Fall brings more options. Fresh opportunities.

New courses for fall include a haiku writing workshop and a class in conversational Yiddish in the Noncredit program. The interior design courses first offered in the spring have been really well received. And all of our CAD courses have been tuned up, to make sure we are offering the most current and most comprehensive instruction in computer aided design. All in all, course offerings this semester are more diverse and exciting than ever, because your interests and needs keep growing and changing.

Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.

2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.

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

4. **Register by phone,** using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description.
You may pay by Visa, MasterCard, Discover, cash, or check.
CONTENTS

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

Noncredit (Personal Development) Courses
A lively, relevant approach to the arts, languages, lifestyles, test preparation, and writing.

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

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

Professional Certificate Program in Total Quality Management
Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.

Additional Opportunities Available Through Continuing Education
The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.
Independent Study
Real Estate Education
Center for Advanced Training in Engineering and Computer Science (CATECS)
International English Center

Campus Map

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

Credit Registration Form

Noncredit/Certificate Registration Form

Index

Catalog Production.
Catalog production is wholly self-sustaining and does not involve funds allocated by the legislature for the university at large. Recycled paper is used throughout the book. Share your catalog with friends, and recycle all appropriate materials.
Thank you.
Evening credit hours provide valuable options for students. Speaking of creative detours, Duncan Rinehart’s career in environmental science led him straight into Sociology, with a special interest in diversity. Is there a connection? “I see myself as someone motivated by big causes. Global issues. We need people to work on them, even in some small way.” His dissertation examines diversity in the workplace. (A publisher is interested.) And he works with campus groups to help find “common linkages — ways to think and talk and work together in spite of differences.” This fall, he’s teaching U.S. Race and Ethnic Relations (SOCI 1015) and The Self in Modern Society (SOCI 3151) in the Evening Credit program. Both apply to the Arts and Sciences core curriculum. His teaching style is to blend theory and experience, “to connect to what students are going through in their lives now.”

Duncan did his undergraduate and masters work at Ohio State and worked for Ohio EPA before pursuing his Ph.D. in Sociology here at CU. When he’s not teaching, he writes: Peace and Change carried a Rinehart byline on peace theory this summer. And he works out; a triathlete who did the Ironman in ’82, he says, “Boulder’s a mecca. The only problem is, you enter a race and get beat by 100 people!”
Evening credit students are here by choice. They like the informal atmosphere, the
give and take of class discussions. Credits may 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 require-
ments 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 or the College of Business may not enroll.)

Residency: If you have lived in Colorado for the past 12 months, you may be eligible for
in-state tuition rates although you may be asked for documentation. The last day to
petition (provide residency documentation) for Fall semester is September 12, 1995.
Under 21? If you're not 22 years old by the first day of classes, you are assumed to have
the same legal residence as your parents. If your parents live out of state, you may
petition the University of Colorado for resident status as an emancipated minor. If you
believe your initial classification is incorrect, talk to the Classification Coordinator at
492-5148.

Tuition: Tuition is determined by residency status. Resident tuition is $80 per credit hour.
Some courses requiring special equipment or materials may be slightly higher. Non-
residents of Colorado are assessed tuition based on the number of semester hours for
which they register. Non-residents may register for up to three (3) semester hours at
the rate of $170 per credit hour. Non-residents registering for four (4) or more semester
hours of credit courses offered by the Division are assessed non-resident tuition for all
courses at the rate established by the Board of Regents for that term or session. The
Division will charge our in-state rate for Boulder Evening classes when a non-resident,
degree student pay full out-of-state tuition to the campus and then enrolls for additional
Boulder Evening courses.

Privileges: As a Boulder Evening Credit student, you have access to the following services.
• Total library services at no additional charge
• Recreation Center Membership for $77 a semester
• Wardenburg Student Health Services for $56 a semester
• Photo IDs for $10 cash, checks with guarantee card, Visa, MasterCard (please bring
  photo identification). Boulder campus validation stickers are not available
To sign up for these and other student benefits simply take your registration receipt to
the appropriate office.

Academic Advising: An academic advisor is available to help you plan a degree program,
decide on a major, or simply explore your options. Feel free to call 492-5145 for an
appointment.

Financial Aid: Degree students may qualify for all financial aid programs if eligible.
Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly
GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental
Design building, Room 2 (492-5091).

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

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

To Drop: To drop a credit course and ensure that you receive any tuition refund that may
be due, come to the Division of Continuing Education, 1221 University Avenue and com-
plete 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 August 28.
BOULDER EVENING CREDIT CLASSES

Credit Classes Calendar - Dates You Should Know

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
<td>First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m. - 6 p.m. Monday through Thursday; 9-5 Friday.</td>
<td></td>
</tr>
<tr>
<td>August 28</td>
<td>Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.</td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday. NO CLASSES.</td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>Instructor’s signature required to drop Session I classes.*</td>
<td></td>
</tr>
<tr>
<td>September 12</td>
<td>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. Petition required to drop Session I classes. Registration continues for Session II.</td>
<td></td>
</tr>
<tr>
<td>September 13</td>
<td>Instructor’s signature required to drop Full Term classes.*</td>
<td></td>
</tr>
<tr>
<td>September 27</td>
<td>Petition required to drop Full Term classes.</td>
<td></td>
</tr>
<tr>
<td>October 12</td>
<td>SESSION I TUESDAY AND THURSDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>October 16</td>
<td>SESSION I MONDAY AND WEDNESDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>October 23</td>
<td>Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.</td>
<td></td>
</tr>
<tr>
<td>October 27</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>October 30</td>
<td>Instructor’s signature required to drop Session II classes.*</td>
<td></td>
</tr>
<tr>
<td>November 6</td>
<td>Petition required to drop Session II classes.</td>
<td></td>
</tr>
<tr>
<td>November 23-24</td>
<td>Thanksgiving Holiday. NO CLASSES.</td>
<td></td>
</tr>
<tr>
<td>November 28</td>
<td>FULL TERM TUESDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>November 29</td>
<td>FULL TERM WEDNESDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>December 4</td>
<td>FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>December 5</td>
<td>FULL TERM TUESDAY AND THURSDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>December 6</td>
<td>FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS. FULL TERM WEDNESDAY AND THURSDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>December 7</td>
<td>FULL TERM MONDAY AND THURSDAY CLASS ENDS. FULL TERM THURSDAY CLASSES END.</td>
<td></td>
</tr>
<tr>
<td>December 12</td>
<td>SESSION II TUESDAY AND THURSDAY CLASSES END.</td>
<td></td>
</tr>
</tbody>
</table>

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

Refund Schedule for Credit Classes

<table>
<thead>
<tr>
<th></th>
<th>Full-Term</th>
<th>Session I</th>
<th>Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 %</td>
<td>through Sept. 12</td>
<td>100 % through Sept. 1</td>
<td>100 % through Oct. 27</td>
</tr>
<tr>
<td>60%</td>
<td>Sept. 13 through Sept. 26</td>
<td>60% Sept. 5 through Sept. 11</td>
<td>60% Oct. 30 through Nov. 3</td>
</tr>
<tr>
<td>40%</td>
<td>Sept. 27 through Oct. 10</td>
<td>40% Sept. 12 through Sept. 18</td>
<td>40% Nov. 6 through Nov. 10</td>
</tr>
<tr>
<td>NONE</td>
<td>THEREAFTER</td>
<td>NONE THEREAFTER</td>
<td>NONE THEREAFTER</td>
</tr>
<tr>
<td>Dept.</td>
<td>Course No. &amp; Hours</td>
<td>Section</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>Monday Courses, Begin August 28 and End December 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APAS</td>
<td>1110-3</td>
<td>300</td>
<td>7:10 p.m.</td>
</tr>
<tr>
<td>ECON</td>
<td>2010-3</td>
<td>300</td>
<td>7:10 p.m.</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3</td>
<td>301</td>
<td>6:9 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>301</td>
<td>6:9 p.m.</td>
</tr>
<tr>
<td>ENGL</td>
<td>3302-3</td>
<td>300</td>
<td>6:9 p.m.</td>
</tr>
<tr>
<td>FINE</td>
<td>1093-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>HIST</td>
<td>4673-3</td>
<td>300</td>
<td>7:10 p.m.</td>
</tr>
<tr>
<td>JOUR</td>
<td>4453-3</td>
<td>300</td>
<td>6:9 p.m.</td>
</tr>
<tr>
<td>ORMG</td>
<td>3300-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>SOCY</td>
<td>1016-3</td>
<td>300</td>
<td>6:9 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday and Wednesday Courses, Begin August 28 and End December 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 1010-5 300 4:50-7:20 p.m.</td>
<td>Beginning Arabic 1</td>
</tr>
<tr>
<td>FINE 212 300 6:30-9:30 p.m.</td>
<td>Basic Painting</td>
</tr>
<tr>
<td>MATH 1011-3 300 7:40-8:30 p.m.</td>
<td>Fundamentals and Techniques of College Algebra</td>
</tr>
<tr>
<td>MATH 1071-3 300 6:30-9:30 p.m.</td>
<td>Finite Mathematics for Social Science and Business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, Wednesday and Friday Course, Begins August 28 and Ends December 6</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HEBR 1020-5 300 11 a.m.-1 p.m.</td>
<td>Beginning Hebrew 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday and Thursday Courses, Begins August 28 and Ends December 7</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300-2 300 5:30-8 p.m.</td>
<td>Analytic Geometry and Calculus 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday Courses, Begin August 29 and End November 28</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2010-3 300 6:30-9:30 p.m.</td>
<td>Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>COMM 1300-3 300 6:30-9:30 p.m.</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>ENGL 1300-3 300 6:9 p.m.</td>
<td>Masterpieces of British Literature</td>
</tr>
<tr>
<td>ENGL 1800-3 300 6:9 p.m.</td>
<td>American Ethnic Literature</td>
</tr>
<tr>
<td>FINE 4419-3 300 7-10 p.m.</td>
<td>Pre-Columbian Art</td>
</tr>
<tr>
<td>HIST 1025-3 300 6:30-9:30 p.m.</td>
<td>History of the United States since 1865</td>
</tr>
<tr>
<td>HIST 4433-3 300 6:30-9:30 p.m.</td>
<td>Nazi Germany</td>
</tr>
<tr>
<td>KINE 4470-3 300 6:30-9:30 p.m.</td>
<td>Evaluation and Rehabilitation of Athletic Injuries</td>
</tr>
<tr>
<td>MKTG 5000-3 300 6:30-9:30 p.m.</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>QRM 1000-3 300 6:9 p.m.</td>
<td>Quantitative Reasoning and Mathematical Skills</td>
</tr>
<tr>
<td>PSYC 2012-3 300 7:10 p.m.</td>
<td>Biological Psychology 1</td>
</tr>
<tr>
<td>PSYC 4406-3 300 6:30-9:30 p.m.</td>
<td>Social Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday and Thursday Courses, Begin August 29 and End December 5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 2110-3 300 7:30-9 p.m.</td>
<td>Intermediate Arabic 1</td>
</tr>
<tr>
<td>CDSS 2224-3 300 5:6-9 p.m.</td>
<td>American Sign Language 3</td>
</tr>
<tr>
<td>FINE 2212-3 300 6:30-9:30 p.m.</td>
<td>Principles of Color</td>
</tr>
<tr>
<td>PSYC 2014-3 300 6:8 p.m.</td>
<td>Statistics and Research Methods in Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday Courses, Begin August 30 and End November 29</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2500-3 300 6:30-9:30 p.m.</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>ECON 2020-3 300 6:9 p.m.</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EDUC 4800-3 301 6:9 p.m.</td>
<td>Special Topics: Education Communication</td>
</tr>
<tr>
<td>FINE 4329-3 300 6:30-9:30 p.m.</td>
<td>Modern Art 1</td>
</tr>
<tr>
<td>HEBR 2120-3 300 1:4 p.m.</td>
<td>Intermediate Hebrew 2</td>
</tr>
<tr>
<td>HIST 1015-3 300 7:10 p.m.</td>
<td>History of the United States to 1865</td>
</tr>
<tr>
<td>JOUR 1001-3 300 6:9 p.m.</td>
<td>Contemporary Mass Media</td>
</tr>
<tr>
<td>PHI 1100-3 300 7:10 p.m.</td>
<td>Ethics</td>
</tr>
<tr>
<td>PSYC 1001-3 300 6:30-9:30 p.m.</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOCY 1001-3 300 6:30-9:30 p.m.</td>
<td>Analyzing Society</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday Courses, Begin August 31 and End December 7</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 0000-3 300 6:30-9:30 p.m.</td>
<td>Primiate Behavior</td>
</tr>
<tr>
<td>COMM 2500-3 300 6:30-9:30 p.m.</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>EDUC 4800-3 302 5:8 p.m.</td>
<td>Creating Active Learning</td>
</tr>
<tr>
<td>ENGL 1191-3 302 6:30-9:30 p.m.</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENGL 1600-3 300 6:9 p.m.</td>
<td>Masterpieces of American Literature</td>
</tr>
<tr>
<td>ENGL 3063-3 300 6:9 p.m.</td>
<td>Modern and Contemporary Literature</td>
</tr>
<tr>
<td>EPOB 1210-3 300 6:30-9:30 p.m.</td>
<td>General Biology 1</td>
</tr>
<tr>
<td>HIST 1113-3 300 7:10 p.m.</td>
<td>The History of England to 1660</td>
</tr>
</tbody>
</table>
## Full Term Classes by Starting Date, Fall 1995

<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>MATH</td>
<td>1021-2</td>
<td>300</td>
<td>6-8 p.m.</td>
<td>Numerical and Analytical College Trigonometry</td>
</tr>
<tr>
<td>PHIL</td>
<td>3450-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>History of Science: Newton to Einstein</td>
</tr>
<tr>
<td>PSCI</td>
<td>1101-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>The American Political System</td>
</tr>
<tr>
<td>PSYC</td>
<td>4303-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>SOCY</td>
<td>2031-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>U.S. Values, Social Problems and Change</td>
</tr>
<tr>
<td>SOCY</td>
<td>4071-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Technology and Modernization</td>
</tr>
</tbody>
</table>

### Session I Classes by Starting Date

#### Monday and Wednesday Courses, Begin August 28 and End October 16

<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>EDUC</td>
<td>4800-3</td>
<td>102</td>
<td>6-9 p.m.</td>
<td>Special Topics: Stress Management and Relaxation Training (SMART)</td>
</tr>
<tr>
<td>FILM</td>
<td>3563-3</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>6-9 p.m.</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>PSYC</td>
<td>2303-3</td>
<td>100</td>
<td>6:30-9:30 p.m.</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>SOCY</td>
<td>1015-3</td>
<td>100</td>
<td>6-9 p.m.</td>
<td>U.S. Race and Ethnic Relations</td>
</tr>
</tbody>
</table>

#### Tuesday and Thursday Courses, Begin August 29 and End October 12

<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>EDUC</td>
<td>4800-3</td>
<td>101</td>
<td>6:30-9:30 p.m.</td>
<td>Special Topics: Building Family Strengths</td>
</tr>
<tr>
<td>FILM</td>
<td>3563-3</td>
<td>102</td>
<td>7-10 p.m.</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1001-4</td>
<td>100</td>
<td>6-9 p.m.</td>
<td>Environmental Systems 1: Climate and Vegetation</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Nutrition, Health and Performance</td>
</tr>
<tr>
<td>SOCY</td>
<td>1004-3</td>
<td>100</td>
<td>6:30-9:30 p.m.</td>
<td>Deviance in U.S. Society</td>
</tr>
</tbody>
</table>

### Session II Classes by Starting Date

#### Monday and Wednesday Courses, Begin October 23 and End December 6

<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>EDUC</td>
<td>4800-3</td>
<td>202</td>
<td>6-9 p.m.</td>
<td>Special Topics: Creative Learning Experiences and Resources (CLEAR)</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>FILM</td>
<td>3563-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1092-3</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Introduction to Human Geography</td>
</tr>
<tr>
<td>PSYC</td>
<td>2303-3</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>SOCY</td>
<td>3151-3</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Self in Modern Society</td>
</tr>
</tbody>
</table>

#### Tuesday and Thursday Courses, Begin October 24 and End December 12

<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>CRST</td>
<td>1015-3</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Introduction to Chicano Studies</td>
</tr>
<tr>
<td>COMM</td>
<td>1300-3</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>6:30-9:30 p.m.</td>
<td>Special Topics: Creating Community in the Classroom</td>
</tr>
<tr>
<td>EDUC</td>
<td>4820-3</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Workshop in Curricular and Instructional Development: The Art of Creating Teaching (ACT)</td>
</tr>
<tr>
<td>FILM</td>
<td>3501-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Film Production Management</td>
</tr>
<tr>
<td>GEOG</td>
<td>1011-4</td>
<td>200</td>
<td>6-9 p.m.</td>
<td>Environmental Systems 2: Landforms and Soils</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Nutrition, Health and Performance</td>
</tr>
<tr>
<td>SOCY</td>
<td>1001-3</td>
<td>200</td>
<td>6:30-9:30 p.m.</td>
<td>Analyzing Society</td>
</tr>
</tbody>
</table>
Anthropology

ANTH 2010-3
Introduction to Physical Anthropology I
Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence for human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for arts and sciences core curriculum: natural science.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Economics 205. $240 (resident).

ANTH 3000-3
Primate Behavior
Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prereq. ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for arts and sciences core curriculum: natural science.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Economics 205. $240 (resident).

Arabic

ARAB 1010-5
Beginning Arabic I
Full Term - Section 300: Mondays and Wednesdays, 4:50-7:20 p.m. Hale 236. $550 (resident).

ARAB 2110-3
Intermediate Arabic I
Advanced grammar and conversation.
Full Term - Section 300: Tuesdays and Thursdays, 7:30-9 p.m. Hale 235. $350 (resident).

Astronomy

APAS 1110-3
General Astronomy: The Solar System
Principles of modern astronomy for nonscience 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. Hale 270. $240 (resident).

Biology

EPOB 1210-3
General Biology I
Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPOB biology curriculum. Recommended for science majors. Similar to EPOB 1610 and MCDB 1150. Approved for arts and sciences core curriculum: natural science.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellums 201. $240 (resident).

