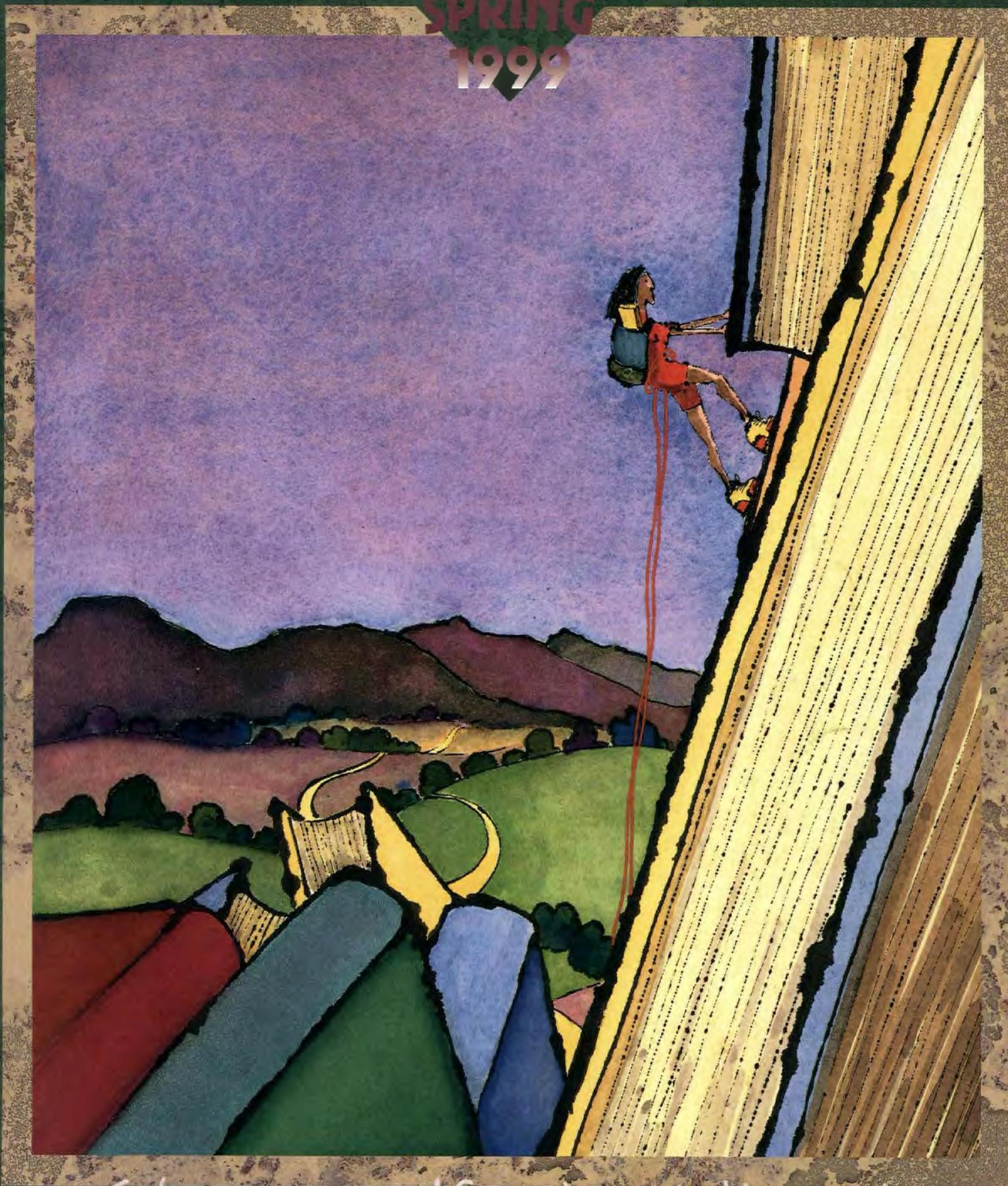


CONTINUING EDUCATION

UNIVERSITY OF COLORADO AT BOULDER

SPRING
1999



Give yourself a breakthrough.

NEW AND NOTEWORTHY.

A MOVING ANNOUNCEMENT. We're happy to announce that the Division of Continuing Education is moving into new quarters in our own building at 1505 University Avenue (15th and University). This new space will put all of our services under one roof, enabling us to provide more efficient and responsive service. **JOIN US.** We're holding an orientation for Continuing Education students on Jan. 7 from 5:30 to 7 p.m. This is an opportunity to meet our staff, learn how to register, and discuss any questions you may have about our credit and noncredit courses.

LUNCH AND LEARN RETURNS. Good news. The Chautauqua Lunch and Learn brown bag lecture series will return this semester with a series of talks guaranteed to entertain, provoke and inform. The focus is on genetics and genealogy. See page 31 for details.



FIVE WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 63 for credit, page 64 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to 303-492-3962. Send page 63 for credit courses. Send page 64 for noncredit and certificate courses.

3. IN PERSON. Come to the Continuing Education Office, 1221 University Avenue (1505 University Avenue beginning December 21), between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).

4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER. Complete the registration form (page 64) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.

5. VIA CU CONNECT FOR BOULDER EVENING COURSES. See page 61 for more information.

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

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BOULDER EVENING CREDIT CLASSES

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

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NONCREDIT (PERSONAL DEVELOPMENT) COURSES

A lively, relevant approach to the arts, languages, lifestyles, test preparation, and writing.

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BUSINESS CLASSES

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

37

COMPUTER APPLICATIONS CERTIFICATE PROGRAM

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge. Certificates in Network Administration and Programming also available.

56

DISTANCE LEARNING

Programs designed to bridge the distance between you and the University.

57

ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.

Applied Music Program

The ACCESS Program

High School Concurrent Program

International English Center

Real Estate and Appraisal Program

Summer Session

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CAMPUS MAP

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REGISTRATION INFORMATION

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

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REGISTER USING CU CONNECT

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CREDIT REGISTRATION FORM

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NONCREDIT/CERTIFICATE REGISTRATION FORM

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CATALOG PRODUCTION.

Catalog production is wholly self-sustaining and does not involve funds allocated by the legislature for the university at large. Recycled paper is used throughout the book. Share your catalog with friends, and recycle all appropriate materials. Thank you.



YOUR CHOICE. YOUR CHANCE. EMB



EVENING CREDIT COURSES give you a chance to sample the CU curriculum. People take Evening Credit classes to build an academic track record; to try on the idea of choosing CU; to fit classes around other demands; to pick up core or elective credits they need to graduate; or just to see what college work is like. Whatever your goals may be, you'll enjoy being part of the university's academic community. To understand exactly how Evening Credit courses fit into your planned program of study, check a current University catalog for admission and program requirements and make an appointment to talk to an advisor.

ELIGIBILITY: All you need is a high school diploma or GED. (Individuals on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science may not enroll.)

RESIDENCY: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Spring semester is January 29, 1999.

UNDER 23? If you're not 23 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents live out of state, you may petition the University of Colorado for resident status as an emancipated minor. If you believe your initial classification is incorrect, talk to the Classification Coordinator at 303-492-5148.

TUITION: Tuition is determined by residency status. Resident tuition is \$100 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$180 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division may be assessed non-resident tuition at the rate established by the Board of Regents. The Division will charge our in-state rate for Boulder Evening classes when a non-resident student pays for 4 or more hours through the Boulder Campus and then enrolls for additional Boulder Evening courses.

PRIVILEGES: As a Boulder Evening Credit student, total library services are available at no additional charge.

STUDENT FEES: Boulder Evening students have the option of paying student fees for use of campus facilities (RTD bus pass, Recreation Center, Wardenburg Health Center and other student services). Information on cost and paying student fees may be obtained by calling 303-492-5148.

ACADEMIC ADVISING: An academic advisor is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 303-492-5145 for an appointment.

FINANCIAL AID: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design building, Room 2 (303-492-4518).

VETERAN BENEFITS: As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact Veterans Services in the Office of Financial Aid, Environmental Design building, Room 2 or call 303-492-7322.

TO ENROLL: Advance registration is necessary, by CU Connect, by mail, by FAX, or in person at the Division of Continuing Education. See the instructions on the inside front cover of this catalog.

PASS/FAIL: Any Boulder Evening course taken for pass/fail is subject to restrictions established by your school or college.

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

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 19.

Greg Massey sees break-through experiences all the time in his Evening Credit Basic Photography course. He says, "The act of making images is such a powerful means of expression. It gives students a unique set of communication skills—it opens up so many doors. Students come into the class with ideas they've been carrying around and perhaps don't know how to express. And then they find a way to make them visible and real. It's exciting when a student makes a creative leap." Greg's own work in photography reflects his passion for words and ideas. His work has been exhibited in Colorado, Illinois, on the East Coast and is currently on display in Santiago, Chile, where he has a working relationship with the National Gallery. Greg did his undergraduate work at Southern Illinois University and earned an MFA at CU. And he's had a number of poems published in various literary magazines. In addition to photography, his interests include a fascination with archaeological sites in the Southwest and in mythology. And he loves the mountains. To take his class, all you need is a 35 mm camera and a sense of adventure.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

DECEMBER 7	First day of registration at Continuing Education, 9 a.m.-6 p.m. Monday through Thursday, 9-5 Friday.
JANUARY 18	Martin Luther King, Jr. Holiday. Division offices closed.
JANUARY 19	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. Faculty/Staff registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JANUARY 26	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
JANUARY 27	Instructor's signature required to drop Session I classes.*
JANUARY 29	Last day to petition for in-state residency.
FEBRUARY 2	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
FEBRUARY 3	Petition required to drop Session I classes. Instructor's signature required to drop Full Term classes.*
FEBRUARY 17	Petition required to drop Full Term classes.
MARCH 4-8	SESSION I CLASSES END.
MARCH 15	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
MARCH 22-26	Spring Break. NO CLASSES
MARCH 25	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
MARCH 29	Instructor's signature required to drop Session II classes.*
APRIL 5	Petition required to drop Session II classes.
APRIL 27-MAY 3	FULL TERM CLASSES END.
MAY 5-6	SESSION II CLASSES END.

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

REFUND SCHEDULE FOR CREDIT CLASSES

FULL TERM	SESSION I	SESSION II
100% through February 2	100% through January 26	100% through March 25
60% February 3 through February 16	60% January 27 through February 2	60% March 29 through April 2
40% February 17 through March 2	40% February 3 through February 9	40% April 5 through April 9
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

SURVIVAL TIPS

Important Information for Arts and Sciences Students

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

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

Not Attending Classes Does Not Mean You Have Withdrawn.

FULL TERM CLASSES BY STARTING DATE, SPRING 1999**Monday Courses, Begin January 25 and End May 3**

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	3010-3	300	30010	6:30-9:30 p.m.	The Human Animal
ANTH	4180-3	300	30073	7-10 p.m.	Anthropological Perspectives: Contemporary Issues
ASTR	1120-3	300	30011	7-10 p.m.	General Astronomy: Stars and Galaxies
ECON	2010-3	300	30012	6-9 p.m.	Principles of Microeconomics
EDUC	4800-3	300	30013	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL	1191-3	300	30014	6-9 p.m.	Introduction to Creative Writing
JOUR	4453-3	300	30015	7-10 p.m.	Advertising and Society
JOUR	5453-3	300	30016	7-10 p.m.	Advertising and Society
MGMT	3030-3	300	30017	6:30-9:30 p.m.	Critical Leadership Skills
QRMS	1010-3	300	30018	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1016-3	300	30019	6-9 p.m.	Sex, Gender and Society 1

Monday and Wednesday Courses, Begin January 20 and End May 3

Department	Course No.	Section	Call No.	Time	Course Title
ARAB	1020-5	300	30020	5:30-8 p.m.	Beginning Arabic 2
ARAB	2120-3	300	30021	4-5:30 p.m.	Intermediate Arabic 2
FINE	1212-3	300	30022	6:30-9:30 p.m.	Basic Painting
MATH	2300-5	300	30039	5:30-8 p.m.	Analytic Geometry and Calculus 2

Monday, Wednesday and Friday Course, Begins January 20 and Ends May 3

Department	Course No.	Section	Call No.	Time	Course Title
HEBR	1010-5	300	30024	11 a.m.-1 p.m.	Beginning Hebrew 1

Monday and Thursday Courses, Begin January 21 and End May 3

Department	Course No.	Section	Call No.	Time	Course Title
SPAN	1020-5	301	30025	6:30-9 p.m.	Beginning Spanish 2
SPAN	1020-5	302	30026	6:30-9 p.m.	Beginning Spanish 2

Tuesday Courses, Begin January 19 and End April 27

Department	Course No.	Section	Call No.	Time	Course Title
COMM	2400-3	300	30027	6:30-9:30 p.m.	Communication and Society
ENGL	3000-3	300	30028	6-9 p.m.	Shakespeare for Nonmajors
EPOB	1220-3	300	30029	6:30-9:30 p.m.	General Biology 2
HIST	1015-3	300	30030	6:30-9:30 p.m.	History of the United States to 1865
HIST	4627-3	300	30031	6:30-9:30 p.m.	The Indian in American History: The Western Region
PHIL	3430-3	300	30032	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSCI	1101-3	300	30033	6-9 p.m.	The American Political System
PSCI	3171-3	300	30034	6:30-9:30 p.m.	Government and Capitalism in the United States
PSYC	2606-3	300	30035	6:30-9:30 p.m.	Social Psychology
SPAN	2120-3	300	30036	6-9 p.m.	Second-Year Spanish 2

Tuesday and Thursday Courses, Begin January 19 and End April 29

Department	Course No.	Section	Call No.	Time	Course Title
FINE	1012-3	300	30037	6:30-9:30 p.m.	Basic Drawing
FINE	1171-3	300	30038	6:30-9:30 p.m.	Basic Photography 1
SLHS	2314-4	300	30041	6-8 p.m.	American Sign Language 2

Wednesday Courses, Begin January 20 and End April 28

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	2020-3	300	30042	6:30-9:30 p.m.	Introduction to Physical Anthropology 2
ECON	2020-3	300	30043	6-9 p.m.	Principles of Macroeconomics
ENGL	3060-3	300	30044	6-9 p.m.	Modern and Contemporary Literature
FILM	3501-3	300	30045	7-10 p.m.	Film Production Management
HEBR	2110-3	300	30046	1-4 p.m.	Intermediate Hebrew 1
HIST	1025-3	300	30047	6:30-9:30 p.m.	History of the United States Since 1865
JOUR	1001-3	300	30048	6-9 p.m.	Contemporary Mass Media
PHIL	1000-3	300	30049	7-10 p.m.	Introduction to Philosophy
PSYC	1001-3	300	30050	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	30052	6:30-9:30 p.m.	Analyzing Society
THTR	1009-3	300	30053	6-9 p.m.	Introduction to Theatre

**SURVIVAL
TIPS**

Nondegree students may take an unlimited number of credit hours through Continuing Education.

Credit hours will be reviewed and applied to your transcript, as appropriate, if you are admitted as a CU degree student.

FULL TERM CLASSES BY STARTING DATE, SPRING 1999—CONTINUED**Thursday Courses, Begin January 21 and End April 29**

Department	Course No.	Section	Call No.	Time	Course Title
COMM	1300-3	300	30054	6:30-9:30 p.m.	Public Speaking
ENGL	3226-3	300	30056	6:30-9:30 p.m.	Folklore 1
FINE	1409-3	300	30057	6:30-9:30 p.m.	History of World Art 2
HIST	1123-3	300	30058	6:30-9:30 p.m.	The History of England, 1660 to Present
MATH	1011-3	300	30023	6-9 p.m.	Fundamentals and Techniques of College Algebra
PSCI	3041-3	300	30059	6-9 p.m.	Advanced American Government: The Congress
PSYC	4303-3	300	30060	6:30-9:30 p.m.	Abnormal Psychology
SOCY	4024-3	300	30061	6-9 p.m.	Juvenile Delinquency
UWRP	3020-3	300	30062	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

SESSION I CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin January 20 and End March 8**

Department	Course No.	Section	Call No.	Time	Course Title
EDUC	4800-3	102	30092	6-9 p.m.	Special Topics: Teaching in the Postsecondary Culture
ENGL	1260-3	100	30063	6-9 p.m.	Introduction to Women's Literature
GEOG	1982-3	100	30064	6-9 p.m.	World Regional Geography
KINE	3420-3	100	30065	7-10 p.m.	Nutrition, Health and Performance
PSCI	4734-3	100	30066	6-9 p.m.	Politics and Literature
SOCY	1004-3	100	30067	6-9 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin January 19 and End March 4

Department	Course No.	Section	Call No.	Time	Course Title
DNCE	2500-2	100	30091	6-9 p.m.	African-American Dance 1
EDUC	4800-3	101	30068	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	100	30069	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	30070	6-9 p.m.	Environmental Systems 1 - Climate and Vegetation
HIST	2100-3	100	30090	6:30-9:30 p.m.	Revolution in History
JOUR	1002-3	100	30071	6-9 p.m.	Critical Thinking and Writing
SOCY	1015-3	100	30072	6-9 p.m.	U.S. Race and Ethnic Relations

SESSION II CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin March 15 and End May 5**

Department	Course No.	Section	Call No.	Time	Course Title
COMM	2400-3	200	30074	6:30-9:30 p.m.	Communication and Society
ENGL	1600-3	200	30076	6-9 p.m.	Masterpieces of American Literature
GEOG	1992-3	200	30077	6-9 p.m.	Human Geographies
SOCY	1006-3	200	30078	6:30-9:30 p.m.	The Social Construction of Sexuality
UWRP	3020-3	200	30079	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

Tuesday and Thursday Courses, Begin March 16 and End May 6

Department	Course No.	Section	Call No.	Time	Course Title
COMM	1300-3	200	30080	6-9 p.m.	Public Speaking
EDUC	4800-3	200	30081	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
FILM	3563-3	200	30082	7-10 p.m.	Producing the Feature Film
GEOG	1011-4	200	30083	6-9 p.m.	Environmental Systems 2 - Landscapes and Water
KINE	3420-3	200	30086	7-10 p.m.	Nutrition, Health and Performance
SOCY	1005-3	200	30087	6-9 p.m.	Social Conflict and Social Values
SOCY	3151-3	200	30088	6-9 p.m.	Self in Modern Society

SURVIVAL TIPS

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WHERE'S CONTINUING EDUCATION?

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ANTHROPOLOGY

ANTH 2020-3

Introduction to Physical Anthropology 2

Continuation of ANTH 2010. Emphasizes genetics, human variation, and microevolution. Students may not receive credit for both ANTH 2020 and 2060. Prereq., ANTH 2010. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 30042
Wednesdays, 6:30-9:30 p.m. Hale 240. \$300 (resident).

ANTH 3010-3

The Human Animal

Identifies genetic, anatomical, physiological, social, and behavioral characteristics humans share with other mammals and primates. Explores how these characteristics are influenced by modern culture. Prereqs., ANTH 2010 and 2020, or equivalent. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 30010 Mondays,
6:30-9:30 p.m. Education 220. \$300 (resident).

ANTH 4180-3

Anthropological Perspectives: Contemporary Issues

Aztecs. Who are they? Who were they? What will they become? In this course we will examine Aztec religion, social institutions, arts, and material culture by looking through as well as at the perspectives of the conquistadors, clergy, philosophers, historians, anthropologists, politicians, and novelists who have spoken for the Aztecs themselves. Prereqs., background knowledge of general areas in anthropology, upper-division standing, and instructor consent. Approved for arts and sciences core curriculum: critical thinking.

Richard Haly, Ph.D.

Full Term - Section 300: Call No. 30073 Mondays,
7-10 p.m. Hellems 81. \$300 (resident).

ARABIC

ARAB 1020-5

Beginning Arabic 2

Prereq., ARAB 1010.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 30020 Mondays
and Wednesdays, 5:30-8 p.m. Chemistry 133.
\$520 (resident).

ARAB 2120-3

Intermediate Arabic 2

Prereq., ARAB 2110.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 30021 Mondays
and Wednesdays, 4-5:30 p.m. Chemistry 133.
\$320 (resident).

ASTRONOMY

ASTR 1120-3

General Astronomy: Stars and Galaxies

Principles of modern astronomy for nonscience 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. ASTR 1110 and 1120 can be taken in either order. There will be opportunities to attend nighttime sessions at Sommers-Bausch Observatory. Some sessions will be at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 30011 Mondays,
7-10 p.m. Hale 270. \$300 (resident).

BIOLOGY

EPOB 1220-3

General Biology 2

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Prereq., EPOB 1210 or equivalent. Recommended for science majors. Similar to EPOB 1620. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

Full Term - Section 300: Call No. 30029
Tuesdays, 6:30-9:30 p.m. Hale 270. \$300
(resident).

COMMUNICATION

COMM 1300-3

Public Speaking

Covers theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.

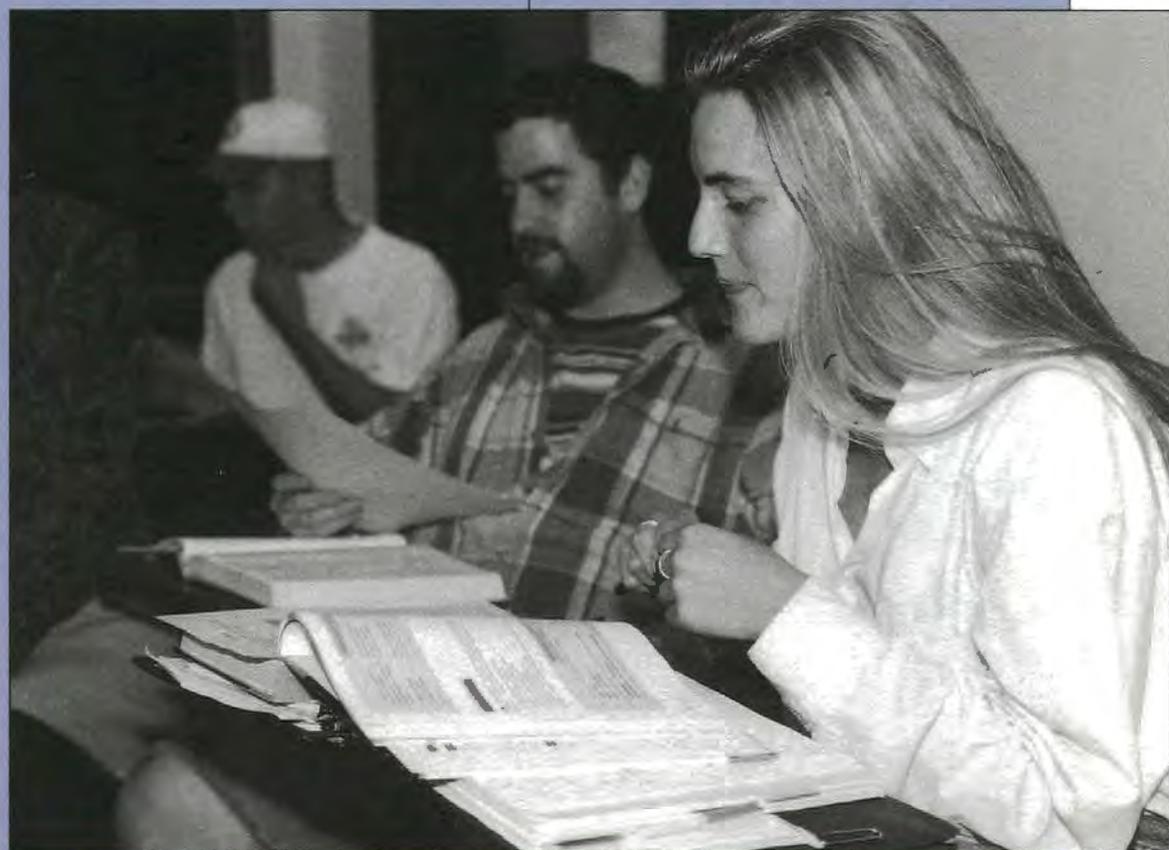
Joel Guenther, M.A.

Full Term - Section 300: Call No. 30054
Thursdays, 6:30-9:30 p.m. Hellems 259. \$300
(resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 30080 Tuesdays
and Thursdays, 6-9 p.m. Guggenheim 2. \$308
(resident).

Kathy Parrott and Chris Cochran in Cassandra Cleavinger's Spanish class. Chris is a transfer from UCLA who spent a year working and skiing in Steamboat before enrolling at CU. Chris was attracted to the scheduling convenience of this Evening Credit offering: two evenings a week vs. an 8:00 class five days a week. About half of Cassandra's students are undergraduates and the rest are working adults with a personal or business interest in language.



COMMUNICATION -CONTINUED

COMM 2400-3

Communication and Society

Seeks to increase students' awareness of the ways in which gender, dialect (ethnic, regional and social class), and cultural background influence communication behavior and its consequences. Deepens understanding of communication as a social process, making students more sophisticated observers and participants in their own and other cultures. Approved for arts and sciences core curriculum: contemporary societies.

Joel Guenther, M.A.

Full Term - Section 300: Call No. 30027
Tuesdays, 6:30-9:30 p.m. Ketchum 301. \$300 (resident).

Session II - Section 200: Call No. 30074 Mondays and Wednesdays, 6:30-9:30 p.m. Hellems 251. \$300 (resident).

DANCE

DNCE 2500-2

African-American Dance 1

Explores the technique, rhythm, and movement style of African/African-American dance. History, anthropology, ritual, games, and songs are included in the total cultural experience. Same as BLST 2400.

Nii Armah Sowah, M.A.

Session I - Section 100: Call No. 30091 Tuesdays and Thursdays, 6-9 p.m. McKenna 112. \$200 (resident).

ECONOMICS

ECON 2010-3

Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Students may not receive credit for ECON 2010 and 2011 or 1000 or 1001.

Approved for arts and sciences core curriculum: contemporary societies.

TBA

Full Term - Section 300: Call No. 30012 Mondays, 6-9 p.m. Economics 119. \$300 (resident).

ECON 2020-3

Principles of Macroeconomics

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. May be taken before ECON 2010. Students may not receive credit for ECON 2020 and 2021 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

David Carr, Ph.D.

Full Term - Section 300: Call No. 30043
Wednesdays, 6-9 p.m. Economics 119. \$300 (resident).

EDUCATION

EDUC 4800-3

Special Topics: Advertising and Society in the Classroom

See Journalism 4453.

Full Term - Section 300: Call No. 30013 Mondays, 7-10 p.m. Hellems 211. \$300 (resident).

EDUC 4800-3

Special Topics: Building Family Strengths

Family life as it impacts learning, and dynamics that promote effectiveness. We study the traits of strong families and work on skills to understand our own families and deal effectively with problems in the classroom and at home.

Jennifer Downs, M.A.

Session I - Section 101: Call No. 30068 Tuesdays and Thursdays, 6:30-9:30 p.m. Chemistry 145. \$308 (resident).

EDUC 4800-3

Special Topics: Creating Community in the Classroom

This class is designed to increase effectiveness and success in the classroom, as well as one's personal and professional life. Areas of exploration include motivation, learning styles, self-esteem, team building, human relations, and communication.

Jennifer Downs, M.A.

Session II - Section 200: Call No. 30081 Tuesdays and Thursdays, 6:30-9:30 p.m. Chemistry 145. \$308 (resident).

SURVIVAL TIPS

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EDUC 4800-3**Special Topics: Teaching in Postsecondary Culture**

Have you ever considered teaching in a community college, liberal arts college or university? This course examines issues that affect postsecondary institutions; teaching and learning theories that apply to these areas, and what you can do to prepare yourself for a rewarding career in higher education.

Laura L. B. Border, Ph.D.

Session I - Section 102: Call No. 30092 Mondays and Wednesdays, 6-9 p.m. Muenzinger E123. \$300 (resident).

ENGLISH**ENGL 1191-3****Introduction to Creative Writing**

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. May not be repeated.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30014 Mondays, 6-9 p.m. Hellems 259. \$300 (resident).

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

Introduces literature by women in England and America. Covers both poetry and fiction and varying historical periods. Acquaints students with the contribution of women writers to the English literary tradition and investigates the nature of this contribution. Same as WMST 1260. Approved for arts and sciences core curriculum: cultural and gender diversity.

Patricia Thompson, M.A.

Session I - Section 100: Call No. 30063 Mondays and Wednesdays, 6-9 p.m. Engineering Center CR 139. \$300 (resident).

ENGL 1600-3**Masterpieces of American Literature**

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.

Patricia Thompson, M.A.

Session II - Section 200: Call No. 30076 Mondays and Wednesdays, 6-9 p.m. Engineering Center CR 108. \$300 (resident).

ENGL 3000-3**Shakespeare for Nonmajors**

Introduces students to Shakespeare's major works-the histories, comedies, and tragedies. May include nondramatic poetry as well. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30028 Tuesdays, 6-9 p.m. Ketchum 235. \$300 (resident).

ENGL 3060-3**Modern and Contemporary Literature**

Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30044 Wednesdays, 6-9 p.m. Hellems 237. \$300 (resident).

ENGL 3226-3**Folklore 1**

Emphasizes formal study of folk traditions-including tales, songs, games, customs, beliefs, and crafts-within a theoretical framework, using examples from several cultures. Prereq., sophomore standing.

Michael Preston, Ph.D.

Full Term - Section 300: Call No. 30056 Thursdays, 6:30-9:30 p.m. Hellems 141. \$300 (resident).

FILM STUDIES**FILM 3501-3****Film Production Management**

Familiarizes students with principles of film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasizes the technique of production boarding as the central tool in production management as well as budget and contracts information.

Frank Iannella, M.A.

Full Term - Section 300: Call No. 30045 Wednesdays, 7-10 p.m. Guggenheim 2. \$308 (resident).

FILM 3563-3**Producing the Feature Film**

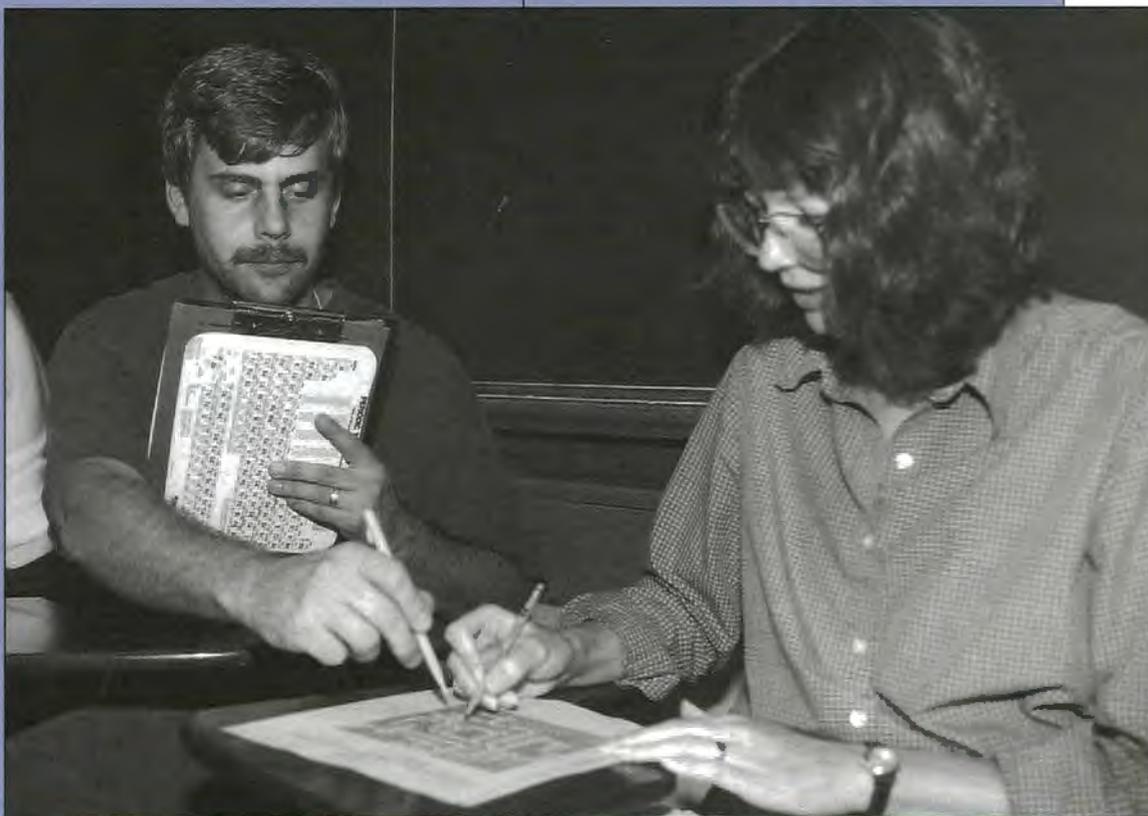
Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will also be featured.

Frank Iannella, M.A.

Session I - Section 100: Call No. 30069 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

Session II - Section 200: Call No. 30082 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

Edith Savage and Mike Kinney in Conversational Spanish. Edith is a returning undergraduate completing her degree in Biological Sciences. She chose the Evening Credit Spanish class because she works full time; she and her husband, Mike, own an environmental consulting firm. Michael Kinney is also a returning undergraduate, a Business major who needed Spanish to fulfill his language requirement. He's taking a full load of day classes plus Spanish through the Evening Credit program. He says, "I'm enjoying the class. It's my favorite this semester. Cassandra is a wonderful teacher."



FINE ARTS

FINE 1012-3 Basic Drawing

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Recommended for B.F.A. majors. May not be repeated.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 30037 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N275. \$310 (resident).

FINE 1171-3 Basic Photography 1

Introduces techniques and concepts of photography as art. Emphasizes photography as a means to formal and expressive ends. Students must have an adjustable camera. For fine arts majors. May not be repeated.

Greg Massey, M.F.A.

Full Term - Section 300: Call No. 30038 Tuesdays and Thursdays, 6:30-9:30 p.m. Muenzinger D439. \$320 (resident).

FINE 1212-3 Basic Painting

General introduction to painting. Color, pictorial space, still life, landscape, figure and abstract painting. Recommended for B.F.A. majors. May not be repeated.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 30022 Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$310 (resident).

FINE 1409-3 History of World Art 2

A basic survey of major art styles from 1600 to the present including European, Asian, Islamic, the American, and tribal arts. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1409 and FINE 1209. Approved for arts and sciences core curriculum: literature and the arts.

Susana Podboy, M.A.

Full Term - Section 300: Call No. 30057 Thursdays, 6:30-9:30 p.m. Muenzinger E113. \$300 (resident).

GEOGRAPHY

GEOG 1001-4 Environmental Systems 1 - Climate and Vegetation

Introduces the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Approved for arts and sciences core curriculum: natural science. Steve Welter, Ph.D.

Session I - Section 100: Call No. 30070 Tuesdays and Thursdays, 6-9 p.m. Benson Earth Sciences 185. \$400 (resident).

GEOG 1011-4 Environmental Systems 2 - Landscapes and Water

Introduces landscapes and flowing water, emphasizing the formation and geographic distribution of mountains, volcanoes, valleys, and deserts, and their shaping by rivers and glaciers. Includes field trips. Approved for arts and sciences core curriculum: natural science. Steve Welter, Ph.D.

Session II - Section 200: Call No. 30083 Tuesdays and Thursdays, 6-9 p.m. Benson Earth Sciences 185. \$400 (resident).

GEOG 1982-3 World Regional Geography

An intellectual journey around the globe, stopping at major regions to study the people, their environments, and how they interact. Topics include the political/economic tensions in changing Europe, conflicts in Brazilian rain forests, transitions facing African peoples, and rapid changes in China.

Betsy Forrest, M.A.

Session I - Section 100: Call No. 30064 Mondays and Wednesdays, 6-9 p.m. Hellems 252. \$300 (resident).

