3 Easy Ways to Register

See Page 64 For Complete Registration Information

1. **In Person**
   Monday-Thursday, 9 a.m.-6 p.m.,
   Friday, 9 a.m.-5 p.m. at 1221 University Avenue.

2. **By Mail**
   Use the form on page 67 for Boulder Evening Credit, form on page 65 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed back to you promptly.

3. **By Phone**
   For Noncredit/Certificate courses only, using VISA or MasterCard,
   Monday, December 14 through Friday, February 12, call 492-2412 or 492-2407. Starting February 15, call 492-5148. A receipt will be mailed to you promptly.

This publication was printed and mailed using funds generated solely by Continuing Education programs. Continuing Education regrets any printing errors, but accepts no liability for them.
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The Division of Continuing Education continues to offer the evening credit program designed specifically for you the working person (home, office, other) or adult who cannot attend classes during daytime hours.

Boulder Evening classes carry full undergraduate University credit and are taught by qualified and approved instructors. Credit earned in these classes is automatically posted on an official transcript. You will be registering as a special student unless you have previously been admitted to campus as a degree student. You should be aware that each school or college has established a maximum number of special student credit hours that will be accepted as transfer credit applied towards graduation. After you have accumulated the maximum number of credit hours acceptable (usually 12) you will need to apply for admission as a degree student in a school or college.

Counseling Services: Academic and career counseling services are available free of charge for anyone enrolling in a Boulder Evening Credit course or anyone who is considering enrollment. Receive help in planning your program, deciding on a major, or setting personal goals. Vocational interest testing is also available (for a small fee) to help students clarify career goals and objectives. If you are unsure about your academic or career direction, call 492-5145 for an appointment.

Eligibility: Any person who has a high school diploma or GED equivalent may enroll. No previous college experience is necessary to register for these classes. Persons on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, College of Environmental Design, or the College of Business may not enroll.

Residency: To be eligible for in-state classification, applicants must prove legal residence in Colorado for the 12 consecutive months prior to the term for which in-state status is claimed. Students may be required to submit documents substantiating their Colorado eligibility. Applicants who will not be 22 years of age by the first day of class are assumed to be unemancipated minors and to have the same legal residence as their parents. Such students claiming in-state residency whose parents do not live in Colorado must petition to prove emancipated status for the preceding year. Those who feel their initial classification is incorrect may address inquiries to the Division tuition classification coordinator.

Tuition: Tuition is due and payable at time of registration. Cash, check, MasterCard, and Visa credit cards are accepted. Resident tuition is $60 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may register for 1-3 semester hours in any term or session at the resident rate of $60 per semester hour. Nonresidents who register for 4 or more hours in any term, session or combination of term and session must pay nonresident tuition of $3420. This tuition entitles the nonresident to register for as many as 17 semester hours in courses offered by the Division of Continuing Education (Boulder Evening, Applied Music, College Correspondence, or Individualized Instruction). Eligibility requirements may vary.

No Deferred Payment Plan is Available.

Submission of the registration materials obligates you to pay for the full amount of tuition assessed for the semester.

How To Enroll: Advance registration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday 9 a.m. to 6 p.m. and Friday, 9 a.m. to 5 p.m., beginning December 14, or at the UMC Ballroom 9 a.m. to 4 p.m. on January 14 and 15. No registrations will be accepted after January 22 for Session I, January 29 for Full Term, and March 18 for Session II. Call 492-5148 for information.

Drop Procedures: If you need to drop a credit course for which you are enrolled, you must come to the Division of Continuing Education and complete a drop voucher. If you fail to do this, you will not be officially withdrawn (dropped), you will not receive any refund that may be due you, and you may receive an administrative grade of “F.” Refer to academic calendar for refund deadlines.

Non-Attendance At Class Does Not Constitute Withdrawal.

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

Veterans Benefits: Eligible veterans and dependents may enroll in these evening classes and apply the credit toward a future degree. Please contact the Veterans Affairs Office in Willard Administrative Center, Room 229, Box 139, or call 492-7322 to determine your eligibility and benefits.

Privileges: Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for $40 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for $60 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of $128.00. Total library services are available at no additional charge. Photo IDs are available for $5 (cash, checks with check guarantee card, VISA, MasterCard) beginning January 19, 11:00 a.m. to 4:00 p.m. at Stadium 129 between Gates 4 and 5.

Students must present Boulder Evening registration receipts to qualify for any of the above privileges.

Financial Aid: Limited tuition assistance is available to eligible credit students through a grant from the Colorado Commission on Higher Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091 and must be submitted no later than January 29, 1988 for Spring Semester consideration.

Degree students may qualify for Guaranteed Student Loans for credit courses taken through Continuing Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091.

Continuing Education programs do not qualify for other forms of state or federal aid.

Special Registration For Faculty and Staff: Faculty and staff of the University of Colorado, Boulder can enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin January 19. Please bring a copy of PAF indicating at least a half-time active appointment.
<table>
<thead>
<tr>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>December 14</td>
<td>First day of registration at the Division of Continuing Education,</td>
</tr>
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<td></td>
<td>1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.</td>
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<tr>
<td>January 14-15</td>
<td>Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King, Jr., Holiday. NO CLASSES.</td>
</tr>
<tr>
<td>January 19</td>
<td>Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education.</td>
</tr>
<tr>
<td></td>
<td>FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.</td>
</tr>
<tr>
<td>January 22</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>
</tr>
<tr>
<td>January 25</td>
<td>Instructor’s signature required to drop Session I classes.*</td>
</tr>
<tr>
<td>January 29</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. Registration continues for Session II.</td>
</tr>
<tr>
<td>February 1</td>
<td>Instructor’s signature required to drop Full Term classes.*</td>
</tr>
<tr>
<td>February 8</td>
<td>Petition required to drop Session I classes.</td>
</tr>
<tr>
<td>February 29</td>
<td>Petition required to drop Full Term classes.</td>
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<tr>
<td>March 3</td>
<td>SESSION I TUESDAY AND THURSDAY CLASSES END.</td>
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<tr>
<td>March 7</td>
<td>SESSION I MONDAY AND WEDNESDAY CLASSES END.</td>
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<tr>
<td>March 14</td>
<td>Session II classes begin.</td>
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<td></td>
<td>FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.</td>
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<td>March 18</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>
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<td>SPRING BREAK. NO CLASSES.</td>
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## Full Term Classes by Starting Date

### Monday Evening Courses, Begin January 25 and End May 2

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<td>APAS</td>
<td>112-3</td>
<td>7-10 p.m.</td>
<td>ECCR 2-06</td>
<td>300</td>
<td>General Astronomy II</td>
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<tr>
<td>Comm</td>
<td>231-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 137</td>
<td>300</td>
<td>Oral Competency</td>
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<tr>
<td>Engl</td>
<td>126-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 245</td>
<td>300</td>
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<td>Geog</td>
<td>483-3</td>
<td>7-10 p.m.</td>
<td>Guggenheim 3</td>
<td>300</td>
<td>Historical Geography of Western North America</td>
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<tr>
<td>Hist</td>
<td>258-3</td>
<td>7-10 p.m.</td>
<td>ECCR 0-08</td>
<td>300</td>
<td>History of Colorado</td>
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<tr>
<td>Hist</td>
<td>454-3</td>
<td>7-10 p.m.</td>
<td>Hellems 211</td>
<td>300</td>
<td>United States History, 1900 to 1929</td>
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<tr>
<td>Jour</td>
<td>480-3</td>
<td>7-10 p.m.</td>
<td>Hale 104</td>
<td>300</td>
<td>Magazine Article Writing</td>
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<tr>
<td>Math</td>
<td>107-3</td>
<td>6-9 p.m.</td>
<td>ECCR 1-42</td>
<td>300</td>
<td>Mathematics for Social Science and Business</td>
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<tr>
<td>Math</td>
<td>108-3</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 2-26</td>
<td>300</td>
<td>Calculus for Social Science and Business</td>
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<tr>
<td>Phil</td>
<td>100-3</td>
<td>7-10 p.m.</td>
<td>Hellems 201</td>
<td>300</td>
<td>Intro. to Philosophy</td>
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<td>PSci</td>
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<td>6-9 p.m.</td>
<td>Hellems 267</td>
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<td>Intro. to International Relations</td>
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<td>Psy</td>
<td>445-3</td>
<td>6:30-9:30 p.m.</td>
<td>Biopsychology E432</td>
<td>300</td>
<td>Psychology of Personality</td>
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<tr>
<td>Soc</td>
<td>119-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 81</td>
<td>300</td>
<td>Deviance</td>
</tr>
<tr>
<td>Soc</td>
<td>191-3</td>
<td>6-9 p.m.</td>
<td>Ketchum 234</td>
<td>300</td>
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### Monday and Wednesday Evening Courses, Begin January 20 and End May 2

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<td>FA</td>
<td>100-2</td>
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<td>FA C175</td>
<td>300</td>
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<td>FA</td>
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<td>FA</td>
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<td>Math</td>
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<td>Muen. D156</td>
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### Monday and Thursday Evening Courses, Begin January 21 and End May 2

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<td>CS</td>
<td>120-3</td>
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<td>ECCR 0-36</td>
<td>300</td>
<td>Intro. to Programming I (Lecture)</td>
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<td>Math</td>
<td>230-5</td>
<td>5:30-8 p.m.</td>
<td>ECCR 0-38</td>
<td>300</td>
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### Monday, Wednesday and Friday Evening Course, Begins January 20 and Ends May 2

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<th>Section</th>
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<tr>
<td>Hebr</td>
<td>102-5</td>
<td>11 a.m.-1 p.m.</td>
<td>Hellems 104</td>
<td>Sec. 300</td>
<td>First Year (Beginning) Hebrew II (M, W) 1-3 p.m. (F)</td>
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### Tuesday Evening Courses, Begin January 19 and End April 26

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<th>Time</th>
<th>Location</th>
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<td>Anth</td>
<td>202-3</td>
<td>7-10 p.m.</td>
<td>Hellems 237</td>
<td>Sec. 300</td>
<td>Intro. to Physical Anthropology II</td>
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<tr>
<td>Econ</td>
<td>202-3</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 2-26</td>
<td>Sec. 300</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>Educ</td>
<td>482-3</td>
<td>5-8 p.m.</td>
<td>ECCR 0-03</td>
<td>Sec. 301</td>
<td>Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child</td>
</tr>
<tr>
<td>Educ</td>
<td>482-3</td>
<td>5-8 p.m.</td>
<td>ECCR 0-01</td>
<td>Sec. 302</td>
<td>Workshop in Curricular and Instructional Development: Integrative Learning II</td>
</tr>
<tr>
<td>FA</td>
<td>492-3</td>
<td>6:30-9:30 p.m.</td>
<td>FA N163</td>
<td>Sec. 300</td>
<td>Fine Black &amp; White Printing</td>
</tr>
<tr>
<td>Geog</td>
<td>306-3</td>
<td>6-9 p.m.</td>
<td>Geology 134</td>
<td>Sec. 300</td>
<td>Maps and Mapping</td>
</tr>
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<td>Hist</td>
<td>142-3</td>
<td>7-10 p.m.</td>
<td>ECCR T-28</td>
<td>Sec. 300</td>
<td>History of England II</td>
</tr>
<tr>
<td>Hist</td>
<td>229-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 211</td>
<td>Sec. 300</td>
<td>Western Warfare and Society Since the 18th Century</td>
</tr>
<tr>
<td>Jour</td>
<td>200-3</td>
<td>6-9 p.m.</td>
<td>Macky 3D</td>
<td>Sec. 300</td>
<td>Mass Media Writing</td>
</tr>
<tr>
<td>Math</td>
<td>102-2</td>
<td>5:30-7:30 p.m.</td>
<td>ECCR 1-40</td>
<td>Sec. 300</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>Psy</td>
<td>205-3</td>
<td>7-10 p.m.</td>
<td>Biopsychology E113</td>
<td>Sec. 300</td>
<td>Intro. to Biopsychology</td>
</tr>
<tr>
<td>Psy</td>
<td>230-3</td>
<td>6:30-9:30 p.m.</td>
<td>Biopsychology E131</td>
<td>Sec. 300</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>Psy</td>
<td>430-3</td>
<td>6:30-9:30 p.m.</td>
<td>Biopsychology E432</td>
<td>Sec. 300</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>Psy</td>
<td>471-3</td>
<td>6:30-9:30 p.m.</td>
<td>Biopsychology E417</td>
<td>Sec. 300</td>
<td>Survey of Clinical Psychology</td>
</tr>
<tr>
<td>Soc</td>
<td>200-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 201</td>
<td>Sec. 300</td>
<td>Death and Dying</td>
</tr>
<tr>
<td>Thtr</td>
<td>200-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 204</td>
<td>Sec. 300</td>
<td>Acting Fundamentals</td>
</tr>
</tbody>
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### Tuesday and Thursday Evening Courses, Begin January 19 and End April 28

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<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Time</th>
<th>Location</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arab</td>
<td>102-5</td>
<td>5-7:30 p.m.</td>
<td>Hellems 191</td>
<td>Sec. 300</td>
<td>First Year (Beginning) Arabic II</td>
</tr>
<tr>
<td>FA</td>
<td>291-3</td>
<td>7-10 p.m.</td>
<td>FA C175</td>
<td>Sec. 300</td>
<td>Special Topics: Drawing in Color</td>
</tr>
</tbody>
</table>

### Wednesday Evening Courses, Begin January 20 and End April 27

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<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Time</th>
<th>Location</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm</td>
<td>203-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 141</td>
<td>Sec. 300</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>Engl</td>
<td>315-3</td>
<td>6-9 p.m.</td>
<td>ECCR 1-26</td>
<td>Sec. 300</td>
<td>Report Writing</td>
</tr>
<tr>
<td>EPOB</td>
<td>122-3</td>
<td>7-10 p.m.</td>
<td>ECCR 0-36</td>
<td>Sec. 300</td>
<td>General Biology II</td>
</tr>
<tr>
<td>EPOB</td>
<td>414/514-3</td>
<td>6:30-9:30 p.m.</td>
<td>Ramaley 23</td>
<td>Sec. 300</td>
<td>Advanced Ecology: Oceanography and Marine Biology</td>
</tr>
<tr>
<td>Geol</td>
<td>104-3</td>
<td>7-10 p.m.</td>
<td>Geology 127</td>
<td>Sec. 300</td>
<td>Geological Evolution of the Colorado Region</td>
</tr>
<tr>
<td>Hist</td>
<td>152-3</td>
<td>7-10 p.m.</td>
<td>ECCR 0-08</td>
<td>Sec. 300</td>
<td>The United States Since 1865</td>
</tr>
<tr>
<td>Phil</td>
<td>102-3</td>
<td>7-10 p.m.</td>
<td>Hellems 201</td>
<td>Sec. 300</td>
<td>Ethics</td>
</tr>
<tr>
<td>PSci</td>
<td>110-3</td>
<td>6-9 p.m.</td>
<td>Ketchum 234</td>
<td>Sec. 300</td>
<td>The American Political System</td>
</tr>
<tr>
<td>Psy</td>
<td>264-3</td>
<td>7-10 p.m.</td>
<td>Biopsychology E113</td>
<td>Sec. 300</td>
<td>Child and Adolescent Psychology</td>
</tr>
<tr>
<td>Soc</td>
<td>428-3</td>
<td>7-10 p.m.</td>
<td>Hellems 193</td>
<td>Sec. 300</td>
<td>Sociology of the Future</td>
</tr>
<tr>
<td>Soc</td>
<td>495-3</td>
<td>6-9 p.m.</td>
<td>Hellems 211</td>
<td>Sec. 300</td>
<td>Criminology</td>
</tr>
</tbody>
</table>

### Thursday Evening Courses, Begin January 21 and End April 28

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Time</th>
<th>Location</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm</td>
<td>102-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 141</td>
<td>Sec. 300</td>
<td>Intro. to Interpersonal and Small Group Communication</td>
</tr>
<tr>
<td>CS</td>
<td>120-3</td>
<td>6-7 p.m.</td>
<td>ECCR 0-36</td>
<td>Sec. 300</td>
<td>Intro. to Programming I (Recitation)</td>
</tr>
<tr>
<td>Econ</td>
<td>201-3</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 2-26</td>
<td>Sec. 300</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Educ</td>
<td>480-3</td>
<td>6-9 p.m.</td>
<td>ECCR 1-01</td>
<td>Sec. 300</td>
<td>Supported Employment: Facilitating the Employment of People with Disabilities</td>
</tr>
<tr>
<td>Educ</td>
<td>481-3</td>
<td>6:30-9:30 p.m.</td>
<td>ECCR 0-01</td>
<td>Sec. 300</td>
<td>Special Topics: Integrative Learning</td>
</tr>
<tr>
<td>Engl</td>
<td>119-3</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 245</td>
<td>Sec. 300</td>
<td>Intro. to Creative Writing</td>
</tr>
<tr>
<td>Engl</td>
<td>120-3</td>
<td>6-9 p.m.</td>
<td>ECCR 1-26</td>
<td>Sec. 300</td>
<td>Intro. to Fiction</td>
</tr>
<tr>
<td>Engl</td>
<td>160-3</td>
<td>7-10 p.m.</td>
<td>Hellems 211</td>
<td>Sec. 300</td>
<td>Intro. to American Writers</td>
</tr>
<tr>
<td>Phil</td>
<td>105-3</td>
<td>7-10 p.m.</td>
<td>Hellems 201</td>
<td>Sec. 300</td>
<td>Philosophy and Religion</td>
</tr>
<tr>
<td>Psy</td>
<td>100-3</td>
<td>7-10 p.m.</td>
<td>Biopsychology E113</td>
<td>Sec. 300</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Soc</td>
<td>211-3</td>
<td>6-9 p.m.</td>
<td>Ketchum 234</td>
<td>Sec. 300</td>
<td>Intro. to Sociology</td>
</tr>
</tbody>
</table>
### Session I Classes by Starting Date

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Time</th>
<th>Location</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Monday and Wednesday Evening Courses, Begin January 20 and End March 7</td>
</tr>
<tr>
<td>Anth</td>
<td>103-3</td>
<td>7-10 p.m.</td>
<td>Hellems 237</td>
<td>Sec. 100</td>
<td>Principles of Anthropology I</td>
</tr>
<tr>
<td>Engl</td>
<td>119-3</td>
<td>7-10 p.m.</td>
<td>ECCR 0-03</td>
<td>Sec. 100</td>
<td>Intro. to Creative Writing</td>
</tr>
<tr>
<td>Engl</td>
<td>120-3</td>
<td>7-10 p.m.</td>
<td>Hellems 241</td>
<td>Sec. 100</td>
<td>Intro. to Fiction</td>
</tr>
<tr>
<td>Geog</td>
<td>491-3</td>
<td>7-10 p.m.</td>
<td>Guggenheim 205</td>
<td>Sec. 100</td>
<td>Geography of Britain</td>
</tr>
<tr>
<td>Soc</td>
<td>250-3</td>
<td>7-10 p.m.</td>
<td>Education 138</td>
<td>Sec. 100</td>
<td>Social Problems and Social Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tuesday and Thursday Evening Courses, Begin January 19 and End March 3</td>
</tr>
<tr>
<td>Comm</td>
<td>203-3</td>
<td>6-9 p.m.</td>
<td>Hellems 137</td>
<td>Sec. 100</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>Educ</td>
<td>480-3</td>
<td>5-8 p.m.</td>
<td>Hale 6</td>
<td>Sec. 100</td>
<td>Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)</td>
</tr>
<tr>
<td>Geog</td>
<td>100-3</td>
<td>6-9 p.m.</td>
<td>Guggenheim 3</td>
<td>Sec. 100</td>
<td>Environmental Systems: Climate and Vegetation</td>
</tr>
<tr>
<td>Hist</td>
<td>418-3</td>
<td>7-10 p.m.</td>
<td>Education 134</td>
<td>Sec. 100</td>
<td>History of Southern Africa Since 1800</td>
</tr>
<tr>
<td>PE</td>
<td>342-3</td>
<td>7-10 p.m.</td>
<td>ECCR 2-06</td>
<td>Sec. 100</td>
<td>Nutrition and Health</td>
</tr>
</tbody>
</table>

### Session II Classes by Starting Date

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Time</th>
<th>Location</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Monday and Wednesday Evening Courses, Begin March 14 and End May 5</td>
</tr>
<tr>
<td>Anth</td>
<td>104-3</td>
<td>7-10 p.m.</td>
<td>Hellems 237</td>
<td>Sec. 200</td>
<td>Principles of Anthropology II</td>
</tr>
<tr>
<td>Engl</td>
<td>119-3</td>
<td>7-10 p.m.</td>
<td>Hellems 241</td>
<td>Sec. 200</td>
<td>Intro. to Creative Writing</td>
</tr>
<tr>
<td>EPOB</td>
<td>210-3</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Sec. 200</td>
<td>Intro. to Wildlife Ecology and Conservation</td>
</tr>
<tr>
<td>FS</td>
<td>355-3</td>
<td>7-10 p.m.</td>
<td>Norlin AV Room</td>
<td>Sec. 201</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>PE</td>
<td>342-3</td>
<td>7-10 p.m.</td>
<td>ECCR 1-46</td>
<td>Sec. 200</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>Soc</td>
<td>250-3</td>
<td>7-10 p.m.</td>
<td>Education 138</td>
<td>Sec. 200</td>
<td>Social Problems and Social Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tuesday and Thursday Evening Courses, Begin March 15 and End May 5</td>
</tr>
<tr>
<td>Comm</td>
<td>231-3</td>
<td>6-9 p.m.</td>
<td>Hellems 141</td>
<td>Sec. 200</td>
<td>Oral Competency</td>
</tr>
<tr>
<td>Educ</td>
<td>480-3</td>
<td>5-8 p.m.</td>
<td>Hale 6</td>
<td>Sec. 200</td>
<td>Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)</td>
</tr>
<tr>
<td>FS</td>
<td>355-3</td>
<td>7-10 p.m.</td>
<td>Norlin AV Room</td>
<td>Sec. 202</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>Geog</td>
<td>101-3</td>
<td>6-9 p.m.</td>
<td>Guggenheim 3</td>
<td>Sec. 200</td>
<td>Environmental Systems: Landforms and Soils</td>
</tr>
<tr>
<td>PE</td>
<td>401-3</td>
<td>7-10 p.m.</td>
<td>ECCR 2-06</td>
<td>Sec. 200</td>
<td>Special Aspects of Current Practices: Current Controversies in Nutrition</td>
</tr>
<tr>
<td>Soc</td>
<td>211-3</td>
<td>6-9 p.m.</td>
<td>Hellems 241</td>
<td>Sec. 200</td>
<td>Intro. to Sociology</td>
</tr>
</tbody>
</table>

### Survival Tips

Nonattendance at class does not constitute withdrawal.
Credit Classes

Anthropology

**Anthropology 103-3 Principles of Anthropology I**
Evolution of human beings and their culture from the beginnings through early metal ages. The course covers human evolution, human variations, prehistory, and the rise of early civilizations. When combined with Anth. 104, satisfies first year social sciences requirement.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Hellem 237. $180.

**Anthropology 104-3 Principles of Anthropology II**
Survey of the world's major culture areas and its major components such as subsistence, social organization, religion, and language. When combined with Anth. 103, satisfies first year social sciences requirement.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellem 237. $180.

**Anthropology 202-3 Introduction to Physical Anthropology II**
Survey of the biological variability in living humans and geographic races. Explores human variation as a response to ecological, including nutritional, conditions through the use of quantitative and genetic analyses. When combined with Anth. 201, satisfies first year natural sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m., Hellem 237. $180.

Arabic

**Arabic 102-5 First Year (Beginning) Arabic II**
Prerequisite: Arabic 101.
Full Term - Section 300: Tuesdays and Thursdays, 5-7:30 p.m., Hellem 191. $440.

General Astronomy

**APAS 112-3 General Astronomy II**
Principles of modern astronomy for nonscience majors, summarizing our present knowledge about the sun, stars, birth and death of stars, galaxies, and the structure and origins of the universe. When combined with APAS 111, satisfies first year natural sciences requirement. APAS 112 and 111 may be taken in either order.

Full Term - Section 300: Mondays, 7-10 p.m., Engineering Center CR 2-06. $180.

Communication

**Communication 102-3 Introduction to Interpersonal and Small Group Communication**
An introductory course in human communication requiring no previous knowledge of communication. Its primary objective is to supply the student with the fundamental principles of communication in interpersonal, group, organizational, and public contexts. When combined with Comm. 203 or 215, satisfies first year social sciences requirement.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Hellem 141. $180.

**Communication 203-3 Interpersonal Communication**
This course explores communication between people. It promotes self-awareness by understanding major communication concepts, stages of relationships, and communication skills. In particular, communication between the sexes in intimate, friendship, and professional relationships receives emphasis. Some skill areas studied are listening, conflict management, assertiveness, nonverbal, and self-disclosure. When combined with Comm. 102 or 215, satisfies first year social sciences requirement.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Hellem 141. $180.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m., Hellem 137. $180.

Computer Science

**Computer Science 120-3 Introduction to Programming I**
An introductory course in computer programming covering computer fundamentals, the elements of a structured programming language, and the basic techniques for designing algorithms to solve practical problems. The programming language PASCAL is used as a vehicle for expressing these concepts. Students are required to attend two lectures per week and the recitation. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics including trigonometry and algebra.