Chicano Studies

CHST 1015-3
Introduction to Chicano Studies
Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for arts and sciences core curriculum: cultural and gender diversity.
Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzlinger E125. $240 (resident).

Survival Tips

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

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

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

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

The Board of Regents reserves the right to change tuition without prior notice. All tuition and refund determinations are subject to audit.

There's a lot of information out there about nutrition, and a lot of misinformation, too, says Nanci Grayson, MS, RD. Nutrition, Health and Performance teaches students how to tell the difference. Nanci's Evening Credit course takes a practical and scientific approach to the relationship between diet and performance, shedding light on the controversies surrounding America's eating habits. Her background as a Registered Dietitian and a Certified Diabetic Educator makes her a credible source of information and answers.
COMM 1300-3
Public Speaking
Covers theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 119. $240 (resident).
Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Helens 191. $248 (resident).

COMM 2500-3
Interpersonal Communication
Focuses on basic processes in face-to-face interaction, including verbal and nonverbal messages, coordination in conversation, messages about self and other, and communication in personal relationships. Emphasizes theory and concepts rather than skills.
Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 119. $240 (resident).

COMM 2600-3
Organizational Communication
Provides a communicatively based definition of formal organization and deals with individual-organizational relationships by means of the concepts of identification and commitment. Motivation, authority, power, control, and ethics are treated from a rhetorical perspective.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 119. $240 (resident).

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 20 grammatical structures. Prereq., CDSS 2304 and CDSS 2314, or equivalent.
Full Term - Section 300: Tuesdays and Thursdays, 5-6:30 p.m. Clare Small 208. $240 (resident).

Economics

ECON 2010-3
Principles of Microeconomics
Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for arts and sciences core curriculum: contemporary societies.
Full Term - Section 300: Mondays, 7-10 p.m. Economics 117. $240 (resident).

ECON 2020-3
Principles of Macroeconomics
An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Approved for arts and sciences core curriculum: contemporary societies.
Full Term - Section 300: Wednesdays, 6-9 p.m. Economics 117. $240 (resident).

Education

EDUC 4800-3 301
Special Topics: Advertising and Society in the Classroom
See page 12 under Journalism 4453.

EDUC 4800-3
Special Topics: Building Family Strengths
Family life as it impacts learning, and dynamics that promote effectiveness. We study the traits of strong families and work on skills to understand our own families and deal effectively with problems in the classroom and at home.
Session I - Section 101: Tuesdays and Thursdays, 6:30-9:30 p.m. Ketchum 207. $248 (resident).

EDUC 4800-3
Special Topics: Creating Active Learning
This course is designed for teachers, counselors, parents, and others who work with children. You will experience creative ways to stimulate children’s imagination, enhance self-esteem, and promote enthusiasm in the teaching/learning process.
Full Term - Section 302: Thursdays, 5-8 p.m. Hale 236. $240 (resident).
EDUC 4800-3
Special Topics: Creative Learning Experiences and Resources (CLEAR)
Learn how to access your full creative potential as we explore ways to trigger right-brain functioning through multi-sensory learning, creative problem-solving techniques, and the conscious expansion of creative imagination and humor. See how creative learning enhances everyday life.
Session II – Section 302: Mondays and Wednesdays, 6-9 p.m. Woodbury 106. $248 (resident).

EDUC 4800-3
Special Topics: Education Communication
This course is designed to provide current and prospective teachers with the skills and confidence necessary to effectively employ oral, written and electronic communications with students, parents, peers and administrators.
Full Term – Section 303: Wednesdays, 6-9 p.m. Hellem 193. $248 (resident).

EDUC 4800-3
Special Topics: Stress Management and Relaxation Training (SMART)
Theory and practice that teaches you how to revitalize your energy to create a more relaxed environment for yourself and others, for teaching and parenting.
Session I – Section 102: Mondays and Wednesdays, 6-9 p.m. Woodbury 106. $248 (resident).

EDUC 4820-3
Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)
Develop your own creativity by trying new ways to enhance learning, including: dialogues, story formats, debates, creative problem-solving, open-ended lab and research projects, scripts, movement, visual environments, music, performance, and much more. We present an innovative teaching/learning model based on creative learning and scientific cycles that can be applied to all subject areas, from K-college.
Session II – Section 200: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. $248 (resident).

Survival Tips
Important Information for Arts and Sciences Students
Students enrolling on the Boulder Campus for the first time and who have never attended college before should contact the Arts and Sciences Dean’s Office for a list of General Education Requirements. Continuing and transfer students who graduated from high school before 1988 should consult the current college list for General Education Requirements.

Once you register, you are obligated for the full amount of tuition you are assessed.

Not Attending Classes Does Not Mean You Have Withdrawn.
ENGL 1191-3  
Introduction to Creative Writing  
Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. This course may not be repeated.  
Full Term – Section 301: Mondays, 6-9 p.m.  
Hellems 259. $240 (resident).  
Full Term – Section 302: Thursdays, 6:30-9:30 p.m.  
Engineering Center 1-07. $240 (resident).  
Session II – Section 200: Mondays and Wednesdays, 6:30-9:30 p.m.  
Engineering Center 1-05. $240 (resident).  

ENGL 1500-3  
Masterpieces of British Literature  
Introduces students to a range of major works of British literature, including at least one play by Shakespeare, a pre-twentieth-century English novel, and works by Chaucer and/or Milton. Approved for arts and sciences core curriculum: literature and the arts.  
Full Term – Section 300: Tuesdays, 6-9 p.m.  
Engineering Center 1-26. $240 (resident).  

ENGL 1600-3  
Masterpieces of American Literature  
Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.  
Full Term – Section 300: Thursdays, 6-9 p.m.  
Engineering Center 1-26. $240 (resident).  

ENGL 1800-3  
American Ethnic Literatures  
Introduces significant fiction by ethnic Americans. Explores both the literary and cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Same as ETHN 1800. Approved for arts and sciences core curriculum: cultural and gender diversity.  
Full Term – Section 300: Tuesdays, 6-9 p.m.  
Hellems 285. $240 (resident).  

ENGL 3002-3  
Shakespeare for Nonmajors  
Introduces students to Shakespeare’s major works—the histories, comedies, and tragedies—and may include the nondramatic poetry as well. Prereq.: sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.  
Full Term – Section 300: Mondays, 6-9 p.m.  
Hellems 247. $240 (resident).  

ENGL 3062-3  
Modern and Contemporary Literature  
Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Prereq.: sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.  
Full Term – Section 300: Thursdays, 6-9 p.m.  
Hellems 241. $240 (resident).  

Film Studies  

FILM 3501-3  
Film Production Management  
Familiarizes students with principles of sound film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasizes the technique of production boarding as the central tool in production management as well as budgeting and contracts information.  
Session II – Section 200: Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. $248 (resident).  

FILM 3563-3  
Producing the Feature Film  
Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will also be featured.  
Session I – Section 101: Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 205. $248 (resident).  
Session I – Section 102: Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205. $248 (resident).  
Session II – Section 200: Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 205. $248 (resident).
Fine Arts

FINE 1109-3
Introduction to Western Art 1
Introduces Western art, from the early dynastic period of Egypt (c. 3000 B.C.) to the end of the sixteenth century A.D. Traces the expansion of European culture, painting, sculpture, and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Approved for arts and sciences core curriculum: literature and the arts.
Full Term: Section 500: Mondays, 6:30-9:30 p.m. Ramaley N1B3L. $240 (resident).

FINE 1212-3
Basic Painting
General introduction to painting. Color, pictorial space, still life, landscape, figure, and abstract painting. Required for B.F.A. majors; recommended for other fine arts majors instead of FINE 1202. May not be repeated.
Full Term: Section 500: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. $250 (resident).

FINE 2212-3
Principles of 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 500: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N298. $250 (resident).

FINE 4329-3
Modern Art 1
In-depth study of the fin de siècle, stressing post-impressionism, art nouveau, and symbolism. Course closes with fauvism in France and the expressionist movement in Germany. Same as FINE 5329. Approved for arts and sciences core curriculum: literature and the arts.
Full Term: Section 500: Wednesdays, 6:30-9:30 p.m. Ramaley N1B3L. $240 (resident).

FINE 4419/5419-3
Pre-Columbian Art
Survey of architecture, sculpture and painting of the high cultures of Meso-American and Andean areas before the Spanish Conquest.
Full Term: Section 500: Tuesdays, 7-10 p.m. Ketchum 120. $240 (resident).

Geography

GEOG 1001-4
Environmental Systems 1—Climate and Vegetation
Introduces the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Approved for arts and sciences core curriculum: natural science.
Session I: Section 100: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. $320 (resident).

GEOG 1011-4
Environmental Systems 2—Landforms and Soils
Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Approved for arts and sciences core curriculum: natural science.
Session II: Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. $320 (resident).

GEOG 1982-3
World Regional Geography
Uses interrelated concepts of population, urbanization, trade resources, and development as an organizing framework to geographically analyze the world's regions and place them in global perspective.
Session I: Section 100: Mondays and Wednesdays, 6-9 p.m. Education 220. $240 (resident).

GEOG 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, 6-9 p.m. Education 220. $240 (resident).

Tanya Jackson is taking Nutrition, Health and Performance. "because I got really good recommendations on the teacher from people who had taken the course." But the real incentive is personal interest. With a love of gardening and cooking and an interest in herbal medicine, this course proved irresistible. Seated behind Tanya is Jennifer Bitsie, taking notes.
**Boulder Evening Credit Classes**

**Hebrew**

**HEBR 1020-5**
**Beginning Hebrew 2**
Prereq., HEBR 1010.
Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. International English Center, 1338 Grandview, Room B3. $550 (resident).

**HEBR 2120-5**
**Intermediate Hebrew 2**
Prereq., HEBR 2110.
Full Term - Section 300: Wednesdays, 1-4 p.m. Chemistry 146. $530 (resident).

**History**

**HIST 1015-3**
**History of the United States to 1865**
Surveys American history from first settlement until end of the Civil War. Approved for arts and sciences core curriculum: United States context.
Full Term - Section 300: Wednesdays, 7-10 p.m. Muenzinger 8064. $240 (resident).

**HIST 1025-3**
**History of the United States since 1865**
Surveys social, economic, political, and cultural development of the United States from the close of the American Civil War to the present. Approved for arts and sciences core curriculum: United States context.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Economics 13. $240 (resident).

**HIST 1113-3**
**The History of England to 1660**
Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation. Approved for arts and sciences core curriculum: historical context.
Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center 1-28. $240 (resident).

**HIST 4433-3**
**Nazi Germany**
Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Prereq., senior standing. Approved for arts and sciences core curriculum: historical context.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellems 201. $240 (resident).

**Journalsim**

**JOUR 1001-3**
**Contemporary Mass Media**
Examines the mass media's interaction with society, looks at journalism and the mass media in historical, intellectual, economic, political, and social contexts.
Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 255. $240 (resident).

**Kinesiology**

**KINE 3420-3**
**Nutrition, Health and Performance**
Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for arts and sciences core curriculum: natural science.
Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m. Engineering Center 2-26. $240 (resident).
Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Engineering Center 2-26. $240 (resident).

**KINE 4470-3**
**Evaluation and Rehabilitation of Athletic Injuries**
Introduces students to evaluative and rehabilitative techniques associated with athletic injuries. Emphasizes the etiology and mechanism of injury, recognition of clinical signs and symptoms of each injury, and specific rehabilitative techniques. Prereq., KINE 4460.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Dal Ward Auditorium. $240 (resident).
Marketing
MKTR 3000-3
Principles of Marketing
Introduces essentials of marketing, including product planning, channels of distribution, pricing, advertising, and selling. Emphasizes role of consumer and the social responsibility of marketer. Prereq., junior standing.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Engineering Center 2-06. $240 (resident).

Mathematics
MATH 1011-3
Fundamentals and Techniques of College Algebra
Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010, and 1020. Prerequisite: placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and sciences quantitative reasoning and mathematical skills requirement.
Full Term - Section 300: Mondays and Wednesdays, 7:45-8:45 p.m. Engineering Center CR 1-46. $240 (resident).

MATH 1021-2
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. Prerequisite, MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1½ years high school algebra and 1 year high school geometry.
Full Term - Section 300: Thursdays, 6-8 p.m. Engineering 1-24. $160 (resident).

MATH 1071-3
Finite Mathematics for Social Science and Business
Systems of linear equations; an introduction to matrices; linear programming; and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060, and 1070. Prerequisites, MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1 ½ years of high school algebra.
Full Term - Section 300: Mondays and Wednesdays, 6-7:30 p.m. Economics 119. $240 (resident).

MATH 1300-5
Analytic Geometry and Calculus 1
Topics include limits, derivatives of algebraic and trigonometric functions, applications of derivative, integration and applications of definite integral. Students with credit in MATH 1080, 1090, and 1100 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1300 may not receive credit in MATH 1310, APFM 1350, or APFM 1370. Prerequisite, two years of high school algebra, one year of geometry, and ½ year of trigonometry or MATH 1000-1040. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.
Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m. Hellmns 257. $400 (resident).

Quantitative Reasoning and Mathematical Skills
QRMS 1010-3
Quantitative Reasoning and Mathematical Skills
Designed to promote mathematical, scientific, and technological literacy among liberal arts students. Teaches basic mathematics and logic in the context of science, technology, and society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.
Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center 1-12. $240 (resident).
Philosophy
PHIL 100-3
Ethics
Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice as they apply to contemporary moral problems. Approved for arts and sciences core curriculum: ideals and values.
Full Term - Section 300: Wednesdays, 7-10 p.m. Hellem 241. $240 (resident).

PHIL 3430-3
History of Science: Newton to Einstein
The history of physical and biological science, from the epoch-making achievements of Charles Darwin in biology to the dawn of the twentieth-century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems. Approved for arts and sciences core curriculum: historical context or natural science.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellem 267. $240 (resident).

Political Science
PSCI 1101-5
The American Political System
Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for arts and sciences core curriculum: contemporary societies or United States context.
Full Term - Section 300: Thursdays, 6-9 p.m. Muenzinger E113. $240 (resident).

Psychology
PSYC 1001-3
General Psychology
Surveys major topics in psychology: perception, development, personality, learning and memory, and biological bases of behavior.
Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. $240 (resident).

PSYC 2012-3
Biological Psychology I
Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuro-anatomy in relation to behavior. Prereq.: completion of 12 or more hours of college work. Approved for arts and science core curriculum: natural science.
Full Term - Section 300: Tuesdays, 7-10 p.m. Hellem 241. $240 (resident).

PSYC 2101-4
Statistics and Research Methods in Psychology
Introduces descriptive and inferential statistics and their roles in psychological research. Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. Prereq.: MATH 1000 or equivalent is highly recommended.
Full Term - Section 300: Tuesdays and Thursdays, 6-8 p.m. Muenzinger E131. $230 (resident).

PSYC 2303-3
Psychology of Adjustment
Surveys concepts bearing upon processes of normal psychological adjustment, with emphasis on the concepts to understand common human problems in personal growth and relationships with others.
Session I – Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Clare Hall 211. $240 (resident).
Session II – Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Clare Hall 211. $240 (resident).

PSYC 4303-3
Abnormal Psychology
Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychopharmacology. Not open for credit to those who have credit for PSYC 4313. Prereq.: PSYC 1001.
Full Term – Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. $248 (resident).

PSYC 4406-3
Social Psychology
Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq.: PSYC 1001. Recommended PSYC 2101. Enrollment restricted to juniors and seniors. Approved for arts and sciences core curriculum: contemporary societies.
Full Term – Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E432. $240 (resident).
Sociology

SOCY 1001-3
Analyzing Society
Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for arts and science core curriculum: contemporary societies.
Full Term – Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 199. $240 (resident).
Session II – Section 200: Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 199. $240 (resident).

SOCY 1004-3
Deviance in U.S. Society
Examines deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.
Session I – Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m. Hellems 199. $240 (resident).

SOCY 1015-3
U.S. Race and Ethnic Relations
Examines race and minority problems in U.S. society, including psychological, social, and cultural sources of prejudice and discrimination. Same as ETHN 1015. Approved for arts and sciences core curriculum: United States context.
Session I – Section 100: Mondays and Wednesdays, 6:30 p.m. Muenzinger E113. $240 (resident).

SOCY 1016-3
Sex, Gender, and Society 1
Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: cultural and gender diversity.
Full Term – Section 300: Mondays, 6-9 p.m. Hale 230. $240 (resident).

SOCY 2031-3
U.S. Values, Social Problems, and Change
Examines U.S. society from the perspective of values and theories of social change. Considers such problems as the distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for arts and sciences core curriculum: ideals and values.
Full Term – Section 300: Thursdays, 6-9 p.m. Economics 13. $240 (resident).

SOCY 3151-3
Self in Modern Society
Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving balance between the individual and society. Approved for arts and sciences core curriculum: United States context or ideals and values.
Session II – Section 200: Mondays and Wednesdays, 6:30 p.m. Muenzinger E113. $240 (resident).

SOCY 4071-3
Technology and Modernization: Computer Technology and Human Values
Analyzes how social relationships and moral order affect, and are affected by, computer technology. Case studies of ethical conflicts that have arisen around computers and electronic communication will be studied, including issues of individual autonomy, privacy, and computer control.
Full Term – Section 300: Thursdays, 6:30-9:30 p.m. Hellems 81. $240 (resident).

Jennifer Hong is a Math major who plans to teach. A full-time student who also works, Evening Credit opened up a way to fulfill a Natural Science requirement in a semester when options were limited.
Noncredit courses reduce concern about graded performance.
Whether thinking about a career move or just giving yourself a chance to pursue a subject that intrigues you, noncredit coursework is a rewarding way to prepare for and explore the possibilities.

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

Classes will not meet November 23 and 24.