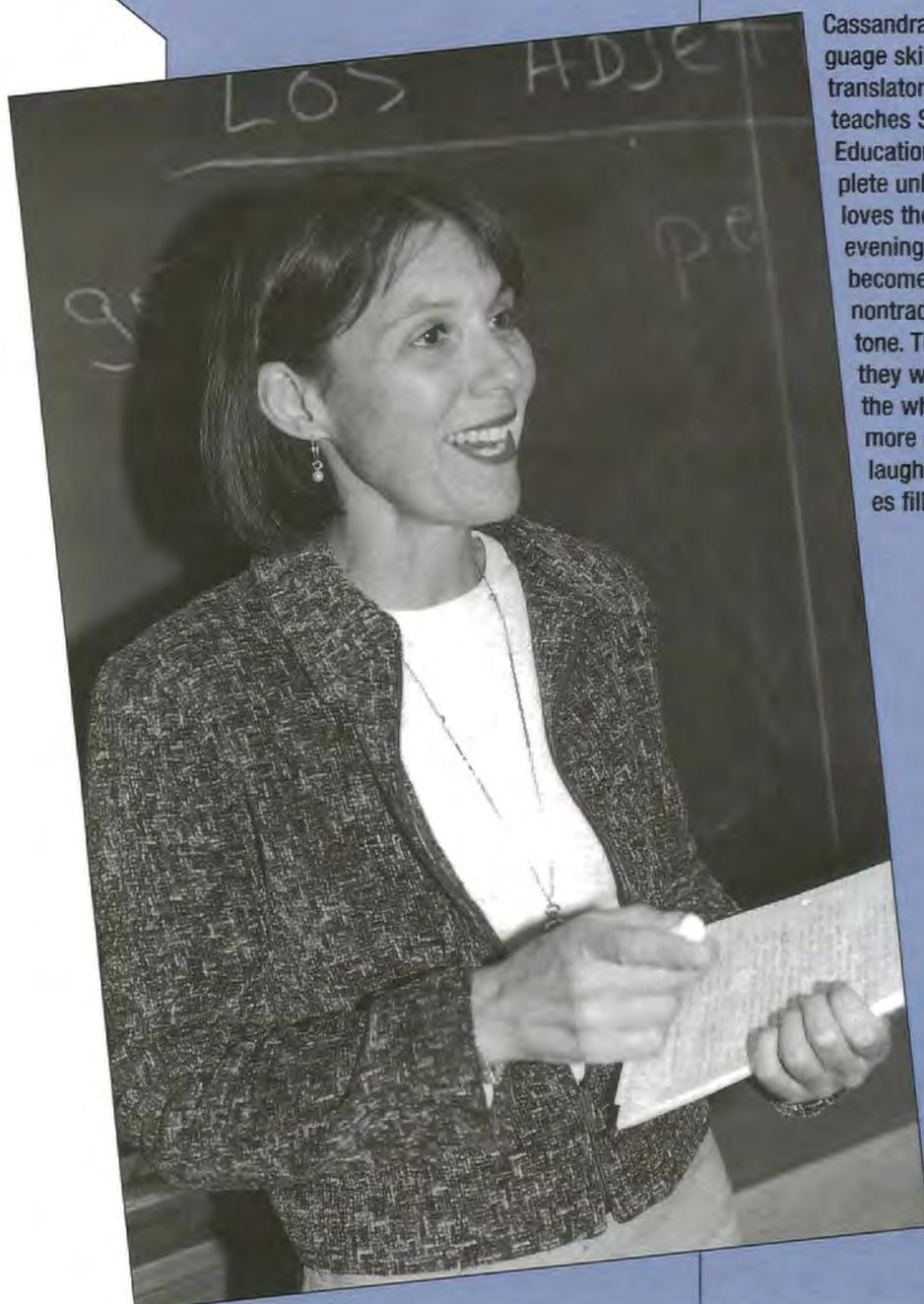
GEOG 1992-3 Human Geographies

Examines social, political, economic, and cultural processes creating the geographical worlds in which we live, and how these spatial relationships shape our everyday lives. Studies urban growth, geopolitics, agricultural development and change, and economic growth and decline, population dynamics, and migration exploring both how these processes work at global scale as well as shape geographies of particular places.

Betsy Forrest, M.A.

Session II - Section 200: Call No. 30077 Mondays and Wednesdays, 6-9 p.m. Hellems 252. \$300 (resident).

Cassandra Cleavinger keeps her language skills sharp by working as a translator for Language Matters. She teaches Spanish for Continuing Education because life is not complete unless she's teaching. She loves the enthusiasm in these evening classes noting, "Classes become a team quickly. And the nontraditional students set the tone. They do their homework and they want to participate. It helps the whole class get into it and feel more comfortable. We do a lot of laughing." Understandably, classes fill up quickly.



HEBREW**HEBR 1010-5
Beginning Hebrew 1**

Uri Neil, J.D.

Full Term - Section 300: Call No. 30024 Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. Chemistry 146. \$500 (resident).

**HEBR 2110-3
Intermediate Hebrew 1**

Prereq., HEBR 1020.

Uri Neil, J.D.

Full Term - Section 300: Call No. 30046 Wednesdays, 1-4 p.m. Cottage 111. \$300 (resident).

HISTORY**HIST 1015-3
History of the United States to 1865**

Surveys American history from first settlement until end of the Civil War. Approved for arts and sciences core curriculum: United States context.

James Fell, Ph.D.

Full Term - Section 300: Call No. 30030 Tuesdays, 6:30-9:30 p.m. Engineering Center CR 137. \$300 (resident).

**HIST 1025-3
History of the United States Since 1865**

Surveys social, economic, political, and cultural development of the United States from the close of the American Civil War to the present.

Approved for arts and sciences core curriculum: United States context.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 30047 Wednesdays, 6:30-9:30 p.m. Engineering Center CR 137. \$300 (resident).

**HIST 1123-3
The History of England, 1660 to Present**

Deals with the period from the seventeenth century to the present. Political, economic, social, and imperial developments that contributed to creation of the modern industrial and democratic state are the major issues covered. Approved for arts and sciences core curriculum: historical context.

Jean McGinnis, Ph.D.

Full Term - Section 300: Call No. 30058 Thursdays, 6:30-9:30 p.m. Engineering Center CR 137. \$300 (resident).

**HIST 2100-3
Revolution in History**

Examines the causes, character, and significance of political revolution in world history.

Concentrating on one of the major revolutions of modern history, it examines why revolutions occur, who participates in revolution, and to what effect. Specific course focus will vary. Approved for arts and sciences core curriculum: historical context.

TBA

Session I - Section 100: Call No. 30090 Tuesdays and Thursdays, 6:30-9:30 p.m. Ketchum 234. \$300 (resident).

**HIST 4627-3
The Indian in American History: The Western Region**

Explores the longevity and continuity of human history in North America by discussing pre-European social and cultural developments. By examining ways in which Indian societies west of the Mississippi River responded to Euro-Americans, the Indian's role in western North American history is demonstrated. Same as AIST 4627.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 30031 Tuesdays, 6:30-9:30 p.m. Engineering Center CR 139. \$300 (resident).

**JOURNALISM****JOUR 1001-3
Contemporary Mass Media**

Examines the mass media's interaction with society, looks at journalism and the mass media in historical, intellectual, economic, political, and social contexts.

Jan Whitt, Ph.D.

Full Term - Section 300: Call No. 30048 Wednesdays, 6-9 p.m. Ketchum 301. \$300 (resident).

**JOUR 1002-3
Critical Thinking and Writing**

Students review grammatical and organizational principles, experiment with several rhetorical modes, summarize and analyze media texts, and learn techniques for writing and editing clearly and effectively. To improve their persuasive abilities, students learn to use library resources and computer databases to conduct basic research about controversial issues.

Students learn to think critically about media by studying personal writing (autobiographical essays), informative writing (news and feature writing), persuasive writing (columns and reviews), and promotional writing (public relations and advertising).

Jan Whitt, Ph.D.

Session I - Section 100: Call No. 30071 Tuesdays and Thursdays, 6-9 p.m. Duane Physics G131. \$300 (resident).

JOURNALISM—CONTINUED**JOUR 4453-3**
Advertising and Society

Examines criticisms and contributions of advertising in society and the economy.

Richard Goode-Allen, M.A.

Full Term - Section 300: Call No. 30015 Mondays, 7-10 p.m. Hellems 211. \$300 (resident).

JOUR 5453-3
Advertising and Society

Same as JOUR 4453.

Full Term - Section 300: Call No. 30016 Mondays, 7-10 p.m. Hellems 211. \$300 (resident).

KINESIOLOGY**KINE 3420-3**
Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Prereq., junior standing (pre-nursing students are exempt). Approved for arts and sciences core curriculum: natural science.

Brian Seaward, Ph.D.

Session I - Section 100: Call No. 30065 Mondays and Wednesdays, 7-10 p.m. CDSS 230. \$300 (resident).

Nanci Grayson, M.S.

Session II - Section 200: Call No. 30086 Tuesdays and Thursdays, 7-10 p.m. Clare Small 207. \$300 (resident).

MANAGEMENT**MGMT 3030-3**
Critical Leadership Skills

Provides an opportunity to learn about and practice the skills required of all managers. These skills include leadership, negotiation, conducting performance appraisals, delegation, effective communication, interviewing and making hiring decisions, and managing employees with problem behaviors. Objectives of the course include developing self-awareness of strengths and weaknesses as a manager, gaining familiarity with theory-based skills, and developing proficiency in the use of these skills. Emphasizes experiential learning through group work, role plays, and case analysis. Prereq., BCOR 2150.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30017 Mondays, 6:30-9:30 p.m. Duane Physics G131. \$300 (resident).

MATHEMATICS**MATH 1011-3**
Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010, and 1020.

Prereq., placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and sciences quantitative reasoning and mathematical skills requirement.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 30023 Thursdays, 6-9 p.m. Duane Physics G2B21. \$300 (resident).

MATH 2300-5
Analytic Geometry and Calculus 2

A continuation of MATH 1300. Topics include transcendental functions, methods of integration, polar coordinates, conic sections, improper integrals, and infinite series. Students with credit in MATH 2300 may not receive credit in MATH 1320 or APPM 1360. Prereq., Calculus 1.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 30039 Mondays and Wednesdays, 5:30-8 p.m. Engineering Center CR 133. \$500 (resident).

PHILOSOPHY**PHIL 1000-3**
Introduction to Philosophy

Introduces fundamental questions of philosophy, e.g., knowledge, truth, universals, self, the mind-body problem, time, God, and value. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Call No. 30049 Wednesdays, 7-10 p.m. Hellems 241. \$300 (resident).

PHIL 3430-3
History of Science: Newton to Einstein

The history of physical and biological science, from the epoch-making achievements of Charles Darwin in biology to the dawn of the twentieth-century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems.

Approved for arts and sciences core curriculum: historical context, or natural science.

Sheralee Brindell, Ph.D.

Full Term - Section 300: Call No. 30032 Tuesdays, 6:30-9:30 p.m. Hale 240. \$300 (resident).

12

$$\left[\frac{1}{.5K} + \frac{1}{.75B} = \frac{1}{15} \right]$$

$$\left[\frac{1}{X} + \frac{1}{B} = \frac{1}{26} \right]$$

$$\frac{2}{X} + \frac{4}{3B} = \frac{1}{15}$$

$$\frac{2}{4} + \frac{2}{B} = \frac{1}{12}$$

$$\frac{2}{3B} = \frac{1}{60}$$

$$B = 40$$

$$\left[\frac{21}{X} - \frac{2}{B} = \frac{1}{12} \right]$$



POLITICAL SCIENCE

PSCI 1101-3

The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for arts and sciences core curriculum: contemporary societies or United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 30033
Tuesdays, 6-9 p.m. Muenzinger E113. \$300 (resident).

PSCI 3041-3

Advanced American Government: The Congress

Provides intensive examination of the role of Congress in American government, including congressional elections, representation, the organization of Congress, and congressional policy making. Examines larger context of congressional politics, including political parties, the president and interest groups. Prereq., PSCI 1101.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 30059
Thursdays, 6-9 p.m. Hellems 267. \$300 (resident).

PSCI 3171-3

Government and Capitalism in the United States

Examines competing theoretical approaches to questions related to origins, development, and purposes of modern government in the United States; particular attention paid to impact of transformations in the underlying structure of the capitalist economy. Approved for arts and sciences core curriculum: United States context.

Richard Braunstein, M.A.

Full Term - Section 300: Call No. 30034
Tuesdays, 6:30-9:30 p.m. Ketchum 119. \$300 (resident).

PSCI 4734-3

Politics and Literature

Broadly examines political topics as they are presented in important literary works and analyzes the possibilities involved in using the literary mode to present political teachings. Prereq., junior or senior standing. Approved for arts and sciences core curriculum: critical thinking.

Loren Weinberg, Ph.D.

Session I - Section 100: Call No. 30066 Mondays and Wednesdays, 6-9 p.m. Ketchum 206. \$300 (resident).

PSYCHOLOGY

PSYC 1001-3

General Psychology

Surveys major topics in psychology: perception, development, personality, learning and memory, and biological bases of behavior.

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 30050
Wednesdays, 6:30-9:30 p.m. Muenzinger E0046.
\$300 (resident).

PSYC 2606-3

Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq., PSYC 1001. Similar to PSYC 4406; students may not receive credit for both 2606 and 4406. Approved for arts and sciences core curriculum: contemporary societies.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30035
Tuesdays, 6:30-9:30 p.m. Muenzinger E417. \$300 (resident).

PSYC 4303-3

Abnormal Psychology

Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 3313 or 4313. Prereq., PSYC 1001.

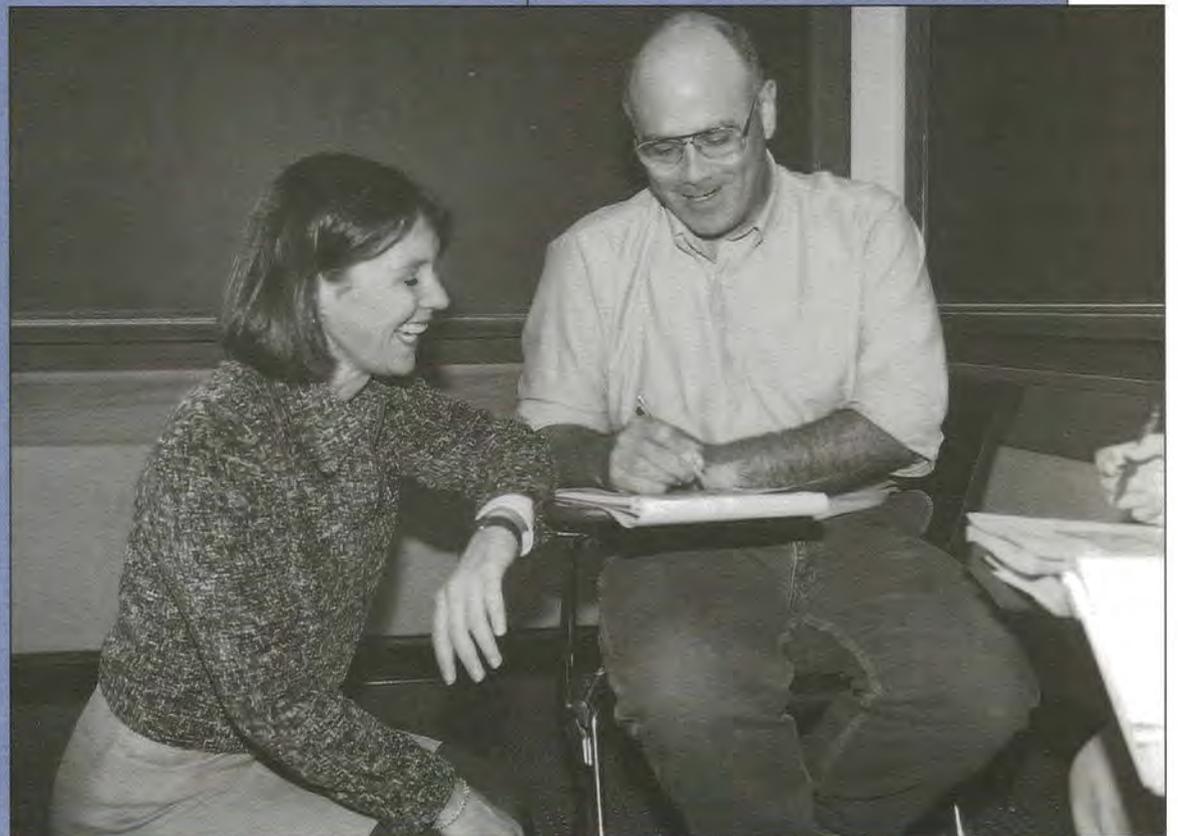
Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30060
Thursdays, 6:30-9:30 p.m. Muenzinger E417.
\$308 (resident).

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

Mike Savage with instructor Cassandra Cleavinger. Mike enjoys languages and is taking the Spanish class with his wife, Edith. Mike said, "We're enjoying it quite a bit."



QUANTITATIVE REASONING AND MATHEMATICAL SKILLS

QRMS 1010-3 Quantitative Reasoning and Mathematical Skills

Designed to promote mathematical, scientific, and technological literacy among liberal arts students. Teaches basic mathematics and logic in the context of science, technology, and society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Same as MATH 1012. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Cherilynn Morrow, Ph.D.

Full Term - Section 300: Call No. 30018 Mondays, 6-9 p.m. Engineering Center CR 105. \$300 (resident).

SOCIOLOGY

SOCY 1001-3 Analyzing Society

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for arts and sciences core curriculum: contemporary societies.

TBA

Full Term - Section 300: Call No. 30052
Wednesdays, 6:30-9:30 p.m. Hale 230. \$300 (resident).

SOCY 1004-3 Deviance in U.S. Society

Examines deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant life styles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.

TBA

Session I - Section 100: Call No. 30067 Mondays and Wednesdays, 6-9 p.m. Clare Small 207. \$300 (resident).

SOCY 1005-3 Social Conflict and Social Values

Explores origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and use of simulation and negotiation exercises for learning conflict management skills. Approved for arts and sciences core curriculum: contemporary societies or ideals and values.

TBA

Session II - Section 200: Call No. 30087 Tuesdays and Thursdays, 6-9 p.m. Ramaley N1B23. \$300 (resident).

SOCY 1006-3 The Social Construction of Sexuality

Discusses current perspectives on the social determinants of sexuality. Emphasizes sociological critique, and analyzes the interfacing of societal, psychological, and cultural influences. Interactional perspective of human sexuality is presented. Same as WMST 1006. Approved for arts and sciences core curriculum: cultural and gender diversity.

TBA

Session II - Section 200: Call No. 30078 Mondays and Wednesdays, 6:30-9:30 p.m. Benson Earth Sciences 185. \$300 (resident).

SOCY 1015-3 U.S. Race and Ethnic Relations

Examines race and minority problems in U.S. society, including psychological, social, and cultural sources of prejudice and discrimination. Same as ETHN 1015. Approved for arts and sciences core curriculum: United States context.

Duncan Rinehart, Ph.D.

Session I - Section 100: Call No. 30072 Tuesdays and Thursdays, 6-9 p.m. Hellems 252. \$300 (resident).

SOCY 1016-3 Sex, Gender, and Society 1

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: cultural and gender diversity.

TBA

Full Term - Section 300: Call No. 30019 Mondays, 6-9 p.m. Hale 230. \$300 (resident).

SOCY 3151-3 Self in Modern Society

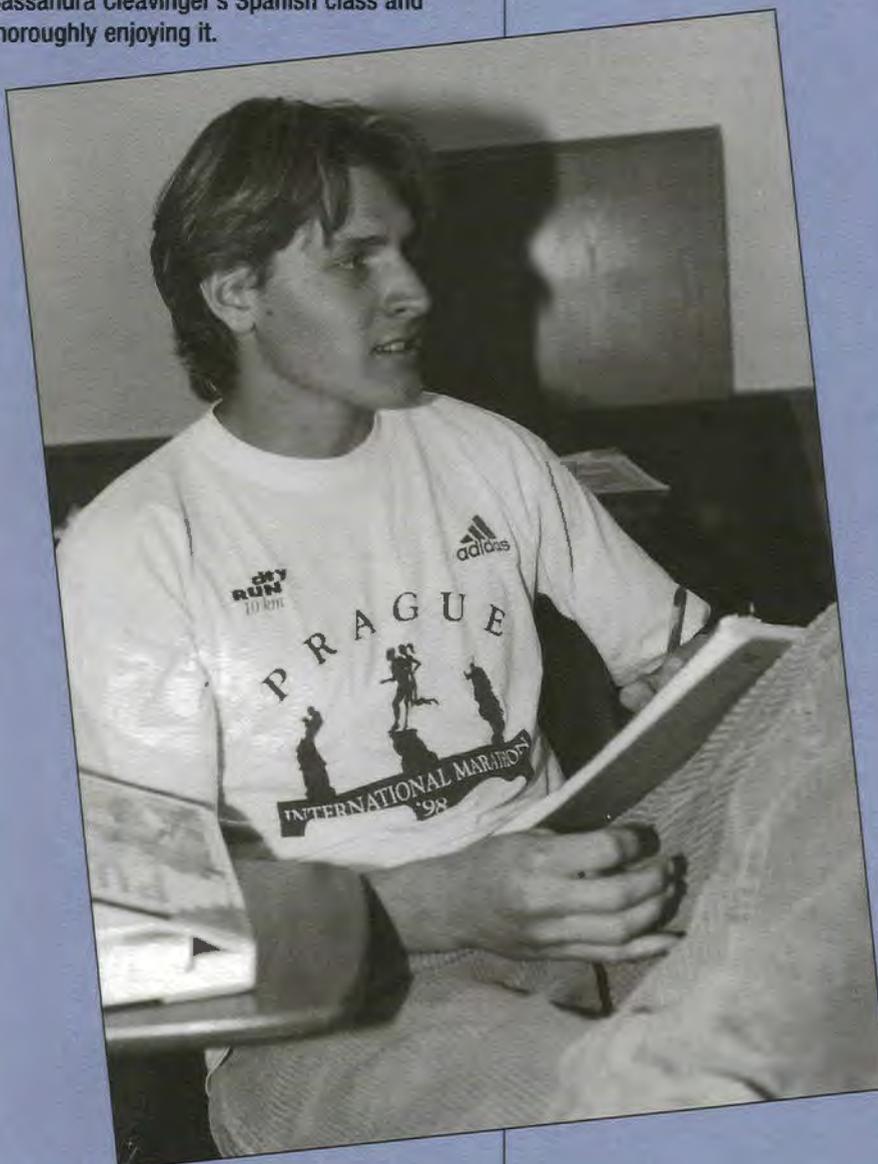
Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving balance between the individual and society. Approved for arts and sciences core curriculum: United States context, or ideals and values.

Duncan Rinehart, Ph.D.

Session II - Section 200: Call No. 30088 Tuesdays and Thursdays, 6-9 p.m. Hellems 252. \$300 (resident).

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Jeff Giffin is a Fort Lewis student who is taking a semester off to do some marketing for his father, who is an inventor. Jeff is earning 15 credit hours for his involvement but still wanted a little more academic challenge, so he's taking Cassandra Cleavinger's Spanish class and thoroughly enjoying it.



SOCY 4024-3**Juvenile Delinquency**

Examines the history, incidence, and prevalence of delinquent behavior, as well as theoretical explanations regarding why children become involved in criminal activity. Approved for arts and sciences core curriculum: contemporary societies.

Herb Covey, Ph.D.

Full Term - Section 300: Call No. 30061
Thursdays, 6-9 p.m. Hellems 199. \$300 (resident).

SPANISH**SPAN 1020-5****Beginning Spanish 2**

Continuation of SPAN 1010. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1010 or placement. Similar to SPAN 1150.

Javier Garces, B.A.

Full Term - Section 301: Call No. 30025 Mondays and Thursdays, 6:30-9 p.m. Ketchum 120. \$520 (resident).

Cassandra Cleavinger, M.A.

Full Term - Section 302: Call No. 30026 Mondays and Thursdays, 6:30-9 p.m. Ketchum 301 \$520 (resident).

SPAN 2120-3**Second-Year Spanish 2**

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 2110 with a grade of C- or better, or placement. Similar to SPAN 2150.

Javier Garces, B.A.

Full Term - Section 300: Call No. 30036
Tuesdays, 6-9 p.m. Hellems 245. \$320 (resident).

SPEECH, LANGUAGE AND HEARING SCIENCES**SLHS 2314-4****American Sign Language 2**

Develops more complex receptive and expressive grammatical structures and an understanding of deaf culture. Classes are taught using ASL without the use of spoken English. Prereq., SLHS 2304 or equivalent.

David Wilcox, M.A.

Full Term - Section 300: Call No. 30041 Tuesdays and Thursdays, 6-8 p.m. Economics 2. \$420 (resident).

THEATRE**THTR 1009-3****Introduction to Theatre**

Introduces the varieties of theatrical art, past and present, contributions of the various theatrical artists to the total production, and the place of theatre art in today's society. Readings, lectures, and attendance at University theatre productions. Designed for nonmajors. Approved for arts and sciences core curriculum: literature and the arts.

David Steiner, Ph.D.

Full Term - Section 300: Call No. 30053
Wednesdays, 6-9 p.m. Muenzinger E131. \$300 (resident).

UNIVERSITY WRITING PROGRAM**UWRP 3020-3****Topics in Writing: Writing/Reading Culture**

Each instructor assigns two or more readings on a given topic. Students choose an essay, abstract its argument, analyze it, and agree or disagree with the author. They thus learn the principal modes of academic rhetoric: description, analysis and argument. Approved for arts and sciences core curriculum: written communication.

Lynda McNeil, Ph.D.

Full Term - Section 300: Call No. 30062
Thursdays, 6:30-9:30 p.m. Engineering Center CR 110. \$300 (resident).

Session II - Section 200: Call No. 30079 Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 116. \$300 (resident).

SURVIVAL TIPS

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

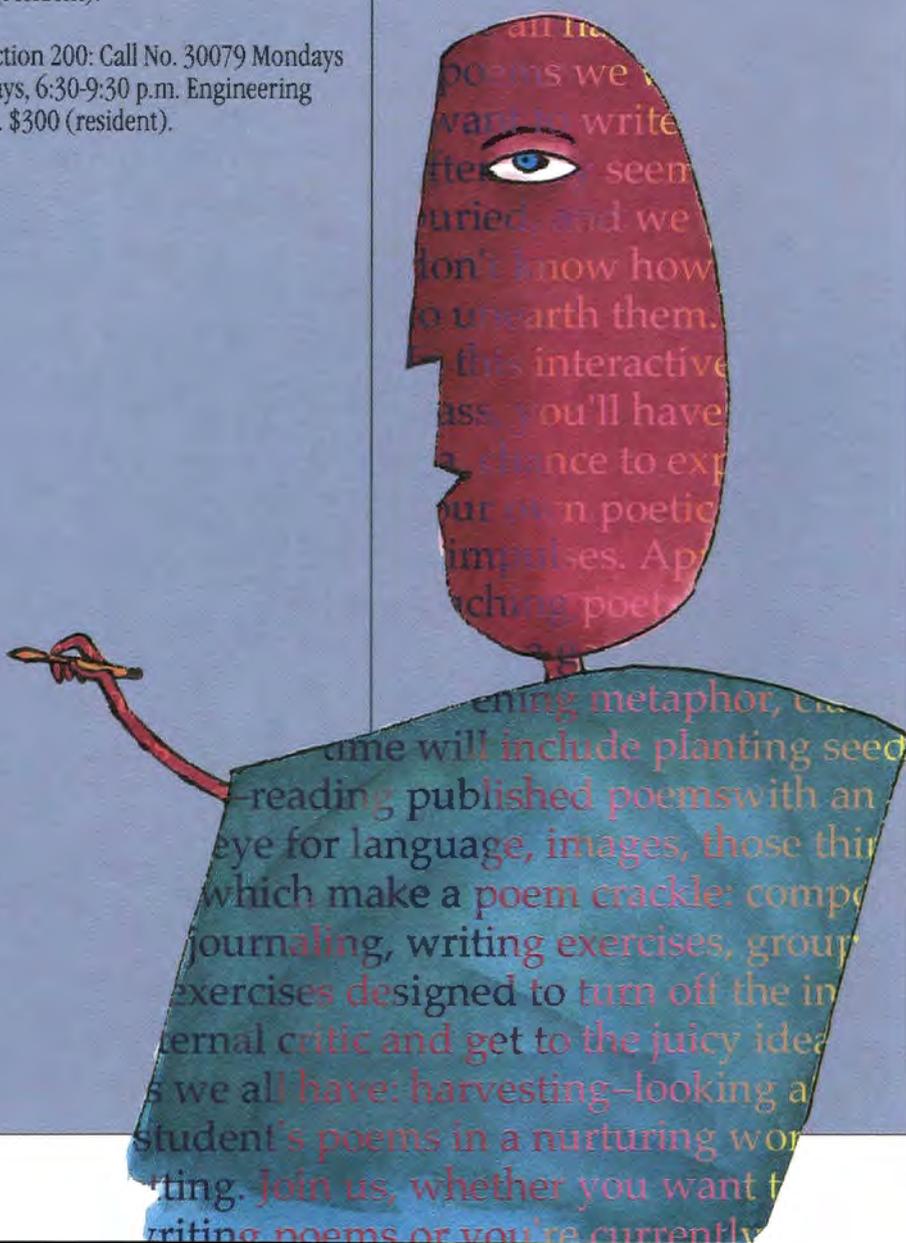
Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

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

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

All tuition and refund determinations are subject to audit.

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YOU LOVE TO LEARN. YOU JUST DO! GIV



TIME OFF PAYS OFF. Some of our most popular classes are filled with busy, successful people who understand the value of mental recreation. When you make time to spend time deeply absorbed in things that intrigue you—just for the pure pleasure of it—you renew your capacity to manage and enjoy every aspect of your life.

Tuition and classroom locations are listed at the end of each course description. **Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting.** Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

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

Classes will not meet the week of Spring Break, March 22-26.

In seven years, Susanne Stark Gerson has developed a following. A diverse group of interesting people, her students appreciate the cultural perspective she brings to good books and thrive on discussions that are both lively and articulate. Susanne says students share a sense of discovery that helps them see more and enjoy more. "They form methods of reading literature that build a greater willingness to listen, think, argue and defend—skills that are transferable to all walks of life. It's exciting." This semester the topic is Canadian literature. Over eight weeks, the class will read and discuss four novels. In the process, they will explore questions of Canadian culture and identity while gaining a deeper understanding of the literature itself. Susanne grew up in Toronto. She earned a BA in English and a BA and MA in Education from the University of Toronto and an MA in Literature from York University. She taught at the Ontario College of Art and York University and traveled extensively before moving here in 1979. She maintains a keen interest in outdoor recreation, as well as travel and photography and very much enjoys the vitality of the university community.

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

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ARCHITECTURE AND LANDSCAPE

NCAL 005

Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Learn how to select the right plants for the location to minimize water and maintenance.

Careful selection and good planting techniques can produce a lush yard. Plant lists and useful handouts provided.

Andrew Mead, B.S., runs a landscaping and design business.

Section 500: Wednesday, March 10, 6-9 p.m. 1 session. Hellems 185. \$25.

NCAL 028

How to Design or Remodel a House with an Architect

Examine the issues that architects and clients face in the design construction process. We begin with a history of the American house and move on to cover the following: physical characteristics of the Front Range and architectural responses to sun, wind, snow and dryness; how to evaluate a building site; zoning and codes. Also, learn to generate a building program, realistic budgets, and expectations of the construction process.

Jeffrey W. Limerick, M.A., Arch., has been a practicing architect for over 20 years.

Section 500: Thursdays, February 11-March 11, 7-9 p.m. 5 sessions. Hellems 251. \$65.

NCAL 029

Introduction to Interior Design

Residential interior design for homeowners and prospective designers. Learn to create the most desirable space within the allowed budget. Learn how to work with design professionals, suppliers and installers. Color, lighting and design techniques and materials will also be covered.

Ann Lansing is a professional member of the American Society of Interior Designers and the owner of a design center in Boulder.

Section 500: Tuesdays, February 2-March 16, 7-9 p.m. 7 sessions. Hellems 267. \$95.

NCAL 032

Designing with Antiques

Learn about the history of antique furnishings and become familiar with definitions and the vernacular of the antique trade. Gain confidence in learning how to use antiques in modern interior settings with color and fabric guidelines. Students will learn how to judge quality through the construction of wooden and upholstered pieces. There will be a field trip to an upholsterer on March 13.

Linda Morrell, B.A., is an interior designer with 20 years experience and has written articles for newspapers nationwide.

Section 500: Saturdays, March 6-13, 9:30 a.m.-12:30 p.m. 2 sessions. McKenna 112. \$25.

COMMUNICATION

NC C 008

Introduction to American Sign Language

Acquire a basic knowledge of American Sign Language and deaf culture and learn basic vocabulary and phrases. A fun filled class with lots of activities. No text required.

Kelly Gibbs, B.A., has worked as an ASL teacher and a volunteer curator, and serves in numerous community organizations.

Section 500: Tuesdays, February 16-April 13 (no class March 23), 6:30-8:30 p.m. 8 sessions. Hellems 241. \$105.

FINE ARTS

NCFA 070

American Art: From Colonial to the Present

Take a trip through American History starting with the paintings of the early settlers and moving into the 20th century. We'll look at everything from Colonial portraiture, to the sweeping landscapes of the 19th century, to the abstract paintings of Jackson Pollock. See the way in which the visual arts reflect history by looking at works that foreshadow the Civil War and others that reflect New Deal politics. From beginners to experts, this class is sure to open your eyes to the fascinating world of American Art! The class includes an insider tour of the recently renovated 7th floor American gallery at the Denver Art Museum. Recommended text: *American Visions* by Robert Hughes, available at the CU Bookstore.

Priscilla Craven has an M.A. in Art History from CU-Boulder, and an M.A. in Italian.

Section 500: Wednesdays, February 3-24, 6:30-8:30 p.m. Economics 205 and Saturday, February 20, 10 a.m.-12 noon Denver Art Museum. 5 sessions. \$65.

NCFA 079

Art Appreciation: Survey of Art in the '90s

Provides students with a brief overview of trends in art during the twentieth century, followed by an intensive examination of the art of the century's final decade. Focusing on the United States and Europe, we will explore the pluralism which is the hallmark of art as the new millennium approaches. Painting, sculpture, installation, performance, photography, and multimedia art will be discussed.

Christina Craigo, M.F.A., is a painter who has exhibited her work in New York and India.

Section 500: Tuesdays, February 23-April 6 (no class March 23), 6:30-8:30 p.m. 6 sessions. Economics 205. \$85.

NCFA 038

Developing Your Career as an Artist

Learn the skills to successfully approach galleries, create and distribute press releases, apply for grants, residencies, and jobs in the fine arts. Acquire a working knowledge of contracts and sales of work. We will explore how to build your resume, portfolio presentation, public and private resources available to you, and many other topics.

Lisa Stanley, M.A., M.F.A., is the Director/Curator of the Emmanuel Gallery on the Auraria campus, has worked as a grant writer, and has exhibited her work nationally for twenty years.

Section 500: Saturday, March 6, 10 a.m.-4 p.m. 1 session. Education 143. \$35.

Shelley Sullivan teaches beginning conversational Italian. She says students are a very diverse group representing all ages, professions and areas of the community. "They have their own reasons for wanting to learn Italian. They love opera, or fashion, or travel, or they just want to talk to their grandparents. It makes it really fun and exciting for me."



FINE ARTS—CONTINUED**NCFA 001****Basic Photography**

Learn to know and love your 35mm SLR camera. We cover mechanical functions, lenses, film, accessories, proper exposure, good composition and portraiture techniques. No lab work. Slides, lecture and discussion with helpful handouts. Bring a 35mm camera with manual capabilities and the instruction manual to every session.