Full Term - Section 300: Lecture: Mondays and Thursdays, 7:15-8:45 p.m., Recitation: Thursdays, 6-7 p.m., Engineering Center CR 0-36. $205.
Credit Classes

Economics

Economics 201-3
Principles of Macroeconomics
An overview of the economy examining the flow of income and GNP as well as the factors determining the level of employment, income, money, credit, and prices. When combined with Econ. 202, satisfies first year social sciences requirement. Econ. 201 and 202 can be taken in either order.
Full Term - Section 300:
Thursdays, 5:30-8:30 p.m., Engineering Center CR 2-26. $180.

Economics 202-3
Principles of Microeconomics
The operation of the price system as a major organizer of the economy. Elementary theory, problems, and public policy of competition, monopoly, distribution of income, and international economic relations. When combined with Econ. 201, satisfies first year social sciences requirement. Econ. 202 and 201 can be taken in either order.
Full Term - Section 300:
Tuesdays, 5:30-8:30 p.m., Engineering Center CR 2-26. $180.

Education

Education 480-3
Supported Employment: Facilitating the Employment of People with Disabilities
This course will provide human service professionals with the background, rationale, and practical skills necessary to successfully integrate employees with disabilities into the competitive work community. It is designed for people already working in the fields of rehabilitation, education or counseling as well as for people who aspire to do so. While much of the subject matter derives from technologies developed to serve people with severe disabilities, such as mental retardation, the values and concepts also apply to other traditionally devalued people. Topics covered include history, attitudinal barriers, school to work transition, job development, systematic instruction, follow-up procedures, and systemic change. Field practicum with local agencies will provide hands-on experience to students.
Full Term - Section 301: Thursdays, 6-9 p.m., Engineering Center CR 1-01. $180.

Education 481-3
Special Topics: Integrative Learning
This experiential course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients. We will explore a variety of ways to activate right brain functioning through multi-sensory learning, creative problem solving techniques, and the expansion of creative imagination and humor. We will consider how creative learning experiences can enhance our daily lives — personally, academically, and professionally.
Session I - Section 100:
Tuesdays and Thursdays, 5-8 p.m., Hale 6. $188.
Session II - Section 200:
Tuesdays and Thursdays, 5-8 p.m., Hale 6. $188.

Education 482-3
Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
This course stresses advocacy of the gifted and talented child in the classroom and in the home. Students will discuss current issues in gifted education in a workshop atmosphere, emphasizing individualization, creativity, problem solving and social/emotional issues. Hands-on materials appropriate for gifted and talented children will be shared, and guest speakers will participate. Students will develop projects related to individual interest areas. This course meets Colorado teacher re-certification requirements. For further information on initial certification, contact instructor or Colorado Department of Education.
Full Term - Section 301: Tuesdays, 5-8 p.m., Engineering Center CR 0-03. $180.

Education 482-3
Workshop in Curricular and Instructional Development: Integrative Learning II
This course is designed as a forum for in-depth discussion and exchange of ideas of topics introduced in Integrative Learning. I. Topics to be covered may include: integrative learning process, updates of trends in education, strategies for success, the effect of technology, stress management and self esteem. Prerequisite: completion of Integrative Learning I or approval of instructors.
Full Term - Section 302: Tuesdays, 5-8 p.m., Engineering Center CR 0-01. $188.

English

English 119-3
Introduction to Creative Writing
This course is designed for students who want to learn basic techniques of writing short fiction and poetry. It is valuable for students with serious writing goals, for those who seek greater skill in self expression, and
for those who want to better appreciate literature by learning to write it. Students will write stories and poems, and discuss them in a supportive, workshop atmosphere. We will also read and discuss the works of established writers, in order to develop our awareness of the elements of fiction and poetry.

**Full Term - Section 300:**
Thursdays, 6:30-9:30 p.m.,
Hellems 245. $180.

**Session I - Section 100:**
Mondays and Wednesdays, 7-10 p.m.,
Engineering Center CR 0-03. $180.

**Session II - Section 200:**
Mondays and Wednesdays, 7-10 p.m.,
Hellems 241. $180.

**English 160-3**
*Introduction to American Writers*
This course introduces students to a wide range of American Literature, including poetry, fiction, and non-fiction prose, from earliest colonial times through the 20th Century. The development of our national literature is traced through the work of its most characteristic figures. Special attention is paid to the historical context out of which these writings emerged. Closed to those having credit in English 266. When combined with Engl. 120, 126, 130, 140, 150, 190, 226, or 253, satisfies first year humanities requirement.

**Full Term - Section 300:**
Thursdays, 7-10 p.m.,
Hellems 211. $180.

**English 315-3**
*Report Writing*
Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, a combination of lecture, discussion, and evaluation, will sharpen the student's ability to write with ease and clarity.

**Full Term - Section 300:**
Wednesdays, 6-9 p.m.,

**EPOB 210-3**
*Introduction to Wildlife Ecology and Conservation*
This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by the way of illustration, case histories of species ranging from Bighorn Sheep to Great Blue Whales. Major local, national, and global issues concerning wildlife will be examined from social, economic, philosophical as well as biological standpoints. Students will become familiar with a range of wildlife conservation, management, and research strategies. Approximately 8-10 hours of wildlife observation in the field are required. Scheduling of such can be tailored to individual student needs.

**Session II - Section 200:**
Mondays and Wednesdays, 7-10 p.m.,
Hellems 229. $180.

**EPOB 414/514-3**
*Advanced Ecology: Oceanography and Marine Biology*
A discussion of the major aspects of oceanography, i.e., the interplay of physical, chemical, and biological factors in the oceans and adjoining seas; and selected oceanographic techniques. Emphasis will be placed on the ecology of marine organisms, focusing on such topics as habitats and communities, adaptive design and strategies of organisms, competition, pollution, parasitism, fish chains, and nutrient cycling. Lectures will often be illustrated through the use of color slides and films.

**Full Term - Section 300:**
Wednesdays, 6:30-9:30 p.m.,
Ramaley 23. $180.
**Film Studies**

**Film Studies 355-3**

Producing the Feature Film

Designed to give the student a behind the scenes look at the way production in the entertainment industry is structured and how it works. The class will: 1) survey the production process from development to distribution; 2) focus on the crucial role which script plays in the production process; 3) "pitch a story" to studio executives. The class will also focus on: 1) various contract negotiations and the budget process; 2) job functions, qualifications, and opportunities in the entertainment industry; 3) relationships between producer, director, the writer, analysis of selected films for production value, story structure and budget considerations. Screenings may include Hannah and Her Sisters, Top Gun, Ruthless People, and other current films.

Session II - Section 201:
Mondays and Wednesdays, 7-10 p.m.,
Norlin Library Audiovisual Room. $188.

Session II - Section 202:
Tuesdays and Thursdays, 7-10 p.m.,
Norlin Library Audiovisual Room. $188.

**Fine Arts**

**Fine Arts 117-3**

Basic Photography

An introduction to techniques and concepts of photography as art. Emphasis is on photography as a means to formal and expressive ends. Students must have an adjustable camera and should expect to spend $150 to $200 during the semester outside the tuition and lab fees on paper and film. For Fine Arts majors. May not be repeated. (Formerly F.A. 216.)

Full Term - Section 300:
Mondays and Wednesdays, 6:30-11 p.m.,
Fine Arts N161. $205.

**Fine Arts 291-3**

Special Topics: Drawing in Color

Designed to give the student a behind the scenes look at the way production in the entertainment industry is structured and how it works. The class will: 1) survey the production process from development to distribution; 2) focus on the crucial role which script plays in the production process; 3) "pitch a story" to studio executives. The class will also focus on: 1) various contract negotiations and the budget process; 2) job functions, qualifications, and opportunities in the entertainment industry; 3) relationships between producer, director, the writer, analysis of selected films for production value, story structure and budget considerations. Screenings may include Hannah and Her Sisters, Top Gun, Ruthless People, and other current films.

Session II - Section 201:
Mondays and Wednesdays, 7-10 p.m.,
Norlin Library Audiovisual Room. $188.

Session II - Section 202:
Tuesdays and Thursdays, 7-10 p.m.,
Norlin Library Audiovisual Room. $188.

**Fine Arts 492-3**

Fine Black and White Printing

An intensive workshop-style course emphasizing a unified approach to the photographic process as a means of complete personal expression. Topics include: negative controls and evaluation; selection of films, papers, and chemistry; test, control, and final printing; print manipulation; archival processes, toning; portfolios, mounting and finishing; and historical and contemporary contexts of fine printing. Techniques of concentration, critical analysis and previsualization will also be covered. Actual darkroom work is stressed heavily. The student should expect to spend about $250 in materials and must be competent in basic darkroom procedures. Instructor consent needed prior to enrolling.

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.,
Fine Arts N163. $230.

**Geography**

**Geography 100-3**

Environmental Systems: Climate and Vegetation

Introduction to atmospheric and ecological variation in the world, and consideration of human consequences and environmental change through time. Optional field trip to local ecosystems. When combined with Geog. 101, satisfies first year natural sciences requirement.

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.,
Guggenheim 3. $180.
Credit Classes

Geography 101-3
Environmental Systems: Landforms and Soils
An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Geog. 101 carries only two hours credit towards graduation if student has earned credit in Geog. 101 or 103. When combined with Geog. 100, satisfies first year natural sciences requirement.
Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m., Guggenheim 3. $180.

Geography 306-3
Maps and Mapping
Basic introduction to the skills and reasoning ability needed to appreciate and use maps as research tools and illustrative devices. Emphasis on map reading and geographic interpretation of local and other selected U.S. maps. Optional half-day field exercise will be available.
Full Term - Section 300:
Tuesdays, 6-9 p.m., Geology 134. $180.

Geography 483-3
Historical Geography of Western North America
A study of how people have developed settlements and utilized and changed the landscape of North America east of the Mississippi through time, including an analysis of the past geography of certain regions of western North America at selected periods of time.
Full Term - Section 300:
Mondays, 7-10 p.m., Guggenheim 3. $180.

Geography 491-3
Geography of Britain
This course consists of an in-depth look at the cultural, economic, historical, physical and political geography of Britain, emphasizing the distinctive character and problems of each region. It is especially designed not only to enhance the knowledge of those with a long-term interest in things British, but to afford necessary background for those who wish to take Prof. Myers' field course in Britain this summer as well.
Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m., Guggenheim 205. $180.

Geology

Geology 104-3
Geological Evolution of the Colorado Region
A course for nongeology majors that traces the geological development of the Colorado and nearby western states, cast within a broader framework of the earth's geological environment. Course closed to geology majors. Geol. 104 carries only two hours credit if student has credit in Geog. 101. Prer., Geol. 103 or equivalent. When combined with Geol. 103, satisfies first year natural sciences requirement.
Full Term - Section 300:
Wednesdays, 7-10 p.m., Geology 127. $180.

Hebrew

Hebrew 102-5
First-Year (Beginning) Hebrew II
Prerequisite, Hebrew 101.
Full Term - Section 300:
Mondays and Wednesdays, 11 a.m.-1 p.m. and Fridays, 1-3 p.m., Hellems 104. $440.

History

History 142-3
History of England II
The period from the 17th century to the present. Political, economic, social, and imperial developments which contributed to the creation of the modern industrial and democratic state are the major issues covered. When combined with Hist. 141, satisfies first year social sciences requirement.
Full Term - Section 300:
Tuesdays, 7-10 p.m., Engineering Center CR 1-28. $180.

History 152-3
The United States Since 1865
A general survey of the social, economic, political and cultural development of the United States from the close of the American Civil War to the present. When combined with Hist. 151, satisfies first year social sciences requirement.
Full Term - Section 300:
Wednesdays, 7-10 p.m., Engineering Center CR 0-08. $180.

History 229-3
Western Warfare and Society Since the 18th Century
This course examines the relationship between warfare and society from "rational" war of the 18th century to "total" war of the 20th. Key areas to explore include: the role of military leaders like Frederick the Great, Napoleon, Hitler, and Eisenhower; the balance between civil and military authority; the development of military plans and doctrine; and the impact of technological change on the conduct of war. By studying the growth of military institutions, we will have a better understanding of the role of the military in the nuclear age.
Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m., Hellems 211. $180.

History 258-3
History of Colorado
Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention will be given to Indian and Hispanic activity and culture.
Full Term - Section 300:
Mondays, 7-10 p.m., Engineering Center CR 0-08. $180.

History 418-3
History of Southern Africa Since 1800
Examines the history of Southern Africa. Special emphasis will be placed on the history of South Africa. The course will focus on the decline of white rule and the region's strategic importance.
Session I - Section 100:
Tuesdays and Thursdays, 7-10 p.m., Education 134. $180.
**History - con't.**

**History 454-3**  
**United States History 1900 to 1929**  
History of the United States during the progressive years, 1900 to 1929, with emphasis on the social, economic, cultural and political evolution of the American people and the nation's role in world affairs.  
Full Term - Section 300:  
Mondays, 7-10 p.m., Hellems 211. $180.

**Survival Tips**  
All tuition and refund assessments are subject to audit.

**Journalism**

**Journalism 200-3**  
**Mass Media Writing**  
Provides an introduction to information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.  
Full Term - Section 300:  
Tuesdays, 6-9 p.m., Macky 3D. $180.

**Journalism 480-3**  
**Magazine Article Writing**  
Fundamentals of the magazine feature article, emphasizing market analysis, story form, style and methods. Practice in writing the free-lance article, understanding the roles of the editor and the art department. Discussions of magazine history, writer's contracts and rights, photography, and advanced reporting and research skills.  
Full Term - Section 300:  
Mondays, 7-10 p.m., Hale 104. $180.

**Mathematics**

**Mathematics 099-3**  
**Pre-College Mathematics**  
Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade. The letter grade, which will conform to the letter grades given in all University courses, will be calculated by the computer as part of the computer generated GPA for each student. This grade will continue to be carried by the College through a student's academic career, but will be removed in determining the final cumulative grade point average of the student at graduation.  
Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m., Engineering Center 1-40. $180.

**Mathematics 101-3**  
**College Algebra**  
Simplifying algebraic expressions, factoring, linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prer., one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See Math. 099 also.) No credit for students with credit in Math. 110. Math. 101 and 102 are equivalent to Math. 110.  
Full Term - Section 300:  
Mondays and Wednesdays, 6-7:30 p.m., Engineering Center CR 1-09. $180.

**Mathematics 102-2**  
**College Trigonometry**  
Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prer., one and a half years high school algebra and one year high school geometry or Math. 101. No credit for students with credit in Math. 110. May be taken currently with Math. 130. Math. 101 and 102 are equivalent to Math. 110.  
Full Term - Section 300:  
Tuesdays, 5:30-7:30 p.m., Engineering Center CR 1-40. $120.

**Mathematics 107-3**  
**Mathematics for Social Science and Business**  
Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for Math. 110 or 130. Prer., 1½ years of high school algebra or equivalent.  
Full Term - Section 300:  
Mondays, 6-9 p.m., Engineering Center CR 1-42. $180.

**Mathematics 108-3**  
**Calculus for Social Science and Business**  
An intuitive treatment of beginning calculus; differentiation and integration of algebraic, logarithmic, and exponential functions with applications in business and the social sciences. No knowledge of trigonometry or analytic geometry is presupposed. Those planning to take more than one semester of calculus should take Math. 130 instead of Math. 108.  
Full Term - Section 300:  
Mondays, 5:30-8:30 p.m., Engineering Center CR 2-26. $180.

**Mathematics 230-5**  
**Analytic Geometry and Calculus II**  
Continuation of Math 130. Transcendental functions, methods of integration, plane analytic geometry, polar coordinates, and parametric equations. When combined with Math. 130, satisfies first year natural sciences requirement.  
Full Term - Section 300:  
Mondays and Thursdays, 5:30-8 p.m., Engineering Center CR 0-38. $300.
**Philosophy**

*Philosophy 100-3 Introduction to Philosophy*

The course focuses on several topics and issues. Among them are the existence of God, ethics, and ways of knowing. A portion of the course will be devoted to specific ethical problems; among them will be abortion, animal rights, and armaments. The student will be encouraged to participate in class discussions as a way of learning to do philosophy instead of memorizing a set of lecture notes. Readings are from primary sources, most of them traditional, in the history of philosophy. Short papers are required. When combined with Phil. 102, 103, 105, 106, 107, or 112, satisfies first year humanities requirement. When combined with Phil. 104, 209, or 220, satisfies first year social sciences requirement. If Phil. 100 is used for the humanities requirement, it cannot be used for the social sciences requirement.

Full Term - Section 390:
- Mondays, 7-10 p.m., Hellems 201. $180.

*Philosophy 102-3 Ethics*

This course will offer an introduction to that part of philosophy known as ethics. Basic ethical concepts and issues will be presented and explored in lecture and discussion. Time will be devoted to both theoretical points and actual ethical situations in the world and in our own lives. The intent will be to sharpen our awareness of the ethical, learn to analyze it with greater depth, formulate our own values, deepen our reflective lives, and to bring more fulfillment to our existence through an increased appreciation of the meaning and power of our actions in the world. When combined with Phil. 100, satisfies first year humanities requirement.

Full Term - Section 300:
- Wednesdays, 7-10 p.m., Hellems 201. $180.

*Philosophy 105-3 Philosophy and Religion*

A philosophical introduction to problems of religion, such as the existence of God, faith and reason, religious language, etc. When combined with Phil 100, satisfies first year humanities requirement.

Full Term - Section 300:
- Thursdays, 7-10 p.m., Hellems 201. $180.

**Physical Education**

*Physical Education 342-3 Nutrition and Health*

In addition to the studying of nutrients and how they function in the body, current controversial issues in nutrition will be examined. Included are food additives, natural and organic foods, vitamin supplements, nutrition for athletes, vegetarian diet, diet and heart disease, diet and cancer, and diet in each stage of the life cycle.

Session I - Section 100:
- Tuesdays and Thursdays, 7-10 p.m., Engineering Center 2-06. $180.
- Session II - Section 200:
- Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-46. $180.

*Physical Education 401-3 Special Aspects of Current Practices: Current Controversies in Nutrition*

Nutrition is a rapidly changing field of knowledge. Many controversial, yet unresolved topics exist today. In this course, we will explore in depth the following issues: nutritional assessment, nutritional supplementation, food safety, nutrition and behavior, food allergies, and trace minerals and health.

Session I - Section 100:
- Tuesdays and Thursdays, 7-10 p.m., Engineering Center 2-06. $180.

**Political Science**

*Political Science 110-3 The American Political System*

A general introduction to the American political system with emphasis upon the interrelations among the various levels and branches of government, formal and informal institutions, processes and behavior. When combined with P.Sc. 201, 202, 222, or 240, satisfies first year social sciences requirement.

Full Term - Section 300:
- Wednesdays, 6-9 p.m., Ketchum 234. $180.

*Political Science 222-3 Introduction to International Relations*

The purpose of this introductory course is to introduce students to both the tools of the discipline and its contemporary issues. Therefore, this course consists of three parts: the study of tools, which deals with the concepts, methods, and theories of the discipline; conflict and peace studies, that focuses on both the conflictual and cooperative aspects of the North-South and East-West relationships; and the study of future alternatives. The breadth and changing scope of the discipline forces us to be selective in the topics of discussion. Time will be allocated to discuss topics of interest to students. When combined with P.Sc. 110, satisfies first year social sciences requirement.

Full Term - Section 300:
- Mondays, 6-9 p.m., Hellems 267. $180.

**Psychology**

*Psychology 100-3 General Psychology*

Survey of major topics in psychology, including sensory and perceptual processes, human development, personality, frustration and conflict, learning and memory, and the biological basis of behavior. When combined with Psy. 230, 245 or 264, satisfies first year social sciences requirement. When combined with Psy. 205, satisfies first year natural sciences requirement. If Psy. 100 is used for the social sciences requirement, it cannot be used for natural sciences requirement.

Full Term - Section 300:
- Thursdays, 7-10 p.m., Porter Biopsycho 201. $180.
Psychology - con’t.

Psychology 205-3
Introduction to Biopsychology
A broad survey course in the psychological, endocrine, and genetic bases of behavior. Topics to be covered include the biological bases of learning, motivation, emotion, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurophysiology, and neuroanatomy in relation to behavior. When combined with Psy. 100, satisfies first year natural sciences requirement.
Full Term - Section 300:
Tuesdays, 7-10 p.m.,
Porter Biopsychology E113. $180.

Psychology 210-3
Statistics and Research Methods in Psychology
This course will explore the methods that researchers use to establish facts. Topics will include the scientific method, designing experiments to test hypotheses, evaluating experiments, and summarizing data. Emphasis will be placed on the use and misuse of statistics; especially, how to lie with statistics and how to represent data, etc. The purpose of the latter is to sharpen one's analytical skills. This course is a requirement for all psychology majors and recommended for persons planning to pursue a career in behavioral sciences.
Full Term - Section 300:
Mondays and Wednesdays, 6-7:30 p.m.,
Muenzinger D156. $180.

Psychology 230-3
Psychology of Adjustment
The Psychology of Adjustment draws from a broad area of psychology. It is primarily concerned with how people grow and develop as individuals and how they function within their social groups. In this course we will first examine general theories of human behavior —why do people behave as they do? We will then go on to study how to promote healthy adjustment to life's challenges and what happens when people fail to adjust. Thus, we will cover such diverse topics as self-understanding, dreams, behavior change, psychological problems and their treatment. When combined with Psy. 100, 245, or 264, satisfies first year social sciences requirement.
Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.,

Psychology 264-3
Child and Adolescent Psychology
What do we know about how people develop? To what extent do early experiences, both physical and psychological, affect later development? How do children acquire the behavior and values appropriate for their cultures? These are some of the questions that will be addressed in this course on the psychological development of children and adolescents. This is not a course on child rearing for the simple reason that developmental psychologists have little privileged information on how children should be raised. Instead, you will become acquainted with theory and research in a broad number of areas concerned with development: infant development, cognitive, language, and social development. Where appropriate, we will examine how theory and research can be applied to problems facing families with children. When combined with Psy. 100, 230, or 245, satisfies first year social sciences requirement.
Full Term - Section 300:
Wednesdays, 7-10 p.m.,
Porter Biopsychology E113. $180.

Psychology 445-3
Psychology of Personality
An intensive exploration of the theoretical and applied dimensions of personality development and change. This course is designed to further develop the student's understanding of the historical and contemporary research in personality. It is assumed that the student has both a strong course and field work background in psychology. Major models will include psychoanalytic, neo-analytic, existential, organic and social-learning theories of personality. A major portion of the course will be experiential. Prerequisite, 12 hours of psychology or consent of instructor.
Full Term - Section 300:
Mondays, 6:30-9:30 p.m.,
Porter Biopsychology E432. $180.

Psychology 471-3
Survey of Clinical Psychology
Theories and practices relating to problems of ability and maladjustment. Diagnostic procedures and treatment methods with children and adults. Prerequisite, Psy. 100 and 431, or consent of instructor.
Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.,

Psychology 430-3
Abnormal Psychology
This course is designed to familiarize the student with the major applied aspects of abnormal behavior. The focus is on the diagnosis and treatment of contemporary abnormal behaviors. The course will be presented in a case study methodology. Students will be expected to become familiar with contemporary research and practices in clinical counselling psychology. This course does not presume previous field or course work in the clinical area.
Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.,
Porter Biopsychology E432. $180.
### Sociology

**Sociology 191-3  
Contemporary Social Issues**

Introductory consideration of some contemporary social controversies such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term - Section 300:  
Mondays, 6-9 p.m., Ketchum 234. $180.

**Sociology 200-3  
Death and Dying**

The causes of death, who dies, the experience of dying (nursing homes, emergency rooms, intensive care, hospices), ethical and political issues: right to life, right to death, euthanasia, bionics, genetic engineering, cryogenics, environmental and occupational health.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m., Hellem's 201. $180.

**Sociology 211-3  
Introduction to Sociology**

An exploration of the sociological perspective and its insights into social phenomena ranging from impersonal social forces and institutional structures. Explains the major theoretical approaches to social relations and the basic methods of social scientific inquiry. Includes historical comparisons of societies and cultures, critical analysis of U.S. institutions, and an exploration of the processes of social change. When combined with Soc. 119, 128, 191, 212, 239, or 250, satisfies first year social sciences requirement.

Full Term - Section 300:  
Thursdays, 6-9 p.m., Ketchum 234. $180.

**Sociology 250-3  
Social Problems and Social Change**

Deals with major theories of social change, change in major social institutions, and current social problems: distribution of power in society, unemployment, poverty, racism and sexism, the changing role of the family, sexual norms and behavior, drugs and psychophysical methods of awareness.

When combined with Soc. 211, satisfies first year social sciences requirement.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m., Education 138. $180.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m., Education 138. $180.

**Sociology 428-3  
Sociology of the Future**

A systematic analysis of future societies, with emphasis on a variety of possible social arrangements. The sociology of the future will examine the effects of the decisions we make based on our predictions of the consequences of the options available to us on such issues as the arms race, energy, America's competitive edge, drugs, poverty, crime and discrimination.

Full Term - Section 300:  
Wednesdays, 7-10 p.m., Hellem's 193. $180.

### Theatre

**Theatre 200-3  
Acting Fundamentals**

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m., Hale 204. $180.
Special Summer Plans

Lessac Summer Workshop

Our summer plans are so special, we couldn't wait to tell you about them!

LESSAC SUMMER WORKSHOP RETURNS.

The Department of Theatre and Dance and the Division of Continuing Education will again host an innovative program of voice, speech and body training for teachers, performers, and advanced students by the founder of the Lessac Method. The demand for experienced and gifted teachers of the Lessac system has always exceeded the the supply. This intensive workshop provides the best training for the personal skill development necessary for such teaching.

