NO TIME TO WASTE.
MAKE THIS SPRING THE TIME OF YOUR LIFE

We Have Three Easy Ways to Register

1. **Charge It.** Phone registration's simple. Charge Noncredit or Certificate courses to your Visa or MasterCard. Just call 492-6316 (after February 10, 492-5148) or 1-800-332-5839, toll-free any weekday.

2. **At Your Mailbox.** For Noncredit/Certificate classes, use the form on page 79. Your admission receipt comes by return mail. If you only need two or three hours of Evening Credit classes, mail in the form on page 81.

3. **At Our Office.** Come by 1221 University Avenue, just east of Broadway. We're there 9 a.m. to 6 p.m., Monday through Thursday, until 5 p.m. on Fridays.

You can pay by check, cash, money order, MasterCard, Visa.
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   You can pay by check, cash, money order, MasterCard, Visa.
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For people who want to move into management positions or increase their management skills. Evening and weekend classes to accommodate busy schedules.

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Photos from *The Coloradan*, Ken Abbott and Andy Katz
TO FIT THE TIME AND SPACE OF YOUR WORLD

Boulder Evening Credit Classes

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

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

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

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

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

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

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

If you believe your initial classification is incorrect, please feel free to discuss your status with the Classification Coordinator at 492-5148.

Tuition: Resident tuition is $60 per credit hour. Some courses requiring special equipment or materials may be slightly higher.

If you’re not a Colorado resident and want to register for 4 or more credit hours, you’ll be charged non-resident tuition which entitles you to take as many as 17 credit hours in the Division of Continuing Education. Non-residents may take either one three-hour course for the full term or one three-hour course for session I and one three-hour course for session II and pay resident tuition.

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

- Membership in the Recreation Center ($40 a semester)
- Wardenberg Student Health Services ($60 a semester)
- Hospitalization plan ($140 a semester)
- Photo IDs ($7 cash, checks with guarantee card, Visa, MasterCard)

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

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

Financial Aid: Degree students may qualify for a Guaranteed Student Loan. Applications are available in the Office of Financial Aid, Environmental Design 2, 492-5091. The Colorado Commission on Higher Education also provides some tuition assistance to eligible students and these applications are also available from the Office of Financial Aid.

Veteran Benefits: As an eligible veteran or dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veteran’s Affairs Office, Room 229 Willard Administrative Center or call 492-7322.

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

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

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

Special Faculty-Staff Registration: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF showing at least half-time employment to registration beginning January 17.
BOULDER EVENING CREDIT CLASSES

Credit Classes Calendar-Dates You Should Know

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12</td>
<td>First day of registration at the Division of Continuing Education,</td>
</tr>
<tr>
<td></td>
<td>1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King, Jr., Holiday. NO CLASSES.</td>
</tr>
<tr>
<td>January 17</td>
<td>Full Term and Session I classes begin. Late registration for all</td>
</tr>
<tr>
<td></td>
<td>sessions at the Division of Continuing Education. FACULTY/STAFF</td>
</tr>
<tr>
<td></td>
<td>registration for Boulder Evening classes on space available basis. 50%</td>
</tr>
<tr>
<td></td>
<td>discount. Active PAF employment verification copy required.</td>
</tr>
<tr>
<td>January 20</td>
<td>LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session</td>
</tr>
<tr>
<td></td>
<td>I classes after this date will appear as a “W” on student’s academic</td>
</tr>
<tr>
<td></td>
<td>record. Registration continues for Session II.</td>
</tr>
<tr>
<td>January 23</td>
<td>Instructor’s signature required to drop Session I classes.*</td>
</tr>
<tr>
<td>January 27</td>
<td>LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full</td>
</tr>
<tr>
<td></td>
<td>Term classes after this date will appear as a “W” on student’s</td>
</tr>
<tr>
<td></td>
<td>academic record.</td>
</tr>
<tr>
<td>January 30</td>
<td>Instructor’s signature required to drop Full Term classes.*</td>
</tr>
<tr>
<td>February 6</td>
<td>Petition required to drop Session I classes.</td>
</tr>
<tr>
<td>February 27</td>
<td>Petition required to drop Full Term classes.</td>
</tr>
<tr>
<td>March 2</td>
<td>SESSION I TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
<tr>
<td>March 6</td>
<td>SESSION I MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td>March 13</td>
<td>Session II classes begin.</td>
</tr>
<tr>
<td></td>
<td>FACULTY/STAFF registration for Boulder Evening classes on space</td>
</tr>
<tr>
<td></td>
<td>available basis. 50% discount. Active PAF employment verification</td>
</tr>
<tr>
<td></td>
<td>copy required.</td>
</tr>
<tr>
<td>March 17</td>
<td>LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session</td>
</tr>
<tr>
<td></td>
<td>II classes after this date will appear as a “W” on student’s academic</td>
</tr>
<tr>
<td></td>
<td>record.</td>
</tr>
<tr>
<td>March 20</td>
<td>Instructor’s signature required to drop Session II classes.*</td>
</tr>
<tr>
<td>March 27-31</td>
<td>SPRING BREAK. NO CLASSES.</td>
</tr>
<tr>
<td>April 10</td>
<td>Petition required to drop Session II classes.</td>
</tr>
<tr>
<td>April 25</td>
<td>FULL TERM TUESDAY CLASSES END.</td>
</tr>
</tbody>
</table>
BOULDER EVENING CREDIT CLASSES

Credit Classes Calendar-Dates You Should Know

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26</td>
<td>FULL TERM WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td>April 27</td>
<td>FULL TERM TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
<tr>
<td>April 28</td>
<td>FULL TERM FRIDAY CLASS ENDS.</td>
</tr>
<tr>
<td>May 1</td>
<td>FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td></td>
<td>FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS.</td>
</tr>
<tr>
<td>May 3</td>
<td>SESSION II MONDAY AND WEDNESDAY CLASSES END.</td>
</tr>
<tr>
<td>May 4</td>
<td>SESSION II TUESDAY AND THURSDAY CLASSES END.</td>
</tr>
</tbody>
</table>

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

Refund Schedule for Credit Classes

<table>
<thead>
<tr>
<th>Term</th>
<th>100% before 2nd class</th>
<th>60% after 2nd class and through</th>
<th>NONE THEREAFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TERM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 3</td>
<td>February 6 through February 10</td>
<td></td>
</tr>
<tr>
<td>SESSION I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SESSION II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Apr 7
40% April 10 through April 14
### BOULDER EVENING CREDIT CLASSES

**Full Term Credit Classes by Starting Date, Spring 1989**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAS</td>
<td>1120-3 300</td>
<td>7-10 p.m.</td>
<td>ECCR 2-28</td>
<td>General Astronomy: Stars and Galaxies</td>
</tr>
<tr>
<td>COMM</td>
<td>2200-3 300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 137</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>ENGL</td>
<td>1260-3 300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 267</td>
<td>Introduction to Women's Literature</td>
</tr>
<tr>
<td>ENGL</td>
<td>1500-3 300</td>
<td>6-9 p.m.</td>
<td>ECCR 1-26</td>
<td>Introduction to British Writers</td>
</tr>
<tr>
<td>HIST</td>
<td>2117-3 300</td>
<td>7-10 p.m.</td>
<td>ECCR 0-38</td>
<td>History of Colorado</td>
</tr>
<tr>
<td>HIST</td>
<td>4415-3 300</td>
<td>6-9 p.m.</td>
<td>Hellems 211</td>
<td>United States History, 1900 to 1929</td>
</tr>
<tr>
<td>JOUR</td>
<td>4802-3 300</td>
<td>7-10 p.m.</td>
<td>Hale 104</td>
<td>Magazine Article Writing</td>
</tr>
<tr>
<td>MATH</td>
<td>1070-3 300</td>
<td>6-9 p.m.</td>
<td>ECCR 1-40</td>
<td>Mathematics for Social Science and Business</td>
</tr>
<tr>
<td>MATH</td>
<td>1080-3 300</td>
<td>6-9 p.m.</td>
<td>ECCR 2-26</td>
<td>Calculus for Social Science and Business</td>
</tr>
<tr>
<td>PHIL</td>
<td>1100-3 300</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Ethics</td>
</tr>
<tr>
<td>PSYC</td>
<td>2303-3 300</td>
<td>7-10 p.m.</td>
<td>Biosciences E113</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>PSYC</td>
<td>4456-3 300</td>
<td>6:30-9:30 p.m.</td>
<td>Biosciences E432</td>
<td>Psychology of Personality</td>
</tr>
<tr>
<td>SOCY</td>
<td>1004-3 300</td>
<td>6-9 p.m.</td>
<td>Education 143</td>
<td>Deviance in U.S. Society</td>
</tr>
<tr>
<td>THTR</td>
<td>2003-3 301</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 303</td>
<td>Acting: Beginning</td>
</tr>
</tbody>
</table>

### Monday and Wednesday Evening Courses, Begin January 18 and End May 1

<table>
<thead>
<tr>
<th>Course No. &amp; Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 1020-5 300</td>
<td>4:30-7 p.m.</td>
<td>Hellems 185</td>
<td>First Year (Beginning) Arabic 2</td>
</tr>
<tr>
<td>FINE 1002-2 300</td>
<td>7-10 p.m.</td>
<td>Fine Arts C175</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>FINE 1171-3 300</td>
<td>6:30-11 p.m.</td>
<td>Fine Arts N161</td>
<td>Basic Photography 1</td>
</tr>
<tr>
<td>FINE 2423-3 300</td>
<td>6-9 p.m.</td>
<td>Fine Arts C1870</td>
<td>Beginning Screen Printing</td>
</tr>
<tr>
<td>FINE 4171-3 300</td>
<td>7-10 p.m.</td>
<td>Fine Arts N163</td>
<td>New Directions in Photography: Color</td>
</tr>
<tr>
<td>MATH 0990-3 300</td>
<td>7-8:30 p.m.</td>
<td>ECCR 1-42</td>
<td>Pre-College Mathematics</td>
</tr>
<tr>
<td>MATH 1010-3 300</td>
<td>6-7:30 p.m.</td>
<td>ECCR 1-16</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 2510-3 300</td>
<td>6-7:30 p.m.</td>
<td>ECCR 1-05</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

### Monday, Wednesday and Friday Courses, Begin January 18 and End May 1

<table>
<thead>
<tr>
<th>Course No. &amp; Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEBR 1010-5 300</td>
<td>1-3 p.m. (M,W)</td>
<td>UMC 158B</td>
<td>First Year (Beginning) Hebrew 1</td>
</tr>
<tr>
<td>HEBR 1020-5 300</td>
<td>11 a.m.-1 p.m. (F)</td>
<td>UMC 158A</td>
<td>First Year (Beginning) Hebrew 2</td>
</tr>
</tbody>
</table>

### Monday and Thursday Evening Course, Begins January 19 and Ends May 1

<table>
<thead>
<tr>
<th>Course No. &amp; Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1200-3 300</td>
<td>1-3 p.m. (M)</td>
<td>UMC 158B</td>
<td>First Year (Beginning) Hebrew 2</td>
</tr>
<tr>
<td>CSCI 1200-3 300</td>
<td>1-3 p.m. (W)</td>
<td>UMC 158A</td>
<td>First Year (Beginning) Hebrew 2</td>
</tr>
</tbody>
</table>

### Tuesday Evening Courses, Begin January 17 and End April 25

<table>
<thead>
<tr>
<th>Course No. &amp; Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2020-3 300</td>
<td>7-10 p.m.</td>
<td>Economics 117</td>
<td>Introduction to Physical Anthropology 2</td>
</tr>
<tr>
<td>COMM 1020-3 300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 241</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>CSCI 1210-3 300</td>
<td>8:30-9:30 p.m.</td>
<td>ECCR 1-24</td>
<td>Introduction to Programming 2 (Recitation)</td>
</tr>
<tr>
<td>ECON 2010-3 300</td>
<td>5-8 p.m.</td>
<td>ECCR 2-24</td>
<td>Special Topics: Integrative Learning 2</td>
</tr>
<tr>
<td>EDUC 4302-3 300</td>
<td>7-10 p.m.</td>
<td>ECCR 0-36</td>
<td>History of England 2</td>
</tr>
<tr>
<td>HIST 2166-3 300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 247</td>
<td>Military History of World War II</td>
</tr>
<tr>
<td>HIST 2166-3 300</td>
<td>6-9 p.m.</td>
<td>Macky 3C</td>
<td>Mass Media Writing</td>
</tr>
<tr>
<td>JOUR 2001-3 301</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Philosophy and Religion</td>
</tr>
<tr>
<td>PHYS 1010-3 300</td>
<td>5-8 p.m.</td>
<td>ECCR 1-05</td>
<td>Physical Science for Nonscientists</td>
</tr>
<tr>
<td>PSYC 2052-3 300</td>
<td>7-10 p.m.</td>
<td>Biosciences E113</td>
<td>Introduction to Biopsychology</td>
</tr>
<tr>
<td>PSYC 4303-3 300</td>
<td>6-9 p.m.</td>
<td>Biosciences E432</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>SOCY 1005-3 300</td>
<td>6-9 p.m.</td>
<td>Ketchum 235</td>
<td>Social Conflict and Social Values</td>
</tr>
<tr>
<td>SOCY 2003-3 300</td>
<td>6-9 p.m.</td>
<td>Hellems 201</td>
<td>Sociology of Death and Dying</td>
</tr>
<tr>
<td>THTR 2003-3 302</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 303</td>
<td>Acting: Beginning</td>
</tr>
</tbody>
</table>
### BOULDER EVENING CREDIT CLASSES

**Full Term Credit Classes by Starting Date, Spring 1989**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Tuesday and Thursday Evening Courses, Begin January 17 and End April 27</strong></td>
</tr>
<tr>
<td>CSCI</td>
<td>1210-4</td>
<td>300</td>
<td>7-8:30 p.m.</td>
<td>ECCR 1-24</td>
<td>Introduction to Programming 2 (Lecture)</td>
</tr>
<tr>
<td>FINE</td>
<td>2097-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 1-175</td>
<td>Special Topics: Drawing in Color</td>
</tr>
<tr>
<td>FINE</td>
<td>4107-3</td>
<td>300</td>
<td>6:30-8:30 p.m.</td>
<td>Fine Arts N161</td>
<td>Fine Black and White Printing</td>
</tr>
<tr>
<td>JOUR</td>
<td>3102-3</td>
<td>300</td>
<td>7-8:30 p.m.</td>
<td>Macky 5</td>
<td>Press Photography</td>
</tr>
<tr>
<td>MATH</td>
<td>2300-5</td>
<td>300</td>
<td>5-5:30 p.m.</td>
<td>ECCR 1-28</td>
<td>Analytic Geometry and Calculus 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Wednesday Evening Courses, Begin January 18 and End April 26</strong></td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>301</td>
<td>7-10 p.m.</td>
<td>ECCR 0-08</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>3152-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>ECCR 1-26</td>
<td>Report Writing</td>
</tr>
<tr>
<td>EPOB</td>
<td>4140/5140-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Ramaley N1B23</td>
<td>Advanced Ecology: Oceanography &amp; Marine Biology</td>
</tr>
<tr>
<td>GEOG</td>
<td>1992-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Guggenheim 3</td>
<td>Introduction to Human Geography</td>
</tr>
<tr>
<td>GEOG</td>
<td>1040-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Geology 308</td>
<td>Geological Evolution of the Colorado Region</td>
</tr>
<tr>
<td>HIST</td>
<td>1025-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 0-38</td>
<td>The United States Since 1865</td>
</tr>
<tr>
<td>HIST</td>
<td>4130-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 193</td>
<td>An Uneasy Relationship: The United States and Canada</td>
</tr>
<tr>
<td>JOUR</td>
<td>1001-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 104</td>
<td>Contemporary Mass Media</td>
</tr>
<tr>
<td>PSYC</td>
<td>1001-3</td>
<td>300</td>
<td>6-9 p.m.</td>
<td>ECCR 1-26</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC</td>
<td>2643-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Biosciences E131</td>
<td>Child and Adolescent Psychology</td>
</tr>
<tr>
<td>SOCY</td>
<td>1001-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 267</td>
<td>Analyzing Society: An Introduction to Sociological Ideas</td>
</tr>
<tr>
<td>SOCY</td>
<td>4014-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 201</td>
<td>Criminology</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Thursday Evening Courses, Begin January 19 and End April 27</strong></td>
</tr>
<tr>
<td>COMM</td>
<td>2030-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 241</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>CSCI</td>
<td>1200-3</td>
<td>300</td>
<td>6-7 p.m.</td>
<td>ECCR 0-36</td>
<td>Introduction to Programming 1 (Recitation)</td>
</tr>
<tr>
<td>ECON</td>
<td>2020-3</td>
<td>300</td>
<td>5:30-8:30 p.m.</td>
<td>ECCR 2-26</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EDUC</td>
<td>4820-3</td>
<td>301</td>
<td>6-9 p.m.</td>
<td>ECCR 0-36</td>
<td>Special Topics: Integrative Learning</td>
</tr>
<tr>
<td>ENGL</td>
<td>1191-3</td>
<td>302</td>
<td>6:30-9:30 p.m.</td>
<td>Hellems 285</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>1600-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 211</td>
<td>Introduction to American Writers</td>
</tr>
<tr>
<td>EPOB</td>
<td>1220-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>ECCR 1-09</td>
<td>General Biology 2</td>
</tr>
<tr>
<td>JOUR</td>
<td>2001-3</td>
<td>302</td>
<td>6-9 p.m.</td>
<td>Macky 3C</td>
<td>Mass Media Writing</td>
</tr>
<tr>
<td>KINE</td>
<td>3440-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Teamhouse</td>
<td>Theory and Practical Applications of Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Exercise and Conditioning Programs</td>
</tr>
<tr>
<td>MATH</td>
<td>1020-2</td>
<td>300</td>
<td>5:30-7:30 p.m.</td>
<td>ECCR 0-38</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>ORMG</td>
<td>3300-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Biosciences E113</td>
<td>Introduction to Management and Organization</td>
</tr>
<tr>
<td>PHIL</td>
<td>1000-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 229</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHYS</td>
<td>2070-3</td>
<td>300</td>
<td>5-8 p.m.</td>
<td>ECCR 1-05</td>
<td>Energy in a Technical Society</td>
</tr>
<tr>
<td>PSCI</td>
<td>1101-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 201</td>
<td>The American Political System</td>
</tr>
<tr>
<td>PSCI</td>
<td>2222-3</td>
<td>300</td>
<td>7-10 p.m.</td>
<td>Hellems 267</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>THTR</td>
<td>4051-3</td>
<td>300</td>
<td>6:30-9:30 p.m.</td>
<td>Hale 104</td>
<td>Playwriting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Friday Course, Begins January 20 and Ends April 28</strong></td>
</tr>
<tr>
<td>HEBR</td>
<td>2120-3</td>
<td>300</td>
<td>3-6 p.m.</td>
<td>Hellems 185</td>
<td>Intermediate Hebrew</td>
</tr>
</tbody>
</table>
# Boulder Evening Credit Classes

## Session I

### Evening Credit Classes by Starting Date, Spring 1989

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>1030-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Helms 263</td>
<td>Principles of Anthropology 1</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3</td>
<td>101</td>
<td>5-8 p.m.</td>
<td>Hale 6</td>
<td>Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)</td>
</tr>
<tr>
<td>EPOB</td>
<td>2100-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Economics 205</td>
<td>Introduction to Wildlife Ecology and Conservation</td>
</tr>
<tr>
<td>FILM</td>
<td>3550-3</td>
<td>101</td>
<td>7-10 p.m.</td>
<td>Norlin AV Room</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>GEOG</td>
<td>1982-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Geology 311</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Education 220</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>SOCY</td>
<td>2031-3</td>
<td>100</td>
<td>7-10 p.m.</td>
<td>Helms 141</td>
<td>U.S. Values, Social Problems and Change</td>
</tr>
</tbody>
</table>

## Session II

### Evening Credit Classes by Starting Date, Spring 1989

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No. &amp; Hours</th>
<th>Section</th>
<th>Time</th>
<th>Location</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>1040-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Helms 263</td>
<td>Principles of Anthropology 2</td>
</tr>
<tr>
<td>EDUC</td>
<td>4800-3</td>
<td>201</td>
<td>5-8 p.m.</td>
<td>Hale 6</td>
<td>Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)</td>
</tr>
<tr>
<td>FILM</td>
<td>3550-3</td>
<td>201</td>
<td>7-10 p.m.</td>
<td>Norlin AV Room</td>
<td>Producing the Feature Film</td>
</tr>
<tr>
<td>KINE</td>
<td>3420-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>ECCR 1-09</td>
<td>Nutrition and Health</td>
</tr>
<tr>
<td>KINE</td>
<td>3430-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Education 220</td>
<td>Nutrition and Physical Performance</td>
</tr>
<tr>
<td>SOCY</td>
<td>2031-3</td>
<td>200</td>
<td>7-10 p.m.</td>
<td>Helms 141</td>
<td>U.S. Values, Social Problems and Change</td>
</tr>
</tbody>
</table>

## Course Details

- **Monday and Wednesday Evening Courses, Begin January 18 and End March 6**
- **Tuesday and Thursday Evening Courses, Begin January 17 and End March 2**

## Contact Information

- **Monday and Wednesday Session**
  - ANTH 1030-3: Helms 263
  - EDUC 4800-3: Hale 6
  - EPOB 2100-3: Economics 205
  - FILM 3550-3: Norlin AV Room
  - GEOG 1982-3: Geology 311
  - KINE 3420-3: Education 220
  - SOCY 2031-3: Helms 141

- **Tuesday and Thursday Session**
  - COMM 2030-3: ENVD 120
  - EDUC 4800-3: Muenzinger D346
  - ENGL 3152-3: ECCR 1-26
  - FILM 3550-3: ENVD 122
  - GEOG 1001-3: Geology 311
  - SOCY 1001-3: Ketchum 234

- **Course Titles**
  - Principles of Anthropology
  - Special Topics: Creative Learning Experiences and Resources
  - Introduction to Wildlife Ecology and Conservation
  - Producing the Feature Film
  - World Regional Geography
  - Nutrition and Health
  - U.S. Values, Social Problems and Change
  - Interpersonal Communication
  - Special Topics: Stress Management and Relaxation Training
  - Report Writing
  - Environmental Systems: Climate and Vegetation
  - Analyzing Society: An Introduction to Sociological Ideas
  - Public Speaking
  - Special Topics: Stress Management and Relaxation Training
  - Introduction to Creative Writing
  - Producing the Feature Film
  - Environmental Systems: Landforms and Soils
  - Contemporary Social Issues and Human Values
Anthropology

Anthropology 1030-3
Principles of Anthropology 1
Evolution of humanity and culture from the beginnings through early metal ages. Covers human evolution, race, prehistory, and the rise of early civilizations. When combined with ANTH 1040, satisfies first year social sciences requirement.
Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Hellem 263. $180.