Andrea Wallace, M.F.A., has worked professionally in both commercial photography and photojournalism. Her work has been exhibited in Massachusetts, Colorado and Georgia.

Section 500: Mondays, February 8-April 5 (no class March 22), 6:30-8:30 p.m. 8 sessions. Hellems 181. \$110.

NCFA 002**Creative Photography Workshop**

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop.

Darkroom work covers black and white print making, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer imaging equipment, based on student's proficiency. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

Don Oberbeck is a professional photographer and runs the Boulder Photo Center.

Section 500: Thursdays, February 4-April 8 (no class March 25), 7:30-9:30 p.m. 9 sessions. Ketchum 119; 1815 Pearl Street. \$140.

NCFA 025**Documentary Photography**

This class introduces students to the art of documentary photography and the field of photojournalism. Students will explore photography through the sequencing of images. This class will consist of lectures, artist presentations, ongoing critiques of students' work and assignments. Assignments will be geared toward the creation of a final portfolio.

Andrea Wallace, M.F.A., has worked professionally in both commercial photography and photojournalism. Her work has been exhibited in Massachusetts, Colorado and Georgia.

Section 500: Wednesdays, February 10-April 7 (no class March 24), 6:35-9 p.m. 8 sessions. Fine Arts N185. \$140.

NCFA 366**The Art of Point and Shoot Photography**

This class is an introduction to "point and shoot" photography as art. The course will familiarize students with basic camera functions and how to choose a "point and shoot" camera to fit their needs. Through lectures, demonstrations and assignments, students should become confident using this tool as a means of artistic expression as well as having a convenient means to record daily events.

Roddy MacInnes, M.F.A. candidate at CU-Boulder, received his B.A. in Photographic Studies from Napier University in Edinburgh, Scotland. He has traveled extensively in the U.S. and Canada.

Section 500: Tuesdays, February 9-April 6 (no class March 23), 6:30-9 p.m. 8 sessions. Fine Arts N187. \$140.

NCFA 051**Alternative Photographic Processes**

Are you interested in photo based processes, yet you don't have access to a darkroom and equipment? This course focuses on alternative photographic processes which may be done in your own home. We'll cover Cyanotype (blue printing), Van Dyke Brown Printing, Gel Medium Transfer, and Polaroid Transfer. Processes will be combined and worked with other media such as paint, charcoal colored pencil and pastels.

Designed for people who have little or no knowledge of photography as well as for those who want to expand their knowledge of photographic processes. Supplies will cost approximately \$75. Call (303) 492-5148 for a supply list. Elizabeth Cantrell, M.F.A., is a 1994 Fullbright recipient and graduate in photography and media arts from CU-Boulder.

Section 500: Wednesdays, February 17-April 14 (no class March 24), 6:30-8:30 p.m. 8 sessions. Fine Arts C1B70. \$145.

NCFA 020**Introduction to Drawing**

Learn to translate your observations through drawing! You will explore line, value, texture, perspective and more. Working with different materials, such as paper, pencil, graphite, ink, charcoal and house paint, you will experience the different approaches to contemporary drawing. No experience is necessary to start drawing now! Supplies will cost approximately \$50. Call (303) 492-5148 for a supply list.

Kimberlee Sullivan, M.F.A. in Painting and Drawing from CU-Boulder, is an Associate of the Rocky Mountain Women's Institute and a current member of the EDGE Gallery.

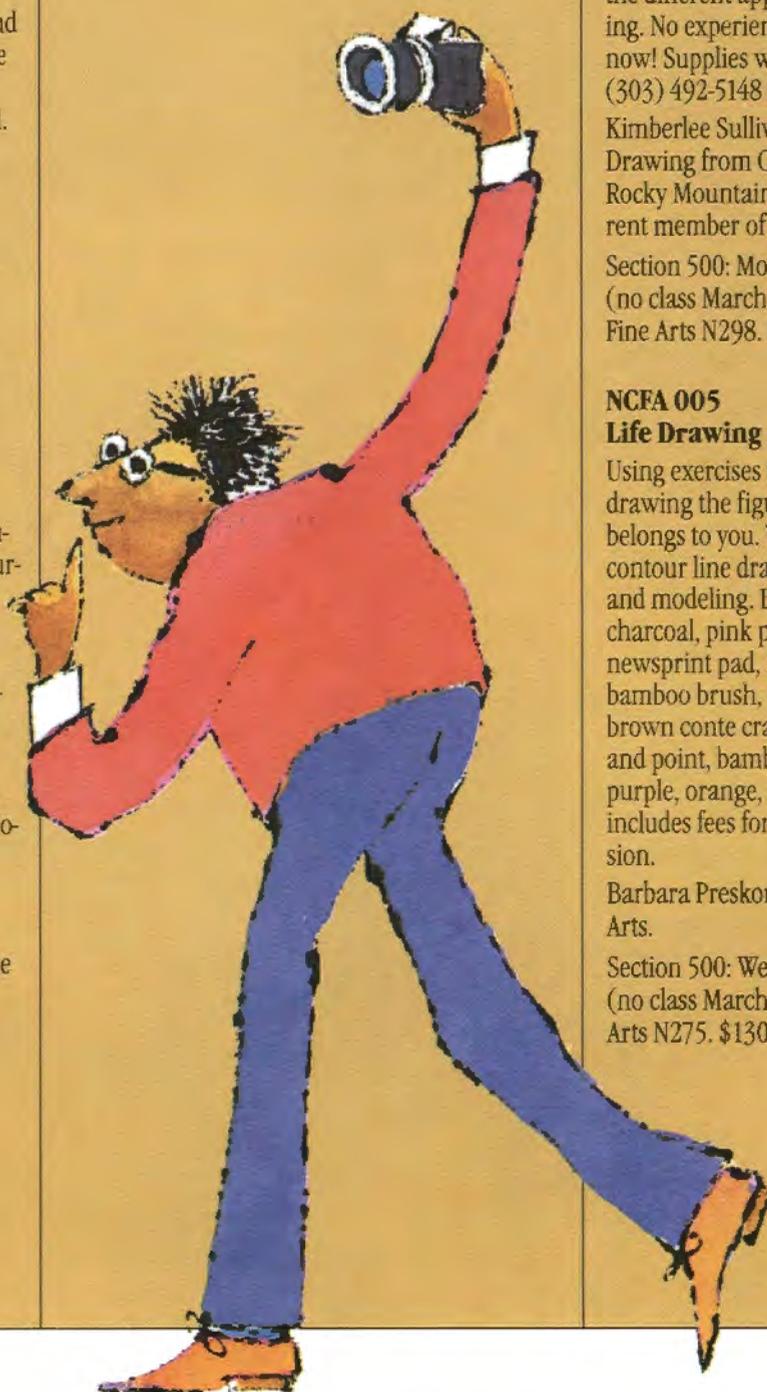
Section 500: Mondays, February 1-March 29 (no class March 22), 7-9:30 p.m. 8 sessions. Fine Arts N298. \$140.

NCFA 005**Life Drawing**

Using exercises in learning to see and respond, drawing the figure will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft Alfa charkole, vine charcoal, pink pearl eraser, 18x24 inch newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, bamboo pen, and red, yellow, green, purple, orange, and white soft pastels. Tuition includes fees for a model, present at every session.

Barbara Preskorn, M.F.A., is a professor of Fine Arts.

Section 500: Wednesdays, February 10-April 7 (no class March 24), 7-9 p.m. 8 sessions. Fine Arts N275. \$130.



NCFA 011**Sculpture - Stonecarving**

Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form, we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of stone sculptures, tools and materials, and where to purchase these are included. Barbara Cox, M.A., has taught art classes since 1971.

Section 500: Mondays, February 8-April 12 (no class March 22), 7-9 p.m. 9 sessions. Fine Arts C102. \$130.

NCFA 028**Introduction to Oil Painting**

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory and color mixing. Traditional techniques and oil based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary. Supplies will cost approximately \$120 to \$150. Call (303) 492-5148 for a supply list.

Christina Craigo, M.F.A., is a painter who has exhibited her work in New York and India.

Section 500: Thursdays, February 18-April 8 (no class March 25), 6:30-9 p.m. 7 sessions. Fine Arts C103. \$125.

NCFA 042**Studies in Pastel**

If you haven't tried painting, pastels provide a wonderful way to make the transition from drawing. If you're already a pastel lover we don't have to tell you what a forgiving media this is. Regardless of your skill level, this class will focus on concerns inherent to all those who paint - composition, proportion, expression, application, and color - with an emphasis on how these principles are applied to pastel. Each class includes technical information and individual help. Supplies will cost approximately \$50-\$75. Please call (303) 492-5148 for a supply list.

Teri Gortmaker, M.A., P.S.A., works exclusively in pastels. She exhibits and sells her work nationally.

Section 500: Wednesdays, February 10-April 7 (no class March 24), 6:30-9 p.m. 8 sessions. Fine Arts N298. \$140.

NCFA 052**The Fundamentals of Fresco**

This course will explore the classic fresco technique of painting on fresh wet plaster with earth pigments. Students will mix plaster from scratch using centuries-old recipes and will build table top size "walls" on which to paint. Dry pigments mixed with water will then be applied to create unsurpassed luminous paintings. Classical influences will be presented such as the Italian masters, Amerindian (pre-Columbian) pyramid paintings of the Americas and Etruscan wall decorations. Group critiques will also be included. This course is well suited for anyone with previous painting experience and in particular those dedicated to purist procedures involving the handling of raw materials and labor intensive methods. Supplies will cost approximately \$75. Call (303) 492-5148 for a supply list.

Anita Rodriguez-Wakelin, M.F.A., works primarily with oils and acrylics and the exploration of her Mexican heritage. Her work is on display at the Boulder Arts Academy.

Section 500: Saturdays, February 6-March 6, 8:30 a.m.-12:30 p.m. 5 sessions. Fine Arts C153. \$140.

Wayne Schroeder and his wife, Angelika, are brushing up on their Italian because they will be traveling to Florence in December to spend time with their daughter, who is studying there.

NCFA 009**Watercolor Journal**

Learn to paint your world in the pure, vivid pigments of watercolor. You will create a visual journal while discussing color, light, composition and techniques. For beginning and intermediate students who want to learn about this popular medium which has been used to record and illustrate. Supplies will cost approximately \$85. Call (303) 492-5148 for a supply list.

Kimberlee Sullivan, M.F.A. in Painting and Drawing from CU-Boulder, is an Associate of the Rocky Mountain Women's Institute and a current member of the EDGE Gallery.

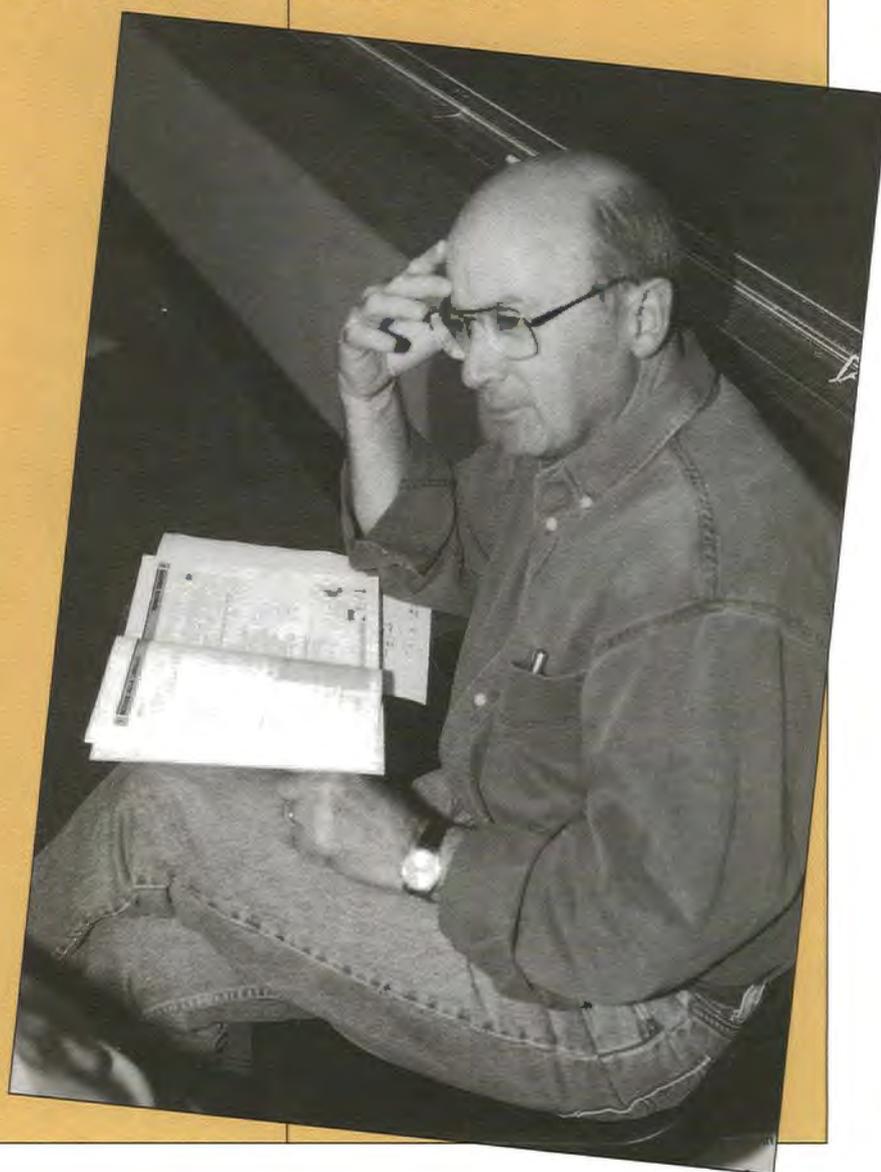
Section 500: Wednesdays, February 3-March 31 (no class March 24), 6:30-9 p.m. 8 sessions. Fine Arts N187. \$140.

NCFA 367**Careers in Animation**

Animation is the entertainment growth industry of the 90's. Opportunities are exploding in feature films, TV and websites. Experience storyboarding and animating in both individual and collaborative processes through the production and filming of a clay and cut-out group project. Each student will receive a videotape of their project and a portfolio review. You don't have to be an artist to attend. \$10 materials fee payable to instructor at the first class.

Evert Brown is an Emmy award winning animation director and has directed television network specials.

Section 500: Thursdays, February 4-April 1 (no class March 25), 7-9:30 p.m. 8 sessions. Education 143. \$130.



FOREIGN LANGUAGES

NCFL 108 Beginning Conversational and Written Chinese

Emphasis on practical and colloquial Chinese for business and travel. Students learn proper pronunciation and useful conversational phrases in a variety of situations. Chinese characters will be introduced to reinforce language learning skills. Chinese culture will also be explored.

Chung-Hui Kuo Cheng, M.A. Chinese, is a native speaker.

Section 500: Wednesdays, February 3-April 14 (no class March 24), 6:30-8:30 p.m. 10 sessions. Chemistry 131. \$140.

NCFL 208 Intermediate Conversational and Written Chinese

For students who already have strong reading skills of either pinyin or zhuyin fuhao, this course continues the development of speaking and reading skills that are geared toward everyday life situations.

Chung-Hui Kuo Cheng, M.A. Chinese, is a native speaker.

Section 500: Tuesdays, February 2-April 13 (no class March 23), 6:30-8:30 p.m. 10 sessions. Hellems 191. \$140.

NCFL 100 Beginning Conversational French

Designed for beginners, this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Required text: *Parlons Francais, Part I*, available at the CU Bookstore.

Nadia Turk, Ph.D., has taught at CU-Boulder since 1982.

Section 500: Tuesdays, February 9-April 20 (no class March 23), 7-9 p.m. 10 sessions. Education 138. \$140.

NCFL 200 Intermediate Conversational French

Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Required text: *Parlons Francais Part II*, available at the CU Bookstore.

Nadia Turk, Ph.D., has taught at CU-Boulder since 1982.

Section 500: Thursdays, February 11-April 22 (no class March 25), 7-9 p.m. 10 sessions. Hellems 255. \$140.

Silvia T. Sousa-Carmo is here from Brazil while her husband attends CU. She is taking Italian because "It's a very beautiful language." She has studied on her own but welcomes an opportunity for more formal instruction while she waits eagerly for her first Colorado winter and a chance to ski.

NCFL 101 Beginning Conversational German

Designed for students with little or no knowledge of German, this course covers grammar but emphasizes practical conversation for travelers. In addition students will learn cultural aspects to gain insight into German life today. Required text: *Communicating in German*, available at the CU Bookstore.

Dennis Chandler, M.A. candidate, has studied German in the U.S. and Austria and is studying to become a secondary German teacher.

Section 500: Mondays, February 8-April 19 (no class March 22), 6:30-8:30 p.m. 10 sessions. Economics 117. \$140.

NCFL 201 Conversational German for Advanced Beginners

Review basic grammar concepts introduced in Beginning German as well as expand on vocabulary and expressions essential for conversational fluency. The course will continue to integrate aspects of modern German life and culture. A course packet will be available at the first class session. The fee will be payable to the instructor. Ed Maier, Ph.D., is a German instructor at CU-Boulder.

Section 500: Tuesdays, February 23-April 20 (no class March 23), 7-9 p.m. 8 sessions. Clare 211. \$115.

NCFL 102 Beginning Conversational Italian

Examines the basics of Italian conversational grammar as well as various aspects of modern Italian life and culture. Participants will learn the elements of the language, view videos, and hold open discussions. Required text: *In Italiano*, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

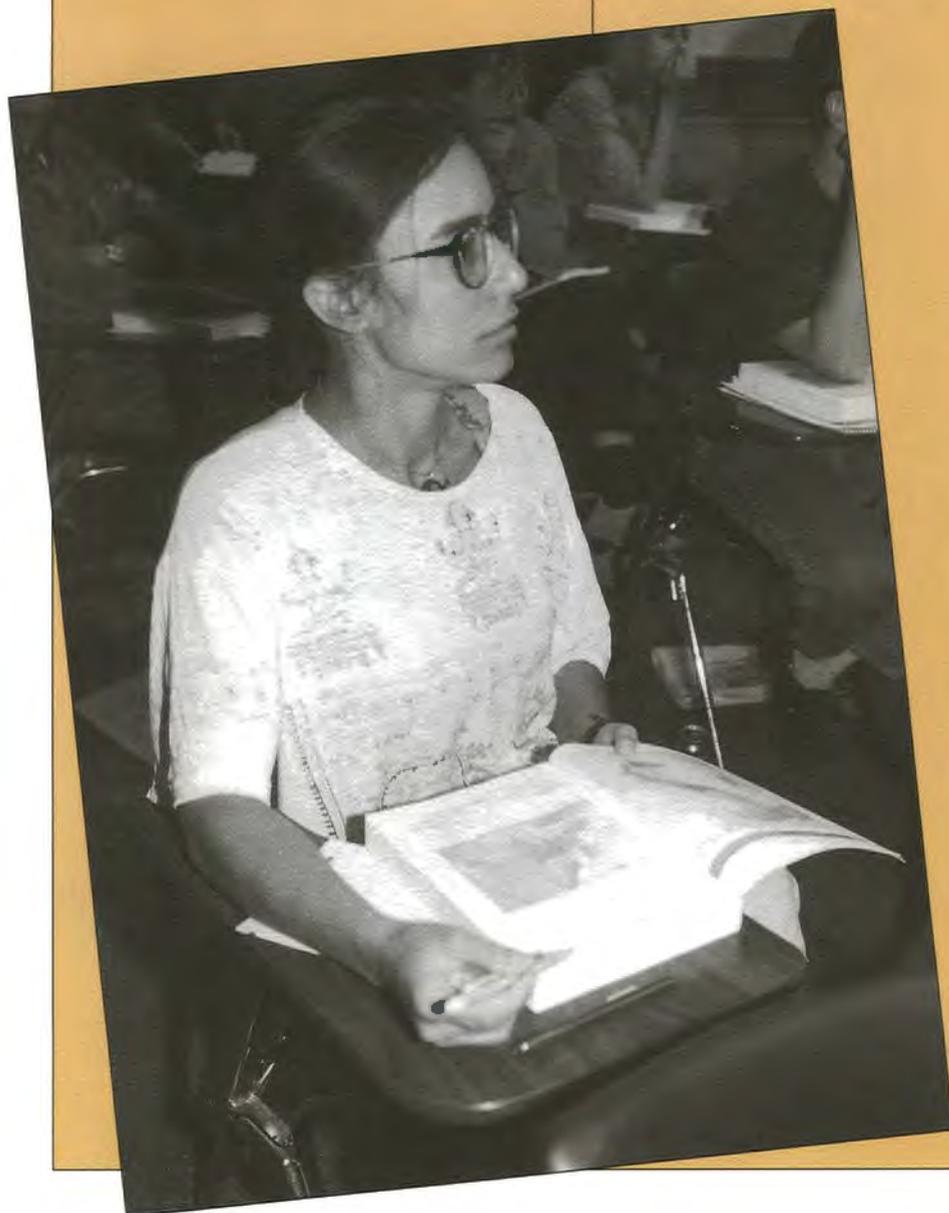
Section 500: Wednesdays, February 3-April 14 (no class March 24), 6-8 p.m. 10 sessions. Hellems 141. \$140.

NCFL 202 Conversational Italian for Advanced Beginners

Review basic grammar concepts introduced in Beginning Italian as well as expand on vocabulary and expressions essential for conversational fluency. The course will continue to integrate aspects of modern Italian life and culture. Required text: *In Italiano*, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

Section 500: Tuesdays, February 2-April 13 (no class March 23), 6-8 p.m. 10 sessions. Hellems 185. \$140.



NCFL 104 Beginning Conversational and Written Japanese

We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese, Book 1*, may be purchased from the instructor in class.

D.H. Gordon, M.A., has taught Japanese language classes since 1981.

Section 500: Fridays, January 22-March 5, 6-9 p.m. 7 sessions. Economics 117. \$140.

NCFL 204 Intermediate Conversational and Written Japanese

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese, Book II*, may be purchased from the instructor in class.

D.H. Gordon, M.A., has taught Japanese language classes since 1981.

Section 500: Fridays, March 12-April 30 (no class March 26), 6-9 p.m. 7 sessions. Economics 117. \$140.

NCFL 103 Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text: *Getting Along in Spanish*, by Jarvis, available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU-Boulder since 1977.

Section 500: Tuesdays, February 2-April 13 (no class March 23), 7-9 p.m. 10 sessions. Education 155. \$140.

NCFL 303 Intermediate Conversational Spanish

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent. Required text: *Pasajes: Lengua*, by Bretz, available at the CU Bookstore.

Elizabeth Medina, Ph.D., has taught at CU-Boulder since 1977.

Section 500: Thursdays, February 4-April 15 (no class March 25), 7-9 p.m. 10 sessions. Hellems 137. \$140.

HISTORY AND CULTURE

NC H 011 The Incas and Their Empire

An introduction to the history, culture and civilization of the Incas, creators of the most extensive empire ever achieved by Native Americans. Learn how they accomplished this without the use of writing, the wheel, money or large scale trade. Examine various aspects of the Incas civilization including the everyday life of the nobility and peasants, their religion, system of land tenure and use, agricultural practices, arts and sciences, government, military technology and tactics, and architecture.

Kevin Haight, J.D., travels frequently to South America and has extensively studied the Incan culture and civilization.

Section 500: Thursdays, February 25-April 8 (no class March 25), 7-9 p.m. 6 sessions. Hellems 247. \$80.



INVESTMENTS AND PERSONAL FINANCE

NC I 008 Basic Investing

Complete, understandable explanations for beginners covering terminology, products, and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Optional text: *Getting Started in Stocks* by Alvin D. Hall, available at the CU Bookstore.

Mary Wright, B.A., is Senior Vice President with a large investment firm, and has more than 17 years experience in the field.

Section 500: Wednesdays, February 10-March 3, 6:30-8:30 p.m. 4 sessions. Education 220. \$60.

NC I 007 Advanced Investment Strategies

Designed to build on foundations created in Basic Investing, this course will deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90% of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities.

John D. Bonica, B.A., is an investment advisor with a large investment firm with more than 10 years experience in asset management.

Section 500: Wednesdays, March 10-April 7 (no class March 24), 6:30-8:30 p.m. 4 sessions. Stadium 140, Gate 7. \$60.

INVESTMENTS AND PERSONAL FINANCE

—CONTINUED

NCI 021

The Five Minute a Day Personal Financial Plan

For busy people who want to secure their financial independence. Be prepared to work on your personal financial plan for savings, investments, insurance needs, taxes, major future purchases, vacations and just plain old accumulation and distribution of assets. You will develop your investment portfolio, cash flow and budgeting system, and learn to preserve and increase your net worth. During the class you will learn the ABC's of investing, portfolio design, using money as a tool, develop future money needs adjusted for inflation, and develop and implement an action plan. By knowing what you want and need you will be in control. Then when you meet with your personal advisors you will tell them what you want and not the other way around.

Aivars Ziedins, M.S.F.S, has over 26 years experience as a financial planner and entrepreneur.

Section 500: Saturdays, March 13-20, 9 a.m.-1:30 p.m. 2 sessions. Hellesms 201. \$65.

Marcia Kaplan will be going to Italy next fall and she decided to take a year of language study to prepare.

24



NCI 022

The Debt Free Prosperous Living Seminar

Get completely out of debt in 5-7 years, including mortgage. Sounds impossible? Well, whether you earn \$15,000 a year or \$150,000 a year, this program will teach you how to turn \$1 of debt into \$11.83 of real wealth! You will owe no money to anyone and you will have no credit debt. No second jobs or austerity budgets are necessary. Learn how to live on 100% cash, handle emergencies, purchase new home, and buy cars and appliances. Bring list of debts and calculator and leave with your own debt elimination plan that can be immediately implemented into your own lifestyle. Optional text is available in class for \$49.

Jeff Meyer, B.A., was a successful investment advisor when he developed and began teaching the debt elimination program.

Section 501: Monday, February 1, 6:30-9:30 p.m. 1 session. Hellesms 201. \$40.

Section 502: Tuesday, February 2, 6:30-9:30 p.m. 1 session. Hellesms 201. \$40.

Section 503: Saturday, April 3, 9 a.m.-12 noon 1 session. Hellesms 201. \$40.

Section 504: Tuesday, April 6, 6:30-9:30 p.m. 1 session. Hellesms 201. \$40.

NCI 023

The Lifecycle of an IPO

This class will offer students a look at the world of initial public offerings. The class will be educational and informative for everyone from basic investors to small business owners. Anyone interested in better understanding equity offerings can learn from this class. This class will give interested students the tools necessary to better understand the IPO process, as well as allowing an overview of the process from the perspective of the company going public, which will be of interest to business owners.

John D. Bonica, B.A., is an investment advisor with a large investment firm with more than 10 years experience in asset management.

Section 500: Wednesdays, May 12-19, 6:30-8:30 p.m. 2 sessions. Economics 117. \$30.

NCI 011

Planning for Retirement

Planning for a secure retirement is not a luxury, it's a necessity. Several obstacles stand between you and your leisure years - dwindling Social Security, rising health care costs and the threat of higher inflation, just to name a few. How much will you need to invest to ensure that your golden years really will be golden? Discover the steps you need to take to build a solid financial base for your leisure years. Practical application will assist individuals in developing a successful retirement strategy. Please bring a calculator to class.

Mary Wright, B.A., is Senior Vice President with a large investment firm, and has more than 17 years experience in the field.

Section 500: Wednesdays, May 12-19, 6:30-8:30 p.m. 2 sessions. Economics 205. \$30.

JUST FOR PARENTS

NC L 065

Discover and Nurture Your Child's True Talents and Career Potential

This seminar is for parents intent on providing the critical guidance necessary to "grow" self-actualizing children who can express their greatest talents and live to their true career potential. Learn to recognize and foster your child's: talents/skills/aptitudes; career-related interests/motivations; unique vocational calling and life's work; and ensure your child grows up to be successful doing what they love for a living. Invest in your child's future career success and happiness and help to reverse the high rate of school drop-outs, career floundering, low self esteem, misdirected college/vocational education, future under-employment and wasted potential. Materials fee of \$20, payable to instructor includes workbook, handouts and age-appropriate career interest inventory.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led highly acclaimed workshops for over 24 years.

Section 500: Thursdays, February 18-25, 6:30-9 p.m. 2 sessions. Economics 13. \$35.

NCT 019**Making Sense of the College Admission Process: For the Parent and/or Student**

Eliminate the mystery and guess work involved in the college admission process. Know how to support your student during the decision process - what your role as parent is and how to be coach, mentor, talent scout, coordinator, and champion. This seminar gives you the tools necessary to assist your student in choosing the right college. Learn how to identify your student's abilities and interests and match these to a college; how to organize the application process; how to represent one's self on applications and essays; and how to make the most out of college visits and admissions interviews. This course will give you the tools to choose the best college for your child and your family budget. Students welcome to the last session.

Jana Lynn, Ph.D., has guided students for more than 20 years, has served as a college administrator at both public and private colleges, and is an educational consultant.

Section 501: Mondays, March 1-8, 6:30-9:30 p.m. 2 sessions. Economics 205. \$90 for two parents.

Section 502: Mondays, March 1-8, 6:30-9:30 p.m. 2 sessions. Economics 205. \$50 for one parent.

LIFESTYLES - PERSONAL AND PROFESSIONAL

NCL 052**Do What You Love**

Break out of the "earning-a-living" rut and be paid to do what you truly love. This workshop takes participants through a hands-on, eight-step career decision making process, utilizing time tested exercises and vocational testing. Discover what you are truly capable of; generate a realistic list of career options, including self-employment; identify your greatest talents, interests and hidden motivators; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. Materials fee of \$30 payable to instructor for workbook, hand-outs and testing materials.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led this highly acclaimed workshop for over 24 years.

Section 500: Tuesdays, February 2-23, 6-9 p.m. 4 sessions. Hellems 137. \$80.

NCL 009**A Playful, Practical, Paradoxical Approach to Managing Stress**

Join us for a three hour seminar that you will enjoy! Finding creative options to handling stress can be both satisfying and refreshing. It can stimulate a sense of hope and discovery. We will offer useful information, practical strategies and assistance in helping you apply this information to your life.

Alexis Augustine, M.A., is founder and director of Odyssey Group, Inc. She is a psychotherapist, working with children and adults.

Linda J. Clark, M.S.W., L.C.S.W., is a consultant, educator, author, coach and psychotherapist in private practice in Boulder.

Section 500: Saturday, February 27, 9:30 a.m.-12:30 p.m. 1 session. Economics 119. \$40.

NCL 021**Accelerated Reading Practices**

So many books... so little time? Not to mention the stacks of newsletters, magazines, journals, reports, memos... If you still read the way you learned in elementary school, there is a better way. Make a shift from the linear, sequential, laborious paradigm of word-by-word, page-by-page reading to a whole brain/body model that is purposeful, motivating, and energizing because it taps into your creative and intuitive reserves.

Deborah Fink, an academic librarian and teacher for two decades, is a certified PhotoReading instructor and the founder of MetaLearning.

Section 500: Saturday, January 30, 10:30 a.m.-4:30 p.m. 1 session. Norlin Library N424B (Mabel Van Duzee Rm). \$40.

NCL 047**Nutrition and Performance**

Learn about the nutritional needs of active people and strategies for improving athletic performance. Includes recommendations on the amount of calories, carbohydrates, fats, and protein needed for different types of activities. Other topics include hydration, vitamins and minerals, supplements, ergogenic aids, weight management, what to eat before, during, and after exercise and how to evaluate nutritional claims.

Eileen Faughey, M.A., R.D., is a nutrition consultant for families, individuals and corporations.

Section 500: Tuesdays, February 2-9, 6:30-8:30 p.m. 2 sessions. Hellems 255. \$30.

WHERE'S CONTINUING EDUCATION?

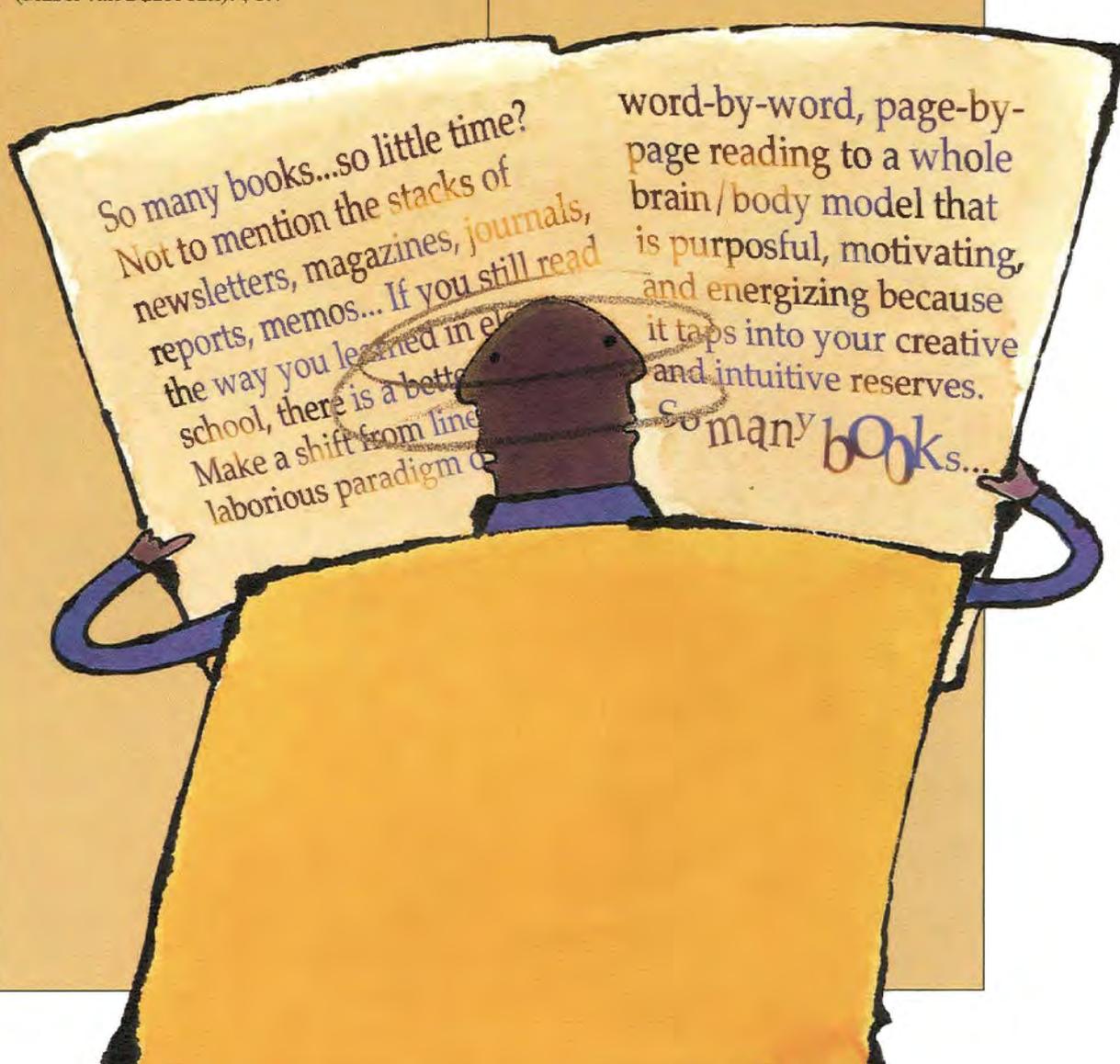
Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

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So many books...



LIFESTYLES - PERSONAL AND PROFESSIONAL - CONTINUED

NCL 062 Beginning Chess

Topics include: opening principles, rules of the game, movement of pieces, endgame theory, and algebraic chess notation. Specific openings covered include: English Opening, Ruy Lopez, and Sicilian Defense. Also covered is important terminology such as stalemate, draw, fork, pin, and surprise check. Students practice new skills against instructor and each other. In addition, instructor challenges students to simultaneous exhibitions. No chess experience necessary. Bring a chess board and pieces, and a small Chess Player Score Book, available at the CU Bookstore.