This integrated approach to actor training is based on forty years of Lessac research and teaching in theatre, speech, voice, and singing. It deals with the investigation of how the human body and voice function naturally and instinctively, and how to train that functioning to become a part of the craft, the discipline, the personal awareness—to become part of the art.

The six week workshop includes 180 hours of intensive individual and small class instruction. Enrollment is limited. Six semester hours of credit (graduate or undergraduate) are available.

For more information, write to Lessac Summer Workshop, Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80329-0178, or call (303)-492-6409 (1-800-332-5839 toll free in Colorado).

Meeker '88

For a real getaway, enroll in one of a selection of University of Colorado courses taught exclusively in Meeker, Colorado during the summer of '88. Start now to plan your summer of study.

Each course has a unique connection with the natural or human environment of the unspoiled White River Valley. And an appeal to a wide audience—teachers in the arts, natural or social sciences, and environmental managers.

The Meeker region is partly agricultural, partly protected wilderness, and totally suited to the study of geology, western slope flora, wildness ecology, freshwater ecology, and environmental and energy issues. The landscape, from river valley to mountain formations, also invites an artistic enjoyment of the region through expression in painting or photography.

Classes, field work and independent projects will occupy your time and your intellect. But don't overlook the opportunities for recreation and refreshment of your senses.

You (and your family) can also enjoy Meeker's recreational programs—organized sports and lessons, parks, playing fields, tennis courts, golf course and swimming pool. And fishing in nearby lakes and streams. Full service guest ranches offer a variety of trail rides and outfitted camping experiences.

Tuition: $55 per credit hour (resident or nonresident for up to 3 credit hours). The terms are scheduled so that you can take advantage of one of these offerings and still attend one of the 5-week summer terms on the Boulder Campus.

Schedule for Meeker '88

Term I:
June 13-July 1, 1988

ENVD 530-3
Special Topics in Natural Resources and Energy

Cities and towns tend to discount their dependency on the natural resources which sustain them. Water, energy, food, and most recreation opportunities are supplied from areas far removed from the urban dweller. The focus of this class is how we can more successfully plan and lead our urban lives. Field work in the oil-shale project, case studies of water-wildlife-land use conflicts, and discussion about boom towns and ghost towns should be useful to teachers in the natural and social sciences, professional planners, and civic-minded citizens at large. All material will be presented so that it has "back home" application to classroom, curriculum, or planning meeting. Prerequisite, upper-division standing.

Spenser W. Havlick, Professor of Environmental Design and Geography at the University of Colorado at Boulder, has taught and researched widely in town planning and natural resource management, resulting in publications in urban planning, environmental impact of town planning and natural hazard mitigation. He consults for a broad range of private industries and government agencies in the U.S. and abroad.

EDUC 595-3
Workshop in Curriculum and Content Areas: Ecology


The course is designed for primary and secondary educators who have an interest in the environment or in experiential education. Using the Flat Tops Wilderness Area as a natural laboratory, students will have five days of ecology theory, and a nine day, low-impact field excursion into the 400 square mile wilderness ecosystem to study field ecology and techniques of wilderness survival. The Flat Tops Wilderness contains a large beetle-disturbed spruce forest, interspersed with huge meadow systems and is inhabited by Colorado's largest concentration of elk.

Rental arrangements for packing gear are available. The field excursion will involve altitude gains of 1500 to 2000 feet, with most activities at 10,500 feet.

Mel Cundiff, Associate Professor of Biological Science at the University of Colorado at Boulder, has guided field ecology courses as far away as East Africa, and frequently leads groups into the Flat Tops Wilderness—skiers, hunters, horsepackers and backpackers. He has taught wilderness techniques for 3 decades.
**Special Summer Plans**

**FA 491/591-3**
**Special Topics: Painting**

The course is designed to deal with concepts and ideas related to personal expression and the development of technical skills in any of the pictorial arts of drawing, painting and mixed media. Projects are individually structured, arranged in consultation with the instructor. Emphasis will be placed on subjects from nature and the environment of the Meeker area. Students will meet daily with the instructor, attend slide lectures and participate in weekly group reviews. Each student is expected to develop a theme for a cohesive body of work based on the student’s understanding of nature, the town of Meeker and her or his own artistic capabilities.

Luis Eads, Emeritus Professor of Fine Arts at the University of Colorado at Boulder, has shown his work in exhibitions, galleries, group, and one man shows throughout the United States. As a painter, he is interested in imagery from a wide range of sources, including cross-cultural images. His work occasionally contains three-dimensional forms and graphic representations as well as realistic renderings.

**FA 492/592-3**
**Special Topics: Electronic Photography**

This course will provide opportunities for students to explore new possibilities in electronic imagemaking. Images generated in the field during the workshop as well as images brought to the workshop by students will be used. Camcorders and other electronic cameras will be available, as well as a video disk player as a source. Digitization of images from positive slides, black and white or color negatives, prints or collage materials and electronic sources will be accomplished with the assistance of 20 photography based computer programs that have recently been written at the University of Colorado at Boulder. This is an opportunity to participate in the evolution of the photographic medium from silver based materials to electronic media.

Charles Roitz, Professor of Fine Arts the University of Colorado at Boulder, has an interest in electronic imagemaking dating back to 1960 when he was a television director. His personal art work has taken a variety of forms over the years; with perhaps his work in photosculpture and landscape photography being the most prominent. He has exhibited nationally and internationally. His recent book, *Marks in Place* (Univ. of New Mexico Press) is the outgrowth of a National Endowment for the Arts Photographic Survey Grant.

**MUSM 547-3**
**Museum Field Methods in Botany**

A study of western slope flora with intensive field work from desert-steppe to alpine tundra. Emphasis on field recognition of flowering plants in all life zones. Instruction includes plant taxonomy, the use of dichotomous keys, and methods of collecting and preserving plant specimens. The course format consists of the study of plants in the field and laboratory. Students will have the option of assembling a collection of herbarium specimens. This course is especially suitable for life science teachers, naturalists, botanists, foresters, ecologists, zoologists, and land managers who need practical training in recognition and museum methods of Colorado western slope plants.

William A. Weber, Professor of Natural History and Curator of the Herbarium at the University of Colorado at Boulder, is an authority on the flora of Colorado and author of *Rocky Mountain Flora and Colorado Flora: Western Slope*, the first text completely covering Colorado west of the continental divide. A Fellow of the Linnean Society, his research has taken him from Scandinavia to New Guinea, Nepal, Japan and the Galapagos Islands, with his most recent work taking place in the Altai of the USSR.

**WS 400-3**
**Women and Science**

This course is designed to help primary and secondary educators understand and deal with the problems which women and girls have relating to science. It explores the lives of selected women scientists, the assumed "masculinity" of science, the male values imbued in certain scientific disciplines and how women and "feminine" values can enhance science and scientific thinking.

Judith Harris, Associate Professor of Natural History at the University of Colorado at Boulder, is a member of the American Association for the Advancement of Science, the Society of Vertebrate Paleontology and a Fellow of the Linnean Society. She specializes in the paleoecology of terrestrial systems, the evolution and systematics of certain lower vertebrate groups and critique of science. She has written papers on these topics and on educating women in science.
EDUC 595-3
Workshop in Curriculum and Content Areas: Energy Across the Curriculum


This workshop explores ways to use energy as an integrating theme in teaching, K-12. It is designed for educators in any subject matter discipline as well as for other community leaders. The workshop provides the information, fundamental principles, techniques and sources of assistance essential for introducing energy-related materials into existing courses. It explores effective links among the natural sciences, mathematics, home economics, social sciences, and the humanities. Activities include discussion, readings, laboratory and field experiences, and development of teaching materials. Conducting the workshop in Meeker allows direct experience with problems and prospects of energy alternatives, including coal, hydroelectric, solar, oil, oil shale, natural gas and conservation.

David M. Armstrong, Director of the Natural Science Program at the University of Colorado at Boulder, is a biologist (ecology, biogeography, systematics of mammals) interested in teaching science to non-scientists. As a consulting ecologist, he has evaluated the potential environmental impact of numerous energy-related projects in the Rocky Mountain West.

William DeMallie teaches "Nature and Society: Energy" at the University of Colorado at Boulder. He has long experience in formal and informal science education at various levels, from junior high school to university, in both Colorado and New England. He has designed successful enrichment experiences in science for special student populations, especially Native Americans.

EPOB 410/510-3
Marine and Freshwater Ecology

With emphasis on freshwater ecology, the course will also relate marine ecology and oceanographic techniques to a discussion of major marine and freshwater organisms and communities. Topics will include adaptive strategies of organisms, competition, pollution, parasitism (including human forms), food chains, and nutrient cycling. Chemical and physical factors of the environment will be described in their relation to community structure and diversity. There will be a special focus on the aquatic biology of the Rocky Mountain region with frequent field trips to Meeker area streams and lakes. Prerequisite: principles of ecology.

John Bushnell, Professor of Environmental Population and Organismic Biology at the University of Colorado at Boulder, focuses his research on the ecology of Colorado freshwater environments. He consults widely with environmental and health agencies.

FA 491/591-3
Special Topics: Drawing and Painting

This course will include personal expression and the development of technical skills in painting of landscape subjects in the Meeker — White River Valley area. In the landscape, students will stress observational skills that can be used later in a studio setting. Students will also stress the issues of form and content, relating landscape painting to the larger issues of contemporary art and life.

Charles Forsman, Professor of Fine Arts at the University of Colorado at Boulder, has a special interest in the history of the West and in conservation. These interests find frequent expression in his painting.

MUSM 448/548-3
Museum Field Methods in Geology

Paleontological and paleoecological field techniques including collecting, recording of geographic, stratigraphic and quarry information; preservation; interpretation, including applicable readings. This course will meet Monday-Thursday, 9:00 a.m.-4:00 p.m. with frequent field excursions into the unique region surrounding Meeker.

Peter Robinson, Professor of Natural History and Curator of Geological Collections, University Museum at the University of Colorado at Boulder, specializes in fossil mammals from the Tertiary of North America and NW Africa. He has field experience in Western U.S., Greece, Spain, Sudan, Morocco, Algeria, and Tunisia, with particular interest in the use of fossil vertebrates to solve geological problems. For more information on these courses and housing in Meeker, write to Meeker '88, Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO, or call (303)-492-6409 (1-800-332-5839 toll free in Colorado).
Management Development Certificate Program

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

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

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 24) are all at Longmont High School; specific room numbers will be given at registration.

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

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

The Management Development courses are conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time.

Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

Course tuitions are listed at the end of each course description. Please note that refunds are given only before the start of a course, none after.

All questions concerning the program, including your current status toward earning the Achievement Certificate, may be answered by calling the Division of Continuing Education at 492-5148 (or call outside the Denver Metro dialing area, 1-800-332-5839).

Courses by Starting Date, Spring 1988

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<th>Course</th>
<th>Faculty</th>
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<td>Tuesday, February 2</td>
<td>MDB-9</td>
<td>Effective Public Speaking and Presentation Techniques</td>
<td>Donald O. Marcotte</td>
</tr>
<tr>
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<td>MDB-11</td>
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<td>Thursday, February 4</td>
<td>MDB-2</td>
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<tr>
<td>Thursday, February 4</td>
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<td>Fred Moore</td>
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<tr>
<td>Wednesday, February 10</td>
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<td>Tuesday, February 16</td>
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<td>Wednesday, March 2</td>
<td>MDB-19</td>
<td>Understanding and Coping Effectively with Differences</td>
<td>Charles A. Rice</td>
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## Management Development

### Courses by Starting Date, Spring 1988 – con't.

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<td>Building Productive Work Teams</td>
<td>Charles A. Rice</td>
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<td>MDB-16</td>
<td>Strategic Marketing for Professionals</td>
<td>Johann Robbins</td>
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<td>MDB-5</td>
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<td>Tuesday, March 15</td>
<td>MDB-21</td>
<td>Working Assertively: Effective Job Skills</td>
<td>Toni Scott</td>
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<tr>
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<td>Understanding and Using Financial Statements</td>
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<tr>
<td>Monday, March 21</td>
<td>MDB-8</td>
<td>Developing Your Marketing Plan on a Personal Computer</td>
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<td>Thursday, April 7</td>
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<td>MDB-12</td>
<td>Interpersonal Effectiveness Through Motivation Strategies</td>
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<td>Writing for Impact in Organizational Settings</td>
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<td>Wednesday, April 27</td>
<td>MDB-10</td>
<td>How to Build a Better Job</td>
<td>Shelly Ann Espinosa</td>
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<td>Friday, April 29</td>
<td>MDB-7</td>
<td>Decision Making for Women</td>
<td>Audrey Nelson-Schneider</td>
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<td>Thursday, May 5</td>
<td>NCB-8</td>
<td>Resort Condominium Management</td>
<td>Randy Bauer</td>
</tr>
<tr>
<td>Friday, May 13</td>
<td>MDB-23</td>
<td>Your Professional Image in Action</td>
<td>Audrey Nelson-Schneider</td>
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**MDB-1  
Accounting for the Non-Accounting Manager**

- Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements, their analysis, and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation.

Fred Moore, M.B.E., Accountant  
Thursdays, February 4-March 3, 7-9 p.m.  
5 sessions. 1 CEU. Duane Physics G1131. $75.

**MDB-2  
Basic Skills for the New Supervisor**

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

Doug Sullivan, M.B.A. CU Boulder, President of Career Marketing and Developing Co.  
Thursdays, February 4 and 11, 6:30-10 p.m.;  
February 18, 6:30-9:30 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E417. $75.

**MDB-3  
Building Productive Work Teams**

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

Chuck Rice, M.B.A., Management, University of Denver, President of IMPOD — a management consulting firm. Instructor at CU Denver.  
Thursdays, March 3-17, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E432. $75.

**MDB-4  
Communication Effectiveness: Between Supervisor & Employee**

- Productive employees are goal-oriented individuals who enjoy work, and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement, and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques.

Barry Dawson, B.S., Senior Trust Officer — Personal Trusts, First Interstate Bank of Denver, focuses on expanding client’s communication and interpersonal relations skills.  
Wednesday, February 24, 7-10 p.m.  
Wednesday, March 2 and 9, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E432. $75.
**MDB-5**
Consensus Building and Conflict Resolution

This course will introduce students to the most effective conflict resolution and consensus building techniques. Case histories showing how specific strategies have been used in actual situations will be discussed and students will have an opportunity to practice conflict resolution techniques in classroom simulations. Course materials are included.

Guy and Heidi Burgess, Ph.D., CU Boulder, Post-Doctoral work M.I.T. in fields related to conflict resolution. Both Guy and Heidi Burgess are Co-Directors of the Conflict Resolution Project at CU Boulder.

Tuesdays, March 15-April 12, 7-9:30 p.m.; 4 sessions. 1 CEU.

Engineering Building 1-01. $75.

**MDB-6**
Dealing With Risk and Uncertainty

This introductory course explains the basic strategies for making decisions involving risk and uncertainty. Key points will emerge from a class discussion of case histories of individuals, government and business decisions.

Guy Burgess, Ph.D., CU Boulder, Post-doctoral work M.I.T. in fields related to risk and uncertainty.

Tuesdays, February 16-March 8, 7:30-9 p.m.; 3 sessions. 1 CEU.

Porter Biosciences E114. $75.

**MDB-7**
Decision Making for Women

How can women turn the well-documented risks of decision making into personal satisfactions and professional rewards? This program examines issues in risk-taking and influencing others; the fear of success syndrome; the hard-soft double-bind experienced by women; and the strategies that lead to promotion. How can the myths and stereotypes that undermine advancement be overcome?

Audrey Nelson-Schneider, Ph.D.

Friday, April 29, 9:00 a.m.-4:00 p.m.

One all-day session. 6 CEUs.

Clarion Hotel. $75.

**MDB-8**
Developing Your Marketing Plan on a Personal Computer

This hands-on computer seminar will show you how to use 9 marketing computer models. These computer models should enable you to avoid the six most common mistakes in marketing. Prior computer experience is not required, but you should have some marketing background. The models are templates that overlay Lotus 1-2-3, Symphony, or other compatible software. The instructor, who is the author of the models, will explain each one and provide problems to be solved. You will receive a manual written by the instructor, along with a diskette containing the case histories used for the models. A second diskette contains the specially prepared manual and two diskettes that together have a retail value of $195.

William M. Luther

Monday, March 21 and Tuesday, March 22, 9:00 a.m.-4:00 p.m.

Two all-day sessions. 1.2 CEUs.

Norlin Library. $250.

**MDB-9**
Effective Public Speaking and Presentation Techniques

Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.


Tuesdays, February 2-March 1, 6:30-8:30 p.m.; 5 sessions. 1 CEU.

Porter Biosciences E126. $75.

**MDB-10**
How to Build a Better Job

Advancement is only one of the ways to build a better job. Based on the book Working Solutions from Working Secretaries, and taught by the co-author of the book, this six hour seminar emphasizes field-tested ideas collected from secretaries across the country. It focuses on symptoms and solutions: recognition of burnout and rustout; building skills for jobs in 1995; assessing abilities and objectives; knowing and using the rules of today's organizational culture; improving self-presentation techniques that gain support and success. Workbooks will include self-assessment exercises, practical tips, and an action plan to build the bridge between today and tomorrow. Real-life cases will illustrate what works—and what doesn't. Course fee includes materials, lunch, and refreshment breaks. Textbook is optional.

Shelly Ann Espinosa, M.S.W.

Wednesday, April 27, 9:00 a.m.-4:00 p.m.

One all-day session. 6 CEUs.

Clarion Hotel. $75. Optional text $11.95.

**MDB-11**
Human Relations: Gaining Insight Through Communication

For managers and potential leaders, this course teaches motivational techniques for helping personnel fulfill potential, while you gain loyalty and facilitate "other person's awareness." Topics emphasized are: organizational work climate, information on personality types, communication skills, personal and career goal planning, and job satisfaction and involvement. Course builds a sound working knowledge of practical human relation skills designed for success.

Barry Dawson, B.S., Senior Trust Officer — Personal Trusts, First Interstate Bank of Denver, focuses on expanding client's communication and interpersonal relations skills.

Wednesday, February 3, 6:30-10 p.m., and Wednesdays, February 10 and 17, 7-10 p.m.

3 sessions. 1 CEU.

Porter Biosciences E116. $75.
Management Development

 MDB-12  
Interpersonal Effectiveness Through Motivation Strategies  
Personal productivity and success are greatly influenced by the ability to work well with others. This program focuses on six behaviors that create a positive, cooperative climate in the workplace. It examines key rules for motivation, learning how to listen and hear beyond the words, disciplining without destroying, and meeting employee needs to achieve organizational goals. Each participant will develop an interpersonal profile pinpointing personal strengths and areas for change. Course fee includes materials, lunch, and refreshment breaks.  
Audrey Nelson-Schneider, Ph.D.  
Friday, April 8, 9:00 a.m.-4:00 p.m.  
One all-day session.  
.6 CEUs. Clarion Hotel. $75.

MDB-13  
Marketing Overview  
Includes analyzing the product or service offered, pinpointing the target market, developing a customer profile, analyzing the competition, advertising and professional sales planning, distribution, and marketing management. Theoretical concepts will be briefly reviewed, with emphasis on applying them to the manager's unique business or institution.  
Doug Sullivan, M.B.A. CU Boulder, President Career Marketing and Developing Company.  
Thursdays, February 25 and March 3, 6:30-10 p.m. and Thursday, March 10, 6:30-9:30 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E431. $75.

MDB-14  
Peak Performance: Going Beyond Average  
Being average just isn't good enough these days. To survive and succeed today means learning to operate at consistently higher levels; it means being the best you can be. This two-day program examines the characteristics of high achievers and identifies the qualities, skills, attitudes, and practices that can result in sustained high performance. This program will enable you to assess your own performance levels and determine what you can do to become a high achiever. In this workshop, you will explore your preferences, via the Myers-Briggs Type Indicator, and learn why they can be critical to your success. You will also explore the functions of awareness, communicative abilities, and problem solving as vital skills of outstanding performers. This program is designed for managers and professionals who already perform well, but aspire to do better. The fee covers materials, lunch, and refreshment breaks.  
Shale Paul, M.B.A. and Candace Paul, president and vice president of The Delta Group  
Friday, February 26, 9:00-4:00 p.m. and Saturday, February 27, 9:00 a.m.-3:00 p.m.  
Two all-day sessions. 1.1 CEUs.  
Clarion Hotel. $250.

MDB-15  
Project Management  
Whether the project is building a house, developing a product, or providing a social service...this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project, leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment.  
Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD a management consulting firm. Instructor at CU Denver.  
Thursdays, April 7-April 21, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E123. $75.

MDB-16  
Strategic Marketing for Professionals  
This workshop is for attorneys, doctors, accountants and professionals of all types who want to improve their marketing and expand their practice. We'll start with creating a marketing plan, including ways to win with competition, create an image, identify and target your market, position and package your service, and how to get results — from media, direct mail, brochures, networking, public relations and more. You'll learn the basics of writing copy and how to design advertising that sells. Course workbook $7.  
Johann Robbins, a marketing & business planning specialist. Partner Fellman, Robbins and Associates  
Saturday, March 12, 9 a.m.-5 p.m. and Wednesday, March 16, 7-9:30 p.m.  
2 sessions. 1 CEU.  
Porter Biosciences E432. $75.

MDB-17  
Technical Writing Seminar  
With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instructional material, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.  
Mike Gannon, M.B.A., Best Selling Author.  
Tuesdays, February 23-March 22, 7-9:30 p.m.  
5 sessions. 1.2 CEUs.  
Porter Biosciences E064. $90.
**MDB-18 Time Management**

This workshop examines you and your style of managing in time and gives you practical techniques to have enough time. The session helps you with outside (linear) techniques based on your time management profile (11 different aspects checked). Also, inside (non-linear) activities are included such as using color, sound, humor, cycles, choice and images to manage your work within your time. This time management workshop is different than any you have attended or heard about because it focuses on managing in time and gives you practical strategies for communicating more effectively, selecting individuals and managing in time and giving you ideas heard-up and down the management ladder—handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes.

Dora B. Johnson, Ed.D., President, The Baldwin Center, a team leadership training firm. Wednesday, February 10-24, 6:30-9:30 p.m.
3 sessions .9 CEUs. Duane Physics G116. $68.

**MDB-19 Understanding and Coping Effectively With Individual Differences**

This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences.

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

Wednesday, March 2-16, 6:30-10 p.m.
3 sessions .1 CEU.

Porter Biosciences E431. $75.

**MDB-20 Understanding and Using Financial Statements**

Do you pay a bookkeeper or accounting service and not use what you get? Learn to read and interpret accounting statements and reports, and how to use the information they contain to manage your business for higher profits and lower costs. We'll cover basic financial ratios and indicators and explain accounting concepts in plain English. Course workbook $10.

Henry Ajim Fellman, J.D., Partner, Fellman, Robbins and Assoc. (Small Business Consulting and Accounting Firm).

Saturday, March 19, 9 a.m.-5 p.m.
1 session .8 CEUs.

Porter Biosciences E131. $60.

**MDB-21 Working Assertively: Effective Job Skills**

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others, to get your ideas heard—up and down the management ladder—to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes.

Toni Scott, M.A.
Tuesday, March 15-April 19, 7-9:30 p.m.
5 sessions .2 CEUs.

Duane Physics G023. $90.

**MDB-22 Writing for Impact in Organizational Settings**

Argumentative writing is the art of persuasion. Even before putting a word on paper, the writer must carry out key preparation steps. This intensive program in effective message development examines techniques for preparing particular messages for given audiences. Methods for deciding what to include and how to structure persuasive messages will be demonstrated. You will learn types of evidence and their value in terms of clarity and impact, along with basic reasoning skills. Approaches to altering views and perceptions and maximizing the effectiveness of persuasive communication will be demonstrated through communications participants actually prepare in the workplace. The fee covers materials, lunch, and refreshment breaks.

Elaine Tompkins, Ph.D.
Thursday, April 21, 9:00 a.m.-4:00 p.m.
One all-day session .6 CEUs.

Clarinon Hotel. $75.

**MDB-23 Your Professional Image in Action**

How do you come across as a professional? This program allows you to take a close, objective look at your strengths and areas for improvement. It looks at verbal skills, and use of language and tone of voice, placing particular emphasis on nonverbal communication. Videos taken during the program will focus on what we convey through facial expression, posture and gestures, as well as through contradictions in verbal and nonverbal behavior. Each participant will receive individual feedback. You will leave with a personal profile for improvement toward greater professional credibility. Course fee includes materials, lunch, and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.
Friday, May 13, 9:00 a.m.-4:00 p.m.
One all-day session .6 CEUs.

Clarinon Hotel. $75.
Longmont Management Development Certificate Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1988. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as a complement to the Longmont business community.

All questions concerning these courses and any requests for future courses in Longmont should be directed to the Division of Continuing Education; call 492-5148 or 1-800-332-5839 toll-free.