Anthropology 1040-3
Principles of Anthropology 2
Survey of the world’s major culture areas; culture and its major components such as subsistence, social organization, religion, and language. When combined with ANTH 1030, satisfies first year social sciences requirement.
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellem 263. $180.

Anthropology 2020-3
Introduction to Physical Anthropology 2
Continuation of ANTH 2010. Quantitative analysis, genetics, and race are emphasized. Students may not receive credit for both ANTH 2020 and 2060. Prereq., ANTH 2010. When combined with ANTH 2030, satisfies first year natural sciences requirement.
Full Term - Section 300: Tuesdays, 7-10 p.m., Economics 117. $180.

Arabic

Arabic 1020-5
First Year (Beginning) Arabic 2
Prerequisite: Arabic 1010.
Full Term - Section 300: Mondays and Wednesdays, 4:30-7 p.m., Hellem 185. $440.

Astronomy

APAS 1120-3
General Astronomy: Stars and Galaxies
Principles of modern astronomy for non-science majors summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. APAS 1110 and 1120 may be taken in either order. When combined with APAS 1110, satisfies first year natural sciences requirement.
Full Term - Section 300: Mondays, 7-10 p.m., Engineering Center CR 2-28. $180.

Business

ORMG 3300-3
Introduction to Management and Organization
An introductory study of management fundamentals and organizational behavior. Students learn how individuals adapt to organizations, how managers motivate and lead in work situations, and how organizations are designed and managed. Prerequisites, PSYC 1001, SOCY 1001, and junior standing.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Biosciences E113. $180.

Communication

Communication 1020-3
Introduction to Communication
Presents an introduction to concepts and related skills that define communication in a variety of face-to-face contexts. Topics include models of communication, meaning, content/relationships, formal gathering, intimacy, and group programs. Optional for majors; open to nonmajors. When combined with COMM 1240, 2030 or 2150, satisfies first year social sciences requirement.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m., Hellem 241. $180.

Communication 2200-3
Public Speaking
Covers the theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations. Optional for majors.
Full Term - Section 300: Mondays, 6:30-9:30 p.m., Hellem 137. $180.
Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m., Environmental Design 120. $180.

Survival Tips

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

**Computer Science 1200-3**  
**Introduction to Programming 1**

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 and one recitation per week. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics, including trigonometry or MATH 1100 or 1020, or consent of instructor.

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.

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**Computer Science 1210-4**  
**Introduction to Programming 2**

Emphasis on problems encountered in building larger, more complex programs. Experience is gained in using existing software modules as building blocks for larger programs. Prereq.: CS1200.

Full Term - Section 300:  
Tuesdays and Thursdays 7:8-30 p.m.,  
Recitation - Tuesdays 8:30-9:30 p.m.,  
Engineering Center CR 1-24. $265.

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### Economics

**Economics 2010-3**  
**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 2020, satisfies first year social sciences requirement. ECON 2010 and 2020 can be taken in either order.

Full Term - Section 300:  
Tuesdays, 5:30-8:30 p.m.,  

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**Economics 2020-3**  
**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 2010, satisfies first year social sciences requirement. ECON 2020 and 2010 can be taken in either order.

Full Term - Section 300:  
Thursdays, 5:30-8:30 p.m.,  

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### Education

**Education 4800-3**  
**Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)**

This experiential course is designed to help teachers and parents (and others who work with children) revitalize their energies for teaching and parenting. Students will learn theories and methods of stress management and practice ways to create a more relaxed learning environment for themselves and others.

Session I - Section 101:  
Mondays and Wednesdays, 5-8 p.m.,  
Hale 6. $188.

Session II - Section 201:  
Mondays and Wednesdays, 5-8 p.m.,  
Hale 6. $188.

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**Education 4820-3**  
**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. Participants will learn skills which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self-esteem. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, stress management, and numerous other suggestions for enhancing the learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.

Full Term - Section 301:  
Thursdays, 6-9 p.m.,  
Engineering Center CR 0-08. $188.

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**Education 4820-3**  
**Special Topics: Integrative Learning 2**

This course is designed as a forum for in-depth discussion and exchange of ideas of topics introduced in Integrative Learning 1. Based on an understanding of how we learn, participants will blend the best from the traditional and the leading-edge to implement a plan for new directions in learning
and create opportunities to develop as whole people. Participants who are familiar with the above mentioned concepts and are interested in exploring new possibilities in learning potential are welcome.

Full Term - Section 302: Tuesdays, 5-8 p.m., Engineering Center CR 0-36. $188.

**English**

**English 1191-3 Introduction to Creative Writing**

An introduction to the techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students.

Full Term - Section 301:

Wednesdays, 7-10 p.m., Engineering Center CR 0-08. $180.

Full Term - Section 302:

Thursdays, 6:30-9:30 p.m., Hellems 285. $180.

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m., Engineering Center CR 1-26. $180.

**English 1260-3 Introduction to Women's Literature**

An introduction to the study of literature by women in England and America. Both poetry and fiction are read, and varying historical periods are covered. Designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. When combined with English 1200, 1300, 1400, 1500, 1600, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300:

Mondays, 6:30-9:30 p.m., Hellems 267. $180.

**English 1500-3 Introduction to British Writers**

The course will introduce the students to some of the great masterpieces of English Literature including one Shakespeare play, a pre-twentieth century English novel and works by Chaucer. Each work will be covered carefully and thoroughly in order to give the students an overall appreciation of English literature. When combined with ENGL 1200, 1260, 1300, 1400, 1600, 1900, 2260, or 2530, satisfies first year humanities requirement.

Full Term - Section 300:

Mondays, 6-9 p.m., Engineering Center CR 1-26. $180.

**English 1600-3 Introduction to American Writers**

Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. When combined with ENGL 1200, 1260, 1300, 1400, 1500, 1900, 2260, or 2530, satisfies first year humanities requirement.

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

**English 3152-3 Report Writing**

Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, 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., Engineering Center CR 1-26. $180.

Session I - Section 100:

Tuesdays and Thursdays, 6-9 p.m., Engineering Center CR 1-26. $180.

**Biology**

**EPOB 1220-3 General Biology 2**

A concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasis on fundamental principles, concepts, and questions underlying modern biology. When combined with EPOB 1210, satisfies first year natural sciences requirement. Prerequisite EPOB 1210.

Full Term - Section 300: Thursdays, 7-10 p.m., Engineering Center CR 1-09. $180.

**EPOB 2100-3 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 I - Section 100:

Mondays and Wednesdays, 7-10 p.m., Economics 205. $180.
### Biology, con't.

**EPOB 4140/5140-3 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, food chains, and nutrient cycling. Lectures will often be illustrated through the use of color slides and films.

Full Term - Section 300:  
Wednesday, 6:30-9:30 p.m.,  
Ramaley N1823. $180.

### Film

**Film Studies 3550-3 Producing the Feature Film**

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

Session I - Section 101:  
Mondays and Wednesdays, 7-10 p.m.,  
Norlin Library Audiovisual Room. $188.

Session I - Section 102:  
Tuesdays and Thursdays, 7-10 p.m.,  
Environmental Design 122. $188.

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.,  
Environmental Design 122. $188.

### Fine Arts

**Fine Arts 1002-2 Basic Drawing**

An introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.,  
Fine Arts C175. $140.

**Fine Arts 1171-3 Basic Photography 1**

An introduction to techniques and concepts of photography as art. Emphasis is on photography as a means to formal and expressive ends. Students must have an adjustable camera. For Fine Arts majors. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 6:30-11 p.m.,  

**Fine Arts 2097-3 Special Topics: Drawing in Color**

Drawing in Color builds on the technical and conceptual foundation of basic drawing classes while introducing color theory, individual media and mixed media. The development of a personal approach to color and imagery will be encouraged. Experimentation with a variety of drawing materials such as pastels, prismacolor pencils, Caran d'ache Neocolor II crayons and collage is expected. Subject matter will include still life, landscape, architecture, the human figure and created imagery. Students are expected to spend a minimum of three hours per week outside of class drawing.

Full Term - Section 300:  
Tuesdays and Thursdays, 7-10 p.m.,  
Fine Arts C175. $200.

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*Tuition, due at registration, may be paid by MasterCard, Visa, cash, or check.*
BOULDER EVENING CREDIT CLASSES

Fine Arts 2423-3  
Beginning Screen Printing
This is a silk-screening printing course which will cover hand-cut, drawn, and photo techniques. The importance of multiples will be stressed. Different inks and surfaces will also be covered.
Full Term - Section 300:  
Mondays and Wednesdays, 6-9 p.m.,  
Fine Arts C1870. $205.

Fine Arts 4107-3  
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 and Thursdays, 6:30-8:30 p.m.,  
Fine Arts N161. $230.

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

Geography

Geography 1001-3  
Environmental Systems: Climate and Vegetation
A general introduction to the atmospheric environment of the Earth; the elements and controls of climate and their implications to hydrology, vegetation, and soils. When combined with GEOG 1011, satisfies first year natural sciences requirement.
Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Geology 311. $180.

Geography 1011-3  
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 1011 carries only 2 credits if student has earned credit in GEOL 1010 or 1030. When combined with GEOG 1001, satisfies first year natural sciences requirement.
Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Geology 311. $180.

Geography 1982-3  
World Regional Geography
Using the interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives. When combined with GEOG 1992 or 2002, satisfies first year social sciences requirement.
Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Geology 311. $180.

Geography 1992-3  
Introduction to Human Geography
A systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations, locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena. When combined with GEOG 1982 or 2002, satisfies first year social sciences requirement.
Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Guggenheim 3. $180.
Geology

Geology 1040-3
Geological Evolution of the Colorado Region

A course for nongeology majors that traces the geological development of Colorado and nearby western states, cast within a broader framework of the earth's geological environment. Course consists of 14 three-hour lectures meeting once a week, and two optional half-day fieldtrips. The course is closed to geology majors, and GEOL 1040 carries only 2 credits if student has earned credit in GEOG 1011.

Full Term - Section 300:
Wednesdays, 7-10 p.m., Geology 308. $180.

Survival Tips

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

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

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

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

The Board of Regents reserves the right to change tuition without prior notice.

All tuition and refund determinations are subject to audit.

Hebrew

Hebrew 1010-5
First Year (Beginning) Hebrew 1

Full Term - Section 300:
Mondays and Wednesdays, 1-3 p.m., and Fridays, 11 a.m.-1 p.m., UMC 158B. $440.

Hebrew 1020-5
First Year (Beginning) Hebrew 2

Prerequisite, Hebrew 1010.
Full Term - Section 300:
Mondays and Wednesdays, 11 a.m.-1 p.m., and Fridays, 1-3 p.m., UMC 158A. $440.

Hebrew 2120-3
Intermediate Hebrew

Modern Hebrew including journalistic and idiomatic Hebrew with the emphasis on conversation. Prerequisite Hebrew 2110 or placement.
Full Term - Section 300:
Fridays, 3-6 p.m., Hellems 185. $264.

History

History 1025-3
The United States Since 1865

A 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 1015, satisfies first year social sciences requirement.
Full Term - Section 300:
Wednesdays, 7-10 p.m., Engineering Center CR 0-38. $180.

History 1123-3
History of England 2

Deals with 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 1113, satisfies first year social sciences requirement.
Full Term - Section 300: Tuesdays, 7-10 p.m., Engineering Center CR 0-38. $180.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Days, Time, Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 2117-3</td>
<td>History of Colorado</td>
<td>Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.</td>
<td>Full Term - Section 300: Mondays, 7-10 p.m., Engineering Center CR 0-38</td>
<td>$180</td>
</tr>
<tr>
<td>History 2166-3</td>
<td>Military History of World War II</td>
<td>This course examines the origins, course, and impact of the Second World War. Emphasis will be on strategy and tactics and total war's broader aspects, such as the Holocaust, the Russo-German conflict, the home fronts, and the role of science and technology.</td>
<td>Full Term - Section 300: Tuesdays; 6:30-9:30 p.m., Hellems 247</td>
<td>$180</td>
</tr>
<tr>
<td>History 4130-3</td>
<td>An Uneasy Relationship: The United States and Canada</td>
<td>History of the evolution of U.S.-Canada relations, from colonial times to the present. Emphasis on Canadian fears caused by two American invasions and later concerns brought about by American economic, geographic and strategic power.</td>
<td>Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Hellems 193</td>
<td>$180</td>
</tr>
<tr>
<td>History 4415-3</td>
<td>United States History, 1900 to 1929</td>
<td>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.</td>
<td>Full Term - Section 300: Mondays, 6-9 p.m., Hellems 211</td>
<td>$180</td>
</tr>
<tr>
<td>Journalism 1001-3</td>
<td>Contemporary Mass Media</td>
<td>Examines the mass media and their interaction with society, looking at journalism and the mass media in historical, intellectual, economic, political, and social contexts.</td>
<td>Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Hale 104</td>
<td>$180</td>
</tr>
<tr>
<td>Journalism 2001-3</td>
<td>Mass Media Writing</td>
<td>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.</td>
<td>Full Term - Section 300: Tuesdays, 6-9 p.m., Macky 3C</td>
<td>$180</td>
</tr>
<tr>
<td>Journalism 3102-3</td>
<td>Press Photography</td>
<td>Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is $50 (included in tuition) and covers facilities and chemicals. Students should expect to spend $100-$200 for paper and film in addition to tuition and lab fees.</td>
<td>Full Term - Section 300: Tuesdays and Thursdays, 7-8:30 p.m., Macky 5</td>
<td>$230</td>
</tr>
<tr>
<td>Journalism 4802-3</td>
<td>Magazine Article Writing</td>
<td>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.</td>
<td>Full Term - Section 300: Mondays, 7-10 p.m., Hale 104</td>
<td>$180</td>
</tr>
</tbody>
</table>
**BOULDER EVENING CREDIT CLASSES**

**Kinesiology 3430-3**  
**Nutrition and Physical Performance**  
Current research relating to nutrition and optimal physical performance will be explored. Topics include energy utilization, fluid requirements, vitamin and mineral needs of the athlete, body composition and other special issues.  
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m.  
Education 220. $180.

**Mathematics 1010-3**  
**College Algebra**  
Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prerequisite, one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See MATH 0990 also.) No credit for students with credit in MATH 1100. MATH 1010 and 1020 are equivalent to MATH 1100. Full Term - Section 300: Mondays and Wednesdays, 6-7:30 p.m., Engineering Center CR 1-16. $180.

**Kinesiology 3440-3**  
**Theory and Practical Applications of Resistance Exercise and Conditioning Programs**  
This course is designed to introduce aspiring practitioners to the scientific rationale and practical applications associated with sport specific resistance exercise and conditioning programs, through both classroom and laboratory experiences and is oriented towards an understanding of methods of enhancing human performance levels. Prerequisites EPOB 3420 and 3430 or PHED 2790 and 2800. Full Term - Section 300: Thursdays, 7-10 p.m., Folsom Field Teamhouse. $180.

**Mathematics 1020-2**  
**College Trigonometry**  
Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prerequisites, 1 1/2 years high school algebra and 1 year high school geometry or MATH 1010. No credit for students with credit in MATH 1100. MATH 1010 and 1020 are equivalent to MATH 1100. Full Term - Section 300: Thursdays, 5:30-7:30 p.m., Engineering Center CR 0-38. $120.

**Mathematics 1070-3**  
**Mathematics for Social Science and Business**  
Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for MATH 1100 or 1300. Prerequisite, 1 1/2 years of high school algebra or equivalent. Full Term - Section 300: Mondays, 6-9 p.m., Engineering Center CR 1-40. $180.

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**Kinesiology 3420-3**  
**Nutrition and Health**  
The basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062.  
Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Education 220. $180.  
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-09. $180.

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**Not Attending Classes Does Not Mean You Have Withdrawn.**
### Mathematics 1080-3
**Calculus for Social Science and Business**
Differential and integral calculus of algebraic, logarithmic, and exponential functions. MATH 1300 carries only 2 hours credit if student has credit in MATH 1080. Prerequisite, 2 years of high school algebra or MATH 1010.
Full Term - Section 300: Mondays, 6-9 p.m., Engineering Center CR 2-26. $180.

### Mathematics 2300-5
**Analytic Geometry and Calculus 2**
Continuation of Math 1300. Transcendental functions, methods of integration, plane analytic geometry, polar coordinates, and parametric equations. When combined with MATH 1300, satisfies first year natural sciences requirement. Prerequisite, MATH 1300.
Full Term - Section 300: Tuesdays and Thursdays, 5:30-8 p.m., Engineering Center CR 1-28. $300.

### Mathematics 2510-3
**Introduction to Statistics**
Study of the elementary statistical measures. Introduction to statistical distributions, statistical inference, and hypothesis testing. Students may not receive credit for both MATH 2510 and MATH 4570/5570. Prereq., 2 years of high school algebra or MATH 1010.
Full Term - Section 300: Mondays and Wednesdays, 6-7:30 p.m., Engineering Center CR 1-05. $180.

### Philosophy 1100-3
**Ethics**
Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice. When combined with PHIL 1000, satisfies first year humanities requirement.
Full Term - Section 300: Mondays, 7-10 p.m., Hellem 229. $180.

### Philosophy 1600-3
**Philosophy and Religion**
A philosophical introduction to problems of religion, such as the existence of God, faith and reason, religious language, and others. When combined with PHIL 1000 satisfies first year humanities requirement.
Full Term - Section 300: Tuesdays, 7-10 p.m., Hellem 229. $180.

### Physics 1010-3
**Physical Science for Nonscientists**
Topics range from Newtonian mechanics to modern physics. Emphasizes the social and historical aspects of physics and its connection to the humanities. When combined with PHYS 1020 satisfies first year natural sciences requirement.
Full Term - Section 300: Tuesdays, 5-8 p.m., Engineering Center CR 1-05. $180.

### Physics 2070-3
**Energy in a Technical Society**
Various aspects of energy: the physics involved in the sources and uses of energy in our society; the state of depletion of the fossil fuels; nuclear energy, solar energy, and other alternative sources of energy and their possible effects on the environment. No background in physics is required. When combined with PHYS 2080 satisfies first year natural sciences requirement.
Full Term - Section 300: Thursdays, 5-8 p.m., Engineering Center CR 1-05. $180.
**Psychology 2052-3**  
**Introduction to Biopsychology**  
An introductory course on the biological bases of behavior. Details of the structure, biology and chemistry of the brain provide a foundation for understanding the latest findings regarding perception, thought, emotion, consciousness, sleep and wakefulness, learning and memory, how drugs alter mood and behavior, and the causes of psychotic behavior. When combined with PSYC 1001, satisfies first year natural sciences requirement.  
Full Term - Section 300: Tuesdays, 7-10 p.m., Biosciences E113. $180.

