis, and current research will all be reviewed. The true science in this field is at least as exciting and entertaining as the hype perpetuated by the media.  
A. Allan Bock, M.D. Research in food allergy at National Jewish Center in Denver since 1974, Clinical Associate Professor of Pediatrics at the University of Colorado School of Medicine.  
Section 300: Saturday, October 6, 9 a.m.-1 p.m. 1 session. Economics 205. $16.

**NC L 008**  
American Sign Language Seminar  
This seminar is for those who would like to know the basics of sign language and learn the “hands-on” gestures of deaf culture. There will be games, activities, and an overview of the sign languages of the deaf community.  
Karen Park-Riggs, Deaf ASL Instructor, graduated from National Technical Institute for the Deaf in Rochester, N.Y.  
Section 300: Saturday, October 6, 9 a.m.-12 p.m. 1 session. Economics 16. $12.

**NC L 009**  
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 counteract 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 17-October 15, 7-9 p.m. 5 sessions. Economics 2. $41.

**NC L 014**  
Psychology of Intimate Relationships  
We will discuss how intimate relationships work. Why are relationships hard to maintain? How and why do people keep choosing similar partners and repeat similar patterns in their relationships? We will cover the stages of intimacy, the function of power struggles, arguments, conflicts and affairs, childhood influences on intimate adult relationships, reflections on love and loving, falling out of love, expectations affecting our relationships and evaluating a partner or a potential partner.  
Neil Rosenthal, Licensed Marriage and Family Therapist.  
Section 300: Saturday, September 22, 10 a.m.-5 p.m. 1 session. UMC 235. $28.
Intimate Companions: Towards Creating Healthier & 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, how to deal with conflicts and differences in a relationship; trust and betrayal issues; relationships as mirrors, blaming and finger pointing; the early warning signs of divorce; healing the wounded relationship; healing the wounded heart; evaluating a partner or a potential partner; enriching your intimate relationships; owning your own power and reconnecting the dream.
Neil Rosenthal, Licensed Marriage and Family Therapist.
Section 300: Saturday, October 13, 10 a.m.-5 p.m., 1 session. UMC 235: $28.

Intimacy: Opening the Heart
Most of us want to love and be loved. We seek intimacy and closeness, and often measure how successful our lives are by whether we have the intimate relationship we’ve always wanted. For some of us, however, poor modeling, painful childhood experiences and the lack of appropriate skills have interfered with our ability to trust and to love, and has therefore sabotaged or diminished our experience of intimacy. What fears, past hurts or old grievances are in the way of your relationships, blocking your aliveness and your ability to love? We will address why some people stay in relationships that aren’t good for them, love, co-dependency and intimate relationships, what we learn about ourselves through our relationships, forgiveness, and what healthy families are like. This will be a hands-on, experiential workshop for those who would like to heal old emotional wounds and cultivate more intimacy in their lives.
Neil Rosenthal, Licensed Marriage and Family Therapist.
Section 300: Saturday, December 1, 10 a.m.-5 p.m., 1 session. UMC 422: $28.

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 you 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 develop a clearer understanding of the patterns of their adult relationships which may be self defeating. Other topics to be included: healing the wounded child within; healing the wounds of a previous relationship; how your previous relationships may be impacting your current relationships (or your ability to be intimate in current relationships); what we learn from your intimate relationships; how to keep yourself healthy and fulfilled in a relationship and what you might do to change a current relationship to make it better.
Neil Rosenthal, Licensed Marriage and Family Therapist.
Section 300: Saturday, October 13, 10 a.m.-5 p.m., 1 session. UMC 235: $28.

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. Ways to better remember what you read, along with individual learning styles will also be discussed.
Liane Brouillette, B.A. M.S., has taught speed reading for many years.
Section 300: Mondays, September 17-October 22, 7-9 p.m., 6 sessions.
Hellem's 263. $49.

Handwriting Analysis: An Introduction
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. Explore the uses of handwriting analysis in today's world. Learn the introductory principles of scientific handwriting analysis as you make application to your own writing. Understand how you can utilize this new information in your business, in your job, in your family and with friends. 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 25-October 30, 6:30-9 p.m., 6 sessions.
Economics 16. $61.

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 and also provide practical applications for everyday life.
Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.
Section 300: Thursdays, September 27-November 15, 7-9 p.m. 8 sessions.
Muenzinger Psych. 1123. $66.

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 Colordo's Front Range and architectural responses of sun, wind, snow, and dryness; how to evaluate a building site's advantages and disadvantages 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. Architecture University of California at Berkeley; M. Architecture Yale; Author, Lecturer and Design Architect.
Section 300: Tuesdays, October 2-October 30, 7-9 p.m., 5 sessions.
Hellem's 246. $41.