Courses by Starting Date, Spring 1988

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<td>MDL-1</td>
<td>The Art of Negotiating</td>
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<td>MDL-3</td>
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<tr>
<td>Thursday, March 17</td>
<td>MDL-5</td>
<td>Performance Standards that Work</td>
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<tr>
<td>Thursday, March 17</td>
<td>MDL-8</td>
<td>Turning Around the Underachieving Employee</td>
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<td>Tuesday, April 12</td>
<td>MDL-9</td>
<td>Updating Your Writing Skills: A Must for All Managers</td>
<td>Betty Brown</td>
</tr>
<tr>
<td>Thursday, April 14</td>
<td>MDL-2</td>
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<td>Doug Sullivan</td>
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<tr>
<td>Thursday, May 5</td>
<td>MDL-4</td>
<td>Getting Things Done: Strategies that Work</td>
<td>Randy Bauer</td>
</tr>
<tr>
<td>Thursday, May 5</td>
<td>MDL-7</td>
<td>Skills that Matter: Improving Your Listening Technique</td>
<td>Randy Bauer</td>
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</table>

**MDL-1  The Art of Negotiating**

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


Thursdays, March 10-April 14, 7-9 p.m.
3 sessions. 1 CEU.
Longmont High School. $75.

**MDL-2  Basic Skills for the New Supervisor**

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

Doug Sullivan, M.B.A. CU Boulder, President of Career Marketing and Developing Co.

Thursdays, April 14 and 21, 6:30-10 p.m.
and April 28, 6:30-9:30 p.m.
3 sessions. 1 CEU.
Longmont High School. $75.
MDL-3  
**Effective Public Speaking and Presentation Techniques**

Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.


Wednesdays, March 16-April 20, 6:30-8:30 p.m. 5 sessions. 1 CEU.
Longmont High School. $75.

MDL-4  
**Getting Things Done: Strategies That Work**

Competing demands, communication tangles, and time pressures can often make it seem nearly impossible to get things done. Learn to focus on proven techniques that allow you to take charge of your work. This program emphasizes approaches that combine skills in setting priorities, reasonable delegation of tasks, better meeting management, and strategies to balance one's workload. For those times when someone else sets your priorities, determines your workload, and prevents delegation of duties, this program offers a set of survival strategies.

Those who have already attended Bauer's How to Work Smarter will find new information here.

Randy Bauer, M.B.A.
Thursday, May 5, 1:00-4:00 p.m.
One-half day session. 3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

MDL-5  
**Performance Standards That Work**

Performance standards are more than guidelines. They can give support and lend dynamism to performance and productivity. During this program you will have an opportunity to write standards that can make a difference. You will leave with usable standards that are specific, concrete, and conducive to goal-directed performance. These standards will assist you to clarify and communicate your expectations in a format that lets you swiftly assess employee performance.

Randy Bauer, M.B.A.
Thursday, March 17, 1:00 p.m.-4:00 p.m.
One-half day session. 3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

MDL-6  
**Project Management**

Whether the project is building a house, developing a product, or providing a social service...this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project, leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment.

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

Thursdays, February 10, 17 and 24, 6:30-10 p.m. 3 sessions. 1 CEU.
Longmont High School. $75.

MDL-7  
**Skills That Matter: Improving Your Listening Technique**

What separates the outstanding employee from the mediocre? Superiors often describe such differences in terms of people skills. Some such skills are measurable: the ability to get your point across clearly and crisply and skills in listening to and distilling information into more useful forms. Strategies to communicate incisively and listen effectively have a major impact on working relationships, career development, and some of the harder to measure qualities of outstanding performers, in particular their ability to build an atmosphere of cooperation and trust. Techniques to develop and improve the skills that result in trust, clear communication, and proactive listening can be learned and are immediately applicable.

Randy Bauer, M.B.A.
Thursday, May 5, 9:00 a.m.-Noon.
One-half day session. 3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

MDL-8  
**Turning Around the Underachieving Employee**

Learn the key reasons that some employees work below their potential, and what to do about it. What skills can be applied to motivate underachievers? How can you begin to translate these skills into measurable performance? When can you expect to see results, and how can you ensure that improved performance will be maintained?

Randy Bauer, M.B.A.
Thursday, March 17, 9:00 a.m.-Noon.
One-half day session. 3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

MDL-9  
**Updating Your Writing Skills: A Must For All Managers**

Maintain and strengthen your credibility on paper. Review proven writing strategies. Apply these strategies to your job-related writing. Bring work-in-progress if you wish. Course emphasizes your sending clear, coherent messages—memos, lab reports, minutes, letters or reports that go outside your organization. Composition of the group will determine the formats covered.

Betty Brown, writer and editor, Partner of B.C.A. Resources, designs specialized seminars for businesses and professional organizations.

Tuesdays, April 12-May 3, 6:30-9 p.m.
4 sessions. 1 CEU. $75.
Certificate in Computer Applications

Computer Applications

Computer Skills for Today and Tomorrow

Being familiar with computer systems can enhance anyone's professional development. While personal computers, automated offices, and electronic information systems are facts of modern life, the nature of our work and leisure activities is changing dramatically. If you understand computer applications you have the skills for today's marketplace and the fundamentals for tomorrow's.

Our Computer Applications instruction seeks not to create programmers (though the Certificate requires useful introductory work in programming) but to develop up-to-date computer users with practical skills. Some people elect to take only a course or two to enhance present skills. If you do go for the Certificate, there are required courses in computer literacy (optional if you're experienced), data processing, information technology, systems, and software, plus the above-mentioned introduction to programming languages, such as BASIC or C. Practical knowledge also comes with the many electives. Get to know word processing, data management, or financial applications. Say hello to your PC. Explore the vast potential of personal telecommunications or local area networks (LANs). Or boldly plunge into the creative realm of computerized graphics and dynamic computer-aided design (CAD).

It's a big and advancing world out there in the information age. We're here to help you slip into the mainstream or forge ahead to the leading edge. This is your chance to learn in a supportive noncommercial environment. And, with access to our upgraded computers outside of class, you can take the time you need to get fully prepared for present realities and future trends.

Continuing Education Units (CEUs) are awarded for successful completion of any course, giving you a permanent record of your participation.

Performance Certificates are awarded for completion of any given course.

Achievement Certificates are awarded for successfully completing the Certificate Program requirements.

The Certificate requirements are the following three:

1. Completion of four required courses:
   - Computer Literacy*
   - Concepts of Data Processing and Information Technology
   - Introduction to Computer Applications Systems
   - Software Operations and Maintenance

   *Computer Literacy must be completed first or taken concurrently with another course. Because of its beginning nature, it may be omitted if a participant has a substantial computer background. A written request to omit the course should be submitted to the Division of Continuing Education.

2. Completion of at least two elective courses, featuring different applications. Elective courses are offered regularly and encompass a wide range of computer-related topics. Any course which is not from the above list, and is not a programming language, qualifies as an elective.

3. Completion of at least two different programming courses. Plans are to offer courses in BASIC, PASCAL, C, and other languages over the next year. Languages are added as industry demands dictate.

The course of study is structured so that participants may be able to complete the Certificate Program in about four semesters, but there is no requirement that it be completed in any given length of time. In all cases, successful course completion is determined by the instructor(s). There is now specially expanded access to out-of-class computer use, on a first-come basis, with software check-out or hard disk access. Details are given at class. Course tuitions are listed at the end of each course.

Registration for all courses is limited and on a first-come basis. Advance registration is required at least five days before the starting date for any course, but your earliest enrollment is recommended, as enrollment is limited by computer access.

Refunds for all certificate programs are given only before the start of a course, none later.

Please note that no courses are conducted the week of March 28-April 2 (Spring break).

Course locations are listed with the course description where possible. If "Norlin S419" is listed with your course, you will receive details on class location and out-of-class computer use. If "University Computing Center Graphics Lab" is listed as your course location, this is at 3645 Marine Street, South at Arapahoe and Marine or East at 30th and Marine.

Private, customized courses are also available for your organization. Flexible scheduling and targeted course content might make this approach a more effective method of training. Find out how your organization can benefit by calling (303) 492-5148 or outside Metro Denver, 1-800-332-5839.

If the number 2 appears below the skill level designation of a course, there will be a maximum of 2 students per computer workstation. All other courses (unless lecture) feature one student per computer.
## Computer Applications

### Courses by Starting Date, Spring 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 11</td>
<td>CCA-220</td>
<td>Introduction to C Programming</td>
<td>Carol J. Meier</td>
</tr>
<tr>
<td>Tuesday, January 12</td>
<td>CCA-580</td>
<td>Beginning Microsoft Word</td>
<td>Yvonne Kristy</td>
</tr>
<tr>
<td>Wednesday, January 13</td>
<td>CCA-120</td>
<td>Introduction to the IBM Personal Computer</td>
<td>Valerie Parker</td>
</tr>
<tr>
<td>Wednesday, January 13</td>
<td>CCA-660</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Thursday, January 14</td>
<td>CCA-550</td>
<td>Beginning Using Lotus 1-2-3</td>
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<td>CCA-370</td>
<td>Introduction to UNIX</td>
<td>Carol J. Meier</td>
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<td>CCA-350</td>
<td>Using MS-DOS: Intermediate</td>
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<tr>
<td>Monday, January 25</td>
<td>CCA-530</td>
<td>Database Management: Applying dBase III/III+</td>
<td>Clyde Getty</td>
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<tr>
<td>Monday, January 25</td>
<td>CCA-310</td>
<td>Concepts of Data Processing and Information Technology</td>
<td>Randy Bloomfield</td>
</tr>
<tr>
<td>Monday, January 25</td>
<td>CCA-380</td>
<td>Artificial Intelligence and Expert Systems in Business</td>
<td>Judith A. Barlow</td>
</tr>
<tr>
<td>Thursday, January 28</td>
<td>CCA-610</td>
<td>Beginning WordStar Word Processing</td>
<td>Bruce Pollock</td>
</tr>
<tr>
<td>Saturday, January 30</td>
<td>CCA-130</td>
<td>Introduction to Personal Telecommunications</td>
<td>Valerie Parker</td>
</tr>
<tr>
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<td>CCA-350</td>
<td>Using MS-DOS: Intermediate</td>
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</tr>
<tr>
<td>Tuesday, February 2</td>
<td>CCA-590</td>
<td>Intermediate Microsoft Word</td>
<td>Yvonne Kristy</td>
</tr>
<tr>
<td>Wednesday, February 3</td>
<td>CCA-450</td>
<td>Introduction to Local Area Networks</td>
<td>Larry G. Lankford</td>
</tr>
<tr>
<td>Wednesday, February 3</td>
<td>CCA-660</td>
<td>Beginning WordPerfect Word Processing</td>
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<td>CCA-120</td>
<td>Introduction to the IBM Personal Computer</td>
<td>Valerie Parker</td>
</tr>
<tr>
<td>Thursday, February 4</td>
<td>CCA-200</td>
<td>BASIC Programming</td>
<td>Bob Carlisle</td>
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<tr>
<td>Saturday, February 6</td>
<td>CCA-360</td>
<td>Managing the Personal Computer Hard Disk</td>
<td>Nancy Mangun</td>
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<tr>
<td>Thursday, February 11</td>
<td>CCA-550</td>
<td>Using Lotus 1-2-3</td>
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<td>Saturday, February 13</td>
<td>CCA-350</td>
<td>Using MS-DOS: Intermediate</td>
<td>Pat Felz</td>
</tr>
<tr>
<td>Tuesday, February 16</td>
<td>CCA-330</td>
<td>Software Operations and Maintenance</td>
<td>Valerie Parker</td>
</tr>
<tr>
<td>Saturday, February 20</td>
<td>CCA-360</td>
<td>Managing the Personal Computer Hard Disk</td>
<td>Steven A. Johnson</td>
</tr>
<tr>
<td>Wednesday, February 24</td>
<td>CCA-240</td>
<td>Programming in Pascal</td>
<td>Nancy Mangun</td>
</tr>
<tr>
<td>Saturday, February 27</td>
<td>CCA-550</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Monday, February 29</td>
<td>CCA-530</td>
<td>Database Management: Applying dBase III/III+</td>
<td>Carol J. Meier</td>
</tr>
<tr>
<td>Thursday, March 3</td>
<td>CCA-225</td>
<td>Intermediate C Programming</td>
<td>Bruce Pollock</td>
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<tr>
<td>Thursday, March 3</td>
<td>CCA-620</td>
<td>Intermediate WordStar</td>
<td>Carol J. Meier</td>
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<tr>
<td>Wednesday, March 9</td>
<td>CCA-375</td>
<td>Intermediate UNIX</td>
<td>Geoff Thompson</td>
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<tr>
<td>Thursday, March 10</td>
<td>CCA-670</td>
<td>Intermediate WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, March 12</td>
<td>CCA-550</td>
<td>Beginning Using Lotus 1-2-3</td>
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<td>Managing the Personal Computer Hard Disk</td>
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<tr>
<td>Monday, March 14</td>
<td>CCA-385</td>
<td>Designing and Implementing Expert Systems</td>
<td>Judith A. Barlow</td>
</tr>
<tr>
<td>Tuesday, March 15</td>
<td>CCA-100</td>
<td>Computer Literacy</td>
<td>Scott Dixon</td>
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<tr>
<td>Thursday, April 7</td>
<td>CCA-650</td>
<td>Advanced WordStar</td>
<td>Bruce Pollock</td>
</tr>
<tr>
<td>Thursday, April 7</td>
<td>CCA-660</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, April 9</td>
<td>CCA-690</td>
<td>Advanced WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Monday, April 11</td>
<td>CCA-535</td>
<td>Advanced dBase III/III+ Applications</td>
<td>Clyde Getty</td>
</tr>
<tr>
<td>Saturday, April 16</td>
<td>CCA-565</td>
<td>Intermediate Lotus 1-2-3</td>
<td>Nancy Mangun</td>
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<td>Saturday, April 23</td>
<td>CCA-565</td>
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<td>Thursday, April 28</td>
<td>CCA-670</td>
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<td>CCA-570</td>
<td>Advanced Lotus 1-2-3</td>
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<tr>
<td>Monday, May 2</td>
<td>CCA-540</td>
<td>dBase III/II+ for Programming</td>
<td>Clyde Getty</td>
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</tr>
</tbody>
</table>

* = Required Certificate Courses
Skill Level Guide

A Guide to Computer Applications
Recommended Courses’ Skill Levels

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

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

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

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

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

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

Getting Started

CCA-100
Computer Literacy
Beginner

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

Scott Dixon, M.A.

Section 1: Tuesday, January 19, 6:30-8:30 p.m.
Lab Section A: Tuesdays, January 26-March 8, 6-8 p.m.
Lab Section B: Tuesdays, January 26-March 8, 8-10 p.m.

Section I: Tuesdays, March 15, 6:30-8:30 p.m.
Lab Section C (one lab section only)
Lab Section A: March 22-May 10, 8-10 p.m.
Lab Section B: March 22-May 10, 6-8 p.m.

8 sessions, 1.6 CEUs.
University Computing Center 123.
$90.

CCA-120
Introduction to the IBM Personal Computer
Beginner

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

Valerie Parker, M.Ed.

Section I: Wednesdays, January 13-27, 6:30-9:30 p.m.
Section II: Thursdays, January 14-28, 6:30-9:30 p.m.
Section III: Wednesdays, February 3-17, 6:30-9:30 p.m.
All sections: 3 sessions, 9 CEUs.
Engineering Center CHE 1-4.
$60.

CCA-130
Introduction to Personal Telecommunications
Novice

This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible, but covers the relevant aspects of computer hardware and software. In addition, special attention will be given to potential uses of modern-based telecommunications by providing on-line demonstrations of a number of systems, from “The Source” to “underground” bulletin boards.

Valerie Parker, M.Ed.
Saturday, January 30, 9 a.m.-4 p.m.
1 all-day session, .6 CEUs.
University Computing Center 123.
$35.
### Programming

**CCA-200 Novice BASIC Programming**

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10. Bob Carlisle, M.A.

Thursdays, February 4-April 14, 6:30-9 p.m.
10 sessions, 2.5 CEUs.
Ramaley Biology N1868. $140.

**CCA-220 Intermediate Introduction to C Programming**

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

Carol J. Meier, M.S.
Section I: Mondays, January 11-February 29, 6:30-9:30 p.m.
7 sessions.
Section II: Tuesdays, January 19-March 1, 6:30-9:30 p.m.
7 sessions.
Section III: Monday-Friday, May 16-20, 8:30 a.m.-12:30 p.m.
5 sessions.
All sections: 2.1 CEUs.
Engineering Center CR 0-20. $195.

**CCA-225 Specialized Intermediate C Programming**

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

Carol J. Meier, M.S.
Section I: Thursdays and Tuesdays, March 3-24, 6:30-9:30 p.m.
7 sessions.
Section II: Monday-Friday, May 23-27, 8:30 a.m.-12:30 p.m.
5 sessions.
7 sessions, 2.1 CEUs.
Engineering Center CR 0-20. $195.

**CCA-240 Intermediate Programming in Pascal**

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

Steven A. Johnson, B.S.
Wednesdays, February 24-May 4, 7:30-9:30 p.m.
10 sessions, 2.5 CEUs. Ketchum 120. $140.

### Systems

**CCA-310 Intermediate Concepts of Data Processing and Information Technology**

A general introduction to some of the important concepts and terminology of business data processing and telecommunications. Major topics include computer organization, applications, development and support, personal computers, commercial systems development, artificial intelligence, the impact of computer and telecommunication technologies on society, and career opportunities. Through class discussions and online demonstrations, this course exposes students to both practical and theoretical concepts that are aimed at increasing their appreciation of these fields. A required text and optional study guide will be discussed at the first class session.

Randy Bloomfield, M.E.
Mondays, January 25-March 14, 7:30-9:30 p.m.
8 sessions, 2 CEUs.
University Computing Center 123. $135.

**CCA-330 Intermediate Software Operations and Maintenance**

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

Pat Felz, M.A.
Tuesdays, February 16-April 12
(no class session March 29), 6:30-9 p.m.
8 sessions, 2.0 CEUs.
University Computing Center 123. $135.
Systems - con't.

CCA-350  Intermediate
Using MS-DOS: Intermediate
This course is designed to give students a working knowledge of DOS commands to aid in file management and organization for the beginner to intermediate user. The 3 major areas of study in this one-day session are: review of simple DOS file maintenance commands, fixed disk commands and simple batch files. Discussion will also include edlin, autoexec.bat, config.sys, backups, menu screens, virtual disks and formatting rules. Please bring a double-sided/double-density 5¼ inch diskette to class so that you can keep your example files.
Peggy Purvis
Section I: Saturday, January 16
Section II: Saturday, January 23
Section III: Saturday, January 30
Section IV: Saturday, February 13
All sections: 9 a.m.-5 p.m.
1 all-day sessions .7 CEUs.
University Computing Center Room 137. $70.

CCA-360  Intermediate
Managing the Personal Computer Hard Disk
This course is intended to give the personal computer user some very practical tools for managing the many software packages and related files stored on hard disks. Subjects include: currently available disk-management software packages, writing your own menus for getting around your disk, eliminating unnecessary files, disk backup, off-line file storage, and useful tools for saving disk space. Bring to class a double-sided/double-density 5¼ inch diskette.
Valerie Parker, M.Ed.
Section I: Saturday, February 6
Section II: Saturday, February 20
Section III: Saturday, March 12
All sections: 9 a.m.-5 p.m.
1 all-day session .7 CEUs.
University Computing Center 137. $70.

CCA-370  Intermediate
Introduction to UNIX
This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features. no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it.
Carol J. Meier, M.S. and Geoff Thompson, M.S. Wednesdays, January 20-March 2, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Engineering Center CR 0-20. $195.

CCA-375  Specialized
Intermediate UNIX
This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Bourne and C shells will be discussed. About ½ of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if an appropriate command already existed, you will find this a valuable course!
Carol J. Meier, M.S. and Geoff Thompson, M.S. Wednesdays, March 9-April 27 (no class session March 30), 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Engineering Center CR 0-20. $195.

CCA-380  Intermediate
Artificial Intelligence and Expert Systems in Business
An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.
Judith A. Barlow, D.B.A. Mondays, January 25-March 7, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Business 101. $195.

CCA-385  Intermediate
Designing and Implementing Expert Systems
An applications course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technologies to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA-380 Artificial Intelligence and Expert Systems in Business (starts January 21), or significant AI/ES experience.
Judith A. Barlow, D.B.A. Mondays, March 14-May 2 (no class session March 28), 6:30-9:30 p.m.
7 sessions, 2.1 CEUs. Business 101. $195.

CCA-450  Intermediate
Introduction to Local Area Networks (LANS)
This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions.
Larry G. Lankford, M.S.
Wednesdays, February 3-March 2, 6:30-9 p.m.
5 sessions, 1.3 CEUs.
University Computing Center 123. $125.
**Software Applications**

**CCA-530 Intermediate**

**Database Management: Applying dBase III/III+**

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

Clyde Getty, B.S.

Section I: Mondays, January 25-February 22, 6:30-9:30 p.m.
Section II: Mondays, February 29-April 4 (no class session March 28), 6:30-9:30 p.m.
Both Sections: 5 sessions, 1.5 CEUs.
Norlin Library S419. $140.

**CCA-535 Intermediate**

**Advanced dBase III/III+ Applications**

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III+ (CCA-530). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5½ inch diskette.

Clyde Getty, B.S.

Mondays, April 11-25, 6:30-9:30 p.m.
3 sessions, 9 CEUs. Norlin Library S419. $90.

**CCA-540 Specialized**

**dBase III/III+ For Programming**

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

Clyde Getty, B.S.

Mondays, May 2-16, 6:30-9:30 p.m.
3 sessions, .9 CEUs. Norlin Library S419. $90.

**CCA-550 Novice**

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

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, pointing, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. Bring to class a double-sided/double-density 5½ inch diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.

Section I: Saturdays, January 14-February 4, 6:30-9:30 p.m. 4 sessions.
Norlin Library S419.

Section II: Saturdays, March 11-March 25, 6:30-9:30 p.m. 4 sessions.
Norlin Library S419.

Section III: Saturdays, February 27 and March 5, 10:15 a.m.-5 p.m. 2 sessions.
University Computing Center 137.

Section IV: Saturdays, March 12 and 19, 10:15 a.m.-5 p.m. 2 sessions.
Norlin Library S419.

All sections: 1.2 CEUs. $120.

**CCA-565 Intermediate**

**Lotus 1-2-3**

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA-550) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Purple special updates include: ranges, data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5½ inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.

Section I: Saturday, April 16, 10:15 a.m.-5 p.m.
Section II: Saturday, April 23, 10:15 a.m.-5 p.m.
Both sections: 1 all-day session, 7 CEUs.
Norlin Library S419. $70.

**CCA-570 Intermediate**

**Advanced Lotus 1-2-3**

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

- data matrices
- data regression
- data tables

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

Nancy Mangun, M.B.A.

Section I: Saturday, April 30
Section II: Saturday, May 7
Both Sections: 10:15 a.m.-5 p.m.
1 all-day session, 6 CEUs.
Norlin Library S419. $70.
CCA-580  **Beginner**
**Beginning Microsoft Word**
This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing; everything you would need to know to create a simple document or letter. Typing skills are necessary. Bring one double-sided/double-density 5¼ inch diskette to class.
Yvonne Kristy, M.S.W.
Tuesdays, January 12-26, 6:30-9:30 p.m.
3 sessions, .9 CEUs. Norlin Library S419. $50.

CCA-590  **Intermediate**
**Intermediate Microsoft Word**
This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting with style sheets, using windows, headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, checking spelling, and using the thesaurus. Bring one double-sided/double-density 5¼ inch diskette to class.
Yvonne Kristy, M.S.W.
Tuesdays, February 2 and 9, 6:30-9:30 p.m.
2 sessions, 6 CEUs. Norlin Library S419. $70.

CCA-610  **Novice**
**Beginning WordStar Word Processing**
Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is the most widely used word processing program; understanding WordStar will provide students with the introduction they need to interpret other word processing programs. This course will provide the beginner with enough hands-on experience with WordStar to prepare standard letters, term papers, and manuscripts. No previous word processing experience required, but students should understand DOS including logged drives, and how to load and copy files. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer stores. Pre-class help sessions available after the first class session to reinforce course and DOS concepts.
Bruce Pollock, Ph.D.
Thursdays, January 28-February 25, 6:30-9:30 p.m.
5 sessions, 1.5 CEUs.
Engineering Center CR 2-3. $120.

CCA-620  **Intermediate**
**Intermediate WordStar**
This class is designed to provide continuing experience for those who have taken the beginning class, and also for people who have learned on their own but who need to use WordStar more effectively. A series of exercises on more complex functions such as text-forming, tables, columns for newsletters, headers and footers, finding information in a file, etc. permit the student to proceed at his/her own pace. The use of WordStar on a hard disk will be discussed, as will the use of enhancements such as SideKick and macro programs. Students should already know how to copy files and disks using DOS, and open and edit simple WordStar files. Public domain programs useful with WordStar will be provided, so bring several extra disks.
Bruce Pollock, Ph.D.
Thursdays, March 3-24, 6:30-9:30 p.m.
4 sessions, 1.2 CEUs.
Engineering Center CR 2-3 $99.

CCA-650  **Intermediate**
**Advanced WordStar**
WordStar integrates with other programs to prepare form letters (MailMerge), check spelling, and compile indexes of books and other documents. These are core procedures in many offices and contain pitfalls which need to be anticipated and mastered because of the size of the operations involved. Also, WordStar can be customized to increase its effectiveness. This course will be taught in workshop format to provide maximum flexibility to deal with student questions. Bring several disks to class.
Bruce Pollock, Ph.D.
Thursdays, April 7-21, 6:30-9:30 p.m.
3 sessions, 7 CEUs.
Engineering Center CR 2-3. $70.

