

C O N T I N U I N G
EDUCATION

FALL
1996

UNIVERSITY OF COLORADO AT BOULDER



Ed Husted 1996

NEW AND NOTEWORTHY.

"B" stands for bonanza, with a bumper crop of new offerings, as follows. **BUDGET BOOSTERS.** Scholarship funds are now available to trim tuition costs for Continuing Education students. Call 492-5148 for details. **BOX LUNCH BRIEFINGS.** The new Friday Lunch and Learn series has renowned CU faculty leading shirtsleeves lecture-and-discussion sessions on a host of topics guaranteed to entertain, provoke and inform, including film studies, international hot spots, tax policy, fitness and training. Produced through a partnership for learning with Chautauqua. **BUSINESS AND SURVIVAL.** In cooperation with the Boulder Chamber of Commerce, we are excited to offer our students access to LifeWork, a well respected two-day seminar on mid-career transitions and strategies. Don't delay, this one will fill up quickly. **BONUS.** All this plus more than 30 new courses, ranging from astrophotography and birdwatching to more Lyric Theatre, living history of the Holocaust, organic gardening, ethnoherbology and nature photography in Rocky Mountain National Park. Feel free to browse.

BUFFER ZONE: Nondegree students can now take additional (unlimited) credit hours through Continuing Education. The "12 hour rule" has been eliminated. All appropriate credits will be applied to your transcript if you are admitted into a CU degree program. For help choosing courses that fit your plan, come see an advisor.

FOUR WAYS TO REGISTER



1. REGISTER BY MAIL.

A postage-paid envelope is located in this catalog. Registration forms are on page 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION.

Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for non-credit and certificate courses.

3. IN PERSON.

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

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description. You may pay by 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, and Sociology.

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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 also available.

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SPECIAL SEMINARS — PARTNERSHIPS WITH THE COMMUNITY

Quality, thought-provoking and even life changing programs offered in cooperation with the Boulder Chamber of Commerce and Chautauqua.

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COMPUTER APPLICATIONS CERTIFICATE PROGRAM

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

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PROFESSIONAL CERTIFICATE PROGRAM IN TOTAL QUALITY MANAGEMENT

Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.

54

REAL ESTATE AND APPRAISAL PROGRAM

A full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado.

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ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

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

Independent Study

SAVE and High School Concurrent Programs

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

International English Center

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REGISTRATION INFORMATION

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

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CREDIT REGISTRATION FORM

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NONCREDIT/CERTIFICATE REGISTRATION FORM

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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.



PLAN YOUR TIME.

EVENING CREDIT TAKES THE CRUNCH OUT OF BUSY DAYS.

You'd be surprised. An Evening Credit course can ease the pressure of days packed with classes and work. If you're just not a morning person, trade that 8:00 a.m. for a 6:00 p.m. and watch your productivity improve. Note: if you're thinking about applying to CU, an Evening Credit course can help you decide. But be sure to check a current catalog for admission requirements and make an appointment with an admissions advisor.

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



RESIDENCY: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Fall semester is September 17, 1996.

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

TUITION: Tuition is determined by residency status. Resident tuition is \$90 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$170 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session. The Division will charge our in-state rate for Boulder Evening classes when

a non-resident, degree student pays full out-of-state tuition to the campus and then enrolls for additional Boulder Evening courses.

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

- Total library services at no additional charge
- Recreation Center Membership for \$79 a semester
- Wardenburg Student Health Services for \$57.50 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

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

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 492-7322.

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

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

PASS/FAIL OPTION: This option is not available for Boulder Evening Credit Courses.

SPECIAL FACULTY-STAFF

REGISTRATION: Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning September 3.

You could say that Bernard Gillett is an ambassador of mathematics. As someone who understands and loves math (B.S., U. of Wisconsin, MA, C.U.) he spends much of his time teaching math concepts to people who don't. Courses like Finite Math (Math 1071) and Business Calculus (Math 1081) are requirements non-Math majors often put off until senior year. Working across this cultural gap, he says, is "actually an exciting dynamic. It's great to empower people with something I really love." His goal is to get students beyond their fear of math. Or, at least, to "lessen their extreme dislike of math," big baggage that can pose a big challenge—and produce an unexpected reward. Bernard says that the discipline, training and thought process involved in mastering math concepts instills a rational, structured approach for problem solving that can help students tackle other subjects more effectively. On a more conceptual plane, he loves math because it is ancient and "wholly manmade...pure abstract thought," unlike the general public view that math is rigid and noncreative. He observes that most developments in mathematics look like nothing more than "a toy of a mathematician. Then, 50 years later, the practical applications materialize." Outside of the classroom, the numbers Bernard loves most measure altitude and high country trails. Career stats include 23 summers hiking and climbing in Estes Park, 40 to 50 ascents on Longs Peak and, with his wife, 20 14ers so far. So far. He is the author of Rocky Mountain National Park: The Climber's Guide, a 1993 title from Earth Bound Sports, and is already at work on the 2nd edition, due for publication in March of 1997.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

AUGUST 5	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m.-6 p.m. Monday through Thursday; 9-5 Friday.
SEPTEMBER 2	Labor Day Holiday. Division offices closed.
SEPTEMBER 3	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
SEPTEMBER 10	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
SEPTEMBER 11	Instructor's signature required to drop Session I classes.*
SEPTEMBER 17	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
SEPTEMBER 18	Instructor's signature required to drop Full Term classes.* Petition required to drop Session I classes.
OCTOBER 2	Petition required to drop Full Term classes.
OCTOBER 17-21	SESSION I CLASSES END.
OCTOBER 28	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
NOVEMBER 1	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
NOVEMBER 4	Instructor's signature required to drop Session II classes.*
NOVEMBER 11	Petition required to drop Session II classes.
NOVEMBER 28-29	Thanksgiving Holiday. NO CLASSES.
DECEMBER 3-12	FULL TERM CLASSES END
DECEMBER 12-17	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 Sept. 17	100 % through Sept. 10	100 % through Nov. 1
60% Sept. 18 through Oct. 1	60% Sept. 11 through Sept. 17	60% Nov. 4 through Nov. 8
40% Oct. 2 through Oct. 15	40% Sept. 18 through Sept. 24	40% Nov. 11 through Nov. 15
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

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, FALL 1996

Course No.	Dept	& Hours	Section	Time	Course Title
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Monday Courses, Begin September 9 and End December 9

ANTH.....2010-3.....300	6:30-9:30 p.m.	Introduction to Physical Anthropology 1
APAS.....1110-3.....300	7-10 p.m.	General Astronomy: The Solar System
ECON.....2010-3.....300	7-10 p.m.	Principles of Microeconomics
EDUC.....4800-3.....301	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
ENGL.....1191-3.....301	6-9 p.m.	Introduction to Creative Writing
HIST.....4617-3.....300	7-10 p.m.	The Indian in American History: The Eastern Region
JOUR.....4453-3.....300	7-10 p.m.	Advertising and Society
KINE.....4460-3.....300	6:30-9:30 p.m.	Prevention and Management of Athletic Injuries
MGMT.....3030-3.....300	6:30-9:30 p.m.	Critical Managerial Skills
QRMS.....1010-3.....300	6:30-9:30 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY.....1016-3.....300	6-9 p.m.	Sex, Gender and Society 1

Monday and Wednesday Courses, Begin September 4 and End December 9

ARAB.....1010-5.....300	5:30-8 p.m.	Beginning Arabic 1
ARAB.....2110-3.....300	4-5:30 p.m.	Intermediate Arabic 1
FINE.....1212-3.....300	6:30-9:30 p.m.	Basic Painting
MATH.....1011-3.....300	7:30-9 p.m.	Fundamentals and Techniques of College Algebra
MATH.....1071-3.....300	5:30-7 p.m.	Finite Mathematics for Social Science and Business

Monday, Wednesday and Friday Course, Begins September 4 and Ends December 11

HEBR.....1020-5.....300	11 a.m.-1 p.m.	Beginning Hebrew 2
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Monday and Thursday Course, Begins September 5 and Ends December 12

MATH.....1300-5.....300	5:30-8 p.m.	Analytic Geometry and Calculus 1
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Tuesday Courses, Begin September 3 and End December 3

ARSC.....1150-3.....300	6-9 p.m.	Writing in Arts and Sciences
COMM.....2400-3.....300	6:30-9:30 p.m.	Communication and Society
ENGL.....3062-3.....300	6-9 p.m.	Modern and Contemporary Literature
EPOB.....1210-3.....300	6:30-9:30 p.m.	General Biology 1
FINE.....1109-3.....300	6:30-9:30 p.m.	Introduction to Western Art 1
HIST.....1025-3.....300	6:30-9:30 p.m.	History of the United States since 1865
KINE.....4470-3.....300	6-9 p.m.	Evaluation and Rehabilitation of Athletic Injuries
PSCI.....2481-3.....300	6:30-9:30 p.m.	Introduction to the Legal Process
PSYC.....4406-3.....300	6:30-9:30 p.m.	Social Psychology
SOCY.....4071-3.....300	6:30-9:30 p.m.	Technology and Modernization: Computer Technology and Human Values
UWRP.....3020-3.....300	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

Tuesday and Thursday Courses, Begin September 3 and End December 10

CDSS.....2304-4.....300	5:30-7:30 p.m.	American Sign Language 1
FINE.....1012-3.....300	6:30-9:30 p.m.	Basic Drawing
PSYC.....2101-4.....300	6-8 p.m.	Statistics and Research Methods in Psychology



CLASSES BY STARTING DATE, FALL 1996 – CONT.

Dept	Course No. & Hours	Section	Time	Course Title
Wednesday Courses, Begin September 4 and End December 4				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
COMM	2500-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	6-9 p.m.	Principles of Macroeconomics
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
HEBR	2120-3	300	1-4 p.m.	Intermediate Hebrew 2
HIST	1015-3	300	7-10 p.m.	History of the United States to 1865
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
KINE	3420-3	300	7-10 p.m.	Nutrition, Health and Performance
PHIL	1600-3	300	7-10 p.m.	Philosophy and Religion
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society

Thursday Courses, Begin September 5 and End December 12

COMM	1300-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	302	5-8 p.m.	Special Topics: Creating Active Learning
ENGL	1191-3	302	6-9 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
HIST	1113-3	300	7-10 p.m.	The History of England to 1660
JOUR	4802-3	300	6-9 p.m.	Magazine and Feature Writing
PHIL	3410-3	300	6:30-9:30 p.m.	History of Science: Ancients to Newton
PSCI	3011-3	300	6-9 p.m.	The American Presidency
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2031-3	300	6-9 p.m.	U.S. Values, Social Problems, and Change

SESSION I CLASSES BY STARTING DATE**Monday and Wednesday Courses, Begin September 4 and End October 21**

EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	6:30-9:30 p.m.	World Regional Geography
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
SOCY	1004-3	100	6:30-9:30 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, September 3 and End October 17

EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1 - Climate and Vegetation
SOCY	1015-3	100	6-9 p.m.	U.S. Race and Ethnic Relations
SOCY	4004-3	100	6:30-9:30 p.m.	Topics in Criminology: Gangs

SURVIVAL TIPS

Starting this semester, 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.

SESSION II CLASSES BY STARTING DATE

Course No.

Dept	& Hours	Section	Time	Course Title
Monday and Wednesday Courses, Begin October 28 and End December 11				
CHST	1015-3	200	6-9 p.m.	Introduction to Chicano Studies
EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	6:30-9:30 p.m.	Introduction to Human Geography
PSYC	2643-3	200	7-10 p.m.	Child and Adolescent Psychology
SOCY	1006-3	200	6:30-9:30 p.m.	The Social Construction of Sexuality
UWRP	3020-3	200	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

Tuesday and Thursday Courses, Begin October 29 and End December 17

COMM	1300-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
EDUC	4820-3	200	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2 - Landforms and Soils
SOCY	3151-3	200	6-9 p.m.	Self in Modern Society

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

SURVIVAL TIPS

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

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

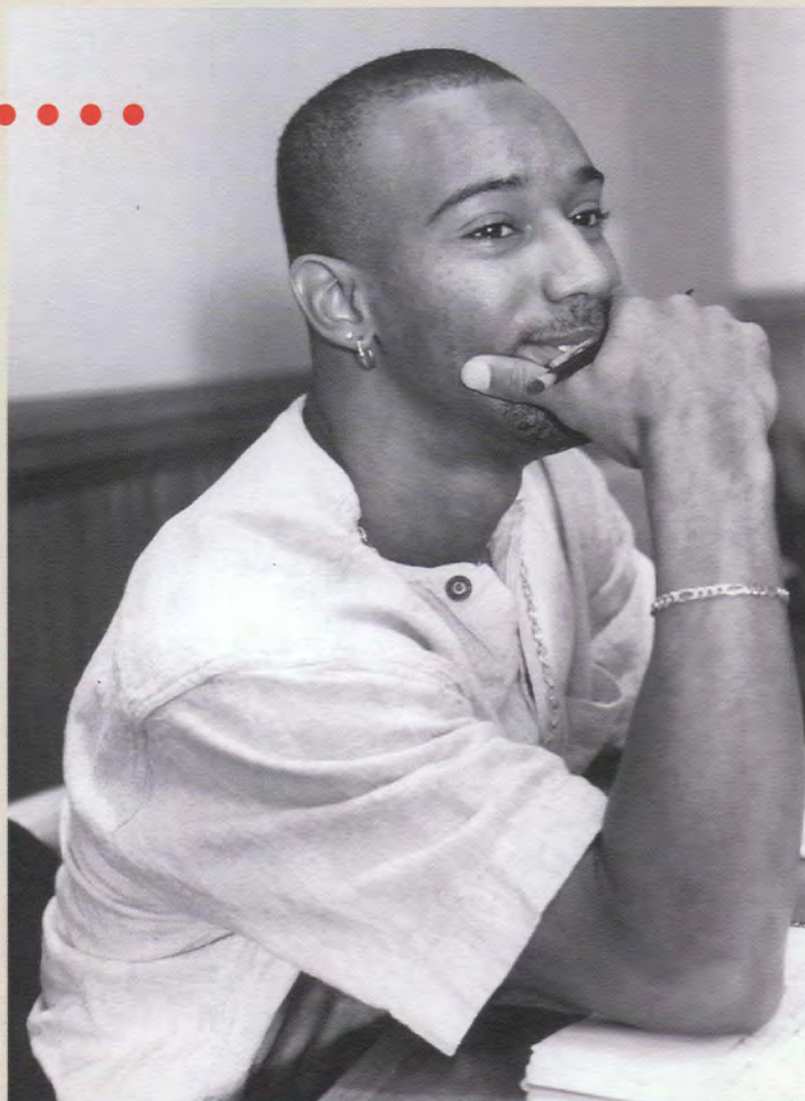
Non-Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the non-resident reduced rate cited in the most recent program publication. Non-residents registering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

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

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

All tuition and refund determinations are subject to audit.

James Kidd is a first string wide receiver for the Buffs (known for his speed) who started every game last season. A senior from Elk Grove, Calif., James is majoring in Aerospace Engineering. With busy travel schedules, many student athletes rely on Evening Credit classes to make tough schedules work-to juggle the demands of athletics and academics.



ANTHROPOLOGY

ANTH 2010-3

Introduction to Physical Anthropology 1

Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence for human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Hale 230. \$270 (resident).

ANTH 3000-3

Primate Behavior

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prereq., ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Economics 205. \$270 (resident).

ARABIC

ARAB 1010-5

Beginning Arabic 1

Nadia Turk, Ph.D.

Full Term - Section 300: Mondays and Wednesdays, 5:30-8 p.m. Chemistry 131. \$470 (resident).

ARAB 2110-3

Intermediate Arabic 1

Advanced grammar and conversation.

Nadia Turk, Ph.D.

Full Term - Section 300: Mondays and Wednesdays, 4-5:30 p.m. Chemistry 146. \$290 (resident).

ARTS AND SCIENCES

ARSC 1150-3

Writing in Arts and Sciences

Emphasizes the development of effective writing skills with instruction provided in expository and analytical writing. Basic elements of grammar, syntax, and composition will be reviewed as needed. Approved for arts and sciences core curriculum: written communication.

Patricia Thompson, M.A.

Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center CR 133. \$270 (resident).

ASTRONOMY

APAS 1110-3

General Astronomy: The Solar System

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Mondays, 7-10 p.m. Hale 270. \$270 (resident).

BIOLOGY

EPOB 1210-3

General Biology 1

Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Recommended for science majors. Similar to EPOB 1610 and MCDB 1150. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E0046. \$270 (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: Thursdays, 6:30-9:30 p.m. Hale 236. \$270 (resident).

David Steiner, Ph.D.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Hellems 191. \$278 (resident).

COMM 2400-3

Communication and Society

Seeks to increase student's 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: Tuesdays, 6:30-9:30 p.m. Hellems 201. \$270 (resident).

COMM 2500-3

Interpersonal Communication

Focuses on basic processes in face-to-face interaction, including verbal and nonverbal messages, coordination in conversation, messages about self and other, and communication in personal relationships. Emphasizes theory and concepts rather than skills.

Joel Guenther, M.A.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 201. \$270 (resident).

COMMUNICATION DISORDERS AND SPEECH SCIENCE

CDSS 2304-4

American Sign Language 1

Designed to teach basic sign vocabulary and introduction to grammatical structures of American Sign Languages (ASL) and the culture of deaf people, this course emphasizes receptive skills. Classes are taught using ASL, without depending on spoken English.

T.B.A.

Full Term - Section 300: Tuesdays and Thursdays, 5:30-7:30 p.m. CDSS 230. \$360 (resident).

SURVIVAL TIPS

Boulder Evening tuition is assessed in addition to any tuition paid on campus (resident or nonresident).



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. Approved for arts and sciences core curriculum: contemporary societies.

Jill Holman, M.A.

Full Term - Section 300: Mondays, 7-10 p.m.
Economics 117. \$270 (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. Students may not receive credit for ECON 2021 and 2020 or 1000. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Wednesdays, 6-9 p.m.
Economics 119. \$270 (resident).

EDUCATION

EDUC 4800-3 301

Special Topics: Advertising and Society in the Classroom

See page 12 under Journalism 4453.

EDUC 4800-3

Special Topics: Building Family Strengths

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

Jennifer Downs, M.A.

Session I - Section 101: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$278 (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 201: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$278 (resident).

expanding Awareness EDUC 4800-3

Special Topics: Creating Active Learning

This course is designed for teachers, counselors, parents, and others who work with children. You will experience creative ways to stimulate children's imagination, enhance self-esteem, and promote enthusiasm in the teaching/learning process.

Martha Belknap, M.A.

Full Term - Section 302: Thursdays, 5-8 p.m.
Clare Small 104. \$270 (resident).

EDUC 4800-3

Special Topics: Creative Learning Experiences and Resources (CLEAR)

Learn how to access your full creative potential as we explore ways to trigger right-brain functioning through multi-sensory learning, creative problem-solving techniques, and the conscious expansion of creative imagination and humor. See how creative learning enhances everyday life.

Martha Belknap, M.A.

Session II - Section 202: Mondays and Wednesdays, 5-8 p.m. Ketchum 234. \$278 (resident).

EDUC 4800-3

Special Topics: Stress Management and Relaxation Training (SMART)

Theory and practice that teaches you how to revitalize your energy to create a more relaxed environment for yourself and others, for teaching and parenting.

Martha Belknap, M.A.

Session I - Section 102: Mondays and Wednesdays, 5-8 p.m. Ketchum 234. \$278 (resident).

EDUC 4820-3

Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)

Develop your own creativity by trying new ways to enhance learning, including: dialogs, story formats, debates, creative problem-solving, open-ended lab and research projects, scripts, movement, visual environments, music, performance, and much more. We present an innovative teaching/learning model based on creative learning and scientific cycles that can be applied to all subject areas, from K-college.