Changing the Patterns
of your relationships, blocking your aliveness and to love, and has therefore sabotaged or dependency and intimate relationships, what we learn about ourselves through our relationships, forgiveness, and what healthy families are like. This will be a hands-on, experiential workshop.
NCS0002
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 practical in nature—not botanic.
Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehauf's Nursery. Section 300: Saturdays, October 6 and October 20, 9 a.m.-3 p.m. 2 sessions. Education 143. $41.

NCS0005
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 Fruehauf's Nursery. Section 301: Tuesday, September 25, 6-9 p.m. 1 session. $12. Section 302: Wednesday, October 24, 6-9 p.m. Session. $12. Both Sections: UM 235.

NCS0011
Four Season Color Landscape
Learn the tricks of the trade to keep your yard looking beautiful all year long. Both plants and landscape features will be discussed as we investigate the four seasons of gardening in Colorado.
Andrew Mead, B.S. University of Colorado at Boulder. Landscape Manager and Designer at Fruehauf's Nursery. Section 300: Thursday, October 25, 6-9 p.m. 1 session. Heitmens 81. $12.

NCS008
The Solar System
This course is designed for those of you who want to learn more about the sun, 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 C acle.

NCS012
Golden Aspen and Their Natural History
Did you know that aspen trees within an individual patch reproduce from suckers of an original parent tree and that they are all genetically clones of the same parent tree? Because of this, all the trees within a clump turn the same color come fall time, and have many identical characteristics. By viewing slides, students will learn about the natural history of aspen, and where the more spectacular aspen viewing areas are in the state. Subjects to be covered in the class are: elk, deer, marten and rabbit associations with aspen, common plants and birds that live in Colorado's aspen stands, reproduction and disease factors of aspen, and aspen distribution within both Colorado and the U.S.
Tina Jones, Naturalist/Biologist. Section 300: Thursday, October 4, 6-8 p.m. 1 session. Business 250. $8.

NCS013
Bugling, Buttering, and How Do You Pronounce Ptarmigan?
This class is geared towards an introductory knowledge of behavioral characteristics, signs and evidence, reproductive rituals, and fall/ winter adaptations of elk, bighorn sheep, beaver, and ptarmigan. Advantageous times and places to view the above animals and their specific behaviors will be discussed. Students will leave the class knowing where the best spots are to see elk, bighorn sheep, beaver, and ptarmigan in Boulder County and in the states of Colorado and Wyoming.
The class is useful for aspiring photographers since the more you know and understand about your subject, the better your chances are for capturing a great picture. Discover how late fall and winter can be spectacular times of year to see and learn about four of Colorado's favorite animals.
Tina Jones, Naturalist/Biologist. Section 300: Thursday, November 8, 6-8 p.m. 1 session. Business 250. $8.
Testing – cont.

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. Students must have textbooks for first class.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.
Section 301: Tuesdays and Thursdays, September 11-October 4, 6:30-9 p.m. 8 sessions. Guggenheim 205. $125.
Section 302: Tuesdays and Thursdays, November 6-December 6, 6:30-9 p.m. 8 sessions. Guggenheim 205. $125.

NC T 490
Preparing for the Law School Admission Test (LSAT)

The course emphasizes strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus will be placed on demystifying the "logic games." There will be sections on general test-taking strategies and how to conquer test anxiety. Fee covers extensive practice materials.

Melissa Mahaney, J.D.
Section 301: Saturdays, September 22 and 29, 9 a.m.-2 p.m., Sundays, September 23 and 30, 12-5 p.m., Wednesday, October 3, 6-9 p.m. 5 sessions. Guggenheim 205. $195.
Section 302: Saturdays, November 3 and 10, 9 a.m.-2 p.m., Sundays, November 4 and 11, 12-5 p.m., Sunday, November 18, 12-3 p.m. 5 sessions. Guggenheim 205. $195.

Writing

NC W 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 Thylaut, editor, conducts writing seminars for businesses.
Section 300: Wednesdays, September 19-November 14, 7-9 p.m. 8 sessions. (No class October 17)
Hellem 263. $66.

NC W 005
Writing for Magazines

Develop your own style and critiquing skills. Learn the basics of non-fiction magazine article writing, including how to find ideas, manuscript preparation, research, query letters, marketing, and interviewing. Article types covered include travel, human interest, self help, essay, science and technology, hobby and craft, & more.

Deidre Elliott, professional writer.
Section 300: Thursdays, September 27-November 15, 7-9 p.m. 8 sessions. Ketchum 234. $66.

NC W 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: Wednesdays, September 26-November 14, 7-9 p.m. 8 sessions. Ketchum 234. $66.

NC W 011
The Power of Ten Minutes: Memoir and Personal Essays

Learn to trust your intuition and instincts when writing. Discover the power of "writing practice" using Natalie Goldberg's Writing Down the Bones approach. Instruction in using specific details will be given to make your writing come alive. Other techniques are drawn from examples of both fiction and non-fiction works.