CCA-660  **Novice**
**Beginning WordPerfect Word Processing**
This introductory WordPerfect class is designed as an introduction to word processing as well as an opportunity to learn the fundamentals of WordPerfect. No previous word processing experience is required but some basic computer knowledge and typing skills will help. WordPerfect is emerging as a word processing software leader because of its ease of use, speed, and its impressive advanced features as a powerful tool for the office or author. This course will provide the beginner with the basic skills necessary to create, edit, and print documents with hands-on experience during class. Bring one double-sided/double-density 5¼ inch diskette, available at all computer stores, to class.
Peggy Purvis
Section I: Wednesdays, January 13-27
Section II: Wednesdays, February 3-17
Section III: Thursdays, April 7-21
All Sections: 6:30-9:30 p.m. 3 sessions, 9 CEUs. Norlin Library S419. $70.

CCA-670  **Intermediate**
**Intermediate WordPerfect**
This class is intended for those who have a beginning knowledge of WordPerfect or have completed Beginning WordPerfect and want to investigate the more complicated applications. During this session we will cover all of the formatting menus, headers and footers, search and replace, how to use the thesaurus, spellcheck, typing in columns, understanding the printer control screen, word processing on forms and generating merge letters from mailing lists. Bring a double-sided/double-density 5¼ inch diskette, available at all computer stores, with you to this session.
Peggy Purvis
Section I: Thursdays, March 10 and 17
Section II: Thursdays, April 28 and May 5
Both Sections: 6:30-9:30 p.m. 2 sessions, 6 CEUs. Norlin Library S419. $70.

CCA-690  **Intermediate**
**Advanced WordPerfect**
WordPerfect is a complete office tool capable of far more than most word processing software packages. This course will provide the student with the skills to automate repetitious tasks with macros; interchange information from other software packages; accomplish minimal database tasks such as sort; create footnotes, tables of contents and indexes; write scientific equations; draw lines and charts and manage files in subdirectories on a fixed disk. Bring to class several double-sided/double-density 5¼ inch diskettes, available at all computer stores.
Peggy Purvis
Saturday, April 9, 10:15 a.m.-5 p.m.
1 all-day session, .7 CEUs.
Norlin Library S419. $70.
Computer Applications


Once possible only on large and expensive minicomputers and mainframe systems, recent advances in hardware and software have made designing and drawing on a microcomputer a reality. Micro-based computer graphics are rapidly becoming viable and productive tools for use in many disciplines. The listing that follows is a sampling of the current, most prevalent applications:

- Architectural Design
- Fine Arts
- Drafting
- Commercial Design
- Engineering Drawings for Interior Design, Electrical, Mechanical, Civil, Robotics and Chemical Applications
- Financial and Business Charts
- Plots
- Publications Development

The number of possible applications is infinite and it is estimated that only a small percentage have yet been discovered.

Gaining proficiency on a microcomputer-based graphics system will provide you with the skills to increase productivity and produce superior results without design errors. Additionally, as a proficient microcomputer-based graphics system user, you can learn to use a larger conventional system in far less time.

About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. All graphics courses fulfill elective requirements for the Certificate in Computer Applications. The classroom is a laboratory equipped with IBM PC/AT microcomputers, with plotters and printers provided, so course time can be utilized to the maximum extent. The participant/instructor ratio is small to facilitate an effective learning experience. Participants also have access to the computer lab and software outside of class time so that new skills can be practiced.

Bring to the first class a 5½ inch, double-sided double-density diskette. For CAD courses, you will need to buy a plotter pen (for HP 7470 plotter) and 8½” x 11” plotter paper for the second class session. Cost is about $4. Details on these added supplies will be given at the first class session.

Courses by Starting Date, Spring 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
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<tr>
<td>Tuesday, January 12</td>
<td>CAD-110</td>
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<td>Becky Day</td>
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<tr>
<td>Thursday, January 14</td>
<td>CAD-130</td>
<td>Computer Aided Design: Level I</td>
<td>Dan Myers</td>
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<tr>
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<td>CCG-370</td>
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<td>Advanced Desktop Publishing</td>
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<tr>
<td>Wednesday, March 16</td>
<td>CAD-150</td>
<td>Computer Aided Design: Level III Customizing AutoCAD</td>
<td>Philip M. Kreiker</td>
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<td>Thursday, April 7</td>
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<td>Tuesday, April 12</td>
<td>CCG-330</td>
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<td>Wednesday, April 20</td>
<td>CAD-160</td>
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<td>Saturday, April 23</td>
<td>CCG-330</td>
<td>Computer Graphics Art: Level II</td>
<td>Cynthia J. Rudy</td>
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Computer Applications

Computer Aided Design

CAD-110 Novice
Beginning Computer Aided Design

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

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

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

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

Becky Day, M.A.
Section I: Tuesday and Wednesday, January 12 and 13, 6:30-9:30 p.m.
Section II: Tuesday and Wednesday, January 19 and 20, 6:30-9:30 p.m.
Both sections: 2 sessions, 6 CEUs.
University Computing Center Graphics Lab, Room 137. $60.

CAD-130 Novice
Computer Aided Design: Level I

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

- Loading AutoCAD
  - disk management
  - file naming conventions
  - main menu options
- Drawing Editors
  - x, y, z coordinate system, continuously updated
  - root menus, flip screens, and help functions
- New Drawing Set-Up
  - special commands of LIMITS, GRID, AXIS, and SCALING
- Text Specifications and Editing Commands
  - fonts and text style specifications
- MIRROR Commands
  - dynamic dragging
  - FILLETs and curve contours
- Display Commands
  - ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands
  - Producing Hardcopy
  - scale the annotation, not the drawing
  - preparing the plotter
  - pen number and speed assignments
  - changing specifications
- Layering
  - creating new, and changing specified, layers
  - specifying layer colors
  - specifying line types and new LINETYPEs: LTSCALE
  - utility commands
- Putting it all together

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

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

Section I: Dan Myers, M.S.
Thursdays, January 14-February 18, 6:30-9:30 p.m. 6 sessions.
Section II: David Claflin, M.Arch.
Mondays, January 25-February 29, 6:30-9:30 p.m. 6 sessions.
Section III: Philip M. Kreiker, M.S.E.E.
Wednesday, Thursday, Friday, January 27, 28, 29, 9 a.m.-4 p.m.
3 all-day sessions.
Section IV: Becky Day, M.A.
Wednesdays, January 27-March 2, 6:30-9:30 p.m. 6 sessions.
Section V: Sharon Blender, M.S.
Mondays, March 7-April 18 (no class session March 28), 6:30-9:30 p.m. 6 sessions.
All Sections: 1.8 CEUs.
University Computing Center Graphics Lab, Room 137. $225.
**CAD-140 Intermediate Computer Aided Design: Level II**

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

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

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

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

Section I: Philip M. Kreiker, M.S.E.E.

Wednesday and Thursday, February 17 and 18, 8 a.m.-4 p.m.
2 all-day sessions.

Section II: Dan Myers, M.S.

Thursdays, February 25-March 24, 6:30-9:30 p.m. 5 sessions.

Section III: Becky Day, M.A.

Wednesdays, March 9-April 13 (no class session March 30), 6:30-9:30 p.m. 5 sessions.

All sections: 1.5 CEUs.

University Computing Center Graphics Lab, Room 137. $185.

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**CAD-150 Specialized Computer Aided Design: Level III Customizing AutoCAD**

This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hardcopy are further aspects of this course. Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:

- Custom Libraries and Menus
- Creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and Modifying Text Fonts
- Compiling shapefile styles
- Macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- Creative presentations and future options
- System variables

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

**Who Should Attend:** Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system.

Section I: Philip M. Kreiker, M.S.E.E.

Wednesday and Thursday, March 16 and 17, 8 a.m.-4 p.m. 2 all-day sessions.

Section II: Dan Myers, M.S.

Thursdays, April 7-May 5, 6:30-9:30 p.m. 5 sessions.

Both Sections: 1.5 CEUs.

University Computing Center Graphics Lab, Room 137. $195.

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**CAD-160 Specialized AutoLISP**

For advanced AutoCAD users who wish to enhance or extend the capabilities of AutoCAD. Knowledge of a programming language (Pascal, BASIC, C, FORTRAN) is recommended, but not required. Extensive examples are provided in class to highlight concepts. Course outline includes:

Introduction to LISP
- Atoms and Lists, Evaluation and Manipulation
- Prefix (Polish) Notation
- Conditional Statements
- Variables
- Assigning values to variables
- System Variables
- Executing AutoCAD COMMANDS

Comprising with AutoLISP
- Arithmetic Functions
- Boolean Functions
- Trigonometric Functions
- Geometric Functions
- Conversion Functions
- Functions
- DQEFUN
- Global and Local Variables

List Processing
- List Manipulation and Building
- Search and Replace
- Evaluation
- Looping and Recursion
- Iteration
- List-based looping

Accessing the Drawing Database
- Selection Sets
- Searching for Entities
- Modifying Entities
- Computations from Entities

Accessing the Graphic Screen and Input Devices
- Graphics Clear and Draw
- Graphics Text and Read
- ACSII File Input/Output
- Parametric Design Concepts

Philip M. Kreiker, M.S.E.E.

Wednesday, Thursday, Friday, April 20-22, 9 a.m.-4 p.m. 3 all-day sessions, 1.8 CEUs.

University Computing Center Graphics Lab, Room 137. $225.
Computer Applications

Computer Graphics Art

CCG-310  Novice Computer Graphics Art I
This course is designed to prepare for the drawing board of the future, the computer. Computer Graphics Art I is for anyone involved in graphic art or design who wants to develop a hands-on, practical understanding of computer graphics. A comprehensive overview of the latest technical advances in the field of computer graphics will be coupled with in-class microcomputer applications, emphasizing the use of the computer as a creative tool. Topics include:

- True 3-Dimensional object rotation
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Collage, combine, rotate, reposition, and distort pictures
- Kinetics business graphics

In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some great slides and videos of outstanding new computer art. This course is recommended for those desiring computer graphic professional advancement, those involved in graphic presentations or design, eager to develop new skills, or exploring microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring a double-sided/double-density 5¼ inch diskette to the first class, available at all computer stores.

Section I: Pat Lehman, M.F.A.
Tuesdays, January 26-February 23, 6:30-9:30 p.m., 5 sessions.
Section II: Pat Lehman, M.F.A.
Tuesdays, March 1-April 5 (no class session March 29), 6:30-9:30 p.m., 5 sessions.
Section III: Cynthia J. Rudy, B.F.A.
Saturdays, April 9 and 16, 9 a.m.-5 p.m., 2 all-day sessions.
All Sections: 1.4 CEUs.
University Computing Center Graphics Lab, Room 137. $125.

For those familiar with computer functions based on Computer Graphics Art I, this course advances to expanded professional graphics applications skills. Hands-on-time will be spent solving design problems of the computer artist. The course is primarily directed to the artist or designer seeking to include computer graphics into their career, but is helpful for anyone wishing to develop expertise in this dynamic field. Graphic artists, designers, art directors, illustrators and anyone else involved in the visual communications media will benefit. Topics to be covered will include:

- Object design and change in 3-D
- Making your own fill patterns
- Combining picture files
- Using grid as a tool
- Advanced illustration techniques
- Storyboard and layout techniques
- Production steps from start to finish
- Advanced business graphics with Kinetics
- Hardcopy options
- Advanced desktop publishing
- Introduction to Desktop Publishing

In-class projects include a hands-on, drawing board of the future, the computer. A comprehensive overview of the latest technical advances in the field of computer graphics will be coupled with in-class microcomputer applications, emphasizing the use of the computer as a creative tool. Topics include:

- True 3-Dimensional object rotation
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Collage, combine, rotate, reposition, and distort pictures
- Kinetics business graphics

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Section I: Pat Lehman, M.F.A.
Tuesdays, April 12-May 10, 6:30-9:30 p.m., 5 sessions.
Section II: Cynthia J. Rudy, B.F.A.
Saturdays, April 23 and 30, 9 a.m.-5 p.m., 2 all-day sessions.
Both Sections: 1.5 CEUs.
University Computing Center Graphics Lab, Room 137. $135.

Desktop Publishing

CCG-370  Novice Introduction to Desktop Publishing
Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs PageMaker software extensively, with interactive demonstrations of other software, like Ventura Publisher. Laser printing of finished projects is done in class. Bring a double-sided/double-density or high density diskette to class.

Cynthia J. Rudy, B.F.A.
Section I: Saturdays, January 16 and 23, 10:15 a.m.-5:30 p.m.
Section II: Saturdays, January 30 and February 6, 10:15 a.m.-5:30 p.m.
Section III: Saturdays, February 13 and 20, 10:15 a.m.-5:30 p.m.
All sections: 2 all-day sessions, 1.5 CEUs.
Norlin Library S419. $135.

CCG-391  Intermediate Advanced Desktop Publishing
Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and “off-the-shelf” clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the ever-roiled polish of your work. Bring a 5¾ inch double-sided/double-density or high density diskette to class.

Cynthia J. Rudy, B.F.A.
Saturdays, February 27 and March 5, 10:15 a.m.-5:30 p.m., 2 all-day sessions, 1.4 CEUs. Norlin Library S419. $135.
Certificate in Commercial Design

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

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

The Certificate requirements are threefold:

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

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

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

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

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level

noncredit course participation.

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

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

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

Courses by Starting Date, Spring 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, February 6</td>
<td>BDC-81</td>
<td>*The Commercial Artist I: Design, Layout, Paste-up</td>
<td>Jill Thayer O'Hara</td>
</tr>
<tr>
<td>Monday, February 8</td>
<td>BCDA-93</td>
<td>Professional Hand Lettering and Calligraphy</td>
<td>Jill Thayer O'Hara</td>
</tr>
<tr>
<td>Saturday, February 20</td>
<td>BCDA-95</td>
<td>Perspective and Rendering Techniques</td>
<td>Roy Walden</td>
</tr>
<tr>
<td>Saturday, March 19</td>
<td>BCDA-82</td>
<td>Commercial Art II</td>
<td>Jill Thayer O'Hara</td>
</tr>
<tr>
<td>Thursday, April 7</td>
<td>BCDA-84</td>
<td>The Artist Goes to Market</td>
<td>Eric Teitelbaum</td>
</tr>
<tr>
<td>Saturday, April 9</td>
<td>BCDA-83</td>
<td>Professional Illustration Techniques</td>
<td>Eric Teitelbaum</td>
</tr>
<tr>
<td>Saturday, May 14</td>
<td>BCDA-20</td>
<td>The Advertising Copywriter: A Writing Techniques Workshop</td>
<td>Michelle Martino</td>
</tr>
</tbody>
</table>

* = Certificate requirements
**Commercial Art**

**BCDA-81**  
*The Commercial Artist I: Design, Layout, Paste-up*
This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial artgraphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews. Jill Thayer O'Hara  
Saturday and Sunday, February 6 and 7, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 114. $110.

**BCDA-82**  
*Commercial Art II*
This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Jill Thayer O'Hara  
Saturday and Sunday, March 19 and 20, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 114. $110.

**BCDA-83**  
*Professional Illustration Techniques*
The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, airbrush procedures, and photo retouching. Attenders complete final drawing samples for presentation to various markets. Eric Teitelbaum  
Saturday and Sunday, April 9 and 10, 5:30-10 p.m. Two sessions, 1.4 CEUs. Geology 114. $110.

**BCDA-84**  
*The Artist Goes to Market*
How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly. Eric Teitelbaum  
Thursday and Friday, April 7 and 8, 9 a.m.-5 p.m. Two all-day sessions, .9 CEUs. Geology 114. $180.

**BCDA-85**  
*Perspective and Rendering Techniques*
Technical rendering techniques can be an important addition to aspiring designers of commercial art and interiors seeking to expand their portfolio of marketable skills. This intensive hands-on class will cover one and two point perspective, light sources, simulated and real texture, and how to accurately depict objects in a variety of media. Drawing activities will cover uses of various pens, wash and prism, paper surfaces, fabric indications, and matting and portfolio assembly. Topics include:  
- Basic knowledge of 1 and 2 point perspectives  
- Accurately creating reflective light sources in given graphic assignments for impact  
- Expertise in handling a variety of visual tools and mediums  
- How to graphically depict simulated and real texture using acquired knowledge of visual tools and medium applications  
- Completing both rough and finished graphic assignments  
Eric Teitelbaum  
Saturday and Sunday, April 9 and 10, 5:30-10 p.m. Two sessions, 1.4 CEUs. Geology 114. $115.
Noncredit Adult Courses

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

Our non-credit courses meet evenings and weekends to accommodate your working schedule. There are no tests, no grades and no prerequisites. If your reason behind taking a class is to brush up on academic areas like basic algebra or test preparation or to learn a language like French, Italian, or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest quality courses in areas of professional and personal interest. Are you in a transition in your life, are you facing stress, do you want to be introduced to the scenic wonder of Colorado outdoors, learn more of Colorado history or have a passionate interest in trains or sailing? We carefully choose courses to meet the interests expressed by most adults. Since we’ve been doing this for 75 years, we feel we have a good thing going.

Please register early (at least 5 days in advance) to insure that your course isn’t cancelled due to insufficient enrollment!

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

Courses by Starting Date, Spring 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 1</td>
<td>NCF-6</td>
<td>Intermediate Conversational Italian</td>
<td>Fanny Santona Madronich</td>
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<td></td>
<td>NCF-1</td>
<td>Beginning Conversational French</td>
<td>Nadia Turk</td>
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<td></td>
<td>NCF-3</td>
<td>Beginning Conversational German</td>
<td>Benita Luttcher</td>
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<td></td>
<td>NCF-1</td>
<td>Acting Basics</td>
<td>Susan Chambers</td>
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<tr>
<td></td>
<td>NCF-3</td>
<td>Chinese Painting</td>
<td>Janette Lenschow</td>
</tr>
<tr>
<td></td>
<td>NCF-8</td>
<td>Beginning Photography</td>
<td>Lynn Lickteig</td>
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<tr>
<td></td>
<td>NCF-2</td>
<td>The Art of Piano Improvisation</td>
<td>Brian Golden</td>
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<tr>
<td></td>
<td>NCW-4</td>
<td>More Writing for Magazines</td>
<td>Deidre Elliott</td>
</tr>
<tr>
<td>Tuesday, February 2</td>
<td>NCD-1</td>
<td>Beginning Ballroom Dancing Section I</td>
<td>Van Pool</td>
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<tr>
<td></td>
<td>NCD-4</td>
<td>Beginning Country Swing and Texas 2-Step</td>
<td>Van Pool</td>
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<tr>
<td></td>
<td>NCD-7</td>
<td>Beginning Jitterbug Rock-n-Roll</td>
<td>Van Pool</td>
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<tr>
<td></td>
<td>NCI-7</td>
<td>Handwriting Analysis: An Aid to Learning</td>
<td>Carol Ford</td>
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<tr>
<td></td>
<td>NCB-6</td>
<td>Individual Income Tax Update</td>
<td>Anne Campbell</td>
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<tr>
<td></td>
<td>NCA-1</td>
<td>Algebra Review</td>
<td>Mary Brooks</td>
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<td></td>
<td>NCO-1</td>
<td>Bald Eagles, Golden Eagles, Hawks, and More</td>
<td>Tina Jones</td>
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<td></td>
<td>NCB-1</td>
<td>Accounting for Non-Accountants</td>
<td>Fred Moore</td>
</tr>
<tr>
<td>Wednesday, February 3</td>
<td>NCI-2</td>
<td>Investment Strategies</td>
<td>Peter J. Poletti</td>
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<tr>
<td></td>
<td>NCF-12</td>
<td>Watercolor Techniques</td>
<td>Gail Marr</td>
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<tr>
<td></td>
<td>NCA-2</td>
<td>Exploring the Universe</td>
<td>Joe Romig</td>
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<td></td>
<td>NCF-2</td>
<td>Intermediate Conversational French</td>
<td>Nadia Turk</td>
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<td></td>
<td>NCW-3</td>
<td>Writing for Children and Teens</td>
<td>Barbara Steiner</td>
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<td></td>
<td>NCW-5</td>
<td>Short Story Writing</td>
<td>Barbara Steiner</td>
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<td></td>
<td>NCF-4</td>
<td>Drawing Techniques</td>
<td>Gail Marr</td>
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<td></td>
<td>NCF-10</td>
<td>Storytelling for Everyone</td>
<td>Kay Negash</td>
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<tr>
<td>Thursday, February 4</td>
<td>NCF-9</td>
<td>Creative Photography Workshop</td>
<td>Don Oberbeck</td>
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<td></td>
<td>NCW-2</td>
<td>English Writing Made Simple</td>
<td>Jean Thyfault</td>
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<tr>
<td></td>
<td>NCF-4</td>
<td>Intermediate German</td>
<td>Ed Maier-Heym</td>
</tr>
<tr>
<td></td>
<td>NCF-11</td>
<td>Watercolor/Pastel—Mixed Media</td>
<td>Mary Ellen Lake</td>
</tr>
</tbody>
</table>
## Noncredit Adult Courses

### Courses by Starting Date, Spring 1988 – con’t.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, February 6</td>
<td>NCL-12</td>
<td>Parenting the Gifted/Talented Child</td>
<td>Dorothy Knopper</td>
</tr>
<tr>
<td></td>
<td>NCT-3</td>
<td>Preparing for the Law School Admission Test (LSAT) Section I</td>
<td>Kollie Elinoff</td>
</tr>
<tr>
<td>Monday, February 8</td>
<td>NCH-3</td>
<td>Inside Nepal</td>
<td>Narayan Shrestha</td>
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<tr>
<td></td>
<td>NCF-13</td>
<td>Woodcarving Sculpture</td>
<td>Barbara Cox</td>
</tr>
<tr>
<td></td>
<td>NCFL-5</td>
<td>Beginning Conversational Italian</td>
<td>Luigina Cerri</td>
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<tr>
<td></td>
<td>NCL-1</td>
<td>Biofeedback Stress Management</td>
<td>Toby Link</td>
</tr>
<tr>
<td>Tuesday, February 9</td>
<td>NCL-10</td>
<td>Learning How to Learn</td>
<td>Gloria Frender</td>
</tr>
<tr>
<td></td>
<td>NCL-7</td>
<td>Beginning Conversational Spanish</td>
<td>Elizabeth Medina</td>
</tr>
<tr>
<td></td>
<td>NCL-5</td>
<td>English Language and American Culture Survival Skills</td>
<td>Steve Horowitz</td>
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<tr>
<td>Wednesday, February 10</td>
<td>NCF-5</td>
<td>The World of Gemstones</td>
<td>Jaqui Thier Cooper</td>
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<td></td>
<td>NCH-1</td>
<td>Forest Crossen’s Colorado</td>
<td>Forest Crossen</td>
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<tr>
<td>Thursday, February 11</td>
<td>NCH-2</td>
<td>The Fascinating History of Colorado Railroads</td>
<td>Bob Rothe</td>
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<td></td>
<td>NCFL-8</td>
<td>Intermediate Conversational Spanish</td>
<td>Elizabeth Medina</td>
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<tr>
<td>Friday, February 12</td>
<td>NCS-1</td>
<td>Murder Theatre</td>
<td>Wendy Clark</td>
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<td>Saturday, February 13</td>
<td>NCL-9</td>
<td>Inner Power — Making Your Life and Career Work</td>
<td>Candy Paul, Shale Paul</td>
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<td>Tuesday, February 16</td>
<td>NCB-3</td>
<td>Entrepreneurism—Are You Ready?</td>
<td>Aivars Ziedins</td>
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<td></td>
<td>NCB-9</td>
<td>Success in the International Arena</td>
<td>Pamela Bliss</td>
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<tr>
<td></td>
<td>NCI-3</td>
<td>Stock Market Investment</td>
<td>Arnold Hart, Mary Wright</td>
</tr>
<tr>
<td>Wednesday, February 17</td>
<td>NCB-4</td>
<td>Financial Planning for Businesses</td>
<td>Henry Aiy’m Felman</td>
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<td></td>
<td>NCF-7</td>
<td>Life Drawing</td>
<td>Barbara Preskorn</td>
</tr>
<tr>
<td></td>
<td>NCL-3</td>
<td>Discovering and Developing Your Creative Self</td>
<td>Bette Griff</td>
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<td>Saturday, February 20</td>
<td>NCT-1</td>
<td>Preparing for the Graduate Management Admission Test (GMAT)</td>
<td>Bobrow Testing Services</td>
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<td>Monday, February 22</td>
<td>NCL-14</td>
<td>Psychology and Sports Performance</td>
<td>Stephen E. Walker</td>
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<td></td>
<td>NCB-2</td>
<td>Smart Marketing for Better Profits</td>
<td>Teri Wenz</td>
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<tr>
<td>Saturday, February 27</td>
<td>NCL-2</td>
<td>Diet for a Healthy Pregnancy</td>
<td>Peggy Phillips</td>
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<td></td>
<td>NCL-6</td>
<td>Feeding Your Children a Healthy Diet</td>
<td>Peggy Phillips</td>
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<td>Tuesday, March 1</td>
<td>NCD-1</td>
<td>Beginning Ballroom Dancing Section II</td>
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<td>NCD-2</td>
<td>Intermediate Ballroom Dancing Section I</td>
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<td>NCD-5</td>
<td>Intermediate Country Swing and Texas 2-Step</td>
<td>Van Pool</td>
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<tr>
<td></td>
<td>NCL-8</td>
<td>Handwriting Analysis: After the Basics</td>
<td>Carol Ford</td>
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<td></td>
<td>NCO-3</td>
<td>Cruising Under Sail</td>
<td>Bill Plywaski</td>
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<td>NCT-2</td>
<td>Preparing for the Graduate Record Exam (GRE)</td>
<td>Roe Willis, Teri Bodhaine</td>
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<td>Wednesday, March 2</td>
<td>NCB-5</td>
<td>Financial Planning for Women</td>
<td>Corline Carstens</td>
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<td>Wednesday, March 9</td>
<td>NCI-4</td>
<td>Stock Market Profits</td>
<td>Peter J. Poletti</td>
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<td>Saturday, March 12</td>
<td>NCL-4</td>
<td>Eating As If Your Life Depended On It</td>
<td>Peggy Phillips</td>
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<td>NCL-13</td>
<td>Psychology of Intimate Relationships</td>
<td>Neil Rosenthal</td>
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<td>NCL-1</td>
<td>Editing</td>
<td>Linda Loewenstein</td>
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<td>Thursday, March 17</td>
<td>NCB-7</td>
<td>Job Search Strategy</td>
<td>Doug Sullivan</td>
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<td>Tuesday, April 5</td>
<td>NCD-2</td>
<td>Intermediate Ballroom Dancing Section II</td>
<td>Van Pool</td>
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<td>NCD-3</td>
<td>Advanced Ballroom Dancing</td>
<td>Van Pool</td>
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<td>NCD-6</td>
<td>Advanced Country Swing and Texas 2-Step</td>
<td>Van Pool</td>
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<td>Wednesday, April 6</td>
<td>NCF-6</td>
<td>Jewelry and Gems: The Art of Adornment</td>
<td>Jaqui Thier Cooper</td>
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<td>Saturday, April 9</td>
<td>NCL-11</td>
<td>Nutrition for Physical Performance</td>
<td>Peggy Phillips</td>
</tr>
<tr>
<td>Wednesday, April 13</td>
<td>NCI-1</td>
<td>Investing for Income</td>
<td>Peter J. Poletti</td>
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<tr>
<td>Thursday, April 21</td>
<td>NCO-4</td>
<td>Spring Wild Flowers: Their Uses and Identification</td>
<td>Tina Jones</td>
</tr>
<tr>
<td>Tuesday, April 26</td>
<td>NCO-2</td>
<td>Bird Watching and Bird Behavior</td>
<td>Tina Jones</td>
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<tr>
<td>Thursday, May 5</td>
<td>NCB-8</td>
<td>Resort Condominium Management</td>
<td>Gerald G. Hewey</td>
</tr>
<tr>
<td>Saturday, May 14</td>
<td>NCT-3</td>
<td>Preparing for the Law School Admission Test (LSAT) Section II</td>
<td>Kollie Elinoff</td>
</tr>
</tbody>
</table>
### Algebra \(\sqrt{A+B}\)

**NCA-1 Algebra Review**

Designed for students who want to learn or relearn algebraic concepts in a relaxed, low-pressure atmosphere. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of students in the class. A sensitivity of those with math anxieties will be maintained. Required text *Intermediate Algebra*, Harcourt, Brace, Jovanovich, College Outline Series available at UMC bookstore.