Christian Fuller began teaching chess in 1989 and is a United States Chess Federation certified chess coach.

Section 500: Tuesdays, February 23-April 20 (no class March 23), 6:30-8:30 p.m. 8 sessions. Hellesms 85. \$110.

NCL 069 Introduction to Alternative Medicine

Learn about various alternative therapies including acupuncture, chiropractic, herbal medicines, homeopathy, osteopathy and traditional Chinese medicine. The various therapies discussed will cover history, philosophy, educational requirements, current research and clinical case histories.

Cynthia Tucker, D.C., is a practicing chiropractor.

Section 500: Mondays, February 1-April 12 (no class March 22), 6-7:30 p.m. 10 sessions. Economics 13. \$100.

SCIENCE

NCSO 036 Ethnoherbology: Edible and Medicinal Plants of the West: Parts I and II

Part I

Journey with us into the past, through slides and stories, to learn about the medicinal/edible uses of plants by ancient and not-so-ancient people, including your own ancestral roots. Learn also how to grow some of these plants in your garden as well as go "into the field" to identify plants. Samples of various plants will be provided in class as well as recipes for remedies, food, and the home. \$3 materials fee payable to instructor at first class. Saturday field trip in Boulder area to identify medicinal and edible plants is included.

Part II

Incorporating the concept of "I hear and I forget, I see and I remember, I do and I understand", this class will continue from Ethnoherbology Part I. We will learn the history of herbs, cross-cultural ceremonial uses of herbs, the making of herbal products, and learning about natural plant dyes. There will be deeper coverage of women's, men's, children's and seniors' herbs, and designing an herb garden. We will also have a two hour field walk to see what some of these plants look like late in the season. Prerequisite: Ethnoherbology Part I or instructor's permission.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with more than 25 years of organic gardening experience. She is also a trained herbalist.

Section 501-Part I: Thursdays, February 4-25, 6:30-8:30 p.m. Economics 205 and Saturday, February 27, 9 a.m.-12 noon. 5 sessions. \$75.

Section 502-Part II: Thursdays, March 4-April 1 (no class March 25), 6:30-8:30 p.m. Economics 205 and Saturday, April 3, 9 a.m.-12 noon. 5 sessions. \$75.

Section 503-Parts I & II: Thursdays, February 4-April 1 (no class March 25), 6:30-8:30 p.m. Economics 205 and Saturdays, February 27 and April 3, 9 a.m.-12 noon. 10 sessions. \$130.

NCSO 037

Organic Vegetable and Herb Gardening

For beginners, learn about design, planting, care, composting, and harvesting techniques for the organic garden, both on the Plains and at higher mountain altitudes. In addition, learn inexpensive techniques for outsmarting Mother Nature's "critters" and the weather. Learn how to start your backyard compost pile, do soil preparation, or actually grow your cold-hardy plants in a portable cold-frame. \$3 materials fee payable to instructor in class.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with over 25 years of organic gardening experience. She is also a trained herbalist.

Section 500: Tuesdays, February 2-March 2, 6:30-8:30 p.m. 5 sessions. Ketchum 120. \$65.

TESTING & ACADEMIC PREPARATION

NCT 200

Preparation for the SAT/ACT

Maximize your ACT and SAT test results! Students in this class will review all portions, verbal and quantitative, of each test, and practice using the strategies introduced. All materials provided. Students preparing only for the ACT need not attend on Sunday, September 28, 1-3 p.m.

Mary Johnson, B.A., and Sharon Brodell, B.A., are secondary teachers as well as test review instructors for PREP Associates.

Section 501 - ACT and SAT: Sundays, March 7-14, 9 a.m.-3 p.m. 2 sessions. McKenna 112. \$160.

Section 502 - ACT only: Sundays, March 7, 9 a.m.-3 p.m. and March 14, 9 a.m.-12 noon. 2 sessions. McKenna 112. \$135.

NCT 300

Preparing for the Graduate Management Admissions Test (GMAT)

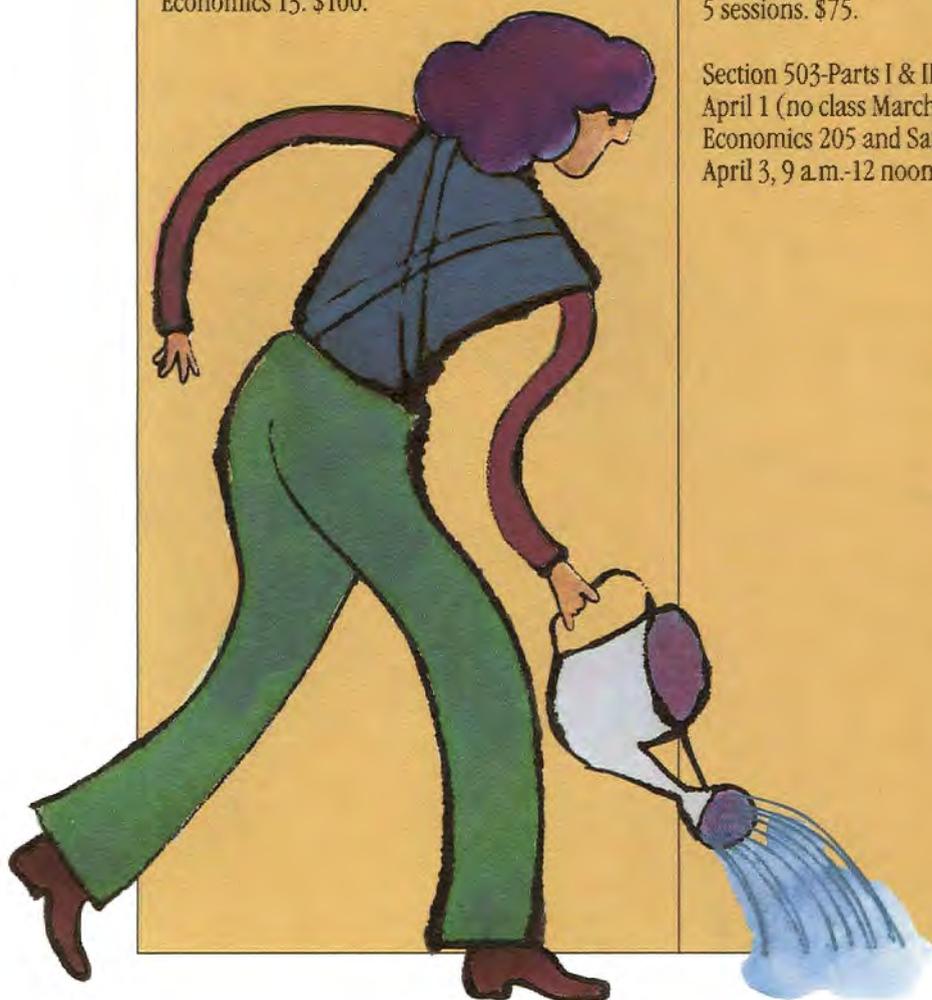
This class provides a thorough review of the verbal and quantitative strategies needed for this exam. Students will become familiar with test content and practice strategies for each test portion. All materials provided. Recommended text: *The GMAT Official Guide, 9th edition*, available at the CU Bookstore. Course addresses computer-based testing which began in Fall 97. Students must register separately for the test.

Heather Tolby, B.A., and Mary Johnson, B.A., are secondary teachers as well as test review instructors for PREP Associates.

Section 501: Verbal: Analytical Reasoning and Reading, Sentence Correction and Writing. Monday and Wednesday, February 8-10, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 502: Quantitative: Problem Solving and Data Sufficiency. Monday and Wednesday, February 15-17, 6-10 p.m. 2 sessions. Guggenheim 206. \$150.

Section 503: Verbal and Quantitative. Mondays and Wednesdays, February 8-17, 6-10 p.m. 4 sessions. Guggenheim 206. \$250.



NCT 301 Preparing for the Graduate Record Exam (GRE)

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. Students need *9th Edition, Official Guide: Practicing to Take the GRE General Test* for the first class, available at the CU Bookstore. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call (510) 873-8100 for exam registration information. Strategies for the computer test are included. Heather Tolby, B.A., and Mary Johnson, B.A., are secondary teachers as well as test review instructors for PREP Associates.

Section 501: Monday and Tuesday, February 1-2, 6-10 p.m. and Wednesday and Thursday, February 3-4, 6-9 p.m. 4 sessions. Geology 121. \$165.

Section 502: Monday and Tuesday, April 5-6, 6-10 p.m. and Wednesday and Thursday, April 7-8, 6-9 p.m. 4 sessions. Geology 121. \$165.

NCT 490 Preparing for the Law School Admission Test (LSAT)

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. *Students need texts at the first class, available at the CU Bookstore.* Call (303) 492-5148 for a specific lists of text books. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call (215) 968-1001 for exam registration information.

Michelle Philip, J.D., is an attorney who has taught LSAT prep courses for five years.

Section 501: Saturdays and Sundays, January 16-30, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

Section 502: Saturdays and Sundays, May 8-22, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

THEATRE AND MUSIC

NCTH 017 Acting Basics

The goal of this class: bringing to life moments of true emotions once felt, imagined, or written, to engage your mind, body, spirit, and emotions. Relaxation exercises and voice and breathing warm-ups will be stressed. Each student will prepare a two minute monologue that could be used for auditions after the class is completed. We will also experiment with a variety of scene exercises involving two or more performers. In a supportive and safe environment you will gain tools for expressions and refine your own natural talents. All levels of experience are welcome.

Beth Osnes, Ph.D. Theater, is an instructor, performer and director.

Section 500: Thursdays, February 11-April 8 (no class March 25), 6:30-8:30 p.m. 8 sessions. Geology 311. \$105.

NCTH 018 Beyond Acting Basics: A Monologue Workshop

You will rehearse a monologue of two to four minutes to be used for auditioning. Your performance will be built upon a foundation of an understanding of what you, as your character, are trying to express, to whom, and why. Your performance will gain both psychological depth and emotional truth. Monologues will be chosen by you, the student or recommended by the instructor. Although the choice should be made before class, the monologue need not be memorized before the first class.

Beth Osnes, Ph.D. Theater, is an instructor, performer and director.

Section 500: Saturdays, April 10-17, 9 a.m.-2 p.m. 2 sessions. Geology 311. \$55.

NCTH 021 Introducing Italian Cinema

You'll have an opportunity to analyze the work of the most famous Italian filmmakers of the last 50 years: DeSica, Visconti, Monicelli, Fellini, and others. Explore the art of Italian cinema as it developed from neorealism to contemporary movies and learn more about how it reflects the problems of Italian culture and society. One film shown each evening with discussion afterward. Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy

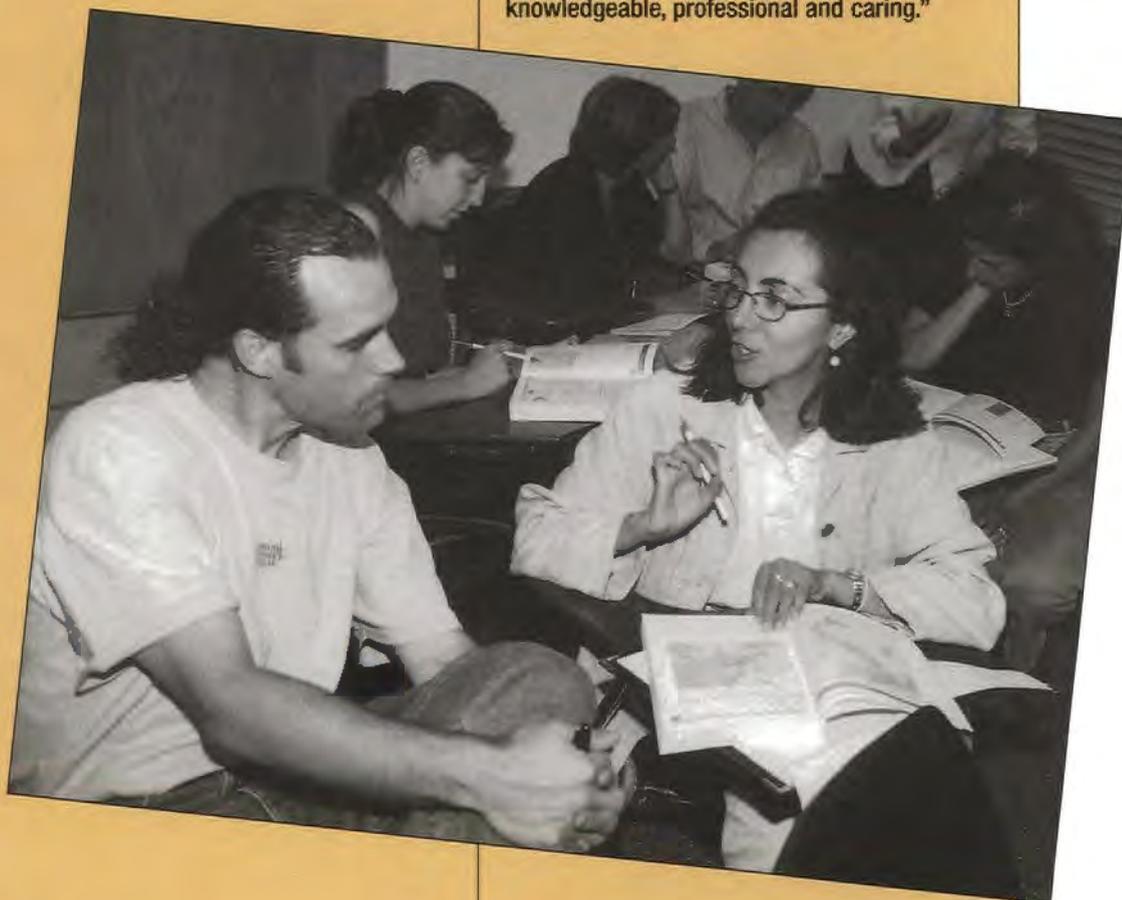
Section 500: Thursdays, February 18-April 1 (no class March 25), 6-9 p.m. 6 sessions. Hellems 201. \$120.

NCTH 026 Front Row Center

A theatre appreciation class for adults that creates an economical, comfortable and safe environment in which people may attend and learn about Denver/Boulder theatre. Join a growing group of theatre lovers in weekly excursions to a variety of theatres presenting many types of entertainment from classics to comedy to musicals. The first session on Tuesday is an orientation during which students discuss the variety of theatres available in the area and the specific shows playing. The class then votes on which shows they would like to see for the next six weeks. They then meet once a week near the theatre for a social hour, attend the show together, and then have a talk-back with the cast or a backstage tour. Ticket fees range from \$10-15 per show and are payable to the instructor. Beki Pineda, B.A., has worked in Colorado theatre for over fifteen years, is Company Manager for the Colorado Shakespeare Festival, and is a theatre critic.

Section 500: Tuesday, February 2, 7-8:30 p.m. and Saturdays, February 6-March 20, 7-11 p.m. on performance nights. 7 sessions. Economics 13 and various area theatres. \$85.

Steve and Rossana Miranda-Johnston are studying Italian because "We both love it and have spent some time there" (six months last year). They hope to go back, with better language skills. "We saw this very affordable class and thought it would be fun to be back in a school atmosphere," Rossana says, adding, "Shelly is a great, great, wonderful teacher-knowledgeable, professional and caring."



THEATRE AND MUSIC —CONTINUED

NCTH 025 Music Appreciation

This course explores Western art music as a function of cultural, economic, and technological developments. Emphasis is on creative listening and understanding of the Gregorian plainchant through 20th century experimental music. Learn to distinguish different forms of music, such as the sonata, concerto, and cantata; as well as styles, Baroque, Classical, and Romantic. Optional group attendance at a concert is planned. Optional text: *Listen*, available at the CU Bookstore.

John Gray, Ph.D., teaches music appreciation at CU-Boulder and is a choir director.

Section 500: Mondays, February 8-April 5 (no class March 22), 6:30-8:30 p.m. 8 sessions. Hellems 267. \$105.

Dennis and Mary Ann Taylor are planning a trip to Florence and so, taking conversational Italian is just a natural. They love the language. They love opera and they find that the class is really helping them tune up their skills and "get used to hearing" the language. Dennis is a computer consultant and author who teaches for Continuing Education and Mary Ann is a school psychologist for the Boulder Valley Schools.

WRITING AND LITERATURE

NC W 006 Creative Writing

Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more, through series of imaginative exercises. Emphasis is on finding your individual voice. For beginners or more experienced writers.

Naomi Rachel, M.A., is a professional writer with credits in national and regional publications.

Section 500: Tuesdays, February 9-April 6 (no class March 23), 7-9 p.m. 8 sessions. Hellems 247. \$105.

NC W 069 Screenwriting II

"Character Driven" is a term often used to describe today's films and plays. This creative class explores the relationship of character to plot by developing a character and watching he/she/it progress through life's obstacles.

Leigh Kennicott, M.A., has worked in development for major motion picture studios as well as in television and film production in Los Angeles.

Section 500: Mondays, February 8-April 19 (no class March 22), 6:30-8:30 p.m. 10 sessions. Ketchum 119. \$130.

NC W 084 Consider the Canadians

What's new in Canadian fiction? What have Margaret Atwood and Mordecai Richler written in recent years? Have you had a chance to read the fiction of Jane Urquhart or Anne Michaels? Are there any notable differences in Canadian fiction compared to current American novels? Join us in reading and discussing four fine novels and get a taste of what some of Canada's finest authors are currently writing. We will meet every other week to allow time for reading. Read *Alias Grace* by Margaret Atwood for February 3, *The Underpainter* by Jane Urquhart for February 17, *Fugitive Pieces* by Anne Michaels for March 3, and *Barney's Version* by Mordecai Richler for March 17.

Susanne Stark Gerson, M.A., M.Ed., is an instructor of literature and humanities.

Section 500: Every other Wednesday, February 3-March 17, 7-9 p.m. 4 sessions. Hale 236. \$60.

NC W 083 Writing Poetry Forms

In a workshop setting, learn various types of poetry forms. Students will explore the writing of poets such as: Robert Bly, Sherman Alexie, Mary Oliver, and Dylan Thomas. These poets will serve as models for students' personal writing. Students will learn and master the rules of poetry forms in order to experiment and break the rules in their own poetry. Students will learn four poetry forms: haiku, syllabics, prose poetry, and finally, the prose sonnet. Published poetry will be used as a model for instruction and exploration. Students will write poems within each form. Student's poetry will be critiqued by the class each session. A mini-portfolio will be compiled for the last session of class.

Rebecca Pembroke, M.A. in Creative Writing from CU, has taught writing and literature for the past five years.

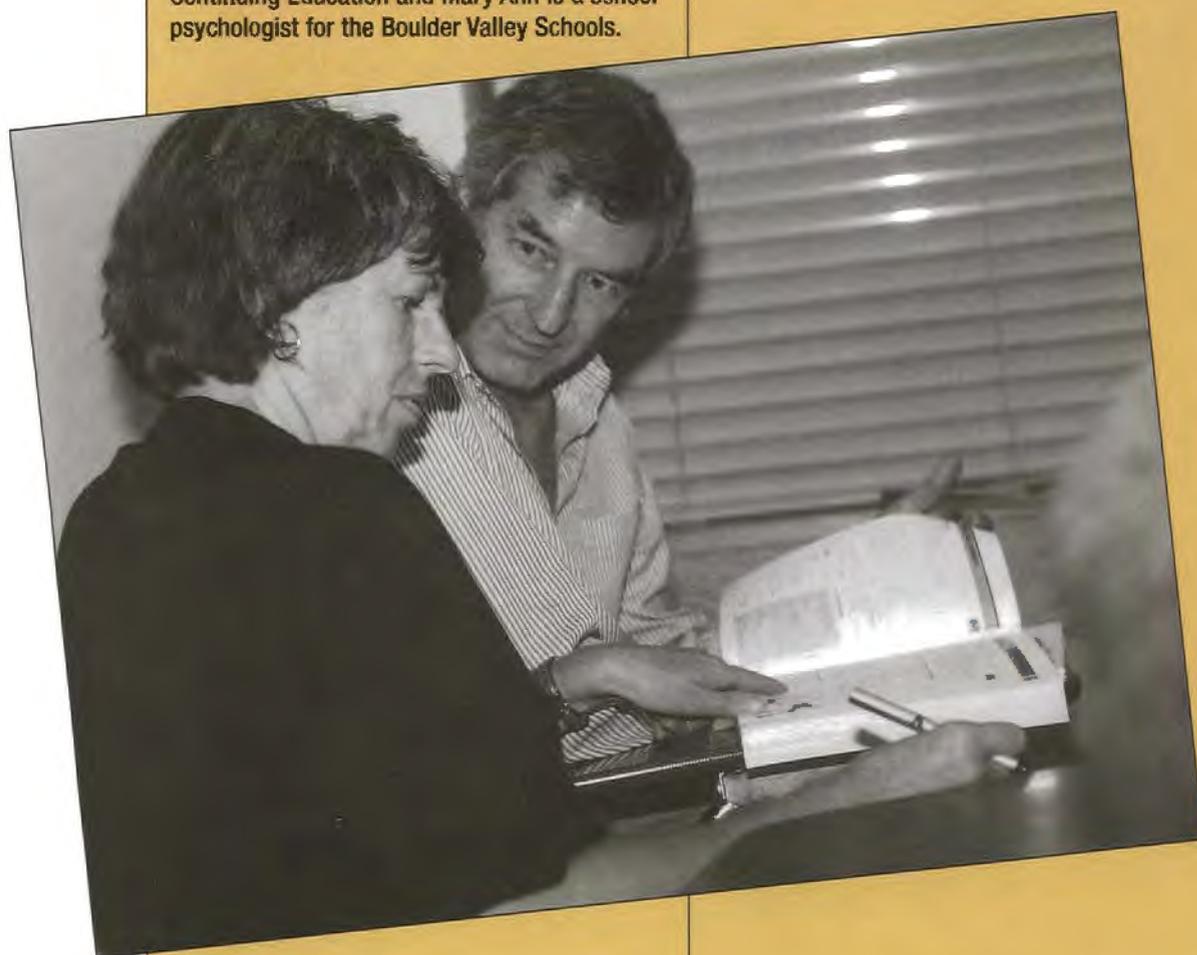
Section 500: Thursdays, February 18-March 18, 6-8 p.m. 5 sessions. Hellems 185. \$65.

NC W 003 English Writing Made Simple

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing.

Jean Thyfault, is a former editor, managing journal publications.

Section 500: Thursdays, February 11-April 8 (no class March 25), 6:30-8:30 p.m. 8 sessions. Hellems 263. \$105.



NC W 037
Writing Short-Short Fiction

This course will be mostly concerned with the whipping up of original short-short fiction. In addition to each other's work, students will read selected short shorts of Baudelaire, Ponge, Michaux, Servin, Barthelme, Jacob, Beckett, Bly and others. Each class meeting will incorporate writing, reading aloud and discussion. Students should plan on reading a lot, writing ten to twenty original short-shorts by the end of the semester, and submitting at least one of them to a literary journal such as *Quarterly West* which devotes an entire section to short-shorts in each issue.

Hoag Holmgren, M.A. Creative Writing and M.A.L.S. Humanities, has had short-shorts and short stories published in *Quarter After Eight*, *Jack Mackerel Magazine*, *A Summer Reading*, and most recently, *The Denver Quarterly*.

Section 500: Wednesdays, February 10-April 21 (no class March 24), 7-9 p.m. 10 sessions. Economics 117. \$130.

NC W 086
African Literary Safari

Take a trip through the lush history of Africa through a fascinating exploration of African fiction. Explore Africa's rich cultural background, its history of colonization, the paradoxes of "decolonization" and the challenges of nation-building - all seen from an African perspective. Through reading and discussing five novels and one novella by some of the continent's finest contemporary storytellers, we will hopefully understand and appreciate some of the contributions to world culture to come out of the "dark continent." We will meet every two weeks to allow time for reading. Please read *Things Fall Apart* by Chinva Achebe for January 27; *The Joys of Motherhood* by Buchi Emecheta for February 10, *A Grain of Wheat* by Ngugi Wa Thiong'O for February 24, *The Beautiful Ones Are Not Yet Born* by Aki Kwei Armah for March 10; *A Walk in the Night* by Alex Laguma for March 31 and *Nervous Conditions* by Tsitsi Dangarembga for April 14.

Jim Walker, Ph.D. Candidate, is an instructor of languages and literature, and has studied African literature in East Africa.

Section 500: Every other Wednesday, January 27-April 14 (no class March 24), 7-9 p.m. 6 sessions. Hale 260. \$80.

NC W 004
Writing Novels and Getting Published

This class will take you on the entire creative ride from idea through publication. Everything from story to point of view to the uniqueness of writing the novel will be covered. The class will also cover marketing your manuscript, emphasizing the submission, cover letter, and synopsis. Information on how to find an agent and the right publisher will be discussed. An extensive workbook is included.

Bob Mayer, M.A., has had eleven novels published and has six more coming out in the next two years under four different pen names. His novels, *AREA 51* and the sequel, hit several best-seller lists.

Section 500: Wednesdays, February 3-April 7 (no class March 17 and 24), 6:30-8:30 p.m. 8 sessions. Norlin Library M300D. \$110.

NC W 077
Writing Fiction - A Weekend Intensive

Learn the fundamentals of writing fiction in one weekend. This innovative workshop is the place for beginners to get the basics and seasoned writers to sharpen skills. On Friday evening (bring popcorn and soda) we'll view a recent movie and then discuss the plot and story structure to see how film has affected the way in which popular fiction is written today. Saturday (bring something for a potluck lunch), we'll combine lecture, discussion and short writing exercises, featuring a different aspect of good fiction each hour. Topics include: creating dynamic characters, writing believable dialogue, pacing, and information about the business of writing.

Jerrie Hurd, M.F.A., is an experienced writing teacher, a frequent speaker at conferences, an award-winning writer and has recently published her third novel, *The Lady Pinkerton Gets Her Man*.

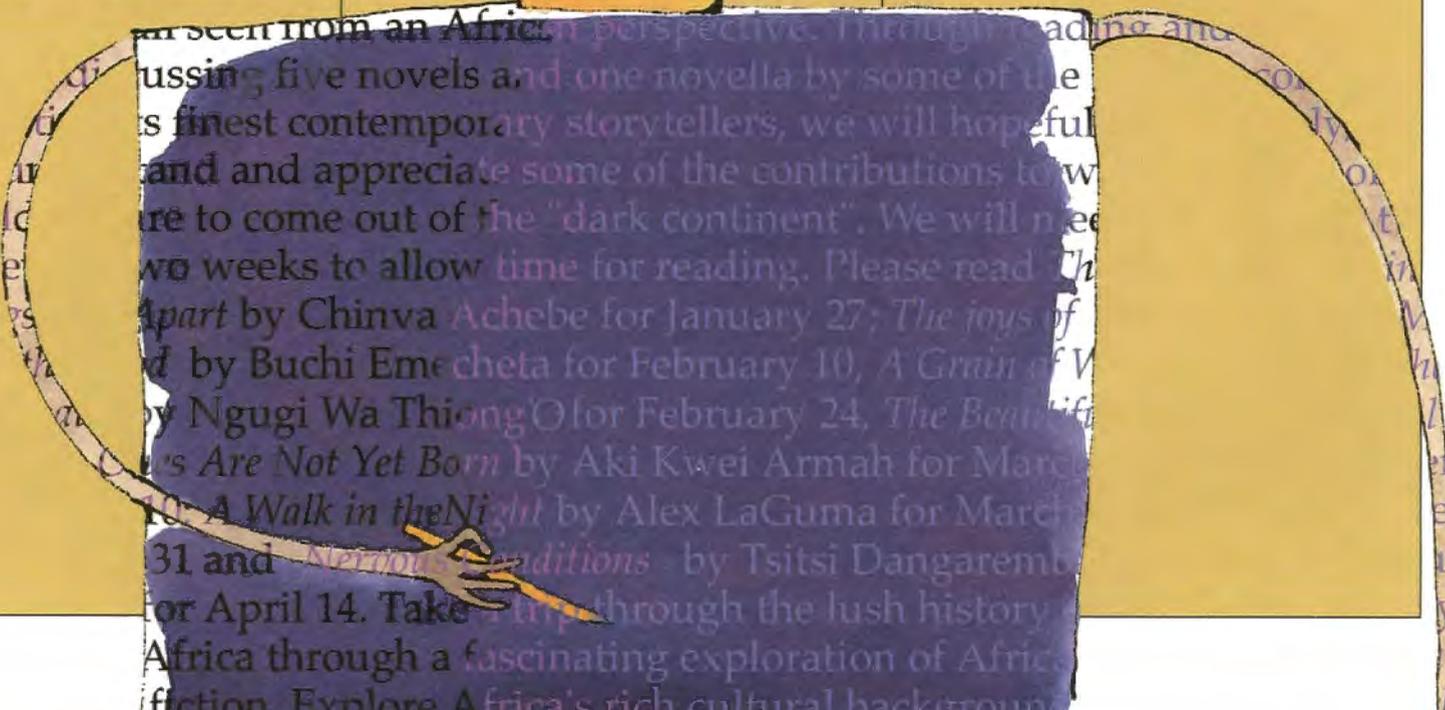
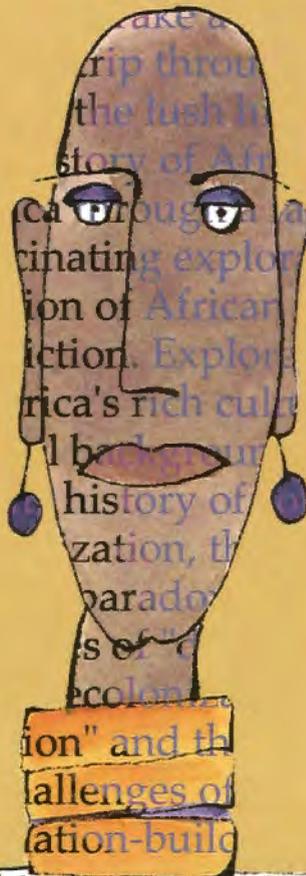
Section 500: Friday, February 19, 6-10 p.m. and Saturday, February 20, 9 a.m.-4 p.m. 2 sessions. Hellems 259. \$70.

NC W 005
How to Write Magazine Articles...and Get Them Published

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor also works individually with students' articles.

Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years.

Section 500: Wednesdays, February 24-April 7 (no class March 24), 7-9 p.m. 6 sessions. Education 134. \$80.



WRITING AND LITERATURE—CONTINUED

NC W 082 Sampling Modern World Literature through Short Story

Literature should be experienced from all parts of the world. Writers from Botswana share similar themes and symbols with writers from France. Explore the similarities of our globe through the world of short story. Students will learn about the story and its elements. They will read and discuss short stories from four distinct parts of the world. History, politics, language and religion all combine to aid interpretation of world short stories. Similar and different patterns will emerge through discussion. The following short stories will be examined: Bessie Head's *The Collector of Treasures*, Yukio Mishima's *Patriotism*, Collette's *The Other Wife*, and Isabel Allende's *Phantom Place*. All stories included in the required text, *One World of Literature*, available at the CU Bookstore

Rebecca Pembroke, M.A., is a college administrator, English instructor, and writer.

Section 500: Tuesdays, February 16-March 16, 6-8 p.m. 5 sessions. Hellems 263. \$65.

Carol Goodman is taking conversational Italian because she and her husband will be spending the Christmas holidays in Italy with their son, who is studying in Spain. She says she got the catalog and saw this course and thought, "That sounds like fun. It just popped up and grabbed me!"

NC W 012 The Children's Book: Writing, Illustrating and Getting Published

Ever dreamed of writing or illustrating a children's book? Learn the entire process, from the cultivation of ideas to the published work. We'll cover manuscript development, illustration techniques, pictures layouts, and submitting manuscripts to publishing companies. We'll also take an in depth look at how straightforward it is to self-publish your own work.

Kerry MacLean, B.A., has written, illustrated and self-published three children's books, including the wildly popular *Pigs Over Boulder*.

Section 500: Saturday, February 27, 9 a.m.-4 p.m. 1 session. Hale 260. \$50.

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

NC W 085 One Dancing: An Introduction to the Life and Work of Gertrude Stein

Gertrude Stein's theories of art and the body of work they produced remain some of the most provocative and undervalued ideas in modern letters. In this class we will focus on gaining an understanding of the myriad forces, both historical and personal, that made Stein a true artist of her time. Although the texts themselves can be quite intimidating, Stein's ideas work and they can be grasped if the reader takes the time to read by Stein's rules. Areas of related interest include her relationship with William James, the novels of Henry James, the influences of the regular visitors to her salon in Paris, the "marriage" to Alice B. Toklas, and her involvement in World War II.

Brett Shell, B.A., has been an editor, publisher and teacher.

Section 500: Thursdays, March 4-April 15 (no class March 25), 7-9 p.m. 6 sessions. Economics 13. \$80.

EAST BOULDER COMMUNITY CENTER

5660 Sioux Drive

NCFL 102 Beginning Conversational Italian

Examines the basics of Italian conversational grammar as well as various aspects of modern Italian life and culture. Participants learn the elements of the language, view videos, and hold open discussions. Required text: *In Italiano*, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

Section 50B: Thursdays, February 25-May 6 (no class March 25), 2-4 p.m. 10 sessions. \$140.

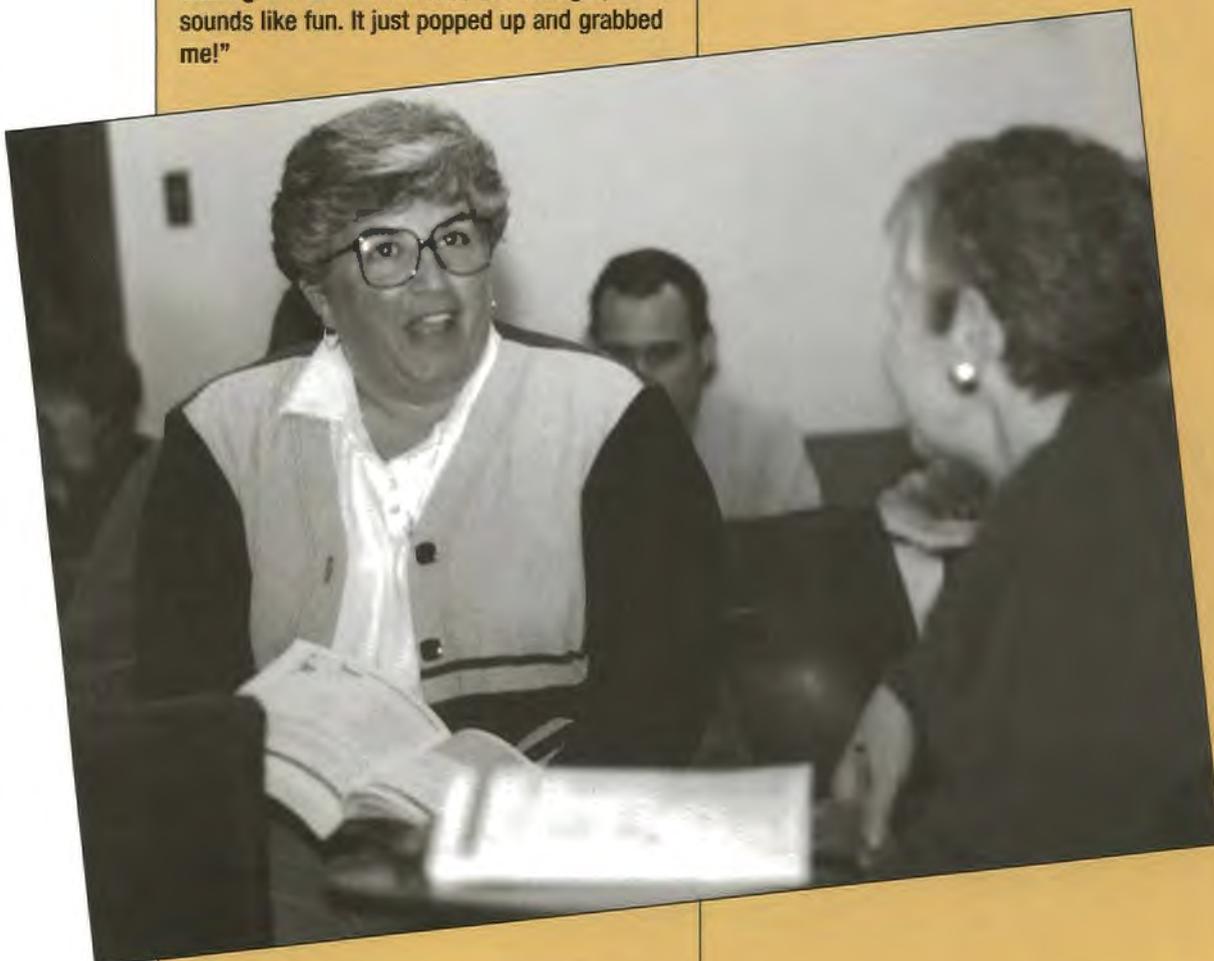
NCSO 043 New Discoveries in Astronomy

How old is the Universe? What are gamma ray bursts? Are there planets around other stars? How do we know and how can we find out? And what about life elsewhere in the Universe? These are just some of the questions we will tackle in this discussion-oriented class as we explore some of the newest research and developments in astronomy. Background for each topic will be provided along with assigned readings. Students will come away with a better understanding of the exciting research going on in astronomy today.