Deidre Elliott (professional writer), has studied with Natalie Goldberg.
Section 300: Saturdays, October 20-November 3, (no class on October 27), 10 a.m.-4 p.m. 2 sessions. Ketchum 235. $41.

NC W 018
Writing the Novel

This course is for the student who is interested in writing a novel for today's competitive market. Class topics will include plotting and dramatic structure, viewpoint control, characterization and dialog, narrative techniques, ideas and themes, as well as manuscript presentation, money and markets, and agents and contracts. Recommended texts are Art and Craft of Novel Writing and Writer's Digest. Assignments will include a first chapter and synopsis.

Jerry Earl Brown, novelist whose latest novel is The Crevass.
Section 300: Tuesdays, September 25-November 13, 7-9 p.m. 8 sessions. Hellem 247. $66.
NC W 021
Screenplay Writing
This course will cover all the aspects of writing a screenplay. Homework will involve viewing and studying selected movies to be discussed in class. Topics will include dramatic plot twists at the end of Act I, and why Act II is the hardest to write. We will look at different kinds of conflict, growth, time passage, resolution, set-ups and pay-offs, and why the focal point of the screenplay is the mid point. We will discuss rough draft versus first draft, character development, structure, tying up loose ends by paying off the characters, and all set-ups. Finally, we will talk about marketing your screenplays, and independent producers and studios.
Richard E. Graglia has sold six of his nine screenplays to Paramount Pictures, Touchstone, Warner Brothers, Universal, and Orion.
Section 300: Wednesdays, September 26-November 28, 7-9 p.m. 9 sessions.
Muenzinger Psych. E113. $74.

NC W 023
Canadian Literature and Culture
You’ve heard of Margaret Atwood and Mordecai Richler, but what about Marion Engel, Stephen Leacock and Morley Callaghan? These authors and many others are using their short stories as a starting point in considering the literature and culture of Canada. Is Canadian literature the same as American literature? How do the two countries’ historical, political and geographical differences affect their literature? Join us in reading and discussing a selection of Canadian short stories from The Oxford Book of Canadian Short Stories. Susanne Gerson, M.A. York University, M.Ed. University of Ontario, Lecturer Canadian Literature.
Section 300: Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions.
Hellems 251. $82.

NC W 024
The Nitty-Gritty of Rewriting Nonfiction
Did you know one national magazine writer estimates that, after research, drafting an article takes only 10 percent of his time, while rewriting consumes 50 percent? Is rewriting a time-gobbling monster for you? This workshop will give you a method of phasing rewriting letting your inner editor and creator work to improve your article. In revision (phase one), you’ll evaluate leads, building blocks, conclusions, attitude, flow and order. In self-editing (phase two), you’ll trim, tighten and correct. Bring your article, chapter or report or apply the method to samples provided by the instructor.
Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.
Section 300: Saturday, September 22, 9 a.m.-4 p.m. 1 session. UMC 167 A&B. $29.

NC W 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 publication. 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. To derive the most benefit, bring an article idea or, better yet, a draft article to the first class.
Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.
Section 300: Thursdays, November 1-December 6, 6:30-8:30 p.m. 5 sessions.
Hellems 251. $41.

NC W 012
The Children’s Book: Illustrating and Getting Published
Learn how to succeed in the highly competitive and rewarding field of children’s books! Discussion includes types of children’s books, current market trends, effective illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/mss. preparation), agents, contracts, awards, and self-publishing. This is valuable information for both writers and illustrators.
Sandy Ferguson Fuller, Professional Illustrator, instructor and children’s book publishing consultant.
Section 300: Saturday, October 6, 9 a.m.-4:30 p.m. 1 session. Economics 119. $28.

NC W 015
Journaling Creatively
This workshop is for those wanting to learn why and how to keep a journal. For those already journaling, it will present new techniques and offer support for the process. Journaling provides a way to understand the past, discover the present and create the future. The creative techniques presented may be applied to writing projects, changing directions in living, solving problems and enjoying the here and now. Tristine Rainer: The New Diary is an optional text for the class.
Kaye Bache-Snyder, Ph.D., writer and editor with advanced degrees in Journalism and English.
Section 300: Thursday, September 20-October 18, 6:30-8 p.m. 5 sessions.
Hellems 251. $31.

NC W 017
Graphic Novels or Comic Books—A Study in Literature
The mission of this course is to analyze the medium of the graphic novel — otherwise known as the comic book. We will see from the inside why comics are literature. We will try to understand what the author does in order to achieve his effect (as in his deliberate arrangement of scenes and development of plot). What makes it work? Class will ponder upon the structure, form, content, and meaning of the works. Readings will range from “pulp” magazines to modern-day graphic novels. Materials (readings) costs will be approximately $18/$36 (see instructor).
Andy Gaidiano, B.A. Classics University of Colorado; Cartoonist, Lecturer and Comics Scholar.
Section 300: Thursdays, September 20-November 15, 7-8:30 p.m. 9 sessions.
Education 143. $55.
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 outstrips 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, on-site interviews and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attracts 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 dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

State-Of-The-Art Equipment

Staff of the Division of Continuing Education and of 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 facility offers easy access and ample parking. The large-screen General Electric Talari projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer Ku-band can travel to workplace sites.