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

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

Talk about fun! Judith Bock teaches Shakespeare: From Page to Stage (NCH 005). This course draws on the plays produced at the Colorado Shakespeare Festival and focuses on the creative process of moving a classical play from the page to the stage. Students (including some who return every year) also have an opportunity to meet with CSF actors and artistic staff for informal discussions. Judith is Education Director for the Colorado Shakespeare Festival, in charge of education/outreach projects, including Living Shakespeare, a program that gives secondary students some really exciting hands-on experience with the plays as literature and theater, and Will Power a new elementary school touring program. Judith earned her M.A. and Ph.D. in Theatre here at C.U. and has studied at the Shakespeare Institute at Stratford-upon-Avon. Judith also edits On Stage Studies, a scholarly journal for the Department of Theatre and Dance at C.U., and Preview, a newsletter and teaching guide for teachers of Shakespeare. She has two children, a 3-year-old girl and an 8-year-old boy who is already a Shakespeare fan, in love with the extravaganza of the stories.
## Noncredit Courses, Fall 1995

**Architecture and Landscape**
- How to Design or Remodel a House with an Architect
- Introduction to Interior Design
- Colorado Landscape: Plants and Design

**Communications**
- Dealing with Intractable Conflict
- Working with the Media: How to Get Press Coverage
- Improving Your Listening and Communication Skills

**Fine Arts**
- How to Look at Art
- Introduction to Art and Antiques
- Introduction to Drawing
- Life Drawing
- Introduction to Painting
- Soft Pastel Painting
- Chinese Brush Painting
- Handmade Books and Bookbinding
- Woodcarving Sculpture
- Sculpture-Stonecarving
- Basic Photography
- Creative Photography Workshop
- Intermediate Field Photography and Alternative Printing Processes

**Graphic Communications**
- Professional Illustration Techniques
- Cartooning and Humorous Illustration
- The Commercial Artist: Design, Layout, and Paste-up
- Professional Handlettering and Calligraphy for the Commercial Artist

**Foreign Languages**
- Beginning Conversational French
- Intermediate Conversational French
- Beginning Conversational German
- Intermediate Conversational and Written German
- Beginning Conversational Italian
- Beginning Conversational and Written Japanese
- Intermediate Conversational and Written Japanese
- Beginning Conversational Spanish
- Intermediate Conversational Spanish
- Beginning Yiddish

**History**
- Reconstructing Your Family's Past: An Oral History Workshop
- Colorado History: Women and Their Families

**Investments and Personal Finance**
- Basic Investing
- Advanced Investment Strategies
- Financial Planning for Women
- Mutual Fund Investing

**Lifestyles**
- Dealing Successfully with Personal and Professional Transition
- Making Career and Life Changes: A Workshop
- Finding and Running the Environmentally Friendly Farm
- Stress Management Through Biofeedback
- Nutrition and Wellness
- Study Smarter

**Science**
- Numbers in the Real World: Math and Its Role in Modern Decision Making
- The Geology of Boulder: An Armchair Tour
- Alpine Ecology
- Fire Ecology
- Plants and People

**Testing**
- Preparing for the SAT/PSAT
- Preparing for the Graduate Management Admission Test (GMAT)
- Preparing for the Graduate Record Exam (GRE)
- Preparing for the Law School Admission Test (LSAT)

**Theatre and Music**
- Acting Basics
- Shakespeare: From Page to Stage

**Writing and Literature**
- Outstanding Novels From North of the Border: Four Canadian Novels
- English Writing Made Simple
- Usage and Grammar: Guidelines and Rules for Everyday Use
- Creative Writing
- Poetry Workshop
- Writing Haiku
- Short Story Workshop
- Write It! Finish It!
- Write Fiction That Sells
- Writing Humor
- Writing the Novel
- Screenwriting
- The Children's Book: Illustrating and Getting Published

**Longmont Classes**
- Beginning Conversational Spanish
- Finding and Running the Environmentally Friendly Farm

**Morning and Afternoon Classes at East Boulder Community Center**
- Estate Planning Techniques
- Exploring Changes in Our Lives Through the Short Story
- Introduction to Colorado Geology
- Writing Your Family History: A Workshop
Noncredit Courses

Architecture and Landscape

NCAL 028
How to Design or Remodel a House with an Architect
We examine the design process, issues to be faced, and the construction process that architects and clients face. We begin with a history of the American house and move on to covering physical characteristics of the Front Range and architectural responses to sun, wind, snow and dryness; how to evaluate a building site; zoning and code. Also, generating a building program, realistic budgets, expectations and the construction process.
Jeffrey W. Limerick, M.A., Arch., has been a practicing architect for over 20 years.
Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Education 143, $60.

NCAL 029
Introduction to Interior Design
Whether working with an interior designer or designing your own home interior, this course will introduce you to the principles, concepts and elements of interior design. Topics discussed include: proportion and scale; balance and rhythm; textures; color and light; furniture selection and the purchasing process; spatial arrangements and floor plans; and accessorizing and wall arrangements.
Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.
Section 300: Thursdays, September 21-November 2, 7-9 p.m. 7 sessions. Environmental Design 120, $85.

NCAL 002
Colorado Landscape: Plants and Design
Practical help for homeowners interested in preparing their own landscape design. Learn the basics of successful growing in Colorado.
Andrew Mead, B.S., runs a landscaping and design business.
Section 300: Saturday, September 30, 9 a.m.-5 p.m. 1 session. Hellem 141, $45.

Communications

NC C 005
Dealing With Intractable Conflict
This class offers both intermediaries and adversaries a practical guide for reducing the destructiveness associated with those difficult, and often intractable, conflicts that resist even the best contemporary conflict resolution techniques. The class offers a series of modest and realistic steps which people can take either unilaterally or in collaboration with others to enhance the constructiveness of these inevitable confrontations. Topics addressed include: enhancing the effectiveness of legal, political, and other power contests, building legitimacy, controlling the destructive effects of escalation, and the negotiation of tractable sub-conflicts.
The materials presented are based upon the Conflict Research Consortium's six-year, joint university/community research into these difficult conflicts.
Guy Burgess, Ph.D. and Heidi Burgess, Ph.D., Co-Directors, Conflict Research Consortium, University of Colorado.
Section 300: Wednesdays, September 27-October 18, 6:30-9 p.m. 4 sessions. Hale 260, $60.

NC C 043
Working with the Media: How to Get Press Coverage
This class will guide you in how to get press attention and make the most of it. You will learn tried and true methods of how to handle every aspect of media relations, from compiling a press kit, writing a press release, and holding a press conference, to conducting a media tour, dealing with unprepared interviewers, and minimizing the damage of bad publicity. Discover how to think like a publicist and map out a strategy for success.
Chuck Gross, APR, vice president-account services of a public relations, advertising and market research firm.
Section 300: Tuesdays, October 17-24, 6-9 p.m. 2 sessions. Muenzinger E064, $50.

Business

NC C 007
Improving Your Listening and Communication Skills
How many times have you found that you are being misunderstood by others? Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of your communication style and accept half the responsibility in the communication process.
Please purchase the Attitudinal Listening Profile C008 at the University Book Center and bring it to the first class.
Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.
Section 300: Saturday, September 30, 9 a.m.-4 p.m. 1 session. Hellem 245, $55.

Fine Arts

NCFA 235
How to Look at Art
Have you wondered what makes one piece great and another piece just acceptable? Why is one artist so popular and another is still unknown? We will look at compositions, forms, use of color and light, and how the artist uses a particular medium. We will consider oils, watercolors, serigraphs and pastels.
Ruth Linton, M.A., formerly curator at the Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.
Section 300: Tuesdays, November 7-14, 7-9 p.m. 2 sessions. Environmental Design 120, $25.

NCFA 075
Introduction to Art and Antiques
Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value; how to build a collection; terminology; questions to ask; traps to avoid; and how to protect your art and your investment.
Ruth Linton, M.A., formerly curator at Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.
Section 300: Tuesdays, September 26-October 17, 7-9 p.m. 4 sessions. Woodbury 186, $50.

"We spend so much time at work, you might as well love what you do. I'm ready for a change. Ready to give my creative side a chance."-Tommy White, Ph.D., is a nurse contemplating a career in interior design. She is taking Barbara Ploeger's class "to explore the theory side" of the field. She says the class "really touches a nerve. I'm learning more and more toward design school."
NONCREDIT COURSES

NCFA 028
Introduction to Painting
Emphasis is on observation, with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph, an object and work with a design). No prior art experience necessary. This is not a technical demonstration class. We work with paper, pencil, color pencil and ink (cost estimate $50). Call Kelly at 492-5148 for a list of supplies to purchase.
Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.
Section 300: Tuesdays, September 19-October 31, 6:30-9 p.m. 7 sessions. Fine Arts C103. $110.

NCFA 008
Soft Pastel Painting
Students will study the relationship of values and color, comparing relative values in different subjects, utilizing the Concept of Light system, and the effects of light on color in the studio and in outdoor situations. Students will learn soft pastel painting techniques, applying the color and value concepts. Crosshatching, blending, textural variation and detail will be addressed. The class will explore still life, photographs, and location outdoor painting.
Call Kelly at 492-5148 for a list of supplies to purchase.
Judith Spychalski, B.F.A., member, Degas Pastel Society, has exhibited all over the country.
Section 300: Saturdays, September 23-November 11, 9 a.m.-12 noon. 8 sessions.
Fine Arts N103. $145.

NCFA 012
Chinese Brush Painting
Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for approximately $10-$12.
Janette Lencisow, M.F.A., has worked in and taught Chinese brush painting for many years.
Section 300: Tuesdays, September 19-November 7, 6:30-8:30 p.m. 8 sessions.
Geology 127. $90.

NCFA 030
Handmade Books and Bookbinding
Create your own photographic album or book by learning different ways to bind your own books. One fold, Two fold, Accordion, Fan, Japanese Four Hole Binding, Korean Three and Five Hole Binding, French Doors, Concertina, Piano, Hinged, and many other types of binding will be discussed. The first class will cover the varying types of materials you will need, which will not exceed $40. Together we will discuss the importance of placement of images or text. Incorporating your own artwork or photographs can turn your individual books into treasured objects. Bring handmade paper, newspaper or old drawings and paintings to the first class.
Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987; has exhibited in Colorado and Virginia, and has been a Fulbright scholarship recipient.
Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Geology 134. $60.

NCFA 015
Woodcarving Sculpture
Students create images expressing their feelings and ideas in wood. We will focus on three-dimensional projects, becoming familiar with the beginning steps of blocking-out the form. Instruction will include proper tool use, wood types, carving techniques, designing a clay model, and a slide show of wood sculptures.
Barbara Cox, M.A., has taught art classes since 1971.
Section 300: Wednesdays, September 20-November 15, 5-7 p.m. 9 sessions. Fine Arts C102. $110.

NCFA 011
Sculpture-Stonecarving
Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of tools and materials and, where to purchase these are included.
Barbara Cox, M.A., has taught art classes since 1971.
Section 300: Wednesdays, September 20-November 15, 7-9 p.m. 9 sessions. Fine Arts C102. $110.

NCFA 001
Basic Photography
Learn to know and love your 35 mm SLR camera. We cover mechanical functions, lenses, film, accessories, proper exposure, good composition and portraiture techniques. No lab work.
One field trip. Slides, lecture and discussion with helpful handouts. Bring your camera and manual to every session.
Frances Charteris, M.F.A., is a professional photographer with numerous exhibitions around the United States.
Section 300: Wednesdays, September 20-November 8, 7-9 p.m. 8 sessions. Fine Arts C175C. $90.
Graphic Communications

NCF 358
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 from advertising agencies, book illustration firms, magazines and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, airbrush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Saturday and Sunday, October 21-22, 9 a.m.-5 p.m. 2 sessions. Geology 114. $160.

NCF 351
Cartooning and Humorous Illustration

An intensive hands-on workshop taught by a contributing cartoonist to The New Yorker magazine and co-creator of the syndicated panel, "Bottom Liners". Learn the techniques for creating finished samples for presentation to national magazines, newspapers, ad agencies and children's book publishers. Class will cover, expressions, movement, character design, lettering, black-and-white, half-tone and rough and finished art. Also, humor writing and portfolio assembly. An excellent learning experience for those interested in entering cartooning on a full or part-time basis. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Monday, Tuesday and Wednesday, October 23-25, 5:30-10 p.m. 3 sessions. Geology 114. $160.

NCF 359
The Commercial Artist: Design, Layout and Paste-Up

For beginners, an introduction to important commercial art concepts and applied techniques, stressing how to break into the profession. We cover rough composition, layout, type selection, production of camera-ready art, choice of materials and basic illustration processes used in marketing and publishing. We emphasize development of finished commercial-quality work, portfolio presentation, and client interviews. Please bring a #2 pencil, black fine line marker, tracing paper, Bristol board, and rubber cement to the first class.

Jill Thayer, B.A., Fine Arts, runs a design firm specializing in corporate visual communications in California.

Section 300: Saturday and Sunday, November 4-5, 9 a.m.-5 p.m. 2 sessions. Geology 114. $160.

Susan Davis feels that a noncredit course opens up "an amazing opportunity to research an interest before dropping everything and going back to school." A Rutgers graduate who initially attended CIU, she is a Promotions and Media Coordinator for Moutainsmith, a backpack manufacturer.
FOREIGN LANGUAGES

NCFL 100  Intermediate Conversational French
Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demonstrate pronunciation. Text announced at first class.
Nadia Turk, Ph.D., has taught at CU Boulder since 1982.
Section 300: Mondays, September 18- November 20, 7:30-9:30 p.m. 10 sessions.
Hemmels 267. $130.

NCFL 200  Intermediate Conversational French
Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Text to be announced at first class.
Nadia Turk, Ph.D., has taught at CU Boulder since 1982.
Section 300: Wednesdays, September 20- November 22, 7:30-9:30 p.m. 10 sessions.
Hemmels 267. $130.

NCFL 101  Beginning Conversational German
For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is German: A Self Teaching Guide, available at the University Bookstore.
Simone Schellen, M.A., is a German language instructor.
Section 300: Tuesdays, September 19- November 21, 7-9 p.m. 10 sessions.
Hemmels 251. $120.

NCFL 201  Intermediate Conversational and Written German
For students who have some knowledge of the language and those who have taken Beginning Conversational German. We will cover grammar, with an emphasis on practical conversation, giving students an opportunity to practice and increase their vocabulary. Cultural aspects will also be introduced.
Jorg Walte, M.A., is a native German speaker.
Section 300: Mondays, September 18- November 20, 7-9 p.m. 10 sessions.
Hemmels 285. $125.

NCFL 102  Beginning Conversational Italian
Designed for beginners, we will stress conversation and useful vocabulary and explore Italian culture. Required text, Buongiorno Italia by Cremona, is available at the CU Bookstore.
Jennifer Shopland, M.A., is a language instructor.
Section 300: Mondays, September 18- November 20, 7-9 p.m. 10 sessions.
Hemmels 255. $125.

NCFL 104  Beginning Conversational and Written Japanese
This class is for students with no knowledge of Japanese. We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: Communicating in Japanese, is available at the CU Bookstore.
Douglas Gordon, M.A., has taught Japanese language classes since 1981.
Section 300: Fridays, September 1-October 13, 6-9 p.m. 7 sessions.
Economics 117. $135.

NCFL 204  Intermediate Conversational and Written Japanese
A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: Communicating in Japanese, Book 2, is available at the CU Bookstore.
Douglas Gordon, M.A., has taught Japanese language classes since 1981.
Section 300: Fridays, October 20-December 8, 6-9 p.m. 7 sessions.
Economics 117. $135.

NCFL 103  Beginning Conversational Spanish
Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text: Getting Along in Spanish by Jarvis, is available at the CU Bookstore.
Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.
Section 300: Tuesdays, September 19- November 21, 7-9 p.m. 10 sessions. Education 155. $125.

NCFL 202  Intermediate Conversational Spanish
An opportunity to build vocabulary and conversational ability, and address cultural and social topics. Prerequisite: Beginning Spanish or equivalent. Required text, Pasajes: Lengua by Brette, is available at the CU Bookstore.
Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.
Section 300: Thursdays, September 21- November 30, 7-9 p.m. 10 sessions.
Education 155. $125.

NCFL 107  Beginning Yiddish
Learn both conversational and written Yiddish, building a foundation of grammar and vocabulary. The class will also introduce the origins of the language, and cultural aspects such as Jewish klezmer music and Yiddish theater. No previous experience with the language is required. Required text, Learning Yiddish in Easy Steps by Zinkman and Herbst, is available at the CU Bookstore.
Ayn Dalof, M.S., is a native speaker, and has taught Yiddish for many years.
Section 300: Wednesdays, September 20- November 8, 7-9 p.m. 8 sessions.
Hemmels 137. $90.

HISTORY

NCIA 009  Reconstructing Your Family’s Past: An Oral History Workshop
This hands-on workshop will discuss the purpose of oral history; how to conduct research and preparations for interviews; interviewing techniques; and working with the recording equipment. We will also discuss gathering, dating, organizing and preserving family and organization letters, photos, newspaper clippings, and other memorabilia. This course is recommended for those working on personal family histories, classroom teachers, and clubs, or organizations wishing to preserve their history.
Mary Jo Wagner, Ph.D., is a historian and university professor, specializing in American Western and Oral History.
Section 300: Tuesdays, October 17-24, 6-9 p.m.
2 sessions. Hemmels 263. $40.

NCIB 010  Colorado History: Women and Their Families
Presented through brief dramatizations, audio tapes, lecture and slides, this class will dramatically bring to life the stories of the women and their families living in Colorado in the 19th century. Based largely on diaries and memoirs, the course will explore what it was like to come west by wagon train, homestead on the plains, to live in Denver and the mining camps, and to live through the exciting historical events of the period.
Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American Western and Oral History.
Section 300: Tuesday, September 26, 6-9 p.m.
1 session. Hemmels 255. $20.
Lifestyles

NC L 045
Dealing Successfully with Personal and Professional Transition

Is change managing you or are you managing change? Will you live where you do now or will you move? Is your job status uncertain? These are changes we all face today. This workshop will begin to help you understand these changes through a three phase transition model. Together we will explore ending one phase in our lives, going through the transition, and strategies for facilitating new beginnings. Students should purchase the participant guide: Personal Transitions by William Bridges, Ph.D., at the CU Bookstore and bring it to class. Val Roche, a management/education consultant, has 18 years of experience in teaching and human resources.
Section 300: Saturday, September 30, 8:30 a.m.-4:30 p.m. 1 session. Hellem 255. $45.