**Psychology 2303-3**  
**Psychology of Adjustment**  
The Psychology of Adjustment draws from many areas of psychology and is concerned mainly with how we function effectively in our world. This course will cover basic theories of human behavior and will also consider what psychology can offer to help people adapt to and cope with life's experiences. When combined with PSYC 1001, 2456 or 2643, satisfies first year social sciences requirement.  
Full Term - Section 300: Mondays, 7-10 p.m., Biosciences E113. $180.

**Psychology 2643-3**  
**Child and Adolescent Psychology**  
This course will provide an overview of development in childhood and adolescence. We will sample a range of theory and research in various areas of child development including social, cognitive and physiological development. We will also examine how theory and research can be applied to issues faced by those responsible for the healthy development of children-parents, teachers and daycare providers. Prerequisite, PSYC 1001. When combined with PSYC 1001, 2303, or 2456, satisfies first year social sciences requirement.  
Full Term - Section 300: Wednesdays, 7-10 p.m., Biosciences E113. $180.

**Psychology 4303-3**  
**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/counseling psychology. This course does not presume previous field or course work in the clinical area. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001.  
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m., Biosciences E432. $180.

**Psychology 4456-3**  
**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., Biosciences E432. $180.
Sociology

Sociology 1001-3
Analyzing Society: An Introduction to Sociological Ideas
An examination of U.S. society in global context, using basic sociological ideas, focusing on the nature of group life, the social and moral order, social institutions, social disorganization, social problems, and social change. When combined with SOCY 1004, 1011, 1015, 2001, 2011, or 2031, satisfies first year social sciences requirement.
Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Hellems 267. $180.
Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Ketchum 234. $180.

Sociology 1004-3
Deviance in U.S. Society
An examination of deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and the processes of social control. When combined with SOCY 1001, satisfies first year social sciences requirement.
Full Term - Section 300: Mondays, 6-9 p.m., Education 143. $180.

Sociology 1005-3
Social Conflict and Social Values
An exploration of the origin, escalation, and resolution of social conflict, focusing on major conflict theories, human values and social action, and the use of simulation and negotiation exercises for learning conflict management skills. When combined with SOCY 1001, satisfies first year social sciences requirement.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m., Ketchum 235. $180.

Sociology 2003-3
Sociology of Death and Dying
An examination of the event of death and the process of dying: the causes of death; who dies; the experience of death in nursing homes, emergency rooms, intensive care, and hospices; ethical and political issues. When combined with SOCY 1001, satisfies first year social sciences requirement.
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m., Hellems 201. $180.

Sociology 2011-3
Contemporary Social Issues and Human Values
Exploration of contemporary societies on a global scale, focusing on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. When combined with SOCY 1001, satisfies first year social sciences requirement.
Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Ketchum 234. $180.

Sociology 2031-3
U.S. Values, Social Problems, and Change
An examination of U.S. society from the perspective of values and theories of social change, considering such problems as the distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. When combined with SOCY 1001, satisfies first year social sciences requirement.
Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Hellems 141. $180.
Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 141. $180.

Sociology 4014-3
Criminology
The scientific study of criminal behavior. Special attention is given to the development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior. Sophomore standing is suggested, or permission of the instructor. When combined with any other upper division sociology course, except 3061, 4441, 4451, and 4061 will complete the second year social sciences requirement provided first year combination has been completed.
Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 201. $180.

Theatre

Theatre 2003-3
Acting: Beginning
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 301: Mondays, 6:30-9:30 p.m., Hale 303. $180.
Full Term - Section 302: Tuesdays, 6:30-9:30 p.m., Hale 303. $180.

Theatre 4051-3
Playwriting
An introductory course in the craft of playwriting; primary focus on the technique of developing short plays.
Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Hale 104. $180.
MEEKER 1989
University of Colorado Announces Meeker Courses.

Our summer plans are so special, we couldn’t wait to tell you about them! For a real getaway, enroll in one of a selection of University of Colorado courses taught exclusively in Meeker, Colorado during the summer of ’89. Start now to plan your summer of study.

In 1989, the University of Colorado at Boulder will offer its second summer of graduate courses in Meeker, Colorado. The offering is a cooperative effort by the town of Meeker and the Division of Continuing Education to join the resources of the western Colorado community with courses that take advantage of the natural environment and the scenic beauty of the region. The courses will be taught by CU faculty who will be in residence in Meeker.

The two-term schedule, June 19 to July 7 and July 10 to July 28, is conveniently arranged to allow students to take a five-week term on the Boulder campus if they wish to. Note that there is a special Independent Study in Geologic Mapping available July 31 through August 18.

Classes will be conducted in the modern facilities of the Meeker public schools and in the field. Transportation to field locations will be provided.

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

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: $180 per course (resident or nonresident).

Credit: Each course is offered for 3 semester hours of credit. If the course number is 4000/5000, it may be taken for either undergraduate or graduate credit. 5000- and 6000-level courses are for graduate credit only.
Tentative Schedule for Meeker '89

Term I: June 19-July 7, 1989

EDUC 5575-3
Workshop in Curriculum and Content Areas: Ecology


This is a field-project-oriented course designed for 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 six days of ecology theory and an eight-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. Because of the wilderness designation, enrollment is limited to 13 students.

The field excursion will involve an altitude gain of 1500 feet, with most activities at 11,000 feet. The field portion of this course involves strenuous activity on and off of established trails and demands that participants be in excellent physical condition. Supplemental charges may include up to $35.00 of outfitter's fees. The costs of food and personal equipment are the responsibility of the participants. Rental arrangements for backpacking and camping gear are not available in Meeker.

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

EPOB 4100/5100-3
Advanced Ecology: Aquatics

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 ecology of the Rocky Mountain region with frequent field trips to Meeker area streams and lakes. Prerequisite, basic ecology. $25 fee for laboratory supplies and transportation.

John Bushnell, Professor of Environmental, Population, and Organismic Biology at the University of Colorado at Boulder, focuses his research on the ecology of freshwater environments in Colorado and other North American locations. His interests have taken him to many countries, and he has given university lectures in such places as Italy, England, and India. In addition to serving as editor for a variety of scientific journals and publications, he consults widely with environmental and health agencies.

MUSM 5471-3
Museum Field Methods in Botany

This course is designed to study western slope flora, with intensive field work from desert-steppe to alpine-tundra. Emphasis is 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. $25 fee for laboratory supplies and transportation.

Jo Ann Flock, Assistant Curator of Botany at the University of Colorado Herbarium, has extensive experience in collecting, identifying, and preparing plants. Research experience includes programs being carried out in Colorado, the Bering Strait, the Brooks Range in Alaska, and New Zealand.

MUSM 4935/5935-3
Museum Field Methods in Zoology

This course is designed to introduce the student to the animal kingdom, methods of collecting, and basic curatorial techniques and problems. All aspects of zoological specimens will be studied in depth: relaxing, fixing, preserving (pickling and skinning), cataloging and storing. Students will have the opportunity to assemble a zoological collection and will be learning to identify the land and freshwater invertebrates of the Colorado western slope. This course is suitable for persons who need to prepare museum specimens, classroom exhibits or other collections. $25 fee for laboratory and transportation.

Shi-Kuei Wu, Professor of Natural History and Curator of Zoological Collections, University of Colorado at Boulder, is a specialist on the mollusks and other invertebrates of Colorado. He has field experiences in the Great Plains of the U.S., Ethiopia, Japan, and Taiwan, with particular interest in the systematics and evolution of mollusks and other invertebrates.
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.

**ENVD 5023-3**

**Environmental Impact Assessment**

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

**ESBM 6700-3**

**Entrepreneurship and Small Business**

The course is structured around the prospectus or business plan of the profit or nonprofit enterprise. Topics include the identification of the nature of small business, the role of the entrepreneur, success and failure factors, and the rewards of small business. Students will develop a business plan and form the special areas of emphasis to ensure the maximum chance for success. The course should provide a way to think about small business operations as a way of life, providing alternatives to conventional employment, to relate to subject matter of personal benefit, and to examine topics useful in their teaching or management activities. Prerequisite, consent of the instructor.

John Kline, Professor Emeritus of Management and Organization at the University of Colorado at Boulder, is co-author of *Managing the Small Business*. He has maintained a strong interest in small business activity for many years. His formal associations with small business activities include several start-up ventures, membership on boards of directors, consulting, and economic studies related to small business endeavors.

**MUSM 4484/5484-3**

**Museum Field Methods in Geology**

This course will emphasize paleontological and paleoecological field techniques including collecting; recording of geographic, stratigraphic and quarry information; preservation; and interpretation, including applicable readings. This course is designed for individuals who have some background in geology but little or no prior field experience. It is particularly useful for junior or senior high school teachers. $50 fee for equipment and transportation.

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 the Western U.S., Greece, Spain, Sudan, Morocco, Algeria, and Tunisia, with particular interest in the use of fossil vertebrates to solve geological problems.

**FINE 4097/5097-3**

**Special Topics: Drawing**

This course is designed to develop a broad range of technical skills and aesthetic concerns related to drawing. Students are encouraged to use charcoal, pencils, ink, and color in their work. Projects will be individually structured. Emphasis will be placed on working out-of-doors, on personal expression, and on the development of technical skills. Students will meet daily with the instructor and participate in weekly group reviews. Students are expected to develop a body of work based on their understanding of nature and on their own artistic capabilities. Students with prior experience in drawing, who like to share ideas, and who enjoy working out-of-doors will find this course of special interest.

Ken Iwamasa, Associate Professor of Fine Arts at the University of Colorado at Boulder, has taught fine arts for 16 years. As an artist he has exhibited nationally and internationally in California, Colorado, Italy, Spain, and Turkey. In addition to drawing and painting, Ken works in photography and printmaking.

**Special Session**

**July 31-August 18, 1989**

**MUSM 5840-3**

**Independent Study: Preparation of a Geologic Map of a Large Area**

Prerequisite, MUSM 5484. Peter Robinson. For more information, write to Meeker '89, Division of Continuing Education, University of Colorado at Boulder, Boulder, CO 80309-0178, or call (303)-492-6409; 1-800-332-5839, toll free in Colorado.
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 28) 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).
This intensive seminar/workshop is aimed at experienced project managers and/or those who have successfully completed the Project Management course. The focus of this course will be on the logistics of project management: the planning, scheduling, controlling, and problem solving relating to project management. Topics include scheduling techniques, potential problem analysis, and decision analysis.

Charles A. Rice, M.B.A., Management, University of Colorado at Denver. Instructor at University of Denver. Instructor at University of Colorado at Denver.

Section 50B:
Saturday, April 8, 9:00 a.m.-4:00 p.m.
1 session. .7 CEUs.
Business 250. $53.

MDCP 408
Advanced Project Management

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


Section 50B:
Thursdays, February 9-23, 6:30-10 p.m.
3 sessions. 1 CEU. Business 228. $75.
MANAGEMENT DEVELOPMENT

our society are competent, motivated, and politically realistic. They get the job done without “selling their souls.”

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

Section 508:
Saturday, March 18, 9:00 a.m.-4:00 p.m. 1 session. 7 CEUs. Business 228. $53.

**MDCP 406**

**Effective Public Speaking and Presentation Techniques**

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


Section 508:
Tuesdays, February 7-March 7 6:30-8:30 p.m. 5 sessions. 1 CEU. Business 228. $75.

**MDCP 414**

**Handling Stress On and Off the Job**

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

Barbara Behrendt, M.S. (focus on counseling psychology), education, stress management consultant.

Section 508:
Wednesdays, February 22-March 15, 6:30-9:00 p.m. 4 sessions. 1 CEU. Business 250. $75.

**MDCP 415**

**Managerial Creativity**

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

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

Section 508:
Saturdays, February 11-18, 8:00 a.m.-1:00 p.m. 2 sessions. 1 CEU. Business 250. $75.

**MDCP 421**

**Writing and Designing Newsletters**

Emphasis on content and design: How to decide content, and gather and write information; select photographs and graphics; choose type, nameplate, number of columns, and layout; evaluate desktop publishing and full-service printing; work with designers, typesetters and printers; obtain bids.

Margaret Coel, M.A., Writer, lecturer, author of two, award-winning non-fiction books.

Section 508:
Tuesdays, February 21-28, 6:30-8:30 p.m. 2 sessions .4 CEUs. Business 250. $30.

**MDCP 452**

**Technical Writing Seminar**

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and 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.

Section 508: Mondays, February 20-March 20, 7-9:30 p.m. 5 sessions. 1.2 CEUs. Hellems 245. $94.

**MDCP 456**

**Understanding and Using Financial Statements**

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

Donald A. Kaniecki, C.P.A., M.B.A.

Section 508: Mondays, February 6-13, 6-8:30 p.m. 2 sessions .5 CEUs. Business 228. $30.
Management Development Courses by Starting Date — Longmont

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Wednesday, February 8</td>
<td>MDCP 410</td>
<td>SOL</td>
<td>The Art of Selling</td>
<td>Donald O. Marcotte</td>
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<tr>
<td>Wednesday, February 15</td>
<td>MDCP 418</td>
<td>SOL</td>
<td>Time Management</td>
<td>Dora B. Johnson</td>
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<tr>
<td>Thursday, February 16</td>
<td>MDCP 420</td>
<td>SOL</td>
<td>Working Assertively: Effective Job Skills</td>
<td>Toni Scott</td>
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<td>Thursday, March 2</td>
<td>MDCP 417</td>
<td>SOL</td>
<td>Project Management</td>
<td>Charles A. Rice</td>
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<tr>
<td>Tuesday, March 7</td>
<td>MDCP 422</td>
<td>SOL</td>
<td>Write With Power</td>
<td>Mike Gannon</td>
</tr>
<tr>
<td>Tuesday, March 14</td>
<td>MDCP 406</td>
<td>SOL</td>
<td>Effective Public Speaking and Presentation Techniques</td>
<td>Donald O. Marcotte</td>
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<tr>
<td>Thursday, March 16</td>
<td>MDCP 400</td>
<td>SOL</td>
<td>Accounting for the Non-accounting Manager</td>
<td>Fred Moore</td>
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<td></td>
<td>MDCP 409</td>
<td>SOL</td>
<td>Art of Negotiation</td>
<td>Donald O. Marcotte</td>
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<td>Thursday, April 6</td>
<td>MDCP 403</td>
<td>SOL</td>
<td>Basic Skills for the New Supervisor</td>
<td>Charles A. Rice</td>
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</table>

Longmont Management Development Certificate Program

The University of Colorado at Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1989. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as 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 1-800-332-839 toll-free.

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset.

MDCP 409
The Art of Negotiation

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

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has his own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Section 50L:
Thursdays, March 16-April 20, 7-9 p.m. 5 sessions. 1.2 CEUs.
Longmont High School, Room 210. $90.

MDCP 400
Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements, their analysis and the accounting process as it applies in business. This six-session seminar presents an overview of accounting principles; how individual transactions are reported, summarized, and compiled into financial statements. The objective is to provide greater understand-

As a permanent record of successfully completing any course, you will receive both a Performance Certificate and Continuing Education Units (CEUs). CEUs are the national standard for recording university-level non-credit course participation. A transcript of your record is always available free of charge. Just ask.
**MDCP 410**  
*The Art of Selling*

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


Section 50L:  
Wednesdays, February 8-March 8, 7-9 p.m. 5 sessions. 1 CEU.  
Longmont High School, Room 207. $75.

**MDCP 403**  
*Basic Skills for the New Supervisor*

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


Section 50L:  
Thursdays, April 6-20, 6:30-10 p.m. 3 sessions. 1 CEU.  
Longmont High School, Room 211. $75.

**MDCP 406**  
*Effective Public Speaking and Presentation Techniques*

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

Toni Scott, M.A., Consultant.

Section 50L:  
Wednesdays, February 15-March 1  
6:30-9:30 p.m. 3 sessions. 9 CEUs.  
Longmont High School, Room 204. $77.

**MDCP 420**  
*Working Assertively: Effective Job Skills*

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

Toni Scott, M.A., Consultant.

Section 50L:  
Thursdays, March 2-16, 6:30-10 p.m. 3 sessions. 1.25 CEUs.  
Longmont High School, Room 205. $75.

**MDCP 417**  
*Project Management*

Whether the project is building a house, developing a product, or providing a social service, this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project, 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.

Section 50L:  
Thursdays, March 2-16, 6:30-10 p.m. 3 sessions. 1 CEU.  
Longmont High School, Room 207. $75.

**MDCP 418**  
*Time Management*

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

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

Section 50L:  
Wednesdays, February 15-March 1  
6:30-9:30 p.m. 3 sessions. 9 CEUs.  
Longmont High School, Room 204. $77.
计算机应用

面对现实 — 个人计算机和日益自动化的办公室已经极大地改变了我们做事情的方式。如今，计算机 literacy 对于阅读理解同样至关重要。理解计算机如何工作将为你提供及时的技能，以便于你在今天的世界中取得成功。

熟悉计算机可以为你打开新的职业道路。这些计算机可以改变你个人和专业发展的途径。你可以轻松地访问信息。计算机提供了新的创造力。尝试与计算机建立联系。你可以学习新的方法来管理数据或在金融问题中使用计算能力 — 你自己的，或者你组织的。

这些用户友好的课程不会将你变成一个程序员 — 你将有机会学习基本知识。目标是帮助你成为一个与时俱进的计算机用户，并拥有实际技能来帮助你与计算机建立联系。

这就是你学习这个新技术的机会。你可以根据计算机的使用情况来学习。你的机会是在一个支持性的环境中进行。你可以在课堂上提出你感兴趣的话题。学习计算机技能，提高你的计算机信心。你是否熟悉计算机，或者正在向计算机领域迈进，你决定你是否想学习这个程序。

计算机应用证书

参加计算机应用证书课程并不需要特殊的申请或承诺。你可以随时选课，只要你参加的课程没有名额限制。你可以获得计算机应用证书，时间约为30-40个学时的课程，但你不需要在任何时候完成它。要求是直接的。

A. 四个核心必修课程：
   1. 计算机 literacy
   2. 数据处理和信息技术概念
   3. 计算机应用系统简介
   4. 软件操作和维护

*计算机 literacy 是一个入门课程，设计用于第一个课程，尽管你可以在同一个课程中学习。如果你有计算机背景，你可以学习它。你可以通过向教育部门提交书面请求来改变你的计算机。如果课程在你报名前开始，你会得到全额退款。

B. 两个不同的编程课程。编程语言包括BASIC, Pascal和C。其他课程被添加进来，以跟上行业标准。

C. 两个自选应用课程，从全方位的计算机主题中选择。任何不在上述列表中的课程，且没有特定的编程语言资格，都可视为自选课程。

计算机图形，计算机辅助设计，桌面出版

这些课程将给你提供亲手参与的机会。这些课程使用最新的设计系统和最新的计算机技术。计算机实验室配备了IBM/PC/XT微型计算机，配有绘图仪和打印机，或者配备有Macintosh SE和II系统，你可以充分利用你的时间。

详细课程说明，参见第40页。

所有计算机课程旨在满足计算机应用证书的自选课程要求。

重要信息

注册由可用的计算机数量决定，所以提前注册是明智的。注册是按照先到先得的原则。

<图>

表示你可能需要与其他学生共享一台计算机。

入学和退费

费用根据课程而定。费用列在每门课程的最后。全额退款在课程开始前要求。

地点

教室的位置在每门课程的最后给出。

问题?