Professionally Staffed

Through its charter membership in the 270-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: 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.

Teleconferences run the gamut from 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.

Teleconferences are often presented cooperatively. Our partners have included chambers of commerce; the Boulder County Sheriff's Department; the Colorado Chapter of the International Conference of Building Officials; the Colorado Institute for Artificial Intelligence; the International Business Association of the Rockies; several campus-based departments; and a number of professional associations including Mile High Data Processing Management Association; the Data Administration Management Association and the Association for Computing Machinery.

Sources

We present teleconferences from numerous national sources: the Internal Revenue Service; Executive Communications; 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, PBS's adult learning service, and other just-now emerging sources.

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

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: 1-800-331-2801. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 806-800.
Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

This real estate program offers seminars and courses that include Principles, Law, Appraisal, Closings, Finance, Property Management, Tax Factors, and other current subjects. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all persons and can provide you with valuable information related to this important field.

For additional information about courses offered and cities served in Colorado by this statewide program, call 492-8666 for a detailed real estate brochure.
### Colorado Real Estate Sales License

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, $245 plus textbooks.
2. NCRE 18 — Colorado Contracts and Law, 24 hours, $120 plus textbooks.

### Colorado Real Estate Broker License

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, $120.
2. NCRE 28 — Closings and Trust Accounts, 24 hours, $120.
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.

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### 1990 Real Estate Appraiser's Law

The Colorado Legislature passed a law to regulate the Real Estate Appraisal Industry. This law requires appraisers to be licensed by January 1, 1992. To become licensed in Colorado, appraisers must complete the required courses and pass the state exams.

1. Appraiser's license — 56 Classroom hours/State Exam
2. Residential Appraiser's Certification — 40 Classroom hours/State Exam
3. General Appraiser's Certification — 165 Classroom hours/State Exam

The law creates the board of real estate appraisers in the division of real estate which will regulate the industry and set the standards for the courses required for licensing and certification. For information about the regulations call the Real Estate Commission at 894-2166. Call 492-8666 about the schedule for Appraisal courses to be offered by Continuing Education.

NCRE 1526 — Appraisal Licensing Course, 56 hours.
NCRE 1550 — Residential Appraiser's Course, 40 hours.
NCRE 1575 — General Appraiser's Certification Course, 160 hours.

### 1990 Real Estate Continuing Education Law

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salesmen. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period:

- January 1, 1992: 8 hours
- January 1, 1993: 16 hours
- January 1, 1994: 24 hours

For information about courses offered by our office: call 492-8666.

For specific information about House Bill 90-1131 call the Real Estate Commission at 894-2166.

### NCRE 07 Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. 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.
(48 hours) Tuesday and Thursday, September 25-October 28, 8:30-9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $245 plus textbook.

### NCRE 18 Colorado Contracts and Law

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

Section 401: Night Course: 7 sessions.
Tuesday and Thursday, November 13-December 6, 6:30-9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $120 plus text $6

Section 411: Daytime Course: 3 sessions.
Thursday, Friday, Saturday, September 20, 21, 22, 8:30 a.m. - 5:30 p.m.
Location: Jeffco Realtor Board, 950 Wadsworth Blvd., Lakewood.
Tuition: $120.

### NCRE 26 Finance and Advanced Law

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, F.H.A., the owner-seller, etc.) and a number of alternative financing methods. Recent Colorado court decisions will be studied with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice.

Section 401: Daytime Course: 3 sessions.
Wednesday, Thursday, Friday, December 5, 6, 7, 8:30 a.m. - 5:30 p.m.
Location: Holiday Inn
800 28th Street, Boulder.
Tuition: $120.

### 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.
Wednesday, Thursday, Friday, September 26, 27, 28, 8:30 a.m. - 5:30 p.m.
Location: Longmont Board of Realtors
420 Kimbark, Longmont.
Tuition: $120.

### 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, October 17, 18, 19, 8:30 a.m. - 5:00 p.m.
Location: Holiday Inn
800 28th Street, Boulder.
Tuition: $120 plus textbook.
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.

Our programs are developed especially for this office. All of our 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 non-profit organizations. The intended level of staff and management is 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 303-492-5148 or toll free outside the Denver Metro Area, 1-800-331-2801 to register. Specially tailored programming for your own organization can also be arranged.
NCSS 067
Practicing in Lotus Commands for Developing Your Marketing Plan on a Personal Computer
This optional three-hour workshop is offered for those enrolling in NCSS 057 Developing Your Marketing Plan on a Personal Computer. It will enable participants who are unfamiliar with basic Lotus commands to practice the commands that will be used in the Marketing Plan workshop to develop spreadsheet “what-if” models on Lotus 1-2-3. Course fee includes all materials, refreshments, and parking.
Nancy VanWechel
Section 300: Tuesday, September 25, 1-4 p.m.
One half-day session. 3 CEUs.
University Computing Center. $45.