James Downing, M.B.S.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Clare Small 211. \$270 (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. This course may not be repeated.

George Moore, Ph.D.

Full Term - Section 301: Mondays, 6-9 p.m.
Hellems 245. \$270 (resident).

Full Term - Section 302: Thursdays, 6-9 p.m.
Hellems 237. \$270 (resident).

Ginger Woznicki has been taking Evening Credit courses as a part-time student, taking time to ease into college and providing a chance to build an academic track record that will give her a stronger application.



ENGLISH - CONTINUED**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.

Full Term - Section 300: Thursdays, 6-9 p.m. Engineering Center CR 137. \$270 (resident).

ENGL 3002-3**Shakespeare for Nonmajors**

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

Hope Cantin, M.A.

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 141. \$270 (resident).

ENGL 3062-3**Modern and Contemporary Literature**

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

Hope Cantin, M.A.

Full Term - Section 300: Tuesdays, 6-9 p.m. Hellems 199. \$270 (resident).

ETHNIC STUDIES**CHST 1015-3****Introduction to Chicano Studies**

Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for arts and sciences core curriculum: cultural and gender diversity.

Dorothy Aguilera, M.A.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m. Hellems 267. \$270 (resident).

Claudia Deere is a substitute teacher in special education for the St. Vrain Valley School District. She took an Education course to fulfill teacher recertification requirements.

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

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

Frank Iannella, M.A.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$278 (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 101: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$278 (resident).

Session I - Section 102: Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$278 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Guggenheim 205. \$278 (resident).

FINE ARTS**FINE 1012-3****Basic Drawing**

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Required for B.F.A. majors; recommended for other fine arts majors instead of FINE 1002. May not be repeated.

Michael Mitchell, M.F.A.

Full Term - Section 300: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N275. \$300 (resident).

FINE 1109-3**Introduction to Western Art 1**

Introduces Western art, from the early dynastic period of Egypt (c. 3000 B.C.) to the end of the sixteenth century A.D. Traces the expansion of European culture, painting, sculpture, and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Students may not receive credit for FINE 1109 and FINE 1309. Approved for arts and sciences core curriculum: literature and the arts.

Stacy Meiser, M.A.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ramaley N1B31. \$270 (resident).

FINE 1212-3**Basic Painting**

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$280 (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.

David Cook, Ph.D.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 200. \$360 (resident).

GEOG 1011-4**Environmental Systems 2 — Landforms and Soils**

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Approved for arts and sciences core curriculum: natural science.

Mark Van Steeter, Ph.D.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 200. \$360 (resident).

GEOG 1982-3**World Regional Geography**

Uses interrelated concepts of population, urbanization, trade resources, and development as an organizing framework to geographically analyze the world's regions and place them in global perspective.

David Faust, Ph.D.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$270 (resident).

GEOG 1992-3**Introduction to Human Geography**

Systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations; locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena.

David Faust, Ph.D.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$270 (resident).

HEBREW**HEBR 1020-5****Beginning Hebrew 2**

Prereq., HEBR 1010.

Uri Neil, J.D.

Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. International English Center. \$450 (resident).

HEBR 2120-3**Intermediate Hebrew 2**

Prereq., HEBR 2110.

Uri Neil, J.D.

Full Term - Section 300: Wednesdays, 1-4 p.m. International English Center. \$270 (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.

Tony McGinnis, Ph.D.

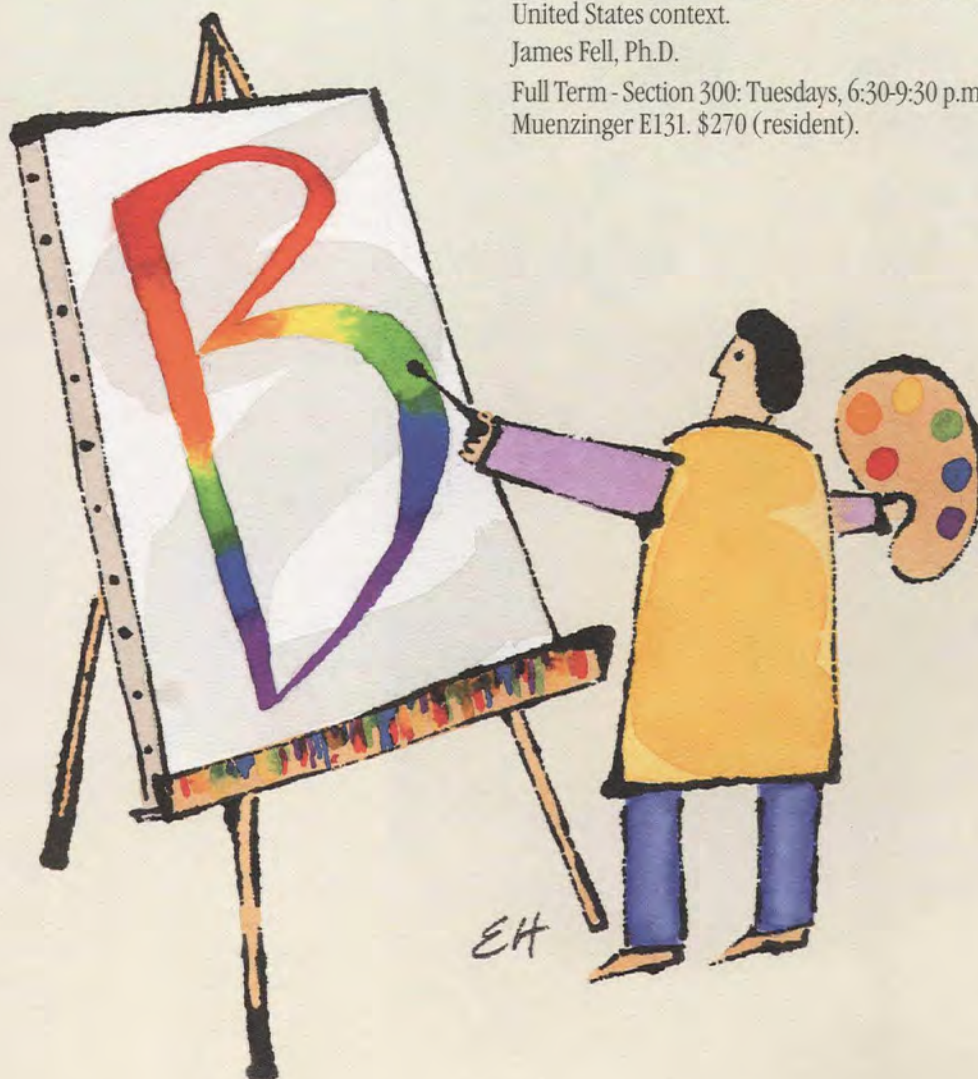
Full Term - Section 300: Wednesdays, 7-10 p.m. Engineering Center CR 137. \$270 (resident).

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.

James Fell, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E131. \$270 (resident).



HISTORY - CONTINUED**HIST 1113-3****The History of England to 1660**

Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation. Approved for arts and sciences core curriculum: historical context.

Jean McGinnis, Ph.D.

Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center CR 133. \$270 (resident).

HIST 4433-3**Nazi Germany**

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Prereq., senior standing.

David Spires, Ph.D.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 252. \$270 (resident).

HIST 4617-3**The Indian in American History: The Eastern Region**

Explores pre-European social and cultural developments, longevity, and continuity of human history in North America. By examining ways in which Indian societies east of the Mississippi River responded to Euro-Americans, the Indians' role in eastern North American history is demonstrated.

Tony McGinnis, Ph.D.

Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center CR 133. \$270 (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.

T.B.A. - *Richard Goode-Allen*

Full Term - Section 300: Wednesdays, 6-9 p.m. Clare Small 208. \$270 (resident).

JOUR 4453-3**Advertising and Society**

Examines criticisms and contributions of advertising in society and the economy. Same as JOUR 5453.

Richard Goode-Allen, M.A.

Full Term - Section 300: Mondays, 7-10 p.m. Hellems 201. \$270 (resident).

JOUR 4802-3**Magazine and Feature Writing**

Provides practice in writing freelance articles; considers types, sources, methods, titles, illustrations, and marketing. Same as JOUR 5802. Prereq., JOUR 3001.

Jan Whitt, Ph.D.

Full Term - Section 300: Thursdays, 6-9 p.m. Hellems 211. \$270 (resident).

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

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for arts and sciences core curriculum: natural science.

Brian Seaward, Ph.D.

Full Term - Section 300: Wednesdays, 7-10 p.m. Engineering Center CR 245. \$270 (resident).

KINE 4460-3**Prevention and Management of Athletic Injuries**

Introduces students to basic preventive and treatment techniques associated with athletic injuries. Prereqs., EPOB 3420 and 3430.

Dave Burton, M.A.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Dal Ward Auditorium. \$270 (resident).

KINE 4470-3**Evaluation and Rehabilitation of Athletic Injuries**

Introduces students to evaluative and rehabilitative techniques associated with athletic injuries. Emphasizes the etiology and mechanism of injury, recognition of clinical signs and symptoms of each injury, and specific rehabilitative techniques. Prereq., KINE 4460.

Tami Smith, M.A.

Full Term - Section 300: Tuesdays, 6-9 p.m. Dal Ward Auditorium. \$270 (resident).

MANAGEMENT**MGMT 3030-3****Critical Managerial 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 2050.

Patrick Vann, Ph.D.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Duane G125. \$270 (resident).



Jennifer Downs teaches Creating Community in the Classroom and Building Family Strengths, in the Evening Credit program. A psychotherapist in private practice in Boulder who specializes in relationship issues, she has been teaching for Continuing Education since 1985 and says, "I just love it. It's such a treat to facilitate these classes."

MATHEMATICS

MATH 1011-3 ✓ Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010, and 1020. Prerequisite: placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and sciences quantitative reasoning and mathematical skills requirement.

Bernard Gillett, M.A.

Full Term - Section 300: Mondays and Wednesdays, 7:30-9 p.m. Engineering Center CR 150. \$270 (resident).

MATH 1071-3 ✓ Finite Mathematics for Social Science and Business

Systems of linear equations; an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060, and 1070. Prereq., MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1½ years of high school algebra.

Bernard Gillett, M.A.

Full Term - Section 300: Mondays and Wednesdays, 5:30-7 p.m. Engineering Center CR 150. \$270 (resident).

MATH 1300-5 ✓ Analytic Geometry and Calculus 1

Topics include limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration and applications of the definite integral. Students with credit in MATH 1080, 1090, and 1100 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1310, APPM 1350, or APPM 1370. Prereq., two years of high school algebra, one year of geometry, and 1/2 year of trigonometry or MATH 1000-1040. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Ira Becker, Ph.D. ✓

Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m. Hellems 229. \$450 (resident).

PHILOSOPHY

PHIL 1600-3 ✓ Philosophy and Religion

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 241. \$270 (resident).

PHIL 3410-3 ✓ History of Science: Ancients to Newton

Surveys the history of science up to Newton, including the emergence of scientific modes of thinking from religious and philosophical roots in the Near East and Greece to the development of the modes in the Middle Ages and Renaissance. Culminates with Isaac Newton and the seventeenth scientific revolution. Approved for arts and sciences core curriculum: historical context or natural science.

James Maffie, Ph.D.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 241. \$270 (resident).

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: Wednesdays, 6-9 p.m. Muenzinger E113. \$270 (resident).

PSCI 2481-3 ✓ Introduction to the Legal Process

Basic legal concepts and processes emphasizing the American system. Special attention to political functions of law. Recommended as preparation for PSCI 4241, 4251, 4261. Prereq., PSCI 1101.

Richard Braunstein, M.A.

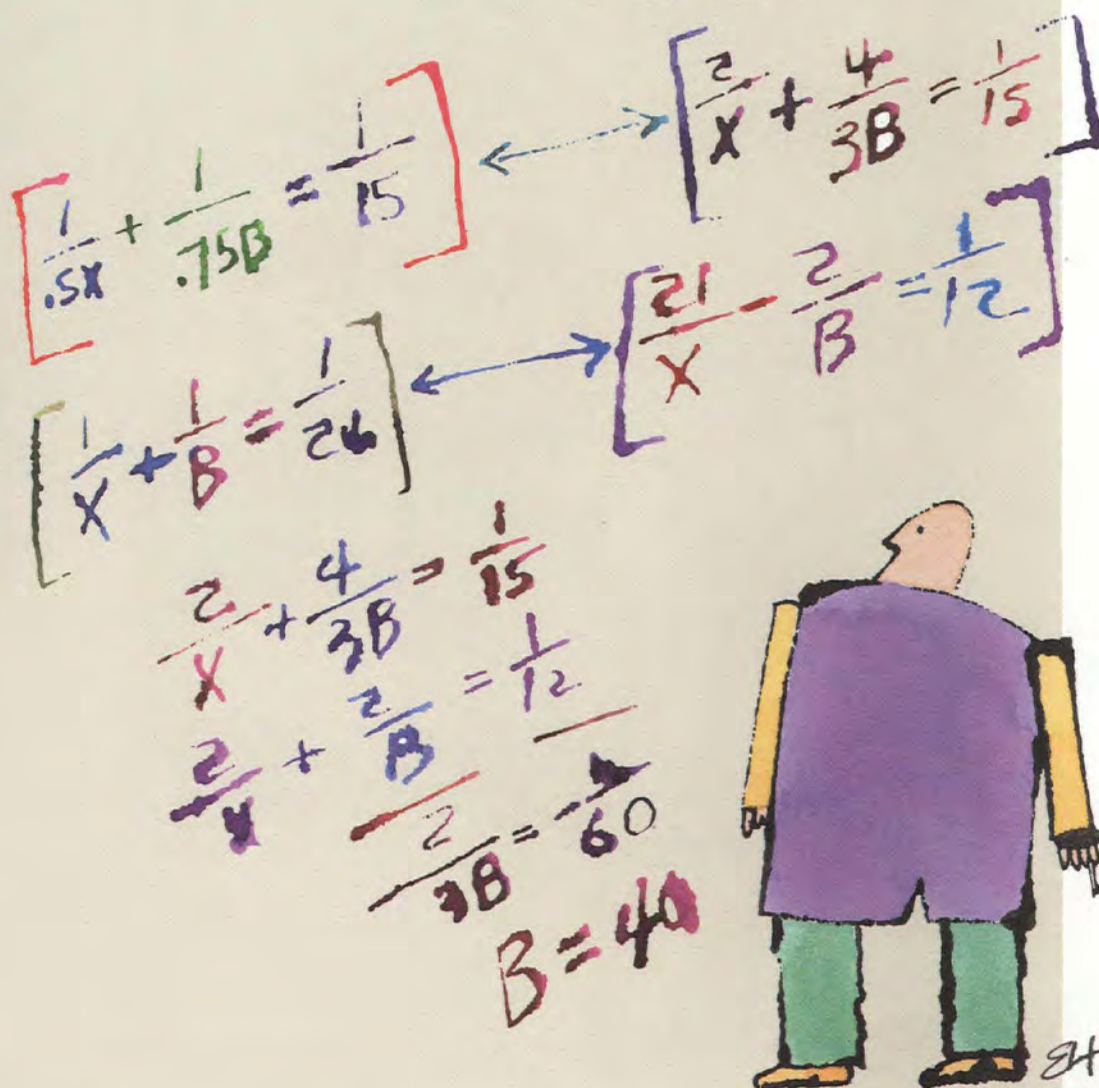
Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E123. \$270 (resident).

PSCI 3011-3 ✓ The American Presidency

Covers constitutional and institutional foundations and historical development of the presidency; roles, powers, selection, recent modifications, and institutionalization. Uses lectures and class discussion. Prereq., PSCI 1101. Approved for arts and sciences core curriculum: United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Thursdays, 6-9 p.m. Hale 230. \$270 (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: Wednesdays, 6:30-9:30 p.m. Clare Small 207. \$270 (resident).

PSYC 2101-4 ✓ Statistics and Research Methods in Psychology

Introduces descriptive and inferential statistics and their roles in psychological research. Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. Prereq., MATH 1000 or equivalent is highly recommended.

Wendy Davis, Ph.D.

Full Term - Section 300: Tuesdays and Thursdays, 6-8 p.m. Clare Small 208. \$360 (resident).

PSYC 2303-3 ✓ Psychology of Adjustment

Surveys concepts bearing upon processes of normal psychological adjustment, with emphasis on using the concepts to understand common human problems in personal growth and relationships with others.

Wendy Davis, Ph.D.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Woodbury 106. \$270 (resident).

PSYC 2643-3 ✓ Child and Adolescent Psychology

Covers principles of development in childhood and adolescence. Prereq., PSYC 1001.

Wendy Davis, Ph.D.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Woodbury 106. \$270 (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 4313. Prereq., PSYC 1001.

Patrick Vann, Ph.D.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$278 (resident).

PSYC 4406-3 ✓ Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq., PSYC 1001. Recommended PSYC 2101. Enrollment restricted to juniors and seniors. Approved for arts and sciences core curriculum: contemporary societies.

Michael Freedman, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Education 143. \$270 (resident).

QUANTITATIVE REASONING AND MATHEMATICAL SKILLS

QRMS 1010-3 ✓ Quantitative Reasoning and Mathematical Skills

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

Cherilynn Morrow, Ph.D.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Engineering Center CR 105. \$270 (resident).

SOCIOLOGY

SOCY 1001-3 ✓ Analyzing Society

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

Rhonda Dibert, M.A.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Environmental Design 122. \$270 (resident).

SOCY 1004-3 ✓ Deviance in U.S. Society

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

Gary Ferrini, M.A.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Hellems 199. \$270 (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.

Gary Ferrini, M.A.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Hellems 199. \$270 (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: Tuesdays and Thursdays, 6-9 p.m. Clare Small 211. \$270 (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.

Eleanor Hubbard, Ph.D.

Full Term - Section 300: Mondays, 6-9 p.m. Helms 252. \$270 (resident).

SOCY 2031-3 ✓**U.S. Values, Social Problems, and Change**

Examines U.S. society from the perspective of values and theories of social change. Considers such problems as the distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for arts and sciences core curriculum: ideals and values.

Steve Kless, M.A.

Full Term - Section 300: Thursdays, 6-9 p.m. Economics 13. \$270 (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: Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 245. \$270 (resident).

SOCY 4004-3 ✓**Topics in Criminology: Gangs**

Course focuses on contemporary juvenile gangs, but includes information on gangs in other countries and at different time periods to help place contemporary American gangs in perspective. Topics include gang violence; the connections between gangs and illicit drug use and drug dealing; female gangs; gang race and ethnicity (including African American, Latino, Asian, Skinhead, and Jamaican gangs); explanations for gang formation, gang membership, and gang delinquency; and an evaluation of past and current policies that attempt to reduce gang membership and crimes committed by gangs.

Scott Menard, Ph.D., and Herb Covey, Ph.D.

Session I - Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m. Engineering Center CR 105. \$270 (resident).

SOCY 4071-3 ✓**Technology and Modernization: Computer Technology and Human Values**

Analyzes how social relationships and moral order affect, and are affected by, computer technology. Case studies of ethical conflicts that have arisen around computers and electronic communication will be studied, including issues of individual autonomy, privacy, and computer control.

William Moninger, Ph.D.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Duane G131. \$270 (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: Tuesdays, 6:30-9:30 p.m. Engineering Center CR 108. \$270 (resident).

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Engineering Center CR 139. \$270 (resident).



Miles Warren graduated in May with a B.A. in Psychology. He's been working on his degree since 1987, fitting in classes around a fulltime job. It hasn't been easy, but the sense of accomplishment is tremendous. He says that the Division of Continuing Education "has been a tremendous help in making this happen. Whenever I had a question or a problem with what to take, I was able to go there and the best advice about what would be best for me—it was the strategic support I needed—a very helpful connection."