如有任何问题，请致电继续教育部门492-5148，或在丹佛都会区以外的492-5148。
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<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<td>Tuesday, January 17</td>
<td>CCA-105</td>
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<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
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<td>Tuesday, January 17</td>
<td>CCA-380</td>
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<td>Beginning WordPerfect Word Processing</td>
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<td>CCA-360</td>
<td>.501</td>
<td>Introduction to UNIX</td>
<td>Carol J. Meier &amp; Geoff Thompson</td>
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<td>CCA-100</td>
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<td>*Computer Literacy</td>
<td>Bob Carlisle</td>
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<td>.502</td>
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<td>Excel Spreadsheet on the Macintosh</td>
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<td>Database Management: Applying dBase III/III+</td>
<td>Clyde Getty</td>
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<td>CCA-215</td>
<td>.501</td>
<td>Introduction to Hypercard</td>
<td>Greg McArthur</td>
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<tr>
<td>Saturday, January 21</td>
<td>CCA-200</td>
<td>.501</td>
<td>Using MS-DOS</td>
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<tr>
<td>Saturday, January 21</td>
<td>CCA-330</td>
<td>.501</td>
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<td>Monday, January 23</td>
<td>CCA-378</td>
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<td>Tuesday, January 24</td>
<td>CCA-320</td>
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<td>Introduction to C Programming</td>
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<td>Tuesday, January 24</td>
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<td>*Concepts of Data Processing and Information</td>
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<td>Programming in Ada</td>
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<td>.503</td>
<td>Introduction to the IBM and Compatible Personal</td>
<td>Valerie Parker &amp; Computers</td>
</tr>
<tr>
<td>Saturday, February 18</td>
<td>CCA-332</td>
<td>.501</td>
<td>Intermediate Lotus 1-2-3</td>
<td>Nancy Mangun</td>
</tr>
<tr>
<td>Monday, February 20</td>
<td>CCA-330</td>
<td>.503</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Nancy Mangun</td>
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<td>Monday, February 20</td>
<td>CCA-105</td>
<td>.502</td>
<td>Introduction to the Macintosh</td>
<td>Scott Dixon</td>
</tr>
<tr>
<td>Tuesday, February 21</td>
<td>CCA-378</td>
<td>.502</td>
<td>Beginning Microsoft Word on the Macintosh</td>
<td>Steven A. Johnson</td>
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<tr>
<td>Wednesday, February 22</td>
<td>CCA-350</td>
<td>.500</td>
<td>*Software Operations and Maintenance</td>
<td>Pat Felz</td>
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<tr>
<td>Thursday, February 23</td>
<td>CCA-370</td>
<td>.502</td>
<td>Database Management: Applying dBase III/III+</td>
<td>Clyde Getty</td>
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<tr>
<td>Saturday, February 25</td>
<td>CCA-380</td>
<td>.503</td>
<td>Beginning WordPerfect Word Processing</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Tuesday, February 28</td>
<td>CCA-300</td>
<td>.500</td>
<td>Basic Programming</td>
<td>Tom Swanson</td>
</tr>
<tr>
<td>Tuesday, February 28</td>
<td>CCA-382</td>
<td>.501</td>
<td>Intermediate WordPerfect</td>
<td>Peggy Purvis</td>
</tr>
<tr>
<td>Saturday, March 4</td>
<td>CCA-217</td>
<td>.500</td>
<td>Advanced Hypercard</td>
<td>Greg McArthur</td>
</tr>
<tr>
<td>Saturday, March 4</td>
<td>CCA-330</td>
<td>.504</td>
<td>Beginning Using Lotus 1-2-3</td>
<td>Nancy Mangun</td>
</tr>
<tr>
<td>Monday, March 6</td>
<td>CCA-319</td>
<td>.500</td>
<td>Programming in Pascal</td>
<td>Steven A. Johnson</td>
</tr>
</tbody>
</table>
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

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, understanding computer jargon, 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. Beginner Bob Carlisle, M.A.

Section 501: Wednesday, January 18,
6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (50A or 50B) at registration:
Lab Section 50A:
Wednesdays, January 25-March 8, 6-8 p.m.
Lab Section 50B:
Wednesdays, January 25-March 8, 8-10 p.m.
Section 502: Wednesday, March 15,
6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (50C or 50D) at registration:
Lab Section 50C:
Wednesdays, March 22-May 10, 6-8 p.m.
Lab Section 50D:
Wednesdays, March 22-May 10, 8-10 p.m.

NOTE: Sections 50C and 50D no class session March 29.

8 sessions, 1.6 CEUs. University Computing Center 123. Note — locations change after the first class session; and some sections are divided within the allotted time for greater computer access, please contact Continuing Education if you are unable to attend the first class session. $90.

* = required certificate courses
This hands-on class is designed to introduce you to the Macintosh system and its use as a productive tool. Topics include system management, graphics applications, and practical yet extensive business options. This comprehensive course provides a great overview of the friendly yet sophisticated Macintosh system, for the beginner or the user who wants full utility from the Macintosh.

Some time will be dedicated at the end of the course to demonstrate advanced business and personal applications. Beginner Scott Dixon, M.A.

Section 501: Tuesdays, January 17-February 14.
Section 502: Mondays, February 20-March 20.
Section 503: Mondays, April 3-May 1
All Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts C1853. $80.

CCA 120
Introduction to the IBM and Compatible Personal Computers

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 familiarity, 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 and IBM compatible 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. Beginner Valerie Parker, M.Ed. and David Horowitz, B.S.

Section 501: Mondays, January 23-February 6, 6:30-9:30 p.m.
Section 502: Wednesdays, January 25-February 8, 6:30-9:30 p.m.
Section 503: Mondays, February 13-27, 6:30-9:30 p.m.
All sections: 3 sessions, .9 CEUs.
Engineering Center CHE 1-4. $60.

CCA 105
Introduction to the Macintosh

CCA 300
BASIC Programming

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

Tom Swanson, M.A.
Section 500: Tuesdays, February 28-May 9 (no class session March 28), 6:30-9 p.m. 10 sessions, 2.5 CEUs.
Ramaley Biology N1831. $140.

CCA 320
Introduction to C Programming

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

Intermediate Carol J. Meier, M.S.
Both sections: 6:30-9:30 p.m. 7 sessions, 2.1 CEUs. $195.

CCA 325
Intermediate C Programming

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

Specialized Carol J. Meier, M.S.
Section 500: Tuesdays, March 14-May 2, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs.
Engineering Center CR 1-16. $195.

CCA 319
Programming in Pascal

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

Section 500: Mondays, March 6-May 15 (no class session March 27), 7-9:30 p.m. 10 sessions, 2.5 CEUs.
Ramaley N1823. $140.
CCA 326
Programming in Ada
The Ada programming language represents one of the most recent steps in the evolution of tools for software development. Unlike most high level programming languages, Ada encourages strict adherence to modern programming practices and techniques. Students will learn the fundamentals of Ada programming, and will be introduced to features not found in most other languages, including: tasking, packages, generics, exception handling, and a rich variety of tools for separate compilation. The course will consist of lectures, demonstrations, discussions, and plenty of hands-on experience. Students taking this course should be familiar with at least one high level programming language such as Pascal, C, or Fortran. Intermediate Richard S. Land, M.S. Section 500: Wednesdays, January 25-March 22, 7-9:30 p.m. 9 sessions, 2.3 CEUs. Engineering Center CR 1-14. $195.

CCA 321
Introduction to FORTRAN
The FORTRAN programming language has been around for a long time, and is still used extensively for scientific and engineering applications. Course covers data types, control structures, subroutines and parameter passing, input/output commands, file I/O, common blocks, equivalencing. Attenders are expected to have some programming experience since the fundamentals of programming will not be covered. Hands-on experience will allow many opportunities to write and test your own FORTRAN programs. Intermediate Ronald G. White, M.S. Section 500: Thursdays, January 26-March 16, 7-9:30 p.m. 8 sessions, 2 CEUs. Ramaley Biology N1B31. $140.

Systems
CCA 335
Concepts of Data Processing and Information Technology
Introduction to the advanced concepts and terminology of business data processing and telecommunications. Major topics include computer programming, computer organization, telecommunications, software engineering, human/computer interface design, organizational information systems, commercial systems development, and artificial intelligence. Career opportunities, the future of computers in society, and requisite background for data processing and telecommunications professionals are also discussed. Through class discussions and on-line demonstrations the class aims at enriching the students' background to enhance their opportunities in these fields. Intermediate Randy Bloomfield, M.E. Section 500: Tuesdays, January 24-March 14, 6:30-9 p.m. 8 sessions, 2 CEUs. University Computing Center 123. $135.

CCA 200
Using MS-DOS
This course is designed to give students a working knowledge of DOS commands to aid in file management and organization for the beginning 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. Intermediate Peggy Purvis Section 501: Saturday, January 21 Section 502: Saturday, January 28 Section 503: Saturday, March 11 All sections: 9 a.m.-5 p.m. One all-day session, .7 CEUs. University Computing Center 114. $70.

Enrollment is on a first-come, first-served basis, with registration limited by the number of computers available, so early registration is advised.
CCA 204
Using OS/2
If you have already purchased OS/2, this one-day course will give you the knowledge needed to begin using OS/2 effectively. If you haven't yet decided to purchase OS/2, this course will describe the benefits that OS/2 offers to personal computer users.
Content: The background, reasons for and benefits of OS/2, installing and using OS/2, major features, migration considerations, advantages, OS/2 commands, differences in the Microsoft and IBM versions, multitasking, threads, overview of Presentation manager and LAN manager.
Intermediate
Larry G. Lankford, M.S.
Section 500:
Saturday, March 18, 9 a.m.-5 p.m.
One all-day session, .7 CEUs. University Computing Center 142. $70.

CCA 360
Introduction to UNIX
This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it.
Intermediate
Carol J. Meier, M.S. and Geoff Thompson, M.S.
Section 501: Wednesdays, January 18-March 1, 6:30-9:30 p.m.
Section 502: Thursdays, January 19-March 2, 6:30-9:30 p.m.
Engineering Center CR 1-16.
Both Sections: 7 sessions, 2.1 CEUs. $195.

CCA 364
Intermediate UNIX
This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Bourne and C shells will be discussed. About half 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! Specialized
Carol J. Meier, M.S. and Geoff Thompson, M.S.
Section 500: Wednesdays, March 8-April 26 (no class session March 29), 6:30-9:30 p.m.
7 sessions, 2.1 CEUs. Engineering Center CR 1-24. $195.

CCA 331
Introduction to Local Area Networks (LANs)
This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers.
Course includes lab sessions. Intermediate
Larry G. Lankford, M.S.
Section 500: Mondays, March 13-April 10, 6:30-9 p.m. 5 sessions, 1.3 CEUs.
University Computing Center 123. $125.

CCA 365
Artificial Intelligence and Expert Systems in Business
An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, neural networks, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry.
Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.
Intermediate
Richard Blumenthal, M.S.
Section 500: Thursdays, February 9-March 23, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs. Business 101. $195.

Tuition is listed at the end of each course description. Full refunds are granted up to the first day a course starts, none later.
Computer Applications

Software Applications

CCA 215
Introduction to HyperCard

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this innovative application. This one-day course starts with an overview of HyperCard, then proceeds to assist you in developing a custom “stack.” Topics include making cards, using HyperTalk, HyperCard tools, creating fields and buttons, and linkages (card-to-card; card-to-stack; stack-to-stack). This course is of special interest to any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Greg McArthur, Ph.D.
Section 501: Saturday, January 21
Section 502: Saturday, February 23
Both sections: 9 a.m.-4 p.m. One all-day session .7 CEUs. Fine Arts C1853. $55.

CCA 217
Advanced HyperCard

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

Greg McArthur, Ph.D.
Section 500: Saturday, March 4, 9 a.m.-4 p.m. One all-day session .7 CEUs. Fine Arts C1853. $60.

CCA 370
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 the dBase III + upgrade. Bring to class two double-sided/double-density 5½ inch diskettes, available at all computer supply stores. Intermediate Clyde Getty, B.S.

Section 501: Thursdays, January 19-February 16
Section 502: Thursdays, February 23-March 23
Both Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. University Computing Center 114. $140.

CCA 372
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 370). 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.

Intermediate Clyde Getty, B.S.
Section 500: Thursdays, April 6-20, 6:30-9:30 p.m.
3 sessions .9 CEUs. University Computing Center 114. $90.

CCA 373
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.

Specialized Clyde Getty, B.S.
Section 500: Thursdays, April 27-May 10, 6:30-9:30 p.m.
3 sessions .9 CEUs. University Computing Center 114. $90.

CCA 330
Beginning Using Lotus 1-2-3

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to the variety of 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.

Novice Nancy Mangun, B.S., M.B.A.
Section 501: Saturdays, January 21 and 28, 9 a.m.-4 p.m. 2 sessions.
Section 502: Mondays, January 23-February 13, 6:30-9:30 p.m. 4 sessions.
Section 503: Mondays, February 20-March 13, 6:30-9:30 p.m. 4 sessions.
Section 504: Saturdays, March 4 and 11, 9 a.m.-4 p.m. 2 sessions.
Section 505: Mondays, April 3-24, 6:30-9:30 p.m. 4 sessions.
All sections: University Computing Center 114, 1.2 CEUs. $120.
Software Applications — con’t.

CCA 337
Financial Analysis with Lotus 1-2-3
This course is a guide for intermediate Lotus users who understand the techniques of financial analysis but want to perfect it with Lotus 1-2-3. Two critical subjects are examined extensively: financial analysis and building a computerized decision support system. Course has great benefit for, but is not limited to, budget analysts, managers, purchasing analysts, banking/loan specialists, and those who professionally interpret or create financial and tax planning models. Intermediate. Nancy Mangun, B.S., M.B.A. Section 501: Saturday, March 25, University Computing Center 114. Section 502: Saturday, May 13, University Computing Center 142. Both sections: 9 a.m. to 4 p.m. Two sessions. $70.

CCA 338
Intermediate Lotus 1-2-3
This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA 330) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Intermediate. Scott Dixon, M.A. Section 500: Saturday, April 22, 9 a.m.-4 p.m. One all-day session. 7 CEUs. Fine Arts C1B53. $70.

Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 51/4 inch double-sided/double-density diskette. Class size is strictly limited. Nancy Mangun, B.S., M.B.A. Intermediate. Section 501: Saturday, February 18, 9 a.m.-4:30 p.m. One all-day session. University Computing Center 142. Section 502: Monday and Tuesday, March 20 and 21, 6:30-10 p.m., 2 sessions. University Computing Center 114. Section 503: Mondays, May 1 and 8, 6:30-10 p.m. 2 sessions. University Computing Center 114. All sections: 7 CEUs. $70.

CCA 334
Advanced Lotus 1-2-3
Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one day advanced seminar:
• Data matrices
• Data regression
• Data tables
Various “at” (@) functions will also be covered 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. Intermediate. Nancy Mangun, M.B.A. Section 501: Saturday, March 25, University Computing Center 114. section 502: Saturday, May 13, University Computing Center 142. Both sections: 9 a.m.-4 p.m. One all-day session. 6 CEUs. $70.

CCA 336
Excel Spreadsheet on the Macintosh
This course introduces you to Excel as a productivity tool for the Macintosh. Some time will be spent reviewing the use of the Macintosh system. Basics of spreadsheet design will be covered, including creating, editing, formatting and printing a worksheet. Use of formulas and functions, the database, charting and graphing and macros will also be covered. We will also cover “using Excel with other software.” Emphasis will be placed on the special unique features that make Excel both powerful and easy to use. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Otis Pratt, M.S. Section 500: Mondays, January 30-February 20, 4 sessions, 8 CEUs. University Computing Center 123. $65.

CCA 235
Introduction to SAS — Statistical Analysis System
Knowledge of SAS can be a very valuable business or research tool. This course is an introduction to SAS, including SAS language and such topics as processing data into SAS data sets, manipulating data, SAS procedures for analyzing data, and SAS procedures for rearranging, displaying and summarizing data.

Otis Pratt, M.S. Section 500: Mondays, January 30-February 20, 7-9 pm. 4 sessions, 8 CEUs. University Computing Center 123. $65.

CCA 375
Beginning Microsoft Word on the IBM PC
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 very helpful. Bring one double-sided/double-density 5 1/4 inch diskette to class.

Yvonne Kristy, M.S.W. Section 500: Wednesdays, January 18-February 1, 6:30-9:30 p.m. 3 sessions, 9 CEUs. University Computing Center 114. $90.
CCA 376
Intermediate Microsoft Word on the IBM PC
This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting, using windows, creating headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, and checking spelling. Bring one double-sided/double-density 5¼ inch diskette to class. Intermediate
Yvonne Kristy, M.S.W.
Section 500: Wednesdays, February 8 and 15, 6:30-9:30 p.m.
2 sessions, 6 CEUs.
University Computing Center 114. $70.

CCA 380
Beginning WordPerfect Word Processing
This introductory class is designed for the beginner to learn to use the WordPerfect software as a word processor to prepare simple documents. No previous word processing experience is required for this course as some generic word processing techniques will be discussed, but previous DOS experience and adequate typing skills are recommended. Each student will create and save files, retrieve and make changes, reset margins and tabs, copy and cut blocks, check spelling, use the thesaurus and print documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep your example work. Text available is Learning WordPerfect 5.0 by Annette J. Thomason, available at the University Book Center. Novice
Peggy Purvis
Section 501: Tuesdays, January 17-31, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
Section 502: Tuesdays, February 7-21, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
Section 503: Saturdays, February 25 and March 4, 9-3 p.m., University Computing Center 142. 2 sessions.
Section 504: Tuesdays, April 4-18, 6:30-9:30 p.m., University Computing Center 114. 3 sessions.
All Sections: 9 CEUs. $90.

CCA 382
Intermediate WordPerfect
This class is intended for those who have a beginning knowledge of WordPerfect or have completed the Beginning WordPerfect course and want to investigate the more complicated features. During this session we will cover each option of the formatting menus (headers, footers, page layouts, page numbers and print styles), the font key, the printer control screen, typing in columns, search and replace, automatic outlining and paragraph numbering, file management, setting defaults and colors, letter merge, drawing lines, typing equations and using dual documents. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep your example work. Intermediate
Peggy Purvis
Section 502: Tuesdays, April 25-May 9.
Both Sections: 6:30-9:30 p.m.
3 sessions, 9 CEUs.
University Computing Center 114. $90.

CCA 383
WordPerfect 5.0 Update Workshop
This course explores the changes and new features in WordPerfect Version 5.0 for the experienced 4.2 user. We will go through each function key demonstrating changes and have hands-on time to work with new items such as creative graphics, style sheets and the new macros. Example files are available to copy if you bring a 5¼ inch floppy diskette. Intermediate
Peggy Purvis
Section 500: Saturday, February 4, 9 a.m.-4 p.m. One all-day session, 7 CEUs. University Computing Center 114. $70.

CCA 384
Advanced WordPerfect
This is designed for the experienced WordPerfect user or for those who have completed the Beginning and Intermediate WordPerfect courses who are interested in the following advanced topics: automating repetitious tasks with macros, sorting and selecting like a database, footnotes, tables of contents and indexes, fonts and graphics, and style sheets. Example documents will be provided but please bring a 5¼ inch formatted floppy diskette to class if you choose to keep your class work. Intermediate
Peggy Purvis
Section 500: Saturday, May 13, 9 a.m.-4 p.m.
One all-day session, 7 CEUs. University Computing Center 114. $70.

CCA 201
Applying Microsoft Works on the Macintosh
Microsoft Works is an extremely useful integrated software system, featuring word processor, spreadsheet, database, and communications programs combined in one package. The word processor includes drawing and powerful mail merge capabilities; the database includes full information retrieval and organization; the spreadsheet features interactive charting. Multiple documents can be brought to the screen simultaneously, allowing easy cutting and pasting among them. We will experience all these functions and more. Whether you want an overview of these four business functions, or a mastery of Works, this class can meet your needs. Please bring to class a Macintosh-compatible 3.5 inch diskette. Novice
J. Burke Taft, M.Ed.
Section 500: Thursdays, April 27-May 18, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs.
Fine Arts C1B53. $90.

Interested in architectural design? Or fine arts? Want to produce commercial designs or engineering drawings? Need to develop your own business charts and presentation graphics? Or perhaps your organization needs a new full-scale publication? Then open the door into the exciting world of computer graphics. Recent advances in computer hardware and software have made computers flexible tools for designing, drawing and publishing.

From exploring the artistic capabilities of new computer technology to the skillful precision required for plotting mechanical engineering drawings, computer graphics seem to expand into new areas of application almost daily.

You can produce superior products without design errors and explore solutions on the computer before putting them into production. Learning to work — or play — with computer-based graphics system will give you skills to increase your productivity. And, proficiency with a microcomputer-based graphics system allows you to master other systems much faster.

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

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

SPECIAL SUPPLIES
- For CAD courses, you will need to buy a pen for the HP 7470 plotter and 8½" x 11" plotter paper — for about $4 — for the second class session. Cost is about $4.
- Details on these added supplies will be given at the first class session.
- For courses using an IBM, bring a 5¼ inch double-sided double-density diskette to class.
- For Macintosh courses, bring a Macintosh-compatible 3.5-inch high-density diskette to class.