NCSS 057
Developing Your Marketing Plan on a Personal Computer
This hands-on computer seminar will show you how to use nine marketing computer models. These computer models should help you to avoid the six most common mistakes in marketing. Before computer experience is not required, but you should have some marketing background. The models are templates that overlay Lotus 1-2-3, Symphony, or other compatible software. The instructor, who is the author of the models, will explain each one and provide problems to be solved. You will receive a manual written by the instructor, along with a diskette containing the case histories used for the models. A second diskette contains only the models and is the one you will use in your own business. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual and two diskettes that together have a retail value of $195, refreshments, and parking. Lunch not included.
William M. Luther, President, Luther Management
Section 300: Wednesday, September 26 and Thursday, September 27, 9 a.m.-4 p.m.
Two all-day sessions. 1.2 CEUs. Computing Center. $250.

NCSS 072
Imaging Strategies: Preparing Your Organization for the Future
This intensive half-day workshop will introduce participants to one of the newest strategies for guiding organizational change: “Imaging.” The core of the workshop will be a highly-detailed individual exercise through which participants will work through the approaches and techniques of imaging how their organizations must be structured to respond rapidly to future pressures and opportunities and to bring about desired change. Using the approaches advocated by imaging strategists, each participant will design the steps and develop a plan based on imaging principles. Based in part on the thinking of some leading exponents of imaging, most notably Stanley M. Davis, author of Future Perfect and Elise Boulding, author of Building a Global Civic Culture, this workshop will guide participants through a creative and dynamic approach to introducing and sustaining organizational change. The power of “working backwards from the future” will be elaborated and applied to each participant’s organization. Imaging strategies are applicable to any size organization. They have special relevance to highly competitive fields and newly emerging industries as well as to educational and other non-profit agencies, community organizations and other enterprises. This workshop will be of particular benefit to business leaders, decision makers, planning teams, board members and staff to business and nonprofit boards. This program qualifies for the Management Development Certificate Program. Course fee includes all materials, parking, and light lunch.
George Cheney, Ph.D., specialist in communication and organizational systems
Section 300: Thursday, November 29, 9 a.m.-1 p.m. One half-day session. 4 CEUs. Events/Conference Center. $55.
THERE ARE NO BOUNDARIES TO INDEPENDENT STUDY

Independent Study Removes the Traditional Boundaries of Time and Location for Learners.

Through correspondence instruction, individualized instruction or 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.

College Credit Opportunities

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 telephone. Assignments are returned with grades and comments. Some courses use multimedia materials. Many of the courses include self-checking test questions so that you judge your progress. Courses may be taken pass/fail or for no credit. More than 70 college credit courses, approved by the University, are offered in 17 academic areas:

- American studies
- Anthropology
- Business
- Economics
- Education
- Engineering
- Fine arts
- Geography
- History
- Kinesiology
- Mathematics
- Philosophy
- Political science
- Psychology
- Sociology
- Science

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

Applied Music Program
You need not be a campus student to take advantage of music instruction at the College of Music. In conjunction with the Division of Continuing Education, the College of Music offers private instruction in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viol, Violin, Violin-cello, and Voice. Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-9148 or 492-6352.

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 9, 1990. Call 492-8736 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.

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 coursework is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education
Provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

Childhood Education
These courses are open to all who are interested in young children. Certificates are awarded to those who complete a specified series of courses.

High School Credit Opportunities

High School Correspondence
These courses provide 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 independent learning courses. 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
303-492-8736
1-800-331-2801 (Toll Free)

For more information, call 492-8736.
1. **Phone registration** is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.

2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.

3. **Register by mail** for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is located in your catalog. Registration forms are on page 69 for noncredit; page 71 for credit.

4. **In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

   Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, Visa, cash or check.
English as a Second Language for Academic Study

The International English Center's year-round intensive program provides English-language instruction and cultural orientation for non-English-speaking students who are planning to enter degree programs in the United States. In each eight-week (half-semester) session, attention is paid to all the language skills and to the study skills necessary for academic success. At advanced proficiency levels, students may participate in University credit courses or in career-related Continuing Education certificate programs.

English for Workplace Communication

For speakers of English as a second language — Colorado residents or temporary visitors — the International English Center offers evening classes in speaking and writing contemporary English for effective interpersonal exchange on the job and in the community.

NCFL 900 English for Speakers of Other Languages

This combined-skills course is taught at the intermediate to advanced level and emphasizes practical English appropriate to the personal and professional needs of the participants. The instructor provides study materials.