NONCREDIT COURSE



ARE A FAIL-SAFE PLAN.

NONREQUIRED AND NONGRADED.



Sometimes Plan B begins with a wild idea. You get a recurring impulse to learn Chinese brush painting, study Boulder history or take a bird-watching class. But it's hard to justify if it won't lead to a degree, a raise or a promotion. You know what? You should just stop arguing with yourself and sign up. Do something non-practical for once. Hobbies keep us healthy and relaxed and sometimes, redefine dreams and careers.

Classes will not meet November 28 and 29.

Tuition and classroom locations are listed at the end of each course description. **Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting.** Requests for exceptions must be made on the Petition for Exception Form. Call 492-5145 for forms and information. 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 Hellems 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.

Catherine Underhill teaches Grant Writing Basics as a practical guide for people who want hands-on coaching. If you have a project on the back burner, this is your chance to hone the funding strategy and outline the document that just might move it to the front burner. Catherine is excited about the course because it guides students all the way through the process—research, structure, budget, narrative and even evaluation—an essential piece. Catherine has been involved in nonprofits and arts management on both sides of the funding process. She moved back to Colorado with her family last year after three years in Atlanta, where she was deputy director for the Southern Arts Foundation, a regional arts service organization serving nine southern states. Now she is executive director of the Arts and Humanities Assembly of Boulder. And she says “it’s nice to live and work in the heart of a community we love.” Catherine earned a B.A. in Art History at the University of New Hampshire in Durham. (Plan A was museums, on a curator track). She holds an M.A. in Art History from C.U. and a Master in Public Administration from the Kennedy School of Government at Harvard. Before the Atlanta sojourn, she was based in Boulder, involved in arts administration on a local, regional and national level. Catherine and her husband are happy to be back and excited to introduce their young children to the wide open spaces of the Colorado outdoors.

NONCREDIT COURSES, FALL 1996

- Architecture and Landscape**19
 How to Design or Remodel a House with an Architect
 Introduction to Interior Design
 Intermediate Interior Design: A Hands-On Workshop
 Colorado Landscape: Plants and Design
- Communication**19
 Fair Fighting for Couples
- Fine Arts**20
 So You Want To Be an Artist
 Introduction to Art and Antiques
 Introduction to Drawing
 Design Principles and Composition
 Life Drawing
 Introduction to Oil/Acrylic Painting
 Beginning Watercolor
 Chinese Brush Painting
 Fall Landscapes in Soft Pastel
 Sculpture-Stonecarving
 Woodcarving Sculpture
 Basic Photography
 Creative Photography Workshop
 Nature Photography at Rocky Mountain National Park
- Graphic Communication**22
 Calligraphy, Typography and the Art of Handlettering
 The Commercial Artist: Design, Layout and Paste Up
- Foreign Languages**22
 Beginning Conversational and Written Chinese
 Intermediate Conversational and Written Chinese
 Beginning Conversational French
 Intermediate Conversational French
 Beginning Conversational German
 Beginning Conversational Italian
 Intermediate Conversational Italian
 Beginning Conversational and Written Japanese
 Intermediate Conversational and Written Japanese
 Beginning Conversational Spanish
 Intermediate Conversational Spanish
- History and Culture**23
 History of Boulder
 The Incas and Their Empire
 Comparative Eastern Religions
 Stories from the Holocaust
- Investment and Personal Finance**24
 Basic Investing
 Advanced Investment Strategies
 Mutual Fund Investing
 Seven Keys to Budget Success: How to Build and Manage
 a Successful Budget
- Lifestyles-Personal and Professional**25
 Making Career and Life Changes: A Workshop
 Do What You Are
 Nutrition and the Life Cycle
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ARCHITECTURE AND LANDSCAPE

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 300: Thursdays, September 26-October 24, 7-9 p.m. 5 sessions. Hellems 247. \$60.

NCAL 029 ✓ Introduction to Interior Design

Whether working with an interior designer or designing your own home interior, this course will introduce you to the principles, concepts and elements of interior design. Topics discussed include: proportion and scale; balance and rhythm; textures; color and light; furniture and the purchasing process; spatial arrangements and floor plans; and accessorizing and wall arrangements.

Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 300: Mondays, September 9-October 21, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 031 ✓ Intermediate Interior Design: A Hands-On Workshop

This course builds on the basic concepts of interior design, and takes students through the process of designing a room. This room will be a hypothetical situation provided by the instructor, or an actual room students wish to design with guidance. Concepts covered will include spatial planning, colors, creating a selection of furniture and fabrics, and accessorizing the room. Students should have taken the Introduction to Interior Design class, or be familiar with basic interior design principles. Out-of-class preparation time is required on the part of the students, and minimal supplies will need to be purchased during the course.

Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 300: Mondays, October 28-December 9, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

NCAL 002 ✓ Colorado Landscape: Plants and Design

Practical help for homeowners interested in preparing their own landscape design. Learn the basics of successful growing in Colorado.

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

Section 300: Saturday, October 5, 9 a.m.-3 p.m. 1 session. Hellems 137. \$45.

BUSINESS

Business classes are located on pages 34-35.

COMMUNICATION

Many communication classes are also located in the Business section on pages 34-35.

NC C 009 Fair Fighting for Couples

This workshop is for couples in long-term relationships who want to learn specific skills to communicate effectively, manage conflicts, and preserve and enhance love. Learn how to handle conflict constructively and deepen your commitment to one another. Skills are based on university research and are presented in an educational approach. These techniques have been featured on national TV. This is NOT a therapy or encounter group. A \$25 manual fee is required per couple.

Virginia Detweiler, MSW, CAC III, has presented workshops on communication and conflict, gender issues, decision-making, alcohol abuse and many other issues.

Section 300: Fridays, September 27-October 18, 6:30-9 p.m. 4 sessions. Economics 205. \$120 per couple.

\$60 per person

Dorothy Noble examines plant specimens during a field session for Joyce Gellhorn's Noncredit class, Identifying Plants of Boulder County.



FINE ARTS

NCFA 038
So You Want To Be an Artist

In this course we will explore the various means of making a living from the visual arts – painting, photography, ceramics, sculpture, and fiber arts. Topics discussed will include determining the quality of art work, how to improve it, selling it yourself, selling it through a gallery, and how to get into a gallery. The class will introduce you to the current art market and how to survive in it. Covers publicity, press releases, and developing media contacts. Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 300: Wednesdays, November 6-20, 7-9 p.m. 3 sessions. Hellems 247. \$36.

NCFA 075
Introduction to Art and Antiques

Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value; how to build a collection; terminology; questions to ask; traps to avoid; and how to protect your art and your investment.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

Section 300: Wednesdays, October 9-30, 7-9 p.m. 4 sessions. Hellems 247. \$50.

NCFA 020
Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph or an object) and work with a design. No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Call 492-8667 for a list of supplies to purchase. Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 300: Wednesdays, September 18-October 30, 6:30-9 p.m. 7 sessions. Fine Arts N298. \$115.

NCFA 045
Design Principles and Composition

We'll explore principles of compositional balance by experimenting with the fundamental elements of design: line, shape, form, space, texture, tonal value and color. In considering the properties of visual weight manifested by these elements, students will work toward balancing two-dimensional compositions while focusing on the following structures of balance: unity and variety; emphasis and focal point; proportion and scale; rhythm. Course will consist of individual in-class and out-of-class exercises, sketchbook studies, readings, and a final project. Course packet available at the CU Bookstore. Call 492-8667 for a list of supplies needed (approximately \$75).

Michael Giron, B.F.A., has taught painting and drawing and designed New Orleans Mardi Gras floats.

Section 300: Tuesdays, September 17-December 10, 6-8 p.m. 13 sessions. Fine Arts N298. \$165.

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 300: Wednesdays, September 18-November 6, 7-9 p.m. 8 sessions. Fine Arts N275. \$115.

NCFA 028
Introduction to Oil/Acrylic Painting

Emphasis is on observation, with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience necessary. This is not a technique demonstration class. The student will choose to work with either oils or acrylics and canvas panels (cost estimate \$50-\$100). Call 492-8667 for a list of supplies to purchase.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 300: Tuesdays, September 17-October 29, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$115.

NCFA 009
Beginning Watercolor

You will learn to work with this fluid medium and explore the possibilities of watercolor techniques. This class covers the basics of drawing, elements of figure study and still-life, as well as the principles of color and contrasts. Supplies are approximately \$45. Call 492-8667 for a supply list.

Illeana Barbu, M.F.A., paints in oil and watercolors and is an expert in the areas of clay modeling and bas-relief.

Section 300: Wednesdays, September 18-November 6, 6:30-9 p.m. 8 sessions. Fine Arts C153. \$135.

NCFA 012
Chinese Brush Painting

Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for approximately \$10-\$12.

Janette Lenschow, M.F.A., has worked in and taught Chinese brush painting for many years. Section 300: Tuesdays, October 8-November 19, 6:30-8:30 p.m. 8 sessions. Geology 114. \$96.



NCFA 035 ✓**Fall Landscapes in Soft Pastel**

This class in soft pastel painting will offer the vibrant colors of autumn as the palette for landscape. Using darker colored papers, the richness of pastel will be explored. When weather permits, the class will be held out-of-doors where students will execute thumbnail sketches and preliminary studies examining close ups of tree bark, and studying rocks, grasses, bushes, mountains and skies. These multiple drawings and other source material may be used to complete one or more finished paintings. Final pieces may be done on Canson Paper, Sanded Paper, or your own prepared sanded board.

Judith Spychalski, B.F.A., member Degas Pastel Society, has exhibited all over the country.

Section 300: Saturdays, September 21-November 9, 9 a.m.-12 noon. 8 sessions. Fine Arts N275. \$155.

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 300: Wednesdays, September 11-November 6, 7-9 p.m. 9 sessions. Fine Arts C102. \$118.

NCFA 015 ✓**Woodcarving Sculpture**

Students create images expressing their feelings and ideas in wood. We will focus on three dimensional projects, becoming familiar with the beginning steps of blocking-out the form. Instruction will include proper tool use, wood types, carving techniques, designing a clay model, and a slide show of wood sculptures.

Barbara Cox, M.A., has taught art classes since 1971.

Section 300: Wednesdays, September 11-November 6, 5-7 p.m. 9 sessions. Fine Arts C102. \$118.

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. One field trip. Slides, lecture and discussion with helpful handouts. Bring your camera and manual to every session.

Jayna Conkey, M.F.A., has shown in Colorado, Florida and Nevada.

Section 300: Wednesdays, September 25-November 13, 7-9 p.m. 8 sessions. Fine Arts C175C. \$106.

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 300: Thursdays, September 26-November 21, 7:30-9:30 p.m. 9 sessions. Ketchum 235. \$135.

NCFA 044 ✓**Nature Photography at Rocky Mountain National Park**

This hands-on workshop will focus on various aspects of nature photography: close-ups, landscapes and wildlife. You will learn about lenses, films, and equipment. We begin with a classroom introduction; then the class will go to Rocky Mountain National Park for a three-hour shooting session. Carpools to be arranged. Bring a 35mm camera with a few rolls of either slide or print film and a lunch.

John La Ferlita, M.F.A., has had one-man shows at the Fogg Museum and Brooklyn Museum, and his work is in the collections of Brooklyn Museum, The Polaroid Corp., Library of Congress and Rhode Island School of Design.

Section 300: Saturday, September 28, 9 a.m.-5 p.m. 1 session. Hale 236. \$50.

Catherine Smith and Wade Curran examine plant specimens on a field outing for Joyce Gellhorn's class, Identifying Plants of Boulder County. Wade and his wife, Carol (also in the class) share an interest in nature and the mountains. The class gave them a headstart in learning how to learn more.



GRAPHIC COMMUNICATION

NCFA 353 ✓ Calligraphy, Typography and the Art of Handlettering

A program for Graphic and Computer Designers, we will concentrate on various hands of calligraphy including Bookhand, Chancery Cursive, Uncial, Old English, and Brush Script. Students will gain hands-on experience in the art of beautiful writing and its advertising appeal in commercial application. Also learn how letter styles and trademark design can be more effectively executed via computer application. Topics include advertising design, logo development, signage and layout. Materials, tools, style and technique will be covered. An excellent program for emerging artists seeking to acquire both traditional calligraphic and computer skills.

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

Section 300: Wednesday, Thursday, Friday, October 30-November 1, 5:30-10 p.m. 3 sessions. Geology 127. \$160.

NCFA 359 ✓ The Commercial Artist: Design, Layout and Paste Up

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

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

Section 300: Saturday, Sunday, November 2-3, 9 a.m.-5 p.m. 2 sessions. Geology 127. \$160.

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 also will be explored.

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

Section 300: Tuesdays, September 17-November 19, 6:30-8:30 p.m. 10 sessions. Hale 240. \$130.

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 300: Wednesdays, September 18-November 20, 6:30-8:30 p.m. 10 sessions. Hale 240. \$130.

NCFL 100 ✓ Beginning Conversational French

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class.

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

Section 300: Tuesdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 267. \$130.

NCFL 200 ✓ Intermediate Conversational French

Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Text to be announced at first class.

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

Section 300: Thursdays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 267. \$130.

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. Text is, *German: A Self Teaching Guide*, available at the CU Bookstore.

Jorg Waltje, M.A. is completing his doctorate and has taught for eight years.

Section 300: Mondays, September 23-November 25, 7-9 p.m. 10 sessions. Hellems 251. \$130.

NCFL 102 ✓ Beginning Conversational Italian

We stress conversational and useful vocabulary and explore Italian culture. Required text is, *Buongiorno Italia* by Cremona, available at the CU Bookstore.

Jennifer Shopland, M.A., is a language instructor.

Section 300: Mondays, September 16-November 18, 6:30-8:30 p.m. 10 sessions. Hellems 141. \$120.

Joyce Gellhorn (left) teaches Identifying Plants of Boulder County, focusing on the "incredible diversity that makes Boulder County an exciting place to live," given such a wide range of altitudes and climates, from 5,000 to 14,000 feet. One of the surprises? A greater variety of native orchid species here than in Hawaii—about 25 in all. Joyce is an avid hiker, cross-country skier and backpacker who has lived in Colorado since her college days at CU. She holds a Ph.D. in Plant Ecology and is writing a book which takes a season-by-season look at the Alpine zone.



NCFL 202**Intermediate Conversational Italian**

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Required text is *Italianissimo I* by De Rome, available at the CU Bookstore.

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

Section 300: Wednesdays, September 25-November 27, 6-8 p.m. 10 sessions. Hellems 193. \$130.

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* at the University Bookstore.

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

Section 300: Fridays, September 6-October 18, 6-9 p.m. 7 sessions. Economics 117. \$136.

NCFL 204**Intermediate Conversational and Written Japanese**

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese, Book 2* at the University Bookstore.

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

Section 300: Fridays, October 25-December 13, 6-9 p.m. 7 sessions. Economics 117. \$136.

NCFL 103**Beginning Conversational Spanish**

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

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

Section 300: Tuesdays, September 17-November 19, 7-9 p.m. 10 sessions. Education 155. \$130.

NCFL 203**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, is available at the CU Bookstore.

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

Section 300: Thursdays, September 19-November 21, 7-9 p.m. 10 sessions. Education 155. \$130.

HISTORY AND CULTURE**NCH 013****History of Boulder**

This information-packed course will trace over 12,000 years of human activity in the Boulder area. Using an extensive graphics and slide collection, the first session will set the natural scene, discuss the Native American occupants, and follow the explorers, fur traders, and gold seekers into the area. The second session will focus on development of the area from the establishment of the Boulder City Town Company in 1859 through the Depression era of the 1930s. The last session will concentrate on the dynamic changes from World War II to the present day.

Thomas Meier, B.S., is Executive Director of the Boulder Historical Society.

Section 300: Mondays, October 7-21, 6:30-8:30 p.m. 3 sessions. Hellems 137. \$40.

NCH 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. Explore the Inca's origin myth, their arrival in the Cuzco valley, their rise to a great dynastic power, and the disintegration and destruction of that empire. Examine various aspects of the Incan civilization including the everyday life of the nobility and peasants, their religion, system of land tenure and use, agricultural practices, arts and sciences, military technology and tactics, and architecture.

Kevin Haight, J.D., made four trips to the Cuzco area of Peru, and has intensively studied the Incan culture and civilization.

Section 300: Thursdays, October 24-November 21, 7-9 p.m. 5 sessions. Hellems 137. \$60.



HISTORY AND CULTURE - CONTINUED

NCH 015 ✓ Comparative Eastern Religions

The Indian continent has been a fertile ground for the development of two of the world's major religions. Through legend, myth and the study of major philosophies relating to these schools, we will better understand Hinduism and Buddhism in India and the Himalayas. Discussions will be highlighted by slides and other visual presentations. Course includes a tour of the Indian collection, Asian Gallery at the Denver Art Museum on Sunday, October 27. Barbara Kelly, M.A.T., has been a Denver Art Museum docent for 20 years, is currently earning her Masters in Religious Studies at CU Boulder and has studied in Nepal, Tibet, and India.

Section 300: Tuesdays, October 1-29, 7-9 p.m. 5 sessions. Economics 117. \$60.

NCH 014 ✓ Stories From the Holocaust

In this introductory workshop, students will explore human behavior during the Holocaust through the use of poems, short stories, letters, plays and testimonies, without using graphically disturbing material. We will discuss personal stories that provide models of heroism, human dignity, courage and spiritual resistance while, at the same time, confronting the reality of the human capacity for evil. Using readings and narratives, the class will focus on questions about human nature and human values around issues such as decision making, responsibility, indifference, obedience, intolerance and dehumanization. We will also discuss the universal lessons of the Holocaust and what it means today.

Susan Shear, M.A., has trained at Yad Vashen Summer Institute on Teaching the Shoah and trained with Steven Spielberg's Survivors of the Shoah Visual History Foundation.

Section 300: Wednesdays, October 23-November 20, 7-9 p.m. 5 sessions. Hellems 137. \$60.

INVESTMENT AND PERSONAL FINANCE

NCI 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. Text is, *One Up on Wall Street*, by Peter Lynch, at the University Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 300: Wednesdays, September 18-October 9, 6:30-8:30 p.m. 4 sessions. Hale 230. \$50.

NCI 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 10 years experience in asset management.

Section 300: Wednesdays, October 16-November 6, 6:30-8:30 p.m. 4 sessions. Hellems 211. \$50.

NCI 017 ✓ Mutual Fund Investing

Learn about the most popular investment approach of the past ten years, mutual funds. Domestic and foreign, open and closed end, aggressive growth to municipal bonds. Learn how to evaluate mutual funds and build your own portfolio with professional management and diversification.

Mary Wright, B.A., is First Vice President with a large investment firm, with 14 years experience in the field.

Section 300: Wednesdays, November 13-20, 6:30-8:30 p.m. 2 sessions. Hale 230. \$25.

NCI 020 ✓ Seven Keys to Budget Success: How to Build and Manage a Successful Budget

Budgeting for the financially frustrated! Learn to develop and apply budgeting skills that really work. This course focuses on specific techniques applicable to individual, family, and small business budgets. It's a hands-on course where the skills learned each session can be applied during the interim week, then reviewed and refined at the next class session. Learn to take control of your finances and even commit yourself to financial, "plastic surgery." Bring a hand held calculator to each session. The use of basic spreadsheet software is covered in class but not required.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 300: Tuesdays, October 1-29, 6:30-9 p.m. 5 sessions. Economics 13. \$75.