NC L 051
Stress Management Through Biofeedback

This course will discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. The instructor will teach biofeedback methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation, and meditation. The three phases of stress response will also be covered. The class will discuss the types of behaviors, thoughts and attitudes that can bring about stress, and how you can deal with them, such as: your self-esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow to each class for relaxation exercises.
Priscilla Hustad, M.A., is an experienced and certified biofeedback therapist in practice since 1980.
Section 300: Wednesdays, October 4-November 8, 7-9 p.m. 6 sessions. Education 155. $65.

Lisa Brown and Bobbie Ward (front and middle) work for Ideas Unlimited, a design firm in Longmont. Barbara Poegger’s interior design class provides a chance to build knowledge about design theory and share ideas with other class members. For Sarah Taylor (at back), the class is an opportunity to explore a career interest. She says, “I love it. I look forward to it every day.”
Lifestyles—continued

NCL 038
Nutrition and Wellness
Understand the basics of good nutrition, and how proper diet can promote wellness. Subjects covered will include: the food pyramid, proper meal planning; carbohydrates, proteins, and fat; vegetarian diets; disease prevention: heart disease, diabetes, osteoporosis, and cancer; fitness and exercise; weight control; and a discussion of recent nutritional theories, such as the relationship between foods and moods, and the use of supplemental vitamins and minerals.

Mary Schroeder, M.S., Food Science and Human Nutrition, is a registered diettian, and teaches courses on nutrition, diet, and wellness.

Section 300: Tuesdays, September 26-October 24, 7-9 p.m. 5 sessions.
Hellem 267. $60.

NCL 034
Study Smarter
Learning in college is self-directed, not teacher directed. Learn strategies that cut your study time in half and increase effectiveness. Topics covered are: note taking, reading strategies, test preparation, concentration, time management, and motivation/procrastination. Students should be high school graduates.

Sherry Snyder, M.A., is an academic coordinator with the CU University Learning Center.

Section 300: Mondays, September 18-October 16, 5:30-7 p.m. 5 sessions. Duane Physics 0021. $45.

Science

NCSO 019
Numbers in the Real World: Math and Its Role in Modern Decision Making
There is a common misconception that there is absolute certainty in mathematics. In reality, the numbers and statistics that we use every day are based on various assumptions. This course will look at how we use numbers to make far reaching decisions about our communities and future, and how having a better understanding of math can help us make better decisions. Topics discussed include: logic, math and science; the history of numbers; uncertainty, the greenhouse effect and demographics; math formulas and economics; exponential growth and population; and probability, statistics and opinion polls.

Jeffrey Bennett, Ph.D., is a research associate with the Center for Astrophysics and Space Astronomy at CU Boulder, and is a joint author of the forthcoming book, Quantitative Literacy: Mathematics for Citizenship in the 21st Century.

Section 300: Wednesdays, September 13-October 18, 6:30-8:30 p.m. 6 sessions. Duane Physics 0021. $65.

NCSO 027
The Geology of Boulder: An Armchair Tour
This Saturday morning class will take participants on an armchair slide tour of the geological formations around Boulder. Focus is on the geological history of our area, how the rocks we see came to be, and how the topography has changed over time.

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

Section 300: Saturday, October 14, 9 a.m.-12 noon 1 session. Economics 13. $20.

NCSO 031
Alpine Ecology
See the special world of the alpine tundra in the autumn. Learn how plants and animals adapt to living in these harsh environments, and hike on Niwot Ridge to see studies conducted by the University of Colorado in the Long-Term Ecological Research Project.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARAN a NSF sponsored teacher enhancement program.

Section 300: Thursday, September 21, 7-9 p.m. and Saturday, September 23, 9 a.m.-4 p.m. 2 sessions. Hellem 193. $55.

NCSO 032
Fire Ecology
Fire policies have changed from suppressing all wildfires to one of managing fire for optimum health of the forests. This seminar discusses the destructive and healthful aspects of fires in regard to forests. The class will include a Saturday hike to view revegetation from the Ouzel Fire in Rocky Mountain National Park.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARAN a NSF sponsored teacher enhancement program.

Section 300: Thursday, October 5, 7-9 p.m. and Saturday, October 7, 9 a.m.-4 p.m. 2 sessions. Hellem 193. $55.

NCSO 024
Plants and People
The course of human history has been influenced by plants. This short seminar explores how plants have been important to people in different cultures as food, fibers, building materials, fuel, and medicines.

Joyce G. Gellhorn, Ph.D., Botany, is Director of Project LEARAN a NSF sponsored teacher enhancement program.

Section 300: Tuesdays, November 14-28, 7-9 p.m. 3 sessions. Hellem 193. $35.

Testing

NCI 200
Preparing for the SAT/ PSAT
In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, and analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development, and reading comprehension work to reinforce students' skills. Practice tests are provided. Required text, The College Board 5 SAT's by The College Board, is available at the CU Bookstore. Students register separately for the exam.

Pat O'Dowd, Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 300: Saturday and Sunday, September 23-24, 9 a.m.-12 noon. 2 sessions. Hellem 201. $150.

Barbara Pflieger's Introduction to Interior Design teaches principles learned with practical application, "so that, from the ground up, students understand why they're learning theory and how to use it." to make space work the way they want it to. Barbara has a B.S. in Interior Design from Brigham Young University and taught design at BYU before moving here four years ago. A practicing design professional, she says, "I love to teach. It keeps my skills honed."
NC TH 005
Shakespeare: From Page to Stage
Drawing on the four plays that will be produced by the 1996 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from page to stage. Participants will examine the plays as both literature and theater, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences. Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.
Section: Wednesdays, September 20-October 11, 7-9 p.m. 4 sessions. Hellem 181. $55.

NC W 029
Usage and Grammar: Guidelines and Rules for Everyday Use
In a workshop setting, learn simple rules for avoiding spelling, punctuation and usage errors in writing. Review grammar rules and when to break them. Improve your speaking skills as well as your ability to write clear, concise memos, letters and business documents. Michael Foley, M.A., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.
Section: Saturday, October 21, 9 a.m.-1 p.m. 1 session. Hellem 141. $30.

NC W 023
Outstanding Novels from North of the Border: Four Canadian Novels
Is Canada different from the United States? Does Canadian literature reflect some of these differences? Which authors are successful in writing wonderful books while considering the universal concerns of mankind? Join us in reading and discussing four novels by noted Canadian authors. We will meet every two weeks to give time for reading. Please read: The Stone Angel by Margaret Laurence for September 21; The Robber Bride by Margaret Atwood for October 5; Aisy by Jane Urquhart for October 19; and The English Patient by Michael Ondaatje for November 2. These books are available at the CU Bookstore.
Susanne Gerson, M.A., M.Ed., is an instructor of literature and humanities and has taught in Canada.
Section: Thursdays, September 21-November 2, 7-9 p.m. 4 sessions. Duane Physics G029. $45.

NC W 003
English Writing Made Simple
Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing. Jean Thyfault, a former editor, managing editor of publications.
Section: Thursdays, September 21-November 9, 7-9 p.m. 8 sessions. Hellem 211. $90.
NONCREDIT COURSES

Writing and Literature—continued

NC W 006
Creative Writing
Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more, through a series of imaginative exercises. Emphasis is on finding your individual voice. For beginners or more experienced writers.
Naomi Rachel M.A., is a professional writer with credits in national and regional publications.
Section 300: Tuesdays, September 26-November 14, 7-9 p.m. 8 sessions. Hellens 211. $90.

NC W 042
Poetry Workshop
This class is designed to work on the process of poetry writing. Format includes in-class writing exercises and discussion of work done in and out of class. No experience necessary—only an interest in poetry.
Deborah Viles, M.A., is a lecturer in the CU Boulder writing program.
Section 300: Mondays, September 18-November 6, 6-8 p.m. 8 sessions. Muenzinger E114. $90.

NC W 046
Writing Haiku
Japanese haiku expresses the poet’s perceptions and emotional response to the world around him/her. This course will teach students how to write the Japanese form of haiku and senryu. The course will also help students achieve the deep satisfaction that can come with looking at the world in a fresh way by writing and sharing haikus created out of that perception. The class will use exercises to develop the students’ capacities of sensory awareness, sharpen perception, and thinking in images. The students will practice writing haikus and will share their work in group critiques to improve technique. Students should purchase The Haiku Handbook by William J. Higginson, at the CU Bookstore.
Michael McInerney, M.A., has widely published his haiku and is the southwest regional coordinator for the Haiku Society of America.
Section 300: Thursdays, September 28-November 2, 6:30-8:30 p.m. 6 sessions. Muenzinger D439. $70.

NC W 008
Short Story Workshop
Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one’s own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.
Robert McBrearty, M.F.A., has been published in numerous journals.
Section 300: Thursdays, September 21-October 26, 7-9 p.m. 6 sessions. Hellens 245. $70.

NC W 053
Write It! Finish It!
Do you start, but never finish; or never get around to writing? This workshop looks at the phases of the writing process: setting goals, creating space, drafting, organizing, revising, editing, and marketing. You will learn to write very short stories and poems for the literary market. We’ll exchange ideas about ways to finish. The two texts for the class, Handbook of Poetic Forms by R. Padgett, and Flash Fiction by J. Thomas, are available at the CU Bookstore.
Kaye Bache-Snyder, Ph.D. English, is a professional writer who writes and publishes articles, short stories and poems.
Section 300: Thursdays, September 21-November 9, 6:30-8:30 p.m. 8 sessions. Cottage 104. $90.

NC W 028
Write Fiction That Sells
Discover the keys to writing fiction that sells. Discuss structure, plot, characterization, style, research and other solid writing techniques. Also talk business ins and outs and how to approach the market professionally, positioning yourself and your project for success. Both beginners and pros will benefit from the combination of writing technique and market savvy offered in this course.
Jerrie Hurd, M.F.A., is a professional author, who has recently signed a multi-book contract with a major New York publisher.
Section 300: Wednesdays, September 20-November 8, 7-9:30 p.m. 8 sessions. Hellens 251. $115.

NC W 027
Writing Humor
Meet the comic within. Through a series of imaginative exercises we will explore the art of writing humor. Topics will include the use of humor in speech writing, script writing, character development, comics, dialogue, and humor from different cultures. Emphasis is on finding your own comic style and voice.
Naomi Rachel, M.A., is a professional writer with credits in national and regional publications.
Section 300: Saturdays, October 21-November 4, 10 a.m.-3 p.m. 3 sessions. Hellens 247. $85.

NC W 004
Writing the Novel
Tackle the fundamental challenges of the novel. Class sessions focus on vital concepts. Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility. Students will be provided with a detailed workbook of all aspects of novel writing covered in class.
James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.
Section 300: Thursdays, September 14-November 16, 7-9 p.m. 10 sessions. Hale 260. $110.
NC W 021
Screenwriting
Intended for amateur and professional screenwriters, students will complete an entire screenplay for either a feature or a television project. Initial classes will focus on overall elements of screenwriting and analysis of scripts. In subsequent sessions, students will meet individually with the instructor for assistance with their writing. Students will turn in a completed first draft at the final class meeting. Each student will receive a written evaluation of their script within two weeks of the conclusion of the class. Judy Nogg, M.A., is a member of the Writer’s Guild of America, West, and is a story analyst for a major Hollywood studio.
Section 300: Thursdays, September 21- November 30, 6:30-8:30 p.m. 10 sessions. Helmens 181. $120.

NC W 012
The Children’s Book: Illustrating and Getting Published
Learn how to succeed in the highly competitive and rewarding field of children’s books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/ms. preparation), agents, contracts, and self-publishing. For writers and illustrators.
Sandy Ferguson Fuller, B.A., is a professional illustrator.
Section 300: Saturday, October 21, 9 a.m.-4 p.m. 1 session. Economics 119. $45.

Longmont Noncredit Classes

NCFL 103
Beginning Conversational Spanish
Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Susan Hartman, M.A. Spanish Linguistics, has taught Spanish language classes for many years.
Section 30L: Wednesdays, September 20- November 22, 6:30-8:30 p.m. 10 sessions. Longmont High School. $115.

NC L 042
Finding and Running the Environmentally Friendly Farm
Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods, and the business aspects (i.e. production and marketing) of running a farm. The course will include a field trip to an organic farm to be arranged in class.
John McKenzie, B.A., J.D., has run his family’s diversified certified organic farm since 1981.
Section 30L: Thursdays, October 19- November 9, 6:30-8:30 p.m. 4 sessions. Longmont High School. $70.

NCW 016
Estate Planning Techniques
This class helps you plan for a hassle-free legacy. It discusses these common concerns: How do I decide between will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney? Please bring a calculator with you to class.
Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.
Section 30B: Tuesday, September 26, 1-3 p.m. 1 session. East Boulder Community Center, 5660 Sioux Drive, Boulder. $20.

NCW 068
Exploring Changes in Our Lives Through the Short Story
The short stories studied in this class take place in diverse cultures and eras with varying customs and expectations. In each story, we’ll study the principal characters’ response to a dramatic change in their cultural, physical, political or marital environment. Lectures and discussion will explore setting, plot, characters, point of view and theme of the stories. The text is Heath Introduction to Fiction, available at the CU Bookstore. Read Everyday Use by Alice Walker for the first class.
Martha Dick, M.A., teaches writing and literature.
Section 30B: Thursdays, September 28- November 2, 1:30-3 p.m. 6 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. $55.

NC SO 017
Introduction to Colorado Geology
From the eastern plains to the mountains, to the western plateaus and canyons, Colorado’s spectacular landscape offers clues to our state’s fascinating geologic history. This course offers an armchair tour of Colorado’s geology. We will investigate the development of Colorado’s landform features and consider the interrelationships between living systems and the geologic setting.
Barbara Mieras, Ph.D., Geological Sciences, has been an exploration geologist and science educator.
Section 30B: Tuesdays, October 3-10, 2-4 p.m. 2 sessions. East Boulder Community Center 5660 Sioux Drive, Boulder. $27.

NC H 008
Writing Your Family History-A Workshop
This workshop will cover how to construct a family history, utilizing not only personal reminiscences, but also diaries and other written records, photographs, and other family memorabilia. The class will discuss how to organize and preserve various family records; research the family history; conduct interviews; and the processes of writing a history. A $5 materials charge will be collected by the instructor at the class.
Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American Western and Oral History.
Section 30B: Thursdays, October 19-26, 9 a.m.-12 noon. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. $40.
Business classes help you prepare to meet new challenges and pursue promising opportunities.

A more specialized and competitive world makes new demands on all of us. We need better skills from the ground up, and an ability to adapt quickly as markets grow and change. Our business classes are widely respected for hands-on practical value. We feature instructors with a track record of active, current business experience.

Management Development Certificate of Achievement
To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

Classes will not meet November 23 and 24.

---

### Business Courses, Fall 1995

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>29</td>
</tr>
<tr>
<td>Basic Skills for the Supervisor</td>
<td></td>
</tr>
<tr>
<td>Accounting and Finance</td>
<td>29</td>
</tr>
<tr>
<td>Accounting and Budgeting for the Non-Accountant*</td>
<td></td>
</tr>
<tr>
<td>Understanding and Using Financial Statements</td>
<td></td>
</tr>
<tr>
<td>How to Keep the Money Flowing: Credit and Collections for Small and Medium-sized Businesses</td>
<td></td>
</tr>
<tr>
<td>Quickee! A Windows Accounting Program for the IBM and Comptables</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurism/Small Business</td>
<td>29</td>
</tr>
<tr>
<td>Entrepreneurism- Are You Ready?</td>
<td></td>
</tr>
<tr>
<td>Starting a Business: From the Ground Up</td>
<td></td>
</tr>
<tr>
<td>Tax Strategies for Small Businesses</td>
<td></td>
</tr>
<tr>
<td>Writing Business Plans</td>
<td></td>
</tr>
<tr>
<td>How to Become a Successful Consultant</td>
<td></td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>30</td>
</tr>
<tr>
<td>16 Ways to Implement Pay for Performance</td>
<td></td>
</tr>
<tr>
<td>A Workshop on Understanding Sexual Harassment in the Workplace</td>
<td></td>
</tr>
<tr>
<td>Encouraging Diversity to Enhance Your Competitive Edge</td>
<td></td>
</tr>
<tr>
<td>Developing a Performance Evaluation</td>
<td></td>
</tr>
<tr>
<td>Basics of Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>International Business</td>
<td>31</td>
</tr>
<tr>
<td>Exporting and Investing Overseas</td>
<td></td>
</tr>
<tr>
<td>Sales/Marketing</td>
<td>31</td>
</tr>
<tr>
<td>Understanding Marketing: Developing and Promoting Your Product or Service*</td>
<td></td>
</tr>
<tr>
<td>Marketing for Professional Services</td>
<td></td>
</tr>
<tr>
<td>Supervision/Management</td>
<td>31</td>
</tr>
<tr>
<td>Critical Issues in Current Management*</td>
<td></td>
</tr>
<tr>
<td>Managing People*</td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>31</td>
</tr>
<tr>
<td>Handling Difficult People</td>
<td></td>
</tr>
<tr>
<td>Writing and Communication</td>
<td>31</td>
</tr>
<tr>
<td>Communication Skills for Maximum Performance in Business</td>
<td></td>
</tr>
<tr>
<td>How to Write Better Business Letters, Memos and Reports</td>
<td></td>
</tr>
<tr>
<td>Technical Writing</td>
<td></td>
</tr>
</tbody>
</table>

### Skill Level Guide

**A Guide to Business Courses' Recommended Skills Levels**

All courses are marked with a skill level designation. It is recommended that you be at least at that skill level to take the course. If you have questions about a course level, please call the Division of Continuing Education at 492-546.