R. Young Shuping, Ph.D. Candidate at CU-Boulder, has taught various undergraduate astronomy courses.

Section 50B: Tuesdays, March 2-April 13 (no class March 23), 9-11:30 a.m. 6 sessions. \$95.

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NCSO 017**Introduction to the Historical Geology of Colorado**

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. We will investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting.

Donald Kron, Ph.D., is interested in fossil mammals and is experienced in recovering fossils.

Section 50B: Thursdays, February 18-March 4, 10 a.m.-12 noon. 3 sessions. \$40.

FRIDAY LUNCH AND LEARN SERIES AT CHAUTAUQUA

A partnership for learning! Again this year Chautauqua and the University of Colorado at Boulder present faculty in a series of talks which promise to entertain, provoke, and inform. This year the theme focuses on understanding the role genetics play in our lives from staying healthy, to living a long life to conducting genealogical research. Bring your own brown bag lunch and join us. Light desserts and refreshments will be provided. All presentations are held at the Chautauqua Community House.

NCSS 734**Genetics and Longevity**

Most of us have heard the adage that "the best way to insure a long life is to choose long-lived parents." For those who may not have had that option, a variety of additional strategies have been and are being publicized by any number of TV programs and magazines. Learn the reality behind the genetics of longevity and what you can do to insure a long life. Also learn about the fascinating research going on in CU-Boulder's labs where longevity has been more than doubled.

Thomas Johnson, Ph.D., is a professor in the Institute for Behavioral Genetics at CU-Boulder and has more than 100 publications on genetics and longevity. His academic work has focused on increasing the longevity of short lived invertebrates.

Section 500: Friday, February 12, 12 noon-1:30 p.m. 1 session. \$15.

NCSS 733**Your Genes, Your Heart: The Good News and the Bad News**

In the past decade, research has made it very clear that a person's genetic background can be far more important than previously thought in determining whether a person will develop heart disease. This isn't to say that exercise and diet won't affect your health. If you have a family history of heart disease, however, it means you need to be particularly careful. Even though it might seem that there is nothing you can do about your genes, that isn't quite true anymore, and genetic therapy for certain types of disease is close to being a reality. Join us to learn more about this genetic research and strategies for living a heart healthy lifestyle.

Leslie Leinwand, Ph.D., is professor and chair of Molecular, Cellular and Developmental Biology. Her laboratory research focuses on the genetics of disease.

Section 500: Friday, March 5, 12 noon-1:30 p.m. 1 session. \$15.

NCSS 732**Genealogical Gems in the University Libraries**

Come and find out about historical sources that are useful for genealogical research. While the University Libraries at CU-Boulder do not have an organized genealogical collection, it does own some materials that are useful for family historians. Federal directories such as the Blue Book, Congressional reports concerning military pensions, and Army Map Service (AMS) maps of Europe are just a few examples. This presentation will highlight departments in the University Libraries system that can assist veteran researchers. The limitations of these collections are also discussed. Additionally, research collections in the Denver/Boulder area that are a must for the beginning genealogist will be covered. The pros and cons of the Internet for genealogical research are also reviewed.

Deborah R. Hollis is an Assistant Professor, State and Foreign Documents Librarian at the CU University Libraries. She has extensive experience in speaking to genealogical groups about using federal publications for family history research.

Section 500: Friday, April 16, 12 noon-1:30 p.m. 1 session. \$15.



MAKE YOUR OWN BREAKTHROUGH. GIVE YOURSELF THE TOOLS YOU NEED RIGHT NOW.

There is increasing acceptance among people in business that training and development is an ongoing process. Give yourself an opportunity to fill in the gaps in your education and preparation, to make you a stronger candidate for the next opportunity that comes along.

classes are: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing: Developing and Promoting Your Product or Service, and Managing People.

Accounting and Budgeting for the Non-Accountant, Starting a Business: From the Ground Up, Entrepreneurism – Are You Ready?, and Understanding Marketing: Developing and Promoting Your Product or Service.

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

To earn this certificate, you must satisfactorily complete four required courses and three or more electives. Basic Skills for the Supervisor is recommended as a starting point. The required

CERTIFICATE OF ENTREPRENEURSHIP

The Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business venture. Participants are required to take four core classes and two electives. Core classes include:

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

Classes will not meet the week of Spring Break, March 22-26.

BUSINESS COURSES, SPRING 1999

GETTING STARTED	33
Basic Skills for the Supervisor	
ACCOUNTING AND FINANCE	33
Accounting and Budgeting for the Non-Accountant	
ENTREPRENEURISM/SMALL BUSINESSES	33
Entrepreneurism-Are You Ready?	
HUMAN RESOURCES	33
Fundamentals of Human Resource Management Workplace Violence	
MANAGEMENT/SUPERVISION	34
Managing Organizational Change Managing People Critical Issues in Current Management	

MARKETING/SALES	34
The Marketing Side of Public Relations Understanding Marketing: Developing and Promoting Your Product or Service Fast and Effective Market Research Through Focus Groups Market Planning: Plan to Succeed	
PROFESSIONAL DEVELOPMENT	35
Handling Difficult People Making the Most of Meetings Conflict Resolution as a Win/Win Enterprise Working Smarter: Organizing Your Office for the 21st Century From Debate to Dialogue: Increase Team Creativity and Productivity	
WRITING AND COMMUNICATION	35
Better Business Writing Grant Writing Basics Beginning Technical Writing Effective Document Review From Debate to Dialogue: Increase Team Creativity and Productivity	

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SKILL LEVEL GUIDE

A Guide to Business Courses' Recommended Skills Levels
All courses are marked with a skill level designation. It is recommended that you be at least at that skill level to take the course. If you have questions about a course level, please call the Division of Continuing Education at 303-492-5148.

Beginning
No previous experience necessary.

Intermediate
Assumes completion of Basic Skills for the Supervisor or Better Business Writing or equivalent skill level.

All Levels
Course encompasses varied levels of experience.

GETTING STARTED

NC B 100 Basic Skills for the Supervisor Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, building productive work teams, managing change and conflict, and managerial problem solving. A recommended prerequisite to other Management Development Certificate classes. Optional final exam.

Charles Rice, M.B.A., is an instructor at the CU-Denver College of Business Administration, and specializes in executive training and development.
Section 500: Saturdays, February 20-27, 9 a.m.-3 p.m. 2 sessions. Economics 117. \$130.

ACCOUNTING AND FINANCE

NC B 110 Accounting and Budgeting for the Non-Accountant Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue. Students need a hand-held calculator at the first class meeting.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.
Section 500: Saturdays, January 30-February 6, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$155.

ENTREPRENEURISM AND SMALL BUSINESS

NC B 400 Entrepreneurism-Are You Ready? All Levels

What does it take to be an entrepreneur? Businesses fail for many reasons: undercapitalization, lack of preparation, failure to test the market, lack of financial control and doing too much too soon. This class gives you a smart start. We cover business plans, budgeting, cash flow and other essential aspects, including personal financial planning.

Aivars Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.

Section 500: Saturday, February 27, 9 a.m.-4:30 p.m. 1 session. Business 250. \$100.

HUMAN RESOURCES

NC B 250 Fundamentals of Human Resource Management All Levels

Effectively managing the human resources function within any organization-large or small-is critical to overall success. Failing to recognize and address key employee issues can be detrimental to the entire company. Are you a small business owner, department manager or team leader? Learn how to recruit, train and retain top-notch people. If you are considering a career in HR, learn about the challenges and rewards of this dynamic field.

Kate Hyatt, M.P.A., has been in the human resources field for 14 years and has experience in both the private and public sectors.

Section 500: Saturdays, March 6-13, 9 a.m.-4 p.m. 2 sessions. Economics 117. \$135.

NC B 061 Workplace Violence All Levels

This course is a comprehensive guide which will help supervisors, managers, and company workers better understand those who may play or pose a potential workplace threat. This course will suggest how to prevent workplace violence of all kinds in organizations and how to intervene in order to mitigate potential tragic consequences when an incident does occur. It will offer a range of prevention tools as well as numerous intervention techniques.

Vincent Wincelowicz, Ph.D. in Public Administration, has spent over 25 years working in both state and federal law enforcement.

Section 500: Thursdays, February 11-April 22 (no class March 25), 6:30-8:30 p.m. 10 sessions. Muenzinger E123. \$195.

MANAGEMENT/SUPERVISION

NC B 058 Managing Organizational Change All Levels

To manage change efforts effectively requires understanding several key concepts, as well as the action steps implied by those concepts. This includes a model of change that presents what leadership action is required. Included are key insights about why change efforts succeed or fail. This course also presents how to view your operation as a total system so that you can identify where to push for sustainable change. Then, overviews of process and organizational design that can enhance performance are presented. Students will examine how to apply these to their current operations.

Erin Beamer, M.B.A., is a consultant and facilitator with more than 15 years experience in management and consulting. She has significant experience directing change efforts with proven results for business improvement.

Section 500: Tuesdays, February 9-March 9, 6:30-8:30 p.m. 5 sessions. Hellem 193. \$110.

NC B 245 Managing People Intermediate Level

For people with one to five years management experience, this unique class teaches practical skills related to communication, leadership, time management, and performance appraisal, skills that will improve both work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Alan Kreglo, M.S., has management experience in manufacturing and development, as well as, experience in human resources in both the public and private sector.

Section 500: Tuesdays, February 16-March 9, 7-9:30 p.m. 4 sessions. Hellem 255. \$110.

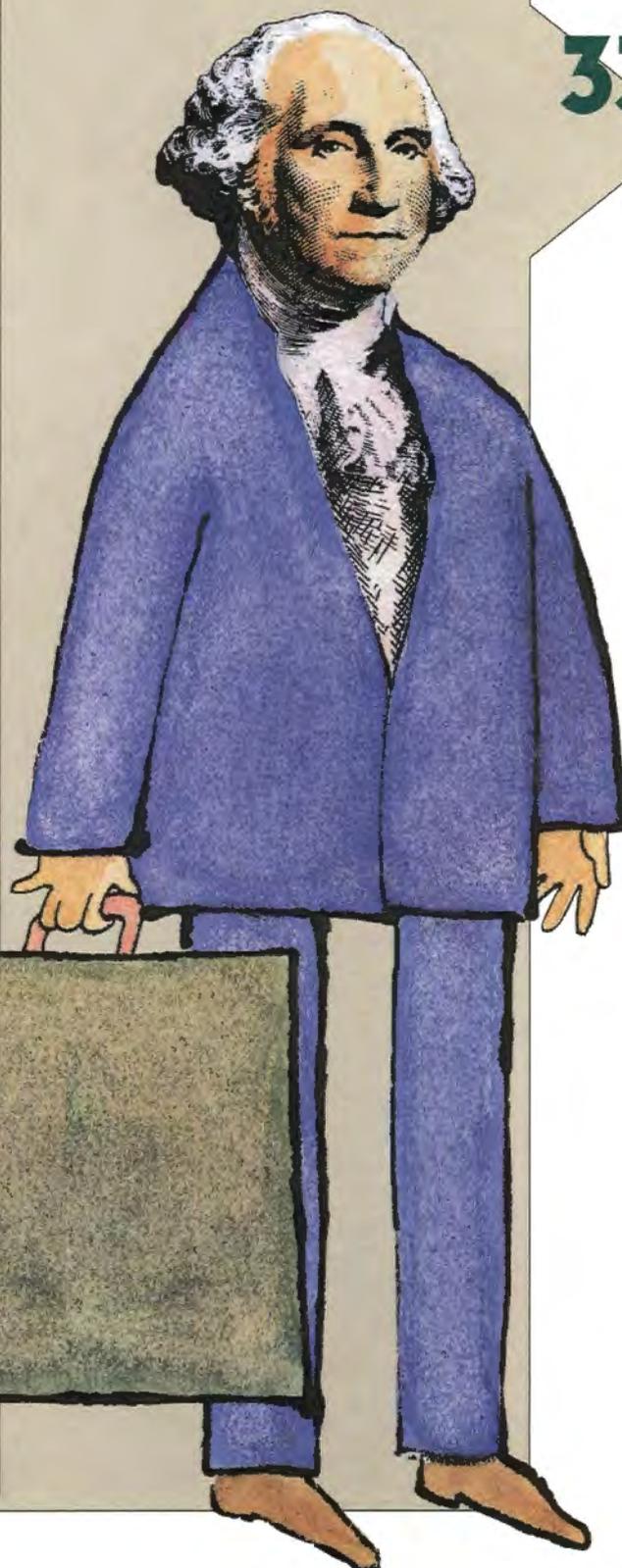
NC B 230 Critical Issues in Current Management Intermediate Level

Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing problem employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.

Charles Rice, M.B.A., is an instructor at the CU-Denver College of Business Administration, and specializes in executive training and development.

Section 500: Saturdays, April 10-17, 9 a.m.-1 p.m. 2 sessions. Muenzinger E118. \$110.

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WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

MARKETING/SALES**NC B 056
The Marketing Side of Public Relations
All Levels**

This course explores new ways of communicating company image, product/service information, and company news. Topics include key marketing concepts, the marketing plan as a basis for developing public relations activities, how market segmentation affects the communications strategy, and marketing communications techniques.

Peggy Lohmann, B.A., is a marketing and public relations consultant with over 20 years experience in a broad range of industries.

Section 500: Tuesdays March 2-April 13 (no class on March 23), 6-8:30 p.m. 6 sessions. Hellem 285. \$150.

**NC B 210
Understanding Marketing: Developing
and Promoting Your Product or Service
Intermediate Level**

You or your company have products, services, or ideas for new offerings. How should you market them to potential customers? Learn why the most important part of marketing is knowing WHAT to make or offer before beginning advertising and selling. Learn how to understand your market, evaluate competitors, formulate your ideas and budget, and implement your plan. This course presents a case study at each session for an interactive, skill-learning experience.

Robert Beck, M.B.A., has successfully marketed many brands and services, from household names to start-ups.

Section 500: Tuesdays, February 9-March 16, 5:30-8 p.m. 6 sessions. Hellem 81. \$165.

**NC B 064
Fast and Effective Market Research
Through Focus Groups
Beginning Level**

Market research provides useful information for making critical business decisions. Focus groups are a market research method that provides students with a basic understanding of how to plan and conduct focus groups for market research. The course will include lectures, demonstrations, and practice in students' own organizations.

Ida M. Halasz, Ph.D., is Vice President of a private consulting firm. She conducts business planning, market research, training, and organizational development projects for small and large companies worldwide.

Section 500: Saturdays, March 6-20, 9 a.m.-1 p.m. 3 sessions. Economics 205. \$120.

**NC B 508
Market Planning: Plan to Succeed
All Levels**

Learn how to bring together all the different parts of a market plan and address the key questions needed to develop one: Who are our customers? What do they want? How are we doing with them? What are the ways to learn more about them? We will review the importance of distinguishing between product characteristics and customer product perception as well as the need for segmentation. We will discuss the steps to develop a marketing strategy and methods to select a market. Homework prior to the second and third sessions will consist of 4-6 hours of studying real cases, to be discussed in class.

Gary Parker, M.B.A., has spent his career in sales/marketing and manages market research for a leading high-tech company. He has received executive marketing training from Harvard, Wharton and Columbia Universities.

Section 500: Mondays, March 1-15, 5:30-9 p.m. 3 sessions. Hellem 193. \$85.

**PROFESSIONAL
DEVELOPMENT****NC B 014
Handling Difficult People
All Levels**

You can't escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.

Carolyn Duff, M.A., runs a writing communications company and conducts training programs nationally.

Section 500: Tuesday, March 16, 6-9 p.m. 1 session. Muenzinger E123. \$35.

**NC B 059
Making the Most of Meetings
All Levels**

This hands-on seminar gives participants valuable information on how to conduct meetings where things get done. Reasons for holding a meeting and time saving alternatives are discussed. Solutions to common problems such as how to start and end on time, keep a group focused, and control interruption are reviewed. Each participant develops a personal Meeting Action Plan which enables them to integrate the course materials into the meetings they will be attending and running in the future. Practical application is reinforced through problem solving exercises and role playing meetings.

Marianne Roller, B.A., has been working in the area of "productivity enhancement" for 16 years.

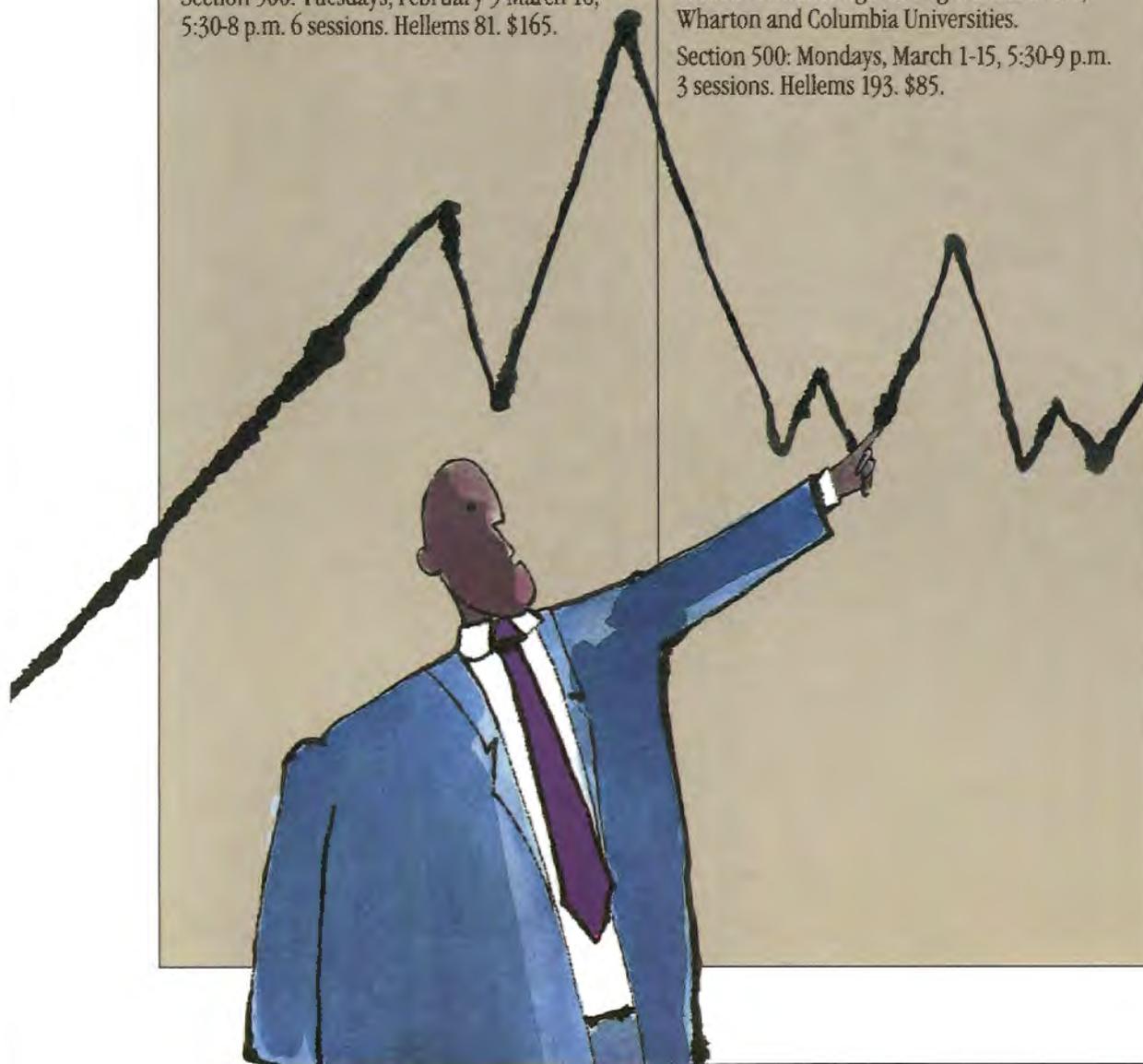
Section 500: Tuesdays, April 6-20, 7-8:30 p.m. 3 sessions. Hellem 193. \$55.

**NC B 060
Conflict Resolution as a Win/Win
Enterprise
All Levels**

Conflict is healthy when relationships are deepened or understanding is furthered as a result of it. The goal of this program is to bring participants to the awareness that relationships, whether family, friends or co-workers, deserve the investment in time and energy for disagreements to be resolved where both parties "win". Participants will have the opportunity to assess their conflict-resolution styles, acquire skills in stating complaints and asking for a particular change, and see how they can view themselves and others more objectively. The steps of negotiation will be outlined and role playing practice will be used to underscore these skills. Each participant will have an opportunity to develop an action plan for a person in their life with whom they would like to resolve some sort of conflict. In addition, suggestions will be given for what to do when negotiation doesn't go as planned.

Marianne Roller, B.A., has been working in the area of "productivity enhancement" for 16 years.

Section 500: Tuesdays, February 9-March 2, 7-8:30 p.m. 4 sessions. Muenzinger E123. \$75.



NC B 063
Working Smarter: Organizing Your Office for the 21st Century
All Levels

Do the piles on your desk rival the Denver skyline? Do you often waste valuable time looking for important information? Are you the CEO, the Marketing VP, the sales force and the janitor? We can help you regain control and maximize your time at work. In this fast-paced, highly practical course, you will learn how to manage the mountain of information that pours into your office, how to quickly retrieve important documents, and how to maximize the use of your computer project management and client tracking. You will learn how to organize your finances, how to design your office space for maximum efficiency and how to limit unnecessary interruptions. You will leave with the skills to maintain it all with relative ease.

Lynn Page and K.J. McCorry have helped entrepreneurs, managers and executives around the country regain valuable time and increase their efficiency for a higher quality of life. Both are members of the National Association of Professional Organizers and Colorado Professional Organizers.

Section 500: Tuesdays, February 16-March 16, 7-9 p.m. 5 sessions. Hellems 251. \$150.

WRITING AND COMMUNICATION

NC B 022
Better Business Writing
Beginning Level

Let your writing work for you. Learn the ingredients that lead to clear, effective prose that avoids making enemies or ending up in the circular file. Class focuses on writing skills with emphasis on organization, attractive presentation, and picking the right tone for your audience.

Jasmine Cori, M.S., author and educator, does writing and editing for business, professional, and academic audiences.

Section 500: Thursdays, February 4-25, 6:30-8:30 p.m. 4 sessions. Hellems 193. \$80.

NC B 050
Grant Writing Basics
All Levels

Acquire a basic understanding of all phases of the grant writing and evaluation process. Specific topics will include selecting a proposal topic, developing a compelling narrative and meaningful budget, identifying and researching potential funders, and learning about how grants are evaluated once they are in the hands of the funder. Participants should be prepared to work both independently and in groups to explore all aspects of the grant writing process. Modest writing and reading assignments will be required of each student.

Margaret Ness, B.A., has more than 20 years experience in the senior-level administrative capacity in the non-profit sector.

Section 500: Tuesdays and Thursdays, February 2-18, 6:30-8:30 p.m. 6 sessions. Hellems 181. \$135.

NC B 470
Beginning Technical Writing
All Levels

Learn basic technical communication principles that apply to all forms of writing. Write clear, concise statements. Organize documents to deliver information efficiently. Design your message for maximum readability. Course provides four tutorial modules, in-class writing exercises, guidance for real-world writing projects, and individual feedback from the instructor.

Brian Bevirt, B.A., has 18 years of experience as a technical communicator for business, industry, and science.

Section 500: Tuesdays, February 9-March 9, 6:30-9 p.m. 5 sessions. Duane Physics G1B27. \$140.

NC B 055
Effective Document Review
All Levels

Companies today invest considerable resources in preparing technical manuals, scientific reports, FDA submissions, SOPs, ISO 9000 documentation, and marketing materials. Typically, several people must review and "sign off" these documents, thus causing an endless cycle of review and revision. This class targets common problems in document review and shows you how to improve the process within your company. You will learn how to use limited resources wisely and save precious time while actually improving the quality and accuracy of the final document. The workshop presents practical approaches to reviewing and editing documents, with specific examples for in-class practice and discussion.

Mary King, Ph.D., owns a scientific communications firm which produces clinical trial summaries and technical reports.

Section 500: Saturday, April 17, 9 a.m.-1 p.m. 1 session. Hale 240. \$50.

NC B 062
From Debate to Dialogue: Increase Team Creativity and Productivity
All Levels

In this workshop, based on Dr. Flick's book, *From Debate to Dialogue: Using the Understanding Process to Transform Our Conversations*, you will learn and practice a powerful and easy-to-grasp method of communicating called the Understanding Process. In contrast to how we've learned to communicate in the "Debate Culture", it is a way of holding a conversation about anything, especially controversial issues, in which everyone's perspectives, beliefs, and values are deeply understood, and creative possibilities emerge. Required text available at the CU Bookstore.

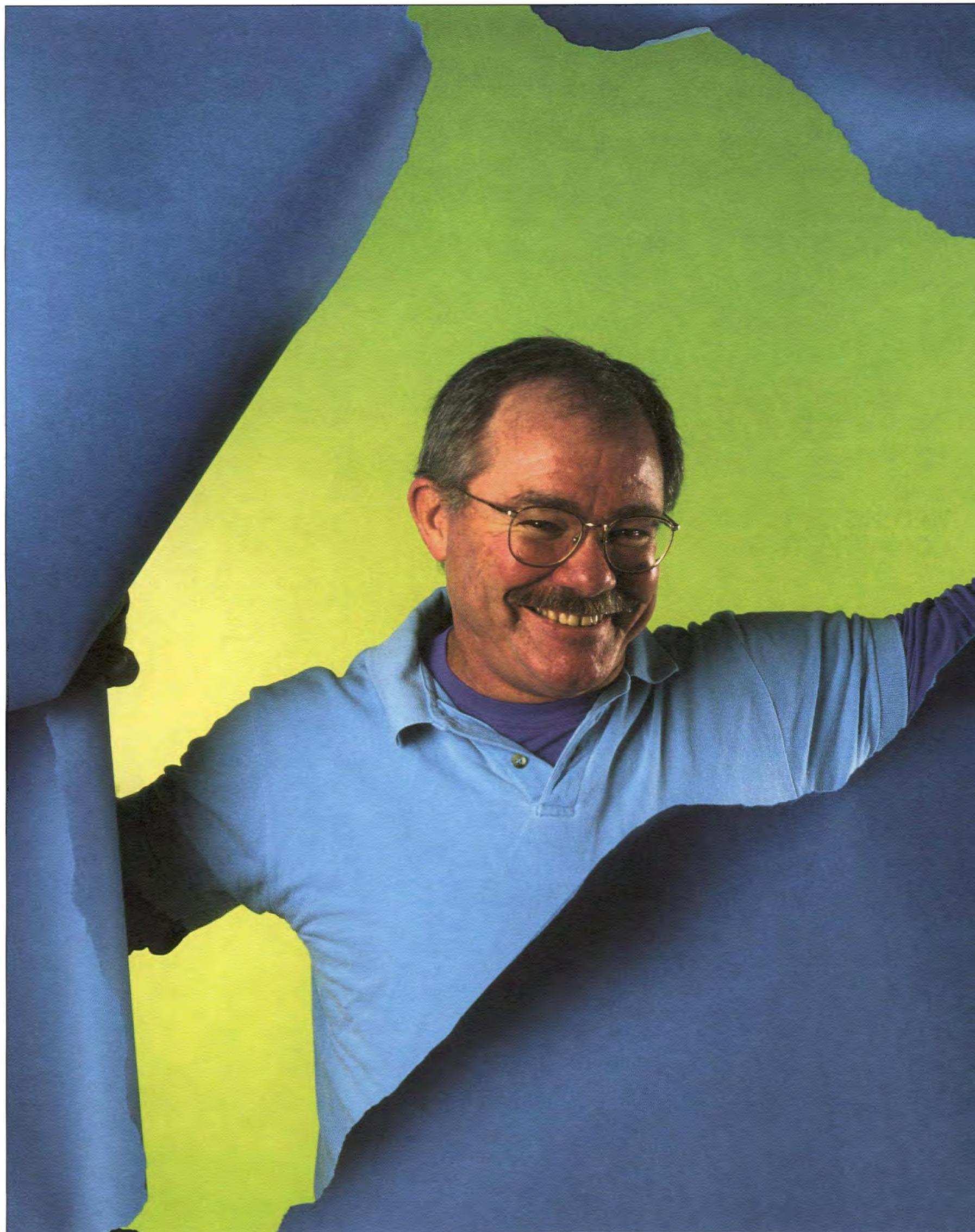
Deborah Flick, Ph.D., has over two decades of experience providing consultation and training to a variety of organizations.

Section 500: Saturdays, March 13-20, 9 a.m.-4 p.m. 2 sessions. Hellems 247. \$135.



Learn basic technical communication principles that apply to all forms of writing. Write clear, concise statements. Organize documents to deliver information efficiently. Design your message for maximum readability.

GIVE YOUR COMPUTING A TUNE-UP. A



OUR STUDENTS UNDERSTAND the importance of computing skills and they are always on the lookout for practical instruction that makes work easier, from basic skills to programming and web sites. In response, we keep adding new courses to offer the latest on the greatest—at every level. Our labs are stocked with the machines you want to know better, and with the software you are most keen to learn. Our Certificate programs are strong on content and marketplace relevance, at an excellent price. And our instructors make hands-on learning painless and fun.

COURSE LOCATIONS: The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine (3645 Marine) and the University Management Systems Building, 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class.

There was a time when art and technology may have seemed like opposing forces. No more. Barry Ratliff teaches Basic and Intermediate Art on the Mac and all kinds of interesting people turn up in his class. Barry's take on this is that art is "textural, hands-on" and that computer work is "purely mental, ephemeral." He tries to bring the two together and adds, "I like to bring it into a 3-D realm with the tools at my disposal. People are fairly skeptical about that, but the results are compelling." He says students enjoy a string of small break-throughs in class, "a progressive opening up each time they learn something new." Barry was born in Goodland, Kansas, and grew up in Boulder. He is a portrait sculptor who uses the computer to work up images he executes in cold-cast bronze. He started college at Northern Arizona University, and took some time out to live and work on a ranch in Gunnison, Colorado, where he "got to ride horses and punch cows" before finishing his degree at CU. His work is his hobby. "I concentrate on my art." But he also collects old photographs and loves the outdoors. He says, "I hike and walk as much as I can," and he'd like to find a little time for fly fishing.

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), Saturday and evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) will be available at the class. For other course locations, please refer to the campus map located at the back of the catalog.

PREREQUISITES: Many courses have recommended prerequisites listed at the end of each description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call 303-492-6596.

ESSENTIAL INFORMATION: Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call 303-492-6596 if you have questions about computer access.

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

QUESTIONS? If you have any questions about this program, please call the Division of Continuing Education at 303-492-5148, or outside the Denver Metro area, 1-800-331-2801.

WHERE'S CONTINUING EDUCATION?

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CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. These requirements provide a comprehensive understanding of an ever-changing computer industry.

A. Five required core courses:

1. CACS 100 Computer Literacy*
2. CACS 201 Concepts of Computer Information Technology
3. CACS 202 Computer Applications Overview
4. CACS 204 Computer Systems Overview
5. CACS 220 Introduction to Networks

***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers*, you may request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

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

C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

CERTIFICATE IN NETWORK ADMINISTRATION

The Certificate in Network Administration is designed for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

Choose one of three tracks:

A. Windows/Intel Track, B. Macintosh Track or C. UNIX Track.

A. Windows/Intel Track

CACS 220 Introduction to Networks and
CACS 321 Network Administration

B. Macintosh Track

CAMC 100 Introduction to the Macintosh

C. UNIX Track

CACS 211 Introduction to UNIX and
CACS 311 Intermediate UNIX

Operating System Courses (required for all students)

CACS 303 Computer Operating Systems
CACS 305 Computer Architecture
CACS 323 Network Operating Systems

Administration Courses (Select at least one)

CACS 304 Introduction to Windows NT 4.0 Administration
CACS 414 NetWare Administration
CACS 415 UNIX System Administration
CACS 404 Intermediate Windows NT 4.0 Administration

Other Administration Course

CACS 424 Wide Area Networking Topics
(Required for all students)

Programming Courses

Choose at least one course in programming.

Database Courses

Choose at least one course in database management.

If you have a substantial background with computers, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

CERTIFICATE IN PROGRAMMING

The Certificate in Programming is designed for individuals who wish to pursue a career involving programming or who need to update their skills to stay current in the industry.

Choose at least one of three tracks: C, C++, or Java. The Certificate must be completed within a three-year period. Past courses may apply.

If you have a substantial background in programming, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

Novices are required to take CACS 240 Introduction to Programming and at least one of the following labs:
CACS 241 Introduction to Hands-On C++
CACS 242 Introduction to Application Programming

C Track

CACS 243 Introduction to C for Programmers
CACS 343 Intermediate/Advanced C Programming
Students are required to take one hands-on lab, a C++ or Java Track course and one Special Topics course.

C++ Track

CACS 244 Introduction to Object-Oriented Programming in C++
CACS 344 Intermediate / Advanced C++
CACS 444 C++ Gotchas
CACS 341 Intermediate Hands-on C++ *or*
CACS 342 Intermediate Application Programming
Students are required to take two Design Topics courses.

Java Track

CACS 247 Introduction to Object-Oriented Programming
Using Java
CACS 347 Intermediate Java
CACS 447 Advanced Java Language
CACS 448 Advanced Java Library
Students are required to take at least one Java Topics course and one Design Topics course.

Special Topics Courses

All students are required to choose at least one Special Topics course not taken to satisfy a track requirement.

Java Topics:

CACS 246 One-Day Tour of the Java Programming Language
CACS 348 GUI Programming in Java
CACS 349 JavaBeans
CACS 449 2D and 3D Graphics with Java

Design Topics:

CACS 345 Object-Oriented Design Patterns
CACS 445 Introduction to Object-Oriented Analysis and Design
System Design
GUI Design

Visual Basics Topics:

CAPC 437 Visual Basic Programming Using Excel
CACS 245 Hands-On Visual Basic Programming

Database Design Topics:

CAPC 357 Database Design Concepts
CAPC 457 Intermediate Database Systems
Relational Database Concepts and SQL Programming

Other topics will be added to keep pace with industry standards.