LIFESTYLES— PERSONAL AND PROFESSIONAL

NCL 010 ✓ Making Career and Life Changes: A Workshop

Are you contemplating a change or confused about where your career or life is going? Discover where you are and where you want to go, your preferences in work, and what you want out of life. Identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Students should purchase the *Neuro-Linguistic Programming Personal Profile* at the CU Bookstore and bring it to the first class.

Val Roche, B.A., a management/education consultant, has 18 years of experience in teaching and human resources.

Section 300: Saturdays, September 14-21, 9 a.m.-4 p.m. 2 sessions. Hellems 255. \$90.

NCL 052 ✓ Do What You Are

Changing careers? If you're like many career changers, you may not have ever given much thought to careers which might be most satisfying for you. Or, after years of doing a particular kind of work, you may have trouble imagining what else you might do. Understanding your in-born Personality Type can help you discover what you need in a job for it to be energizing. This interactive, engaging, and informative program introduces participants to their own personality types, their natural strengths and potential weaknesses. Required text, *Do What You Are*, by Paul D. Tieger and Barbara Barron-Tieger, is available at the CU Bookstore.

Sara Dodge, B.A., is an 18-year consumer products marketing veteran, and an associate trainer of Communications Consultants, LLC.

Section 300: Tuesday, Thursday, September 24-October 1, 6:30-8:30 p.m. 3 sessions. Hellems 141. \$36.

NCL 048 ✓ Nutrition and the Life Cycle

Learn how energy and nutrient needs change throughout the various stages of the life cycle, including childhood, adolescence, middle age, and the later years. What are the particular nutritional challenges facing each stage of life, and how can you successfully meet these challenges? We'll discuss practical solutions to typical nutritional problems.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 300: Wednesdays, September 25-October 2, 6:30-8:30 p.m. 2 sessions. Clare 209. \$25.

NCL 047 ✓ Nutrition and Physical Performance

Learn about nutrition as it relates to physical activity and athletic performance. Specific topic areas will include: fuel supplies for physical activity, fluids and electrolytes, vitamins and minerals, supplements and ergogenic aids. Nutritional problems facing active individuals will be discussed and suggestions for meal planning will be provided.

Brenda Davy, M.S., R.D., is a registered dietitian with a masters degree in Exercise Physiology and works as a research dietitian in the area of energy balance.

Section 300: Wednesdays, November 6-13, 6:30-8:30 p.m. 2 sessions. Clare 209. \$25.

NCL 009 ✓ Stress and Burnout: Transforming Pressures into Creative Breakthroughs

If you are a high achiever, too busy, too tired, dealing with too many problems, and/or are overly responsible and committed, this seminar is for you. Examine stress and burnout from a unique perspective — converting obstacles into creative solutions and welcoming challenges into your life. Learn to: understand the six stress-vulnerable types; recognize and defuse the critical symptoms that lead to stress and burnout; understand the intimate relationship of stress and peak performance; identify the true causes of stress and burnout; stop the debilitating effects of stress/burnout through powerful immediate and long-term intervention strategies; and generate a renewed sense of self-mastery, motivation, and personal excellence no matter what the challenge.

Dick Roberts, M.S., is a trainer and human potential consultant with 20 years experience.

Section 300: Thursdays, September 26-October 3, 6:30-9 p.m. 2 sessions. Hellems 137. \$30.

NCL 051 ✓ Stress Management Through Biofeedback

This course will discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. The instructor will teach you biofeedback methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation and meditation. The three phases of stress response will also be covered. The class will discuss the types of behaviors, thoughts and attitudes that can bring about stress, and how you can deal with them, such as: your self-esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow to each class for relaxation exercises. There is a \$10 materials fee payable to the instructor at the first day of class. Section 302 is a shortened version which covers major topics but is not in-depth.

Priscilla Hustad, M.A., has been a biofeedback therapist since 1980.

Section 301: Wednesdays, October 2-November 6, 7-9 p.m. 6 sessions. Hale 260. \$72.

Section 302: Saturday, November 2, 9 a.m.-4 p.m. 1 session. Hale 260. \$42.

Penny Peterson moves in for a closer look at a tiny flower, "blown away" by its almost microscopic complexity. Penny works in the green industry and has lived in the mountains for a long time, watching the vegetation change through the seasons. So Joyce Gellhorn's course in plant identification was a logical next step to deepen her knowledge.



SCIENCE

NCSO 017

Historical Geology of Colorado

Learn the billion-year history of the development of Colorado's landscape. We'll begin with basic principles of geology and paleontology, and how these principles derive from the natural processes which created Colorado today. Colorado's geologic development is traced by focusing on its fossil record and what it tells us about past climates, ancient oceans and forests, and the animals that lived in them. This course makes extensive use of slides and includes a tour of the fossil research facilities of the CU museum.

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

Section 300: Wednesdays, September 25-October 30, 7-9 p.m. 6 sessions.
Hunter 109. \$72.

NCSO 025

Identifying Plants of Boulder County

Learn general principles of taxonomy and identifying features of major plant families. Emphasis placed on understanding taxonomic keys to identify native plant species. Taxonomic and ecological features of trees, shrubs, and flowering plants examined during the Saturday field trip. Transportation on own.

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

Section 300: Wednesdays, September 11-25, 7-9 p.m.; Saturday, September 28, 9 a.m.-4 p.m. 4 sessions. Duane Physics G025. \$80.

NCSO 036

Ethnoherbology: Edible and Medicinal Plants of the West

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 in class. Field trip in Boulder area to identify medicinal and edible plants.

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

Section 300: Thursdays, September 19, October 3, 10, 24; 6:30-8:30 p.m.; Saturday, October 19; 10 a.m.-noon. 5 sessions. Hale 240. \$60.

NCSO 037

Organic Vegetable and Herb Gardening

In this beginner's intensive workshop, 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. Why do this in the fall? Now is a good time 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 in class.

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

Section 300: Tuesdays, September 17, October 1, 8, 22; 6:30-8:30 p.m. 4 sessions.
Guggenheim 2. \$48.

NCSO 035

Rocky Mountain Wildlife

Colorado provides a unique place for discovering the natural history of Rocky Mountain wildlife. Here we find grassland, brush, coniferous forest, aspen woodland, alpine meadow, arctic tundra habitats, and desert shrubland, many inundated with streams. These habitats create edges called ecotones that support many types of mammals, birds, reptiles, and amphibians. Through lectures and slides, learn more about our surroundings and their relationship to Colorado's fascinating wildlife, including their origins and the loss of biodiversity.

Peg Halloran, Ph.D., teaches lecture and field courses in Colorado natural history for the University Mountain Research Station, where she is Assistant Director.

Section 300: Wednesdays, October 16-30, 7-9 p.m. 3 sessions. Ketchum 301. \$36.

NCSO 034

Beginning Birdwatching

For birdwatching novices, this course will introduce you to the thrills of birdwatching. We will discuss briefly the origin and current world distribution of birds, as well as bird classification and biology. Students will learn the use of binoculars, spotting scopes and field guides. On our field trip we will visit one wetland and one upland site to watch a beautiful sunrise and observe local birds.

Jorge Moreno, Ph.D., currently teaches at CU, has won numerous awards and grants, and is an avid birdwatcher.

Section 300: Saturdays, September 14, 9-noon; September 21, dawn-1 p.m. 2 sessions.
Ketchum 301. \$65.

NCSO 033

Astrophotography

Have you ever wanted to learn how to take beautiful astronomical pictures? Now is your chance! This course will teach the basics of astrophotography as well as some advanced techniques. We will also cover some basic astronomy, so you'll learn how to appreciate the night sky. The course is intended for those with little or no experience in astrophotography, although it will be helpful to have some basic photography experience. Advanced students are also encouraged to enroll as we will take advantage of the excellent facilities available at Sommers-Bausch Observatory. Weather permitting, astrophotography sessions will be held after each class. Recommended equipment will be discussed at the first class meeting.

Travis Rector, M.S., is a doctoral student of astrophysics in the Center for Astrophysics and Space Astronomy.

Section 300: Sundays, September 15-November 3, 7-9 p.m. 8 sessions. Sommers-Bausch Observatory S175. \$106.



TEST AND COLLEGE PREPARATION

NCT 019 **Making Sense of the College Admissions Process: For the Parent**

Eliminate the mystery and guess work involved in the college admission process. Know how to support your student during this 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 oneself 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. Jana Lynn, Ph.D., has guided students for more than 20 years, and has served as a college administrator at both public and private colleges, and is an educational consultant in Boulder.

Section 300: Monday, September 16; Wednesdays, September 18-25, 6:30-9:30 p.m. 3 sessions. Hellems 185. \$60.

NCT 034 **Study Smarter**

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

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

Section 300: Tuesdays, September 17-October 15, 5:30-6:45 p.m. 5 sessions. Duane Physics 0041. \$45.

NCT 200 **Preparing for the SAT/PSAT**

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures and an analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development and reading comprehension work to reinforce students' skills. Practice tests are provided. Students need the text at the first class, available at the CU bookstore. Students register separately for the exam. This course is excellent preparation for students taking the ACT.

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

Section 300: Saturday, Sunday, October 12-13, 9 a.m.-noon. 2 sessions. Economics 205. \$130.

NCT 300 **Preparing for the Graduate Management Admission Test (GMAT)**

Be "test wise" to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with timed-test practice. We cover problem solving, data sufficiency, reading comprehension, sentence correction, critical reasoning, and the new critical writing assignment section. Students register separately for the exam.

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

Section 300: Saturday, Sunday, October 12-13, 2-5 p.m. 2 sessions. Economics 205. \$130.

NCT 301 **Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need *GRE Prep Book 9* 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 GRE exam registration information.

Roe Willis, Ph.D., is a retired math teacher.

Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 301: Tuesdays, Thursdays, September 3-26, 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

Section 302: Tuesdays, Thursdays, October 29-November 21, 6:30-9 p.m. 8 sessions. Hellems 252. \$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. 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 301: Saturdays, Sundays, September 7-21, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.

Section 302: Saturdays, Sundays, November 9-23, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.

Students compare notes on a field session for Joyce Gellhorn's class on plant identification.



THEATRE

NCTH 017

Acting Basics

All the world's a stage...rather than putting on a character, the actor searches for the variety in everyone of us, the everyone in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text, *The Stanislavski Method*; and optional text, *Zoo Story*, are available at the University Bookstore.

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

Section 300: Tuesdays, September 17-November 5, 6:30-8:30 p.m. 8 sessions. Geology 311. \$96.

NCTH 005

Shakespeare: From Page to Stage

Drawing on the four plays produced by the 1996 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students also will have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

Coale, Geron
Judith Dock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 300: Wednesdays, September 18-October 9, 7-9 p.m. 4 sessions. Hellems 181. \$55.

NCTH 019

**The Story Behind *South Pacific*:
The Lyric Theatre Presents**

A treasured American musical, Rodgers and Hammerstein's *South Pacific* has entertained audiences for over 47 years. Opening in 1949, this show brought together two stars from opposite poles: Ezio Pinza from the Metropolitan Opera, and Mary Martin from Broadway. Their performances and the sheer beauty of the music and lyrics made *South Pacific* an instant success. Learn more about the story, the music, and the men who wrote it! Tickets not included in tuition but students receive a \$2 discount. *South Pacific* performances to be held October 25, 26, and 27. Call the Lyric Theatre box office at 492-8008 for tickets.

Dennis Jackson, D.M.A., professor of music at CU Boulder, has been the Lyric Theatre Opera director for the past 15 years.

Section 300: Tuesdays, October 8-15, 6:30-8 p.m. 2 sessions. Imig Music C199. \$25.

NCTH 009

The CU Concert Goer's Guide

This course features background on composers and their compositions in the context of CU Boulder concert events. Why did Tchaikovsky hold up his chin while conducting? What famous, superstitious Italian composer, born on February 29th and died on Friday the 13th, was also a renowned gourmand? The answers to these questions plus many others will be provided through presentations and demonstrations by CU music faculty and performing artists. Participants will have special prices for four concerts presented by the 1996-97 CU Artist Series in Macky Auditorium: \$25 tickets will be discounted to \$15, based on availability for the following concerts: Colorado Symphony Orchestra on October 3; Feld Ballet on October 13; Kalickstein/Laredo/Robinson trio on November 3; and the Mingus Big Band on November 17. Other concerts to be previewed include the CU Orchestra, the CU Jazz Ensemble and much, much more. Concert tickets are not included in the tuition and must be purchased through the CU Artist Series box office, 492-8008.

Stephen Trana, DMA candidate, is a frequent performer in chamber and orchestral music venues and has performed for many years in the popular music field.

Section 300: Tuesdays, September 24-November 12, 6:30-7:30 p.m. 8 sessions. Imig Music, Room NB 59. \$65.

WRITING AND LITERATURE

NC W 029

Usage and Grammar: Guidelines and Rules for Everyday Use

In a workshop setting, learn simple rules for avoiding spelling, punctuation and usage errors in writing. Review grammar rules and when to break them. Improve your speaking skills as well as your ability to write clear, concise memos, letters and business documents.

Michael Foley, M.A., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.

Section 300: Saturday, October 5, 9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

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, B.A., is a former editor, managing journal publications.

Section 300: Wednesdays, September 18-November 6, 7-9 p.m. 8 sessions. Hellems 263. \$90.

NC W 006

Creative Writing

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

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

Section 300: Tuesdays, October 15-December 3, 7-9 p.m. 8 sessions. Hellems 211. \$96.

NC W 008

Short Story Workshop

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A., has been published in numerous journals.

Section 300: Thursdays, September 19-October 24, 7-9 p.m. 6 sessions. Hellems 245. \$72.

We heard a lot of
of that barrel. The
on his side. To be
was going to be a
whole thing seemed senseless to
hold down the barrel lid. I
on Papa's face I could see that
all the noise stopped. There was
lid a crack, just enough to let some light in

NC W 004

Writing the Novel

An exploration of the elements of the novel, which includes characterization, voice, point-of-view, dialogue, conflict, structure, place and time. Emphasis is on grasping the fundamentals. We provide a workshop setting in which students will share work-in-progress with the class for editorial comment and suggestions. Susan Church, M.F.A., is a teacher and editor and has been published in the United States and Japan.

Section 300: Wednesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hale 235. \$120.

NC W 028

Write Fiction That Sells

Discover the keys to writing fiction that sells. Discuss structure, plot, characterization, style, research and other solid writing techniques. Also talk business ins and outs and how to approach the market professionally, positioning yourself and your project for success. Both beginners and pros will benefit from the combination of writing technique and market savvy offered.

Jerrie Hurd, M.F.A., is a professional author, who has recently signed a multi-book contract with a major New York publisher.

Section 300: Wednesdays, September 25-November 20 (no class October 16), 7-9:30 p.m. 8 sessions. Hellems 251. \$120.

NC W 053

Write It! Finish It!

Do you start, but never finish; or never get around to writing? This workshop looks at the phases of the writing process: setting goals, creating space, drafting, organizing, revising, editing, and marketing. You will learn to write very short stories and poems for the literary market. We'll exchange ideas about ways to finish. The two texts for the class, *Handbook of Poetic Forms*, by R. Padgett, and *Flash Fiction*, by J. Thomas, are available at the CU Bookstore.

Kaye Bache-Snyder, Ph.D., writes and publishes articles, short stories and poems.

Section 300: Thursdays, September 26-November 14, 6:30-8:30 p.m. 8 sessions. Economics 119. \$80.

NC W 071

Mystery in the Novel

All novel plots encourage the reader's curiosity to discover how the story resolves itself. However, some novels have a central unexplained situation, a mystery that is the focus of the story. Join us in reading and discussing four well-written, exciting novels that each have a mystery to solve. To allow time for reading, we will meet every two weeks except for the last class which will have a three week break. Please read: *Scandal*, by Shusaku Endo for September 19; *The Laughing Place*, by Pam Durban for October 3; *In The Lake of The Woods*, by Tim O'Brien for October 17, and *Snow Falling On Cedars*, by David Guterson for November 7.

Susanne Gerson, M.A., M.Ed., is an instructor of literature and humanities and has taught in Canada.

Section 300: Thursdays, September 26-November 7, 7-9 p.m. 4 sessions. Hale 260. \$48.

NC W 059

Horror Fiction: Masters of the Macabre

What happens if we take horror fiction seriously? In this class, we will look at the narrative artistry and complex aesthetics employed by writers of horror fiction. How do they do what they do when they do it and what are they doing anyway? To help answer these questions, we will consider ideas from literary critical discourse along with our own responses.

Readings in this order: *Cycle of the Werewolf*, by Stephen King; *Midnight*, by Dean Koontz; *Ghost Story*, by Peter Straub; and *Song of Kali*, by Dan Simmons. Substitutions are possible. Read, *Cycle of the Werewolf*, before the first class. Steve Glickman, M.A., is an instructor and Ph.D. student currently writing his dissertation on horror fiction.

Section 300: Thursdays, October 17-November 14, 6:30-8:30 p.m. 5 sessions. Economics 205. \$60.

NC W 021

Screenwriting

Intended for amateur and professional screenwriters, students will complete an entire screenplay for either a feature or a television project. Initial classes will focus on overall elements of screenwriting and analysis of scripts. In subsequent sessions, students will meet individually with the instructor for assistance with their writing. Students will turn in a completed first draft at the final class meeting. Each student will receive a written evaluation of their script within two weeks of the conclusion of the class.

Judy Nogg, M.A., is a member of the Writer's Guild of America, West, and is a story analyst for a major Hollywood studio.

Section 300: Thursdays, September 19-November 21, 6:30-8:30 p.m. 10 sessions. Hellems 185. \$120.

atching and chasing and biting inside the dark
 was bigger, but the weasel sure had the darkness
 est, I thought a fight between a dog and a weasel
 excitement. But I hated every second of it. The
 and I was mad at myself for standing there to
 felt the shame of being
 he wasn't enjoying
 sound. Papa
 could too

From the book, *A Day No Pigs Would Die*, by Robert Newton Peck



WRITING AND LITERATURE - CONTINUED

NC W 070 How To Write A Sitcom

Complete a sample sitcom script and discover the realities of this enduring entertainment form. Learn the basics of sitcom writing: story development, memorable characters, comedic "wrinkles" and where to put the jokes. Experience working on a sitcom writing team through simulated pitch sessions, story meetings, and rewrite table sessions.

Leigh Kennicott, M.A., has 12 years of television experience, working on such shows as *Family Matters*, *Step by Step*, and *Perfect Strangers*.

Section 300: Mondays, September 23-November 25, 6:30-9 p.m. 10 sessions. Ketchum 33. \$150.

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, B.A., has published over 40 articles in national and local publications and has taught magazine article writing for six years.

Section 300: Mondays, October 7-November 11, 7-9 p.m. 6 sessions. Hale 236. \$72.

NC W 042 Poetry Workshop

We all have poems we want to write, often they seem buried, and we don't know how to unearth them. In this interactive class, you'll have a chance to explore your own poetic impulses. Approaching poetry through a gardening metaphor, class time will include planting seeds — reading published poems with an eye for language, images, those things which make a poem crackle; composting — journaling, writing exercises, group exercises designed to turn off the internal critic and get to the juicy ideas we all have; and harvesting — looking at students' poems in a nurturing workshop setting. Join us, whether you're currently writing poetry and want some fresh ideas, or whether you want to begin writing poems for the first time. Bring, *Fifty Years of American Poetry*, to the first class; available at the CU Bookstore.

Deborah Viles, M.A., is a poet, and a published author. She teaches writing at CU Boulder.

Section 300: Mondays, September 16-November 4, 6:30-8:30 p.m. 8 sessions. Muenzinger E114. \$96.

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

Learn how to succeed in the highly competitive and rewarding field of children's books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing, agents, contracts, and self-publishing. For writers and illustrators. Sandy Ferguson Fuller, B.A., is a professional illustrator.