**Beginning**
No previous experience necessary.

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

**Specialized**
Intermediate skills but specific on-the-job application.

**Advanced**
Assumes experience in many areas of management.

**All Levels**
Course encompasses varied levels of experience.
Getting Started
NC B 100
Basic Skills for the Supervisor
Beginning Level
Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, building productive work teams, managing change and conflict, and managerial problem solving. A prerequisite to other Management Development Certificate classes. Optional final exam.
Charles Rice, M.B.A., instructor at UC Denver College of Business Administration, specializes in executive training and development.
Section 300: Mondays, September 18- October 23, 7-9 p.m. 6 sessions. Business $110.

Accounting and Finance
NC B 110
Accounting and Budgeting for the Non-Accountant*
Beginning Level
Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue.
Fred Moore, M.B.A., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.
Section 300: Saturdays, October 14-21, 9 a.m.-12 p.m. 2 sessions. Economics 205. $150.

NC B 330
Quickbooks! A Windows Accounting Program for the IBM and Compatibles
Specialized Level
Learn how to get the most from this popular windows-based software package, to manage money, keep a budget, simplify year-end tax preparation, manage rentals, and track investments, bank accounts and credit card use. Prerequisite: Computer Literacy or equivalent experience.
Mitzi Gibson Katz, M.Ed., has been working with and teaching computers since 1981.
Section 300: Friday, September 15, 9 a.m.-3 p.m. 1 session. University Computing Center 126. $90.

Entrepreneurism/Small Business
NC B 400
Entrepreneurism: Are You Ready?
All Levels
What does it take to be an entrepreneur? Businesses fail for many reasons—undercapitalization, lack of preparation, failure to test the market, lack of financial control and doing too much too soon. This class gives you a smart start. We cover business plans, budgeting, cash flow and other essential aspects, including personal financial planning.
Alivars Ziedins, M.S., has been an entrepreneur for over 25 years, owning or running six different businesses.
Section 300: Wednesdays, September 27- October 11, 6-9 p.m. 3 sessions. Duane Physics G131. $157.

NC B 002
Starting A Business: From the Ground Up
Beginning Level
This course will cover the many requirements from various government agencies that a new business must comply with. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. The workshop will help you understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.
Donald Kaniec, has been a Certified Public Accountant in Boulder for 15 years, working with small businesses and small business owners.
Section 300: Saturday, November 4, 9 a.m.-1 p.m. 1 session. Business 250. $50.

Fred Moore teaches Accounting and Budgeting for the Non-Accountant, a course that appeals to the self-employed as well as individuals completing the Management Development Certificate program. A practicing CPA who is an entrepreneur and a professional trainer, Fred teaches students practical skills and perspectives for real-life business challenges.
NC B 300
**Tax Strategies for Small Businesses**
Intermediate Level
For corporate owners, partnerships, sole proprietors, consultants or individuals, this class covers qualified plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Learn what is possible, how the concepts work and the implications for your heirs. Be in a position to begin financial planning with sound insight.
Alvina Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.
Section 300: Wednesdays, October 25-November 8, 6:9 p.m. 3 sessions. Duane Physics 113L. $75.

NC B 320
**Writing Business Plans**
Beginning Level
Learn to write a plan that clarifies financial, marketing and operational plans and becomes a valued guide in running a profitable business. We cover sales and cost projections, cash flow, marketing research and facilities management. Emphasis is on a formal business plan for lenders/investors and as a management tool.
Donald Kaniecki, has been a C.P.A. in Boulder for 15 years, working with small businesses and small business owners.
Section 300: Thursdays, October 12-19, 6:8:30 p.m. 2 sessions. Business 250. $55.

**Human Resources Management**

NC B 500
**16 Ways to Implement Pay for Performance**
Intermediate Level
This workshop is designed for managers, supervisors, human resource managers and directors in city, state, and county agencies, and school and special use districts. The course will show you how Pay for Performance can help your staff pull together as a team, meet organizational goals, and perform up to expected levels. Pay for Performance links the employees’ tasks directly to the goals of the organization, and their performance is reflected in their pay and other compensation. This workshop will discuss how to implement such a management system within an existing organizational structure, utilizing evaluative measures and other information already available.
Kenneth T. Tagawa, Ph.D., is Director of the Center for Human Resources, at the University of Colorado at Denver. Dr. Tagawa is the chair of the compensation/classification and pay for performance task force for Colorado higher education, and has given numerous presentations on Pay for Performance.
Section 300: Friday, October 6, 8:30 a.m.-4:30 p.m. 1 session. Coors Events Center, Room 3. $99 (lunch is not included).

NC B 252
**A Workshop on Understanding Sexual Harassment in the Workplace**
Intermediate Level
Understanding, managing, and preventing sexual harassment is a critical issue for organizations today—especially where they may find themselves facing legal action and costly court judgments if violation of state and federal laws is proved. This timely, experiential workshop presents the latest details on: sexual harassment: what is it?; quid pro quo vs. hostile work environment harassment; how and why harassment occurs; the six levels of harassment; managing and preventing harassment through employer practices and policies; and tools for conducting a harassment claim investigation.
Pamela Adams, B.A., is a trainer and communications consultant who conducts training seminars all over the country.
Section 300: Friday, September 22, 8:30 a.m.-4:30 p.m. 1 session. Coors Events Center, Room 3. $99 (lunch is not included).

NC B 237
**Encouraging Diversity to Hone Your Competitive Edge**
Intermediate Level
Many companies, trying to maintain a competitive edge, are tapping and encouraging the different types of people, styles of working, cultural and ethnic backgrounds, and gender differences of their workforce through a diversity program. This hands-on participatory workshop will show you how to implement a diversity initiative or how to fine tune your current diversity effort. Subject covered will include: what are the benefits; how to proceed; establishing a task force; the pros and cons of assessment; committing management to diversity; interventions; and troubleshooting.
Deborah Flick, Ph.D., is a training and development specialist with 18 years of experience consulting with corporations, government agencies and educational institutions.
Section 300: Friday, October 20, 9 a.m.-4 p.m. 1 session. Coors Events Center, Room 3. $95 (lunch is not included).

NC B 320
**Developing A Performance Evaluation**
Intermediate Level
Learn how to design and use a performance plan for evaluation and employee counseling. Elements of a performance plan and appraisal; the role of counseling; job enrichment and employee satisfaction; evaluating individual contributions in teams; employee participation in the evaluation process; and implementing the plan in the workplace will be covered. Students will develop a performance evaluation to use in their own offices.
Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.
Section 300: Saturday, September 23, 9 a.m.-1 p.m. 1 session. Hellem's 255. $50.
NC B 250
Basics of Human Resource Management
Beginning Level
In today’s competitive climate, human resources management is an important business component. Recruitment and the selection process, equal employment opportunity laws and harassment issues; the compensation process; benefits; human resource issues; and careers in human resources will be discussed.
Paul Terry, M.B.A., S.P.H.R., is Vice President of Human Resources at a major engineering company.
Section 300: Tuesdays and Thursdays, November 29-December 12, 6:30-9 p.m. 5 sessions. Helmets 275. $100.

NC B 295
Marketing for Professional Services
Intermediate Level
Lawyers, consultants, medical services, and many other professionals need to be able to reach their potential clients. Don’t waste precious time and money marketing your professional service like a product! Learn dozens of proven, profitable marketing strategies unique to professional services. You’ll identify practical methods you can put to work right away and avoid common costly pitfalls. Learn low cost growth strategies, when and how to use advertising, and how to develop a personalized marketing plan.
Suzanne Houch, M.B.A., is president of a national training and marketing company.
Section 300: Saturday, September 30, 9 a.m.-4 p.m. 1 session. Economics 205. $85.

NC B 405
Exporting and Investing Overseas
Intermediate Level
The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. The opportunities, rewards and problems of overseas trading and investing, planning the project, obtaining financing; managing cultural problems and diversity; joint ventures with local partners; U.S. government assistance, and protecting assets and returns will be discussed.
Jonathan Hochberg, M.B.A., overseas investment consultant, was formerly an investor services officer with the federal Overseas Private Investment Corporation (OPIC).
Section 300: Tuesdays, September 19-October 24, 6:30-8:30 p.m. 6 sessions. Helmets 157. $120.

NC B 230
Critical Issues in Current Management*
Intermediate Level
Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing problem employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.
Charles Rice, M.B.A., instructor at UCD, College of Business Administration, specializes in executive training and development.
Section 300: Mondays, October 30-November 27, 7-9 p.m. 5 sessions. Business 250. $99.

NC B 245
Managing People*
Intermediate Level
A unique class teaches practical skills related to motivation, communication, leadership and time management, to improve work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.
Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.
Section 300: Thursdays, September 21-October 19, 7-9 p.m. 5 sessions. Helmets 275. $95.

NC B 094
Handling Difficult People
All Levels
You can’t escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.
Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.
Section 300: Tuesday, October 3, 6-9 p.m. 1 session. Duane Physics 4116. $55.

NC B 170
Communication Skills for Maximum Performance in Business
Intermediate Level
Effective communication is critical in today’s competitive business environment. Communication skills don’t just happen, they need to be learned and practiced. This workshop will give participants the skills necessary to interact in teams, work groups, or in one-on-one situations. Students will learn how to successfully adopt powerful interpersonal communications techniques that apply in all areas of business.
Karen Becker, M.B.A., M.A., is president of a Boulder based training company specializing in communication skills training and organizational effectiveness.
Section 300: Thursdays, September 21-October 12, 7-9 p.m. 4 sessions. Helmets 157. $95.

NC B 475
How to Write Better Business Letters, Memos and Reports
All Levels
Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap, dialog, brainstorm, and freewrite to define audience and purpose, and develop collaborative efforts between writers and editors.
Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.
Section 300: Saturday, September 23, 9 a.m.-4:30 p.m. 1 session. Duane Physics 4025. $70.

NC B 470
Technical Writing
All Levels
Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. 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 of the bestseller, Workbench Guide to Electronic Circuits, is a consultant with major engineering and research firms.
Section 300: Wednesdays, September 27-October 18, 6:30-9 p.m. 4 sessions. Duane Physics 4027. $99.
Hands-on help makes learning new
Even people who were once reluctant to “boot up” are coming around now, and what they really want is hands-on how-to from someone who speaks plain English. Meantime, aficionados are hungry for instruction that keeps up with them. We serve both groups and everyone in between, with practical pointers from exceptional instructors who make fast-track learning easy and fun.

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 required core courses:
1. Computer Literacy* (CCA 100)
2. Concepts of Data Processing and Information Technology (CCA 335)
3. Computer Application Systems Overview (CCA 340)
4. Software Development and Maintenance (CCA 350)

*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 letter to the Division of Continuing Education requesting an exemption from CCA 100 Computer Literacy, if you plan on achieving the Certificate.

B. At least one course in programming. Programming languages offered include Pascal, C, and C++. Others are added to keep pace with industry standards.

C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Leading-Edge Courses in:
- Basic computer skills
- Operating systems
- Graphical user interfaces
- Computer Aided Design
- Desktop Publishing
- Computer Graphics
- Programming

Course Locations: The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine; in the Sibell Wolfe Fine Arts Building next to the University Memorial Center; and a new location at the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

Prerequisites: Many courses have prerequisites listed at the end of the descriptions. If you are unsure if you have the necessary background to successfully complete the course, please call (303) 492-6226.

Essential Information: Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call (303) 492-6226 if you have questions about computer access.

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

Questions? If you have any questions about this program, please call the Division of Continuing Education at (303) 492-5148, or outside the Denver Metro area, 1-800-331-2801.
# Computer Applications Courses, Fall 1995

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Computers/Getting Started</td>
<td>4</td>
</tr>
<tr>
<td>The Computer System</td>
<td>4</td>
</tr>
<tr>
<td>IBM Compatible Systems/The DOS System</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing for the DOS System</td>
<td>3</td>
</tr>
<tr>
<td>Presentations for the DOS System</td>
<td>3</td>
</tr>
<tr>
<td>Spreadsheets for the DOS System</td>
<td>3</td>
</tr>
<tr>
<td>Databases for the DOS System</td>
<td>4</td>
</tr>
<tr>
<td>Computer Aided Design</td>
<td>4</td>
</tr>
<tr>
<td>Desktop Publishing for the DOS System</td>
<td>4</td>
</tr>
<tr>
<td>Computer Graphics for the DOS System</td>
<td>4</td>
</tr>
<tr>
<td>The Apple Macintosh System/The Macintosh System</td>
<td>4</td>
</tr>
<tr>
<td>Word Processing for the Macintosh</td>
<td>4</td>
</tr>
<tr>
<td>Spreadsheets for the Macintosh</td>
<td>4</td>
</tr>
<tr>
<td>Desktop Publishing for the Macintosh</td>
<td>4</td>
</tr>
<tr>
<td>Computer Graphics for the Macintosh</td>
<td>4</td>
</tr>
<tr>
<td>Multimedia for the Macintosh</td>
<td>4</td>
</tr>
<tr>
<td>The UNIX Operating System</td>
<td>4</td>
</tr>
<tr>
<td>Programming Languages</td>
<td>4</td>
</tr>
</tbody>
</table>

## Understanding Computers

### Getting Started

**CCA 100**

**Computer Literacy**

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

John Dick, Ph.D.

Section 301: Tuesday, August 29, 6-8 p.m. plus lab sections. Please indicate lab section preference (30A or 30B) at registration.

Lab Section 30A: Tuesdays, September 5-October 17, 6-8 p.m.
Lab Section 30B: Tuesdays, September 5-October 17, 8-10 p.m.
Dale Huer, MBA
Section 302: Wednesday, September 13, 6-8 p.m. plus lab sections. Please indicate lab section preference (30C or 30D) at registration:
Lab Section 30C: Wednesdays, September 20-November 1, 6-8 p.m.
Lab Section 30D: Wednesdays, September 20-November 1, 8-10 p.m.
Calvin Cline
Section 303: Thursday, September 28, 6-8 p.m. plus lab sections. Please indicate lab section preference (30E or 30F) at registration:
Lab Section 30E: Thursdays, October 5-November 16, 6-8 p.m.
Lab Section 30F: Thursdays, October 5-November 16, 8-10 p.m.
All Sections: 8 sessions. Ketchum 30L. $110.

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

## The Computer System

**CCA 212**

**Internet Fundamentals**

This class is intended for computer literate students interested in knowing what today's information SuperHighway, the Internet, offers. Topics will include an overview of the Internet, its history and technology, access providers and ways to join the network, and such basic Internet applications as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World-Wide-Web. Classroom lectures will include on-line demonstrations of how the Internet is used for applications on both PC and Macintosh platforms. Prerequisite: CCA 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 301: Mondays, September 11-25, 6-9 p.m. 3 sessions.
Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions.
All Sections: Computing Center 123. $100.
CCA 213
Internet Applications
Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications: e-mail applications on UNIX, DOS/Windows and the Mac, reading USENET with a news reader, moving data (FTP and up/down loading files), finding files (Archie and Gopher/Space), remote applications (Telnet, WAIS Servers), the World Wide Web (Mosaic, Netscape, and HTML). Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications.
Prerequisite: CCA 212 Internet Fundamentals or equivalent.
Art Smoot, M.S.
Section 301: Mondays, October 2-16, 6-9 p.m.
3 sessions.
Section 302: Tuesday and Thursday, October 24
and 26, 9 a.m.-2:30 p.m. 2 sessions.
All Sections: Computing Center 123. $100.

CCA 214
Hypertext Markup Language (HTML)
Learn to author documents and applications for delivering information on the Internet WorldWideWeb. The concepts of the international standard, Standard Generalized Markup Language (SGML), will be reviewed and the basic HTML tag set introduced. This class will also cover formatting issues, linking to internal and external documents, graphics and hyper-text objects. Additional topics covered include interactive forms, querying, image maps, server side includes, and user authentication and tracking.
Prerequisite: CCA 213 Internet Applications or equivalent.
Art Smoot, M.S.
Section 300: Saturday, October 28, 9 a.m.-4 p.m.
1 session. Computing Center 126. $95.

CCA 350
Software Development & Maintenance
Develop effective tools to monitor and organize computer systems that are critical to effective computer operations. We cover: systems and analysis, configuration options, software design and selection, installation, data conversion, logging and file maintenance, documentation, support contracts, training and error identification. Lab sessions included. Prerequisite: CCA 100 Computer Literacy or equivalent.
Pat Melton, M.A.
Section 300: Wednesdays, October 30-December 13
(skip November 22), 6-8:30 p.m. 8 sessions.
Computing Center 123. $180.

CCA 354
Introduction to Networks
Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices about implementing a network in your business depends on an understanding of the basic concepts of networks, a grasp of the "lingo" and an accurate evaluation of various networking configurations. Learn what you need to know to make a good decision about networking your business computers. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems for small to medium sized businesses.
Prerequisite: CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.
Valerie Parker, M.I.S., M.Ed.
Section 300: Thursdays, November 2-December 7
(skip November 23), 6-9 p.m. 5 sessions.
Computing Center 123. $175.

CCA 120
Introduction to the IBM Compatible Personal Computer
Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions with hands-on practice. Learn how a graphical interface (GUI) such as Windows works with the DOS system. A survey of easy software programs will be presented.
Prerequisite: CCA 100 Computer Literacy or equivalent.
John Dick, Ph.D.
Section 301: Wednesdays, August 30-September 13,
6-9 p.m. 3 sessions.
Pat Melton, M.A.
Section 302: Tuesday and Thursday, October 10
and 12, 9 a.m.-2:30 p.m. 2 sessions.
Valerie Parker, M.I.S., M.Ed.
Section 303: Tuesdays, October 24-November 7,
6-9 p.m. 3 sessions.
Dale Heuer, MBA
Section 304: Thursdays, November 30-December 14,
6-9 p.m. 3 sessions.
All Sections: Computing Center 126. $100.