Courses by Starting Date, Spring 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 17</td>
<td>CAD-311</td>
<td>501</td>
<td>Beginning Computer Aided Design</td>
<td>Becky Day</td>
</tr>
<tr>
<td>Wednesday, January 18</td>
<td>CCG-351</td>
<td>501</td>
<td>Computer Graphics Art I</td>
<td>Pat Lehman</td>
</tr>
<tr>
<td>Thursday, January 19</td>
<td>CAD-322</td>
<td>501</td>
<td>Computer Aided Design: Level I</td>
<td>Dan Myers</td>
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<tr>
<td>Monday, January 23</td>
<td>CAD-311</td>
<td>502</td>
<td>Beginning Computer Aided Design</td>
<td>Sharon Blender</td>
</tr>
<tr>
<td>Saturday, January 28</td>
<td>CCG-371</td>
<td>501</td>
<td>Introduction to Aldus PageMaker on the Apple Macintosh</td>
<td>Viki Mann</td>
</tr>
<tr>
<td>Tuesday, January 31</td>
<td>CAD-322</td>
<td>502</td>
<td>Computer Aided Design: Level I</td>
<td>Becky Day</td>
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<tr>
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<td>CCG-351</td>
<td>502</td>
<td>Computer Graphics Art I</td>
<td>Pat Lehman</td>
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<tr>
<td>Monday, February 6</td>
<td>CAD-322</td>
<td>503</td>
<td>Computer Aided Design I</td>
<td>Sharon Blender</td>
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<tr>
<td>Wednesday, February 15</td>
<td>CCG-371</td>
<td>502</td>
<td>Introduction to Aldus PageMaker on the Apple Macintosh</td>
<td>Viki Mann</td>
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<tr>
<td>Wednesday, February 15</td>
<td>CAD-322</td>
<td>504</td>
<td>Computer Aided Design: Level I</td>
<td>Philip M. Kreiker</td>
</tr>
<tr>
<td>Thursday, February 16</td>
<td>CCG-356</td>
<td>501</td>
<td>Macintosh Computer Art</td>
<td>Clark Richert</td>
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<tr>
<td>Saturday, February 18</td>
<td>CCG-373</td>
<td>500</td>
<td>Quark Xpress Desktop Publishing</td>
<td>Tim Meehan</td>
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<tr>
<td>Saturday, February 18</td>
<td>CCG-377</td>
<td>501</td>
<td>Introduction to Desktop Publishing for the IBM PC</td>
<td>Bruce Frehner</td>
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<tr>
<td>Wednesday, February 22</td>
<td>CCG-351</td>
<td>503</td>
<td>Computer Graphics Art I</td>
<td>Pat Lehman</td>
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<tr>
<td>Thursday, March 2</td>
<td>CAD-333</td>
<td>501</td>
<td>Computer Aided Design: Level II</td>
<td>Dan Myers</td>
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<td>Saturday, March 11</td>
<td>CAD-356</td>
<td>502</td>
<td>Macintosh Computer Art</td>
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<td>Tuesday, March 14</td>
<td>CAD-333</td>
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<td>CAD-333</td>
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<td>Monday, March 20</td>
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<td>505</td>
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<td>Sharon Blender</td>
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<tr>
<td>Monday, March 27</td>
<td>CCG-377</td>
<td>502</td>
<td>Introduction to Desktop Publishing for the IBM PC</td>
<td>Bruce Frehner</td>
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<tr>
<td>Wednesday, April 5</td>
<td>CAD-322</td>
<td>506</td>
<td>Computer Aided Design: Level I</td>
<td>David W. Clafin</td>
</tr>
</tbody>
</table>
Computer Aided Design

**CAD 311**  
*Beginning Computer Aided Design*

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

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

A technical background is not required, but some familiarity with microcomputers 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 learn more about 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.

Novice

**Section 501:**  
- Dan Myers, M.S.  
  - Thursdays, January 19-February 23, 6:30-9:30 p.m. 6 sessions.

**Section 502:**  
- Becky Day, M.A.  
  - Tuesdays, January 31-March 7, 6:30-9:30 p.m. 6 sessions.

**Section 503:**  
- Sharon Blender M.S.  
  - Mondays, February 16-March 13, 6:30-9:30 p.m. 6 sessions.

**Section 504:**  
- Philip M. Kreiker, M.S.E.E.  
  - Wednesday, Thursday, Friday, February 15, 16, 17, 9 a.m.-4 p.m. Three all-day sessions.

**Section 505:**  
- Sharon Blender, M.S.  
  - Mondays, March 20-April 24, 6:30-9:30 p.m. 6 sessions.

**Section 506:**  
- David W. Claflin, M.A.  
  - Wednesdays, April 5-May 10, 6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.  
University Computing Center 142. $225.

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

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of microcomputer-based Computer Aided Design (CAD) in general and introduces AutoCAD in particular. Drawing set-up, creating and editing points, lines, circles, arcs, solids, traces and text, 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.

Novice

**Section 501:**  
- Dan Myers, M.S.  
  - Thursdays, January 19-February 23, 6:30-9:30 p.m. 6 sessions.

**Section 502:**  
- Becky Day, M.A.  
  - Tuesdays, January 31-March 7, 6:30-9:30 p.m. 6 sessions.

**Section 503:**  
- Sharon Blender M.S.  
  - Mondays, February 16-March 13, 6:30-9:30 p.m. 6 sessions.

**Section 504:**  
- Philip M. Kreiker, M.S.E.E.  
  - Wednesday, Thursday, Friday, February 15, 16, 17, 9 a.m.-4 p.m. Three all-day sessions.

**Section 505:**  
- Sharon Blender, M.S.  
  - Mondays, March 20-April 24, 6:30-9:30 p.m. 6 sessions.

**Section 506:**  
- David W. Claflin, M.A.  
  - Wednesdays, April 5-May 10, 6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.  
University Computing Center 142. $225.
Computer Aided Design: Level II

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

- Semiautomatic DIMensioning
- Linear and angular dimensions
- Dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- Compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- Control E to switch planes
- STATUS Utility
- Purpose and components overview

Recommended prerequisites are Computer Aided Design Level I 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 501: Specialized
- Section 501: Dan Myers, M.S.
  - Thursdays, April 13-May 11, 6:30-9:30 p.m. 5 sessions.
- Section 502: Philip M. Kreiker, M.S.E.E.
  - Thursday and Friday, April 27 and 28, 8 a.m.-4 p.m. Two all-day sessions.
  - Both Sections: 1.5 CEUs.
  - University Computing Center 142. $195.

Computer Graphics Art

CCG 351
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

In-class projects include using the computer to design projects for portfolio development 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 explore microcomputer-based graphic capabilities. The course also counts as an elective credit
for the Certificate in Commercial Design. Please bring one double-sided/double-density 5¼ inch diskette to the first class, available at all computer stores. Novice Pat Lehman, M.F.A.

Section 501: Wednesdays, January 18-February 15, 6:30-9:30 p.m., 5 sessions.
Section 502: Saturdays, February 4 and 11, 9 a.m.-5 p.m. Two all-day sessions.
Section 503: Wednesdays, February 22-March 22, 6:30-9:30 p.m. 5 sessions.
All Sections: 1.4 CEUs.
University Computing Center 142. $125.

CCG 361
Computer Graphics Art: Level II

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 communication media will benefit. Topics to be covered will include:

- Object design and change in 3-D
- Making your own fill pattern
- Combining picture files
- Using grid as a tool
- Advanced illustration techniques
- Storyboard and layout techniques
- Production steps from start to finish

Hardcopy options are covered extensively. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5¼ inch diskette to the first class. Intermediate Pat Lehman, M.F.A.

Section 500: Saturdays, April 8 and 15, 9 a.m.-5 p.m. Two all-day sessions. 1.5 CEUs.
University Computing Center 142. $135.

CCG 356
Macintosh Computer Art

The Macintosh is fun, easy to use, versatile, and capable of producing professional quality graphics as well as fine art. Discover how to use the Macintosh as a creative tool. In this hands-on course, designed for those with little or no Macintosh graphics expertise, you'll use software programs such as SuperPaint and Adobe Illustrator, and learn how to produce inexpensive, camera-ready computer generated images. Plus you'll explore MacVision, for image processing, usable with a video camera, VCR, or television. Topics include scanner technology and graphics, laser printing, color separations, logotypes, and more. Most work is done on the Macintosh SE, with opportunities to work on the Macintosh II. Please bring to class a Macintosh-compatible 3.5 inch diskette to class. Novice

Section 501: Clark Richert, M.F.A. Thursdays, February 16-March 16, 6:30-9:30 p.m. 5 sessions
Section 502: Clark Richert, M.F.A. Saturdays, March 11 and 18, 9 a.m.-5 p.m. 2 all-day sessions.
Section 503: Barry Ratliff, M.F.A. Tuesdays, April 18-May 16, 6:30-9:30 p.m. 5 sessions.
All Sections: 1.5 CEUs.
Fine Arts C1853. $125.

CCG 357
Advanced Macintosh Computer Art

An introductory course in computer graphics for the Macintosh or a working knowledge of "Adobe Illustrator" and "SuperPaint" is a prerequisite for this course. Participants will have hands-on experience using both of these software packages as well as "Aldus Freehand." Class members will explore advanced techniques in the production of finished laser printed artwork. You will learn to import and manipulate digitized images from diverse sources: video, flatbed scanned, and computer generated to produce original images of professional quality. Each person will have their individual Macintosh SE and have access to a Mac II with color capabilities. Please bring a 3.5 inch Macintosh-compatible disk to the first class. Intermediate

Clark Richert, M.F.A.
Section 500: Saturdays, April 29 and May 6, 9 a.m.-4 p.m. Two all-day sessions. 1.5 CEUs.
Fine Arts C1853. $125.
Desktop Publishing

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

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

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

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

Viki Mann, B.A.  
Section 500: Saturdays, January 28-February 4, 9 a.m.-5 p.m. 2 all-day sessions.  
Section 502: Saturdays, February 11-18, 9 a.m.-3 p.m. 5 sessions.  
Section 503: Saturdays, April 8 and 15, 9 a.m.-5 p.m. Two all-day sessions.  
All Sections: 1.5 CEUs.  
Fine Arts C1B53. $135.

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

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

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

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

Viki Mann, B.A.  
Section 500: Wednesdays, April 19-May 10 6:30-9:30 p.m. 4 sessions, 1.2 CEUs.  
Fine Arts C1B53. $120.

**CCG 373 Quark XPress Desktop Publishing**

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

Novice Tim Meehan  
Section 500: Saturdays, February 18 and 25, 9 a.m.-4:30 p.m. 2 sessions, 1.3 CEUs.  
Fine Arts C1B53. $135.

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

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial 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 done in class. Bring a 5¼ inch double-sided/double-density or high density diskette to class.  

Novice Bruce Frehner, M.A.  
Section 501: Saturdays, February 18 and 25.  
Section 502: Monday and Tuesday, March 27 and 28.  
Section 503: Saturdays, April 15 and 22.  
All Sections: 9 a.m.-4:30 p.m.  
University Computing Center 114.  
2 all-day sessions. 1.5 CEUs. $135.

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

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the over-all polished look of your work. Bring a 5¼ inch double-sided/double-density or high density diskette to class.  

Intermediate Bruce Frehner, M.A.  
Section 500: Saturdays, April 29 and May 6, 9 a.m.-4:30 p.m.  
2 all-day sessions. 1.4 CEUs.  
University Computing Center 114. $135.
Just in the Nick of Time — A Program Designed with You in Mind

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. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

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

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

Bring to class a pencil, ruler, 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.
Commercial Design Courses by Starting Date, Spring 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Saturday, Feb 4</td>
<td>CCD-210</td>
<td>500</td>
<td>The Commercial Artist I: Design, Layout, Paste-up</td>
<td>Jill Thayer O'Hara</td>
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<tr>
<td>Monday, Feb 6</td>
<td>CCD-220</td>
<td>500</td>
<td>Professional Handlettering and Calligraphy</td>
<td>Jill Thayer O'Hara</td>
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<td>Thursday, Mar 16</td>
<td>CCD-230</td>
<td>500</td>
<td>The Artist Goes to Market</td>
<td>Eric Teitelbaum</td>
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<td>Saturday, Mar 18</td>
<td>CCD-330</td>
<td>500</td>
<td>Professional Illustration Techniques</td>
<td>Eric Teitelbaum</td>
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<tr>
<td>Saturday, Apr 1</td>
<td>CCD-250</td>
<td>500</td>
<td>Children's Book Illustration Techniques</td>
<td>Roy Walden</td>
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<tr>
<td>Saturday, Apr 22</td>
<td>CCD-290</td>
<td>500</td>
<td>The Business of Greeting Cards: Writing, Drawing, and Selling</td>
<td>Taylor Barnes</td>
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**Commercial Art**

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

This course introduces important commercial art techniques to the beginner, stressing the "how-tos" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, cameraready 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  
Section 500: Saturday and Sunday, February 4 and 5, 9 a.m.-5 p.m.  
Two all-day sessions. 1.4 CEUs.  
Geology 114. $115.

**Calligraphy**

**CCD 220**  
*Professional Hand Lettering and Calligraphy*

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

Jill Thayer O'Hara  
Section 500: Monday, Tuesday, Wednesday, February 6, 7, and 8, 5:30-10 p.m.  
3 sessions. 1.2 CEUs.  
Geology 114. $115.

**Marketing**

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

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

Eric Teitelbaum  
Section 500: Thursday and Friday  
March 16 and 17, 5:30-10 p.m.  
Two sessions. .6 CEUs. Geology 114. $85.
COMMERCIAL DESIGN

Illustration

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

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

Eric Teitelbaum
Section 500: Saturday and Sunday, March 18 and 19, 9 a.m.-5 p.m.
Two all-day sessions, 1.4 CEUs.
Geology 114. $115.

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

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

Roy Walden
Section 500: Saturday and Sunday, April 1 and 2, 9 a.m.-5 p.m.
2 all-day sessions, 1.4 CEUs.
Geology 134. $115.

**CCD 290**
**The Business of Greeting Cards: Writing, Drawing and Selling**

This unique two-day program, taught by a successful greeting card company owner/creative director, examines the fascinating world of greeting cards from the writing, artistic and business points of view. Workshop sessions, discussions and drawing/writing exercises will cover:

**Styles of Writing**
- short two liners
- "cute humor"
- poetic and humorous verse
- teaser ideas that lead to storytelling

**Styles of Art**
- line
- neon
- black border
- psychology of color for communication
mood, feeling, and eye control

**Business Strategies**
- selling techniques for freelance writer/artists
- starting a company
- licensing and selling rights
- manufacturing/distribution

By the conclusion of the program participants will complete finished card concepts capable of being showcased in a beginning portfolio.

Taylor Barnes
Section 500: Saturday and Sunday, April 22 and 23, 9 a.m.-5 p.m.
2 all-day sessions, 1.4 CEUs.
Geology 114. $115.

Special Spring Break Courses for Young People

**CCD 102**
**Introduction to Acting Techniques: A Workshop for Teens and Young Beginners**

This weekend workshop provides an outstanding opportunity for teens and beginners to gain beginning skills of acting fundamentals and career awareness under the guidance of Los Angeles-based creative actress/director Miss. Robin Droll. The program will introduce young people to beginning acting techniques and strategies used in actual professional situations. Using acquired knowledge, students will be coached through scenes used in past broadcast episodes of leading television and film programs. Besides providing a unique introduction to acting fundamentals, the program will also give young people a realistic career awareness overview and possible strategies for follow-up development training.

Robin Droll
Section 500: Saturday and Sunday, March 25 and 26, 9 a.m.-3 p.m.
2 all-day sessions. Geology 134 $65.

**CCD 100**
**Cartooning for Teens: An Art Workshop for Young People**

Cartooning and humorous illustration have long held a wide fascination for children everywhere. This three day workshop program will explore the world of cartooning and provide students with an in-depth experience in the techniques for creating a wide range of cartoon animals, people, and caricatures. Drawing activities will cover posters, comic book cartoons and other special applications. Art lessons will be integrated with special drawing materials. Tuition includes drawing materials.

Eric Teitelbaum
Section 500: Monday, Tuesday, Wednesday, March 27, 28, 29, 9 a.m.-12:30 p.m.
3 sessions. Geology 134 $65.
TAKE YOUR OWN SWEET TIME — AND DO SOMETHING MEANINGFUL

Noncredit Courses

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

Our non-credit courses meet evenings and weekends to accommodate your working schedule. 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. (Classes will not meet March 26-31 for Spring Break.)

Full refunds are given up to the second class session.

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.
## Noncredit Courses by Starting Date, Spring 1989

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Section</th>
<th>Course</th>
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<tbody>
<tr>
<td>Tuesday, January 10</td>
<td>NC T 301</td>
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<td>Preparing for the Graduate Record Exam (GRE)</td>
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<td>Preparing for the Law School Admission Test (LSAT)</td>
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<td>NCFA 012</td>
<td>500</td>
<td>Chinese Painting</td>
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<td>NCFL 100</td>
<td>500</td>
<td>Beginning Conversational French</td>
<td>Nadia Turk</td>
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<td></td>
<td>NCFL 102</td>
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<td>Beginning Conversational Italian</td>
<td>Luigina Cerri</td>
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<td></td>
<td>NCFA 001</td>
<td>500</td>
<td>Basic Photography</td>
<td>Lynn Likteig</td>
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<tr>
<td>Tuesday, February 7</td>
<td>NC D 100</td>
<td>501</td>
<td>Beginning Ballroom Dancing</td>
<td>Carl and Suzanne Gerleit</td>
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<td></td>
<td>NC L 008</td>
<td>500</td>
<td>American Sign Language</td>
<td>Doris Schnupp</td>
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<td>Intermediate Conversational German</td>
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<td>NC B 008</td>
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<td>Accounting for Non Accountants</td>
<td>Fred Moore</td>
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<td>Beginning Western Dancing</td>
<td>Carl and Suzanne Gerleit</td>
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<td></td>
<td>NC I 008</td>
<td>500</td>
<td>Basic Investing</td>
<td>Arnold Hart, Mary Wright</td>
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<td>Wednesday, February 8</td>
<td>NCFA 203</td>
<td>500</td>
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<td>Luigina Cerri</td>
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<td>Short Story Writing</td>
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<td>Beginning Jitterbug Dancing</td>
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<td>NC W 009</td>
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<td>Writing for Children and Teens</td>
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<td>Carl and Suzanne Gerleit</td>
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<td>Creative Photography</td>
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<td>NC W 004</td>
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<td>Novel Writing</td>
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<td>NC W 003</td>
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<td>English Writing Made Simple</td>
<td>Jean Thyfault</td>
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<td>NCFA 019</td>
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<td>Monotype</td>
<td>Kristen Peterson</td>
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<td>Beginning Japanese</td>
<td>Douglas Gordon</td>
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<td>Saturday, February 11</td>
<td>NCFA 015</td>
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<td>Colorado Landscape: Plants and Design</td>
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<td>Monday, February 13</td>
<td>NCFA 015</td>
<td>500</td>
<td>Woodcarving Sculpture</td>
<td>Barbara Cox</td>
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<td>NC L 009</td>
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<td>Biofeedback Stress Management</td>
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<td>Speed Reading</td>
<td>Liane Brouillette</td>
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<td>NC W 010</td>
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<td>Playwriting: The Basics</td>
<td>Frederick Perry</td>
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<td>Tuesday, February 14</td>
<td>NC L 019</td>
<td>500</td>
<td>Effective Job Search Strategies</td>
<td>Tori Scott</td>
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<td>NC I 005</td>
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<td>Investing in Art and Antiques</td>
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<td>NC W 013</td>
<td>500</td>
<td>More Writing for Magazines</td>
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<td>New Business Principles; Skills for Success</td>
<td>George Barclay</td>
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<td>Wednesday, February 15</td>
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<td>Sculpture Stonecarving</td>
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<td>NCFA 006</td>
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<td>Storytelling for Everyone</td>
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<td>NCFA 005</td>
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<td>Life Drawing</td>
<td>Melissa Tangler</td>
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<td>500</td>
<td>Watercolor Techniques</td>
<td>Gail Marr</td>
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<td>NC I 006</td>
<td>500</td>
<td>Income Tax Update</td>
<td>Anne Campbell</td>
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<td>NCFA 003</td>
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<td>Drawing Techniques</td>
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<td>Developing Your Creative Self</td>
<td>Bette Griff</td>
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<td>Saturday, February 18</td>
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<td>The Hows and Whys of Bird Behavior</td>
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<td>NC L 014</td>
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<td>Psychology of Intimate Relationships</td>
<td>Neil Rosenthal</td>
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<td>Eating as if Your Life Depended on It</td>
<td>Peggy Phillips</td>
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<td>Monday, February 20</td>
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<td>History of Colorado Railroads</td>
<td>Bob Rothe</td>
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<td>Tuesday, February 21</td>
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<td>Choosing Gemstones: Guidelines</td>
<td>Jacqui Thier-Cooper</td>
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<td>Acting Basics</td>
<td>Susan Chambers</td>
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<td>Wednesday, February 22</td>
<td>NC B 003</td>
<td>500</td>
<td>Entrepreneurialism — Are You Ready?</td>
<td>Alvins Ziedins</td>
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<td>NCFA 005</td>
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<td>Xeriscape Landscaping: Low Water, Low Maintenance</td>
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<td>NC H 001</td>
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<td>Forest Crossen's Colorado</td>
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<td>Saturday, February 25</td>
<td>NC L 012</td>
<td>500</td>
<td>Nutrition and the Immune System</td>
<td>Peggy Phillips</td>
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## Noncredit Courses by Starting Date, Spring 1989, con’t.