Section 300: Saturday, September 21, 9 a.m.-4 p.m. 1 session. Economics 119. \$50.

EAST BOULDER COMMUNITY CENTER CLASSES

NCFL 103 Beginning Conversational Spanish

Learn basic conversational Spanish for travelers in a lively, fun format. We stress practical vocabulary.

Linda Grimes, M.A.T., teaches Spanish and Language Arts to businesses and individuals.

Section 30B: Wednesdays, September 25-November 13, 9:30-11 a.m. 8 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$70.

NCEA 075 Introduction to Art and Antiques

What do you have and what can you do with it? This class will focus on identifying objects collected over a lifetime. How to set up appraisals, documentation, insurance questions, where and when to sell, and gifts.

Ruth Linton, M.A., is a former museum curator, and currently consults for architects and artists as well as owning an art gallery.

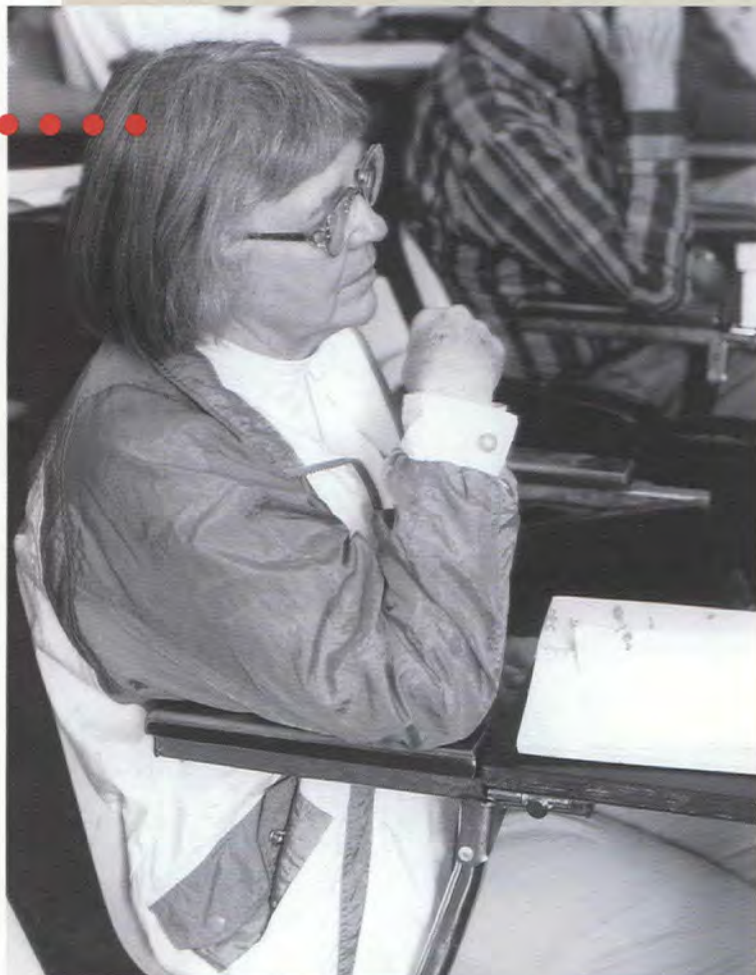
Section 30B: Wednesdays, October 16-23, 2-4 p.m. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$25.

NCI 016 Estate Planning Techniques

How do I decide between will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney? Learn how to plan for a "hassle free" legacy.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 30B: Wednesday, October 9, 1-3 p.m. 1 session. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$15.



Sheila Connelly works in Security for the University of Colorado Police Department. She took Fundamental Investments "to help with retirement planning—to know what to do with my savings, and it was very helpful."

PLAN B GETS DOWN TO BUSINESS.

We're getting used to the idea of a career path that is not a straight line — new jobs, new opportunities, new careers await us. Many of us blew past Plan B some time ago with amazing results. But we need a little help with Plan C. Or is that Plan D? Our Business curriculum keeps up, to help you spot trends, polish skills and plan your next move.

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four

classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

Classes will not meet on November 28 and 29.

BUSINESS COURSES, FALL, 1996

Getting Started32
Basic Skills for the Supervisor

Accounting and Finance32
Accounting and Budgeting for the Non-Accountant*
Understanding and Using Financial Statements

Entrepreneurism/Small Business32
Entrepreneurism—Are You Ready?
Starting a Business: From the Ground Up
Writing Business Plans

Human Resources Management33
Hire the Best: Interviewing Skills for Professionals

Sales/Marketing33
Understanding Marketing: Developing and Promoting
Your Product or Service
Public Relations for Small Businesses

Supervision/Management34
Critical Issues in Current Management*
Managing People*

Professional Development34
Handling Difficult People
Speaking Your Customer's Language

Writing and Communication35
How to Write Better Business Letters, Memos and Reports
Making Powerful Presentations: Public Speaking for Professionals
Grant Writing Basics
Technical Writing
Intermediate Technical Writing

SKILL LEVEL GUIDE

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

Beginning

No previous experience necessary.

Intermediate

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

Specialized

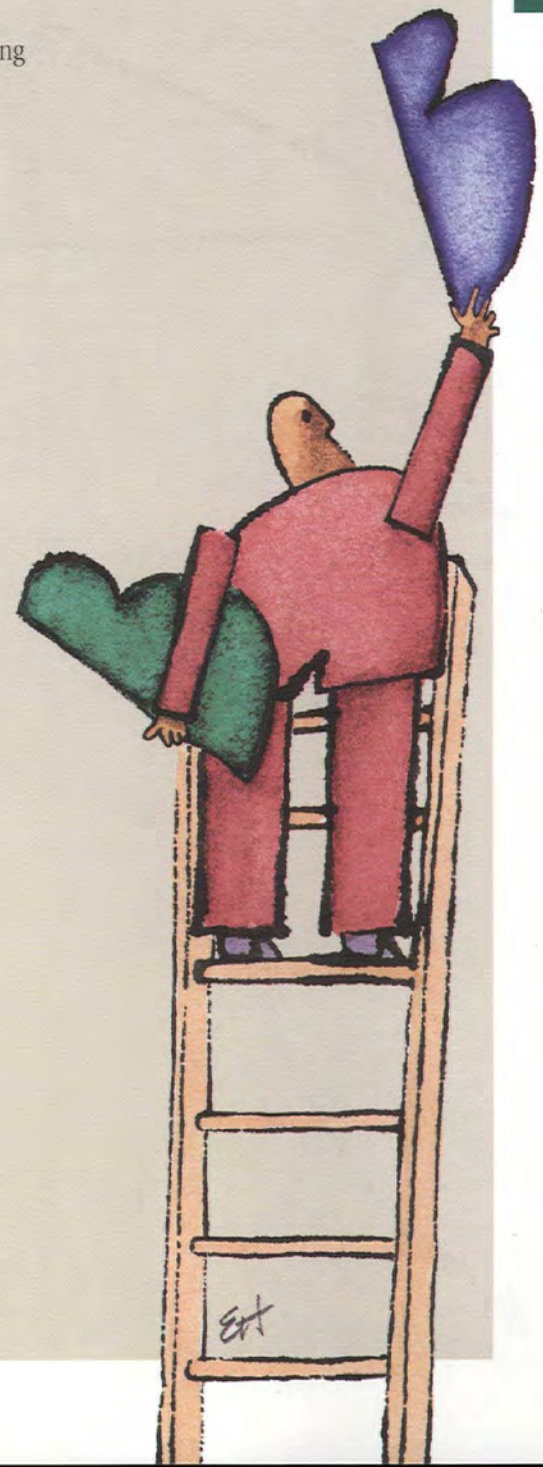
Intermediate skills but specific on-the-job application.

Advanced

Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.



GETTING STARTED

NC B 100 Basic Skills for the Supervisor

Beginning Level

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

Charles Rice, M.B.A., instructor at UCD, College of Business Administration, specializes in executive training and development.

Section 300: Mondays, September 16-October 21, 7-9 p.m. 6 sessions. Business 250. \$120.

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 300: Saturdays, September 21-28, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

NC B 015 Understanding and Using Financial Statements

Beginning Level

When you look at your company's financial statements, do you feel confused, or uninformed? Learn to use accounting information to manage your business and increase your profits. Learn basic financial ratios to help you spot trends. We also cover income and cash projections and working capital management. Donald Kaniecki, has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 300: Mondays, September 23-30, 6-8:30 p.m. 2 sessions. Business 251. \$55.

ENTREPRENEURISM/ SMALL BUSINESS

NC B 400 Entrepreneurism — Are You Ready?

All Levels

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

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

Section 300: Wednesdays, September 25-October 9, 6-9 p.m. 3 sessions. Hellems 211. \$90.

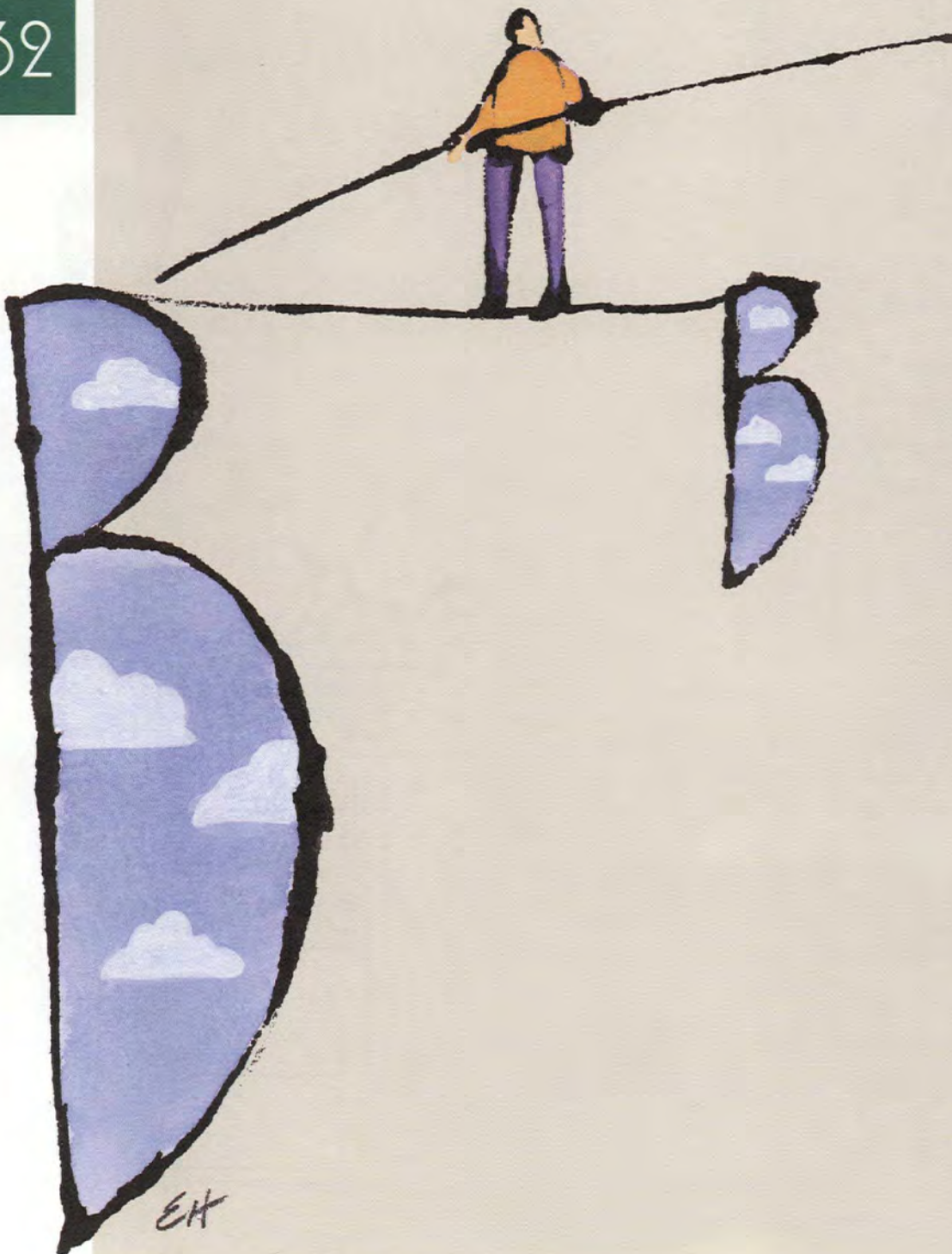
NC B 002 Starting A Business: From the Ground Up

Beginning Level

This course will cover the many requirements from various government agencies with which a new business must comply. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. The workshop will help you understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.

Donald Kaniecki, has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 300: Saturday, November 9, 9 a.m.-1 p.m. 1 session. Business 250. \$50.



NC B 120**Writing Business Plans**

Beginning Level

Learn to write a plan that clarifies financial, marketing and operational plans and becomes a valued guide in running a profitable business. We cover sales and cost projections, cash flow, marketing research and facilities management. Emphasis is on a formal business plan for lenders/investors and as a management tool. Donald Kaniecki, has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 300: Mondays, October 28-November 4, 6-8:30 p.m. 2 sessions. Business 251. \$55.

HUMAN RESOURCES MANAGEMENT**NC B 052****Hire the Best: Interviewing Skills for Professionals**

All Levels

Selecting a new employee has far-reaching consequences for any organization, and the interview can be the most powerful factor in the selection process. Learn the skills which result in effective interviewing practices: how the interview differs from a conversation; basic nonverbal and listening communication skills; planning the objectives, questions and structure of the interview; and understanding the legal issues of interviewing. Participants receive a variety of resources and an interview planning guide.

Cindy McKee, M.A., Communications, has been responsible for hiring employees and has taught a variety of communication workshops to professionals.

Section 300: Wednesday, September 25, 6-9 p.m. 1 session. Clare 212. \$35.

SALES/MARKETING**NC B 210****Understanding Marketing: Developing and Promoting Your Product or Service***

Intermediate Level

You have a product, service or idea. How do you sell it to potential customers? Learn to formulate your ideas; plan and set objectives; understand the market and your customer; assess the competition; develop and promote your products; get products to market; and satisfy your customers.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on developing marketing plans and project management.

Section 300: Tuesdays, September 24-November 5 (no class October 1), 6-8:30 p.m. 6 sessions. Helles 81. \$150.

NC B 051**Public Relations for Small Businesses**

All Levels

Learn how to promote your business through highly effective public relations. This course provides a step-by-step approach to creating a press release, background information, developing a press kit, preparing for press interviews and contacting the media. Learn the importance of building targeted press lists, pitching customer/client success stories, and handling crises. Includes a comprehensive "how-to" reference manual with a starter set of press labels and a press list of local media.

Yvonne Lynott, B.A., is partner of a Boulder-based public relations firm specializing in emerging and high growth companies and conducts PR training seminars for small businesses.

Section 300: Tuesdays, September 24-October 1, 6:30-9 p.m. 2 sessions. Economics 205. \$70.

Carol Henderson signed up for Fundamental Investments "for retirement purposes to understand my options, and make some good decisions." Carol, who coordinates foreign travel for the federal government, talked about the class at work and, in the end, about half the office signed up.



SUPERVISION/ MANAGEMENT

NC B 230 Critical Issues in Current Management*

Intermediate Level

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

Charles Rice, M.B.A., instructor at UCD, College of Business Administration, specializes in executive training and development.

Section 300: Mondays, October 28-November 25, 7-9 p.m. 5 sessions. Business 250. \$100.

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., in addition to management experience in manufacturing and development, has experience in human resources in both the public and private sector.

Section 300: Thursdays, September 19-October 17, 7-9 p.m. 5 sessions. Hellems 255. \$105.

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 300: Tuesday, October 1, 6-9 p.m. 1 session. Duane Physics G116. \$35.

NC B 166 Speaking Your Customer's Language

All Levels

This stimulating and highly informative workshop will help you to improve marketing effectiveness, increase sales, build better customer relations and enhance interpersonal communication. The Myers-Briggs Type Indicator will be administered and interpreted in the context of developing a greater understanding of self and others. Participants will learn how to identify the needs and motivations of each personality type in order to achieve a higher level of productivity working with others.

Dick Roberts, M.S., is a personnel development consultant, with over 16 years experience in conducting training programs to business and industry and to the public.

Section 300: Tuesday, September 24, 6:30-9:30 p.m. 1 session. Economics 117. \$45.

Terry Davies is a secretary with the Boulder Valley School District. She took Mary Wright's Basic Investing course because "I had questions. I had talked to bankers and stockbrokers and felt I needed objective information in terms that I could easily understand." The course was "just excellent—she answered so many questions. I've sent away for a prospectus on four money funds with her advice and knowledge. I've made some decisions."



WRITING AND COMMUNICATION

NC B 475 How to Write Better Business Letters, Memos and Reports

All Levels

Master the skills for writing clear memos, letters, and reports. Learn how to communicate effectively by identifying jargon, clutter, and vagueness in your writing and what to do about them.

Paul Hindman, M.F.A., is a published writer and has worked as an editor for both publishers and film production companies.

Section 300: Thursdays, September 19-October 17, 6:30-8:30 p.m. 5 sessions. Economics 117. \$100.

NC B 053 Making Powerful Presentations: Public Speaking for Professionals

All Levels

Learn the skills to make presentations and develop the confidence to share your best work with others. This workshop will focus on the organizational and communication skills necessary to make powerful impressions on your listeners. Hands-on, interactive experiences will provide participants with the immediate ability to be better public speakers. Planning guides, articles and a bibliography are provided to students.

Cindy McKee, M.A., Communications, has been responsible for hiring employees and has taught a variety of communication workshops to professionals.

Section 300: Mondays, October 14-21, 6:30-8:30 p.m. 2 sessions. Economics 205. \$45.

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.

Catherine Underhill, MPA, is Executive Director of the Arts and Humanities Assembly of Boulder and has successfully written both small and large grant proposals.

Section 300: Wednesdays, September 25-October 30, 4-6 p.m. 6 sessions. Clare 212. \$110.

NC B 470 Technical Writing

Beginning Level

Learn to apply technical writing skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. Course provides step-by-step learning modules that help you progress from basic to advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production. Student writing projects will be critiqued with constructive suggestions for improvement.

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

Section 300: Mondays, September 16-October 14, 6:30-9 p.m. 5 sessions. Duane Physics G027. \$125.