Jayna Conkey is a graduate student in Photography. She's taking Adobe Photoshop because she feels that "Photography is changing", influenced by the impact of computer imaging. Jayna says, "I love it. I want to be able to manipulate my own images" and teach it as well. From a career perspective she firmly believes that the more skills you have, the more marketable you are.
The DOS System — continued

CCA 122
IBM Compatible PC System Configuration
Are you responsible for determining what PC equipment and configurations are required to properly automate your workstation or business? Learn what you need to know to make informed decisions. Develop expertise on the best way to configure DOS, Windows, Windows for Workgroups and Personal Networking. This course presents an extensive overview of many of the system components you may need including: the computer (speed, memory, disk size, display, etc.), computer bus (ISA, EISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser/dot matrix), modems (9600/14400, computer/fax), Networks (peer-to-peer, client-server, Personal Networking, Windows/NT, etc.) and multimedia. Prerequisite: CCA 200 Using MS-DOS or equivalent.
Dale Heuer, MBA
Section 301: Tuesdays, August 29-September 12, 6-9 p.m. 3 sessions. Computing Center 126. $100.
Pat Melton, M.A.
Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. $100.

CCA 203
Intermediate DOS
Learn to write your own DOS commands, take control of your system and create “smart” commands. We begin with I/O redirection, pipes, and filter commands for customizing DOS, leading to creation of smart commands that allow you to develop other powerful commands tailored to your specific needs. Prerequisite: CCA 200 Using MS-DOS or equivalent.
Dale Heuer, MBA
Section 300: Wednesdays, November 8-29 (skip November 22), 6-9 p.m. 3 sessions. Computing Center 126. $100.

CCA 303
Advanced DOS/Windows
Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer; know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. Prerequisites: CCA 210 Introduction to Windows and CCA 203 Intermediate DOS or equivalent.
Jerry Reynolds, MSE
Section 300: Tuesdays, November 21-December 12, 6-9 p.m. 4 sessions. Computing Center 124. $140.

CCA 210
Introduction to Windows (3.1)
Microsoft Windows is one of the most widely used graphical user interfaces (GUI). We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. Prerequisite: CCA 100 Computer Literacy or equivalent.
Michelle Sharon, B.S.
Section 301: Thursdays, August 31 and September 7, 6-9 p.m. 2 sessions. University Management Systems 001. $95.
Samten Nagarajan, B.A.
Section 302: Wednesdays, September 13 and 20, 6-9 p.m. 2 sessions. University Management Systems 001. $95.
Lisa Kelly, B.A.
Section 303: Tuesday, September 27, 9 a.m.-4 p.m. 1 session. University Management Systems 001. $95.
Michelle Sharon, B.S.
Section 304: Wednesday, October 18, 9 a.m.-4 p.m. 1 session. Computing Center 126. $95.
Mitzi Katz, M.Ed.
Section 305: Mondays, October 23 and 30, 6-9 p.m. 2 sessions. Computing Center 126. $95.

When Alex Horstman teaches Photoshop, he shows students how to use the software, and more. He provides the viewpoint and sensibility of an award-winning professional artist (painting, printmaking and computer imaging). Alex holds an MFA in Fine Arts from the University of Colorado. His work has been featured in a number of area exhibits and a handmade book he created is part of the Rare and Special Books Collection at the University of Washington in Seattle.
**Computer Applications**

**CCA 380**  
**Beginning WordPerfect for DOS (6.0)**  
Learn to use WordPerfect to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. You’ll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Computer or equivalent. Bring a 3.5 inch DS/HD diskette.  
Michelle Sharon, B.S.  
Section 301: Tuesdays, September 18-October 3, 6-9 p.m. 3 sessions. University Management Systems 001. $125.  
Peggy Purvis  
Section 302: Tuesday and Thursday, October 31 and November 2, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. $125.

**CCA 381**  
**Intermediate WordPerfect for DOS (6.0)**  
Take full advantage of WordPerfect’s capabilities with the following: create tables for forms, invoices, calendars, etc.; utilize the merge feature for letters, envelopes and labels; learn how to sort different types of documents, including secondary merge documents, and to create headers and footers for your documents. You will learn about special characters and how to create and edit time-saving macros. **Prerequisite:** CCA 380 Beginning WordPerfect for DOS or equivalent. Bring a 3.5 inch DS/HD diskette.  
Peggy Purvis  
Section 300: Tuesday and Thursday, November 14 and 16, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. $125.

**CCA 375**  
**Word for Windows (6.0)**  
Learn the fundamentals of Microsoft Word for the Windows environment. This class covers everything you need to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 5.25 inch or a 3.5 inch DS/HD diskette.  
Samten Nagarajan, B.A.  
Section 301: Mondays, September 11-25, 6-9 p.m. 3 sessions.  
Lisa Kelly, B.A.  
Section 302: Tuesdays and Thursdays, October 10 and 12, 9 a.m.-2:30 p.m. 2 sessions.  
Mitzi Katz, M.Ed.  
Section 303: Wednesdays, November 8-29 (skip November 22), 6-9 p.m. 3 sessions. All Sections: University Management Systems 001. $125.

**CCA 376**  
**Intermediate Word for Windows (6.0)**  
Word for Windows has an incredible collection of tools for creating professional looking documents. Learn the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates. **Prerequisite:** CCA 375 Word for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.  
Samten Nagarajan, B.A.  
Section 301: Tuesdays, October 10-24, 6-9 p.m. 3 sessions.  
Lisa Kelly, B.A.  
Section 302: Tuesdays and Thursdays, October 24 and 26, 9 a.m.-2:30 p.m. 2 sessions. All Sections: University Management Systems 001. $125.

**CCA 386**  
**Advanced Word for Windows (6.0)**  
Complete your understanding of this versatile software by mastering the more complex features of Word including formatting sections, columns, styles and graphics. Learn newsletter design and the ability to link documents and files. **Prerequisite:** CCA 376 Intermediate Word for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.  
Lisa Kelly, B.A.  
Section 300: Wednesday, November 15, 9 a.m.-4 p.m. 1 session. University Management Systems 001. $95.
Word Processing – continued

CCA 394
Beginning WordPerfect for Windows (6.1)
Tap into the power of WordPerfect for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Prerequisite: CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.
Michelle Sharron, B.S.
Section 507: Thursdays, September 14-28, 6-9 p.m. 3 sessions.
Peggy Purvis
Section 302: Tuesday and Thursday, October 3 and 5, 9 a.m.-2:30 p.m. 2 sessions.
All Sections: Computing Center 126. $125.

CCA 395
Intermediate WordPerfect for Windows (6.1)
In this WordPerfect for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect. Prerequisite: CCA 394 Beginning WordPerfect for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.
Lisa Kelly, B.A.
Section 301: Tuesdays, October 3-17, 6-9 p.m. 3 sessions. Computing Center 124. $125.
Peggy Purvis
Section 302: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 126. $125.

CCA 396
Advanced WordPerfect for Windows (6.1)
WordPerfect for Windows holds great formatting capabilities. You will learn about font styles and sizes; create and edit document styles; work with text columns, imbed pictures and text graphics in a document; and develop a table of contents for a document. Use all these features to assemble a newsletter. Prerequisite: CCA 395 Intermediate WordPerfect for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.
Peggy Purvis
Section 300: Saturday, October 21, 9 a.m.-4 p.m. 1 session. Computing Center 124. $95.

Presentations

CCA 275
PowerPoint!
Create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. You will also learn how to create sleek organizational charts, work with different color schemes, use the “Pick a Look” Wizard and more! Prerequisite: CCA 375 Word for Windows or equivalent.
Lisa Kelly, B.A.
Section 300: Wednesday, October 18, 9 a.m.-4 p.m. 1 session. University Management Systems 00L. $95.

Jennifer Wells (in front) own's Momiji Design in Boulder. She's taking Photoshop to test-drive the program. Judy Sanchez (at back) is a freelance photographer with an interest in advertising. New to computers, she hopes the class will help her pursue some bread and butter opportunities, to underwrite her fine arts work.

Spreadsheets

CCA 345
Beginning Excel for Windows (5.0)
Explore this increasingly popular spreadsheet/graphic/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Prerequisite: CCA 210 Introduction to Windows or equivalent.
Chris Mattson
Section 301: Thursdays, September 14 and 21, 6-9 p.m. 2 sessions.
Lisa Kelly, B.A.
Section 302: Wednesday, October 11, 9 a.m.-4 p.m. 1 session.
Dale Heuer, MBA
Section 303: Saturday, October 21, 9 a.m.-4 p.m. 1 session.
All Sections: University Management Systems 00L. $95.

CCA 346
Intermediate Excel for Windows (5.0)
Expand your abilities with Excel by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Excel's wealth of graphic features! Prerequisite: CCA 345 Beginning Excel for Windows or equivalent.
Lisa Kelly, B.A.
Section 301: Wednesday, October 25, 9 a.m.-4 p.m. 1 session.
Peggy Purvis
Section 302: Tuesdays, November 14 and 21, 6-9 p.m. 2 sessions.
All Sections: University Management Systems 00L. $95.
CCA 347
Advanced Excel for Windows (5.0)
Maximize Excel's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisite: CCA 346 Intermediate Excel for Windows or equivalent.
Lisa Kelly, B.A.
Section 300: Wednesday, November 29, 9 a.m. - 4 p.m. 1 session. University Management Systems 001. $95.

CCA 348
Introduction to Quattro Pro for Windows
Quattro Pro is attracting attention and gaining in popularity among spreadsheet users. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro. Prerequisite: CCA 210 Introduction to Windows or equivalent.
Peggy Purvis
Section 300: Tuesday, November 28, 9 a.m. - 4 p.m. 1 session. Computing Center 126. $95.

CCA 311
Beginning Lotus 1-2-3 for Windows (4.0)
Boost your productivity by learning to use Lotus 1-2-3 for Windows efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. Prerequisite: CCA 210 Introduction to Windows or equivalent.
Michelle Sharon, B.S.
Section 301: Wednesdays, September 27 and October 4, 6-9 p.m. 2 sessions. University Management Systems 001. $95.
Section 302: Wednesday, October 25, 9 a.m. - 4 p.m. 1 session. Computing Center 126. $95.

CCA 312
Intermediate Lotus 1-2-3 for Windows (4.0)
Expand your abilities with Lotus 1-2-3 for Windows by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features. Prerequisite: CCA 311 Beginning Lotus 1-2-3 for Windows or equivalent.
Peggy Purvis
Section 300: Wednesday, November 15, 9 a.m. - 4 p.m. 1 session. Computing Center 126. $95.

CCA 313
Advanced Lotus 1-2-3 for Windows (4.0)
Maximize Lotus 1-2-3 for Windows' efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisite: CCA 312 Intermediate Lotus 1-2-3 for Windows or equivalent.
Peggy Purvis
Section 300: Wednesday, November 29, 9 a.m. - 4 p.m. 1 session. Computing Center 126. $95.

CCA 356
Introduction to Access for Windows (2.0)
Combine the utility of Windows with the data management capabilities of Access for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Prerequisite: CCA 210 Introduction to Windows or equivalent.
Chris Mattson
Section 301: Thursdays, October 5-19, 6-9 p.m. 3 sessions.
Section 302: Tuesday and Thursday, November 7 and 9, 9 a.m. - 2:30 p.m. 2 sessions.
All Sections: Computing Center 126. $125.

Bill Mitsefield is president of Scott, Cox and Associates, Inc., a civil engineering firm that specializes in site development and geotechnical work. A firm believer in Continuing Education's Computer Applications curriculum, he has sent other staff members to learn programs and improve skills. Now he's taking Photoshop to learn ways to illustrate planned work more compellingly.
Databases—continued

CCA 366
Intermediate Access for Windows (2.0)
Expand your understanding of this popular database management application. This course
focuses on the use of macros in database design as well as enhanced query form and report
design. Learn to create forms and reports that are customized for your personal or business
needs. Prerequisite: CCA 356 Introduction to Access for Windows or equivalent.
Chris Mattson
Section 300: Thursday, November 16, 9 a.m.-4 p.m. 1 session. University Management
Systems 001. $95.

CCA 351
Introduction to FoxPro for Windows (2.6)
The Windows version of FoxPro adds even more versatility to this popular database man-
agement software. Learn efficient and accurate methods of collecting, storing, manipulating
and reporting data. Develop database management applications specific to your individual
needs. The graphic interface provided by Windows quickens your ability to begin useful
data management projects! Prerequisite: CCA 210 Introduction to Windows or equivalent.
Bill Devenney
Section 300: Wednesdays, September 20-October 25, 6-9 p.m. 6 sessions. Computing
Center 126. $180.

CCA 357
Intermediate/Advanced Applications
with FoxPro for Windows (2.6)
Learn how to put your database basics together and build more sophisticated, user-friendly
database applications to solve real-life business problems. Utilizing both Windows and DOS
environments, FoxPro is the leader in today's "x-base" race. We cover the use of multiple files,
menus, screens, use of relations, functions, and indexes. Topics also include programming com-
mands, total system design, and translation from other database languages. Prerequisite:
CCA 351 Introduction to FoxPro for Windows or equivalent. Bring several 3.5 inch
5.25/HD diskettes.
Clyde Getty, B.S.
Section 300: Mondays, November 6-December 11, 6-9 p.m. 6 sessions. Computing Center 126.
$180.

Computer Aided Design

CAD 311
Introduction to Computer Aided Design
This introductory, two session course in Computer Aided Design (CAD) covers the basics
of systems start-up and a review of potential microcomputer-based applications for anyone
interested in drafting and design. Topics include an overview of CAD applications in engineer-
ing, design, drafting, and architecture, an overview of third party software, hardware and
peripherals and managing CAD systems issues. Prerequisite: CCA 210 Introduction to
Windows or equivalent.
David Caffin, M.Arch.
Section 300: Tuesday and Thursday, September 5 and 7, 6-9 p.m. 2 sessions. Computing Center
124. $100.

CAD 323
Computer Aided Design: Level I for
Windows
Learn how to use AutoCAD, the industry's leading
cadaided design program to view, create and modify drawings electronically. This course
focuses on the 2D drafting features of AutoCAD with an emphasis on: setting up new
drawings (including units, limits, scaling, and layers), basic drawing construction and modifi-
cation techniques and the production of hard-
copy. You will also learn how to use prototype
drawings and blocks to complete new projects with much less effort! Prerequisite: CAD 311
Introduction to Computer Aided Design or equivalent. Some understanding of drafting
concepts/techniques is helpful.
Dan Meyers, M.S.
Section 301: Mondays and Wednesdays,
September 11-October 4, 6-9 p.m. 8 sessions.
Phil Kreiker, MSEE
Section 302: Tuesdays and Thursdays, October 10-19, 9 a.m.-4 p.m. 4 sessions.
All Sections: Computing Center 124. $350.

CAD 333
Computer Aided Design: Level II for
Windows
This course builds on the CAD Level I course to expand your knowledge in the use of AutoCAD.
Topics include dimensioning, dimension vari-
ables, hatching, paper space, isometric drawing tools, external reference (XREF) drawings,
attributes and sketching, and advanced file
management. Prerequisite: CAD 323
Computer Aided Design: Level I for Windows or equivalent.
Dan Meyers, M.S.
Section 301: Mondays and Wednesdays, October
16-23, 6-9 p.m. 4 sessions.
David Caffin, M.Arch.
Section 302: Tuesday and Thursday, October 31
and November 2, 9 a.m.-4 p.m. 2 sessions.
All Sections: Computing Center 124. $250.

Wes Kruse is taking Adobe Photoshop to build job skills with
a career interest in marketing and graphic arts. He says,
"It's a good experience. He's a great teacher and we're
learning a lot."
CAD 335  
Computer Aided Design: Level III  
Advanced AutoCAD  
This course is designed for the AutoCAD user who needs to improve their professional skills. Learn to use techniques, processes and advanced command usage to facilitate project coordination. Topics will include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered. Prerequisite: CAD 333 Computer Aided Design Level II for Windows or equivalent and professional AutoCAD experience.  
David Kingsley  
Section 300: Mondays and Wednesdays, October 30-November 15, 6:30 p.m. 6 sessions.  
Computing Center 124. $275.

CAD 355  
AutoCAD Designer  
AutoDesk's new Designer software automatically creates dimensioned drawings from your 3D solid. Designer runs inside of AutoCAD to create parametric, dimension-driven solid models for mechanical design. Parts are bi-directionally associated with drawings; if you change a dimension on the part, the part stretches to accommodate the new value, and the drawing also updates! Prerequisite: CAD 333 Computer Aided Design Level II or equivalent.  
Brad Strong, M.A.  
Section 300: Mondays and Wednesdays, November 20-December 11 (skip November 22), 6:30 p.m. 6 sessions.  
Computing Center 124. $275.

Desktop Publishing  

CGG 377  
Introduction to PageMaker Desktop Publishing for Windows (5.0)  
This intensive workshop addresses the basics of desktop publishing, including page layout, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. Prerequisite: CCA 210 Introduction to Windows or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.  
Bruce Fehnner, M.A.  
Section 300: Saturdays, November 11 and 18, 9 a.m.-5 p.m. 2 sessions.  
Computing Center 124. $175.

CGG 386  
Advanced PageMaker Desktop Publishing for Windows (5.0)  
Develop your skills and potential in printed media communications in this advanced seminar. Workshop, designed for those with the basics behind them and remarkable publications underway. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. Prerequisite: CGG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.  
Bruce Fehnner, M.A.  
Section 300: Saturdays, October 28 and November 4, 4:30 p.m.-7:30 p.m. 2 sessions.  
Computing Center 124. $175.

CGG 387  
Ventura Desktop Publishing for Windows  
Learn to use this popular software to enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished product is done in class. Prerequisite: CCA 210 Introduction to Windows. Bring a 3.5 inch DS/HD diskette.  
Bruce Fehnner, M.A.  
Section 300: Saturdays, November 11 and 18, 9 a.m.-5 p.m. 2 sessions.  
Computing Center 124. $175.

Computer Graphics  

CGG 351  
CorelDRAW! (5.0)  
The drawing board of the future is a computer screen. Learn the leading illustration application! This course starts with the basics of CorelDRAW! and gives you a basic understanding of this software. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. Prerequisite: CCA 210 Introduction to Windows or equivalent.  
Jerry Reynolds, M.S.E.E.  
Section 300: Thursdays, October 5-26, 6:30 p.m. 4 sessions.  
Section 302: Tuesdays and Thursdays, November 7 and 9, 9 a.m.-3 p.m. 2 sessions. All Sections: Computing Center 124. $175.
CGG 361
Advanced CorelDRAW! (5.0)
This course takes you to the next level of computer graphic skills. Gain hands-on experience solving design problems. The course will cover making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration. This software is an ideal tool for creating professional quality art work, technical illustrations and business graphics presentations. Prerequisite: CGG 351 CorelDRAW! or equivalent.
Jerry Reynolds, MSEEE
Section 300: Thursdays, November 16-
December 14 (skip November 23), 6-9 p.m.
4 sessions. Computing Center 124. $145.