Students interested in using any of the above listed programming courses to fulfill prerequisites for undergraduate computer science courses should contact Continuing Education at 303-492-6596.

COMPUTER APPLICATIONS COURSES, SPRING 1999

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THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

An introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are - their uses and their limitations. An introductory lecture prepares you for five hands-on labs: three on the PC, and two on the Macintosh system. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you. Take the mystery out of basic computer jargon and learn start-up skills that open the door to more targeted learning.

John Dick, Ph.D.

Section 501: Tuesday, January 19, 6-8 p.m. plus lab sections. Please indicate lab preference (50A or 50B) at registration: Lab Section 50A: Tuesdays, January 26-February 23, 6-8 p.m. Lab Section 50B: Tuesdays, January 26-February 23, 8-10 p.m.

Beth Sigren, B.S.

Section 502: Wednesday, February 24, 6-8 p.m. plus lab sections. Please indicate lab preference (50C or 50D) at registration: Lab Section 50C: Wednesdays, March 3-April 7 (skip March 24), 6-8 p.m. Lab Section 50D: Wednesdays, March 3-April 7 (skip March 24), 8-10 p.m.

John Dick, Ph.D.

Section 503: Thursday, March 4, 6-8 p.m. plus lab sections. Please indicate lab preference (50E or 50F) at registration: Lab Section 50E: Thursdays, March 11-April 15 (skip March 25), 6-8 p.m. Lab Section 50F: Thursdays, March 11-April 15 (skip March 25), 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$125.

CACS 201 Concepts of Computer Information Technology

Examine the evolution of computers and their current role at the heart of today's technology. Look at the Information Age including the Internet, Intranet and Extranet; the technologies that are changing the way we work and live; critical technology issues and decisions; and how to identify the best career opportunities in this exciting field. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Cherie Quaintance, B.A.

Section 500: Thursdays, January 21-February 25, 6-9 p.m. 6 sessions. University Computing Center 123. \$205.

CACS 202 Computer Applications Overview

Learn the various categories of software applications. Explore the features, functions and benefits of major commercial products through conceptual lectures, design discussions and demonstrations of word processing, spreadsheets, databases, graphics and other widely used applications. Find out how these tools can help improve the productivity of your computer. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Chris Mattson, B.S.

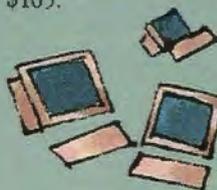
Section 500: Mondays, March 8-April 5 (skip March 22), 6-9 p.m. 4 sessions. University Computing Center 124. \$165.

CACS 204 Computer Systems Overview

Learn what you need to know to make informed decisions on computer systems. This course presents an extensive overview of many of the system hardware components you may need and the appropriate software to make them work. Topics include: the computer (speed, memory, disk size, display, I/O, etc.), computer bus (ISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser), modems (14400/28800, computer/fax), networks (peer-to-peer, client-server), and multimedia. **Prerequisite:** CAPC 203 Windows 95 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Dale Heuer, MBA

Section 500: Mondays, February 1-22, 6-9 p.m. 4 sessions. University Computing Center 126. \$165.



WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

NETWORKS

CACS 220 Introduction to Networks

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices depends on understanding the basic concepts, grasping the "lingo" and accurately evaluating various configurations. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems to small to medium sized businesses.

Prerequisite: CAPC 203 Windows 95 Level 1 or CAMC 100 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S.

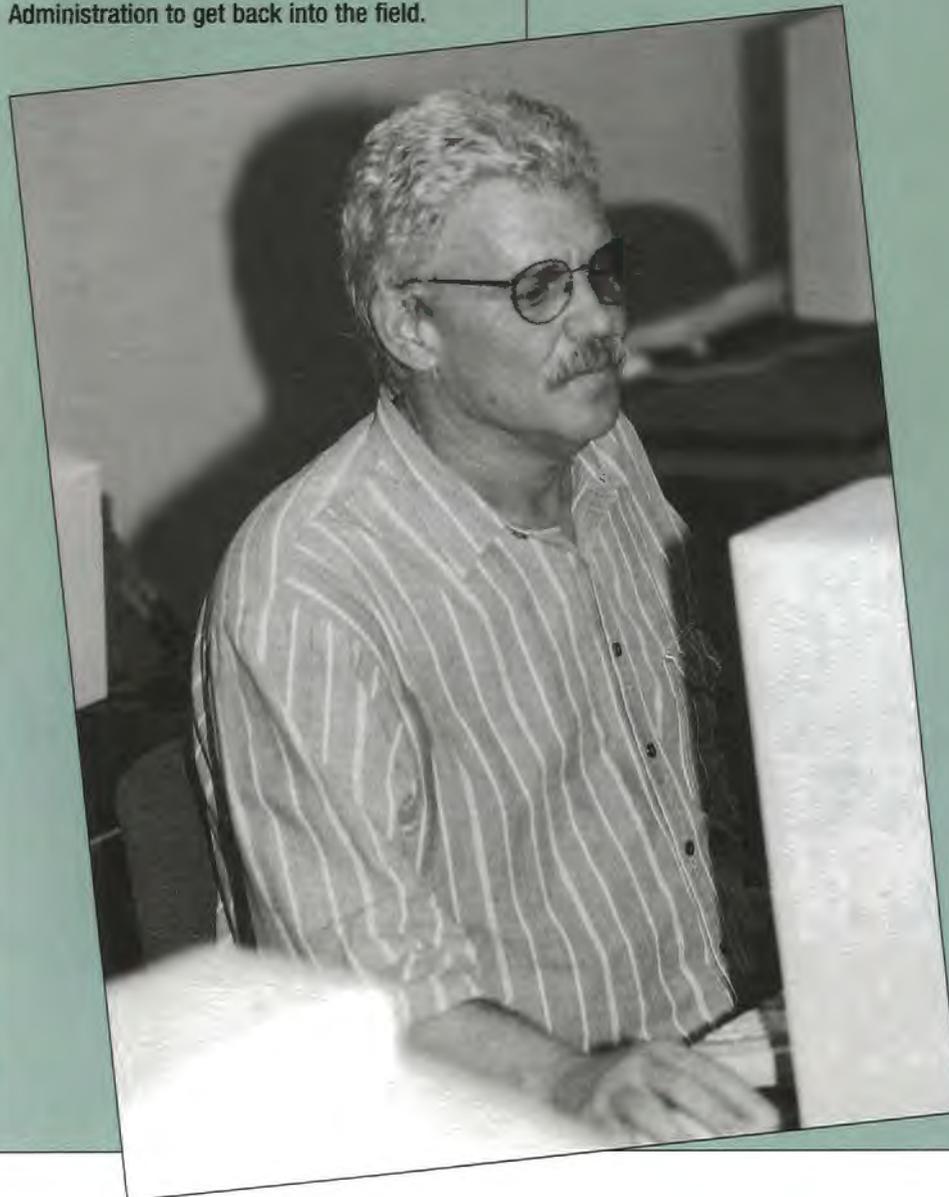
Section 501: Tuesdays and Thursdays, January 19-February 2, 6-9 p.m. 5 sessions. University Computing Center 126.

Section 502: Saturdays, February 6 and 13, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123.

Section 503: Saturdays, February 20 and 27, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126.

All Sections: \$195.

Charles Seaver is network administrator in transition. He spent 10 years on HP systems in Silicon Valley, but he's spent the last five years working outside of the field. In that time, "the industry has changed dramatically." Now he's completing the Certificate in Network Administration to get back into the field.



CACS 305 Computer Architecture

This course introduces the fundamentals of computer architecture, starting with the logical hierarchy. It also addresses how individual components, such as CPUs, memory, hard drives, video cards, network adapters and other peripherals interact with each other on various platforms. Hardware standards are examined for each of the platforms including PCI, Nubus, SCSI, IDE, and enhanced IDE. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Dave Bodnar, M.S.

Section 500: Mondays and Wednesdays, January 25-February 3, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 321 Network Administration

Explore one of the fastest growing areas in the computer industry. Learn a broad range of network management skills including managing user groups, network security, backups and other network resources. Develop effective troubleshooting techniques to minimize network problems. **Prerequisite:** CACS 220 Introduction to Networks or equivalent.

Michelle Sharon, B.S.

Section 500: Mondays and Wednesdays, February 8-17, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 323 Network Operating Systems

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of Novell, AppleShare and NT. Network topologies and hardware are also introduced.

Prerequisite: CACS 321 Network Administration or equivalent. **Required text:** *Using Networks*, Derfler, CU Bookstore, UMC 10. Willie Hutton

Section 500: Wednesdays and Thursdays, April 7-15, 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 304 Introduction to Windows NT 4.0 Administration

A technical hands-on course focusing on concepts necessary for installing and running Windows NT Workstation and Server in a simple small office environment. Topics include planning and installation, file systems and disks, application issues, printing, backups and performance tuning and optimization. **Prerequisites:** CACS 303 Computer Operating Systems and CACS 323 Network Operating Systems or equivalent.

Required text: *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Richard Jones, M.A.

Section 500: Mondays, March 1, 15, and 29 and Wednesday, March 3, 6-9 p.m. 4 sessions. University Computing Center 126. \$300.

CACS 404 Intermediate Windows NT 4.0 Administration

Expand on the topics covered in the introduction course by learning what it takes to adapt them to a larger scale, multi-server environment using Domains and Trusts. Also examine the Internet Information Server, Remote Access Service, and other network components. **Prerequisite:** CACS 304 Introduction to Windows NT 4.0 Administration or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Required text: *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Richard Jones, M.A.

Section 500: Mondays and Wednesdays, May 3-12, 6-9 p.m. 4 sessions. University Computing Center 126. \$300.

CACS 414 NetWare Administration

Learn how to manage Macintosh and PC networks efficiently and effectively. Through class discussions, group assignments and examples, learn the basic responsibilities of network administrators, types of networks, how network connections are made using NetWare and AppleShare, and how file structures on a server differ from stand alone systems. Examine issues such as network security, backups, set up of network printers, and utilities. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Michelle Sharon, B.S.

Section 500: Tuesdays and Thursdays, April 20-29, 6-9 p.m. 4 sessions. University Computing Center 126. \$170.

CACS 415**UNIX System Administration**

This hands-on course examines in-depth the fundamental aspects of managing users, installing and troubleshooting software and hardware, and effective backup and security schemes. Advanced topics include an overview of network management as well as suggestions for effective system monitoring schemes, particular setup strategies and other "tricks of the trade." **Prerequisites:** CACS 211 Introduction to UNIX or equivalent and users level knowledge of file ownerships, directories, permissions, basic commands and editors.

John Bevilacqua, M.S., and Lucky Vidmar, M.S.

Section 500: Mondays, April 5-May 3, 6-9 p.m. 5 sessions. University Computing Center 127. \$280.

CACS 424**Wide Area Networking Topics**

This course presents an overview of Wide Area Network technologies that are commonly used at the University of Colorado, Boulder campus as well as other businesses. The course will cover WAN standards, such as PPP, SLIP, frame relay and V.34 modem protocols with hands-on configuration of systems for access to CU-Boulder modem pools and Internet service providers. Windows 95 and Macintosh configurations will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Valerie Parker, M.I.S., and Barry Compton, M.S.C.S.

Section 500: Saturdays, April 17 and 24, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 123. \$150.

OPERATING SYSTEMS**CACS 303****Computer Operating Systems**

Emphasizes the components and architecture including memory management, virtual memory, I/O subsystems and kernel implementations. Operating systems such as Macintosh, DOS/Windows, and UNIX derivatives will be examined. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Willie Hutton

Section 500: Wednesdays, March 3-31 (skip March 24), 6-9 p.m. 4 sessions. University Computing Center 123. \$170.

CACS 312**Hands-On UNIX**

Learn the basics of the UNIX operating system for programming, Internet connectivity, and other daily tasks. The course covers UNIX fundamentals, such as the file and directory structure, essential commands, editors and shells. Advanced topics include customization of the user environment, basic shell programming, and an overview of the different versions of UNIX available on the market today. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Lucky Vidmar, M.S., and Orrie Gartner, B.S.

Section 500: Tuesdays, April 27-May 25, 6-9 p.m. 5 sessions. University Computing Center 127. \$290.

CACS 211**Introduction to UNIX**

This is a course for anyone who needs to use UNIX, program in its environment, manage users, or obtain sufficient knowledge to evaluate it. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, I/O redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, January 26-March 9, 6-9 p.m. 7 sessions. University Computing Center 123. \$315.

CACS 311**Intermediate UNIX**

Create your own tools or do system administration. We cover advanced use of commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** CACS 211 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, March 30-April 27, 6-9 p.m. 5 sessions. University Computing Center 123. \$290.

THE INTERNET

Also see Designing A User Interface with Photoshop, CAMC 287 and Premiere (5.0), CAMC 274 using the Macintosh lab, page 55

CACS 230**Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms.

Prerequisite: CACS 100 Computer Literacy or equivalent.

Michelle Sharon, B.S.

Section 501: Wednesday, January 20, 9 a.m.-4 p.m. 1 session.

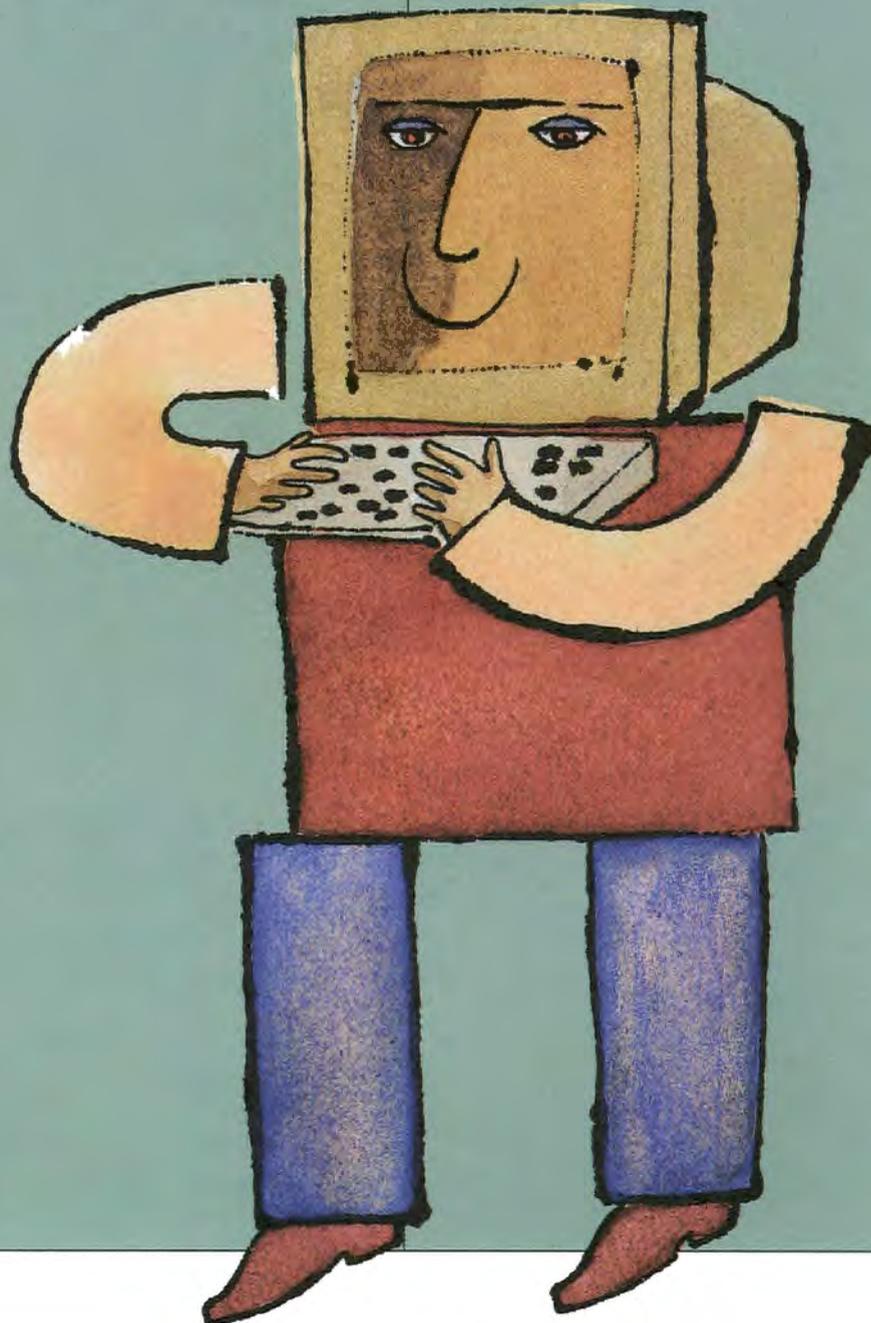
Dale Heuer, MBA

Section 502: Tuesday and Thursday, February 23 and 25, 6-9 p.m. 2 sessions.

Beth Sigren, B.S.

Section 503: Monday and Wednesday, April 12 and 14, 6-9 p.m. 2 sessions.

All Sections: University Management Systems 001. \$115.



THE INTERNET -CONTINUED

CACS 137 From A to Internet-How to Research the Hidden Job Market

Learn how to use the Internet to enhance any kind of job search in this highly participative workshop. This nuts-and-bolts workshop is designed to help participants gain a fresh approach to job hunting. Learn the benefits of using research as part of a job search plan. Participants will practice how to use the Internet for their research and learn how to post an electronic resume. A workbook, filled with valuable tips, techniques, shortcuts, and resources is included. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Jodi Torpey, M.A.

Section 500: Saturday, February 13, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$115.

CACS 237 Doing Business on the Internet

Millions of dollars of business sales/transactions are being done over the Internet. Analysts have projected that billions of dollars of business will be done via the Internet in the next couple of years. Do you want to know how and why? This class is for you. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Jeff Woodruff

Section 500: Monday, Wednesday, and Thursday, March 8-11, 6-9 p.m. 3 sessions. University Computing Center 126. \$150.

CACS 331 Internet Applications

This class will cover answers to some of the most common questions asked by new Internet users. Subjects will include more efficient use of the World Wide Web and Internet Email, with hands-on application instruction and real-time Internet use. Less mainstream Internet services such as Telnet and FTP, and Internet security topics will also be discussed. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Karl Glasgow

Section 501: Wednesdays, February 3 and 10, 9 a.m.-2:30 p.m. 2 sessions.

Section 502: Mondays, March 1-15, 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$150.

CACS 232 From Layout to On-line

Learn basic design principles and apply them to web page design. No art background is required. Lecture style class with hands-on drawing. Topics include audience, goal, marketing, perspective, flow-charting, graphics. Coloring theory is also discussed. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Required text: *The Non-Designer's Web Book*, Robin Williams and Hohn Tollett, University Bookstore, UMC 10.

Michelle Munroe, B.S.

Section 500: Tuesday, March 30, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

Joe Fisher is a computer consultant who works with IBM as a systems administrator and "wanted to learn more about database administration and programming." He says the Access I class "was very useful" and that Chris Mattson is "one of the best instructors I've ever had."

CACS 332 Introduction to Hypertext Mark-up Language (HTML)

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML) are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents, and graphics and hypertext objects are also covered. Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Michelle Munroe, B.S.

Section 501: Thursdays, March 4 and 11, 9 a.m.-2:30 p.m. 2 sessions.

Karl Glasgow

Section 502: Thursdays, April 1-15, 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$150.

CACS 333 Hypertext Mark-up Language (HTML) (4.0) Update

The new features of HTML as specified by the World Wide Web Consortium will be covered. Class will include hands-on exercises of the many new features. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Michelle Munroe, B.S.

Section 500: Tuesday, March 16, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

CACS 432 Intermediate Hypertext Mark-up Language (HTML)

This class provides more details about HTML and developing interactive applications from the server. Topics include interactive forms, frames, imagemaps and server-side includes. The Perl programming language will be introduced as a method of developing Common Gateway Interface (CGI) server programs. The course will also address server search engines, data base integration, and state maintaining applications. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Michelle Munroe, B.S.

Section 501: Wednesday, April 21, 9 a.m.-4 p.m.

Section 502: Thursday, May 6, 9 a.m.-4 p.m.

All Sections: 1 session. University Management Systems 001. \$120.



CACS 532**Advanced Hypertext Mark-up Language (HTML)**

Learn the important points of updating and uploading your page. Security, Search Engines, and MultiMedia on the Web will be covered.

Prerequisite: CACS 432 Intermediate Hypertext Mark-up Language (HTML) or equivalent.

Michelle Munroe, B.S.

Section 500: Monday and Wednesday, May 3 and 5, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$150.

CACS 334**Design Techniques for Web Sites**

Learn the similarities and differences between designing for print and designing for the web. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include: visual appeal and effectiveness, today's technological realities, typography, and color theory. This course will be held in the Macintosh lab. PC users are encouraged to attend. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Becky Milmo, B.F.A.

Section 501: Monday, April 5, 9 a.m.-4 p.m. 1 session.

Section 502: Wednesdays, May 19 and 26, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 127. \$120.

CACS 336**Introduction to JavaScript**

Learn how to apply JavaScript to enhance web pages. Topics include objects accessible with JavaScript, event handlers, syntax, and how to construct basic JavaScript programs to add features to web pages, such as scrolling marquee, document dates, form checking routines, creation of frames and windows and confirmation events. Hands-on exercises will be used to apply this information to practical problems facing web developers today. **Prerequisite:** CACS 432 Intermediate Hypertext Mark-up Language (HTML) or equivalent.

Susan Keen, B.A.

Section 500: Tuesdays, March 9-30 (skip March 23), 6-9 p.m. 3 sessions. University Computing Center 126. \$150.

CACS 436**JavaScript Language**

Review the JavaScript Authoring Guide and the language specification. Topics include creating client and server side scripts, performing mathematical operations, defining and manipulating variables, defining and manipulating functions, controlling program flow, creating objects, and interacting with other web resources. Hands-on exercises are used to gain experience with the language and develop practical applications of the technology to web pages. **Prerequisite:** CACS 336 Introduction to JavaScript or equivalent.

Susan Keen, B.A.

Section 500: Mondays and Tuesdays, April 5-26 (skip April 20), 6-9 p.m. 6 sessions. University Computing Center 126. \$215.

CACS 433**Web Server Administration**

If you are interested in running a World Wide Web server, this class provides information on hardware, software, system configuration, security, logs and measurements, and virtual servers. You will also explore developing and testing Common Gateway Interface programs, and updating and changing web pages on other servers. This class is presented in a lecture format with live illustrations of administrative functions. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Art Smoot, M.S.

Section 500: Tuesday, May 18, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

PROGRAMMING**CACS 240****Introduction to Programming**

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C++. Using an object-oriented approach, students will learn the logic patterns needed for structured programming in any language. They will work with if statements, loops and modularized code, and learn to write top-down, elegant code. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Required text: *Karel++*, Pattis, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 501: Saturdays, January 23 and 30, 9 a.m.-4 p.m. and Mondays, Tuesdays and Thursdays, January 25, 26, 28 and February 1 and 2, 6-9 p.m. 6 sessions. Hellems 247.

Section 502: Thursdays and Fridays, March 18-April 2 (skip March 25 and 26), 9 a.m.-4 p.m. 4 sessions. University Computing Center 123.

All Sections: \$335.

CACS 241**Introduction to Hands-On C++**

A gentle introduction to C++ programming for those who have some background in object-oriented structured programming. This partially self-paced course covers basic I/O, conditionals, loops, and an introduction to functions and pointers. Those who are relatively new to programming should have some facility writing simple C++ code by the end of this class. Those with a strong programming background should have the coding of simple C++ programs "wired" and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text** to be announced at first class.

Charry Stover, M.S.

Section 500: Saturdays, April 3 and 17, 9 a.m.-4 p.m. and Mondays and Tuesdays, April 5-20 (skip April 12 and 13), 6-9 p.m. 6 sessions. University Management Systems 001. \$335.

CACS 341**Intermediate Hands-On C++**

This course will cover pointers, arrays, strings, structures, and file handling. It is hands-on and partially self-paced. Students should be able to write a C program with functions before taking this class. **Prerequisite:** CACS 241 Introduction to Hands-On C++ or equivalent. **Required text** to be announced at first class.

Susan Ramirez, B.S.

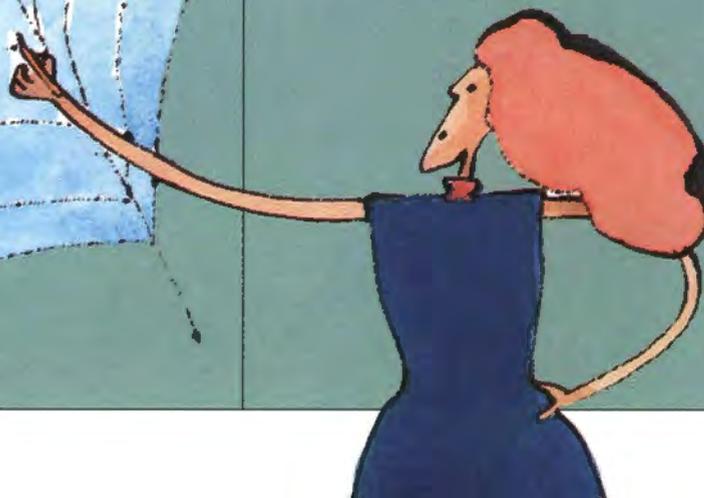
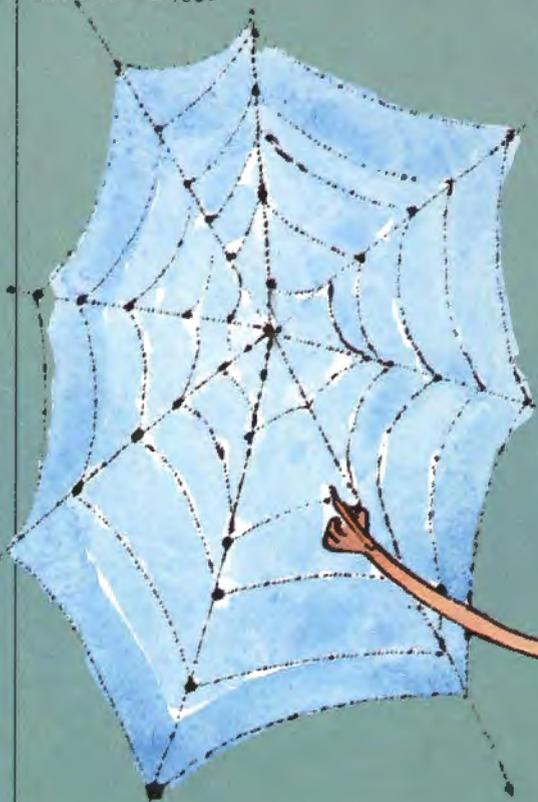
Section 500: Saturdays, April 24 and May 1, 9 a.m.-4 p.m. 2 sessions. University Management Systems 001. \$195.

CACS 242**Introduction to Application Programming**

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include flow of control, functions with parameter passing, data structures, abstract data types, objects, classes, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 500: Tuesdays and Thursdays, January 26-February 18, 6-9 p.m. 8 sessions. University Management Systems 001. \$335.



PROGRAMMING -CONTINUED

CACS 342

Intermediate Application Programming

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Object-oriented design is emphasized. Topics include pointers, dynamic data structures (linked lists, queues, stacks, binary trees), recursion, and A/I. Course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 Introduction to Application Programming or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10. Tom Harrold, Ed.D.

Section 500: Wednesdays, February 24-April 7 (skip March 24), 6-9 p.m. 6 sessions. University Management Systems 001. \$305.

CACS 245

Hands-On Visual Basic Programming

Visual Basic is a programming language that allows both beginning and experienced programmers to create custom Windows software without having to write out lines of code. The code is automatically generated as the standard Windows elements are inserted into the program by pointing and clicking with the mouse. The "Visual" (graphical) nature of this software makes it possible to create custom Windows programs relatively quickly and easily. **Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

Michael Wyszinski, B.S.

Section 500: Saturdays, March 6-20, 9 a.m.-2:30 p.m. 3 sessions. University Computing Center 126. \$300.

CACS 243

Introduction to C for Programmers

Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. See how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. This course will provide those interested in going on to Java or C++ with the background they need for these languages. The format is lecture with homework exercises to reinforce concepts. Any C compiler will suffice and logons to university computers are provided for those with no access to their own C compiler. **Prerequisite:** Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 242 Introduction to Application Programming. **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 500: Tuesdays, January 19-March 2 (skip February 16), 6-9 p.m. 6 sessions. Stadium 140. \$335.

CACS 343

Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: multi-dimensional arrays, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts. **Prerequisites:** CACS 243 Introduction to C for Programmers or equivalent (10,000+ lines of C code) and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 500: Tuesdays, March 9-April 13 (skip March 23), 6-9 p.m. 5 sessions. Stadium 140. \$300.

CACS 244

Introduction to Object-Oriented Programming in C++

C++ is an extension of the C language that supports object-oriented (O-O) programming. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and will show how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions).

Prerequisite: CACS 343 Intermediate/Advanced C Programming or equivalent.

Richard Wolniewicz, Ph.D.

Section 500: Mondays, January 25-February 22, 6-9 p.m. 5 sessions. Hellems 255. \$300.

CACS 344

Intermediate/Advanced C++ Programming

This course features production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. The second half covers multiple inheritance, templates and exceptions in detail, and the Standard Template Library (STL). Subtle questions of which kinds of problems need multiple inheritance, and the language complexities of virtual base classes are addressed. Templates (generic types) are more straightforward, but also require skill for their effective use. Exception handling policies and mechanisms plus the STL concept of "generic programming" (iterators, collections and algorithms) are covered. **Prerequisite:** CACS 244 Introduction to Object-Oriented Programming in C++ or equivalent.

Richard Wolniewicz, Ph.D.

Section 500: Mondays, March 1-April 26 (skip March 22), 6-9 p.m. 8 sessions. Hellems 255. \$380.

CACS 444

C++ Gotchas

Production C++ programming is complicated by numerous features of the language that behave or interact in unexpected ways - "the Gotchas". This lecture class presents a collection of over 50 Gotchas (and techniques for avoiding them) including: constructors and destructors, function and operator overloading, scope, access control, arrays, const, references, inheritance and virtual functions, type-safe linkage, operators new and delete, initialization, multiple inheritance, virtual base classes and templates. **Prerequisite:** CACS 344 Intermediate/Advanced C++ Programming or equivalent.

Richard Wolniewicz, Ph.D.

Section 500: Saturday, May 15, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

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CACS 246**A One-Day Tour of the Java Programming Language**

This course cuts through the hype to give you the information to evaluate Java's suitability for your projects. Topics include: Java's popularity and origins, Java vs. JavaScript, Java vs. C++, the web and applets, portability, performance, suitable domains, compilation/execution models, acquiring Java, licensing, pricing, the language basics, O-O support, packages, interfaces, exceptions, dynamic class loading, threads and synchronization, inner classes, reflection, garbage collection, and native methods, libraries for I/O, data structures, networking, GUIs, applets, database connectivity, remote method invocation, I18N, security, standardization, implementation technologies, Java Beans, Java Spaces, Java Server, JavaOS, JavaCC, JMAPI, JNDI, JTAPl, JFC, etc. **Prerequisite:** CACS 240 **Introduction to Programming** or intermediate experience with any common programming language. O-O experience helpful but not required. Language features will be presented at several levels to accommodate a diverse audience.

Carol J. Meier, M.S., and George Watson

Section 500: Saturday, January 30, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 345**Object-Oriented Design Patterns**

Designers of object-oriented software have compiled many common architectural solutions to common problems, known as "design patterns". A pattern captures a recurring micro-architecture described in terms of how objects interact to perform a computation. Learning these patterns helps programmers evaluate, communicate, review, and implement software designs more effectively. They form a catalog of reusable architectural mechanisms (not a body of reusable source code). **Prerequisite:** CACS 244 **Introduction to Object-Oriented Programming in C++** or CACS 247 **Introduction to Object-Oriented Programming Using Java** or familiarity programming with objects.

Greg Holling, B.S.

Section 500: Saturday, February 27, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 445**Object-Oriented Analysis and Design**

This workshop combines lecture and student participation to give you a firm grounding in the fundamental precepts of object oriented analysis and design. This course will be useful for anyone wondering "how to find the Objects". Upon completion you will have an excellent foundation to get the most out of C++ and Java or other object-oriented languages. **Prerequisite:** CACS 244 **Introduction to Object-Oriented Programming in C++** or CACS 247 **Introduction to Object-Oriented Programming Using Java** or familiarity programming with objects.

Ron Schweikert

Section 500: Wednesdays, April 7-May 5, 6-9 p.m. 5 sessions. Hellems 255. \$365.

CACS 247**Introduction to Object-Oriented Programming Using Java**

Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, class extension, dynamic method binding). We also cover managing objects collections. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 243

Introduction to C for Programmers or equivalent. As Java derives much of its syntax from C, knowledge of the C language is assumed, and we will discuss the places Java differs from C.

Recommended text: *Just Java and Beyond*, Peter van der Linden, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 500: Thursdays, March 11-May 6 (skip March 25), 6-9 p.m. 8 sessions. Stadium 140. \$380.

CACS 347**Intermediate Java Programming**

This in-depth look at the Java programming language covers inheritance, packages and interfaces, exceptions, and the Java virtual machine. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of standard Java library packages is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming Using Java** or fluency with object-oriented programming including inheritance and polymorphism. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Ron Schweikert

Section 500: Thursdays, January 21-March 11, 6-9 p.m. 8 sessions. Hale 240. \$380.

CACS 447**Advanced Java Programming Language Topics**

This course examines Java language features in depth. It presents the basic, coarse granularity, thread lifecycle model, with specific emphasis on portability considerations. This is followed by Java's fine-grain thread synchronization model for concurrent programming. The complexity of the java.io package is tamed by understanding its symmetry and the patterns that it uses. Other topics may include: inner classes, thread cancellation, and weak references. **Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent experience with complex, multi-layered software systems.

Mark Abbott, Ph.D., and Brian DeCamp, B.S.

Section 500: Wednesdays, February 3-March 3, 6-9 p.m. 5 sessions. Hellems 201. \$335.

Christina Cacic with instructor Chris Mattson in his Access I class, which teaches students how to create and edit databases. Christina works for Granville-Phillips, a manufacturer of scientific instruments. The class will help her learn her way around in Access, so she can be a resource for other employees.



PROGRAMMING —CONTINUED

CACS 448

Advanced Java Library Topics

This course examines some Java libraries in more depth. We'll look at how Java supports serialization for object persistence and object distribution. The java.net section covers both client and server stream and datagram communication using Internet protocols. Java's remote method invocation (RMI) package provides a Java-to-Java distributed object model. The java.sql package for relational database access contains several key abstractions based on ODBC. We'll also introduce the CORBA distributed system architecture and examine implementation of CORBA client and server objects in Java. **Prerequisite:** CACS 347 Intermediate Java Programming or equivalent experience.

Mark Abbott, Ph.D., and Brian DeCamp, B.S.

Section 500: Wednesdays, March 31-April 28, 6-9 p.m. 5 sessions. Helms 201. \$335.

CACS 348

GUI Programming in Java

This is an intermediate level Java course that covers GUI programming for stand alone applications and applets on web pages using the Abstract Window Toolkit (AWT) and the Java Foundation Classes (JFC). This course covers the GUI fundamentals of JDK 1.1 in-depth, plus several intermediate and advanced topics. Topics include: components, events, layout management, graphics, fonts, colors, dialogs, menus, custom components, images, clipboard, printing, and an overview of the 1.2 Swing components. **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent.

Geoff Thompson, M.S.