Mary Brooks, M.A. mathematics Utah State Tuesdays, February 2-April 12, 6:30-8:30 p.m. 10 sessions. Engineering Building 1-03. $75.

### Business

**NCB-1 Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes.

Fred Moore, M.B.E., Accountant Tuesdays, February 2-March 22, 7-9 p.m. 8 sessions. Duane Physics G131. $60.

**NCB-2 Smart Marketing for Better Profits**

Use sense not dollars. You'll find ways to do your marketing more effectively. The class will cover what you need to know and do in terms of positioning, competition, research, trends, customer service, new products, sales, advertising and other factors. Examples, hands-on work and orientation toward participants are stressed.

Teri Wenz, M.A. Consultant with CU's Small Business Assistance Center. Mondays, February 22-March 14, 6:30-8:30 p.m. 4 sessions. Porter Biosciences E119. $30.

**NCB-3 Entrepreneurism — Are You Ready?**

What does it take to be an entrepreneur? Not everyone has what it takes. Most businesses fail within five years and 50% of businesses fail in the very first year. Some of the most common causes of failure in businesses include undercapitalization, lack of preparation, failure to test the market, lack of financial control, and too much too soon. This class will help you determine if you have what it takes to make it in business as an entrepreneur. The class will cover the design of a business plan, setting up a basic budget, cash flow analysis and other essential activities. In addition, the class will discuss personal financial planning and the preservation of wealth for the successful entrepreneur and her or his family.

Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co. Tuesdays, February 2-23, 7-9 p.m. 4 sessions. Porter Biosciences E181. $10.

**NCB-4 Financial Planning for Business**

Financial plans and budgets help you manage and direct the growth of your business, and keep you control over cost and risks. In addition, financial projections are an integral part of a business plan. Learn to use these essential management tools in this straightforward, understandable workshop. Topics include how to set up realistic budgets, cash flows, break-even points, and sales and cost projections. Course workbook $10.

Henry Aiy'm Fellman, J.D.; Partner, Fellman, Robbins & Associates (Small business consulting and accounting firm). Wednesdays, February 17-March 10, 7-9:30 p.m. 4 sessions. Porter Biosciences E064. $38.

**NCB-5 Financial Planning for Women**

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, create your own personal financial plan step by step as we identify the reasons women often fail. Learn how to set specific goals and how to implement a step-by-step process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Carstens, M.B.A., Vice President of Marketing for Ziedins and Company. Wednesdays, March 2-23, 6:30-8:30 p.m. 4 sessions. Porter Biosciences E118. $38.

**NCB-6 Individual Income Tax Update**

For the individual who is either planning on preparing his/her own return, or interacting with an accountant, this intensive overview will cover significant changes in the new tax law. Topics will include additions, deletions and modifications of the prior tax law including new tax rate structure, personal exemptions, itemized deductions (medical, home mortgage/other interest and miscellaneous). Changes in the tax shelter rules, IRA contributions, and capital gains will be discussed as well as the concepts of the alternative minimum tax, and "kiddie tax."

Anne Campbell, M.B.A., University of Santa Clara, C.P.A., C.F.P. Tuesdays, February 2-23, 6:30-9:00 p.m. 4 sessions. Porter Biosciences E130. $38.
Noncredit Adult Courses

NCB-7
Job Search Strategy

What type of position should I be looking for? What firm can offer these positions? This course will teach you how to promote yourself and get the companies to want you, and how to construct an effective resume and cover letter. You will also learn effective interviewing techniques, salary negotiation skills as well as how to assess job offers.
Doug Sullivan, M.B.A., CU Boulder, President of Career Marketing and Developing Co.
Thursdays, March 17-April 7, 6:30-9:00 p.m. 3 sessions. Porter Biosciences E417. $28.

NCB-8
Resort Condominium Management

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshment breaks, and a reception.
Gerald G. Hewey, C.H.A.
Thursday, May 5, 9 a.m.-5 p.m.,
Friday, May 6, 9 a.m.-4 p.m., and
Saturday, May 7, 9 a.m.-12 p.m.
Two all-day and one half-day sessions.
Events Conference Center. $150. Additional registrations from same company $100 each.

NCB-9
Success in the International Arena

Learn how to function in the international arena. Examine how cultural context can affect your marketing strategy, and your negotiation and communication styles. Both lectures and experiential exercises will be used to create a broad awareness of culturally sensitive issues that can affect the results you achieve when dealing with other cultures.
Pamela Bliss has ten years experience in international marketing, five of them with a major Japanese trading company. She is currently with ARC International, a multinational management training company.
Tuesdays, February 16-March 22, 7-9 p.m.
6 sessions. Porter Biosciences E118. $45.

NCB-10
Social Dance

NCD-2
Intermediate Ballroom Dancing

An Intermediate Level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional Latin steps (e.g. Cha Cha and Rhumba).
Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.
Section I:
Tuesdays, March 1-22, 6:30-7:45 p.m.
Section II:
Tuesdays, April 5-26, 9-10:15 p.m.
Both Sections:
4 sessions. Economics 117. $24.

NCD-3
Advanced Ballroom Dancing

An Advanced Level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with most of the basic steps and turns. The instruction will expand on the previous courses combination of routines and refinements for smoothness within each movement of Ballroom Dancing.
Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.
Tuesdays, April 5-26, 6:30-7:45 p.m.
4 sessions. Economics 117. $24.

NCD-4
Beginning Country Swing and Texas 2-Step

Introduction to the basic steps in Texas 2-Step, Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Country Dancing.
Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.
Tuesdays, February 2-23, 7:45-9 p.m.
4 sessions. Economics 117. $24.
**Advanced Country Swing and Intermediate Country Swing and Texas 2-Step**

An Intermediate Level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional steps (e.g. Triple Step and 16 Count Shuffle).

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

Tuesdays, March 1-22, 7:45-9 p.m.
4 sessions. Economics 117. $24.

**NCD-6 Advanced Country Swing and Texas 2-Step**

An Advanced Level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with the basic steps and turns. The instruction will expand on the previous courses combination of routines and refinements for smoothness within each movement of Country Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

Tuesdays, April 5-26, 7:45-9 p.m.
4 sessions. Economics 117. $24.

**Avoid the Registration Crunch**

Phone-In Noncredit-Certificate Registration December 14 - February 12

Monday-Friday, 8 a.m.-5 p.m.

**Fine Arts**

**NCF-1 Acting Basics and Beyond**

All the world’s a stage… and rather than putting on a character, the actor searches for the variety in every one of us, the everyone in each of us. Whether the stage is your world or you simply wish to know and be more comfortable with yourself and others, this exploration of the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Emphasis is on class attendance and participation. No required text.

Susan Chambers, M.F.A., Penn State Univ., has taught acting and movement for actors to non-majors and theatre students.

Section I (Intermediate):
Mondays and Wednesdays, February 1-March 9, 7-8:30 p.m.
Section II (Beginning):
Mondays and Wednesdays, March 14-April 27, 7-8:30 p.m.
12 sessions. Hunter 208. $68.

**NCF-2 The Art of Piano Improvisation**

Improvisation is a state of mind. Music is initially and essentially “sound.” We will explore “raw sound” and relate it to rhythm, melody and harmony. We will develop and refine “musical language.” This is a class that will unlock the music in you and give you the tools to create your own music. (Some piano background helpful.)

Brian Golden, concert pianist, recording artist, performing for Arvada Center, Chautauqua, and the Boulder Public Library Concert Series.

Mondays, February 1-March 21, 7-9:30 p.m.
8 sessions. Muenzinger E0046. $45.

**NCF-3 Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed.

Students will purchase their own materials, a brush or brushes, ink, rice papers, or newsprints, covered at the first class session. Bring to first class 1 or 2 containers for water, paper towels and small plate for ink and colors.

Janette Lenschow, M.F.A.
Mondays, February 1-March 21, 7-9 p.m.
8 sessions. Fine Arts C153. $60.

**NCF-4 Drawing Techniques**

Many artists have used drawing to design, arrange or rearrange forms, and try out various solutions. Drawing techniques introduces a variety of drawing tools and drawing methods, including slides of Michelangelo, Rubens, Pellegrini, Ingres, Durer and twentieth century artists. First class will present slides of drawings, pen and ink, charcoal, pencil, conte crayon, washes, mixed media, and lithographic crayon. Left-brain, right-brain concepts will also be introduced during first class. Following classes will introduce the value scale, with the investigation of basic shapes...cube, cylinder, and sphere, in order to understand the basic ideas of pencil drawing. Next, utilizing pure white still life to enlarge the concept of light and dark value. After which, we move onto preliminary steps at composition and campus landscape.

Gail Marr, B.F.A. Studio Painting, artist, instructor.

Wednesdays, February 1-March 23, 5:30-7 p.m.
8 sessions. Fine Arts C153. $60.

**NCF-5 The World of Gemstones**

Myth, Magic and Reality. Glass or diamond? Gemstone or imitation? This course will give the student a basic knowledge of gemstones including history and lore, geography, mining and distribution, cutting and enhancement, color, crystalline structure and other physical and optical properties of diamonds and colored stones. The focus is on consumer awareness. (Suggested text: Simon and Schusters, Guide to Gems and Precious Stones. paperback.)

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio.

Wednesdays, February 10-March 16, 7-9:30 p.m.
6 sessions. Ketchum 119. $57.
**NCF-6**
Jewelry and Gems: The Art of Adornment
Addresses the primary function of gemstones, their use in jewelry for personal adornment. Includes the history and lore of jewelry through the ages as well as a survey of jewelry today covering styles and trends, manufacturing and design techniques, precious metals, and popular gems in women’s and men’s jewelry. Also addresses the care and protection of fine jewelry including appraisal and insurance. This course is designed to complement the World of Gemstones class but is open to anyone who loves fine gems and jewelry.
Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist, owner of appraisal lab and design lab.
Wednesdays, April 6-27, 7-9:30 p.m.
4 sessions. Ketchum 119. $38.

**NCF-7**
Life Drawing
Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eyes with your hand. We will begin with gesture drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18” x 24” newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session.
Barbara Prestkorn, M.F.A. CU Boulder, Instructor at Front Range Community College Wednesdays, February 17-April 13, 8-10 p.m.
8 sessions. Fine Arts N-298. $60.

**NCF-8**
Beginning Photography
This introductory course is designed for those who have a camera but don’t really feel that they know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks) and good composition and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality.
Numerous handouts; optional text is Henry Horenstein’s Black and White Photography.
Lynn Lickteig, B.F.A. CU Boulder, Photographer
Mondays, February 1-March 21, 7-9 p.m.
8 sessions. Environmental Design 122. $60.

**NCF-10**
Storytelling for Everyone
Storytelling is experiencing a renaissance in the U.S. Come join us. This course covers different kinds of stories from family oral history to myths and tales. Learn techniques for preparation and performance, and which stories are best for you.
Kay Negash, M.A., professional storyteller, winner in 1986, representing this five state area, at the National Storytelling Festival in Jonesboro, Tenn.
Wednesdays, February 3-March 2, 6:30-8:30 p.m.
5 sessions. Hale 6. $38.

**NCF-9**
Creative Photography Workshop
An exploratory course for those with some experience, to learn about amazing new films like T.Max and VRG, filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and how to see photographic composition. An introduction to basic darkroom skills will include black and white print making, color enlargements from negatives and Cibachrome printing from color slides. Students will have 2 extra weeks in the darkrooms for practice, and will receive feedback on photographs produced. The course will include 6, two-hour classroom periods; two 3-hour darkroom classes; and the 2 weeks darkroom time. The cost of the darkroom chemistry included in the tuition, but students must supply their own camera, film and paper. Please bring your camera to the first class.
Don Oberbeck, professional photographer for 20 years, owner of the Boulder Photo Center
Thursdays, February 4-March 24, 7:30-9:30 p.m.
6 sessions Ketchum 118, 4 sessions. Boulder Photo Center. $95.

**NCF-11**
Watercolor/Pastel — Mixed Media
A unique class that adds diversity to the watercolor technique. This class is mainly involved with mixing paint with pastels using watercolor and oil pastel. It would be to the advantage of the student to have had some previous art background and preferably in painting with water media. Looseness with color is the main objective. List of materials available at first class meeting.
Mary Ellen Lake, B.A. Art Education, artist specializing in commercial and fine art, currently represented by two galleries.
Thursdays, February 4-March 24, 6:30-8:30 p.m. 8 sessions.
Fine Arts C153. $60.

**NCF-12**
Watercolor Techniques
Watercolor techniques will be taught utilizing techniques of transparent and opaque watercolor, with an emphasis in basic color theory, learning how to use the color wheel and develop individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left-brain, right-brain exercises are also included in the course, along with specific drawing assignments, in order to stimulate and facilitate learning a variety of methods. Campus landscape included. Note: advanced students will learn to reproduce masters paintings, critique, and conceptualize.
Gail Marr, B.F.A. Studio Painting.
Wednesdays, February 3-March 23, 7-9 p.m. 8 sessions. Fine Arts C153. $60.
Foreign Languages

NCFL-1
Beginning Conversational French
This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Required textbook is Le Francais, Depart-Arrivee (second edition) by John A. Rassias, available at the University Bookstore on campus.
Nadia Turk, Ph.D. French Literature
Mondays, February 1-April 11, 7-9 p.m.
10 sessions. Hellem 255. $75.

NCFL-2
Intermediate Conversational French
This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is Le Francais, Depart-Arrivee (second edition) by John A. Rassias, available at the University Bookstore on campus.
Nadia Turk, Ph.D. French Literature
Wednesdays, February 3-April 13, 7-9 p.m.
10 sessions. Hellem 255. $75.

NCFL-3
Beginning Conversational German
This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German speaking countries, we will emphasize practice in practical conversation. Text to be used is sold at the first class session, $16.
Benita Lutcher
Mondays, February 1-April 11, 7-9 p.m.
10 sessions. Hellem 247. $75.

NCFL-4
Intermediate German
For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text is Lesen, Lachen, Lernen and is available at the University of Colorado Bookstore.
Ed Maier-Heym, M.A. German, Instructor at CU Boulder
Thursdays, February 4-April 28, 7-9 p.m.
10 sessions. Hellem 185. $75.

NCFL-5
Beginning Conversational Italian
This course is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, dialogues, pictures and small group activities in the classroom, will make learning a more enjoyable experience. Required text is Buongiorno Italia by Cremona, available at the University Bookstore.
Luigina Cerri, M.A.
Mondays, February 8-April 18, 6:30-8:30 p.m.
10 sessions. Hellem 263. $75.

NCFL-6
Intermediate Conversational Italian
A more advanced course for students who have had beginning Italian or equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Required text is Buongiorno Italia by Cremona, available at the University Bookstore on campus. Hand-outs provided in class.
Fanny Santana Madronich, M.A., instructor at CU Boulder.
Mondays, February 4-April 29, 7-9 p.m.
10 sessions. Hellem 271. $75.

NCFL-7
Beginning Conversational Spanish
Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary.
Elizabeth Medina, Full Professor, Loretto Heights College.
Tuesdays, February 9-April 19, 7-9 p.m.
10 sessions. Hellem 255. $75.

NCFL-8
Intermediate Conversational Spanish
Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.
Elizabeth Medina, Full Professor, Loretto Heights College.
Thursdays, February 11-April 21, 7-9 p.m.
10 sessions. Hellem 255. $75.
**History**

**NCH-1**

*Forest Crossen's Colorado*

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled Western Yesterdays. All those interested in Colorado will find these lectures rewarding. Extra time is reserved for questions.

Forest Crossen, historian and writer.

Wednesdays, February 10–March 9, 7–8:30 p.m. 5 sessions. Hellem's 185. $30.

**NCH-2**

*The Fascinating History of Colorado Railroads*

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gunfighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Seventh class (field trip) to be arranged.

Bob Rothe, a railroad hobbyist for 40 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere.

Thursdays, February 11–March 24, 7–9 p.m. 7 sessions. Geology 108. $53.

**NCH-3**

*Inside Nepal*

Explore Nepal's geographic features, its country's history as well as its people caste system and tribal culture. Discussion will include trekking in Nepal and Tibet (food, money, and health). Slide shows will display the beauty of the Himalayas, temples and people.

Narayan Shrestha, expert in Nepal and Tibet culture, owner of Old Tibet Nepalese and Tibetan Imports, trekking guide.

Mondays, February 8–March 14, 6:30–8:30 p.m. 6 sessions.

Porter Biosciences E417. $45.

**Investments**

**NCI-1**

*Investing for Income*

Seminar presents methods of investing for income in today's changing economic and investment environment. Covers guarantees, safety, risk, and tax implications. Anybody needing income should be interested: CDs, money market funds, banks, savings and loans, cash management accounts, U.S. Government securities, GNMA's, zero coupon bonds, municipal bonds, income-producing limited partnerships, oil and gas production, rental real estate, leasing, Blue chip stocks, utility stocks, covered call writing, mutual funds, corporate bonds, preferred stocks, tax-free investments, fixed annuities, variable annuities, immediate annuities.

Peter J. Poletti, M.B.A. in Economics and Finance, First Vice President at Dean Witter Reynolds.

Wednesdays, April 13, 6:30–8:30 p.m.

1 session. Porter Biosciences E431. $15.

**NCI-2**

*Investment Strategies*

Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course will sharpen your understanding and your investment skills, and help make your money grow. Topics include: money growth, the golden thread, safety, liquidity, diversification, growth of value, interest and dividends, guarantees, minimizing taxes, professional management, money market funds, cash management, CDs, zero coupon bonds, GNMA's, corporate and municipal bonds, unit trusts, tax-free investments, stocks, utilities, real estate, mutual funds, options, precious metals, commodities.

Peter J. Poletti, M.B.A. Economics and Finance, First Vice President at Dean Witter Reynolds.

Wednesdays, February 3–24, 6:30–9 p.m.

4 sessions. Porter Biosciences E431. $38.

**NCI-3**

*Stock Market Investment*

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. The course is oriented toward those concerned with stocks, technical analysis, tax shelters, and cash flow investing. We will cover all types of investments available and help you select the most appropriate vehicles for your needs.

Required book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Bookstore.

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

Tuesdays, February 16–March 8, 7–9 p.m.

4 sessions. Porter Biosciences E123. $30.

**NCI-4**

*Stock Market Profits*

This course covers insights, tools, and strategies for success in the stock market: how to find the big winners; how to be in phase with the market; how and when to sell; how to handle psychological pressures and emotion; how to do effective fundamental analysis; how to apply technical analysis and charting; how to develop an overview that leads to profit.

Peter J. Poletti, M.B.A. Economics and Finance; First Vice President at Dean Witter Reynolds.

Wednesdays, March 9–23, 6:30–8:30 p.m.

3 sessions. Porter Biosciences E131. $23.

**Lifestyle**

**NCL-1**

*Biofeedback Stress Management*

This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics.

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

Mondays, February 8–29, 7–9 p.m.

4 sessions. Hale 6. $38.
**Noncredit Adult Courses**

**NCL-2 Diet for a Healthy Pregnancy**
Find out how to eat for a healthy baby without gaining too much weight. We will discuss proper weight gain in pregnancy, low-fat sources of protein, vitamin and mineral needs and safe herbs in pregnancy.
Saturday, February 27, 9 a.m.-noon 1 session. UMC 230. $12.

**NCL-3 Discovering and Developing Your Creative Self**
The goal of this experiential course is to free up untapped creative energy and to develop enriching and innovative applications in our everyday lives. Using imagination, visualization and humor, we can dissolve mental blocks and limiting beliefs which act as barriers to our creative self-expression. Fun yet practical exercises will involve communication skills, goal setting, whole brain problem solving, self-awareness, and creative mind expansion. The course will also include guest speakers from diverse fields to inspire and motivate us all while providing valuable resources for further creative endeavors. Textbook: *The Brain User's Guide* by Tony Buzan, available at the University Bookstore.
Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.
Wednesdays, February 17-April 13, 7-9 p.m. 8 sessions. Porter Biosciences E123. $60.

**NCL-4 Eating As If Your Life Depended On It**
You cannot afford to be ignorant, confused or misled about the nutrition facts. What you eat today affects your immediate energy levels and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart; the five types of fiber and the food source of each; why calcium supplements may be hazardous to your bones; three dietary ways to reduce your cancer risk; which vitamin supplements are right for you; where you can find reliable nutrition information; how to lose weight without starving yourself; why butter is better for you than margarine; how to strengthen your immune system through nutrition. Tuition includes extensive hand-out materials.
Saturday, March 12, 10 a.m.-5 p.m. 1 session. UMC 230. $30.

**NCL-5 English Language and American Culture Survival Skills**
This course is for non-native speakers of English who have some knowledge of the language. People who need to improve their conversational skills will find this course very useful. Spouses of university students, professionals working in the Boulder area, visitors, and immigrants can all benefit. There will be a review of important grammar points and exercises to help students apply their understanding of the grammar to everyday situations. There will also be discussion and exercises related to problem areas of American culture.
Steve Horowitz, M.A., 12 years of experience teaching English as a second language.
Tuesdays and Thursdays, February 9-March 10, 7-8:30 p.m. 10 sessions. Duane Physics G027. $56.

**NCL-6 Feeding Your Children a Healthy Diet**
A guilt-free guide to understanding and meeting your child's nutritional needs without spending hours in the kitchen. Beginning with the first year of life and up to the teenage years — among the special topics to be included: food allergies, nutritional remedies for common ailments, and nutritious snack ideas.
Saturday, February 27, 1:30-5 p.m. 1 session. UMC 230. $14.

**NCL-7 Handwriting Analysis: An Aid to Learning**
You are what you write. Handwriting reflects your real personality — how you approach life's events, how you set goals and pursue their achievement, how you solve problems, your fears and how you cope with them. This course provides an introduction to Graphoanalysis, the only scientific method of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others.
Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.
Saturday, February 27, 9 a.m.-noon 1 session. UMC 230. $12.

**NCL-8 Handwriting Analysis: After the Basics**
The next step for those who have previously taken an introductory course to handwriting analysis. Writing represents the personality of the writer. All individual traits found within the writing must be placed in context to the entire writing. Come and expand on the basics for greater application in your own life — at work, at home, or with friends. Look further at t's and d's, printing, children's writing, spacing, margins and more. Course materials will be $15 and will be available at the first class.
Carol Ford, B.S. nursing, certified Graphoanalyst, has private practice in handwriting analysis.
Tuesdays, February 2-23, 6:30-9 p.m. 4 sessions. Geology 127. $38.
### Noncredit Adult Courses

**NCL-9 Inner Power — Making Your Life and Career Work**
If you're not getting all you can from your life and work; if you've reached a transition or are uncertain where to go next; or if you don't feel totally in control of your life—this ten session course will help you address these key issues. It will give you an awareness of where your many strengths and abilities lie in order to get your life in better balance. Part of reaching this balance is understanding how brain integration affects decision making. In addition, this course will help you discover the inner qualities that enable you to deal with change in your life. The Myers Briggs Type Indicator will be used as an assessment vehicle and is included in the course fee. Texts: *The Three Boxes of Life*, by Richard Bolles; and *The Warrior Within: A Guide to Inner Power*, by Shale Paul. Shale and Candy Paul, authors, management consultants. Saturdays, February 13-April 23, 9 a.m.-noon. 10 sessions. Education 134. $125.