NC B 471 Intermediate Technical Writing

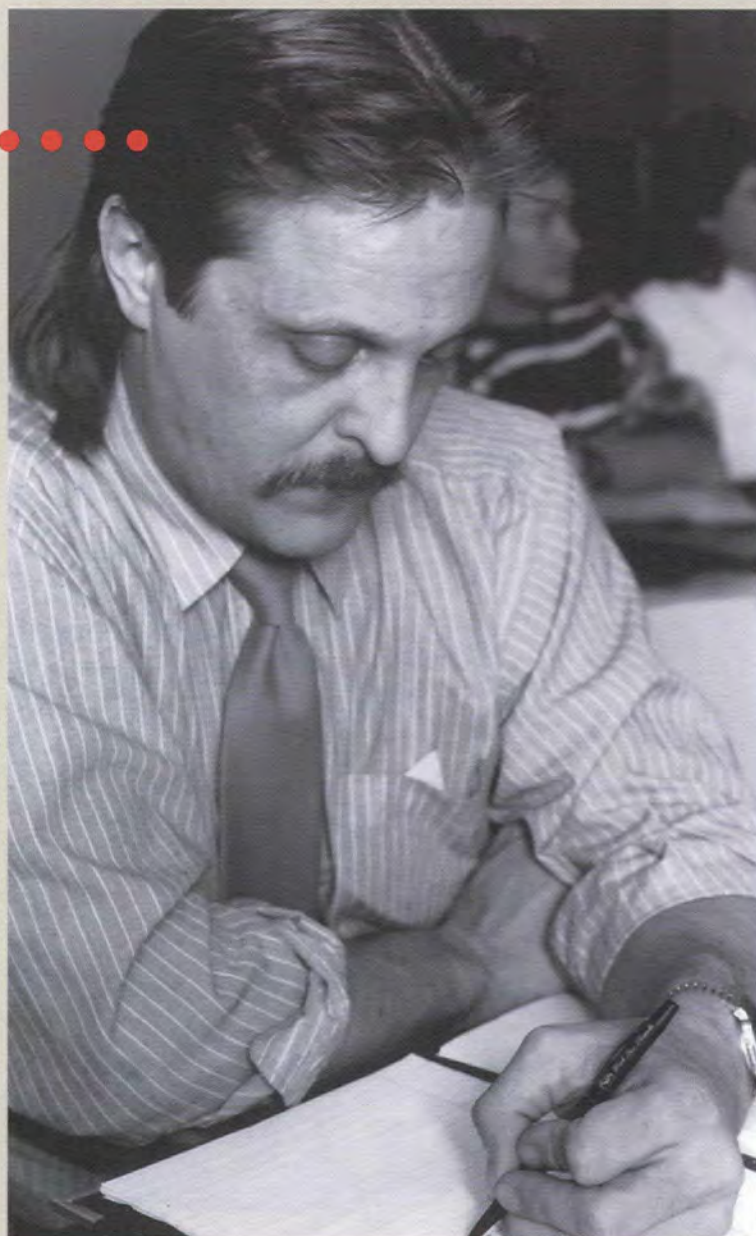
Intermediate Level

Building on what was taught in the beginning class, this course offers a more in-depth exposure to the technical writing profession. Elements of the course include writing for both expert audiences and non-discipline specific audiences, how to deal with and translate discipline-specific vocabularies, how to work with technical specialists and other groups in a business/industrial environment, how to prepare pre-writing plans for the various products of the technical writing profession, and how to carry these plans through the writing and post-writing stages. Prerequisites for this course include completing the beginning course or applicable work experience.

Stephen Carroll, Ph.D., is director of communications for the CU-Boulder College of Engineering and Applied Science. He has won numerous awards in technical and scientific communications.

Section 300: Wednesdays, September 25-October 16, 6:30-9 p.m. 4 sessions. Duane Physics G131. \$100.

Phil Sutton is a Boulder psychologist who signed up for Fundamental Investments at the suggestion of a friend—they took the class together. Phil's incentive was simple. "It's time to learn a little bit more."



SPECIAL SEMINARS: PARTNERSHIPS WITH THE COMMUNITY

The Division of Continuing Education partners with the Boulder community to provide quality, thought-provoking, and even life changing programs. A feast for the mind in the areas of lifestyle, current events, wellness, and the arts. Read on for details.

Refunds are granted prior to the beginning of any workshop or event; none later.

LIFEWORk: MAKING LIVES AND BUSINESSES WORK BETTER

Increasingly, people are discovering that what worked yesterday, won't work today. Rules have shifted and success in the workplace and security at home seem less assured. As for tomorrow, from changing workplace demands to the instability of Social Security the only constant is change. This new world demands new ways of doing business and living life. From life mapping to financial planning, giving people the tools they need to deal with the challenges of today and tomorrow is what the LifeWork workshop is all about.

LifeWork offers a tool kit and a blueprint for people seeking to be more effective today and feel more confident about tomorrow. People in

the "second half" of life, 40 or older, are especially likely to feel that not only have the rules of the game changed, but the stakes have risen. And LifeWork is designed especially for them. LifeWork is a half-time strategy session with expert coaches committed to helping design a more effective game plan, one that helps every participant get more out of tomorrow while focusing more clearly on today.

Created by Adrienne Hynes Associates, one of Denver's premier training firms, and featuring experts in a range of fields – experts with no axes to grind or products to sell – LifeWork has a ten year track record of helping people design the kind of lives they want and helping businesses develop the kind of confident, focused, proactive employees they need. Up to now LifeWork has been only offered in-house as a big company benefit, with satisfied customers including a veritable "who's who" of major Denver area businesses. Now in a unique cosponsorship arrangement between CU's Division of Continuing Education and the Boulder Chamber of Commerce, this two-day program is available to groups and individuals in the Boulder area. For a business owner looking for a program that will truly benefit your employees and your business, or an individual seeking to get a better handle on the hand you've been dealt, this seminar presents two days of invaluable information and strategies!

Workshop includes the *LifeWork Workbook* and lunches both days.

Presenters:

Mark Grimm, LCSW: Day One - LifeStyle Issues
The author of the *Life Styles Issues Section of the LifeWork Workbook*, Mark is a nationally known trainer, consultant and expert on life transitions and life planning issues. Over the past two decades he has helped hundreds develop a focused, balanced, effective "life plan" that works as well at home as it does at work.

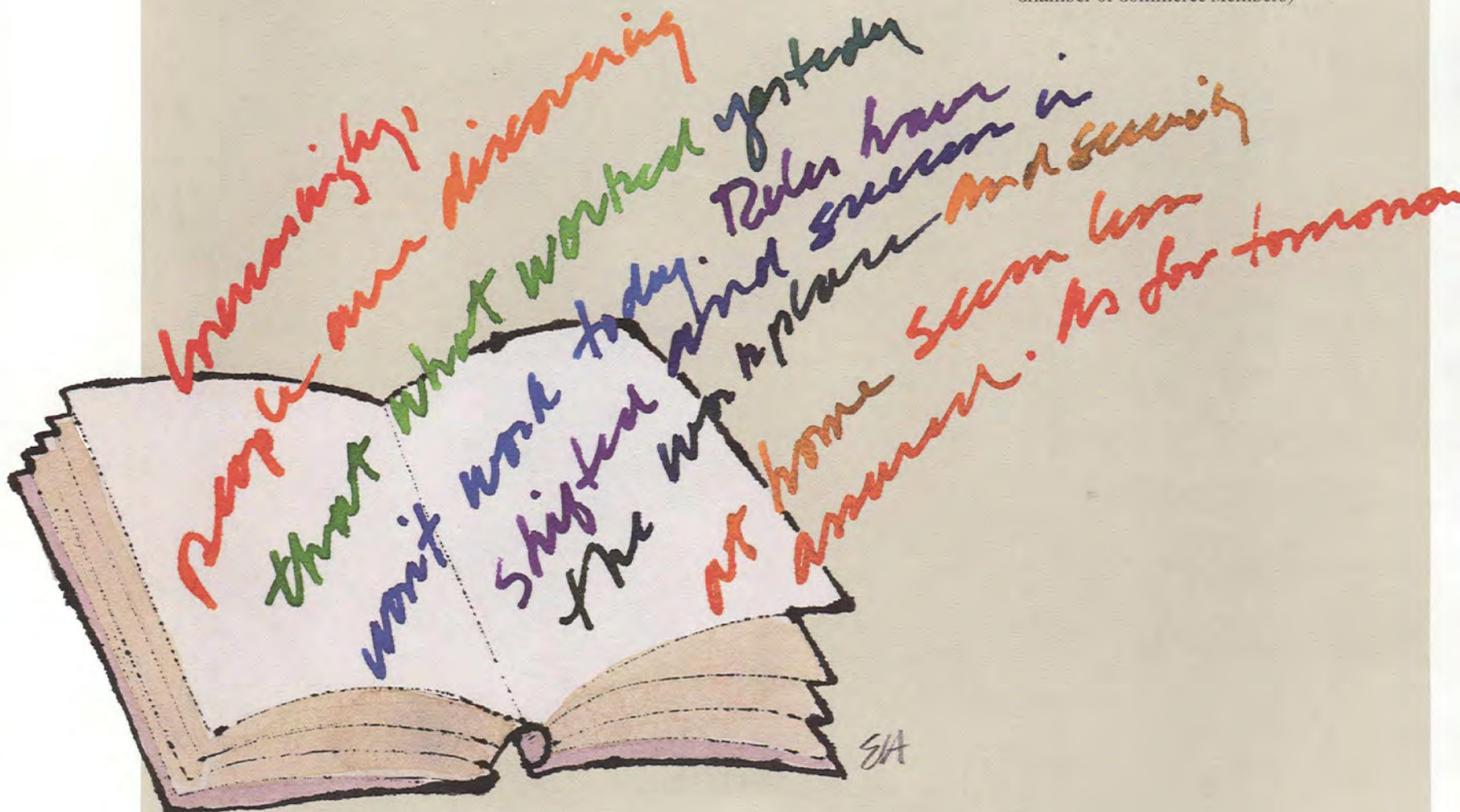
John Panasewicz, M.B.A.: Day Two - Financial Planning

An MBA from the Wharton School of Finance with almost 20 years experience on the finance staffs of some of America's largest corporations, John has been the Chief Financial Officer of two Colorado companies. The author of the *Financial Section of the LifeWork Workbook*, John's approach to finances is unorthodox, insightful and based on understanding the basics of managing your money and investments while creating an empowered new proactive "psychology of money."

LifeWork meets Thursday and Friday, October 24-25, 8:30 a.m.-4:30 p.m.; Boulder Chamber of Commerce, 2440 Pearl Street, Second Floor.

NCSS 705 Section 301: \$350 (Full tuition)

NCSS 705 Section 302: \$300 (for Boulder Chamber of Commerce Members)



FRIDAY LUNCH AND LEARN SERIES

A partnership for learning – Chautauqua and the University of Colorado at Boulder! From the earliest days of Chautauqua, cooperative ventures have occurred in the areas of education, administration, and even housing. This long-term partnership continues, bringing you new learning adventures with the Friday Lunch and Learn series. Held at Chautauqua's Community House and featuring renowned faculty from the University of Colorado at Boulder, the Friday Lunch and Learn Series promises to entertain, provoke, and inform. Join us and see for yourself. Box lunch included. Chautauqua residents register through Chautauqua for a reduced fee.

Reflections on the Changing Middle East

An historian considers the major changes in the Middle East over the past 30 years.

James Jankowski, Professor of History, winner of numerous grants and awards, recently has published, *Rethinking the Egyptian Nation, 1930-1945*, and is currently editing a collection entitled, *Rethinking Nationalism in the Arab Middle East*. He has lived in both Egypt and Israel.

NCSS 721 Section 300. Friday, October 11; Noon-1:30 p.m. \$22.

Studying Character and Values Through Film

Through participatory, interactive involvement with both the audience and the film, explore the development of character and story in a short film based on a short story written by Somerset Maugham. Fun and thought-provoking discussion!

James Palmer, Ph.D. in English and Film, is currently a professor in the Film Studies Program, Director of the Farrand Academic Program, and a President's Teaching Scholar. Winner of several awards in recognition of teaching excellence, he has written a book and numerous articles on film and teaches a variety of courses related to film, including the History of Film, Film and the Quest for Truth, and Film and Fiction. The classroom and the undergraduate teaching experience are especially important to him.

NCSS 722 Section 300. Friday, October 18; Noon-1:30 p.m. \$22.

The Future of Tax Policy and Reform

Where is it going and why is it going there? What's not working? What is good tax policy? What are the advantages and disadvantages of a flat tax? Of a consumption based tax or national retail sales tax? Might a value-added tax be a good addition or substitute? You will hear stimulating, thought-provoking perspectives from four CU experts in the fields of Law, Business and Economics.

James Alm, Ph.D., is Professor of Economics and has written numerous articles dealing

with tax policy, tax compliance, and tax policy in developing countries. His areas of expertise include taxation, public finance in developing countries, housing finance, local government finance, and the income tax treatment of the family. He has worked extensively on fiscal reform overseas, including projects in Bangladesh, Indonesia, Jamaica, Turkey, Egypt, Hungary, China, the Philippines and Russia.

Edward Gac, J. D., worked as a tax lawyer for both the private sector and the IRS. He became interested in teaching while conducting classes for the IRS and is currently an Associate Professor in the College of Business. He teaches for the CU Law School, for the University of Denver Law School and is a visiting professor at the CU Economics Institute.

Betty Jackson, CPA, Ph.D., is Professor of Accounting and Tax. She practiced in public accounting in national CPA firms and served on the Internal Revenue Commissioners' Advisory Group. In addition to conducting extensive research in taxpayer compliance and tax practitioner behavior, she coauthors, *Price Waterhouse Case Studies in Taxation*, is an officer on the American Taxation Association, and serves on the Board of Advisors of the American Tax Policy Institute.

Norton Steuben, J. D., Professor at the School of Law since 1968, is a President's Teaching Scholar and has won several awards in recognition of teaching excellence. He has served on numerous community boards, including the Boulder Housing Authority, the Boulder Human Rights Commission and is a member of the Tax Advisory Group to Senator G. Hank Brown. His current research interests include income tax aspects of real estate transactions.

NCSS 723 Section 300. Friday, November 8; Noon-1:30 p.m. \$22.

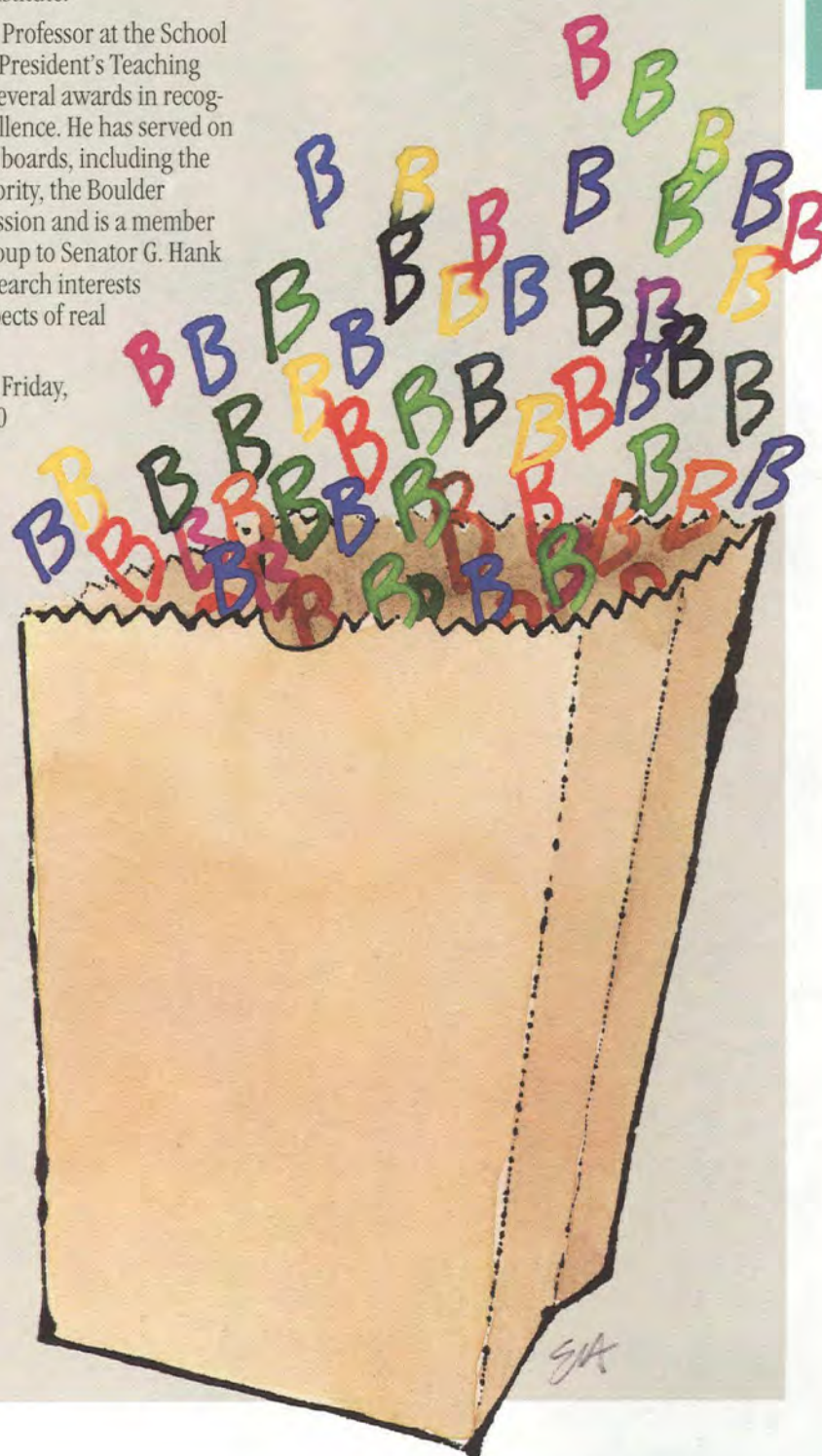
Exercise, Wellness, and a Healthy Lifestyle

Learn more about the Surgeon General's recent report relating exercise to a healthy lifestyle and the aging process. You'll have an opportunity to get accurate information and to have your questions on a variety of exercise and wellness issues answered by an expert.

Arthur Dickinson, Ph.D., Emeritus Professor, Kinesiology, developed and directs a wellness evaluation and education program at CU where he also has won both the teaching excellence award and an Excellence in Service award. He was sports medicine coordinator for the United States Ski Team from 1975-1979. His principal research interests are physical potentials and limitations related to workers in physically active occupations and in aging populations.

NCSS 724 Section 300. Friday, November 15, Noon-1:30 p.m. \$22.

NCSS 720 Section 300. Sign up for all four programs in the **Lunch and Learn** series. \$78.



COMPUTER APPLICATIONS.

PLAN B "BOOTS UP" TO BOOST YOUR PRODUCTIVITY.

As you've discovered, you can spend a lot of time by yourself "saving time" with your powerful new software, or your new computer. Fortunately, there's a painless way to accelerate your learning curve on top equipment with expert instructors. Come enjoy the difference.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. Effective Summer, 1996, these requirements have been modified to provide a more comprehensive understanding of an ever-changing computer industry. Students



who are currently pursuing a Certificate may continue with the format established before Summer, 1996, or follow the new format.

- 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 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. The Program offers

LEADING-EDGE COURSES IN:

- ▶ Basic Computer Skills
- ▶ Operating Systems
- ▶ Programming
- ▶ Networks
- ▶ The Internet
- ▶ Word Processing
- ▶ Spreadsheets
- ▶ Presentations
- ▶ Financial Management
- ▶ Project Management
- ▶ Databases
- ▶ Desktop Publishing
- ▶ Computer Graphics
- ▶ Computer Aided Design
- ▶ Multimedia

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 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.

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) may be purchased for \$3.95 at the front counter. 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) 492-6226.

ESSENTIAL INFORMATION:

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

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

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



Dale Heuer builds bridges into a world of computer-based solutions. Course offerings range from Computer Literacy and Computer Systems Overview, to Windows 95, and Paradox for Windows. His credentials are impressive, beginning with 23 years at IBM and primary responsibility for eight US patents held by IBM. He understands Plan B thinking. Within the larger world of data technology, his own career has encompassed product design (IBM), marketing and product management (Exabyte) and now, MIS (Tecmar Technologies, Inc.) and teaching. He says teaching is good research. "I like to find out how new applications are being accepted. It forces me to keep in touch." He likes working with people who are "suddenly thrust" into job demands that require computer proficiency. People who are "totally scared...don't want to touch it." He likes the challenge of helping them tear down the artificial mental barriers: "I'm too old. It's too hard...I'll never learn this." He's managed some impressive conversions, from techno-phobe to techno-phile in a single course. "You have some nice wins," he says. "That's what it's all about." In a world where "no job is forever," Dale says that computer classes are a smart way to build skills to "remain competitive, expand your horizons and network with other people who are trying to do the same thing." Dale got his B.S. in Electrical Engineering at North Dakota State University, and earned an MBA at UNC. He and his wife have raised two boys and two girls in Colorado. The family has been actively involved in scouting, soccer and backpacking.