Section 500: Mondays, March 15-May 3 (skip March 22), 6-9 p.m. 7 sessions. University Computing Center 123. \$350.

CACS 449

2D and 3D Graphics with Java

We'll use the Java programming language to explore 2D and 3D graphics concepts, and to draw some cool pictures. We'll create simple and complex graphics, using both applets and applications, and discuss optimizing your graphics for use on the Internet. We'll also discuss strengths and weaknesses of the Java graphics model.

Prerequisite: CACS 348 GUI Programming in Java or equivalent.

Greg Holling, B.A.

Section 500: Saturday, May 8, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

CACS 349

JavaBeans

This course provides an overview of the JavaBeans component model. When JavaBeans components are used in a GUI builder or IDE tool, they can be connected together to create complex applications with little or no programming. We will cover: What is a bean?

Downloading and Installing the BDK, Naming rules and conventions, Packaging your bean, Using the beanbox, Properties, Events, Serializing and Restoring your bean, Property editors, Downloadable beans, Customizers, Beans and Threads, Relationship with other component technologies (ActiveX, CORBA).

Prerequisites: CACS 347 Intermediate Java Programming or experience with the Abstract Windowing Toolkit (AWT) and new Java 1.1 features.

Greg Holling, B.A.

Section 500: Saturday, May 1, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$120.

Betty Heimansohn works for Schacht Spindle Company, one of the foremost US manufacturers of weaving looms. They use Access to analyze sales data. Betty says Access I "is a great class and he's a very good teacher. I learned a lot."

THE PC SYSTEM

CAPC 203

Windows 95 Level I

If you are entirely new to the Windows environment, this class will help you explore the many features of this friendly user interface. Learn how to locate, access and organize files, associate files with programs, and open, close and switch between applications. Other features examined include multitasking, properties, plug and play and multimedia. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Valerie Parker, M.I.S.

Section 501: Monday and Wednesday, January 25 and 27, 6-9 p.m. 2 sessions.

John Dick, Ph.D.

Section 502: Saturday, February 20, 9 a.m.-4 p.m. 1 session.

Issy Kilbride

Section 503: Thursday, March 18, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$110.

CAPC 303

Windows 95 Level II

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this new operating system. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths. Find out about hot shareware programs that will help you work with Windows 95. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Jerry Reynolds, MSEE

Section 501: Tuesday, February 9, 9 a.m.-4 p.m. 1 session.

Michelle Sharon, B.S.

Section 502: Wednesday, April 7, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 503: Monday and Wednesday, May 3 and 5, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$110.

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**CAPC 205
Windows 98 Level I**

If you are entirely new to Windows or have upgraded from Windows 95 to Windows 98, this class will compare enhancements that make Windows 98 a stronger operating environment. Learn how to locate, access and organize files, associate files with programs and open, close and switch between applications. Other features examined include multitasking, properties, and what's new in 98. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Dale Heuer, MBA

Section 501: Monday and Wednesday, January 25 and 27, 6-9 p.m.

Section 502: Wednesdays, February 17 and 24, 6-9 p.m.

All Sections: 2 sessions. University Computing Center 126. \$110.

**CAPC 403
Windows 95 Administration**

Learn general tips on maintaining and troubleshooting the Windows system. View and edit the registry, create and analyze the bootlog.txt file. Discover which directories contain which components (fonts, drivers, extensions) and more. **Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

Valerie Parker, M.I.S.

Section 500: Monday, Wednesday and Thursday, April 12-15, 6-9 p.m. 3 sessions. University Computing Center 124. \$150.

OFFICE PACKAGES**CAPC 216
Microsoft Office 97 Tips and Tricks**

Learn how to use the shortcut bar and integrate the office programs. Learn to use the accessories such as Outlook and The Binder that come with Office 97. Meet your personal Office Assistant. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 500: Thursdays, May 6 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$145.

WORD PROCESSING**CAPC 213
Word 97 (8.0) Level I**

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Beth Sigren, B.S.

Section 501: Mondays, February 8-22, 6-9 p.m. 3 sessions. University Management Systems 001.

Issy Kilbride

Section 502: Monday and Wednesday, March 15 and 17, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 503: Tuesday and Thursday, April 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$145.

**CAPC 313
Word 97 (8.0) Level II**

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Issy Kilbride

Section 500: Tuesday, May 4, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

**CAPC 413
Word 97 (8.0) Level III**

Explore WordArt, draw, and picture toolbars to create various graphic and page design elements. Work with columns, drop caps, and watermarks. Learn how to link text boxes. Learn about section formatting to control document layout. Create template forms using text and date drop down, check-box, and number fields. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Issy Kilbride

Section 500: Tuesday, May 11, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

**CAPC 414
Word 97 (8.0) Special Topics**

Create and use styles to automate repetitive tasks. Use built-in style headings to create a table of contents. Use section breaks to create multiple headers and footers. Explore cross-referencing and bookmarks, outlining, and footnotes. Learn how to link and embed objects such as Excel spreadsheets. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 500: Tuesday, May 18, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

**CAPC 212
WordPerfect for Windows 95 (8.0) Level I**

Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Learn about integrated features such as extended filenames, desktop shortcuts, guidelines and spell as you go. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Peggy Purvis

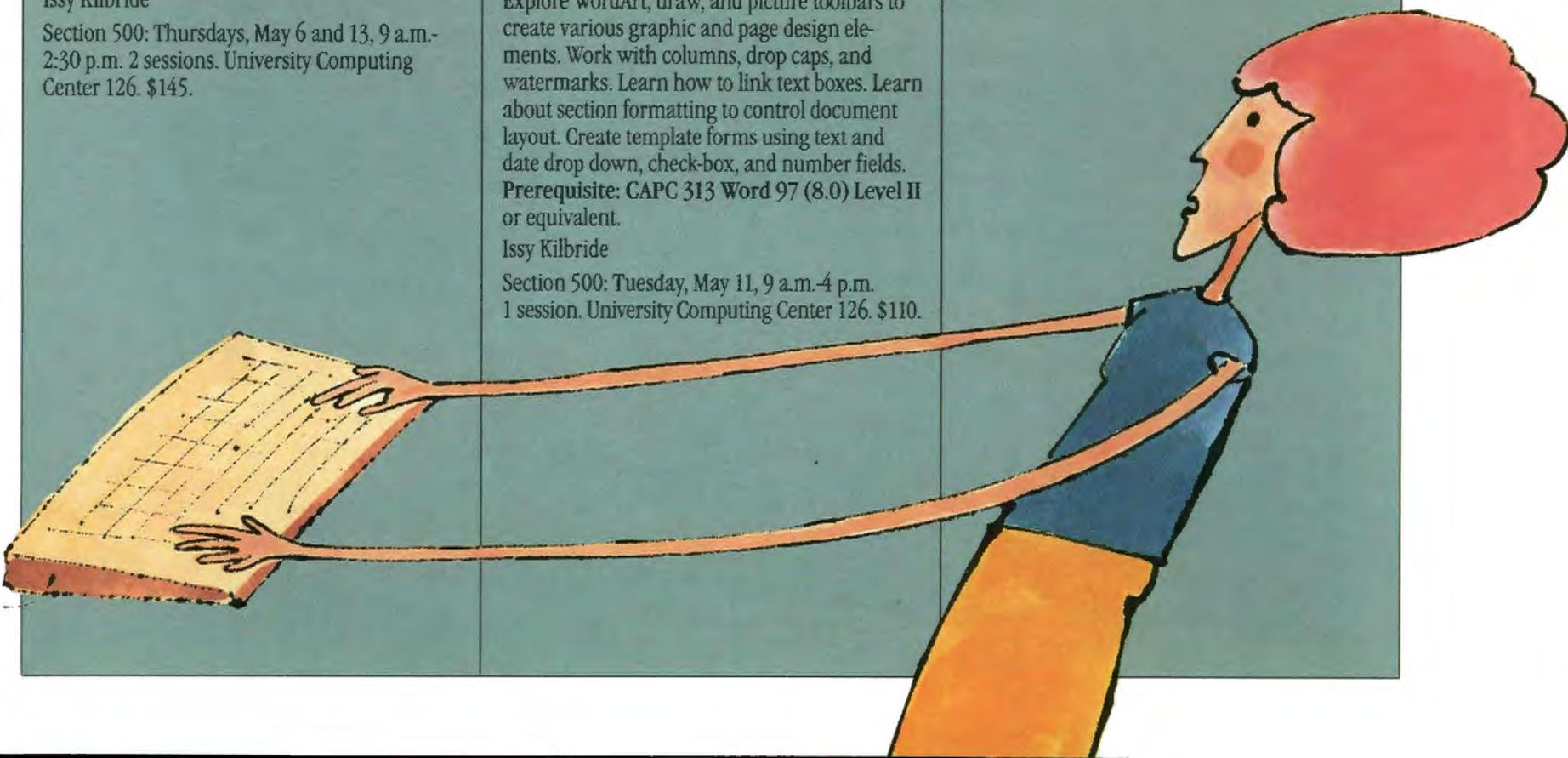
Section 500: Tuesdays, March 2 and 9, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$145.

**CAPC 312
WordPerfect for Windows 95 (8.0) Level II**

Increase your efficiency by working with tables, merge and sort functions, page numbering, headers and footers, and macros. Use the mail, envelope and label merge and sort functions. Work with toolbars, templates and desktop shortcut features including QuickFonts, QuickFormat, QuickFinder and QuickCorrect. **Prerequisite:** CAPC 212 WordPerfect for Windows 95 (8.0) Level I or equivalent.

Peggy Purvis

Section 500: Tuesdays, April 6 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$145.



SPREADSHEETS

CAPC 234 Excel 97 (8.0) Level I

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

J. Burke Taft, M.Ed.

Section 501: Wednesdays, January 20 and 27, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 502: Wednesday, February 24, 9 a.m.-4 p.m. 1 session.

Chris Mattson, B.S.

Section 503: Wednesday, March 31, 9 a.m.-4 p.m. 1 session.

Section 504: Tuesday and Thursday, May 4 and 6, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$110.

CAPC 334 Excel 97 (8.0) Level II

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about integrated features such as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Beth Sigren, B.S.

Section 501: Saturday, March 20, 9 a.m.-4 p.m.

Peggy Purvis

Section 502: Saturday, April 3, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 124. \$110.

CAPC 434 Excel 97 (8.0) Level III

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Dale Heuer, MBA

Section 500: Tuesday, May 4, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

CAPC 436 Excel 97 (8.0) Special Topics

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool.

Prerequisite: CAPC 334 Excel 97 (8.0) Level II or equivalent.

Michelle Sharon, B.S.

Section 500: Tuesday and Thursday, May 11 and 13, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

CAPC 437 Visual Basic Programming Using Excel

Visual Basic is the powerful macro programming language used to build customized worksheets. Gain a basic understanding by learning about object properties and methods, understanding scope, scope levels, how to interpret Visual Basic syntax, proper naming procedures, arguments, variables, and datatypes. Learn how to record and run macros, edit macrocode, and write basic procedures. **Prerequisite:** CAPC 436 Excel 97 (8.0) Special Topics or equivalent.

Michelle Sharon, B.S.

Section 500: Monday and Wednesday, May 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$165.

PRESENTATIONS

CAPC 221 PowerPoint 97 (8.0)

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 501: Tuesdays, February 2 and 9, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Dale Heuer, MBA

Section 502: Tuesdays and Thursday, April 6-13, 6-9 p.m. 3 sessions. University Computing Center 124.

All Sections: \$145.

PROJECT MANAGEMENT

CAPC 343 Project 98 for Windows 95

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

Ulla Merz, Ph.D.

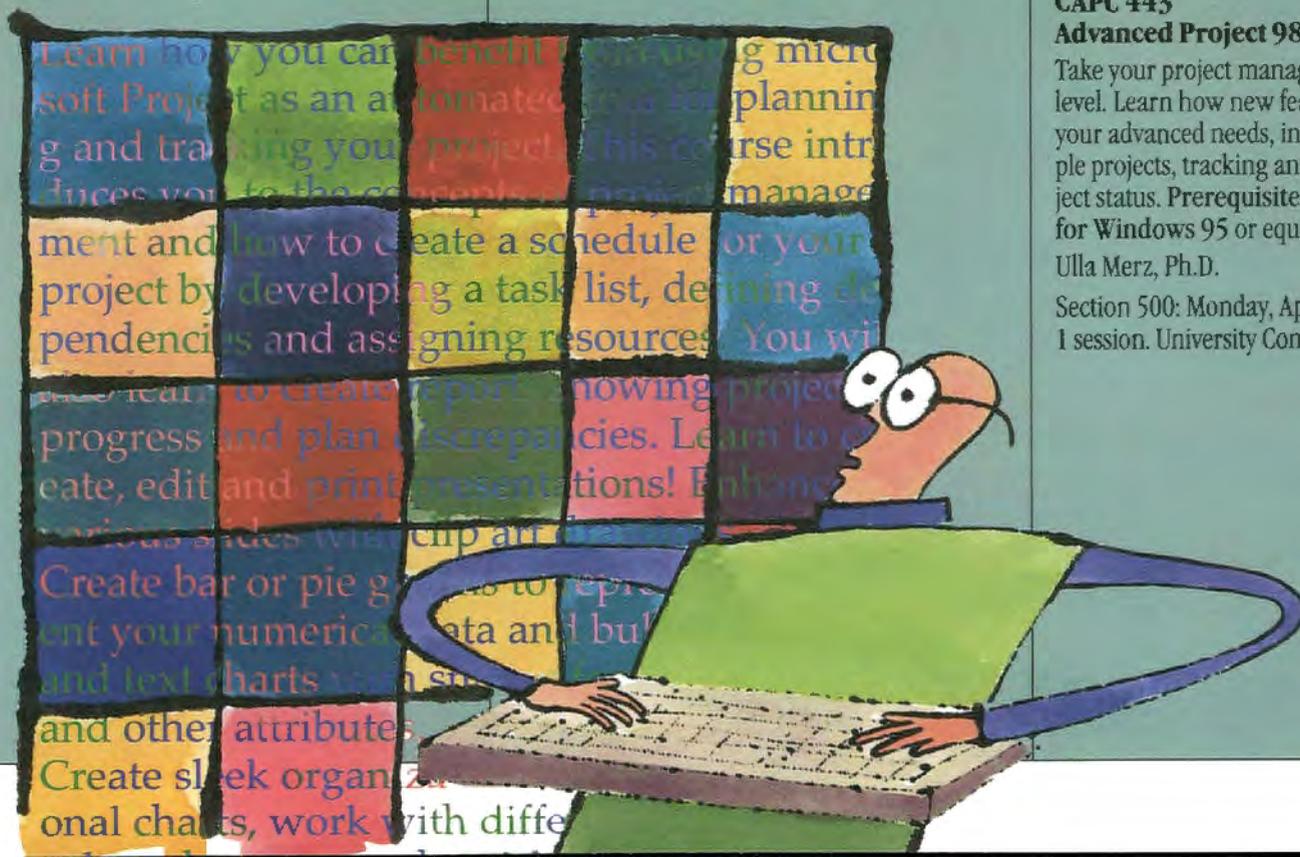
Section 500: Tuesday and Thursday, March 9 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

CAPC 443 Advanced Project 98 Seminar

Take your project management skills to the next level. Learn how new features can help with your advanced needs, including managing multiple projects, tracking and communicating project status. **Prerequisite:** CAPC 343 Project 98 for Windows 95 or equivalent.

Ulla Merz, Ph.D.

Section 500: Monday, April 12, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$120.



FINANCIAL MANAGEMENT

CAPC 241

Quicken 98 for Windows 95

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Michelle Sharon, B.S.

Section 500: Thursdays, February 11 and 18, 6-9 p.m. 2 sessions. University Computing Center 126. \$110.

CAPC 242

QuickBooks for Windows 95 (6.0)

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Pat Melton, M.A.

Section 500: Saturday, January 30, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 243

Managing Personal Finances Using Excel 97 (8.0)

Excel can be used to manage many financial applications in your household and business. You will learn how to create spreadsheets for saving money, borrowing money, and analyzing whether or not a purchase, such as real estate or stocks, may be a good investment. Excel allows you to perform sensitivity or "what if" analysis through several means. You will learn how to create a ledger sheet for keeping track of expenses and how to analyze a database of stocks. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

John McKenzie, J.D.

Section 500: Mondays, February 8 and 15, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

DATABASES

CAPC 251

FileMaker Pro for Windows 95 (4.0) Level I

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Learn how to layout graphic screens. Auto entry configuration and report options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Lou Kingman, B.A.

Section 500: Tuesday, February 16, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 351

FileMaker Pro for Windows 95 (4.0) Level II

Expand and automate your database. This class builds upon material from the first session. Explore FileMaker calculations in depth, develop field options, scripts, and buttons for error free operation and ease of use. Set multi user access levels and create lookups and relationships to communicate with other databases.

Prerequisite: CAPC 251 FileMaker Pro for Windows 95 (4.0) Level I or equivalent.

Lou Kingman, B.A.

Section 500: Wednesday, March 3, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 255

Access 97 (8.0) Level I

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Explore the integrated features including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 501: Mondays, February 1 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126.

Section 502: Mondays and Wednesdays, April 19-28, 6-9 p.m. 4 sessions. University Computing Center 124.

Section 503: Monday and Wednesday, May 10 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124.

All Sections: \$175.

CAPC 355

Access 97 (8.0) Level II

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

Prerequisite: CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 501: Tuesday and Thursday, March 2 and 4, 6-9 p.m. 2 sessions.

Section 502: Thursday, May 20, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$120.

CAPC 357

Database Design Concepts

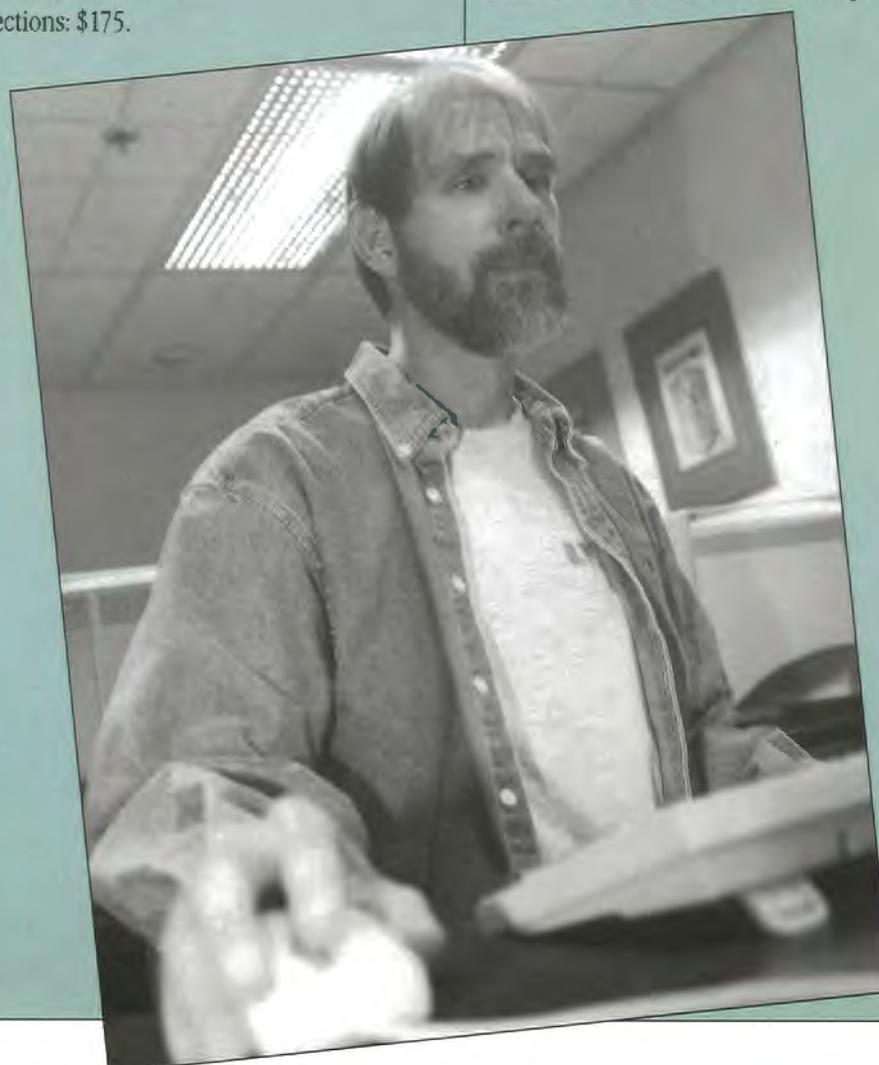
Learn insights into the processes of planning a database. The class introduces the concepts of "Normalization" and the five normal forms.

Emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 255 Access 97 (8.0) Level I or equivalent and a good working knowledge of the Windows 95 interface. A basic understanding of Excel for Windows is recommended.

Chris Mattson, B.S.

Section 500: Thursdays, February 11 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$175.

Eaton Scripps uses Access a lot in running his business, EMS Billing Services. As a sole proprietor, it's important for him to stay current.



DESKTOP PUBLISHING

CAPC 271

PageMaker for Windows 95 (6.5) Level I

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

Prerequisites: CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended.

Bruce Frehner, M.A.

Section 500: Saturdays, February 6 and 13, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$195.

CAPC 371

PageMaker for Windows 95 (6.5) Level II

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271 PageMaker for Windows 95 (6.5) Level I or equivalent.

Bruce Frehner, M.A.

Section 500: Saturdays, March 6 and 13, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$195.

CAPC 273

QuarkXPress for Windows 95 (4.0) Level I

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Becky Milmoie, B.F.A.

Section 500: Thursdays, February 18 and 25, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$195.

CAPC 373

QuarkXPress for Windows 95 (4.0) Level II

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAPC 273 QuarkXPress for Windows 95 (4.0) Level I or equivalent.

Becky Milmoie, B.F.A.

Section 500: Tuesday and Thursday, April 20 and 22, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$175.

William Vaughan works for Surgical Navigation Technologies. The company manufactures a computer work station that enables surgeons to view individual patient anatomy in remarkable detail. William says that Access I is a simple class but valuable because Access ties together many of the programs and work utilities the Product Services Department relies on to provide responsive service to their clients.

COMPUTER GRAPHICS

CAPC 280

Basic Windows Computer Art

This course is an overview of the various Windows based graphic programs. This course will cover drawing programs in Windows and Microsoft Works. It will include an overview of illustration applications such as Adobe Illustrator and CorelDRAW! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Saturday, February 6, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

CAPC 281

CorelDRAW! for Windows 95 (8.0) Level I

This course gives you the ability to do complex drawings such as blends, fitting text to a curve, and other special effects. Learn how to make buttons, icons, and drawings for Web applications. Learn how to import and export file types with CorelDRAW! Expand your ability to use graphics to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 501: Wednesdays, February 10 and 17, 9 a.m.-4 p.m. 2 sessions.

Dale Heuer, MBA

Section 502: Tuesdays and Thursdays, March 9-18, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 124. \$165.

CAPC 381

CorelDRAW! for Windows 95 (8.0) Level II

Gain hands-on experience creating professional quality art work, technical illustrations and Web Site applications. This course covers design considerations for Web applications, logos, fill patterns, and advanced illustration techniques. Work with color and color separations. Learn about Corel CAPTURE 8 and Corel OCR-TRACE 8. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 (8.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesday and Thursday, April 13 and 15, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

CAPC 282

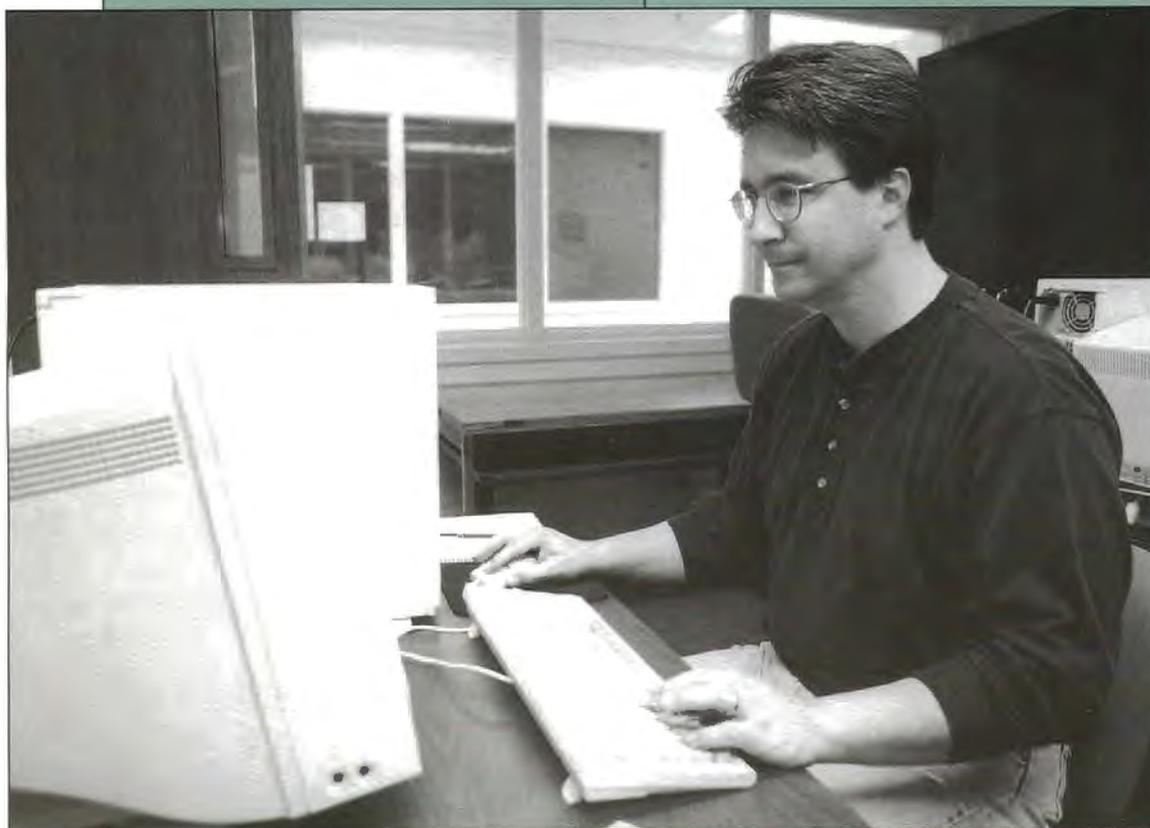
Photoshop for Windows 95 (5.0) Level I

Learn to use the premier photographic editing application. Learn basic scanning techniques and how best to capture your photos. The basic skills of photo editing are taught in this course. Special attention will be given to Web Site requirements. **Prerequisite:** CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 500: Thursdays, March 11 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

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CAPC 382**Photoshop for Windows 95 (5.0) Level II**

Learn advanced photo editing techniques. Sharpen your skills on scanning and image editing. Edit your photos and drawings to achieve professional quality work. Learn prepress and production techniques. Learn requirements for Web Site applications. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (5.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Monday and Wednesday, April 19 and 21, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 283**Illustrator for Windows 95 (7.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations, or uploaded for Web applications. Learn how to take photos from Adobe Photoshop and integrate them into illustrations using Adobe Illustrator. **Prerequisite:** CAPC 280 Basic Windows Computer Art or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesdays and Thursdays, May 4-13, 6-9 p.m. 4 sessions. University Computing Center 126. \$175.

MULTIMEDIA

See courses on page 55 under same section heading. These applications are consistent on both PC and Macintosh platforms.

COMPUTER AIDED DESIGN**CAPC 161****Beginning Computer Aided Design**

This stand-alone class covers the basics of systems start-up and a review of potential micro-computer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture; third party software, hardware and peripherals; and managing CAD system issues. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 500: Tuesday and Thursday, January 12 and 14, 6-9 p.m. 2 sessions. University Computing Center 124. \$115.

CAPC 261**Computer Aided Design for Windows (R14) Level I**

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Some understanding of drafting concepts/techniques is helpful.

Required text: *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 500: Tuesdays and Thursdays, January 19-February 11, 6-9 p.m. 8 sessions. University Computing Center 124. \$390.

CAPC 361**Computer Aided Design for Windows (R14) Level II**

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows (R14) Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 500: Tuesdays and Thursdays, February 16-March 4, 6-9 p.m. 6 sessions. University Computing Center 124. \$305.

CAPC 362**Computer Aided Design for Windows (R14) 3D Modeling**

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 14. It will provide general skills common to all disciplines. The concepts of wireframe, surface and solid modeling will be discussed. The student will create 3D models and generate drawing documents from the models. The course will not include the Designer, AutoSurf, or Mechanical Desktop modules but will provide a valid foundation for future study. **Prerequisite:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

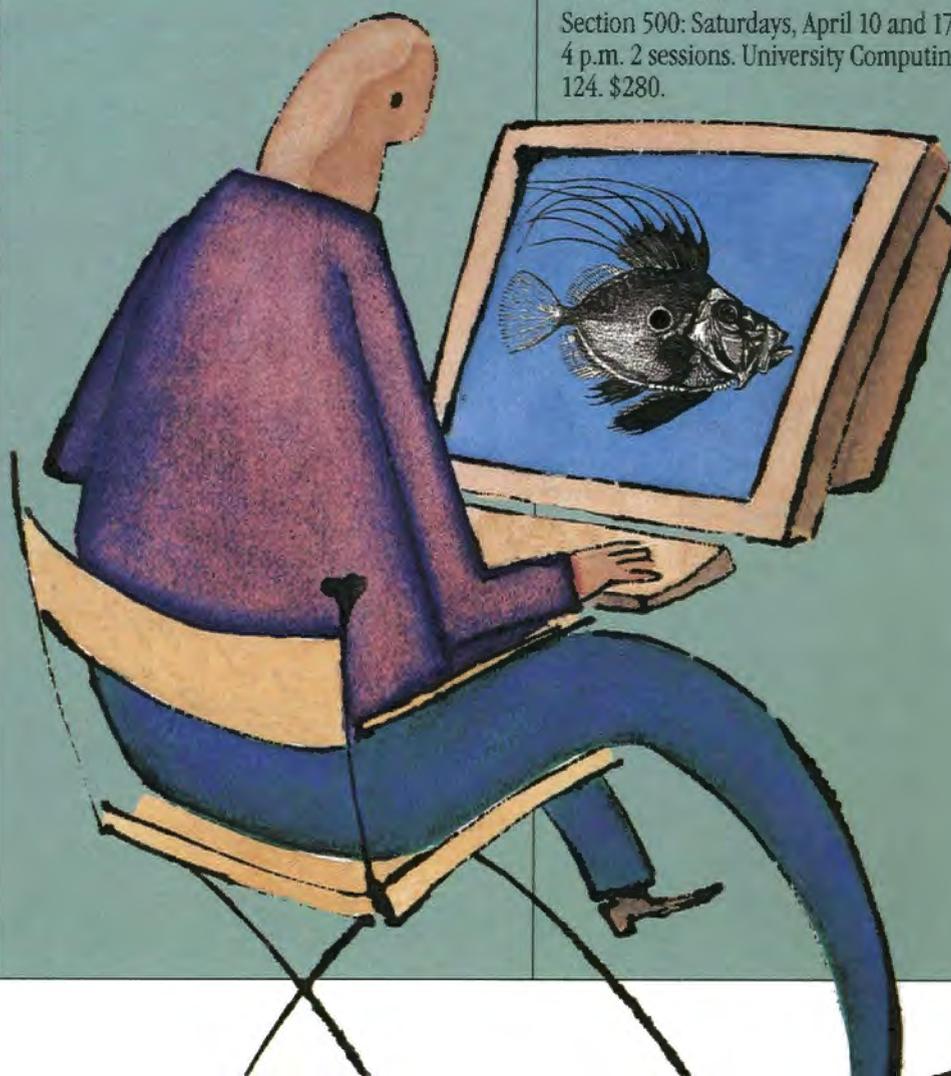
Section 500: Wednesdays, March 3-31 (skip March 24), 6-9 p.m. 4 sessions. University Computing Center 124. \$280.

CAPC 461**Computer Aided Design for Windows (R14) Level III**

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered. **Prerequisites:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 500: Saturdays, April 10 and 17, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$280.



THE MACINTOSH SYSTEM

CAMC 100

Introduction to the Macintosh

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Wendy Rochman, M.Ed.

Section 501: Wednesdays, January 20 and 27, 6-9 p.m. 2 sessions.

Christie Roberts, B.A.

Section 502: Saturday, February 20, 9 a.m.-4 p.m. 1 session.

Issy Kilbride

Section 503: Tuesday, March 9, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.

THE INTERNET

Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 43.

WORD PROCESSING

CAMC 211

Word for Macintosh (Office 98) Level I

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents including editing, text/graphic interfaces, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Issy Kilbride

Section 501: Tuesday and Thursday, February 16 and 18, 9 a.m.-2:30 p.m. 2 sessions.

Wendy Rochman, M.Ed.

Section 502: Tuesdays, March 16-April 6 (skip March 23), 6-9 p.m. 3 sessions.

All Sections: University Computing Center 127. \$145.

CAMC 311

Word for Macintosh (Office 98) Level II

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics; and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Issy Kilbride

Section 500: Tuesday, March 2, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 411

Word for Macintosh (Office 98) Level III

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking documents. **Prerequisite:** CAMC 311 Word for Macintosh (Office 98) Level II or equivalent.

Issy Kilbride

Section 500: Wednesday, May 5, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

SPREADSHEETS

CAMC 231

Excel for Macintosh (Office 98) Level I

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. Study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

J. Burke Taft, M.Ed.

Section 501: Thursdays, January 28 and February 4, 6-9 p.m. 2 sessions.

Section 502: Tuesday, February 23, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.

CAMC 331

Excel for Macintosh (Office 98) Level II

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 500: Tuesday, April 27, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 431

Excel for Macintosh (Office 98) Level III

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (Office 98) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 500: Thursday, May 6, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

PRESENTATIONS

CAMC 221

PowerPoint for Macintosh (Office 98)

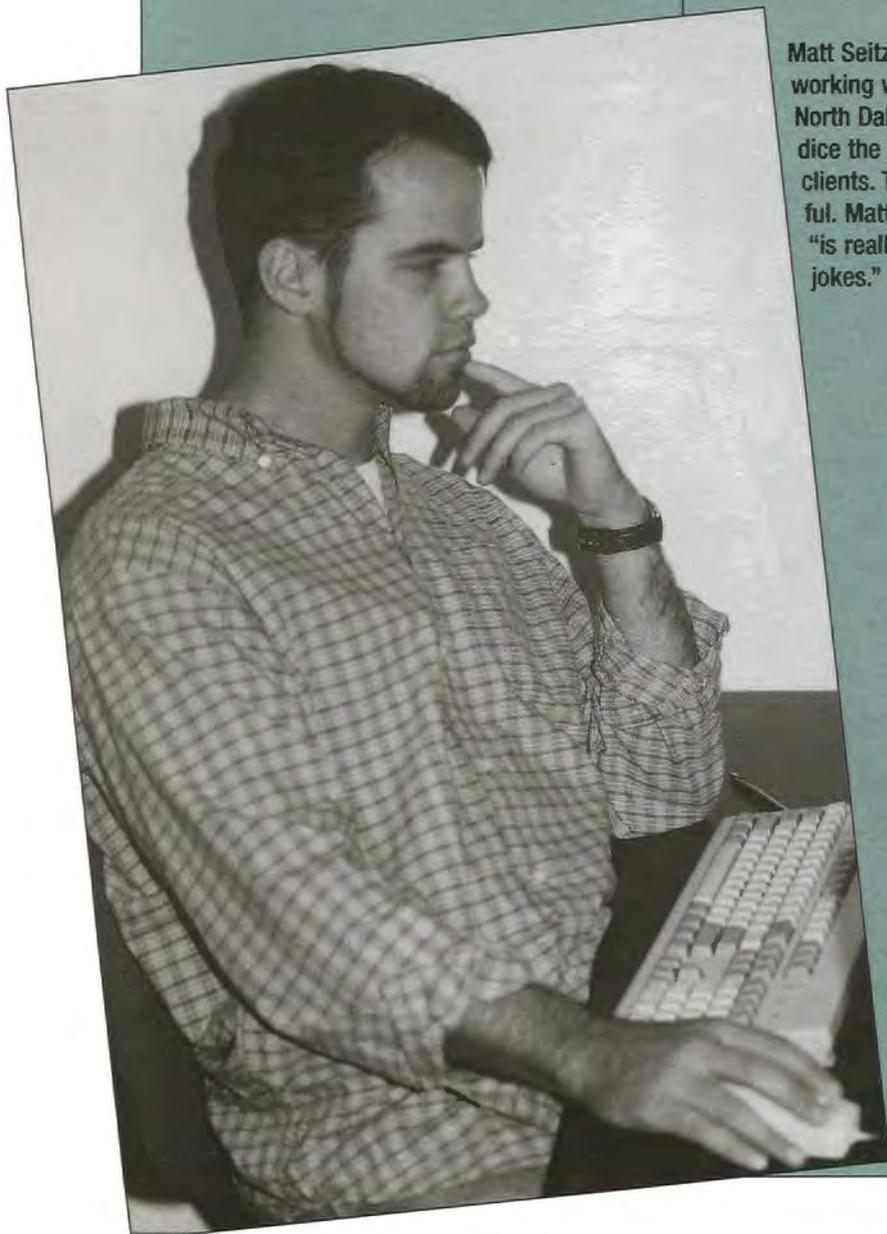
Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Chris Mattson, B.S.