**NCL-10 Learning How to Learn**
Designed for anyone interested in how to make the most from their particular learning style, this course offers successful, lifelong tools with practical application for home, school and business. Enthusiastic instruction includes time management, organizational skills, reading, notetaking, memory, test-taking strategies, etc. Students of any ability will identify their specific strengths and learn to apply a variety of techniques to enhance learning and make it fun. Instruction includes lecture and class discussion. Course materials will cost approximately $20. Gloria Frender, author, editor, educational consultant. Tuesdays, February 9-March 15, 7-9 p.m. 6 sessions. Engineering Building 1-26. $45.

**NCL-11 Nutrition for Physical Performance**
Whether your sport is cross country skiing, running, or bicycling, physical performance depends on the proper mix of fuels (carbohydrates, protein, fats), adequate fluid intake and optional vitamins and mineral replacement. Come learn how to fine tune your body, the truth about sport drinks, high altitude nutrition and herbs for performance. Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant. Saturday, April 9, 10 a.m.-5 p.m. 1 session. UMC 230. $30.

**NCL-12 Parenting the Gifted/Talented Child**
Parents of the gifted and talented, like their special children, are often in need of direction and support. The course will include effective parenting, emotional/social development, resources for children and parents, appropriate issues such as the gifted girl, preschool, adolescence, underachievement. This seminar is especially designed for parents of gifted/talented children, although educators are welcome. Bring a brown bag lunch, and we will share concerns about individual children. Dorothy Knopper, M.A. Consultant in Gifted Education to parents and schools. Saturday, February 6, 9:30 a.m.-3:30 p.m. 1 session. Duane Physics G025. $23.

**NCL-13 Psychology of Intimate Relationships**
Why intimate relationships are so hard to find and maintain; how and why people keep choosing similar partners and repeat similar patterns in their relationships; the stages of intimacy; the function of power struggles, arguments, conflicts and affairs; how your childhood influences your intimate adult relationships; reflections on love and loving; falling out of love; how expectations, low self-esteem, guilt and low self respect affect our relationships; how to evaluate a potential partner, and how to stay healthy and fulfilled in a relationship. Neil Rosenthal, Psychotherapist/Marriage Therapist. Saturday, March 12, 10 a.m.-5 p.m. 1 session. UMC 422. $27.

**NCL-14 Psychology and Sports Performance**
This course will help you improve your athletic performance by developing the mental side of your training program. Topics to be covered are: motivation and training, applied stress management, mental rehearsal techniques, neuro-muscular memory training, concentration, centering, and how to handle anger, fear and other unproductive emotional states. The course is designed to teach skills which can enhance your performance and boost your sense of personal satisfaction. Stephen E. Walker, Ph.D., Executive Director of the Rocky Mountain Institute for Health and Performance, and T. Christian North, Director of North and Associates. Mondays, February 22-March 21, 6:30-9:30 p.m. 5 sessions. Duane Physics G025. $57.

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**Outdoors**

**NCO-1 Bald Eagles, Golden Eagles, Hawks, and More**
Do you realize that Colorado rates high in the nation for number of wintering bald eagles? The eagles are found east along the Platte River, and in the surrounding Boulder area. Class emphasizes specific raptor and hawk identification beyond the normal bird field guides. Owl identification will be stressed also. Carpooling. Binoculars helpful. Trip dependent upon weather. Tina Jones, Naturalist/Biologist/Teacher. Tuesdays, February 2 and 9, 7:30-9:30 p.m., Field Trip Saturday, February 13, 8 a.m.-5 p.m. 3 sessions. Hale 104. $49.
**NCO-2**

**Bird Watching and Bird Behavior**

Do you want to become a birder with accurate identification? Come find out why some woodpeckers disperse ants on their body and learn why chickadees store their food. The class is geared towards learning how to identify Colorado's common, less common, and migratory birds in addition to acquiring knowledge about their feathered friends' courtship, food, territorial, and migration behaviors. Identification of birds on the field trip is beyond the normal field guide clues and characteristics. Bird skins will be viewed from The Denver Museum of Natural History during an indoor class session.

Tina Jones, Biologist/Naturalist/Teacher

Tuesdays, April 26 and May 3, 6:30-9:30 p.m.,
Field Trip Saturday, May 28,
7:30 a.m.-5:30 p.m.
3 sessions. Hale 104. $60.

**NCO-3**

**Cruising Under Sail: Sailing, Seamanship, Navigation**

Comprehensive, practical "hands-on" working seminars for all sailors — novice, barnacled old-salts, or armchair adventurers — who wish to learn more or improve working skills. Course topics include (applicable to marine and air navigation): Seamanship and Navigation in Perspective; Maps and Nautical Charts; Chartwork Practice Sessions (measuring bearings and distances); Magnetic Compasses and Directions; Electronic and Celestial Navigation Elements; Handling Currents and Drift (current sailing); Operational Shortcuts; Sailing Safety; Rules and Regulations (Right of Way, etc.); State of the Art and Future Trends; Local Sailing. Practical chartwork exercises are included to provide all participants with sound working skills. There are no prerequisites.

Bill Plywaski, Ph.D., scientist, Seafarer Group Director, Master Navigator with over 25 years' experience sailing boats and aircraft all over the world.

Tuesdays, March 1-April 26, 6:45-9:15 p.m.
8 sessions. Hellems 245. $75.

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**NCO-4**

**Spring Wild Flowers: Their Uses and Identification**

Enjoy Boulder's surrounding foothills beauty by knowing what grows here. Many flower species that bloom in the springtime do not bloom in the higher elevations in summer, therefore, they are unique and are found flowering only in May and early June. Use of botanical key will be included. Edible/medicinal uses of the plants will be mentioned. Flower parts, stems, leaf shape, and soil content will be discussed in addition to insect and wind pollination. Carpooling. Field trips dependent upon weather. Field trip dates are set apart so that flowers that bloom in the higher elevations therefore, they are unique and are found flowering only in May and early May can be seen from the late bloomers which come up the end of May.

Tina Jones, Biologist/Naturalist/Teacher

Thursdays, April 21 and April 28, 7-9 p.m.,
Field Trips Sundays, May 1 and May 29, 1-4 p.m.
4 sessions. Hale 104. $45.

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**Testing**

**NCT-1**

**Preparing for the Graduate Management Admission Test (GMAT)**

A special course offered to prepare students for the GMAT. Areas covered include: Math Ability (Problem Solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment (Analysis of Situations), and Critical Reasoning. A short review of algebra and geometry is also included.

Bobrow Testing Services

Saturdays, February 20-March 12, 9 a.m.-1 p.m. 4 sessions.
Porter Biosciences E113. $135.

**NCT-2**

**Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on testing skills and review of relevant verbal, math, and analytical problems. Text is Practicing to Take the GRE General Test, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date.

Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.

(For April 9 test) Tuesdays and Thursdays, March 1-24, 6:30-9 p.m.
8 sessions. Guggenheim 205. $75.
Testing – con't.

NCT-3
Preparing for the Law School Admission Test (LSAT)
For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations. The course fee includes extensive materials covering all aspects of the exam.
Kollie Elinoff
Section I: Diagnostic Exam: Saturday, February 6, 9 a.m.-12 p.m.; Class: Friday, February 12, 6-10 p.m., Saturday and Sunday, February 13 and 14, 9 a.m.-5 p.m.
Section II: Diagnostic Exam: Saturday, May 14, 9 a.m.-12 p.m.; Class: Friday, May 20, 6-10 p.m., Saturday and Sunday, May 21 and 22, 9 a.m.-5 p.m.
Both Sections: 3 sessions. Guggenheim 205. $195.

Writing
NCW-1
Editing
A brief overview of the practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion on how to find freelance jobs, how much to charge. Hands-on editing experience is limited, but extensive hand-out material is provided.
Linda Loewenstein, freelance editor.
Saturdays, March 12 & 19, 9 a.m.-noon.
2 sessions. Ketchum 234. $23.

NCW-2
English Writing Made Simple
Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage. Textbook is about $20.
Jean Thyfault, editor, conducts writing seminars for businesses.
Thursdays, February 4-March 24, 7-9 p.m.
8 sessions. Ketchum 234. $60.

NCW-3
Writing for Children and Teens
Instruction in writing stories, articles, books, verse, and plays for children from tots to teens. Detailed help in producing manuscripts that will meet the need of this active market. Both beginning and more experienced writers may enroll and concentrate on the age group, subject matter, and media that interests them most. Enrollment limited.
Barbara Steiner, professional writer.
Wednesdays, February 3-April 13, 6:30-8 p.m.
10 sessions. Hellem 81. $57.

NCW-4
More Writing for Magazines
A step beyond the basics for writers with some experience in magazines. Develop your individual voice and creativity using the best of today's nonfiction as models. Includes techniques to target markets, combat blocks, and manage time efficiently.
Deidre Elliott, professional writer.
Mondays, February 1-March 21, 7-9 p.m.
8 sessions. Ketchum 206. $60.

NCW-5
Short Story Writing
All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characteri- zation, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating. This course is aimed toward marketing. Enrollment limited.
Barbara Steiner, professional writer.
Wednesdays, February 3-April 13, 6-9:30 p.m.
10 sessions. Hellem 81. $57.
Special Professional Programs

A university that aspires to achieve lasting stature seeks out—and attracts—unusually talented individuals. Special Professional Programs provides an intensive arena designed to bring lively minds to bear on compelling subjects of topical currency. For the instructor/facilitator, or the presentation team, the attraction of presenting these programs is the opportunity to apply knowledge in real-life terms. For practitioners, these special programs are distinguished by their dynamic approach to a field. Often presenting an unusual combination of specialists, they strive to bring significant depth to subjects that deserve the more intensive treatment offered by their one, two, or three-day formats. They are presented in daytime hours to accommodate schedules for which evening courses extending over several weeks are less well suited.

Special Professional Programs can help you progress in fast-evolving fields because they adopt an applications-oriented approach. They offer you the opportunity to study under conditions conducive to here-and-now outcomes. Drawing on case study and personal applications approaches, these highly-interactive one to three-day seminars can help you stay on top of new information. They provide you with fresh ideas to achieve personal and organizational goals. At their best, such programs can galvanize audiences and instructors in ways that are exhilarating, mind-expanding, and conducive to enduring intellectual and practical value.

This results-oriented training, intended for business and industry, government, and non-profit organizations, is frequently applicable to certificate programs described and cross-listed in this catalog. Specially-tailored programming for your own organization can also be arranged. Advance registration is necessary and should be completed two weeks prior to the program date. Group discounts are available for some seminars. Call 492-5148 or toll free in Colorado, 1-800-332-5839 to register.

Courses by Starting Date, Spring 1988

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MDB-7
Decision Making for Women

How can women turn the well-documented risks of decision making into personal satisfactions and professional rewards? This program examines issues in risk-taking and influencing others; the fear of success syndrome; the hard-soft double-bind experienced by women; and the strategies that lead to promotion. How can the myths and stereotypes that undermine advancement be overcome? How do appearance and nonverbal behavior contribute to a professional power-presentation of oneself? This program qualifies for the Management Development Certificate Program. Course fee includes materials, lunch, and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.
Friday, April 29, 9:00 a.m.-4:00 p.m.
One all-day session . . . .6 CEUs.
Clarion Hotel. $75.
**MDB-8**
Developing Your Marketing Plan on a Personal Computer

This hands-on computer seminar will show you how to use 9 marketing computer models. These computer models should enable you to avoid the six most common mistakes in marketing. Prior computer experience is not required, but you should have some marketing background. The models are templates that overlay Lotus 1-2-3, Symphony, or other compatible software. The instructor, who is the author of the models, will explain each one and provide problems to be solved. You will receive a manual written by the instructor, along with a diskette containing the case histories used for the models. A second diskette contains only the models and is the one you will use in the seminar. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual and two diskettes that together have a retail value of $195. William M. Luther. Monday, March 21 and Tuesday, March 22, 9:00 a.m.-4:00 p.m. Two all-day sessions. 1.2 CEUs. Norlin Library. $250.

**MDB-4**
Getting Things Done: Strategies That Work

Competing demands, communication tangles, and time pressures can often make it seem nearly impossible to get things done. Learn to focus on proven techniques that allow you to take charge of your work. This program emphasizes approaches that combine skills in setting priorities, reasonable delegation of tasks, better meeting management, and strategies to balance one's workload. For those times when someone else sets your priorities, determines your workload, and prevents delegation of duties, this program offers a set of survival strategies. Those who have already attended Bauer's How to Work Smarter will find new information here. This program qualifies for the Management Development Certificate Program.

Randy Bauer, M.B.A. Thursday, May 5, 1:00-4:00 p.m. One-half day session. .3 CEUs. Raintree Plaza, Longmont. $25. Lunch not included.

**MDB-10**
How to Build a Better Job

Advancement is only one of the ways to build a better job. Based on the book Working Solutions from Working Secretaries, and taught by the co-author of the book, this six hour seminar emphasizes field-tested ideas collected from secretaries across the country. It focuses on symptoms and solutions: recognition of burnout and rustout; building skills for jobs in 1995; assessing abilities and objectives; knowing and using the rules of today's organizational culture; improving self-presentation techniques that gain support and success. Workbooks will include self-assessment exercises, practical tips, and an action plan to build the bridge between today and tomorrow. Real-life cases will illustrate what works — and what doesn't. This program qualifies for the Management Development Certificate Program. Course fee includes materials, lunch, and refreshment breaks. Textbook is optional.

Shelly Ann Espinosa, M.S.W. Wednesday, April 27, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Clarion Hotel. $75. Optional text $11.95.

**MDB-14**
Peak Performance: Going Beyond Average

Being average just isn't good enough these days. To survive and succeed today means learning to operate at consistently higher levels; it means being the best you can be. This two-day program examines the characteristics of high achievers and identifies the qualities, skills, attitudes, and practices that can result in sustained high performance. This program will enable you to assess your own performance levels and determine what you can do to become a high achiever. In this workshop, you will explore your preferences, via the Myers-Briggs Type Indicator, and learn why they can be critical to your success. You will also explore the functions of awareness, communicative abilities, and problem solving as vital skills of outstanding performers. This program qualifies for the Management Development Certificate Program. The fee covers materials, lunch, and refreshment breaks.

Shale Paul, M.B.A. and Candace Paul, president and vice president of The Delta Group. Friday, February 26, 9:00-4:00 p.m. and Saturday, February 27, 9:00 a.m.-3:00 p.m. Two all-day sessions. 1.1 CEUs. Clarion Hotel. $250.
MDL-5
Performance Standards That Work
Performance standards are more than guidelines. They can give support and lend dynamism to performance and productivity. During this program you will have an opportunity to write standards that can make a difference. You will leave with usable standards that are specific, concrete, and conducive to goal-directed performance. These standards will assist you to clarify and communicate your expectations in a format that lets you swiftly assess employee performance. This program qualifies for the Management Development Certificate Program.
Randy Bauer, M.B.A.
Thursday, March 17, 1:00 p.m.-4:00 p.m.
One-half day session .3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

MDL-7
Skills That Matter: Improving Your Listening Techniques
What separates the outstanding employee from the mediocre? Superiors often describe such differences in terms of people skills. Some such skills are measurable: the ability to get your point across clearly and crisply and skills in listening to and distilling information into more useful forms. Strategies to communicate incisively and listen effectively have a major impact on working relationships, career development, and some of the harder to measure qualities of outstanding performers, in particular their ability to build an atmosphere of cooperation and trust. Techniques to develop and improve the skills that result in trust, clear communication, and proactive listening can be learned and are immediately applicable. This program qualifies for the Management Development Certificate Program.
Randy Bauer, M.B.A.
Thursday, May 5, 9:00 a.m.-Noon.
One-half day session .3 CEUs.
Raintree Plaza, Longmont. $25.
Lunch not included.

NCB-8
Resort Condominium Management
This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshments breaks, and a reception.
Gerald G. Hewey, C.H.A.
Thursday, May 5, 9 a.m.-5 p.m.,
Friday, May 6, 9 a.m.-4 p.m., and
Saturday, May 7, 9 a.m.-12 p.m.
Two all-day and one half-day sessions.
Events Conference Center. $150. Additional registrations from same company $100 each.

MDB-22
Writing for Impact in Organizational Settings
Argumentative writing is the art of persuasion. Even before putting a word on paper, the writer must carry out key preparation steps. This intensive program in effective message development examines techniques for preparing particular messages for given audiences. Methods for deciding what to include and how to structure persuasive messages will be demonstrated. You will learn types of evidence and their value in terms of clarity and impact, along with basic reasoning skills. Approaches to altering views and perceptions and maximizing the effectiveness of persuasive communication will be demonstrated through communications participants actually prepare in the workplace. This program qualifies for the Management Development Certificate Program. The fee covers materials, lunch, and refreshment breaks.
Elaine Tompkins, Ph.D.
Thursday, April 21, 9:00 a.m.-4:00 p.m.
One all-day session .6 CEUs.
Clarion Hotel. $75.

MDB-23
Your Professional Image in Action
How do you come across as a professional? This program allows you to take a close, objective look at your strengths and areas for improvement. It looks at verbal skills, and use of language and tone of voice, placing particular emphasis on nonverbal communication. Videos taken during the program will focus on what we convey through facial expression, posture and gestures, as well as through contradictions in verbal and nonverbal behavior. Each participant will receive individual feedback. You will leave with a personal profile for improvement toward greater professional credibility. This program qualifies for the Management Development Certificate Program. Course fee includes materials, lunch, and refreshment breaks.
Audrey Nelson-Schneider, Ph.D.
Friday, May 13, 9:00 a.m.-4:00 p.m.
One all-day session .6 CEUs.
Clarion Hotel. $75.
Video Teleconferencing

Live-via-Satellite Teleconferences:
Events combining national and regional expertise

A MEDIUM FOR STATE-OF-THE-ART INFORMATION

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

A MEDIUM FOR DIVERSE TOPICS

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

A MEDIUM FOR TRAINING & DEVELOPMENT

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

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

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

A MEDIUM FOR PRACTICAL APPLICATIONS AND DYNAMIC COMMUNICATION

The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, on-site interviews and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attracts experts who like the combination of networking live with audiences around the country. Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

A MEDIUM THAT PUTS THE AUDIENCE FIRST. USING STATE-OF-THE-ART EQUIPMENT

Staff of the Division of Continuing Education and of the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and a 5,000 seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent, one block west of 28th Street, the facility offers easy access and ample parking.

A large screen General Electric Talaria projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer KU-band is available for workplace sites.

A MEDIUM THAT IS PROFESSIONALLY STAFFED

Through its charter membership in the 200-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cosponsorship of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

PLEASE CONTACT US TO TAKE ADVANTAGE OF TELECONFERENCING

To be placed on our mailing list or for more information, write: Becky Duning, Teleconferencing, Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839.

OUR NEWEST CAPABILITY IS IN AUDIOCONFERENCE

We are equipped to connect up to 20 or more sites for formal or informal audioconferenced meetings that can link locations across the country—or the world. Audioconference services are available on an ad hoc or regular basis to the public. Please inquire regarding charges and booking time on our bridging system.
Spring 1988 Teleconferences

The Disappearing Middle Manager
To say that the role of middle managers in corporate America is changing is an understatement when faced with the staggering statistic that 500,000 managers in 30 corporations left or lost their jobs since 1984. This program, featuring John Elkins, President of the Naisbitt Group, addresses the organizational and structural changes contributing to the demise of the middle management and new systems for work in the emerging workplace.

John Elkins, President of the Naisbitt Group, Wednesday, February 10, 1:00-3:00 p.m., live via satellite; wrap-up 3:00-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $30 for additional registrants from same organization.

Creativity: A Management Tool
The ability to function creatively within an organization depends partly on the way a person has been trained to think, and partly on the way management regards creativity. This program examines the creative organization as well as the creative person. Topics include management approaches that foster creativity; dissemination of information; and activities to exercise creative power.

Karl Albrecht, co-author of Service America, Doing Business in the New Economy, and author of The Creative Corporation, Wednesday, April 13, 1:00-3:00 p.m. live via satellite; wrap-up 3:00-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $30 for additional registrants from same organization.

Corporate Wellness: Impact on Productivity and Liability
Billions of dollars are lost annually due to short-term illness and long-term disability. Businesses that concentrate on employee health and "wellness" not only reduce these losses but improve morale and boost productivity. This program will feature a specialist from the National Wellness Institute who will discuss the relationship between health promotion and productivity and will explore how wellness and wellness-structured insurance programs affect employers and employees.

William Hettler, National Wellness Institute, Wednesday, May 11, 1:00-3:00 p.m., live via satellite; wrap-up 3:00-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $30 for additional registrants from same organization.

Other Spring 1988 Teleconferences
For a list of events not included in this catalog, call (303) 492-5148 or 1-800-332-5839 outside the Denver Metro Area.

TWO WAYS TO REGISTER
BY PHONE: Call (303) 492-5148 for instant registration. In Colorado, outside the Denver Metro Area, call 1-800-332-5839 toll free.

BY MAIL: Fill in and mail the registration form found on page 65 to: Division of Continuing Education, The University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178, ATTN: Lou Hoback. Advance mail or phone registrations are expected two weeks prior to the program. After that date, registration is on a space-available basis.

If your plans change after registering, consider sending another staff member in your place. If you must cancel, we request you do so early to allow others to attend. There is no penalty for substitution or cancellation. In the event of program cancellation, the University of Colorado's liability is limited to the enrollment fee.

PLACE & TIME, PARKING, FEES
The teleconferences are presented at the Events/Conference Center on the Boulder campus. There is ample parking. Registration will begin at 12:30 p.m. Refreshments will be served from 12:30-1:00 p.m. Opening remarks are scheduled from 12:45 to 1:00 p.m. The live satellite presentation runs from 1:00 to 3:00 p.m. followed by a wrap-up with a local expert from 3:00 to 3:30 p.m.

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

The fee is $50, including materials, refreshments, and parking. Two or more registrations from the same organization are $30 each. A record of Continuing Education Units (CEUs) awarded for these programs is available on request.
Interior Design Workshops

Courses by Starting Date, Spring 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, February 6</td>
<td>IDEA-20</td>
<td>Interior Design I: Elements and Principles</td>
<td>Tina Hendricks</td>
</tr>
<tr>
<td>Monday, February 8</td>
<td>IDEA-21</td>
<td>Professional Communication Skills for the Interior Designer</td>
<td>Tina Hendricks</td>
</tr>
<tr>
<td>Saturday, February 20</td>
<td>BCDA-95</td>
<td>Perspective and Rendering Techniques</td>
<td>Roy Walden</td>
</tr>
<tr>
<td>Monday, March 21</td>
<td>IDEA-22</td>
<td>Selling Fine Art and Graphics in the Interior Design Profession</td>
<td>Jill Thayer O'Hara</td>
</tr>
</tbody>
</table>

IDEA-20
Interior Design I: Elements and Principles
This two day intensive workshop provides participants with an introduction to the fundamentals of interior design/decorating. You will be introduced to the inter-relationships of color, line, texture, shape, rhythm and concepts in organizing interior space while developing perceptual skills and creative awareness. All participants will gain skills in handling a variety of design materials and tools in the process of solving individual and group projects. This workshop will also promote an understanding of the field, and freelance and career possibilities. Special emphasis will be placed on handling a variety of design media, and effectively solving interior space problems.
Tina Hendricks
Saturday and Sunday, February 6 and 7, 9 a.m.-5 p.m. Two all-day sessions.
Geology 108. $115

IDEA-21
Professional Communication Skills for the Interior Designer
In this workshop, participants will gain a clear view of the importance of effective communication within the industry. Lecture, demonstration, and group project activities will cover understanding floor plans and elevations, basic drafting procedures, vellum, blueprint and sepia processes, and techniques for “specifying” product. Participants will gain an understanding of terminologies, practices and protocol while gaining an appreciation for past and current trends and techniques within this exciting design field. Course will help you:
• gain an understanding for practical interior plan analysis
• be able to discuss the merits of different phases of blue print plan development
• be able to specify given products both in written and oral presentations
Tina Hendricks
Monday, Tuesday, Wednesday, February 8-10, 5:30-10 p.m.
3 sessions.
Geology 108. $115

BCDA-95
Perspective and Rendering Techniques
Technical rendering techniques can be an important addition to aspiring designers of commercial art and interiors seeking to expand their portfolio of marketable skills. This intensive hands-on class will cover one and two point perspective, light sources, simulated and real texture, and how to accurately depict objects in a variety of media. Drawing activities will cover uses of various pens, wash and prism a, paper surfaces, fabric indications, and matting and portfolio assemblage. Topics include:
• Basic knowledge of 1 and 2 point perspectives
• Accurately creating reflective light sources in given graphic assignments for impact
• Expertise in handling a variety of visual tools and mediums
• How to graphically depict simulated and real texture using acquired knowledge of visual tools and medium applications
• Completing both rough and finished graphic assignments
Roy Walden
Saturday and Sunday, February 20 and 21, 9 a.m.-5 p.m. 2 all-day sessions. 1.4 CEUs.
Geology 114. $115

IDEA-22
Selling Fine Art and Graphics in the Interior Design Profession
This program, especially created for artists, illustrators and their agents, explores the wide range of possibilities for the marketing of original fine art, paintings and graphics to the interior design profession. Students will be introduced to the “how-when-where” essentials of creating and selling commissioned art work. Hands-on in-class art projects will cover interior latex wall graphics/painting, calligraphic applications on board and canvas, fine art painting solutions to specified interior design decor problems, and other useful concepts. Program will also cover understanding the needs of interior designers and architects in determining existing color schemes and appropriate palette, and the function of art agents and galleries in commissioning original graphics.
Jill Thayer O'Hara
Monday, Tuesday, Wednesday, March 21-23, 5:30-10 p.m. 3 sessions.
Geology 108. $115
Cooperative Real Estate Certificate Program

Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

The Certificate Program offers over 25 courses in subjects including appraisal, closings, finance law, property management, commercial and tax factors. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all persons and can provide you with valuable information related to this important field.