COMPUTER APPLICATIONS COURSES, FALL 1996

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Programming.....	43	Word Processing.....	50
THE PC SYSTEM	45	Spreadsheets.....	51
Word Processing.....	46	Financial Management.....	51
Spreadsheets.....	47	Desktop Publishing.....	51
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Anne Rossiter works for Western Disposal in Boulder. She's taken several intro-level computer courses, as prerequisites for Word and Windows 95, which she's tackling now. She says the pre-reqs "have been worthwhile" and she's very pleased with the program as a whole because classes are "very well planned, pricing is very good, and scheduling makes it very convenient for people who work."



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 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.

Dale Heuer, MBA

Section 301: Wednesdays, September 4, 6-8 p.m. plus lab sections.

Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Wednesdays, September 11-October 9, 6-8 p.m.

Lab Section 30B: Wednesdays, September 11-October 9, 8-10 p.m.

Beth Sigren, B.S.

Section 302: Wednesdays, September 25, 6-8 p.m. plus lab sections.

Please indicate lab section preference (30C or 30D) at registration:

Lab Section 30C: Wednesdays, October 2-30, 6-8 p.m.

Lab Section 30D: Wednesdays, October 2-30, 8-10 p.m.

John Dick, Ph.D.

Section 303: Thursdays, October 17, 6-8 p.m. plus lab sections.

Please indicate lab section preference (30E or 30F) at registration:

Lab Section 30E: Thursdays, October 24-November 21, 6-8 p.m.

Lab Section 30F: Thursdays, October 24-November 21, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$110.

CACS 201

Concepts of Computer Information Technology

Topics include computer organization, applications support, internetworking, telecommuting, career opportunities and the future of computers in society. Through class discussions and on-line demonstrations, students gain an understanding of both practical and theoretical concepts which enhance their opportunities in the fields of computer information technology.

Prerequisite: CACS 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Bookstore, UMC 10.

Ron Clarke, M.S.

Section 300: Thursdays, September 5-October 10, 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

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.

Pat Melton, M.A.

Section 300: Mondays, November 4-December 9, 6-9 p.m. 6 sessions. University Computing Center 123. \$180.

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 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Dale Heuer, MBA

Section 300: Thursdays, October 31-November 21, 6-9 p.m. 4 sessions. University Management Systems 001. \$145.



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 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S.

Section 300: Wednesdays, October 2-30, 6-9 p.m. 5 sessions. University Computing Center 123. \$175.

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 300: Wednesdays, November 6-December 4 (skip November 27), 6-9 p.m. 4 sessions. University Computing Center 123. \$145.

THE INTERNET

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.

Art Smoot, M.S.

Section 301: Wednesdays, September 11 and 18, 6-9 p.m. 2 sessions.

Section 302: Wednesday, October 2, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 123. \$95.

CACS 331 Internet Applications

Most Internet applications can now be easily accessed from a World Wide Web browser. This class will utilize on-line, hands-on access utilizing a browser to explore the following applications: e-mail, USENET news, FTP and Gopher, and the World Wide Web. Activities will include searching for data, exploring the Web, and compiling and reporting information into a Web-based application. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 301: Mondays, October 7-21, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, November 12 and 14, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$125.

CACS 332 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.

Art Smoot, M.S.

Section 301: Mondays, November 4-18, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, December 3 and 5, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$125.

CACS 433 Web Server Administration

If you are interested in running a World-Wide-Web server, this class will provide you with 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 Hypertext Mark-up Language (HTML) or equivalent.

Art Smoot, M.S.

Section 300: Wednesday, December 11, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$125.



EA

OPERATING SYSTEMS

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 300: Tuesdays, September 3-October 15, 6:30-9:30 p.m. 7 sessions. University Computing Center 123. \$280.

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 300: Tuesdays, October 29-November 26, 6:30-9:30 p.m. 5 sessions. University Computing Center 123. \$250.

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. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code.

Prerequisite: CAPC 100 Introduction to the PC or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 301: Tuesdays, Thursdays, 6-9 p.m., and Saturdays, 9 a.m.-5 p.m., September 21-October 1.

Section 302: Monday, Tuesday, Thursday, 6-9 p.m. and Saturdays, 9 a.m.-5 p.m., November 9-16.

All Sections: 5 sessions. Engineering Center CR 116. \$280.

CACS 241

Hands-On C

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, reinforces the basic principles of structured programming and provides an introduction to C for all levels. This partially self-paced class also covers 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:** *Learn C Now*, Hansen, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 301: Tuesdays, Thursdays, 6-9 p.m., and Saturdays, 9 a.m.-5 p.m., October 17-26, 5 sessions.

Susan Ramirez, B.S.

Section 302: Saturdays, November 23-December 14 (skip November 30), 9 a.m.-5 p.m. 3 sessions.

All Sections: University Management Systems 001. \$280.

CACS 242

Application Programming

An intensive first programming course structured after the University's CSCI-1200 programming course covering techniques for designing common algorithms to solve practical problems. Topics include functions and procedures with parameter passing, data structures, files, and recursion. It is designed to provide a sound background for entering a C++ programming course by combining a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal and Turbo C++. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Turbo Pascal*, 3rd Edition, Savitch, University Bookstore, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 300: Tuesdays and Thursdays, September 17-October 10, 6-9 p.m. 8 sessions. University Management Systems 001. \$280.

Tamara Papierski works for Eclipse Automation in Longmont. Tamara is taking a series of three computer applications courses to help her be more productive with programs she depends on every day.



PROGRAMMING

- CONTINUED

CACS 243**Introduction to C Programming**

Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C pre-processor, arrays, pointers, strings and structures. Portability, efficiency and readability are emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logons on university computers are provided for those with no access to their own C compiler.

Prerequisite: Fluency in almost any language will suffice as basic programming concepts will not be covered. Those with no programming experience should consider **CACS 241 Hands-On C**. Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M. S.

Section 300: Mondays, September 9-October 28, 6-9 p.m. 8 sessions. Hale 260. \$280.

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: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce concepts. Prerequisite: **CACS 243 Introduction to C Programming** or equivalent and fluency in introductory topics (especially pointers and storage class issues). Recommended text:

The C Programming Language, Kernighan and Ritchie, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, November 4-December 9, 6-9 p.m. 6 sessions. Hale 260. \$250.

CACS 244**Introduction to C++ Programming**

C++ is an extension of C that supports object-oriented (O-O) programming. This course addresses the essential concepts of O-O programming (classes, objects, inheritance and polymorphism), showing how these are supported in C++ (member functions, public and private, virtual functions). The course also covers parts of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). Prerequisite: **CACS 343 Intermediate/Advanced C Programming** or equivalent.

Carol J. Meier, M.S.

Section 300: Wednesdays, September 11-October 16, 6-9 p.m. 6 sessions. Economics 117. \$250.

CACS 344**Intermediate C++ Programming**

This course continues the treatment of C++ and object-oriented programming. First, it covers features that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting programmer. Prerequisite: **CACS 244 Introduction to C++ Programming** or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, November 4-December 9, 6-9 p.m. 6 sessions. Hale 240. \$250.

CACS 346**Java Programming Overview**

An overview of the new object-oriented programming language developed at Sun Microsystems. This relatively small language supports objects and multiple threads, has language semantics that are portable and safe and is appropriate for a wide variety of applications, including embedded and distributed programming. Much of Java's power is in its class library. Prerequisite: Fluency with an object-oriented programming language is suggested. Those with no object-oriented programming experience should consider **CACS 244 Introduction to C++ Programming**.

George Watson, Ph.D.

Section 300: Saturday, September 28, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

CACS 446**Introduction to Java Programming**

This in-depth introduction begins with the basics of statements and expressions and progresses to inheritance, packages and interfaces, exceptions, threads and thread synchronization. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of the standard Java library is illustrated throughout the course. Programming exercises are provided for pursuit between classes. Prerequisite: Fluency with an object-oriented programming language including inheritance and polymorphism is suggested. Those with no object-oriented programming experience should consider **CACS 244 Introduction to C++ Programming**. Recommended text: *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Tom Cargill, Ph.D.

Section 300: Mondays, September 9-October 14, 6-9 p.m. 6 sessions. University Computing Center 123. \$250.



CACS 445**The X Window System and OSF/Motif**

The X Window System is one of today's most important window systems, and it is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) of X. This course provides a technical overview and the programming fundamentals for the X library, the Toolkit, and OSF/Motif. Topics include: window system concepts and event-driven programming, fundamentals: client/server model, windows, events, graphics, and window managers toolkit fundamentals: callback style programming, widgets, classes, resources; the Motif widget set. Examples given in C. **Prerequisite:** CACS 343 Intermediate/Advanced C Programming or equivalent, and experience with complex, multi-layered software systems.

Geoff Thompson, M.S.

Section 300: Wednesday, October 16, 8:30 a.m.-5 p.m. 1 session. University Computing Center 123. \$160.

THE PC SYSTEM**CAPC 100****Introduction to the PC**

Get to know the DOS operating system for the PC. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system and what impact new operating systems such as Windows 95 will have on the PC environment. A survey of easy software programs will be presented. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Valerie Parker, M.I.S.

Section 301: Wednesdays, September 4-18, 6-9 p.m. 3 sessions. University Management Systems 001. \$100.

Valerie Parker, M.I.S.

Section 302: Tuesday and Thursday, October 1 and 3, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$100.

John Dick, Ph.D.

Section 303: Wednesdays, October 16-30, 6-9 p.m. 3 sessions. University Management Systems 001. \$100.

Debbie Stone

Section 304: Tuesday and Thursday, November 5 and 7, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$100.

CAPC 202**Windows 3.1**

Explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

Michelle Sharon, B.S.

Section 301: Thursdays, September 5 and 12, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Mitzi Katz, M.Ed.

Section 302: Wednesday, September 25, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

Beth Sigren, B.S.

Section 303: Mondays, October 14 and 21, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Debbie Stone

Section 304: Saturday, November 23, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

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:** CAPC 100 Introduction to the PC or equivalent.

Mitzi Katz, M.Ed.

Section 301: Tuesdays, September 3 and 10, 6-9 p.m. 2 sessions.

Michelle Sharon, B.S.

Section 302: Wednesday, September 25, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 303: Wednesdays, October 23 and 30, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$95.

This fall, Michelle Sharon is teaching a full schedule of classes, including word processing, spreadsheets, a network class and Windows 95. Michelle has taught around the Boulder area and now teaches exclusively for Continuing Education.



**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 202 Windows 3.1 or CAPC 203 Windows 95 Level I or equivalent.

Recommended text: *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Jerry Reynolds, MSEE

Section 301: Tuesdays, September 17 and 24, 6-9 p.m. 2 sessions.

Michelle Sharon, B.S.

Section 302: Wednesday, October 9, 9 a.m.-4 p.m. 1 session.

Dale Heuer, MBA

Section 303: Wednesdays, November 6 and 13, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$95.

WORD PROCESSING**CAPC 211
Word for Windows (6.0) 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 covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:**

CAPC 202 Windows 3.1 or equivalent.

Bring a 3.5 inch DS/HD diskette.

Michelle Sharon, B.S.

Section 301: Thursdays, September 26-October 10, 6-9 p.m. 3 sessions.

Peggy Purvis

Section 302: Tuesday and Thursday, October 22 and 24, 9 a.m.-2:30 p.m. 2 sessions.

Mitzi Katz, M.Ed.

Section 303: Wednesdays, November 6-20, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$125.

**CAPC 311
Word for Windows (6.0) 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 templates.

Prerequisite: CAPC 211 Word for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 301: Tuesdays, October 15-29, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, November 19 and 21, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$125.

**CAPC 411
Word for Windows (6.0) Level III**

Create and use Styles to automate repetitive tasks. Use built in Style headings to create a table of contents. Learn about Section formatting to control document layout. Explore the various Graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use WordArt and Draw to create graphics. Create template forms using text, date, drop down and check-box form fields, and text, date and number fields. **Prerequisite:** CAPC 311 Word for Windows Level II or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesday, December 3, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

**CAPC 212
WordPerfect for Windows (6.1) 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.

Prerequisite: CAPC 202 Windows 3.1 or equivalent.

Peggy Purvis

Section 300: Wednesdays, September 25-October 9, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

**CAPC 312
WordPerfect for Windows (6.1) 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 and templates.

Prerequisite: CAPC 212 WordPerfect for Windows Level I or equivalent.

Peggy Purvis

Section 300: Saturdays, November 2 and 9, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$125.

Denise Meeker is taking Microsoft Word/Windows 6.0 and two more courses right after that, "to get a little deeper into programs I use daily," so she can get more done without having to stop and ask for help at work.



SPREADSHEETS

CAPC 231 Excel for Windows (5.0) Level I

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Beth Sigren, B.S.

Section 301: Mondays, September 16 and 23, 6-9 p.m. 2 sessions. University Management Systems 001. \$95.

Chris Mattson

Section 302: Wednesday, October 9, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

Peggy Purvis

Section 303: Wednesdays, October 23 and 30, 6-9 p.m. 2 sessions. University Computing Center 126. \$95.

CAPC 331 Excel for Windows (5.0) 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! **Prerequisite:** CAPC 231 Excel for Windows Level I or equivalent.

Beth Sigren, B.S.

Section 301: Wednesdays, November 6 and 13, 6-9 p.m. 2 sessions.

Chris Mattson

Section 302: Wednesday, November 20, 9 a.m.-4 p.m. 1 session.

All Sections: University Management Systems 001. \$95.

CAPC 431 Excel for Windows (5.0) 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 331 Excel for Windows Level II or equivalent.

Chris Mattson

Section 300: Wednesday, December 11, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CAPC 232 Lotus 1-2-3 for Windows (5.0) Level I

Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Topics include file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesday, October 29, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CAPC 332 Lotus 1-2-3 for Windows (5.0) 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 graphics features. **Prerequisite:** CAPC 232 Lotus 1-2-3 for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesday, November 12, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

CAPC 432 Lotus 1-2-3 for Windows (5.0) Level III

Learn to write macros, develop string functions, and use such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. **Prerequisite:** CAPC 332 Lotus 1-2-3 for Windows Level II or equivalent.

Michelle Sharon, B.S.

Section 300: Tuesday, November 26, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

John Myers is taking Word for Windows. He says, "I've used Ami Pro for a long time. Now I'm working for a company that's a Microsoft office shop, so...gotta learn new skills." John is controller for Fibrotek in Longmont. The company manufactures garments for high tech clean room environments.



CAPC 233 Quattro Pro for Windows (5.0) Level I

Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Peggy Purvis

Section 300: Wednesday, November 20, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

PRESENTATIONS

CAPC 221 PowerPoint

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 font and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 211 Word for Windows Level I or equivalent.

Michelle Sharon, B.S.

Section 301: Tuesday and Thursday, October 15 and 17, 9 a.m.-2:30 p.m. 2 sessions.

Chris Mattson

Section 302: Tuesdays, November 5-19, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$125.

PROJECT MANAGEMENT

CAPC 343 Project for Windows (4.0)

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 231 Excel for Windows Level I or CAMC 231 Excel for the Macintosh or equivalent.

Ulla Merz, Ph.D.

Section 300: Tuesdays and Thursdays, October 22-31, 1-4 p.m. 4 sessions. University Computing Center 124. \$175.

Luzie Mason works in Political Science at CU. She's "a Word Perfect" person who is now working with Access, a database program that works with Microsoft Word. She's taking a class to help her get acclimated and up to speed.



FINANCIAL MANAGEMENT

CAPC 241 Quicken for Windows

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Mitzi Katz, M.Ed.

Section 301: Tuesdays, October 1 and 8, 6-9 p.m. 2 sessions.

Section 302: Wednesday, October 30, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$95.

CAPC 242 QuickBooks for Windows

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 202 Windows 3.1 or equivalent.

Mitzi Katz, M.Ed.

Section 300: Wednesday, November 13, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

DATABASES

CAPC 251 FileMaker Pro for Windows (2.1)

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Auto entry configuration, report and lookup options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Mitzi Katz, M.Ed.

Section 300: Wednesday, October 23, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

CAPC 252 Access for Windows (2.0) 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. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Chris Mattson

Section 301: Tuesday and Thursday, October 8 and 10, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$125.

Section 302: Mondays, October 28-November 11, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

CAPC 352 Access for Windows (2.0) 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 252 Access for Windows Level I or equivalent.

Chris Mattson

Section 300: Wednesday, December 4, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

CAPC 253 Visual FoxPro for Windows (3.0) Level I

Learn how to create and manage your own database design, share data with other applications and create many different reports. This easy to use software makes handling data as easy as manipulating words with word processing. A most efficient and accurate method of collecting, storing, manipulating and reporting data that straddles Windows, Macintosh and UNIX environments with one language and interface. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Clyde Getty, B.S.

Section 300: Mondays, September 9-30, 6-9 p.m. 4 sessions. University Computing Center 126. \$145.

CAPC 254**Paradox for Windows (4.5) Level I**

Design and construct efficient databases for maximum database management. Record, organize, access and report volumes of data using techniques built into this relational database. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

Dale Heuer, MBA

Section 300: Mondays, November 18-December 2, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

DESKTOP PUBLISHING**CAPC 271****PageMaker for Windows (5.0) 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 202 Windows 3.1 or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 300: Saturdays, October 5 and 12, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 371**PageMaker for Windows (5.0) 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 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 300: Saturdays, October 19 and 26, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 272**Ventura for Windows (5.0) Level I**

Enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished products is done in class. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 300: Saturdays, November 2 and 9, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 372**Ventura for Windows (5.0) Level II**

Learn the intricate aspects of this software including tables of content and indexes, table editing, managing publications, automatic numbering and updating pages, tables and figures. Explore advanced techniques for frames, graphics, and tagging. Continued discussions on typography, design and layout for large, complex documents will be held. **Prerequisite:** CAPC 272 Ventura for Windows Level I or equivalent.

Bruce Frehner

Section 300: Saturdays, November 16 and 23, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

COMPUTER GRAPHICS**CAPC 281****CorelDRAW! (5.0) Level I**

This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW!

Expand your ability to use clipart to achieve professional looking illustrations.

Prerequisite: CAPC 202 Windows 3.1 or equivalent.

Jerry Reynolds, MSEE

Section 301: Thursdays, September 12-October 3, 6-9 p.m. 4 sessions.

Section 302: Tuesday and Thursday, October 15 and 17, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 124. \$145.

CAPC 381**CorelDRAW! (5.0) Level II**

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration. **Prerequisite:** CAPC 281 CorelDRAW! Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Mondays, October 21-November 11, 6-9 p.m. 4 sessions. University Computing Center 124. \$145.