Section 500: Thursdays, April 8-22, 6-9 p.m. 3 sessions. University Computing Center 127. \$145.

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Matt Seitz is a geologist who has been working with a lot of data for wells in North Dakota and needed to slice and dice the data to market information to clients. The Access I course was helpful. Matt says instructor Chris Mattson "is really good. Nice pace. Good jokes."



INTEGRATED SOFTWARE

CAMC 205

AppleWorks for Macintosh (5.0)

Formerly known as ClarisWorks, this software package uses an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Wendy Rochman, M.Ed.

Section 500: Saturdays, March 6 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

FINANCIAL MANAGEMENT

CAMC 241

Quicken for Macintosh (7.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Christie Roberts, B.A.

Section 500: Wednesday, February 3, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

DESKTOP PUBLISHING

CAMC 271

PageMaker for Macintosh (6.5) Level I

Easy enough for the novice, yet comprehensive enough for the professional designer. PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use. Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Mary McGivern, B.A.

Section 500: Tuesday and Thursday, February 9 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$195.

CAMC 371

PageMaker for Macintosh (6.5) Level II

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAMC 271 PageMaker for Macintosh (6.5) Level I or equivalent.

Mary McGivern, B.A.

Section 500: Wednesday, March 10, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 273

QuarkXPress for Macintosh (4.0) Level I

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Tim Meehan

Section 501: Mondays, January 25-February 22, 6-9 p.m. 5 sessions.

Section 502: Monday and Wednesday, March 29 and 31, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$195.

CAMC 373

QuarkXPress for Macintosh (4.0) Level II

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAMC 273 QuarkXPress for Macintosh (4.0) Level I or equivalent.

Tim Meehan

Section 500: Saturdays, April 17 and 24, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

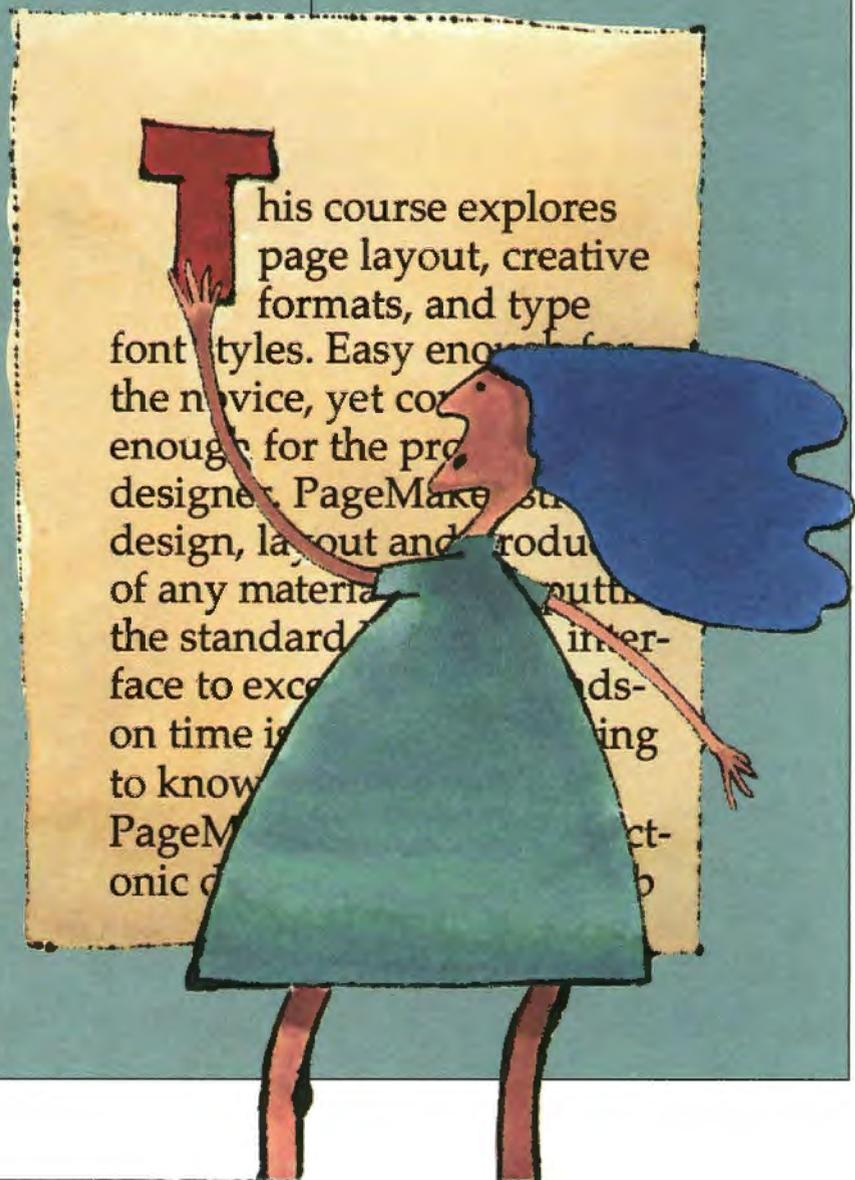
CAMC 473

QuarkXPress for Macintosh (4.0) Level III

Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom designs and production tricks. **Prerequisite:** CAMC 373 QuarkXPress for Macintosh (4.0) Level II or equivalent.

Tim Meehan

Section 500: Saturday, May 1, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.



COMPUTER GRAPHICS

CAMC 280**Basic Macintosh Computer Art**

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Barry Ratliff, M.F.A.

Section 500: Saturday, January 30, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 380**Intermediate Macintosh Computer Art**

Using your basic Macintosh art skills, we will focus on creativity and experimentation as we create your personal or corporate logo. A flatbed scanner and laser printer will be tools that transform your ideas and materials into a final product. Service bureau output (linotronic and color) are discussed. The emphasis of this class is on individual pacing and problem solving. Bring plenty of photos, drawings, and ideas.

Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent.

Barry Ratliff, M.F.A.

Section 500: Saturday, February 27, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

Richard Wilshusen is an instructor in Anthropology at CU. Through a grant from the State Historical Fund and the Bureau of Land Management, he is working with a group of students to make a treasure trove of archaeological data more accessible through the Internet. The database contains information about a CU project in Southwest Colorado, Indian villages from the Pueblo I period around 860 AD, "the first pueblos, as we know them today." The group will be writing a user's guide to make the data more accessible. The group has just completed a compressed version of the Access I class, to better understand what a database is and how it works.

CAMC 282**Photoshop for Macintosh (5.0) Level I**

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations.

Prerequisite: CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 501: Wednesdays, February 3-24, 6-9 p.m. 4 sessions.

Becky Milmo B.F.A.

Section 502: Monday and Wednesday, March 15 and 17, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 382**Photoshop for Macintosh (5.0) Level II**

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication.

Prerequisite: CAMC 282 Photoshop for Macintosh (5.0) Level I or equivalent.

Recommended text: *Great Photoshop Techniques*, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 500: Fridays, April 23 and 30, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 482**Photoshop for Macintosh (5.0) Level III**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared - all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh (5.0) Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though! **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 500: Monday and Wednesday, April 26 and 28, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 283**Illustrator for Macintosh (7.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Tim Meehan

Section 501: Tuesdays, February 9-March 2, 6-9 p.m. 4 sessions.

Christie Roberts, B.A.

Section 502: Tuesday and Thursday, March 30 and April 1, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 383**Illustrator for Macintosh (7.0) Level II**

Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283

Illustrator for Macintosh (7.0) Level I or equivalent. Recommended text: *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 500: Monday and Wednesday, April 12 and 14, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.



CAMC 483**Illustrator for Macintosh (7.0) Level III**

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 **Illustrator for Macintosh (7.0) Level II** or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10. Tim Meehan

Section 500: Tuesday, May 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

MULTIMEDIA**CAMC 287****Designing A User Interface with Photoshop**

Discover what makes an effective interface for multimedia titles and web sites. Learn how to use Adobe Photoshop to create interesting interface elements like buttons, sliders, and textures. Explore what makes multimedia and the web unique and how to take advantage of the digital world using non-linear navigation and 3-D imagery. **Prerequisite:** CAMC 282 **Photoshop for Macintosh (5.0) Level I** or equivalent. **Recommended text:** *Interface Design with Photoshop*, Hamlin, University Bookstore, UMC 10.

Becky Milmo, B.F.A.

Section 500: Monday, May 3, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 293**Multimedia Solutions**

This class introduces the types of equipment and technical considerations used in multimedia productions. It will focus on current types of equipment such as scanners, printers, digital cameras, and computers. The latest add-on boards to enhance productions and other peripheral devices are also covered. There will be hands-on experience with graphic animation authoring software. **Prerequisite:** CAMC 280 **Basic Macintosh Computer Art** or equivalent.

Michelle Sharon, B.S., and William Busch

Section 500: Tuesday and Thursday, February 2 and 4, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 294**Multimedia Authoring**

Explore the interactive process of program design, authoring, and delivery techniques. It will introduce CD-ROM technology techniques that can be accomplished using the software packaged in Macromedia Director Studio 6. The programs introduced are Extreme 3D, ResEdit, Sound Studio, and Deck 2, all of which are bundled with Macromedia Studio. **Prerequisite:** CAMC 291 **Macromedia Director (6) Level I** or equivalent.

Michelle Sharon, B.S., and William Busch

Section 500: Tuesday and Thursday, April 13 and 15, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$175.

CAMC 392**Digital Video**

Put a little pizzazz in your multimedia presentations. Learn how to use a digitizing compression board for integrating video, audio and graphics into a single project. Cross platform issues are also considered. Final project consists of creating a CD-ROM. Software used is Adobe Premiere. **Prerequisite:** CAMC 294 **Multimedia Authoring** or equivalent.

Michelle Sharon, B.S., and William Busch

Section 500: Monday and Wednesday, May 10 and 12, 6-9 p.m. 2 sessions. University Computing Center 127. \$120.

CAMC 295**Premiere (5.0)**

Step into digital editing. Create dynamic video or film, incorporating video, audio, stills, titles and graphics. Include special effects using filters, transitions, transparency, and motion. Class will cover file management, NTSC and cross platform and web output issues. **Prerequisite:** CAMC 211 **Word for Macintosh (Office 98) Level I** or equivalent. **Recommended text:** *Adobe Premiere 5.0 Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Lou Kingman, B.A.

Section 500: Thursdays, April 22 and 29, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$195.

CAMC 291**Macromedia Director (6) Level I**

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 **Basic Macintosh Computer Art** or equivalent.

J. Burke Taft, M.Ed.

Section 501: Thursdays, February 11-March 4, 6-9 p.m. 4 sessions.

Section 502: Wednesday and Friday, April 7 and 9, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

CAMC 391**Macromedia Director (6) Level II**

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students. **Prerequisite:** CAMC 291 **Macromedia Director (6) Level I** or equivalent.

J. Burke Taft, M.Ed.

Section 500: Wednesdays, April 14-May 5, 6-9 p.m. 4 sessions. University Computing Center 127. \$175.

**WHERE'S CONTINUING EDUCATION?**

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

DISTANCE LEARNING

CU PROGRAMS GIVE YOU CAMPUS ACCESS, NO MATTER WHERE YOU ARE.

As part of your academic planning, we invite you to consider Distance Learning—a variety of solutions that give you access to CU-Boulder without coming to campus. These alternative formats allow you to work at your own pace, on your own schedule, wherever you are—whether it's half way down the street or half way around the world. Distance Learning courses are no less demanding than those you'll find on campus but they represent a strategic alternative that enables motivated learners to pursue their academic goals.

Consider Distance Learning. For fun. For credit. For completion of short-term courses that meet targeted business and professional needs. For work on accredited degree programs. Options are growing all the time. Watch this space for news.

INDEPENDENT STUDY VIA... THE INTERNET

From any computer with an Internet connection, you have access to over 20 web-based CU-Boulder courses. You complete assignments, communicate with your instructor and classmates through threaded discussion, and take tests at times that fit your schedule. Listed below are a few of the courses available along with web site addresses for you to browse.

Anthropology 2070 Bones, Bodies and Disease -
www.colorado.edu/cewww/anth2070

Geography 1992 Introduction to Human Geography -
www.colorado.edu/cewww/geog1992

Geography 6170 Geography Teaching Materials -
www.colorado.edu/cewww/geog6170

Journalism 3771 Mass Communication History -
www.colorado.edu/cewww/jour3771



CORRESPONDENCE

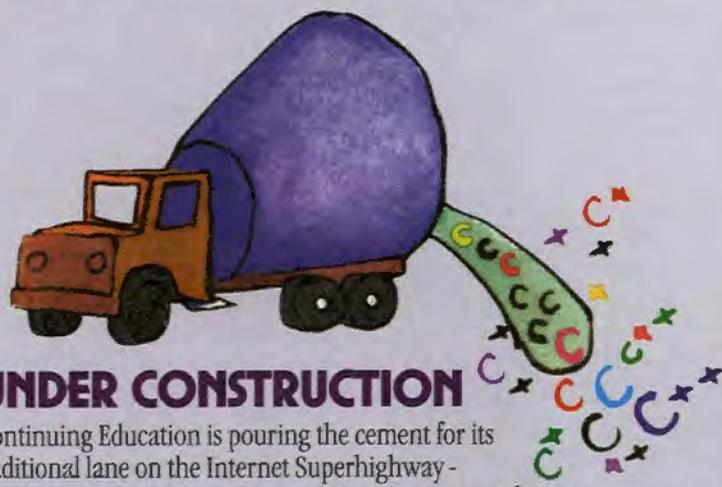
All you need to complete these print-based courses is a mailing address and a postage stamp. We have over 85 college credit courses available in 15 disciplines, plus more than 50 high school noncredit courses and 2 real estate courses.

For a complete listing of all our Independent Study offerings, visit the web site at www.colorado.edu/cewww or call 800-331-2801 and ask our Independent Study Office to send you more information.

CATECS

(Center for Advanced Training in Engineering and Computer Science)

CATECS delivers graduate engineering courses directly to your worksite via live microwave broadcasts with two-way audio interaction. Videotapes of past courses are also available for credit and noncredit. Master's degree programs are available in Aerospace Engineering, Computer Science, Electrical and Computer Engineering, Engineering Management, and Telecommunications. For more information on the CATECS option, call 303-492-6331 or visit the web site at www.colorado.edu/CATECS



UNDER CONSTRUCTION

Continuing Education is pouring the cement for its additional lane on the Internet Superhighway - Introduction to Hands-on C++ and Introduction to C for Programmers, required courses for the Computer Applications Certificate in Programming, will be available later this Spring or early Summer. Call 303-492-6596 to be placed on the mailing list for more information.

Continuing Education is proud of its commitment to provide access to all students through its distance programs. For information on other programs available at the University of Colorado, visit the web site at www.cuonline.edu

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

ADDITIONAL OPPORTUNITIES

ACCESS PROGRAM

Want to take a credit course at CU-Boulder during the day? Perhaps you're interested in a particular class for personal or professional development or plan to enroll in a degree program in the future. Each Fall and Spring, the ACCESS Program (formerly SAVE) enables nondegree students to enroll in on-campus undergraduate or graduate courses on a space available basis. Call 303-492-6226 for more information.

HIGH SCHOOL CONCURRENT PROGRAM

Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1162) may enroll in two courses either through the Boulder Evening or ACCESS program each Fall and Spring. Call 303-492-6226 for more information.

APPLIED MUSIC PROGRAM

The College of Music and Continuing Education offer private instruction for voice and most popular instruments. Group classes are offered for beginning guitar and piano. Private lessons are by arrangement. Instruments, except piano, must be furnished by students. Tuition for 9 hours of instruction is \$240 (resident). For more information, contact the Independent Study office at 303-492-8757.

INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$200 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. Courses in academic writing and pronunciation are offered on Tuesdays and Thursdays for \$200 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call 303-492-5547.

USE SUMMER TO ACCELERATE YOUR ACADEMIC PROGRESS

Summer session on the Boulder campus is special. With over 500 campus courses to choose from, and 6,000 enrolled students, it's a relaxed, intimate learning environment. Classes are smaller. Parking is easier and dress code is casual.

Summer is a great time to get a jump on the next phase of your academic career.

FOR MORE INFORMATION ON SUMMER SESSION Call 303-492-5146 or visit the web site (www.colorado.edu/conted/Summer) to request a Summer Session catalog.

HIGH SCHOOL SUMMER SCHOLARS PROGRAM

An introduction to college life for high school students who have completed at least their sophomore year are eligible to participate in this program. Credit and noncredit classes are taught by instructors selected for their knowledge, experience, warmth and enthusiasm. Staff and residence hall program assistants coordinate social, cultural, academic, and special activities for residential and day students. To place your name on the mailing list, call (303) 492-5146 or visit our website www.colorado.edu/conted/scholars



REAL ESTATE AND APPRAISAL PROGRAM

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by the Colorado Real Estate Commission.

ENTER THE PROFESSION!

The "associate broker" is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses which satisfy the 168-hour requirement are:

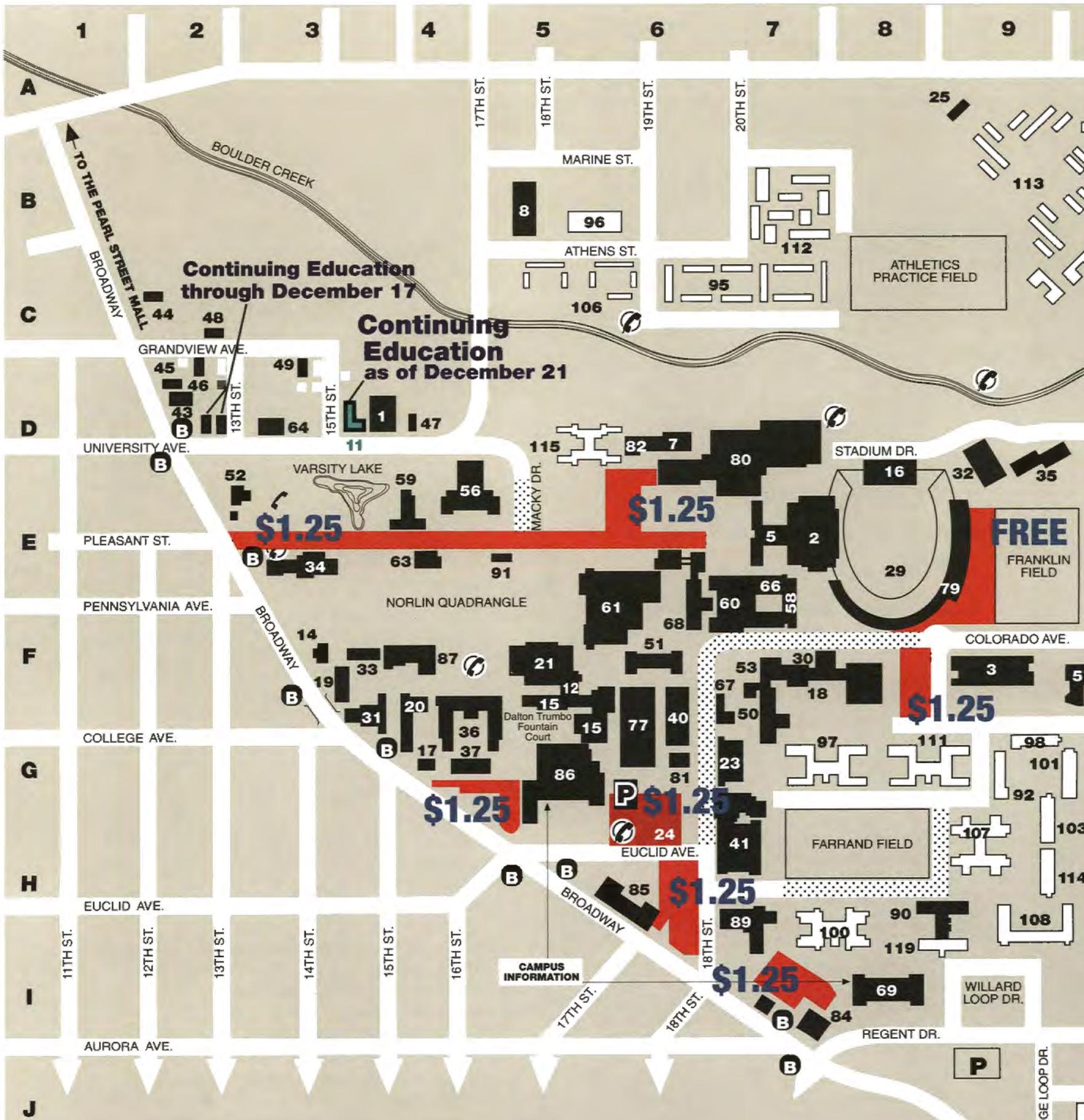
- NCRE 007 Practice and Law** – 48 class hours
- NCRE 020 Colorado Contracts and Regulations** – 48 class hours
- NCRE 022 Record Keeping and Trust Accounts** – 8 class hours
- NCRE 029 Real Estate Closings** – 24 class hours
- NCRE 032 Practical Applications** – 32 class hours
- NCRE 034 Current Legal Issues** – 8 class hours

The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses which satisfy the 75-hour requirement are:

- NCRE 200 Registered Appraiser** – 40 class hours
- NCRE 201 Basic Appraisal Applications** – 24 class hours
- NCRE 208 Appraisal Standards and Ethics** – 16 class hours

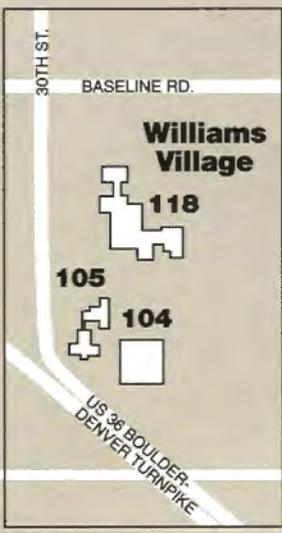
The above associate broker license courses are offered as an evening and weekend program in Boulder, and the appraisal license courses are offered as intensive daytime classes in the Denver/Boulder area.

Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog. Or visit the web site at www.colorado.edu/conted/RealEstate



Continuing Education through December 17

Continuing Education as of December 21



Legend	
	Streets (many main campus streets are limited access during certain hours)
	Limited access streets
	Major buildings
	Housing (residence halls and family housing)
	Pedestrian/bicycle underpass
	FREE Free parking after 5 p.m., and Saturdays
	\$1.25 \$1.25 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
	Emergency telephones
	RTD bus stops bordering campus

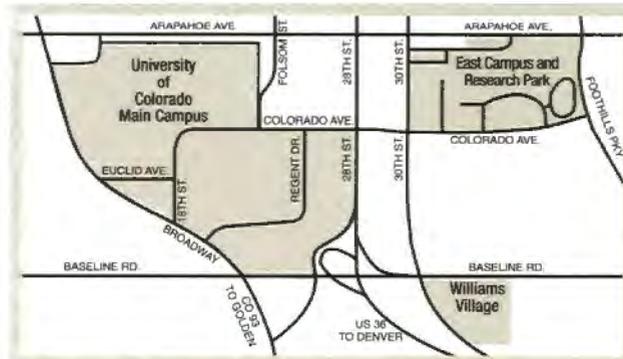


University Buildings

1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L-3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-2)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- * Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center- Main Offices (A-9)
26. Family Housing Children's Center- Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Hellems Arts and Sciences/Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- * Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- * Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive Autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2-WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolfe Fine Arts (G-6)
78. Sommers-Bausch Observatory (I-11)
79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)
81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
84. University Administrative Center and Annex (I-7)
85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center-North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

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92. Aden Hall (G-9)
93. Andrews Hall-Kittredge Complex (J-12)
94. Arnett Hall-Kittredge Complex (J-12)
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96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
99. Buckingham Hall-Kittredge Complex (K-12)
100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
103. Crosman Hall (G-10)
104. Darley Commons-Williams Village (L-6)
105. Darley Towers-Williams Village (L-5)
106. Faculty-Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons-Kittredge Complex (J-10)
- * Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall-Kittredge Complex (J-10)
111. Libby Hall (G-8)
112. Marine Court (B-7)
113. Newton Court (B/C-9/10)
114. Reed Hall (H-10)
115. Sewell Hall (D-5)
116. Smiley Court (L-1)
117. Smith Hall-Kittredge Complex (K-11)
118. Stearns Towers-Williams Village (K-6)
119. Willard Hall-South Wing (H-8)
- * Williams Village. See Darley Commons, Darley Towers, and Stearns Towers.



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

Continuing Education students may also purchase parking permits from Parking Services for an additional fee.

University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

Based on map produced by Student Affairs Communications.

FIVE WAYS TO REGISTER

- 1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 63 for credit, page 64 for noncredit and certificate courses.
- 2. FAX YOUR REGISTRATION.** Fast and easy. Day or night to 303-492-3962. Send page 63 for credit courses. Send page 64 for noncredit and certificate courses.
- 3. IN PERSON.** Come to the Continuing Education Office, 1221 University Avenue (1505 University Avenue beginning December 21), between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.** Complete the registration form (page 64) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.
- 5. USE CU CONNECT FOR BOULDER EVENING COURSES.** See page 61 for more information.

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

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

- Boulder Evening Credit Classes**
- Independent Study Programs**
- The ACCESS Program**
- High School Concurrent Program**
- Center for Advanced Training in Engineering and Computer Science (CATECS)**

Learning for Learning's Sake:

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

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

- Computer Applications**
- Entrepreneurship**
- Management Development**
- Network Administration**
- Programming**

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

- Real Estate Education Program**
- International English Center**

Where Are Courses Given? Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.25 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

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

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

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 303-735-5000 for campus closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

Books and Supplies required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at 303-492-5148 or 1-800-331-2801 if you need help or additional information.

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

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director, Office of Diversity and Equity, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

This publication was printed and mailed using funds generated solely by Continuing Education programs. Continuing Education regrets any printing errors, but accepts no liability for them.

Design/Illustration/Photo Special Effects: Ed Huston
Art Direction: Alana Shaw
Photography: Benko Photo
Printing: AB Hirschfeld Press

WHERE'S CONTINUING EDUCATION?

Through Thursday, December 17 you can find us at 1221 University Avenue. On Friday, December 18 we'll be closed to move to our new building. Beginning Monday, December 21 visit us at our new location at 1505 University Avenue.

TO REGISTER USING CU CONNECT

CU Connect is the University's telephone registration system by which credit students can register for courses, pay their tuition using Visa, MasterCard or Discover, check their grades and find out if their tuition bill is current. This option is available only for Boulder Evening. Read these instructions thoroughly before using CU Connect. To register via CU Connect, you must have a current term record. If you registered through Continuing Education (Boulder Evening, SAVE or Summer Session) for the Spring, Summer, or Fall 1998 semester, simply call 303-492-5148 between 8:30 a.m. and 5 p.m. and ask to be activated for the current semester. (Note: if you have elected to have directory information withheld, the privacy code on your record will prevent the registration staff from activating you over the telephone.) If you did not register for Boulder Evening, SAVE, or Summer Session for Fall, Spring or Summer and you wish to use CU Connect, simply return the credit registration form on page 63. You will be notified via US mail that you are eligible to use CU Connect with your PIN (Personal Identification Number). Please remember to keep your PIN confidential. Use of CU Connect obligates you for any tuition charges as a result of adding any course. If you need to change your PIN, come to the Continuing Education Registration Office with photo identification.

CU Connect is normally available Monday through Friday, 7 a.m. to midnight and on Sundays from 11 a.m. to midnight. CU Connect is *not* available on Saturdays and on December 25 and January 1. Limited hours will be in effect on December 24, 7 a.m.-5 p.m., and December 31, 7 a.m.-9 p.m.

CALLING CU CONNECT AND REGISTERING

Call CU Connect, 303-938-8110, from any touch-tone phone to register. Use the confirmed registration function codes listed below.

- ▶ the Boulder-campus code **1**
- ▶ the Continuing Education code **1**
- ▶ the registration application code **1**
- ▶ the term code **991**
- ▶ your University student number _____
- ▶ your personal identification number (PIN) _____

Fill out the information below completely. When prompted, enter the courses you've listed below. Press the star (*) or pound (#) keys as indicated. **Whenever you press the # key, wait for the computer voice to respond before proceeding with the next entry.** For more time between entries, press #.

ADD CODE	COURSE CALL NUMBER	Department Abbreviation	Course Number	Credit Hours	Enrolled Waitlisted?
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____

OTHER CU CONNECT FUNCTIONS

- To **add** a course, press 2*, the course call number, then #
- To **drop** a course, press 3*, the course call number, then #
- To request a course for **no credit**, press *1 between the course call number and #
- To request a course for **pass/fail**, press *2 between the course call number and #
- To **list** your courses, press 5#
- To **search** for open sections, press 7#
- To place your name on a **wait list**, press 9#
- To **cancel** an entry, press *# before you have completed the transaction
- To **exit** the registration application, press 8# then 1 to access the student billing application for your account balance and/or credit card payment; or press 2 to **end** the call.

Verifying Your Schedule

Once you have registered, it is important that you verify your schedule. To list your courses, press 5#. If you are satisfied with your selections, press 8# to exit the registration application and press 1 to find out your account balance and/or pay your tuition using Visa, MasterCard or Discover. Remember, you are obligated to pay all tuition and fees promptly.

Course Restrictions

Some Boulder Evening courses have prerequisites and enrollment restrictions. It is your responsibility to ensure that you have met the listed prerequisites and/or restrictions. If you are unsure, please call 303-492-5145 and make an appointment with our academic advisor.

Adjusting Your Schedule

Once you have registered, make adjustments to your schedule by calling CU Connect prior to the last day to register and/or drop. These dates are listed on page 4 of this catalog. Follow the CU Connect function codes described above to add or to drop courses from your schedule.

Searching for Open Course Sections

If you request a course section that has been canceled or is full, the computer voice asks you if you want to conduct a search for open sections of that course. If you do, press 7#. CU Connect will search for another section of the course that is available. If one is available, you can register for that open section if it does not conflict with another course.

Listing Your Schedule

To list your schedule, call CU Connect and press 5# after you enter your PIN and when the computer asks for your first request. If you are enrolled in a course you no longer want, drop it by the deadline. If you put your name on a course wait list, list your schedule frequently or look up the status of your wait-listed courses on the World Wide Web. Go to www.colorado.edu (the UCB home page) and choose Personal Lookup Services or go directly to www.colorado.edu/plus

Wait Lists

Placing your name on a wait list does not guarantee that you will be enrolled in that course. Enrollment is determined by the total number of spaces and the demand for each particular course. Spaces may or may not become available at a future time.

You can check your position on any course wait list by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course and a space becomes available, a Continuing Education Registrar will contact you directly. If you wish to be enrolled, payment is due within 48 hours to hold your space in the course. Accurate telephone numbers are therefore important for us to contact you directly.

Paying Tuition via CU Connect

Credit card payments can be made through CU Connect once you have verified your schedule. Press 8# to exit the registration function, then press 1 to find out your account balance. If you would like to use Visa, MasterCard or Discover to pay your tuition, have your card in hand and follow the simple telephone instructions. Verification of payment will be sent to your mailing address within 10 working days. Please note: once you have entered the student billing application, you will need to call CU Connect back to access either the registration or grade function.

For other options on paying your tuition bill, please call 303-492-5145 and select the payment option. All tuition assessments are subject to audit by the Continuing Education Accounting Office.

You can also access your account balance any time during the semester by calling CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 3 for student billing application followed by your student number and PIN.

Grades via CU Connect

Grades for the current term will be available approximately 10 days after your course ends. To access grades, call CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 2 for the grade code function, enter the term code (991 for Spring) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit is for the semester (1=Spring, 4=Summer, 7=Fall).

Problems? Questions?

If you have any type of registration stop, you will not be allowed to enroll via CU Connect. Please call our registration office at 303-492-5148 for more information on your stop.

If you have a Continuing Education term record for spring and no registration stop, please call 303-492-5148 between 8:30 a.m. and 5 p.m. Monday-Friday for further assistance. After hours, please call 303-492-5145 for a recorded message.

SURVIVAL TIP

When you register through CU Connect, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION

PROGRAM / TERM

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
-----------	------------	-------------	-----------------------	--------

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

E-mail address _____
Home Phone Work Phone

BIRTHDATE

Month	Day	Year
-------	-----	------

SEX:
 Male
 Female

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

RESIDENCY:
 Colorado
 Other State
 Abbr. _____

MILITARY SERVICE:
 Non-veteran
 Veteran
 Dates _____ to _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

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

MARITAL STATUS:
 Single
 Married

FORMER CU STUDENT NUMBER:

--	--	--

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
 Degree Student or Nondegree 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 _____
 College Name/City/State _____
6. Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
 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.
 I have not yet reached my 18th birthday.
 I am age 26, or older, as of the date of the first day of class.
 I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

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

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

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

	YOU	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of employment in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years for which Colorado income taxes have been filed _____		
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of active duty military service, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates stationed in Colorado (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date of your marriage, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date current Colorado driver's license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Issue date of previous Colorado license, if applicable (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years of Colorado motor vehicle registration _____		
Date of Colorado voter registration (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of ownership of any Colorado residential property (mo./day/yr.) _____	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Are your parents separated or divorced? _____	Yes _____ No _____	

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 rejection or dismissal.

Student's Signature _____ Date _____

TUITION PAYMENT

Please send a check, payable to University of Colorado, to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado at Boulder
 Boulder, CO 80309-0178
 If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____ / _____ / _____ / _____

Expiration Date _____ / _____

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

REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

E-mail address _____

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

Campus _____ Term _____ Year _____ of most recent attendance.

Have you ever been convicted of a felony (other than a traffic violation)? No Yes

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed _____

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

Signature _____ Date _____

TUITION PAYMENT

Please send a check, payable to University of Colorado, to:
Division of Continuing Education
Campus Box 178
University of Colorado at Boulder
Boulder, CO 80309-0178
If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____

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).

SELECTIVE SERVICE REGISTRATION CERTIFICATION:

- 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.
 - I have not yet reached my 18th birthday.
 - I am age 26, or older, as of the date of the first day of class.
 - I am a non-immigrant alien lawfully admitted in the U.S.

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