Ellen Polsky, M.A., is an experienced language teacher who has worked as ESL Coordinator for UCB's Department of Linguistics, where she is completing a Ph.D. degree. She is currently an instructor for the intensive program at the International English Center.

Section 301: Mondays and Wednesdays, September 5-October 17, 6:30-8:30 p.m. 13 sessions. $95.
IEC Classroom A81, 1335 Grandview Avenue.

Section 302: Mondays and Wednesdays, October 24-December 5, 6:30-8:30 p.m. 13 sessions. $95.
IEC Classroom A81, 1335 Grandview Avenue.

English for International Teaching Assistants

The IEC invites non-native English-speaking teaching assistants and other interested graduate students to take part in a specialized course designed to aid participants in improving their communicative skills in English, with particular application to academic settings.

NCFL 901 Classroom English for International Teaching Assistants

The focus of this course is on the language and culture of the American university classroom. Activities include related problem-solving and micro-teaching, with videotaping available for review of demonstrated skills.

Mary Monogue, M.A., is an Academic Coordinator with the IEC's intensive program. In 1989, she shared in the development of the International TA component of the Graduate Teacher Program.

Section 300: Tuesdays, September 11-October 30, 7-9 p.m. 8 sessions. $65.
IEC Classroom OA1, 1230 Grandview Avenue.

Assessment of Spoken English

Through the International English Center, the SPEAK test (the institutional version of the Test of Spoken English produced by TOEFL) is now available to international graduate teaching and research assistants and to any other interested international students. Conducted in a laboratory setting, the SPEAK provides an assessment of oral English proficiency and is highly recommended for all international TAs. Ratings and diagnostic information are received within ten days of the test administration. Fee: $20.

NCFL 902 SPEAK for International Graduate Students

Section 301: Wednesday, September 5, 6-7 p.m.
Section 302: Tuesday, October 2, 6-7 p.m.
Section 303: Wednesday, November 7, 6-7 p.m.
All sections at IEC Classroom Annex, 1338 Grandview Avenue.

For further information, write or call the IEC directly:

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

From 8 a.m. to 5 p.m. daily, you may visit the Center's offices at 1333 Grandview Avenue — just one block north of the Division of Continuing Education buildings.
Quality Graduate Education at the Workplace

The Center for Advanced Training in Engineering and Computer Science (CATECS) provides the best of both worlds — the efficiency of jobsite learning combined with the intellectual vigor of the University of Colorado. CATECS delivers on-campus graduate courses in the engineering disciplines to you:

- **Convenient:** Take live, televised courses with two-way audio in your own jobsite classroom, or receive videotapes.
- **Flexible:** Work toward an M.E. or M.S. degree, or take courses for professional development for credit or noncredit.
- **Innovative:** Earn a Master of Engineering with an Emphasis in Engineering Management.
- **Up-to-date:** Keep current with the fast pace of change in your field.

Each year, CATECS brings over 50 courses to some 700 students at almost 200 different sites. Many students work at companies up and down Colorado's Front Range that are set up as "live sites." These workplaces have special classrooms to receive the CATECS microwave transmission signal. Students who are not able to attend live broadcasts receive videotapes.

To find out how the CATECS alternative can work for you, call 492-6331, visit us in Room AD1-1 in the College of Engineering, or contact:

**CATECS**  
Campus Box 435  
University of Colorado  
Boulder, CO 80309-0435

### CATECS FALL 1990 COURSES

<table>
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<tr>
<th>Number</th>
<th>Course</th>
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<tr>
<td><strong>Aerospace (ASEN)</strong></td>
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<tr>
<td>ASEN 5070</td>
<td>Statistical Orbit Determination I</td>
<td>Born</td>
<td>MWF 2-2:50 p.m.</td>
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<tr>
<td>ASEN 5836</td>
<td>Control of Aerospace Structures I</td>
<td>Balas</td>
<td>TR 2-3:15 p.m.</td>
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<tr>
<td>ASEN 5846</td>
<td>Introduction to Linear Finite Elements Methods</td>
<td>Felippa</td>
<td>TR 2-3:15 p.m.</td>
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<td><strong>Computer Science (CSCI)</strong></td>
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<tr>
<td>CSCI 5573</td>
<td>Operating Systems</td>
<td>Nult</td>
<td>TR 11 a.m.-12:15 p.m.</td>
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<tr>
<td>CSCI 5582</td>
<td>Artificial Intelligence</td>
<td>Al Faculty</td>
<td>TR 12:30-1:45 p.m.</td>
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<tr>
<td>CSCI 5606</td>
<td>Principles of Numerical Computation</td>
<td>Schnabel</td>
<td>MW 12:30-1:45 p.m.</td>
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<tr>
<td>CSCI 5828</td>
<td>Software Engineering</td>
<td>Terwilliger</td>
<td>MW 10-10:50 a.m.</td>
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<tr>
<td>CSCI 7222</td>
<td>Topics In Nonlinear AI Connectionist AI</td>
<td>Mozer</td>
<td>TR 9:30-10:45 a.m.</td>
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<td><strong>Electrical and Computer (ECEN)</strong></td>
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<tr>
<td>ECEN 5039</td>
<td>Synthesis of VLSI Systems</td>
<td>Lightner</td>
<td>WF 12:30-1:45 p.m.</td>
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<tr>
<td>ECEN 5156</td>
<td>Physical Optics</td>
<td>Mickelson</td>
<td>MW 2-2:50 p.m.</td>
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<tr>
<td>ECEN 5245</td>
<td>Introduction to Solid State</td>
<td>Mordel</td>
<td>MW 10-10:50 a.m.</td>
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<tr>
<td>ECEN 5717</td>
<td>Energy Systems Analysis I</td>
<td>Hanna</td>
<td>TR 12:30-1:45 p.m.</td>
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<td>ECEN 5757</td>
<td>Energy Systems Stability</td>
<td>Sen</td>
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<td>ECEN 5787</td>
<td>Power Quality Phenomena in Power Systems</td>
<td>Fuchs</td>
<td>MWF 11-11:50 a.m.</td>
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<td><strong>Engineering Management (EMEN)</strong></td>
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<td>EMEN 5030</td>
<td>Project Management Systems</td>
<td>Gilland</td>
<td>M 4-6:30 p.m.</td>
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<td><strong>Mechanical Engineering (MCEN)</strong></td>
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<td>MCEN 5114</td>
<td>Materials Science I</td>
<td>Greenberg</td>
<td>TR 11 a.m.-12:15 p.m.</td>
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<td>MCEN 5162</td>
<td>Heat Transfer I</td>
<td>Branch</td>
<td>TR 9:30-10:45 a.m.</td>
</tr>
<tr>
<td>MCEN 5208</td>
<td>Electronics Packaging</td>
<td>Y.C. Lee</td>
<td>TR 8-9:15 a.m.</td>
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<tr>
<td><strong>Telecommunications (TLEN)</strong></td>
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<tr>
<td>TLEN 5200</td>
<td>Computers for Telecommunications</td>
<td>Lund</td>
<td>F 3-5:30 p.m.</td>
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<tr>
<td>TLEN 5310</td>
<td>Telecommunications Systems</td>
<td>Haddad</td>
<td>M 5-8 p.m.</td>
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<tr>
<td>TLEN 5430</td>
<td>Data Communications II</td>
<td>Gates</td>
<td>MF 3-5:30 p.m.</td>
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<tr>
<td>TLEN 5834</td>
<td>ISDN</td>
<td>Bush</td>
<td>TR 3:30-4:45 p.m.</td>
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<tr>
<td>TLEN 5835</td>
<td>Network Management</td>
<td>Thompson</td>
<td>Th 5-7:30 p.m.</td>
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<tr>
<td>TLEN 5836</td>
<td>Strategic Planning for Telecommunications</td>
<td>Pelton</td>
<td>Tu 5-7:30 p.m.</td>
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<td><strong>Special Offerings</strong></td>
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<tr>
<td>ASEN 5066</td>
<td>Space Experimentation (undergraduate course)</td>
<td>Morrow</td>
<td>MW 4-5:15 p.m.</td>
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<tr>
<td>ELEN 5246</td>
<td>Engineering Contracts</td>
<td>Rautenstrauss</td>
<td>TR 3:30-4:45 p.m.</td>
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<tr>
<td>ELEN 5010</td>
<td>Advanced Topics in Storage Technology II (noncredit)</td>
<td>Miller</td>
<td>TAPE ONLY</td>
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<tr>
<td>TRMG 5580</td>
<td>International Transportation</td>
<td>Foster</td>
<td>MWF 11-11:50 a.m.</td>
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Note: *TR means Tuesday and Thursday.

Registration begins August 1; classes begin August 29.
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Art Direction: Alana Shaw
Photography: Andy Katz
Typography: Horizon Graphics & Type Co.
Free parking after 5 p.m., and Saturdays

$1.00 parking after 5 p.m., and Saturdays
(bring 4 quarters)

= Free parking after 5 p.m., and Saturdays

= $1.00 parking after 5 p.m., and Saturdays
(bring 4 quarters)

= Emergency Call Box

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)
FOUR EASY WAYS TO REGISTER

1. Phone registration is easy using Visa or MasterCard. Complete the registration form (page 69) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801. After October 5 call 492-5148.

2. Fax your registration. Fast and easy. Day or night to (303) 492-3962. Send page 69 for noncredit courses. Send both front and back of page 71 for credit courses.

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

Costs vary. 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 locations. 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, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

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.