For more information and course registration, call the Division of Continuing Education, Real Estate Education, 492-8666, 8:30 a.m. - 5 p.m., Monday through Friday. If you are out of the Denver-Boulder local calling zone, please dial 1-800-332-5839.

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

Mandatory Real Estate Sales License Preparation Courses in Boulder

RE-7 Practice and Law (48 hours)

RE-18 Colorado Contracts and Law (24 hours)

RE-26 Finance and Advanced Law

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

Night Course. 7 sessions.
Tuesday and Thursday, February 2 to 23, 6:30 p.m. to 9:30 p.m.
Location: Boulder Board of Realtors Meeting Room, 4885 Riverbend Road, Boulder.
Tuition: $110.

RE-7 Practice and Law
Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter this profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Daytime Course. 6 sessions. (48 hours)
Friday, Saturday, Monday, Tuesday, Thursday, Friday, January 8, 9, 11, 12, 14, 15, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $225 plus textbooks.

Night Course. 14 sessions. (48 hours)
Monday and Wednesday, January 25 to March 9, 6:30 p.m. to 9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $225 plus textbooks.

RE-18 Colorado Contracts and Law
A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Night course. 7 sessions.
Monday and Wednesday, March 14 to April 4, 6:30 p.m. to 9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $110.
**RE-28**  
**Real Estate Closings and Trust Accounts**  
The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.  
Daytime Course. 3 sessions.  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110.

**RE-33**  
**Real Estate Appraisal I — Residential**  
This course is an introduction to accepted methods for estimating the value of real property. The course covers fundamentals of real appraisal of both land and improved property and covers techniques used by professional appraisers. Emphasis is placed on the evaluation of residential real estate. The course includes a field trip and practical work.  
**Longmont. Daytime Course. 3 sessions.**  
**Tuesday, Wednesday, Friday, February 2, 3, 5, 8:30 a.m. to 5:30 p.m.**  
**Location:** Longmont Board of Realtors, 420 Kimbark, Longmont.  
**Tuition:** $110.

**RE-37**  
**Real Estate Law**  
This course is designed to thoroughly acquaint you with the laws affecting the real estate process. We will study the law concerning the sale of goods, including warranties and product liability. We will look at the legal responsibilities involved in rental and storage contracts. And we will study the laws applying to checks, promissory notes, agencies, employment, and privacy laws (such as fraud and negligence).  
Text: *Real Estate Law* (Fusilier, $16).  
24 class hours.  
**Daytime Course. 3 sessions.**  
**Monday, Wednesday, Saturday, February 15, 17, 20, 8:30 a.m. to 5:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110.

**RE-39**  
**Tax Factors in Real Estate**  
This course deals with income tax and its effect on real estate transactions and operation. We will cover the tax classifications of real estate, treatment of capital and ordinary gains, basis, installment sales, depreciation, and postponement of income tax.  
24 class hours.  
**Daytime Course. 3 sessions.**  
**Monday, Wednesday, Friday, March 2, 3, 4, 5:30 p.m. to 8:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110.

**RE-40**  
**Broker/Agency and Case Law**  
This course covers the fundamentals of business goods and services and its impact on real estate. We will examine current cases affecting the law of contracts. We will study the law concerning the sale of goods, including warranties and product liability. We will look at the legal responsibilities involved in rental and storage contracts. And we will study the laws applying to checks, promissory notes, agencies, employment, and privacy laws (such as fraud and negligence).  
Text: *Real Estate Law* (Fusilier, $16).  
24 class hours.  
**Daytime Course. 3 sessions.**  
**Monday, Wednesday, Saturday, February 15, 17, 20, 8:30 a.m. to 5:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110.

**RE-61**  
**Tax Factors in Real Estate**  
This course deals with income tax and its effect on real estate transactions and operation. We will cover the tax classifications of real estate, treatment of capital and ordinary gains, basis, installment sales, depreciation, and postponement of income tax.  
24 class hours.  
**Daytime Course. 3 sessions.**  
**Monday, Wednesday, Friday, March 2, 3, 4, 5:30 p.m. to 8:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110.

**RE-72**  
**Property Management**  
This course demonstrates the methods of applying the principles of real estate management and covers such areas as rent collection, purchasing, bookkeeping, physical maintenance, leases and contracts, and many other day-to-day skills. In addition to operating techniques, the course attempts to give the student a deeper insight into the long-range welfare of the property as an investment. Sessions on real estate economics and finance, neighborhood and property analysis, depreciation, obsolescence, and deferred maintenance enable the student to learn the meaning of "highest and best use" of investment property.  
Daytime course. 3 sessions.  
**Wednesday, Thursday, Friday, March 2, 3, 4, 8:30 a.m. to 5 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $110 plus textbook.

**The HP12C Calculator: A Tool for Real Estate Sales**  
This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users and those who want to explore its programming capabilities. 8 class hours.  
**One-Day Seminar.**  
**Monday, February 8, 8:30 a.m. to 4:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition:** $50.

**CONSUMER EDUCATION IN REAL ESTATE**  
Mini-seminars designed for you, the consumer. Learn to be a more effective participant in the real estate transaction. Become informed on how to use the services and opportunities that the professional real estate industry can provide for you. Discover the advantages of property ownership. Gain an understanding of the tax benefits for the income earner and the retiring person. Those and other real estate topics are being developed into mini-seminars to aid the consumer. The seminars currently available are listed below. Call 492-8666 for registration or additional information about this new program.

**Everything You've Always Wanted to Know About Buying a House**  
How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.  
- Choosing and working with a real estate agent/Realtor  
- What does the agent do and does the agent work for the buyer or seller?  
- Selecting your residence — style, size, cost, area, amenities, and absolute must-have's  
- Learn about the qualification, types of loans, and owner financing  
- Preview the legal documents — the contract, deed of trust, title insurance  
- Analyze the closing costs, review settlement sheets  
- Handouts of the various Colorado forms are provided  
**Night Course. 2 sessions.**  
**Tuesday, Wednesday, February 9, 10, 6:30 p.m. to 9:30 p.m.**  
**Location:** Holiday Inn, 800 28th Street, Boulder.  
**Tuition (6 hours):** $45.
Independent Study Puts You Ahead of the Crowd.

People who take continuing education courses are people with goals and the motivation to achieve them. Whether you are trying to accelerate your degree or to gain career skills, independent study can let you put your motivation to work without waiting for a semester to begin or for a course to be offered at a time when you can take it. Register anytime. Work at your own pace without interrupting family or employment activities.

Guided Correspondence Study

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

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

Individualized Instruction

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

PROFESSIONAL CERTIFICATION OPPORTUNITIES

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. Non-credit courses are also offered for those who want to develop or improve skills in the Paralegal field. All courses carry Continuing Education Units (CEUs). All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education

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

Childhood Education

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

Paralegal Education

Paralegal Education courses provide opportunities for career minded people to enter or advance in the paralegal profession; legal secretaries may use these courses to improve skills and become more valuable to their employers. Paralegals are employed in private law firms, but more and more paralegals are finding employment in private enterprise and in state and federal government offices. No states have established certification requirements for paralegals; however, the courses carry Continuing Education Units (CEUs) which are recognized by attorneys as a measure of continuing education. Each course includes a study guide, textbooks, and audiotapes.
HIGH SCHOOL CREDIT OPPORTUNITIES

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

High School Correspondence

These correspondence courses provide special opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

High School credit is granted by the student's high school, not by the University of Colorado.

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

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

Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence.

If approved by your school, courses can be used for high school graduation or accepted for college credit (special student) at the University of Colorado.

FOR A COURSE CATALOG CALL OR WRITE:

INDEPENDENT STUDY PROGRAMS
DIVISION OF CONTINUING EDUCATION
UNIVERSITY OF COLORADO
CAMPUS BOX 178
BOULDER, COLORADO 80309-0178
303-492-8756
1-800-332-5839 (TOLL FREE IN COLORADO)

APPLIED MUSIC PROGRAM

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments:

Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violincello, and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For more information, call 492-5148 or 492-6352.

SPRING TELECOURSES

In addition to traditional independent study courses, Continuing Education will offer two Telecourses in spring, 1988.

Voices and Visions

ENGL 390-3
Studies in Literature: American Poetry

A prime-time event on KRMA-TV Channel 6, Voices and Visions is a landmark television course and series that features the brilliant tradition of modern American poetry from Whitman and Dickinson to Plath and Lowell. The course chronicles for the first time on television the collective achievements of America's great poets and their contributions to our national poetry.

Premiering in January, 1988, Voices and Visions consists of 13 one-hour programs, focusing on works of poetry rather than on biography and convey poetry as a dynamic, living art form in this country.

The broadcast programs combine documentary, dramatic, and experimental film techniques to present literature to students via television. But the heart of the course is in the words of the poets and in the critical efforts of the students with the poetry. The text, the collection of critical essays, and the television course study guide join together to provide an experience enhanced by the television programs. Students and the instructor will interact by mail and phone (audio-conference), for enrichment, commentary, and evaluation.

Tuition: $195 resident or nonresident.

Here's to your Health

PE 293-3
Survey of Contemporary Health

Here's to your Health is a series of 26 half-hour television programs to help you define a healthy lifestyle, make knowledgeable decisions about health issues, and improve the way you live to enjoy optimal health.

Covering a broad range of topics, from puberty, menopause, AIDS, and sex to the digestive system, back problems, and prescription medicines, Here's to your Health uses video programs of animation, dramatization, and visits to hospitals, clinics and leading research centers to reinforce the concepts presented in the printed material.

The course examines how to avoid and overcome depression and hypertension; how to kick the smoking habit, deal with the effects of alcoholism, and beat drug addiction. It explores the concepts of shaping up, eating right, and slimming down; the causes of cancer, how to detect it, treat it, and prevent it.

This course will broadcast on CU channel 27 on the Boulder Cable System. The textbook, the study guide, and interaction with the instructor will add to your understanding of today's health issues and contemporary approaches to maintaining good health.

Tuition: $195 resident or nonresident.

For more information, course outline and broadcast schedules, contact Independent Study Programs, University of Colorado at Boulder, Box 178, Boulder, CO 80309-0178, or call 303-492-8757 (1-800-332-5839, toll free in Colorado).
## Spring 1988 Graduate Credit Courses

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<th>Number</th>
<th>Course</th>
<th>Faculty</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Aerospace</strong></td>
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<tr>
<td>Aero 505</td>
<td>Space Flight Dynamics</td>
<td>Culp</td>
<td>TTh 0930-1045</td>
</tr>
<tr>
<td>Aero 556</td>
<td>Spacecraft Design</td>
<td>Brown</td>
<td>TTh 1645-1800</td>
</tr>
<tr>
<td>Aero 596</td>
<td>Rocket Propulsion</td>
<td>Langhenry</td>
<td>WF 1645-1800</td>
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<tr>
<td><strong>Business</strong></td>
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<tr>
<td>BAd 503</td>
<td>Fundamentals of Marketing</td>
<td>Buchanan</td>
<td>TTh 1100-1215</td>
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<tr>
<td>IS 666</td>
<td>Systems Analysis &amp; Design II</td>
<td>Kozar</td>
<td>MWF 1400-1450</td>
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<tr>
<td><strong>Computer Science</strong></td>
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<tr>
<td>CS 545</td>
<td>Analysis of Algorithms</td>
<td>Gabow</td>
<td>MWF 1300-1350</td>
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<tr>
<td>CS 581</td>
<td>Data Management and File Systems</td>
<td>King</td>
<td>TTh 1400-1515</td>
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<tr>
<td>CS 614</td>
<td>Topics in Computer Systems</td>
<td>Klingenstein</td>
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<tr>
<td><strong>Electrical and Computer</strong></td>
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<tr>
<td>ECE 545</td>
<td>Sample-Data and Digital Control</td>
<td>Su</td>
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<td>ECE 546</td>
<td>Network Synthesis I</td>
<td>Twombly</td>
<td>MWF 0900-0950</td>
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<td>ECE 555</td>
<td>Parallel Processing</td>
<td>Jordan</td>
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<td>ECE 572</td>
<td>Energy Systems Analysis II</td>
<td>Hanna</td>
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<td>ECE 577</td>
<td>Power System Protection</td>
<td>Roemish</td>
<td>VIDEO TAPE ONLY</td>
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<tr>
<td>ECE 580</td>
<td>Power Electronics II</td>
<td>Erickson</td>
<td>TTh 1100-1215</td>
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<tr>
<td>ECE 592</td>
<td>Microstrip Antenna Design</td>
<td>Gupta</td>
<td>MWF 1100-1150</td>
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<tr>
<td><strong>Engineering Management</strong></td>
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<tr>
<td>ENM 501</td>
<td>Introduction to Engineering Management</td>
<td>Hearth</td>
<td>M 1530-1800</td>
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<tr>
<td>ENM 504</td>
<td>Productivity and Quality in Modern Manufacturing</td>
<td>Moxley/Mercure</td>
<td>TTh 1630-1745</td>
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<tr>
<td><strong>Mechanical Engineering</strong></td>
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<td>ME 514</td>
<td>Statistical Thermodynamics</td>
<td>Branch</td>
<td>TTh 0800-0915</td>
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<td>ME 522</td>
<td>Methods of Engineering Analysis II</td>
<td>Datta</td>
<td>MWF 1200-1250</td>
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<tr>
<td>IE 593</td>
<td>Design Estimating</td>
<td>Ostwald</td>
<td>TTh 1230-1345</td>
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<tr>
<td><strong>Telecommunications</strong></td>
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<tr>
<td>EETL 538</td>
<td>Data Communications I</td>
<td>Gates</td>
<td>MF 0730-0845</td>
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**Center for Advanced Training in Engineering and Computer Science**

**Engineers, Computer Scientists and Technical Managers: Earn a Master's Degree at the Worksite**  
**Live TV, Two-way Audio or Videocassette**

CATECS is...  
- The Continuing Education Center for the College of Engineering  
- The University of Colorado's High-Tech Outreach to Industry  
- A Partnership Between Industry and the University  
- A Professional Development Program to Help Technical Employers Remain Competitive  
- Graduate Education at the Workplace  
  - Engineers  
  - Computer Scientists  
  - Technical Managers  
- Delivered on Live TV with Two-Way Audio or Videocassette from the University of Colorado, Boulder, to Industry

- A program Enabling Technical Professionals to Earn a Master's Degree at the Worksite

CATECS makes it possible for engineers, computer scientists and managers to earn a Master's degree at their worksite.

CATECS delivers graduate-level courses directly to 45 off campus sites. More than 40 graduate level courses are transmitted from the Boulder campus via live instructional television to the worksite permitting engineers, computer scientists and technical managers to remain technically competent. Two-way audio communication allows...
students at their worksites to be active participants with the on-campus class and hear their colleagues at other industrial sites.

Currently, more than 500 students are enrolled to advance their professional development. Students may obtain a Master of Engineering (M.E.) degree in Computer Science, Engineering Management, and most engineering disciplines on the job. Most courses may also apply to the Master of Science in Engineering and Telecommunications. Business courses serve as electives for the M.E. and fulfill some requirements for the MBA.

Employers and students may request specific graduate and short courses to meet their professional development needs.

**Master of Engineering**

The M.E. degree is a flexible, versatile degree, fully comparable to the academic standards of the Master of Science (M.S. Plan II). CATECS is designed to meet the needs of technical professionals increasing their employment productivity. This 30 credit hour program, 15 credits of technical courses in a special engineering discipline and 15 credits of engineering and business electives, allows six years for completion. Additional requirements include a creative investigation and written report which may be completed at the worksite with an oral defense on campus.

Students may begin a CATECS course and apply to graduate school later but prior to completion of the third course through CATECS. Once accepted in graduate school, students must have their degree plan approved by a faculty advisor on the Boulder campus.

**Engineering Management**

Designed to respond to an industrial need for a program to assist in the transition of engineers to first level management and provide an educational base for higher level management positions, CATECS is now selecting a new entering class for January 1988. The sequential two-year curriculum includes five core engineering management courses: introduction to engineering management, financial and accounting for engineers, project management systems, productivity and quality, and leadership and communication. Complemented by 15 credit hours of technical courses and a project, the degree program may be completed in two to three years.

**Entering Class, Spring 1988**

<table>
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<tr>
<th>Spring 1988</th>
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**Registration and Tuition**

Most CATECS students are sponsored by employers. A company Education Officer (EO) coordinates all administrative matters at the workplace, and should be the key person for all contact with CATECS. Tuition per credit hour course is $750 for residents and non-residents alike, with tuition at $950 for Engineering Management. Audit tuition is $500. Registration will be accepted beginning December 1 with a deadline of January 5.

**Short Courses**

**Lotus 1-2-3**

January 8-9, 1988

Registration deadline January 2, 1988. Fee $325.00

This course will provide hands-on experience in solving engineering and scientific problems using the spreadsheet program Lotus 1-2-3. Topics will include 1-2-3 fundamentals, macro language programming, numerical and statistical methods, and advanced applications. Participants should have an engineering or scientific background with some experience in at least one programming language. Some knowledge of personal computers and Lotus 1-2-3 is desirable also.

**Dates to Remember**

December 1987 — Registration accepted for Spring Semester 1988
January 5, 1988 — Registration deadline. After this date, $25 late registration fee will be added to tuition for each class
Late registration accepted through January 29 with instructor approval.
January 13 — Classes begin. Add/Drop continues.

Students may attend first class and receive 100% tuition refund, less a $25 withdrawal fee.

January 18 — Martin Luther King, Jr. Holiday
January 18-22 — Students may drop with a tuition refund of 80%
January 25-29 — Students may drop with a tuition refund of 50%
January 29 — Last day to add a course. Last day to drop a course without a withdrawal (W) on transcript. No tuition refund given after this date.

Last day to change from Credit to Noncredit status. Students must be passing the course to change status.

February 3 — Last day to drop a class without petitioning the Dean of Engineering.

"Courses may not be dropped unless there are documented circumstances clearly beyond the student's control such as accident or illness." Instructor, CATECS, and the employer should be contacted.

March 28-April 1 — Spring Break — No Classes
April 4 — Classes resume
May 3 — Last day of class
May 4-10 — Final examination period. Students will receive exact examination schedule during the semester
May 13 — Commencement

**For Additional Information**

For specific registration details about these graduate credit and short courses, and the upcoming summer and fall 1988 program, contact CATECS, University of Colorado, Engineering Center, at Boulder.
(303) 492-6331.
3 Easy Ways to Register

See Page 64 For Complete Registration Information

1. In Person
   Monday-Thursday, 9 a.m.-6 p.m.,
   Friday, 9 a.m.-5 p.m. at 1221 University Avenue.

2. By Mail
   Use the form on page 67 for Boulder Evening Credit, form on page 65 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed to you promptly.

3. By Phone
   For Noncredit/Certificate courses only, using VISA, or MasterCard
   Monday, December 14 through Friday, February 12, call 492-2412 or 492-2407.
   Starting February 15, call 492-5148. A receipt will be mailed to you promptly.
Registration Information

Registration Instructions for Credit, Noncredit, and Certificate Courses

Advance Registration is Necessary and Can Be Accomplished:

In person:
Monday through Thursday, 9 a.m.-6 p.m.;
Friday, 9 a.m.-5 p.m., 1221 University Avenue,
Boulder. Short-term metered parking nearby.
Also, Thursday and Friday January 14 & 15
9 a.m.-4 p.m., University Memorial
Center Ballroom.

By mail:
To enroll for courses, please
fill out the appro­priate forms (Noncredit/Certificate on page
65 — on page 67 for credit) completely, and
send them to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, Colorado 80309-0178
You may register for up to three credit hours
by mail. For additional credit hours, visit our
office. No limit on Noncredit or Certificate
courses. Use the free return mailer with
VISA or MasterCard.

By phone:
If you are enrolling for Noncredit or Certifi­
cate courses, you may register by phone with
payment made by MasterCard or VISA credit
cards. Call 492-5148. Longmont or outside
Denver Metro area, call 1-800-332-5839.
From Monday, December 14 through
Friday, February 12, there are extra
telephone lines available to facilitate
Noncredit and Certificate phone-in
registration. These numbers are
492-2412 and 492-2407, Monday-Friday,
8 a.m.-5 p.m. Starting February 15
please use 492-5148 or the 800 number
listed above.

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

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

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

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

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

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

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

The University of Colorado is an affirma­
tive action/equal opportunity institution.
Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # ____________________

Birthdate ____________________

Month/Day/Year

Mr. ____________________ Ms. ______________________________________

Last First Middle Initial

Mailing Address ____________________ Home Telephone ________________

City ____________________ State ________________ Zip ________________

Business Name ____________________

Business Address ____________________ Office Telephone ________________

City ____________________ State ________________ Zip ________________

SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

I certify that I am registered with the Selective Service.

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

____ I am a female.

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

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

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

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

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

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

Student Signature ____________________ Date ________________

Course No. ________________ Course Title and (if applicable) Section Number ________________ Tuition ________________

Attach additional sheet if needed ____________________ Total Enclosed ________________

Tuition Payment by Mail

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

If using MasterCard, Visa, enclose the following information:

Charge: Visa □ MasterCard □ (check one)

Expiration Date ________________ / ________________

Print cardholder’s name, as it appears on the charge card.

Note: that credit card enrollments can be made by phone (see Registration Information).
UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION

PROGRAM

REGISTRATION DATE

If changed, give name under which you were last registered

Mailing address

Home Phone

No. and Street
City
State
Zip Code

No. and Street
City
State
Zip Code

Sex: [ ] Male [ ] Female

RACE: [ ] American Indian or Alaskan Native [ ] Asian or Pacific Islander
[ ] Black [ ] Caucasian/White
[ ] Hispanic [ ] I do not wish to provide this information

CITIZENSHIP:
[ ] C = U.S. Citizen
[ ] P = Non-U.S. Citizen/permanent status—List alien registr. No.
[ ] T = Non-U.S. Citizen—List Type of Temporary Visa

DEGREE: [ ] Bachelor’s [ ] Master’s [ ] Doctoral

DIVISION OF CONTINUING EDUCATION

RAW TEXT END
**Tuition Payment by Mail**
— For 3 Credit Hours Only.

Charge: \[VISA \square \quad MasterCard \square\]

Expiration Date \[_______ / _______ / _______ / _______\]

Using MasterCard/Visa only:
Free return mailer for your convenience. 
Tear or cut page out, fold along solid lines (So Business Reply Mail faces out.)
Tape closed. **DO NOT STAPLE.**
Mail today. No postage required.

**SELECTIVE SERVICE REGISTRATION CERTIFICATION**

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

- I certify that I am registered with the Selective Service.
- I am not required to register with the Selective Service because:
  - I am a female.
  - I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)
  - I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)
  - I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.
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I affirm under penalty of perjury that the information presented on this form is true and complete. (NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector statement does not exempt one from completing this form.)

Printed name — last, first, middle

*Form approved by The Regents of the University of Colorado.
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   Use the form on page 67 for Boulder
   Evening Credit, form on page 65 for
   Noncredit/Certificate. Three credit hour
   limit by mail, no limit on Noncredit/
   Certificate. A receipt will be mailed
   back to you promptly.

3. By Phone
   For Noncredit/Certificate courses only,
   using VISA, MasterCard, Monday, December
   14 through Friday, February 12, call
   492-2412 or 492-2407. Starting February
   15, call 492-5148. A receipt will be mailed
   to you promptly.

CONTINUING EDUCATION
CAMPUS BOX 718
UNIVERSITY OF COLORADO
BOULDER, CO 80309-0073
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Free parking after 5 pm, and Saturdays (Saturdays only, all day)

50¢ parking after 5 pm, and Saturdays (bring 2 quarters)

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6.a.)
Free campus walking tours are given twice daily, at 10:30 AM and 2:30 PM, Monday through Friday, except when campus is closed (holidays). Tours start at the Office of Admissions, Regent 125. More information is available by calling 492-6301. This is a good opportunity to learn more about the beautiful CU campus, and gain familiarity with your class locations.
Time For a Change?

"Mid and sunny today changing to cooler and a chance of snow tomorrow." We have four seasons in Boulder in any given month.

Contemporary life, like Boulder weather, is a process of interesting changes.

That's where we come in. We're here to help you make the changes. Our catalog lists more than 400 opportunities for personal growth, from academic classes to noncredit courses, from professional development to teleconferencing. Look inside our book of changes for a possible doorway to your future.

Instruction offered as part of the Statewide Extended Studies Program.