<table>
<thead>
<tr>
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<th>Course</th>
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<tr>
<td>Saturday, February 25</td>
<td>NC B 002</td>
<td>500</td>
<td>Details on Starting Your Own Business</td>
<td>Tom Annis</td>
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<td>NC T 300</td>
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<td>Preparing for the Graduate Management</td>
<td>Bobrow Testing Services</td>
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<td>How to Market Your Product or Service</td>
<td>Teri Wenz</td>
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<td>Financial Planning for Women</td>
<td>Corline Carstens</td>
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<td>NCSO 003</td>
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<td>Exploring the Universe</td>
<td>Joe Romig</td>
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<td>Bald Eagles, Golden Eagles, Hawks and More</td>
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<td>Tuesday, March 7</td>
<td>NC D 102</td>
<td>502</td>
<td>Beginning Latin Dancing</td>
<td>Carl &amp; Suzanne Gerlet</td>
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<tr>
<td>NC D 103</td>
<td>502</td>
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<td>Beginning Jitterbug Dancing</td>
<td>Carl &amp; Suzanne Gerlet</td>
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<td>NC D 101</td>
<td>502</td>
<td>Beginning Western Dancing</td>
<td>Carl &amp; Suzanne Gerlet</td>
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<td>Carl &amp; Suzanne Gerlet</td>
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<td>Recognizing and Dealing with Children’s Stress</td>
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<td>Live at Macky</td>
<td>Speakers and Concerts</td>
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<td>Handwriting Analysis: An Aid to Learning</td>
<td>Carol Ford</td>
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<td>Wednesday, March 15</td>
<td>NC I 004</td>
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<td>Stock Market Profits</td>
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<td>Diet, Emotions and Behavior</td>
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<td>Changing Patterns in Relationships</td>
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<td>Psychology and Sports Performance</td>
<td>Stephen Walker</td>
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<td>Tuesday, April 4</td>
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<td>Advanced Investment Strategies</td>
<td>Arnold Hart, Mary Wright</td>
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<td>Wednesday, April 5</td>
<td>NC B 007</td>
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<td>Writing Business Plans</td>
<td>Donald Kaniecki</td>
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<td>Saturday, April 8</td>
<td>NC L 022</td>
<td>500</td>
<td>Food Allergies and Health</td>
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<td>The Children’s Book: Illustrating and Getting Published</td>
<td>Sandy Fuller</td>
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<td>Memoirs and Essays</td>
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<td>NC D 202</td>
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<td>Wednesday, April 12</td>
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<td>NC L 023</td>
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<td>Wednesday, April 19</td>
<td>NC I 001</td>
<td>500</td>
<td>Investing for Income</td>
<td>Pete Poletti</td>
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</tbody>
</table>

## Business

### NC B 008
**Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training in this area. Emphasizes the recording, reporting, and analysis of accounting information from source of information and journalizing, through posting to ledgers, preparation of financial statements and the use of statements to provide information for business decision-making. The objective is to help the student understand not only the accounting process, but the purpose and uses to which the results may be applied.

Fred Moore, M.B.E., Public Accountant.

Section 500: Tuesdays, February 7-March 21, 7-9 p.m.
7 sessions. Duane Phys G116. $53.

### NC B 002
**Details on Starting Your Own Business**

This course will give the aspiring entrepreneur an exposure to the details of starting a new business, including records and organization needed, governmental requirements, additional requirements if employees will be involved, taxation, financing, and community resources available to the entrepreneur. It is expected that the participant has already formulated at least a rudimentary business plan.

Tom Annis, M.S., C.P.A., C.F.A., has started three businesses and is Division Manager, Finance, with John Deere Industrial Equipment Co.

Section 500: Saturdays, February 25-March 18, 9:00-12 noon.
4 sessions. Business 250. $45.
NC B 003
Entrepreneurialism—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 his or her family.

Alvars Ziedins, C.F.P., M.S. in Financial Services; an entrepreneur with six businesses, a general partner in several real estate partnerships and is President of Ziedins & Company, Ltd.

Section 500: Wednesday, February 22-March 15, 6:30-9:00 p.m.
4 sessions. Engineering CR 1-40. $38.

NC B 004
Financial Planning for Women

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

Corline Carstens, M.B.A., Vice President of Marketing for Ziedins and Company.

Section 500: Wednesdays, March 1-22, 6-8:30 p.m. 4 sessions.
Duane Physics G116. $38.

NC B 005
How to Market Your Product or Service

Are there more ways to develop your marketing? 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.

Section 500: Mondays, February 27-March 20, 6:30-8:30 p.m.
4 sessions. Duane Physics G125. $30.

NC B 006
New Business Principles; Skills for Success

Whether beginning a business or thinking about one, everyone needs a clear foundation in the fundamentals of what makes a business succeed. Practical and theoretical foundations will be explored covering areas of business ethics, creativity skills, competition, negotiations, characteristics of the entrepreneur and resource and time management. Emphasis will be placed on doing what you love to do as a means of ensuring growth in the right direction.

George Barclay, M.S., Adjunct Professor at the Institute for Entrepreneurship and Creativity, Metro State College, founder of three businesses in the areas of investment planning.

Section 500: Tuesdays, February 14-April 11, 7-9 p.m.
8 sessions. Porter Biopsychology E114 Conference. $60.

NC B 007
Writing Business Plans

The course will cover how to make financial, marketing, and operational plans to give you control over your business and set you on a course for maximum profits. We will cover sales and cost projections, cash flow, marketing research and facilities management. This course is designed for people writing a formal business plan for lenders/investors as well as those who just want to know where they are headed.

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

Section 500: Wednesdays, April 5-26, 6:00-8:30 p.m. 4 sessions.
Duane Physics G116. $38.

Dance

NC D 100
Beginning Ballroom Dancing

An introduction to the basics of Foxtrot, tango, polka, and waltz. The instruction will include the necessary turns and animations to provide every participant confidence on the ballroom dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.

Section 501: Tuesdays, February 7-28, 6:30-7:45 p.m.
Section 502: Wednesdays, March 8-April 5, 8:00-9:15 p.m.
NONCREDIT COURSES

Dance, Con't.

NC D 103
Beginning Jitterbug Dancing
An introduction to the basic steps in backbeat jitterbug. The instruction will include the necessary turns and animations to provide every participant confidence on the dance floor.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 501: Wednesdays, February 8-March 1, 8:00-9:15 p.m.
Section 502: Tuesdays, March 7-April 4, 6:30-7:45 p.m.

NC D 201
Intermediate Jitterbug Dancing
An intermediate level class (beginning is not a prerequisite but would be helpful) which will review the basic steps offered in the beginning course. Furthermore, the instruction will expand on the various combination of routines and additional steps.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 500: Tuesdays, April 11-May 2, 6:30-7:45 p.m.

NC D 102
Beginning Latin Dancing
This course will include the basic steps in rumba, tango, mambo, and cha cha. Instruction will include the necessary turns and animations to make every participant comfortable on the dance floor.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 501: Wednesdays, February 8-March 1, 8:00-9:15 p.m.
Section 502: Tuesdays, March 7-April 4, 6:30-7:45 p.m.

NC D 203
Intermediate Western Dancing
An intermediate level class (beginning is not a prerequisite but would be helpful). Once everyone is comfortable with basic rhythms, we add turns and flashy moves!
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 500: Wednesdays, April 12-May 3, 6:30-7:45 p.m. 4 sessions. Economics 13. $24.

NC D 101
Beginning Western Dancing
Introduction to the basic steps in Texas 2-Step, Traveling Country Swing, Country Waltz, and various line dances (e.g., Cotton-eyed Joe and 10 Count Shuffle). Dancing is easy and fun. Sign up with or without a partner.
Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 10 years.
Section 501: Tuesdays, February 7-28, 8:00-9:15 p.m.
Section 502: Wednesdays, March 8-April 5, 6:30-7:45 p.m.

Fine Arts

NCFA 017
Acting Basics
All the world's a stage . . . and rather than putting on a character, the actor searches for the vanity 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 nonmajors and theater students.
Section 500: Tuesdays, February 21-April 18, 6:30-8:30 p.m. 8 sessions. Hale 204. $60.

NCFA 001
Basic Photography
This introductory course is designed for those who have a camera but don't really feel that they know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks) and good composition and portraiture techniques. No 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.
Section 500: Mondays, February 6-March 20, 7-9 p.m. (Field Trip Saturday, March 4) 8 sessions. Environmental Design 122. $60.
NONCREDIT COURSES

NCFA 002
Creative Photography Workshop
An exploratory course for those with some experience to learn about the amazing new films like T.Max and Gold 100, filters for special effects, telephoto and wide angle 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 4 extra weeks in the darkrooms for practice, and will receive feedback photographs produced. The course will include six 2-hour classroom periods; two 3-hour darkroom classes; and the 4 weeks darkroom time. The cost of the darkroom chemistry is included in the tuition, but students must supply their own camera, film and paper. Please bring your camera to the first class.
Don Oberbeck, professional photographer for 20 years, is owner of the Boulder Photo Center.
Section 500: Thursdays, February 9-March 16, 7:30-9:30 p.m.
6 sessions at Ketchum 119, 6 sessions at Boulder Photo Center. $95.

NCFA 003
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.
Janette Lenschow, M.F.A.
Section 500: Mondays, February 6-April 3, 7-9 p.m.
8 sessions. Fine Arts C153. $60.

NCFA 005
Life Drawing
Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18” x 24” newsprint pad and pencils (HB and 2B). Tuition includes fee for models who will be present at every session.
Melissa Tangler, M.S.
Instructor at Front Range Comm. College.
Section 500: Wednesdays, February 15-April 12, 7-9 p.m.
8 sessions. Fine Arts N-298. $60.

NCFA 018
Choosing Gemstones: Practical, Creative and Symbolic Guidelines
Designed as a sequel to The World of Gemstones class, this course is for students with a basic knowledge of gems. It covers practical aspects of gemstone purchasing, i.e., evaluating the cut, color and clarity of diamonds and colored stones; judging the quality of pearls, opals and other more exotic gems; understanding value and pricing in various gem markets; awareness of natural vs. synthetic and simulated gems; and understanding treatment and enhancement. The creative aspects of gems in jewelry design, keeping in mind practicality, durability, wearability and fashion, are also important considerations addressed. Both ancient and modern ideas on the symbolic significance of gems and crystals will complete the guidelines for making gemstone choices. Students with basic gem knowledge who have not taken The World of Gemstones course, please contact the instructor: 444-9699.
Jaqui Ther Cooper, M.A., designer and goldsmith. GIAGA graduate gemologist. Owner of appraisal lab and design studio.
Section 500: Tuesdays, February 21-April 11, 7:00-9:30 p.m.
7 sessions. Ketchum 119. $66.

NCFA 013
Live At Macky! - The Artist Series
Two provocative evenings of great dance and special pre-concert lectures will be offered in Macky Auditorium as part of the 1988-89 Artist Series season. The informal discussions preceding each concert provide an opportunity to meet fellow music lovers, while special guests share fascinating details on aspects of the evening’s concert. Lectures will be non-technical. No dance background required. Course includes lecture and one ticket to each concert in Orchestra I section.
Tuesday, March 14, 1989
Lecture: “From Sea to Shining Sea: A Look at the Geography of the USA,” by Professor Brock Brown, CU Department of Geography
Concert: The David Gordon/Pick Up Co. in a sizzling new dance work entitled United States co-commissioned by The Artist Series.
Tuesday, April 18, 1989
Lecture: Hispanic Identities in the U.S. by CU Faculty
Concert: Ballet Hispanico of New York “where dance and passion meet head on.”
Section 500: All concerts are at 7:00 p.m., Macky 213. All concerts are at 8:00 p.m., Macky Auditorium Concert Hall. Enrollment is limited. Registration deadline: Tuesday, March 7. $35.
NCFA 011
Sculpture-Stonecarving
Carving in stone is one of the great fascinations of sculpture and an exciting process for self-expression using simplicity. Basic instructions will focus on carving techniques, principles of the 3rd dimension, texture and surface processes and individual instruction. Discussion will cover various stone types, with a slide show viewing the history of stone sculpture. A material list is provided in first class.
Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.
Section 500: Mondays, February 13-April 10, 7-9 p.m. 8 sessions. Fine Arts C-102. $60.

NCFA 006
Storytelling for Everyone
Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myths, fairy tales and folktales. Learn how to become a better storyteller, which stories are good for you, techniques for preparation and performance.
Kay Negash, M.A. in Theatre, professional storyteller representing this five state area, she was the 1986 winner at the National Storytelling Festival in Jonesboro, Tenn.
Section 500: Wednesdays, February 15-March 15, 5:30-8:00 p.m. 5 sessions. Hale 105. $47.

NCFA 009
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 developing individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include a materials list and exercise lessons in color theory and composition. Notebook and pen are 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.
Section 500: Thursdays, February 16-April 13, 7-9 p.m. 8 sessions. Fine Arts C153. $60.

NCFA 015
Woodcarving Sculpture
Create a sculpture in wood. Basic carving techniques and instructions will focus on three-dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of clay models will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Material list is provided in first class.
Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.
Section 500: Mondays, February 13-April 10, 7-9 p.m. 8 sessions. Fine Arts C102. $60.
**NONCREDIT COURSES**

**NCFL 200**  
**Intermediate Conversational French**  
This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is *Le Francais, Depart-Arrive* (second edition) by John A. Rassias, available at the University Bookstore on campus.  
Nadia Turk, Ph.D. French Literature.  
Section 500: Wednesdays, February 8-April 19, 7-9 p.m.  
10 sessions. Hellem 255. $75.

**NCFL 101**  
**Beginning Conversational Italian**  
This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, songs, dialogues, pictures and small group activities in the classroom will make learning a more enjoyable experience. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore.  
Luigina Cerri, M.A., has taught both Italian and French in several schools, including CU-Boulder.  
Section 500: Mondays, February 6-April 17, 6:30-8:30 p.m. 10 sessions. Hellem 237. $75.

**NCFL 201**  
**Intermediate Conversational Italian**  
A more advanced course for students who have had beginning Italian or its equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore on campus.  
Luigina Cerri, M.A., has taught both Italian and French in several schools, including CU-Boulder.  
Section 500: Wednesdays, February 8-April 19, 6:30-8:30 p.m. 10 sessions. Hellem 245. $75.

**NCFL 102**  
**Beginning Conversational Spanish**  
This class 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-Arrive* (second edition) by John A. Rassias, available at the University Bookstore on campus.  
Nadia Turk, Ph.D. French Literature.  
Section 500: Wednesdays, February 8-April 19, 7-9 p.m. 10 sessions. Hellem 255. $75.

**NCFL 103**  
**Intermediate Conversational Spanish**  
Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.  
Elizabeth Medina, Ph.D. Advisor, Regis College.  
Section 500: Thursdays, February 9-April 20, 7-9 p.m. 10 sessions. Hellem 255. $75.
NC H 002
The Fascinating History of Colorado Railroads
The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, 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. Section 500: Mondays, February 20-April 10, 7-9 p.m. 7 sessions. Geology 134. $53.

NC I 006
Individual Income Tax Update
This seminar is designed to enable the individual to stay current with the changes in the income tax laws, and to develop successful tax planning strategies. Topics will include an overview of terminology and changes made by the Tax Reform Act of 1986, a review of the elements of the tax return, and documents required for return preparation. Anne Campbell, M.B.A., University of Santa Clara, C.P.A., C.F.P. Section 500: Thursday, February 16, 6:00-9:30 p.m. 1 session. Duane Physics G116. $12.

NC I 007
Advanced Investment Strategies
This course is designed as a follow-up to "Basic Investing" or for the more experienced investor. More detailed information regarding technical and fundamental analysis, charting, and worldwide economic trends will be discussed in order to select the appropriate investments. We will share our professional insights on how to get the most for your money. Reading materials will be provided. Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache. Section 500: Tuesdays, April 4-25, 6:30-8:30 p.m. 4 sessions. Hellem's 245. $30.

NC I 008
Basic Investing
This course is designed for the beginner. Complete and understandable explanations of terminology, products and basic strategies will be provided. We will focus on how to take concrete steps toward planning your financial future in today's environment. Required book is How to Buy Stocks and Bonds by Louis Engle, available at the University Bookstore. Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache. Section 500: Tuesdays, February 7-28, 6:30-8:30 p.m. 4 sessions. Duane Physics G131. $30.

NC I 005
Investing in Art and Antiques
This course will provide an introduction to the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Topics will include what gives a piece value, how to build a collection, terminology, questions to ask, traps to avoid, how to get the most for your money, taking care of your art, and capitalizing on your investment. Ruth Linton, 10 years museum experience, consultant in contemporary art. Section 500: Tuesdays, February 14-March 7, 7-9 p.m. 4 sessions. Education 153. $30.

NC I 001
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, bank savings and loans, cash management accounts, U.S. Government securities, GNMAs, 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, and single premium whole life policies. Peter J. Poletti, M.B.A. in Economics and Finance, First Vice President at Dean Witter Reynolds. Section 500: Wednesday, April 19, 6:30-8:30 p.m. 1 session. Duane Physics G131. $15.
NONCREDIT COURSES

NC I 002
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 investment skills, and help you 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, GNMAs, 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.
Section 500: Wednesdays, February 15-March 8, 6:30-9 p.m. 4 sessions.
Duane Physics G131. $38.

NC I 004
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.
Section 500: Wednesdays, March 15-April 5, 6:30-9:30 p.m. 3 sessions.
Engineering Center CR 1-46. $23.

Lifestyle

NC L 008
American Sign Language — An Introduction to Conversation
Using principles from natural language development, you will be introduced to conversational American Sign Language through stories, games, activities, and “hands-on” interaction. Please dress for movement ease.
Text is Signing: How to Speak with your Hands, by Elaine Costello.
Doris Schrupp, Coordinator of Services for Deaf and Hearing Impaired Persons at CU-Boulder.
Section 500: Tuesdays, February 7-April 18, 7-9 p.m. 10 sessions. Hellems 211. $75.

NC L 009
Biofeedback Stress Management
This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics.
Toby F. Link, Ph.D. University of Michigan, Psychotherapist.
Section 500: Mondays, February 13-March 13, 7-9 p.m. 5 sessions. Economics 2. $38.

NC L 024
Changing the Patterns in Your Relationships
When you trace the patterns of your adult relationships to their roots, you’ll usually find that the very defenses, outlooks and attitudes which protected you as a child are now interfering with your achieving a happy relationship as an adult. These childhood stances, still with us as adults, often poison your relationships, block your ability to trust, stop you from having fun, give you a chronic lack of self esteem, and sabotage your ability to be intimate with others.
This will be a hands-on, experiential workshop for people who would like to explore their inner selves, and develop a clearer understanding of the patterns of their adult relationships which may be self defeating. Bring pen and paper and wear comfortable clothing.
Neil Rosenthal, Psychotherapist/Marriage Therapist.
Section 500: Saturday, April 1, 10 a.m.-5 p.m. 1 session. UMC 422. $27.

NC L 016
Developing Your Creative Self
The goal of this experiential course is to free up untapped creative energy and to discover enriching and innovative applications in our everyday lives. Using imagination, visualization, and humor, we can dissolve mental blocks and limit beliefs which act as barriers to our creative self-expression. Fun, yet practical exercises will involve goal setting, whole brain problem solving, self-awareness, and creative mind expansion. Guest speakers from diverse fields will inspire and motivate us all, while providing valuable resources for further creative endeavors. Textbook: The Brain Users Guide by Tony Buzan, available at the University Bookstore.
Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area.
Section 500: Thursday, February 16-April 13, 7-9 p.m. 8 sessions.
Porter Biopsychology E123. $60.

NC L 018
Diet, Emotions, and Behavior
Explore the interaction of diet and behavior, focusing on hyperactivity, depression, food sensitivities and mood swings, and PMS. Gain an understanding of nutrients needed for a healthy nervous system and the link between diet and mental health.
Section 500: Saturday, March 18, 10 a.m.-5 p.m. 1 session.
Economics 119. $27.
**NC L 002**
**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 level and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart; the five types of fiber and the food source of each; why calcium supplements may be hazardous to your bones; three dietary ways to reduce your cancer risk; which vitamin supplements are right for you; where you can find reliable nutrition information; how to lose weight without starving yourself; why butter is better for you than margarine; how to strengthen your immune system through nutrition. Tuition includes extensive handout materials.

Section 500: Saturday, February 18, 10 a.m.-5 p.m. 1 session.
Education 134. $27.

**NC L 019**
**Effective Job Search Strategies**

A self-marketing approach to today's competitive workplace. Organizing your search, presenting yourself appropriately in person and on paper, using the hidden job market and targeting to gain the best possible chance to be hired. Develop your techniques, image and attitude to better insure you will be the one going to work with a smile.

Toni Scott, M.A., Consultant.
Section 500: Tuesdays, February 14-March 7, 2-5 p.m. 4 sessions. Duane Physics G025. $30.

**NC L 005**
**Handwriting Analysis: An Aid to Learning**

You are what you write. Handwriting reflects your real personality — how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them. This course provides an introduction to the only scientific methods of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others. The course fee includes $15 materials.