CGG 354
Scanning and Image Editing
Have you ever wondered how to properly scan an image to capture it and place the result into a document or illustration? In this course you will learn what important parameters you have to consider in order to properly scan and edit the result. Learn the leading image editing application Adobe Photoshop for Windows. Scan and edit your own photos and clipart to place them into a publication. Prerequisite: CCA 210 Introduction to Windows or equivalent.
Jerry Reynolds, MSEEE
Section 300: Saturdays, December 2 and 9, 9 a.m.-
4 p.m. 2 sessions. Computing Center 124. $145.

Apple Macintosh System

The Macintosh System

CCA 105
Introduction to the Macintosh
Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. Prerequisite: CCA 100 Computer Literacy or equivalent.
Bob Carlisle, M.A.
Section 301: Thursdays, August 31-September 28, 6-9 p.m. 5 sessions. Fine Arts CIB 53. $105.
Sharon Pike, M.S.
Section 302: Tuesday and Thursday, September 26 and 28, 9 a.m.-5 p.m. 2 sessions. Norlin 301B. $105.
Scott Dixon, M.A.
Section 303: Tuesdays, September 24-October 24, 6-9 p.m. 5 sessions. Fine Arts CIB 53. $105.

Word Processing

CCA 377
Beginning Microsoft Word (6.0)
Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents: editing, text/graphic interfaces, use of key features. Prerequisite: CCA 105 Introduction to the Macintosh or equivalent.
Sharon Pike, M.S.
Section 301: Tuesday and Thursday, October 5 and 7, 9 a.m.-2:30 p.m. 2 sessions.
Debbie Stone
Section 302: Wednesdays, October 11-25, 6-9 p.m.
3 sessions.
All Sections: Norlin 301B. $125.

Spreadsheets

CCA 336
Beginning Excel for the Macintosh (5.0)
Discover features that make Excel a powerful and easy-to-use productivity tool for the Macintosh and see how it works with other software. Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We will study formulas and explore other powerful features. Prerequisite: CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HDD diskette.
J. Burke Tref, M.Ed.
Section 301: Tuesday and Thursday, October 10 and 12, 1-4 p.m.
Bob Carlisle, M.A.
Section 302: Tuesdays, October 17 and 24, 6-9 p.m.
All Sections: Norlin 301B. $95.

CCA 378
Intermediate Microsoft Word (6.0)
Learn how to use styles and templates to simplify formatting; tables and columns to structure documents, and graphics and desktop publishing features to create complex, professional looking documents. Prerequisite: CCA 377 Beginning Microsoft Word or equivalent. Bring a 3.5 inch DS/HDD diskette.
Sharon Pike, M.S.
Section 301: Tuesday and Thursday, October 17 and 19, 9 a.m.-2:30 p.m. 2 sessions.
Debbie Stone
Section 302: Wednesdays, November 1-3, 6-9 p.m.
3 sessions.
All Sections: Norlin 301B. $125.
CCA 337
Intermediate Excel for the Macintosh (5.0)
This course expands upon the formulas and functions used in Excel. You will have the opportunity to build a database, explore charting and begin to build macros in Excel. Prerequisite: CCA 336 Beginning Excel for the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.
J. Burke Taft, M.Ed.
Section 301: Tuesday and Thursday, October 24 and 26, 1-4 p.m.
Bob Carlisle, M. A.
Section 302: Tuesdays, October 31 and November 7, 6-9 p.m.
All Sections: 2 sessions. Norlin 310R. $95.

CCA 338
Advanced Excel for the Macintosh (5.0)
Expand upon the capabilities of Excel by exploring "what if" scenarios. Write more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. Prerequisite: CCA 337 Intermediate Excel for the Macintosh or equivalent.
J. Burke Taft, M.Ed.
Section 300: Tuesday and Thursday, November 14 and 16, 1-4 p.m. 2 sessions. Norlin 310B. $95.

Desktop Publishing

CCA 373
QuarkXPress for the Designer (5.3)
QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. Prerequisite: CCA 577 Beginning Microsoft Word or equivalent. Recommended text: QuarkXPress by Example, University Book Center, UMC 10.
Alex Horstman, M.F.A.
Section 301: Mondays, September 11-October 9, 6-9 p.m. 5 sessions.
Sharon Pike, M.S.
Section 302: Wednesdays, October 11-November 8, 6-9 p.m. 5 sessions.
Becky Milmore, B.F.A.
Section 303: Monday and Wednesday, October 23 and 25, 9 a.m.-5 p.m. 2 sessions.
All Sections: Fine Arts CIB53. $175.

CCA 374
Advanced QuarkXPress (3.3)
QuarkXPress is an advanced publication design and graphic production software package that incorporates remarkable precision and broad versatility, making it the ideal software tool for the professional graphic designer. Focus will be on professional use of QuarkXPress and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks that only QuarkXPress can accomplish will be discussed. Prerequisite: CCG 373 QuarkXPress for the Designer or equivalent. Recommended text: QuarkXPress by Example, University Book Center, UMC 10.
Becky Milmore, B.F.A.
Section 300: Saturdays, November 11 and 18, 9 a.m.-4 p.m. 2 sessions. Fine Arts CIB53. $165.

Computer Graphics

CCA 356
Basic Macintosh Computer Art
Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. Work on MacI Quadra series computers with color screens and laser output. Prerequisite: CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.
Barry Raliff, M.F.A.
Section 300: Saturdays, September 30 and October 7, 9 a.m.-5 p.m. 2 sessions. Fine Arts CIB53. $150.
CCG 365
Adobe Photoshop
This course focuses on the image processing capabilities of Adobe Photoshop. Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. This course is project oriented to allow hands-on experience. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe: Classroom in a Book*, University Book Center, UMC 101. Bring a 3.5 inch DS/HD diskette.
Alex Horstman, M.F.A.
Section 301: Mondays, October 16–November 13, 6:9 p.m. 5 sessions.
Section 302: Saturdays, October 21 and 28, 9 a.m.-5 p.m. 2 sessions.
Section 303: Tuesdays, October 31–November 28, 6:9 p.m. 5 sessions.
All Sections: Fine Arts CIB53, $175.

CCG 370
Creative Photoshop
If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit. **Prerequisite:** CCG 365 Adobe Photoshop or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though!
Alex Horstman, M.F.A.
Section 300: Saturdays, December 2 and 9, 9 a.m.-5 p.m. 2 sessions. Fine Arts CIB53, $175.

CCG 366
Adobe Illustrator (5.0)
Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/HD diskette.
Alex Horstman, M.F.A.
Section 300: Wednesdays, November 15–December 13, 6-9 p.m. 5 sessions. Fine Arts CIB53, $175.

---

**Multimedia**

CCG 376
Multimedia Production Using Macromedia Director
Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video using Macromedia Director. A host of other graphics and sound software will be used to complement what Director does. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent.
J. Burke Tafi, M.Ed.
Section 301: Thursdays, October 26–November 16, 6-9 p.m.
Section 302: Mondays, December 20–December 11, 6-9 p.m.
All Sections: 4 sessions. Fine Arts CIB53, $170.

---

**UNIX Systems**

CCA 360
Introduction to UNIX
Become a proficient user of the UNIX operating system. This is a course for anyone who needs to use UNIX, program in its environment, manage UNIX users, or obtain sufficient knowledge to evaluate it. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, 1/0 redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel. **Prerequisite:** CCA 100 Computer Literacy or equivalent.
Ed Zucker, M.S.
Section 300: Tuesdays, September 12–October 24, 6:30-9:30 p.m. 7 sessions. Computing Center 123, $265.

CCA 361
Intermediate UNIX
This is the perfect next step for advancing your use of UNIX, to create your own tools, or do system administration. We cover advanced use of UNIX commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** CCA 360 Introduction to UNIX or equivalent.
Ed Zucker, M.S.
Section 300: Tuesdays, November 7–December 5, 6:30-9:30 p.m. 5 sessions. Computing Center 123, $250.
CCA 362
UNIX Programming Tools
Programmers need to know more than the syntax of the C language to successfully write quality C programs—they need to know the tools for making programs, libraries, and multi-directory projects, the tools for checking source code for bugs, debugging executables, and controlling versions of source code. This course presents the tools for doing C software development in the UNIX programming environment. These tools are essential in the development of small programs or large multi-programmer projects. Topics include: understanding executables, linking, libraries; using cc, ar, nm, strings, and strip; checking source code with lint; using make to automate building programs, libraries, and projects; maintaining source code with RCS and SCCS; and debugging with dbx and gdb. Prerequisite: CCA 360 Introduction to UNIX or equivalent. Jeffrey S. Haemer, Ph.D.
Section 300: Mondays, October 30–December 4, 6–9 p.m. 6 sessions. Computing Center 123. $255.

CCA 301
Hands-On C I
This hands-on course will provide an opportunity to learn C programming for those who are new to programming or want a gentle introduction to C. The course will cover basic I/O, conditionals, and loops, and is partially self-paced. The class will reinforce the basic principles of structured programming for those that are new to it, and provide an introduction to C for all levels of students. Prerequisite: CCA 290 Introduction to Programming or equivalent. Required text: Learn C Now!, Harsen, University Book Center, UMC 10.
Susan Ramirez, B.S.
Section 301: Saturdays, September 23 and 30, 9 a.m.–4 p.m. 2 sessions.
Neal Bauer, M.S.
Section 302: Mondays, October 16–November 6, 6–9 p.m. 4 sessions.
All Sections: University Management Systems 00L $150.

CCA 302
Hands-On C II
This class is partially self-paced and will cover functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs “wired” by the end of this class, and find the pursuit of the more arcane aspects of this language a simpler task. Prerequisite: CCA 301 Hands-On C I or equivalent. Required text: Learn C Now!, Harsen, University Book Center, UMC 10.
Susan Ramirez, B.S.
Section 301: Saturdays, October 7 and 14, 9 a.m.–2–3 p.m. 2 sessions.
Neal Bauer, M.S.
Section 302: Mondays, November 13–27, 6–9 p.m. 3 sessions.
All Sections: University Management Systems 00L $150.

Programming Languages

CCA 290
Introduction to Programming
This is an excellent first programming course. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. This course is a prerequisite for students with minimal or no programming background who want to take Hands-On C. Prerequisite: CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Required text: Karel: The Robot, Paris, University Book Center, UMC 10.
Cherry Stover, M.S.
Section 301: Mondays and Wednesdays, September 18–October 9 (skip 2 sessions), 6–9 p.m.
Section 302: Mondays and Wednesdays, November 6–December 6 (skip 2 sessions + November 22), All Sections: 7 sessions. Duane Physics G025. $280.

Liz Adams is a graphic designer. After tackling Photoshop on her own with the manual, she decided some hands-on instruction would be a more productive way to learn the basics. "It's a very technical program," she says, that will be useful for freelance design work.
**Programming — continued**

CCA 315
Application Programming

This more intensive first programming course is structured after the University's GSCI-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions and procedures with parameter passing, data structures, files, recursion and pointers. It is designed to provide a sound background for entering a computer science degree program or for a course containing C++ programming. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal (Version 6.0) and Turbo C++ (Version 1.0). Students may complete 2 to 5 application programs. No programming experience is required. Prerequisite: CCA 120.

Introduction to the IBM Compatible Personal Computer or equivalent.


Tom Harrold, MBS, Ed.D.

Section 300: Thursdays, September 28–December 14 (skip November 25), 6-9 p.m. 11 sessions. University Management Systems 001. $280.

CCA 320
Introduction to the C Language for Programmers

This course provides an introduction to the C programming language for professional programmers. Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. Portability, efficiency and readability will be emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logs on university computers will be provided for those with no access to their own C compiler. Prerequisite: Fluency in almost any language will suffice as basic programming concepts will not be covered. Those with no programming experience should consider CCA 302 Hands-On C. Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, September 11–October 30, 6-9 p.m. 8 sessions. Hellem 241. $280.

CCA 321
Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts.

Prerequisite: CCA 320 Introduction to C Programming or equivalent and fluency in introductory topics (especially pointers and storage class issues). Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, November 6–December 11, 6-9 p.m. 6 sessions. Hellem 241. $250.

CCA 327
Introduction to C++ Programming

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

Prerequisite: CCA 321 Intermediate/Advanced C Programming or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, September 11–October 16, 6-9 p.m. 6 sessions. Hellem 241. $250.

CCA 328
Intermediate C++ Programming

This course continues the treatment of C++ and object oriented programming. First, it covers features of C++ that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting C++ programmer.

Prerequisite: CCA 327 Introduction to C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, October 30–December 4, 6-9 p.m. 6 sessions. Hellem 241. $250.

CCA 358
Programmer’s Introduction to the X Window System and OSF/Motif

The X Window System, one of today’s most important window systems, is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) of X. This course provides a technical overview of X and the programming fundamentals for the X library; the X Toolkit, and OSF/Motif. Topics include: window system concepts and event-driven programming, X fundamentals (client/server model, windows, events, graphics, and window managers), and toolkit fundamentals (callback style programming, widgets, classes, resources; the Motif widget set). Examples given in C.

Prerequisite: CCA 321 Intermediate/Advanced C Programming or equivalent.

Geoff Thompson, M.S.

Section 300: Wednesday, November 15, 8:30 a.m.–5 p.m. 1 session. Computing Center 123. $160.
Total Quality Management: real mastery of a proven approach that reinvents the rules and the results.

A Professional Certificate Program in Total Quality Management

As regional businesses face escalating competition in expanding markets, the demand for professionals qualified to implement Total Quality Management programs continues to grow. Developed in cooperation with local businesses and industry, the certificate program provides the knowledge and skills to promote and implement TQM in the workplace. Program requirements include: completion of seven core courses and two approved electives, and completion of a team/individual project demonstrating mastery of concepts and skills.

Our program is unique...

Representatives from a variety of firms are closely involved in the program. Their input is employed in curriculum design as well as in administrative processes. Course content and format are practical and hands-on. Team participation within an organization is encouraged through a reduced tuition plan for employers enrolling three or more employees. The capstone of the program is a team/individual project that demonstrates each participant’s understanding of TQM concepts and skills.

TQM Advisory Committee Members

Charlene Adair
Principal
The Change Management Group

Michael Chapman, CQE
The Chapman Group

Barney Feinblum
President and Chief Operating Officer
Natural Ventures Partners, Inc.

Diane Gladue
Manager of Continuous Improvement
Porter Memorial Hospital

Kenneth Gordon
Department Chair
College of Business and Administration
University of Colorado at Boulder

Robert Grubb
President
DTM Products, Inc.

Gail Hynner
Learning and Development Manager
Rocky Mountain Magnetics, Inc.

Garrison Krause
Director
FutureFocus Inc.

Bruce Murray
Executive Vice President and Chief Operating Officer
ERBTEC Engineering, Inc.

Vicky Powell
Consultant
Andersen Consulting

Sheldon Romer
President and General Manager
Rudi’s Bakery

Art Markey (front) is Human Resources Director for Krytonics, one of the country’s leading producers of in-line skate wheels. He is nearing completion of the TQM certificate program, having opted for an aggressive load of five to six classes per semester. Art says, “It’s been intense but extremely valuable.” Blaine Bateman works for Sievers Instruments, a Boulder company that is a global supplier of sulfur analyzers, nitric oxide analyzers and total organic carbon analyzers. Because he is quality assurance manager, the TQM certificate program “is very pertinent to me.” He says that the company is expanding into new and competitive markets, “and we want to be able to meet our customers’ highest expectations.”
Required Courses

Introduction to Quality Management Fundamentals and Philosophy
Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Taguchi. This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

Managing the Transition to TQM
Understanding and promoting the tools of quality are requisite to implementing TQM but are insufficient as “stand alone steps” to that process. To implement TQM successfully, one must also understand and address organizational systems, culture, and power blocks. Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Basic Tools for Improving Quality and Productivity
For most American companies, the cost of quality runs to approximately 25-40% of the costs of goods sold. This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams
This course will focus on techniques for building and maintaining high performance, continuous improvement work teams. Topics will include how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills. Participants will also be introduced to problem solving and decision making techniques.

Introduction to Statistical Tools for Improving Productivity and Quality (SPC)
Using statistical methods to improve quality will be the focus of this course. The key to improved quality is measurement. Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction
An introduction to the specific tools and techniques needed to build and measure a service culture and improve service levels within an organization. Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

Quality Function Deployment (QFD): A Structured Approach to Planning
Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.

Elective Courses

Manufacturing Electives

Introduction to World Class Manufacturing

Practical Reliability Analysis Methods

Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment

Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management

Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm Baldrige Criteria for Improving Quality

Managing Quality in a Small Company

Introduction to ISO 9000

Benchmarking for Quality Excellence

Re-Design of Business Processes

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

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

Real Estate Education

The Division of Continuing Education offers a full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado. This includes all of the hours required for the real estate sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. These courses are offered at a number of locations around the state (including Boulder) and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission. Please call (303) 492-8666 to request the current real estate catalog.

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

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

International English Center

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

1. Register by mail. A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.

2. Fax your registration. Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.

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

4. Register by phone, using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description. You may pay by Visa, MasterCard, Discover, cash, or check.

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

Boulder Evening Credit Classes
For university classes 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 worksite.

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

Professional Enhancement: Certificate Programs To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

- Computer Applications and Computer Graphics
- Management Development
- Total Quality Management

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

Real Estate Education Program

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.