Inclement Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

Books and supplies required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-332-5839 if you need help or additional information. You can reach us between 8:30 a.m. and 5:30 p.m. Monday through Thursday or 5 p.m. on Friday.
## Registration for Certificate and Noncredit Courses

**PLEASE PRINT**

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<th>Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado?</th>
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<td>of most recent attendance.</td>
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**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**

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<th>Date</th>
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### Course Information

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<thead>
<tr>
<th>Course No.</th>
<th>Section No.</th>
<th>Course Title</th>
<th>Tuition</th>
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Attach additional sheet if needed

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<th>Total Enclosed</th>
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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 [ ]

Expiration Date / / 

(Precluded by name as a signature on the charge card)

Note: that credit card enrollments can be made by phone (see Registration Information).
Save Time and Money — Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.

Optional Request for Non-Disclosure of Directory Information
Division of Continuing Education
University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

I request that Directory Information NOT be released. I understand that non-disclosure status will be carried forward through all terms I attend until I file a written request to remove it.

I had previously selected non-disclosure status. Change my disclosure status so that Directory Information can be released.

Student Name (Print): ________________________________
Student #: ___________________ Date: _________________
Student Signature: ___________________________________
## Registration Form

### Student Information

- **Last Name:** [Blank]
- **First Name:** [Blank]
- **Middle Name:** [Blank]
- **Mr./Mrs./Ms./Miss:** [Blank]

If changed, give name under which you were last registered:

- **Mailing address:**
  - **Home Phone:** [Blank]
  - **Work Phone:** [Blank]
  - **Sex:**
    - [Blank] Male
    - [Blank] Female
  - **Race:**
    - [Blank] American Indian or Alaskan Native
    - [Blank] Black
    - [Blank] Asian or Pacific Islander
    - [Blank] Caucasian
    - [Blank] Hispanic
  - **Residency:**
    - [Blank] Colorado
    - [Blank] Other State
  - **Status:**
    - [Blank] Single
    - [Blank] Married
  - **Citizenship:**
    - [Blank] U.S. Citizen
    - [Blank] Non-U.S. Citizen
  - **List Type of Temporary Visa:**

**Social Security Number:** [Blank]

**Former Student Number:** [Blank]

**Birthdate:** [Blank]

### Course Information

<table>
<thead>
<tr>
<th>Dept. Abr.</th>
<th>Course No.</th>
<th>Cr. Hrs.</th>
<th>Sect No.</th>
<th>Title(s) of course(s) for which you are enrolling</th>
<th>Location</th>
</tr>
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</table>

**ALL APPLICANTS**

1. Do you have a high school diploma or a G.E.D. Certificate? [Blank] Yes [Blank] No (Submit HS Concurrent Form)

2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado? [Blank] Yes [Blank] No

3. Are you currently on suspension from any Campus/School of CU? [Blank] Yes [Blank] No

4. Do you owe a debt to any University of Colorado campus? [Blank] Yes [Blank] No

5. Do you have a college degree? [Blank] Yes [Blank] No

6. Have you ever been convicted of a felony? [Blank] Yes [Blank] No

7. Do you have any serious health conditions/limitations which should be brought to the attention of the University? [Blank] Yes [Blank] No

### Tuition Classification

**Complete this section if you have not attended any University of Colorado campus within the last 12 months and are claiming in-state tuition classification**

| Failure to answer each question may result in your being classified as a nonresident |
|----------------------------------|----------------------------------|
| Dates of continuous physical presence in Colorado (mo/yr) | You |
| Dates of employment in Colorado (mo/yr) | Your Parent/Guardian |
| List exact years Colorado income taxes have been filed | (if you are under 22) |
| Dates of extended absences from Colorado of more than two months (mo/yr) | |
| Date of marriage, if applicable (mo/yr) | |
| Date current Colorado Driver's License was issued (mo/yr) | |
| Have you had a previous Colorado Driver's License? Yes | |
| List exact years of Colorado Motor Vehicle Registration (mo/yr) | Yes |
| Date of Colorado Voter Registration (mo/yr) | No |
| Date of purchase of any Colorado residential property (mo/yr) | |
| Dates of military service if applicable (mo/yr) | |

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: [Blank]
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Student Name (Print): ____________________________________________

Student #: __________________________ Date: ______________________

Student Signature: ____________________________________________
Keep the Wheels Turning This Fall.

Think of a water wheel on a sunny stream. Built of iron and wood — it must weigh a ton. But it doesn't take Niagara Falls to make it turn. Just a steady flow filling one bucket after another until the weight of falling water makes the great wheel move.

Think of your mind at the end of summer. Another wheel. Waiting for the flow of ideas and insights to make the gears engage. Until one fresh September morning it hits you. The wheels are turning — how good it feels.

To register, call 492-5148

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

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Vietnam Era Veteran's Readjustment Act of 1974, and Section 504 of the Rehabilitation Act of 1973. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.