Carol Ford, B.S. nursing, certified Graphologist, has private practice in handwriting analysis and document examination.
Section 500: Tuesdays, April 4-April 25, 6:30-9 p.m. 4 sessions. Geology 114. $53.

**NC L 012**
**Nutrition and the Immune System**

Learn the effects of emotional, physical and environmental stress on the body's nutritional needs. Understand how the body reacts to stress, how the immune system works and how proper nutrition can help prevent stress-related diseases. Specific diseases of the immune system, cancer, arthritis, AIDS, and allergies will be discussed.

Section 500: Saturday, February 25, 10 a.m.-4 p.m. 1 session.
Education 134. $27.

**NC L 020**
**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, Ph.D., Director of North Associates.
Section 500: Mondays, April 3-24, 6:30-9:30 p.m. 4 sessions. Economics 2. $45.
**NONCREDIT COURSES**

**NC L 023**  
**Sports Nutrition**  
Physical performance depends on the proper mix of fuels — carbohydrates, proteins and fats, adequate fluid intake and optimal vitamin and mineral replacement. Come learn how to fine-tune your body.  
Section 500: Saturday, April 15, 10 a.m.-4 p.m.  
1 session. Education 134. $23.

**NC L 014**  
**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 and guilt affect our relationships; how to evaluate a potential partner, and how to stay healthy and filled in a relationship.  
Neil Rosenthal, Psychotherapist/Marriage Therapist.  
Section 500: Saturday, February 18, 10 a.m.-5 p.m.  
1 session. U.M.C. 422. $27.

**NC L 015**  
**Recognizing and Dealing with Children's Stress**  
Designed for parents and teachers, this course will examine stress in children with focus on early recognition and techniques for helping them deal with stress. Other topics covered will include contagiousness of your stress, overload problems, time management techniques, relaxation techniques, effective communication approaches.  
Barbara Behrendt, M.S. (focus on counseling psychology), educator, stress management consultant.  
Section 500: Saturday, March 11, 9:30 a.m.-4:30 p.m.  
1 session. Economics 119. $27.

**Outdoors**

**NCSO 006**  
**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/ Denver 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  
Section 500: Thursday, March 2, 6:30-8:30 p.m. and Field Trip Sunday, March 5, 8:30 a.m.-12 noon.  
2 sessions. Engineering Center CR 0-09. $21.

**NCSO 007**  
**Bird Personalities! The Hows and Whys of Bird Behavior**  
Become much more than just a bird watcher! Learn the hows and whys of territorial, migration, denning, and sunbathing behaviors. Find out why some Colorado woodpeckers disperse ants all over their bodies. Learn how our ocean dwelling avian friends compensate for the large amount of salt they ingest daily. What enables Colorado’s Broad-tailed Hummingbird to fly backwards? This is a maneuver that no other bird family can perform. You will marvel at how snipe and woodcocks make their courtship sounds, in addition to learning so much more in this classroom session.  
Tina Jones, Biologist/Naturalist/Teacher.  
Section 500: Saturday, February 18, 9:00 a.m.-12:30 p.m. 1 session. Engineering Center CRO-38. $15.

**NCSO 002**  
**Colorado Landscape: Plants and Design**  
This course is designed for homeowners who would like to do the landscaping or planning themselves. Participants will bring a site plan to class and leave with a detailed landscape plan and an understanding of the basics of successful growing in Colorado. Participants will also be helped with individual problems. Class will be practical in nature — not botanic.  
Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehaufs Nursery.  
Section 500: Saturdays, February 11 and 18, 12 p.m.-4 p.m. 2 sessions. Geology 134. $45.

**NCSO 003**  
**Exploring the Universe**  
This basic astronomy course is designed for those of you who want to learn more about our earth, sun, planets, the birth and death of stars, the galaxy, the origin and evolution of the universe, and the development of life on earth. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observation of the constellations and planets (weather permitting). In addition there will be one planetarium session and one telescope session (to be arranged). No prior scientific background is assumed.  
Section 500: Wednesdays, March 1-April 26, 6:30-8:30 p.m. 8 sessions. Duane Physics G125. $60.
NC T 200
Preparing for the ACT/SAT
This course will provide an overview of the test format, individual components, scoring procedures, and analysis of questions. Emphasis will be on the development of test taking strategies for each of the components. A math review, vocabulary development and reading comprehension will be included to reinforce and build upon students' skills. Practice tests will be provided. Tuition covers texts and handouts.
Terri Bodhaime, M.A.; Bob Daniel, B.A.
Section 500: (For May 6 exam) Saturdays, Tuesdays and Thursdays, April 15-May 2 (Saturday 9:00-11:30 a.m.; Tuesday/Thursday 6-8 p.m.) 8 sessions. Guggenheim 205. $80.

NC T 300
Preparing for the Graduate Management Admission Test (GMAT)
A special course offered to prepare students for the GMAT. Areas covered include: Math Ability (Problem Solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment (Analysis of Situations), and Critical Reasoning. A short review of algebra and geometry is included.
Bobrow Testing Services.
Section 500: (March 18 exam) Saturdays, February 25-March 11, 9 a.m.-3:30 p.m. 3 sessions. Economics 117. $135.

NC T 301
Preparing for the Graduate Record Exam (GRE)
Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is Practicing to Take the GRE General Test, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.
Roe Willis, Ph.D. and Terri Bodhaime, M.A.
Section 501: (For February 4 exam) Tuesdays and Thursdays, January 10-February 2, 6:30-9 p.m.
Section 502: (For April 8 exam) Tuesdays and Thursdays, February 28-March 23, 6:30-9 p.m.
Both Sections: 8 sessions. Guggenheim 205. $75.

NC T 490
Preparing for the Law School Admission Test (LSAT)
For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including 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 Elinooff
Section 501: (For February 11 exam) Diagnostic Exam: Saturday, January 21, 9 a.m.-1 p.m.; Class: Friday, January 27, 6-10 p.m., Saturday and Sunday, January 28 and 29, 9 a.m.-5 p.m., 4 sessions. Guggenheim 205. $195.
Section 502: (For June 12th exam) Diagnostic Exam: Saturday, May 13, 9 a.m.-1 p.m.; Class: Friday, May 19, 6-10 p.m., Saturday and Sunday, May 20 and 21, 9 a.m.-5 p.m. Guggenheim 201. $195.

NC W 003
English Writing Made Simple
Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage.
Jean Thyfault, editor, conducts writing seminars for businesses.
Section 500: Thursdays, February 9-April 6, 7-9 p.m. 8 sessions. Hellems 263. $60.
**NONCREDIT COURSES**

**NCW 004  Novel Writing**  
The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Previous writing experience or writing course recommended. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel.  
Barbara Steiner, professional writer.  
Section 500: Thursdays, February 9-April 20, 6:30-8:30 p.m. 10 sessions. Hellem 81. $75.

**NCW 008  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, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating. This course aimed toward marketing. Enrollment limited.  
Barbara Steiner, professional writer.  
Section 500: Wednesdays, February 8-April 19, 8-9:30 p.m. 10 sessions. Hellem 81. $57.

**NCW 009  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.  
Section 500: Wednesdays, February 8-April 19, 6:30-8 p.m. 10 sessions. Hellem 81. $57.

**NCW 010  Playwriting — The Basics**  
This course focuses on the fundamentals of playwriting. Exploration of ideas for the stage and their development through the understanding of structure, character, thought, diction, sound, and spectacle. A series of written assignments lead to a final project.  
Frederick Perry, M.A., Univ. of Arizona, published and produced playwright.  
Section 500: Mondays, February 13-April 24, 7-9 p.m. 10 sessions. Hellem 191. $75.

**NCW 011  The Power of Ten Minutes: Memoir and Personal Essays**  
Learn to trust your intuition and instincts when writing. Discover the power of "writing practice" using Natalie Goldberg's *Writing Down the Bones* approach. Instruction in using specific detail to make your writing come alive. Other techniques drawn from examples of both fiction and non-fiction works.  
Deidre Elliott has studied with Natalie Goldberg and is a professional writer.  
Section 500: Saturdays, April 8 and 15, 10:00 a.m.-4:00 p.m. 2 sessions. Ketchum 207. $45.

**NCW 012  The Children's Book: Illustrating and Getting Published**  
Learn how to succeed in the highly competitive and rewarding field of children's books! Discussion includes types of children's books, current market trends, effective illustration techniques, portfolio/mss. development and submission, book production/printing (including artwork/mss. preparation), agents, contracts, awards, and self-publishing. Emphasis on illustration, but valuable for writers as well.  
Sandy Fuller, Professional illustrator and children's book publishing consultant.  
Section 500: Saturday, April 8, 9:00 a.m.-5:30 p.m. 1 session. Economics 119. $32.
MAKING THE MOST OF YOUR TIME
Special Professional Programs

Special Professional Programs use an applications-oriented approach that can help you progress in fast-evolving fields. They offer you the opportunity to study under conditions conducive to here-and-now outcomes. Drawing on case studies and emphasizing personal applications, these one to three-day seminars give you the opportunity to stay on top of new information. They offer fresh ideas to achieve personal and organizational goals. At their best, these programs have enduring intellectual and practical value.

This is results-oriented programming. It is intended for business and industry, government, and nonprofit organizations. Most special professional programs are applicable to certificate programs described in this catalog.

This is an opportunity to apply knowledge in real-life terms. These special programs are distinguished by their dynamic approach to a field. They bring depth to subjects that deserve the more intensive treatment offered by their one, two, or three-day formats. Presented in daytime hours, these programs accommodate schedules for which evening courses extending over several weeks are less well-suited.

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

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. Specially tailored programming for your own organization can also be arranged.
NCSS 001
Resort Condominium Management
This course is designed to give the participant a comprehensive overview 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 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.
Section 500:
Thursday, May 4, 9 a.m. - 5 p.m.,
Friday, May 5, 9 a.m. - 4 p.m., and
Saturday, May 6, 9 a.m. - 12 p.m.
Two all-day and one half-day sessions. 2CEUs.
Location to be announced. $150. Additional registrations from same company $115 each.

NCSS 058
How to Develop a Business Plan
This "how to do it" workshop is taught by the author of How To Develop a Business Plan in 15 Days. We are bringing William Luther here again from Stamford, Connecticut, because of the enthusiasm participants expressed about his previous workshops. He will focus on the techniques and procedures to develop a complete, operational business plan that you will be able to monitor weekly to see that you are on target. Topics include: writing a plan for your market, not for your company structure; asking the right questions; removing the waste from current operational costs; and testing whether you made the right decisions. Participants will learn how to tie their entire plan together, including sales development, promotion, distribution, packaging, and customer service, to determine the optimal marketing mix for their business. Your plan will give you a set of indices that will continually tell you how you are doing. William Luther says that all of the actual plan development can be accomplished with no single person spending more than 15 days on the project. Case histories are used to illustrate how solid business plans save significant person hours and increase net profit. You will receive a manual and textbook written by the instructor. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual, textbook, and refreshment breaks.
William M. Luther, President, Luther Management
Section 500: Monday, May 22 and
Tuesday, May 23, 9:00 a.m. - 4:00 p.m.
Two all-day sessions. 1.2 CEUs.
Computing Center. $250.

NCSS 057
Developing Your Marketing Plan on a Personal Computer
This hands-on computer seminar will show you how to use nine marketing computer models. These computer models should 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 your own business. This program qualifies for the Management Development Certificate Program. Course fee includes the specially prepared manual and two diskettes that together have a retail value of $195.
William M. Luther, President, Luther Management
Section 500: Monday, January 23 and
Tuesday, January 24, 9:00 a.m. - 4:00 p.m.
Two all-day sessions. 1.2 CEUs.
Computing Center. $250.
**NCSS 064**

**Using Conflict Management to Your Advantage**

This workshop will focus on learning and building skills to manage the conflict process. Several models of the conflict management process will be described and applied to various scenarios. Participants will examine their own styles of conflict management through individualized assessment methods. Emphasis will be placed on creating positive outcomes from conflict situations. There will be opportunities to respond to case studies that illustrate a contingency (situation dependent) approach to managing the conflict process. The workshop will use interactive techniques and a hands-on exercise that demonstrates the utility of win/win collaborative methods of conflict management. Research findings, conceptual definitions of social conflict, including cultural and social barriers to conflict, the role of emotions in conflictual encounters and a two-dimensional model of conflict styles will be presented. Use of positional versus interest-based bargaining will be examined. This program qualifies for the Management Development Certificate Program. Fee includes materials, refreshment breaks, and parking.

Paul Hobson-Panico, Ph.D., Manager, Research and Development, Moran, Stahl & Boyer, Inc. and Susan Hobson-Panico, M.Ed., Director, Ombudsman Office, University of Colorado at Boulder

Section 500: Friday, March 17, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Events/Conference Center: $95.

**NCSS 065**

**Problem-Solving and Job Satisfaction: A Secretaries Day Workshop, Luncheon, and Teleconference**

This workshop format is a "first" for our programs designed in association with Secretaries Day. The morning will be devoted to presentations and interactive discussion directed to a set of core concerns for secretaries: people problems and five steps to solving them; eight sure-fire strategies to increase your professional effectiveness; the crucial role of integrity in the workplace and its effect on influencing others; elements of a positive public image; and five secrets of secretarial success. We invite you to include your boss at our special luncheon, or feel free to attend on your own. Either way, you will enjoy a period of relaxed colleagueship and hear a short presentation designed especially for bosses who join us at lunch: four ways bosses benefit from team building; barriers and bridges to effective teamwork; and six ways bosses can support secretarial effectiveness. Finally, we will join a live, national teleconference for the afternoon. Produced by the American Management Association, this talkback videoconference is titled AMA’s Second Annual Secretaries Briefing: Working Together as a Team: The Boss/Secretary Relationship. The focus will be on communication and a team atmosphere that creates positive work relationships. Panelists will look at how to recognize different work styles, changing roles, secretarial development, and mutual expectations of managers and secretaries. The teleconference will be concluded with an hour-long, local wrapup.

Shelly Espinosa, Co-author, Working Solutions from Working Secretaries.

Section 500: Wednesday, April 26, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Location to be announced. $75. ($50 if you attend only lunch and the teleconference.) Add $10 if your boss joins you for our luncheon.

**NCSS 063**

**Advertising: Making it Work for You**

Every business owner and those managing their advertising investments need to understand what advertising can — and cannot — do, and how to integrate it into marketing products and services. This workshop provides a step-by-step procedure to develop, implement, and monitor an advertising program that fits any size business. Emphasis will be on how to plan, ways to identify “most likely” prospects and how to reach them, and how to develop an advertising message that reaches the right audience. Approaches to dealing with media, people, advertising agencies, and other suppliers will be presented. Specially prepared materials will be put to use immediately. This program qualifies for the Management Development Certificate Program. Fee includes lunch, refreshment breaks, materials, and parking.

Raymond F. Marcus, Marketing and Merchandising Consultant.

Section 500: Wednesday, February 15 and Thursday, February 16, 9:00 a.m.-4:00 p.m. Two all-day sessions. 1.2 CEUs. Computing Center $250.

**NCSS 066**

**Bookkeeper Effectiveness Training: Using the Decision-Making Process**

This workshop is designed to help those performing bookkeeping-related duties to acquire the skills, abilities, and confidence to make routine financial data-handling decisions. The decision-making process will be presented, analyzed, and reinforced through examples, and applied to real situations faced by workshop participants. The workshop format is participative and its focus is appropriate for those whose financial data-handling training and experience ranges from very little to considerable. This program qualifies for the Management Development Certificate Program. Fee includes materials and refreshments.

Fred Moore, B.A., M.B.E., Public Accountant

Section 500: Thursday, May 4, 9:00 a.m.-4:00 p.m. One all-day session. .6 CEUs. Longmont Area Chamber of Commerce. $75.
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.

DIVERSE TOPICS

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

TRAINING & DEVELOPMENT

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

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

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

PRACTICAL APPLICATIONS AND DYNAMIC COMMUNICATION

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

EVERYONE HAS A FRONT ROW SEAT

Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

STATE-OF-THE-ART EQUIPMENT

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

The large-screen General Electric Talaria projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer Ku-band can travel to workplaces.

PROFESSIONALLY STAFFED

Through its charter membership in the 270-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuing announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cooperative presentation of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

HOW TO TAKE ADVANTAGE OF TELECONFERENCING

Keeping up with national programming and networking for professionals is our full-time job. To be placed on our mailing list or for more information, write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839.

For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.

OUR NEWEST CAPABILITY IS AUDIOCONFERENCEING

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

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 79 to: Division of Continuing Education, The University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. 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.
VIDEOTELECONFERENCING PROGRAMS

PLACE & TIME, PARKING, FEES

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

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

A record of Continuing Education Units (CEUs) awarded for these programs is available on request.

1989 Teleconferences: Scope and Volume Increasing Rapidly

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

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

Teleconferences are often presented cooperatively. Our partners have included chambers of commerce; the Boulder County Sheriff’s Department; the Colorado Chapter of the International Conference of Building Officials; the Colorado Institute for Artificial Intelligence; several campus-based departments, and a number of professional associations.

We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, Satellite Conference Network, the Federal Bureau of Investigation, the American Management Association, and a 270-campus consortium, the National University Teleconference Network. We expect to add new dimensions to our heavily business-oriented schedule through new programming from the Federal Emergency Management Agency, PBS’s adult learning service, and a cultural series with the Smithsonian Resident Associate Program in Washington, D.C.

Spring 1989 Management Series

MOTIVATION: THE KEY TO PERFORMANCE

Section 500: Wednesday, February 8 12:30-3:30 p.m.

2 CEUs. Events/Conference Center. $50; $40 for additional registrants from the same organization.

Presenter: Fran Tarkenton runs Tarkenton and Co., a business consulting firm specializing in productivity. He is a national speaker and consultant and author of Playing to Win: Strategies for Business Success and How to Motivate People: Team Strategies for Success.

People only change their behavior when it makes a difference. This program takes a behavioral approach to motivating employees. By identifying motivational inhibitors and enhancers, a manager has the tools to measure effects on employee behavior.

From the starting point through evaluating results to giving feedback, this comprehensive look at motivation will give participants an action plan.

This program is designed to help you:
• Understand the behavioral approach to motivating employees
• Motivate by applying consequences
• Track performance
• Develop consistent motivation procedures
THE EFFECTIVE MANAGER: MANAGEMENT OF TIME
Section 500: Wednesday, April 12
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $40 for additional registrants from the same organization.
Presenter: To be announced. Effective people are those who get maximum benefit from the minimum investment of time. The fundamentals have not changed — goal setting, delegating, prioritizing — but the way we manage them has. Time management principles apply differently in a technological workplace. Today, unless you manage your time, very little else can be managed.
This program is designed to help you:
• Assess your management style and how it affects your use of time
• Set appropriate goals
• Identify time-wasters
• Gain mastery of the deluge of work, meetings, and information

LEADERSHIP FROM THE MIDDLE: ADVOCATING CHANGE
Section 500: Wednesday, May 10
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $40 for additional registrants from the same organization.
Presenter: Daryl Conner is President of Organizational Development Resources, Inc., an Atlanta-based firm that provides training to organizations facing major change. Many ideas generated from within an organization are never acknowledged by decision makers. Successful advocates are those who are able to identify the correct sponsor for changes they desire. They have learned how to present certain information in a way that significantly increases the likelihood of gaining management support.
This program is designed to help you:
• Determine the disruptive level of a proposed change
• Identify the correct sponsor for a proposed change
• Determine what information to present, and how to present it
• Recognize the characteristics of successful — and resourceful — change advocacy

MANAGERIAL COMMUNICATION
Section 500: Wednesday, March 8
12:30-3:30 p.m.
.2 CEUs. Events/Conference Center. $50; $40 for additional registrants from the same organization.
Presenter: Jan D'Arcy is a national speech/video consultant who has coached numerous executives and other professionals. People accept you first, then your ideas. Communication makes everything else work, especially communication of the values, goals, and mission of your organization. With today’s emphasis on customer service, it becomes critical to emphasize communication skills because they can determine the fate of an organization.
This program is designed to help you:
• Send clear, concise messages
• Read signals and interpret communication from others
• Define desirable objectives in one-on-one communication
• Identify ways to analyze your audience
• Prepare for stressful Communication

VIDEOTELECONFERENCING PROGRAMS

Other Spring 1989 Professional Teleconferences
AMA's Second Annual Secretaries Briefing: Working Together as a Team: The Boss/Secretary Relationship
Section 500: Wednesday, April 26
11:30-4:00 p.m.
.2 CEUs. Events/Conference Center. $50; $40 for additional registrants from the same organization. If you invite your boss to join you for our luncheon from 11:30 - 12:30 p.m., add $10 to the fee. Refer to page 64 for details of the all-day program that includes this teleconference.
The demands of a changing business environment have closed the door on the boss/subordinate relationship of the past. The national panelists will focus on how secretaries can take steps to enter into partnership with their managers. The emphasis will be on how to follow through on steps to create a productive team; recognizing colleagues' work styles; tips to help managers and secretaries establish a successful team effort; and perceptions and expectations that can lead to secretarial development. Our own wrapup of the teleconference will be conducted by Shelly Espinosa, co-author of Working Solutions from Working Secretaries.