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

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

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

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff 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 (303) 492-5148 or 1-800-331-2801 if you need help or additional information.
CREDIT REGISTRATION FORM

UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION

PROGRAM / TERM

Last Name
First Name
Middle Name
Former or Maiden Name
Suffix

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

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

BIRTHDATE
Month
Day
Year

SEX:
☐ Male
☐ Female

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

RESIDENCY:
☐ Colorado
☐ Other State
☐ Non-veteran
☐ Veteran
☐ Active Duty

MILITARY SERVICE:
☐ None
☐ I served in the armed forces
☐ I serve in the armed forces
☐ I served on active duty outside the United States
☐ I serve on active duty outside the United States

MARITAL STATUS:
☐ Single
☐ Married

SOCIAL SECURITY NUMBER:

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
☐ I certify that I am registered with the Selective Service
☐ I certify that I am not registered with the Selective Service

I am not required to register because:
☐ I am a female.
☐ I have been properly deferred.
☐ I have served in the United States Armed Forces.
☐ I have served in the Armed Forces of another Country.
☐ I am a non-immigrant alien lawfully admitted into the United States.

FORMER CU STUDENT NUMBER:

53

1. Do you have a high school diploma or a G.E.D. Certificate? Yes
2. Have you ever enrolled in credit course(s) at any campus of the University of Colorado?
3. Are you currently on suspension from any Campus/School of CU?
4. Do you owe a debt to any University of Colorado campus?
5. Do you have a college degree?
6. Have you ever been convicted of a felony (other than traffic violation)?

Title(s) of course(s) for which you are enrolling

Location

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

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

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

List exact years for which Colorado income taxes have been filed.

List exact years of Colorado motor vehicle registration.

Date of Colorado voter registration (mo/day/yr):

Date of ownership of any Colorado residential property (mo/day/yr):

Are your parents separated or divorced? Yes

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation.

Student's Signature

Date
Save Time and Money – Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form

### Tuition Payment by Mail

<table>
<thead>
<tr>
<th>Charge</th>
<th>VISA □</th>
<th>MasterCard □</th>
<th>Discover □</th>
<th>(check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expiration Date __________ / __________

Print cardholder’s name, as it appears on the charge card.
Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # ________________________________

Former Student Number __________________

Birthday ___________________ Month Day Year

Mr. 
Ms. ____________________________

Last First Middle Initial Students Name

Mailing Address ___________________________ Home Telephone ____________________________

City __________________ State _______ Zip __________

Business Name ____________________________ Office Telephone ____________________________

City __________________ State _______ Zip __________

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

Campus ____________________________ Term ____________________________ Year ____________________________ of most recent attendance.

Course No. Section No. Course Title ____________________________

Tuition ____________________________

---Attach additional sheet if needed---

Total Enclosed ____________________________

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

Signature ____________________________ Date ____________________________

Tuition Payment by Mail

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

If using MasterCard, Visa, Discover, enclose the following information:

Charge: VISA □ MasterCard □ Discover □ (check one)

Expiry Date ____________________________ / ____________

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

Note that credit card enrollments can be made by phone (see Registration Information).
### A
- Abnormal Psychology .................................................. 14
- Access for Windows (2.0) ........................................... 39-40
- Accounting and Budgeting for the Non-Accountant ............. 29
- Accounting and Finance ............................................. 29
- Acting Basics ............................................................ 25
- Adobe Illustrator (5.0) ............................................... 44
- Adobe Photoshop ..................................................... 44
- Advanced CorelDRAW! (5.0) ....................................... 42
- Advanced DOS/Windows ........................................... 36
- Advanced Excel for the Macintosh (5.0) ........................ 43
- Advanced Excel for Windows (5.0) .............................. 59
- Advanced Investment Strategies .................................. 25
- Advanced Lotus 1-2-3 for Windows (4.0) ....................... 39
- Advanced Microsoft Word (6.0) .................................. 42
- Advanced PageMaker Desktop Publishing for Windows (5.0) .... 41
- Advanced QuarkXPress (5.3) ..................................... 43
- Advanced Word for Windows (6.0) .............................. 37
- Advanced WordPerfect for DOS (6.0) ........................... 57
- Advanced WordPerfect for Windows (6.1) ...................... 58
- Advertising and Society ............................................ 12
- Algebra .................................................................... 13
- Alpine Ecology .......................................................... 24
- American Ethnic Literatures ........................................ 10
- American Political System .......................................... 14
- American Sign Language ............................................ 8
- Analytic Geometry and Calculus I ................................. 15
- Analyzing Society ..................................................... 15
- Anthropology ........................................................... 7
- Application Programming .......................................... 19
- Arabic ................................................................. 7
- Architecture and Landscape ........................................ 19
- Art ........................................................................ 11, 19-21
- Astronomy ............................................................... 7
- AutoCAD Designer .................................................... 41

### B
- Basic Investing .......................................................... 23
- Basic Macintosh Computer Art .................................... 43
- Basic Painting .......................................................... 11
- Basic Photography .................................................... 20
- Basic Skills for the Supervisor ...................................... 29
- Basics of Human Resource Management ...................... 51
- Beginning Arabic ....................................................... 7
- Beginning Conversational and Written Japanese .............. 22
- Beginning Conversational French ................................ 22
- Beginning Conversational German ................................ 22
- Beginning Conversational Italian ................................ 22
- Beginning Conversational Spanish ............................... 22, 27
- Beginning Excel for the Macintosh (5.0) ....................... 42
- Beginning Excel for Windows (5.0) ............................. 58
- Beginning Hebrew 2 .................................................. 12
- Beginning Lotus 1-2-3 for Windows (4.0) ..................... 59
- Beginning Microsoft Word (6.0) ................................. 42
- Beginning WordPerfect for DOS (6.0) ......................... 57
- Beginning WordPerfect for Windows (6.1) .................... 58
- Beginning Yiddish .................................................... 22
- Biological Psychology ............................................... 14
- Biology .................................................................. 7
- Bookkeeping ........................................................... 20
- Boulder evening Credit Classes .................................. 5-15
- Business ............................................................... 30-51

### C
- Cartooning and Humorous Illustration ........................ 21
- Center for Advanced Training in Engineering and Computer Science (CATC/ES) .................... 49
- Chicago Studies ...................................................... 7
- Children's Book Illustrating and Getting Published .......... 27
- Chinese Brush Painting ............................................. 20
- Colorado History: Women and Their Families ............... 22
- Colorado Landscape: Plants and Design .................... 19
- Commercial Artist: Design, Layout and Paste-Up .......... 21

### D
- Database .................................................................. 39-40
- Dealing Successfully with Personal and Professional Transition .............................................. 25
- Dealing with Intractable Conflict ................................ 29
- Desktop Publishing .................................................. 41, 45
- Developing A Performance Evaluation ......................... 50
- Deviance in U.S. Society .......................................... 15
- Drawing .................................................................. 20

### E
- East Boulder Community Center classes ....................... 27
- Ecology .................................................................. 24
- Economics .............................................................. 8
- Education ............................................................... 9
- Encouraging Diversity to Run Your Competitive Edge ................................................................ 30
- Engineering .......................................................... 49
- English ................................................................. 10
- English (as a second language) .................................... 49
- English Writing Made Simple .................................... 25
- Entrepreneurism - Are You Ready? ............................ 29
- Entrepreneurism Small Business ................................ 29-30
- Environmental Systems 1 - Climate and Vegetation .... 11
- Environmental Systems 2 - Landforms and Soils ........ 11
- Estate Planning Techniques ....................................... 27
- Ethics .................................................................... 34
- Evaluation and Rehabilitation of Athletic Injuries ........ 12
- Excel ..................................................................... 38-39, 42-43
- Exploring Changes in Our Lives Through the Short Story .................................................. 27
- Exporting and Investing Overseas ............................... 31

### F
- FileMaker Pro for Windows (2.1) ................................. 39
- Film Production Management ................................... 10
- Film Studies ........................................................... 10
- Financial Aid .......................................................... 3

### G
- General Astronomy: The Solar System .................................. 7
- General Biology: 1 ..................................................... 7
- General Psychology ................................................ 14
- Geography ............................................................. 11
- Geology of Boulder: Art and Science ......................... 24
- German ................................................................. 22
- GMAT test preparation ............................................ 25
- Graphic Communications ......................................... 21
- GRE test preparation .............................................. 25

### H
- Handling Difficult People ........................................... 31
- Handling Difficult People: Books and Bookbinding .... 20
- Hands On C ............................................................ 45
- Health ..................................................................... 12, 24
- Hebrew ................................................................... 12
- History ................................................................... 12, 22
- History of England to 1660 ....................................... 12
- History of Science: Newton to Einstein ..................... 14
- History of the United States to 1865 ......................... 12
- History of the United States since 1865 .................... 12
- How to Become a Successful Consultant .................... 30
- How to Design or Remodel a House with an Architect ................................................................ 19
- How to Keep the Money Flowing: Credit and Collections for Small and Medium-Sized Businesses .... 29
- How to Look at Art ................................................... 19
- How to Write Better Business Letters, Memos and Reports .............................................. 31
- Human Resources Management ............................... 39-31
- Hypertext Mark-up Language (HTML) .................... 50

### I
- IBM Compatible PC System Configuration ................... 96
- Improving Your Listening and Communication Skills .... 19
- Independent Study ................................................ 49
- Indian in American History: The Eastern Region .......... 12
- Interior Design ....................................................... 19
- Intermediate Access for Windows (2.0) ..................... 40
- Intermediate/Advanced Applications with FoxPro for Windows (2.0) .................................... 40
- Intermediate/Advanced C Programming ..................... 46
- Intermediate Arabic .................................................. 7
- Intermediate Conversational and Written German .... 22
- Intermediate Conversational and Written Japanese .... 22
- Intermediate Conversational French ......................... 22
- Intermediate Conversational Spanish ......................... 22
- Intermediate C++ Programming ................................ 46
- Intermediate DOS ................................................ 36
- Intermediate Excel for the Macintosh (5.0) ................. 45
- Intermediate Excel for Windows (5.0) ....................... 58
- Intermediate Field Photography and Alternative Printing Processes ........................................ 21
- Intermediate Hebrew ................................................ 12
- Intermediate Lotus 1-2-3 for Windows (4.0) ............... 39
- Intermediate Microsoft Word (6.0) ........................... 42
- Intermediate UNIX ................................................ 44
- Intermediate Word for Windows (6.0) ....................... 37
- Intermediate WordPerfect for DOS (6.0) .................... 37
- Intermediate WordPerfect for Windows (6.1) .......... 38
- International Business ............................................. 31
- International English Center ..................................... 49
- Internet Applications ............................................... 35
INDEX

Internet Fundamentals .................................. 54
Interpersonal Communication .................. 8
Introduction to Access for Windows (2.6) .... 59
Introduction to Art and Antiques ................. 89
Introduction to Chicano Studies .................. 7
Introduction to Colorado Geology ................. 27
Introduction to Computer Aided Design ........ 40
Introduction to C++ Programming ................. 46
Introduction to Creative Writing .................. 10
Introduction to Drawing ................................ 20
Introduction to EsPro for Windows (2.6) ..... 40
Introduction to Human Geography ................. 11
Introduction to Interior Design .................... 19
Introduction to Management and Organization .. 13
Introduction to Networks ......................... 55
Introduction to PageMaker Desktop Publishing for Windows (5.0) .... 41
Introduction to Painting ................................ 20
Introduction to Physical Anthropology ......... 7
Introduction to Programming ...................... 45
Introduction to Quattro Pro for Windows .. 59
Introduction to the C Language for Programmers ........ 46
Introduction to the IBM Compatible Personal Computer ........ 55
Introduction to the Macintosh .................... 42
Introduction to UNIX .................................. 44
Introduction to Western Art ....................... 11
Introduction to Windows (3.1) ..................... 36
Investments and Personal Finance ............... 23, 27
Italian ...................................................... 22
J
Japanese .................................................. 22
Journalism ............................................. 12
K
Kinesthesiology ....................................... 12
L
Landscaping ........................................... 19
Life Drawing .......................................... 20
Lifestyles ............................................... 24
Literature ............................................. 10, 25
Longmont Noncredit Classes ...................... 27
Lotus 1-2-3 ............................................. 59
LSAT test preparation ............................... 25
M
Macintosh System .................................... 42
Making Cancer and Life Change A Workshop .. 25
Management ........................................... 31, 47, 48
Managing People .................................... 51
Map (campaign) ....................................... 50
Marketing ............................................. 13, 31
Marketing for Professional Services .......... 51
Masterpieces of American Literature .......... 10
Masterpieces of British Literature .............. 10
Mathematics .......................................... 13, 24
Modern and Contemporary Literature ........ 10
Modern Art I ........................................... 11
Multimedia Production Using Macromedia Director .... 49
Money Fund Investing ................................ 25
N
Nazi Germany .......................................... 12
Networks (computer) ................................ 55
Noncredit Courses ................................... 17, 27
Numbers in the Real World: Math and Its Role in Modern Decision Making .... 24
Numerical and Analytical College Trigonomentry .... 15
Nutrition and Wellness ............................ 24
Nutrition, Health and Performance .......... 12
O
Organizational Communication ................. 8
Organization Management ....................... 13
Outstanding Novels from North of the Border: Four Canadian Novels .... 25
Painting ................................................. 11
Parking (map) ......................................... 50
Pay for Performance: Implementing Philosophy ......................................................... 50
Photography ......................................... 14
Plants and People .................................... 24
Poetry Workshop ..................................... 26
Political Science ..................................... 14
PowerPoint ........................................... 58
Pre-Golumbian Art .................................. 11
Preparing for the Graduate Management Admission Test (GMAT) .... 25
Preparing for the Graduate Record Exams (GRE) ................ 25
Preparing for the Law School Admission Test (LSAT) ........... 25
Preparing for the SAT: PSAT ................. 24
Presentations ........................................ 2
Primate Behavior .................................... 1
Principles of Color ................................... 11
Principles of Macroeconomics ................. 8
Principles of Marketing ......................... 13
Principles of Microeconomics ................. 8
Producing the Feature film ....................... 18
Professional Development ....................... 31
Professional Handlettering and Calligraphy for the Commercial Artist ...... 21
Professional Illustration Techniques .......... 21
Programmer's Introduction to the X Window System and OSF/Motif .... 46
Programming ......................................... 45
Psychology ............................................ 14
Psychology of Adjustment ....................... 14
Public Speaking ...................................... 8
Quantitative Reasoning and Mathematical Skills ........ 13
QuarkXpress for the Designer (3.5) ........... 43
Quattro Pro for Windows ......................... 39
Quickent! A Windows Accounting Program for the IBM and Compaq. .... 29
Real Estate Education ......................... 49
Reconstructing Your Family's Past: An Oral History Workshop .... 22
Registration ......................................... 52, 55
Sales/Marketing ...................................... 13, 31
SAT/PSAT Test Preparation ....................... 24
Science ............................................... 42
Screenwriting ....................................... 27
Sculputre ............................................. 20
Sculputure - Stonecarving ....................... 20
Self in Modern Society ......................... 17
Sex, Gender, and Society ....................... 15
Sexual Harassment in the Workplace: A Workshop .... 30
Shakespeare for Normjacks ...................... 10
Shakespeare From Page to Stage ............... 25
Short Story Workshop ......................... 26
16 Ways to Implement Pay for Performance .......... 30
Social Psychology ................................... 14
Sociology ............................................. 15
Soft Pastel Painting ................................ 20
Software Development & Maintenance ...... 35
Spanish ................................................. 22, 27
Special Topics: Advertising and Society in the Classroom ................ 8
Special Topics: Building Family Strengths .......... 8
Special Topics: Creating Active Learning .......... 8
Special Topics: Creating Community in the Classroom .......... 9
Special Topics: Creative Learning: Experiences and Resources (CLEAR) ...... 9
Special Topics: Education Communication .......... 9
Special Topics: Stress Management and Relaxation Training (SMART) ..... 9
Spreadsheets .......................................... 38, 39, 40
Starting a Business: From the Ground Up ........ 29
Statistics and Research Methods in Psychology .... 14
Stonecarving ........................................ 20
Stress Management ............................... 3, 23
Stress Management Through Biofeedback .......... 23
Study Smarter ........................................ 24
Supervision: Management ....................... 31
T
Tax Strategies for Small Businesses ............ 30
Technical Writing .................................... 31
Technology and Modernization: Computer Technology and Human Values .......... 15
Test Preparation ..................................... 24, 25
Theatre and Music .................................. 25
Total Quality Management Certificate Program .... 47, 48
U
Understanding and Using Financial Statements .... 29
Understanding Marketing: Developing and Promoting Your Product or Service .... 31
U.S. Race and Ethnic Relations .................. 15
U.S. Values, Social Problems, and Change .......... 15
UNIX Programming Tools ....................... 45
UNIX Systems ....................................... 44, 45
Usage and Grammar: Guidelines and Rules for Everyday Use ........... 25
Using MS-DOS ..................................... 36
V
Ventura Desktop Publishing for Windows .......... 41
W
Woodcarving Sculpture .......................... 20
Word for Windows (6.0) ......................... 37
Word Processing ..................................... 57, 58
Working with the Media: How to Get Press Coverage .......... 19
Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT) .... 9
Workshop on Understanding Sexual Harassment in the Workplace .......... 50
World Regional Geography ...................... 11
Write Fiction That Sells ................................ 26
Write It! Finish It! .................................. 26
Writing ................................................. 10, 25, 37
Writing Business Plans ........................... 39
Writing Hiku .......................................... 26
Writing Humor ....................................... 26
Writing the Novel ................................... 26
Writing Your Family History - A Workshop .... 27
Y
Yiddish .................................................. 22
Reinvent the rules

The shortest distance between Point A and Point B may be a straight line. But sometimes that route is blocked. You take a detour and it changes your life. We see it happen every semester. Somebody takes a course as a requirement or on a whim, and stumbles onto insights that shed new light on career plans and personal passions. Accountants write novels. Novelists conquer spreadsheets. People of all ages discover hidden talents, keen interests and new ways of understanding their world. Continuing Education can help you fine tune your itinerary and reinvent the rules of your road. So you can re-route, catch up and zoom ahead.

“if there are obstacles, the shortest line between two points may be the crooked one.” – Berthold Brecht

To register, call 492-5148 or 1-800-331-2801.