Other Spring 1989 Teleconferences To Come
Because teleconferences are "live," they are frequently scheduled only a few weeks in advance. We are continually adding events to our schedule. To be kept up-to-date, please telephone 303-492-5148 or 1-800-332-5839, outside the Denver Metro Area, and request that your name be added to our mailing list.
TIME IS ON YOUR SIDE

Real Estate Education 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?

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

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

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

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

**Colorado Broker License**

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

1. **NCRE 26 — Finance and Advanced Law**, 24 hours, $110.
3. Score 75% on the state exam.
4. Two years' experience as a real estate salesperson OR completion of four elective 24-hour courses.

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

**NCRE 07**

**Practice and Law**

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

**Section 402**

Daytime Course. 6 sessions. (48 hours)
Wednesday, Thursday, Friday, Monday, Tuesday, Wednesday, January 11, 12, 13, 16, 17, 18, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $225 plus textbooks.

**Section 403**

Night Course. 14 sessions. (48 hours)
Monday and Thursday, January 30-March 16, 6:30-9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $225 plus textbooks.

**NCRE 18**

**Colorado Contracts and Law**

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

**Section 401**

Night course. 7 sessions.
Monday and Thursday, March 20-April 18 (not meeting during Spring break — March 27 and 30), 6:30 p.m. to 9:55 p.m.
Location: Engineering Building CR 1-46, Boulder Campus.
Tuition: $110.

**NCRE 26**

**Finance and Advanced Law**

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, 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.

**Section 401**

Daytime Course. 3 sessions.
Wednesday, Thursday and Friday, April 19, 20, 21, 8:30 a.m. to 5:30 p.m.
Location: Longmont Board of Realtors, 420 Kimbark, Longmont.
Tuition: $110.

**NCRE 28**

**Real Estate Closings and Trust Accounts**

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

**Section 401**

Daytime Course. 3 sessions.
Wednesday, Thursday, Friday, February 8, 9, 10, 8:30 a.m.-5:30 p.m.
Location: Longmont Board of Realtors, 420 Kimbark, Longmont.
Tuition: $110.
REAL ESTATE EDUCATION PROGRAM

NCRE 33
Real Estate Appraisal I (Residential)
How to estimate the value of real property. We present the fundamentals of appraising both land and improved property and introduce the techniques used by professional appraisers. The emphasis is on the evaluation of residential real estate. The course includes a field trip and practical exercises. Text: A Guide to Appraising Residences (Stebbins, $7).
Section 401
Daytime Course. 3 sessions.
Tuesday, Wednesday, Friday, January 31, February 1, 3, 8:30 a.m. to 5:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $110.

NCRE 35
Listing and Selling Real Estate
The object of this course is to help the real estate agent become more effective in servicing the buyers and sellers by studying successful and workable listing and selling techniques. This includes planning, prospecting, goal-setting, and organization of the agent's time. The course is taught by successful practicing real estate professionals who can relate to the problems that face sales agents.
Section 401
Daytime Course. 3 sessions.
Wednesday, Thursday and Friday, March 15, 16, 17, 8:30 a.m.-5:00 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $110 plus textbook.

NCRE 72
Property Management
Stressing the "highest and best use" of investment property, this course presents the principles of real estate management. Included are such day-to-day realities as leases, contracts, rent collection, accounting, security deposits, physical maintenance, and evictions. The course also offers insights into the long-range welfare of investment property with sessions on real estate economics, neighborhood and property analysis, cost recovery, obsolescence, and deferred maintenance. Text: Property Management (Kyle and Kennehan, $26).
Section 401
Daytime course. 3 sessions.
Wednesday, Thursday, Friday, March 15, 16, 17, 8:30 a.m.-5:00 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $110 plus textbook.

NCRE 200
Everything You've Always Wanted to Know About Buying a House
How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.
• Choosing and working with a real estate agent/Realtor
• What does the agent do and does the agent work for the buyer or seller?
• Selecting your residence — style, size, cost, area, amenities, and absolute must-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
Section 401
Night Course. 2 sessions.
Tuesday, Wednesday, April 11, 12
6:30 p.m. to 9:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition (6 hours): $45.

NCRE 115
The HP12C Calculator: A Tool for Real Estate Sales
This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users. Students will be taken from turning the machine on to fairly advanced application.
Section 401
Monday, February 13
8:30 a.m. to 4:30 p.m.
Location: Holiday Inn, 800 28th Street, Boulder.
Tuition: $50.
TIME TO CALL YOUR OWN

Independent Study Program

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.

Survival Tips

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

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

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

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

The Board of Regents reserves the right to change tuition without prior notice.

All tuition and refund determinations are subject to audit.
INDEPENDENT STUDY PROGRAMS

Guided Correspondence Study
Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and telephone. 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 17 academic areas:
- accounting
- anthropology
- business
- economics
- education
- engineering
- English
- fine arts
- geography
- 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. Noncredit 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 (nondegree student) at the University of 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 further information, call 492-5148 or 492-6352.

Telecourses at the University of Colorado at Boulder

TUNE IN TO TELECOURSES
Each term thousands of adult learners across the country tune in to telecourses to enhance their careers, build skills, gain knowledge and earn degrees. Telecourses eliminate the problem of getting to a college campus or of scheduling class times during work hours by allowing students to learn in their own homes.
This spring, the Division of Continuing Education is offering four college credit telecourses. Each course includes a series of television programs, accompanied by a textbook, study guide, and other materials. Each course is offered under the supervision of faculty approved by the University of Colorado at Boulder.

ENGL 4452-3 Modern American Poetry
KRMA-TV Channel 6, Saturdays, 10:00 am, beginning Jan. 21, 1989. Boulder Cable Channel 27, M-F, 10:30 am and 7:00 pm. beginning Jan. 23, 1989. Three semester hours credit.
The course is based on Voices and Visions, a landmark television course and series that features the brilliant tradition of modern American poetry from Whitman and Dickinson to Plath and Lowell. The series chronicles the collective achievements of America's great poets and their contributions to our national poetry.
Voices and Visions consists of 13 one-hour programs, focusing on works of poetry rather than on biography and conveys poetry as a dynamic, living art form in this country.

INDEPENDENT STUDY PROGRAMS

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 combine 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: $144 resident or nonresident.

FREN 1020-4 Beginning French 2
KRMA-TV Channel 6, Tuesdays, 9:30 am, beginning Jan. 17, 1989 and Saturdays, 7:30 am, beginning Jan. 21, 1989. Boulder Cable Channel 27, M-F, 11:30 am, 6:00 pm and 10:00 pm, beginning Jan. 23, 1989. Four semester hours credit.
Using "controlled immersion," a teaching technique developed by the telecourse host and producer Pierre Capretz of Yale University, French in Action students are immersed in a multi-faceted media exposure to the language. Capretz says, "We show them French speaking people using the language. To do this, we filmed an original romantic story in France, with French actors. The situations are true to life and watching the film provides the students with an experience very different from reading a story in a text." The visual clues make the meanings of the language clear.
The media immersion in French in Action is, however, more than simply watching an episode of the romantic story. The strategy of each program in the series is to follow up the story episode by picking out an important grammatical structure or vocabulary and re-using it in mini-scenes from several sources: French films, or television series, cartoons, or advertising spots, for example. In this way, the student hears the words or the structure in a number of situations, and can interpret them, without translating into English.
Beginning French 2 will use half-hour video programs, audio programs, a text, workbooks and the student study guide.
Tuition: $192 resident or nonresident.

PHED 2500-3 Survey of Contemporary Health.
Boulder Cable Channel 27 only, M-F, 12:30 pm and 8:00 pm, beginning Jan. 23, 1989. Three semester hours credit.
Here's to Your Health is a series of twenty-six 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 be cablecast only on CU Channel 27 on the Boulder Cable System. The text, 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: $144 resident or nonresident.
For more information, course outline and broadcast schedules, contact Independent Study Programs, University of Colorado at Boulder, Boulder, CO 80309-0178, or call 303-492-8756 (1-800-332-5839 toll free in Colorado).
As a busy professional, you know the value of your time and the importance of keeping current in your field. But do you know about CATECS? CATECS — the Center for Advanced Training in Engineering and Computer Science — brings quality graduate education to your worksite. A practical partnership with CU, business, industry, and government agencies supports CATECS to give you or your employees a convenient way to stay competitive in today's high-tech marketplace.

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

The M.E. program is designed to meet the professional needs of engineers, scientists and technical managers. Through CATECS, you may complete a Master's degree in six years, or less, with courses brought to your workplace. Classes you begin this semester can be applied toward your degree program later, if you choose. You have until your third CATECS course to be accepted as a degree candidate in the graduate school.

Academically, the M.E. degree is fully comparable to the Master of Science (M.S. Plan II non-research) degree. This 30 credit hour program encompasses technical courses in a special discipline and electives in engineering, telecommunications, and business, capped by your own creative investigation.

You may choose from the following areas of study:

Aerospace Engineering
Chemical Engineering
Computer Science
Electrical & Computer Engineering

Engineering Management*
Civil, Architectural & Environmental Engineering
Mechanical Engineering

*Master of Engineering in Engineering Management

If you're a scientist or engineer who has been promoted to a line management program with just your undergraduate degree, CU's unique engineering management degree may provide just what you need to enhance your effectiveness in the fast-paced world of high-tech management. Established in response to a demand from Front Range industrial and military organizations, this program combines theoretical and technical education with the essential skills you need to become an effective project manager.

CATECS is now selecting a new entering class to begin the January 1989 Engineering Management course sequence. The two-year program for this degree includes a sequence of five core engineering management courses, plus 15 credit hours of technical courses and a final project. If you are interested in joining this class, contact CATECS at 303-492-6331.
**Earning a Degree Where You Work**

CATECS offers a flexible, versatile program, where you work, so you may earn an M.E. in the engineering disciplines listed above, or in the unique Engineering Management program. Two-way audio communication lets you be an active participant in campus classes, without any time sacrificed to commuting. You receive the same high-quality instruction as campus classes. Yet if business calls you away, you can get back-up videotapes to fill you in on classes you miss.

Instructors also have special telephone office hours, to answer all your questions.

Currently, more than 40 graduate-level courses are transmitted live via educational television with two-way audio from the Boulder campus directly to 50 worksites in Colorado and adjacent states.

**Other Options**

You don't need to be working on a Masters degree to take CATECS courses. You may also audit courses for your own professional development or take courses on a non-credit basis.

In addition, CATECS offers special short courses to update you in specific areas.

**Getting Started**

Most CATECS students have their education efforts supported by their employers. Your organization's Education Officer handles registration, TV reception at your end, facilitates the TV viewing or videotape delivery, distributes homework and assignments, and monitors exams.

Special equipment is required to receive class transmissions, including an antenna and downconverter to receive the live signal and a conference telephone-microphone system for two-way audio communication. A VCR and monitor are also necessary for viewing videotapes.

CATECS can assist you with information about these special equipment needs. Or help your organization join the multi-state CATECS network of more than 100 participating employers.

Please note: You may also participate in CATECS classes without a company affiliation.

**Registration and Tuition**

Your company Education Officer should be the key person for you to contact about CATECS Courses. If you have no Education Officer or company affiliation, then you may contact the CATECS office directly.

Tuition is $750 for each three credit hour technical course. The Engineering Management core courses are $948. Audit tuition is $525.

Registration for Spring Semester 1989 begins December 1. December 29 is the registration deadline. After December 29, a $25 late registration fee will be added to tuition for each class.

Classes begin January 11. Late registration can be accepted through January 27 — with the approval of the instructor.

**Special Short Course — February 20-22, 1989**

**Subject:** In-Situ Stresses and In-Situ Stress Management

**Location:** Events Center, CU-Boulder

**Overview:** This three-day intensive workshop will provide an up-to-date treatment of the theory of in-situ stress measurements and the methods for conducting such measurements. This knowledge is vital in designing civil and mining underground excavations, in reservoir engineering as well as in the geology and geophysics for earthquake prediction. All these applications will be explored during the course of this international workshop. A general understanding of fundamental concepts in earth sciences, mathematics and mechanics are necessary to benefit from the workshop.

**Who Should Attend:** Civil, Mining, Petroleum Engineers as well as Geologists interested in in-situ stresses and in-situ stress measurements.

**Faculty:**
- Bernard Amadei, Assistant Professor, University of Colorado at Boulder
- Ove Stephansson, Professor, Lulea University of Technology, Sweden
- Christer Ljunggren, Doctoral Student, Lulea University of Technology, Sweden

**Dates To Remember**

**Spring 1989**

**December 1 —** Registration accepted for Spring Semester 1989.

**December 29 —** Registration deadline.

After this date, a $25 late registration fee will be added to tuition for each class.

Late registration accepted through January 27 with instructor approval.

**January 11 —** Classes begin. Add/Drop continues.

Students may attend first class and receive 100% tuition refund, less a $25 withdrawal fee.
CATECS Spring 1989 Graduate Credit Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Faculty</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
<td><strong>Aerospace</strong></td>
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<tr>
<td>5045</td>
<td>Spacecraft Design</td>
<td>Brown/McMordie</td>
<td>TR 0430-0545</td>
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<tr>
<td>5050</td>
<td>Space Flight Dynamics</td>
<td>Culp</td>
<td>TR 0930-1045</td>
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<td>5837</td>
<td>Control of Large Aerospace Structures II</td>
<td>Balas</td>
<td>TR 0330-0445</td>
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<td></td>
<td><strong>Chemical Engineering</strong></td>
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<tr>
<td>5833</td>
<td>Biochemical Separations</td>
<td>Todd/Sitkar</td>
<td>MW 0500-0615</td>
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<tr>
<td></td>
<td><strong>Computer Science</strong></td>
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<tr>
<td>5454</td>
<td>Algorithms</td>
<td>Gabow</td>
<td>MWF 0100-0150</td>
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<tr>
<td>5817</td>
<td>Database Systems</td>
<td>King</td>
<td>TW 0200-0315</td>
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<tr>
<td>5838</td>
<td>User Interface Design</td>
<td>Lewis</td>
<td>W 0400-0630</td>
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<tr>
<td>7143</td>
<td>Topics in Computer Systems</td>
<td>Klingenstein</td>
<td>TR 1230-0145</td>
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<td>7176</td>
<td>Multigrid Methods for Large-Scale Computational Models (MATH 5698)</td>
<td>McCormick</td>
<td>MW 0400-0515</td>
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<td></td>
<td><strong>Electrical and Computer Engineering</strong></td>
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<tr>
<td>5184</td>
<td>Computer Aided Microwave Circuit Design</td>
<td>Gupta</td>
<td>TR 1100-1215</td>
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<td>5254</td>
<td>Radar/Remote Sensing</td>
<td>Avery</td>
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<td>Parallel Processing</td>
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<td>Energy System Analysis II</td>
<td>Hanna</td>
<td>TR 0800-0915</td>
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<td>Power System Protection</td>
<td>Roemish</td>
<td>MW 0530-0645</td>
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<td>Power Electronics</td>
<td>Erickson</td>
<td>TR 1100-1215</td>
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<td><strong>Engineering Management</strong></td>
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<td>5010</td>
<td>Introduction to Engineering Management</td>
<td>Hearth</td>
<td>W 0830-1100</td>
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<td>5050</td>
<td>Productivity, Quality, and Strategy in High Tech Companies</td>
<td>Mercure</td>
<td>W 0800-1030</td>
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<tr>
<td>5840</td>
<td>Project/Independent Study</td>
<td>Mercure</td>
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<td><strong>Mathematics</strong></td>
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<td>5698</td>
<td>Multi-Grid Methods for Large-Scale Computational Models (CSCI 7176)</td>
<td>McCormick</td>
<td>TR 0400-0515</td>
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<td><strong>Mechanical Engineering</strong></td>
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<td>5130</td>
<td>Methods of Engineering Analysis II</td>
<td>Datta</td>
<td>TR 1230-0145</td>
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<td>5162</td>
<td>Heat Transfer</td>
<td>Branch</td>
<td>MW 0200-0315</td>
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<td><strong>Telecommunications</strong></td>
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<td>Data Communications I</td>
<td>Gates</td>
<td>MF 0730-0845</td>
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<td>F 0300-0530</td>
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<td>5830</td>
<td>Telecommunication Policy</td>
<td>Shain</td>
<td>M 0900-1130</td>
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</tbody>
</table>

For Additional Information

For specific registration details about these graduate credit and short courses, and the upcoming Spring and Summer, 1989 program, contact CATECS, Engineering Center, University of Colorado at Boulder, (303) 492-6331.
REGISTRATION INFORMATION

Registration Instructions for Credit, Noncredit, and Certificate Courses
Advance Registration is Necessary and Can Be Accomplished:

By phone:
If you are enrolling for Noncredit or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.
From Monday, December 12 through Friday, February 10, there are extra telephone lines available to facilitate Noncredit and Certificate phone-in registration. Call 492-6316, Monday-Friday, 8 a.m.-5 p.m. Starting February 13, please use 492-5148 or the 800 number listed above.

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

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

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

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

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

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

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

(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).
SAVE TIME
AND MONEY —
USE THE
POSTAGE-PAID
ENVELOPE
IN THE CENTER
OF THIS
CATALOGUE
TO MAIL YOUR
REGISTRATION FORM.
If changed, give name under which you were last registered

<table>
<thead>
<tr>
<th>Mailing address</th>
<th>No. and Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
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</table>

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

MILITARY SERVICE:
- Non-veteran
- Veteran
- Active Duty
- Veteran Eligible for VA benefits

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

ALL APPLICANTS
1. Do you have a high school diploma or a G.E.D. Certificate? No □ (Submit HS Concurrent Form) Yes □

   High School Name/City/State __________________________ Graduation Date ____________

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

   Campus □ Term □ Year □ of most recent attendance as a Degree Student □ or Special Student □

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

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

5. Do you have a college degree? No □ Yes □ Highest Degree ______ Date Awarded ______

6. Have you ever been convicted of a felony? (other than traffic violation) No □ Yes □ (Attach statement)

7. Do you have any serious health conditions/limitations which should be brought to the attention of the University? No □ Yes □ (Attach statement)

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

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

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

<table>
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<td>Date of marriage, if applicable (mo/yr)</td>
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<td>Date current Colorado Driver's License was issued (mo/yr)</td>
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<td>Have you had a previous Colorado Driver's License?</td>
<td>Yes □ No □</td>
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<tr>
<td>List exact years of Colorado Motor Vehicle Registration (mo/yr)</td>
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<tr>
<td>Date of Colorado Voter Registration (mo/yr)</td>
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<tr>
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<tr>
<td>Dates of military service, if applicable, (mo/yr)</td>
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I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: _____________________________________________
SAVE TIME AND MONEY — USE THE POSTAGE-PAID ENVELOPE IN THE CENTER OF THIS CATALOGUE TO MAIL YOUR REGISTRATION FORM.

SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

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

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

_____ I am a female.

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

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

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

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

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

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

Student Signature ____________________________ Date ________________

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).
NO TIME TO WASTE.

MAKE THIS SPRING THE TIME OF YOUR LIFE

We Have Three Easy Ways to Register

1. **Charge It.** Phone registration's simple. Charge Noncredit or Certificate courses to your Visa or MasterCard. Just call 492-6316 (after February 10, 492-5148) or 1-800-332-5839, toll-free any weekday.

2. **At Your Mailbox.** For Noncredit/Certificate classes, use the form on page 79. Your admission receipt comes by return mail. If you only need two or three hours of Evening Credit classes, mail in the form on page 81.

3. **At Our Office.** Come by 1221 University Avenue, just east of Broadway. We're there 9 a.m. to 6 p.m., Monday through Thursday, until 5 p.m. on Fridays.

You can pay by check, cash, money order, MasterCard, Visa.
During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)
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DON'T LET ANOTHER MOMENT PASS.
TAKE TIME FOR A CLOSER LOOK.

Each day's a reminder — you can't make time, only spend it. So it pays to spend it wisely, by taking the time you need for yourself.

Today you can decide to add another dimension to your life. Is your career a calling, or merely an occupation? Is it time for exploring other options or improving your chances for advancement?

Would you like to start your own business? How about embarking on a health improvement program? Perhaps your goal is enhancing your skills as a manager, a partner, or a parent. Maybe now's the time to explore your hidden creative talents in music, art, or writing. Or expand your horizons in totally new directions.

Take the time today to invest in a better tomorrow. Call 492-5148 or 1-800-332-5839. It's a new day dawning.