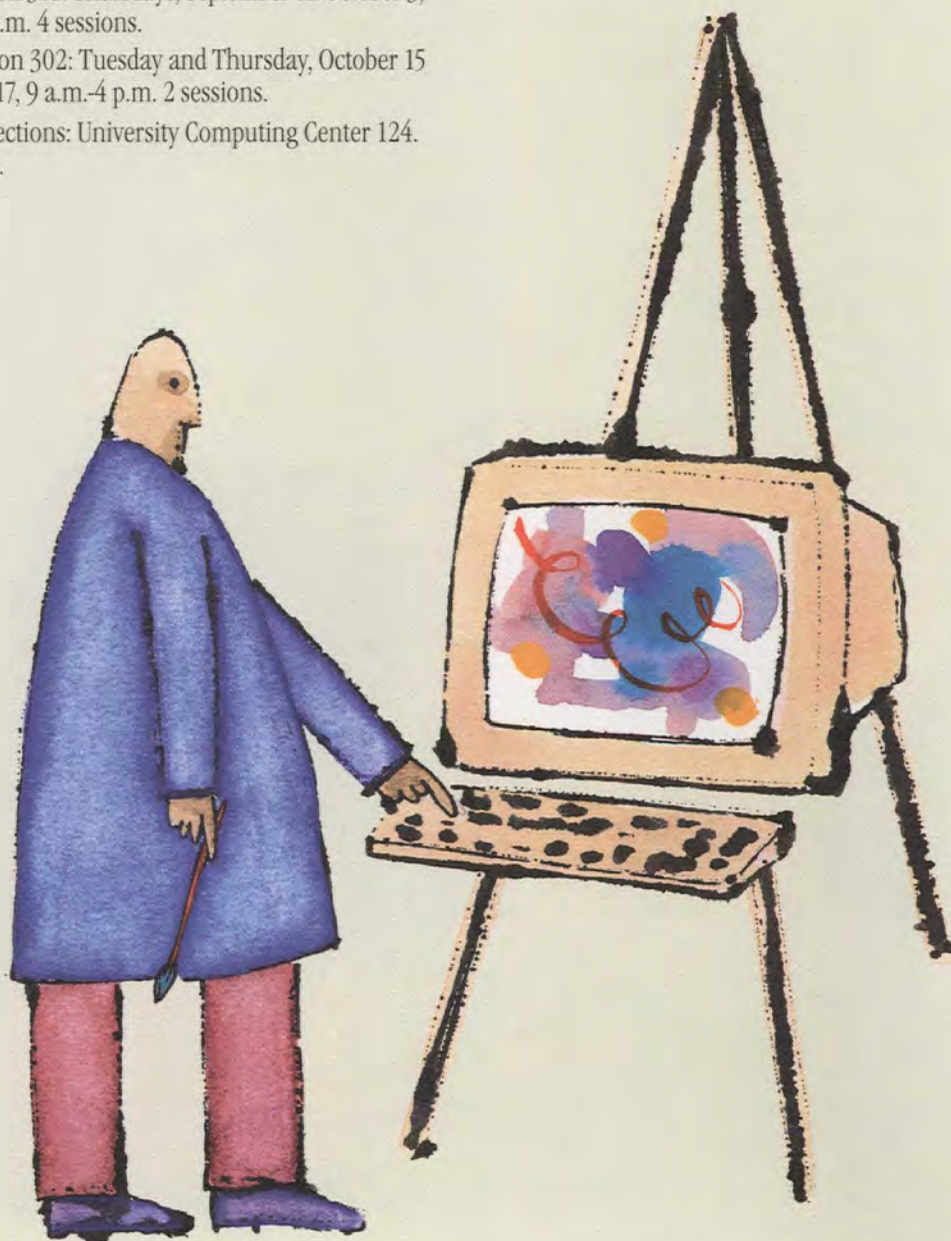
CAPC 282**Photoshop for Windows (3.0)**

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication.

Prerequisite: CAPC 202 Windows 3.1 or equivalent.

Jerry Reynolds, MSEE

Section 300: Mondays, November 18-December 9, 6-9 p.m. 4 sessions. University Computing Center 124. \$145.



COMPUTER AIDED DESIGN

CAPC 161

Beginning Computer Aided Design

Cover the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture, an overview of third party software, hardware and peripherals, and managing CAD system issues. **Prerequisite:** CAPC 202 Windows 3.1 or equivalent.

David Claflin, M.Arch.

Section 300: Tuesday and Thursday, August 27 and 29, 6-9 p.m. 2 sessions. University Computing Center 124. \$100.

CAPC 261

Computer Aided Design for Windows (R13) 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 161 Beginning Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful.

Dan Myers, M.S.

Section 301: Mondays and Wednesdays, September 9-October 2, 6-9 p.m. 8 sessions.

David Kingsley

Section 302: Tuesdays and Thursdays, October 8-31, 6-9 p.m. 8 sessions.

All Sections: University Computing Center 124. \$350.

CAPC 361

Computer Aided Design for Windows (R13) 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 Level I or equivalent.

Dan Myers, M.S.

Section 301: Mondays and Wednesdays, October 7-16, 6-9 p.m. 4 sessions.

David Kingsley

Section 302: Tuesdays and Thursdays, November 5-14, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 124. \$250.

CAPC 461

Computer Aided Design for Windows (R13) 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.

Prerequisite: CAPC 361 Computer Aided Design for Windows Level II and some professional AutoCAD experience.

Brad Strong, M.A.

Section 300: Tuesdays and Thursdays, November 19-December 10 (skip November 28), 6-9 p.m. 6 sessions. University Computing Center 124. \$275.

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.

Scott Dixon, M.A.

Section 301: Tuesdays, September 3-24, 6-9 p.m. 4 sessions.

Debbie Stone

Section 302: Saturdays, September 21 and 28, 9 a.m.-4 p.m. 2 sessions.

Sharon Pike, M.S.

Section 303: Tuesday and Thursday, October 1 and 3, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$105.

WORD PROCESSING

CAMC 211

Word for Macintosh (6.0) 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, use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Scott Dixon, M.A.

Section 301: Thursdays, October 3-17, 6-9 p.m. 3 sessions.

Sharon Pike, M.S.

Section 302: Tuesday and Thursday, October 22 and 24, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$125.

Daniel Wyss works for the Division of Continuing Education. He helps maintain the computer labs and prepares them for the instructors—downloading software, keeping everything up, running and ready.



CAMC 311**Word for Macintosh (6.0) 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 Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 301: Thursdays, October 24-November 7, 6-9 p.m. 3 sessions.

Section 302: Tuesday and Thursday, November 5 and 7, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$125.

CAMC 411**Word for Macintosh (6.0) 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 Level II or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 300: Wednesday, November 20, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

SPREADSHEETS**CAMC 231****Excel for Macintosh (5.0) Level I**

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 301: Tuesdays, October 1 and 8, 6-9 p.m. 2 sessions.

Section 302: Wednesday, October 16, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$95.

CAMC 331**Excel for Macintosh (5.0) 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 Macintosh Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 300: Wednesday, October 30, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

CAMC 431**Excel for Macintosh (5.0) 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 Level II or equivalent.

J. Burke Taft, M.Ed.

Section 300: Wednesday, November 13, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

FINANCIAL MANAGEMENT**CAMC 241****Quicken for Macintosh**

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.

Mitzi Katz, M.Ed.

Section 300: Wednesday, September 18, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

DESKTOP PUBLISHING**CAMC 273****QuarkXPress (3.3) 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 Level I or equivalent.

Recommended text: *QuarkXPress by Example*, University Bookstore, UMC 10.

Tim Meehan

Section 301: Mondays, October 7-November 4, 6-9 p.m. 5 sessions.

Sharon Pike, M.S.

Section 302: Tuesday and Thursday, November 12 and 14, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

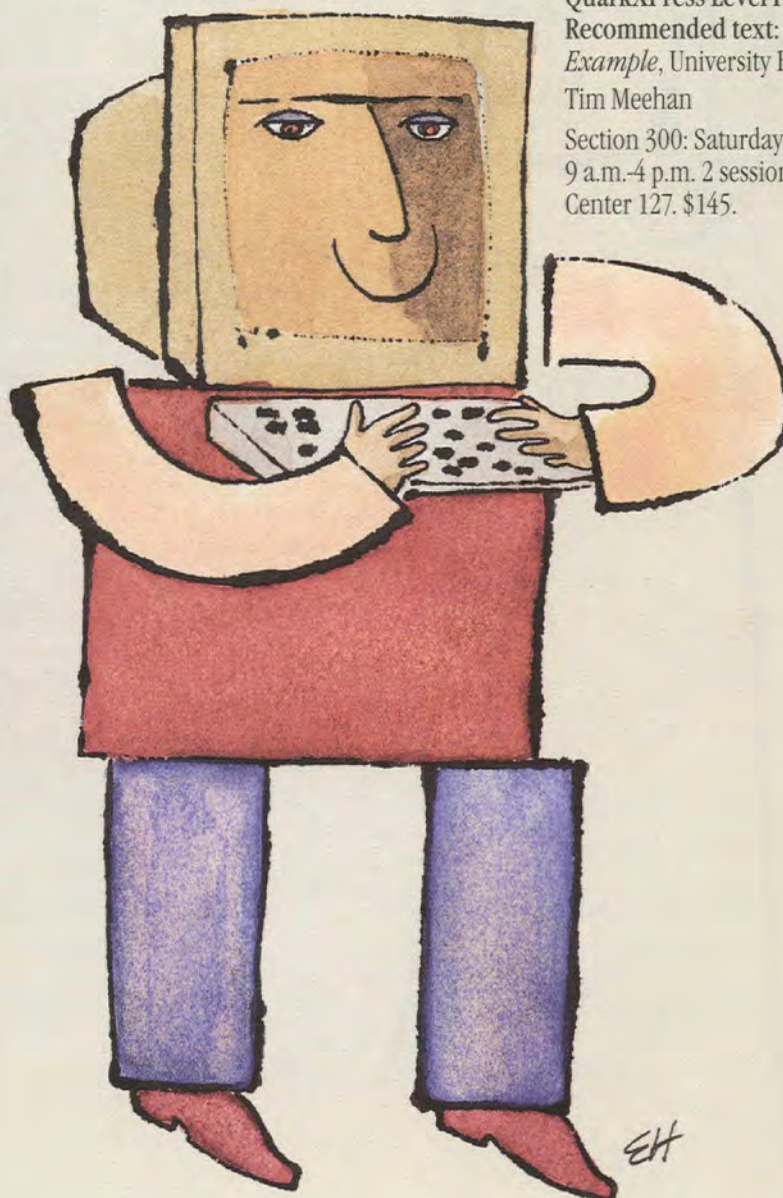
CAMC 373**QuarkXPress (3.3) Level II**

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 Level I or equivalent.

Recommended text: *QuarkXPress by Example*, University Bookstore, UMC 10.

Tim Meehan

Section 300: Saturdays, November 16 and 23, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.



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. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 300: Saturdays, October 5 and 12, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 282**Photoshop (3.0) 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. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Adobe: Classroom in a Book*, University Bookstore, UMC 10.

Alex Horstman, M.F.A.

Section 301: Tuesdays, October 15-November 5, 6-9 p.m. 4 sessions.

Alex Horstman, M.F.A.

Section 302: Saturdays, November 2 and 9, 9 a.m.-4 p.m. 2 sessions.

Christie Roberts, B.A.

Section 303: Tuesday and Thursday, November 19 and 21, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$145.

CAMC 382**Photoshop (3.0) 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 Level I or equivalent.

Alex Horstman, M.F.A.

Section 300: Tuesdays, November 12-December 3, 6-9 p.m. 4 sessions.

University Computing Center 127. \$145.

CAMC 482**Photoshop (3.0) 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 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!

Alex Horstman, M.F.A.

Section 300: Saturdays, December 7 and 14, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 283**Illustrator (6.0) 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. Bring a 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 300: Thursdays, September 5-26, 6-9 p.m. 4 sessions. University Computing Center 127. \$145.

CAMC 383**Illustrator (6.0) Level II**

Explore advance 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 Level I or equivalent.

Alex Horstman, M.F.A.

Section 300: Wednesdays, November 6-December 4 (skip November 27), 6-9 p.m. 4 sessions. University Computing Center 127. \$145.

MULTIMEDIA

CAMC 291**Macromedia Director (4.0) 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 301: Mondays, September 9-30, 6-9 p.m. 4 sessions.

Section 302: Saturdays, October 19 and 26, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$145.

CAMC 391**Macromedia Director (4.0) 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 Level I or equivalent.

J. Burke Taft, M.Ed.

Section 300: Mondays, November 11-December 2, 6-9 p.m. 4 sessions. University Computing Center 127. \$145.



TQM: WHEN EXCEPTIONAL PERFORMANCE IS THE MINIMUM REQUIREMENT

A PROFESSIONAL CERTIFICATE PROGRAM IN TOTAL QUALITY MANAGEMENT

The tough business of effective management seems to invite shortcuts. So much to fix. So little time. TQM is no cure-du-jour. It is a powerful approach with a documented history of proven results. It is a methodology that changes the way companies do business, and changes the results companies create.

To meet the challenge, the University of Colorado at Boulder, Division of Continuing Education is proud to address this timely subject. In cooperation with local business and industry, the Division is offering a Professional Certificate Program in Total Quality Management. This program will provide the knowledge and skills requisite to promote and implement TQM successfully in the workplace. Although anyone may take as many or as few courses as they wish, to earn the Professional Certificate in Total Quality Management, individuals must apply for admission to the certificate program, complete the seven core courses and two approved elective courses of their choice, and complete a team/individual project demonstrating total quality management skills and concepts. Participants with prior training/work experience may be allowed to substitute advanced elective courses for some of the required introductory core courses.

Our program is unique . . .

The Professional Certificate Program in Total Quality Management was developed at the request of business and industry.

Representatives from a variety of firms were involved in its creation. Their input was employed in curriculum design, as well as in administrative processes. Course content and format will be practical and hands-on. Team participation within an organization will be encouraged through a reduced tuition plan for those employers enrolling three or more employees in the program. The culmination of the certificate program will be a team/individual project that will demonstrate the participants' knowledge and skills in total quality management.

REQUIRED COURSES

Introduction to Quality Management Fundamentals and Philosophy

This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

Managing the Transition to TQM

Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Basic Tools for Improving Quality and Productivity

This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams

This course will focus on how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills.

Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction

Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

Quality Function Deployment (QFD): A Structured Approach to Planning

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer.

ELECTIVE COURSES

Manufacturing Electives

Introduction to World Class Manufacturing
Practical Reliability Analysis Methods
Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment
Improving Customer Service Processes

Management Electives

Organizing for Total Quality Management
Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm Baldrige Criteria for Improving Quality
Managing Quality in a Small Company
Introduction to ISO 9000
Benchmarking for Quality Excellence
Re-Design of Business Processes
Taking Work Teams to the Next Level

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

TQM ADVISORY COMMITTEE MEMBERS

- Charlene Adair**
The Change Management Group
- Michael Chapman, CQE**
The Chapman Group
- Barney Feinblum**
Natural Ventures Partners, Inc.
- Diane Gladue**
Porter Memorial Hospital
- Kenneth Gordon**
University of Colorado at Boulder
- Robert Grubb**
DTM Products, Inc.
- Gail Hytner**
Quantum Peripherals Colorado, Inc.
- Garrison Krause**
FutureFocus Inc.
- Bruce Murray**
ERBTEC Engineering, Inc.
- Vicky Powell**
Andersen Consulting
- Sheldon Romer**
Rudi's Bakery

REAL ESTATE EDUCATION PROGRAMS.

QUALITY. CREDIBILITY. EXPERIENCE. WE KNOW THE TERRITORY.

Are you considering a career in real estate sales or appraisal? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal profession? If so, check us out. Our courses are for everyone!

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 sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, growth management, property management, residential construction, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission.

REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a **fully accredited curriculum** which includes all of the required pre-license and license renewal courses for the Colorado real estate and appraisal profession,
- ▶ a **top-notch faculty** who work in the profession and who practice what they teach,
- ▶ a **statewide mission** which compels us to serve the entire state of Colorado,
- ▶ a **"no fear" registration** policy which guarantees you a full refund if you are unable to attend the course or if you are not satisfied with the course,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 10-20% off the regular course fee,
- ▶ a **student information system** that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

ENTER THE PROFESSION!

The sales license is the first level of licensing for those entering the real estate profession. A sales license candidate must successfully complete 72 hours of designated classroom work and score a minimum of 70% on the state licensing examination. The two CU courses being offered this fall which satisfy the 72-hour requirement are:

NCRE 007 Practice and Law – 48 class hours

NCRE 018 Colorado Contracts and Law – 24 class hours

These two courses are being offered as evening classes in Boulder, Pueblo, and Grand Junction, and as intensive daytime classes in Denver.

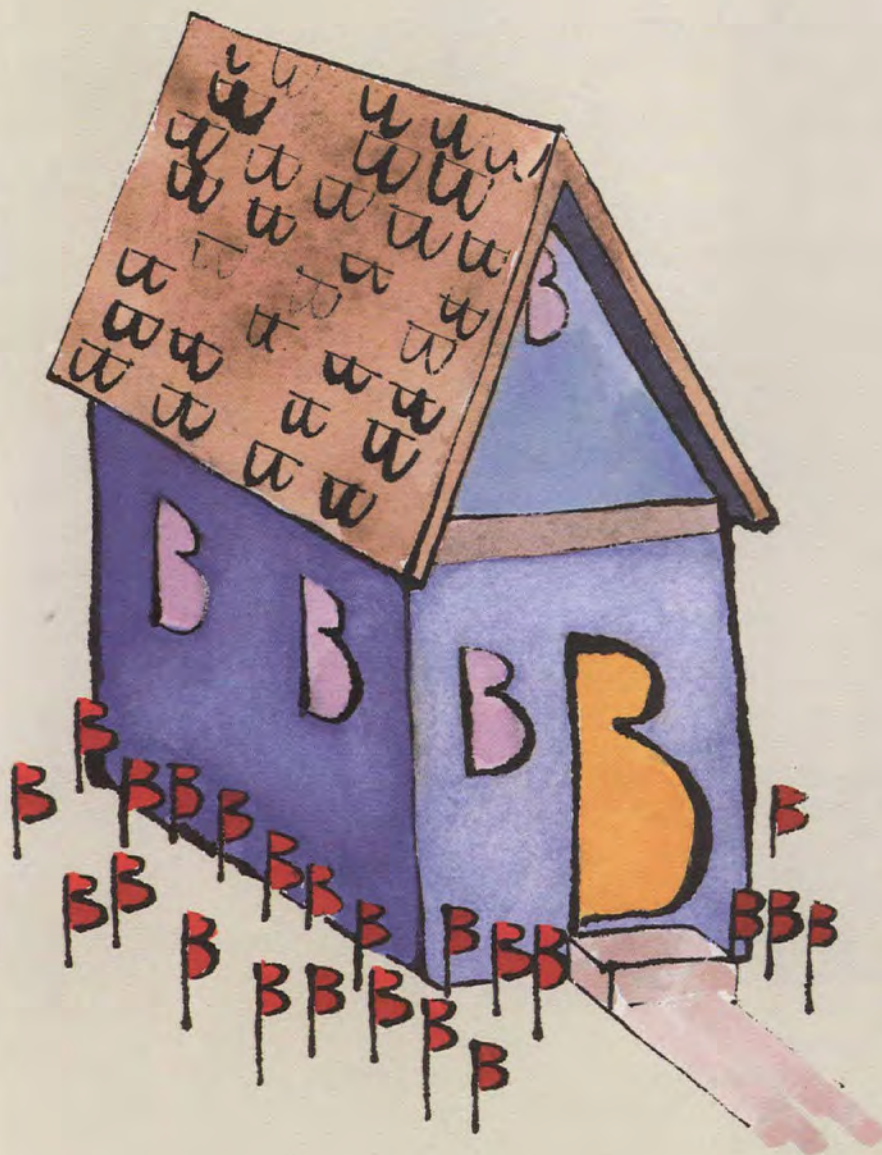
CALL TODAY FOR A COMPLETE LISTING!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog.

BEWARE OF THE CHANGES IN THE LICENSING LAWS!

The Colorado legislature has passed a bill which does away with the real estate sales license and establishes licensing only at the broker level. The new requirements, which go into effect January 1, 1997, call for 168 hours of prescribed classroom education as opposed to the current 72 hours needed to reach the sales licensee level.

There are some definite advantages to securing a sales license before the new law goes into effect, and if you are currently working on your broker's license, it may be to your advantage to finish the course work and apply for your broker license before January 1, 1997. By the time you read this, we'll know more. Call us at the numbers above and we'll be happy to bring you up to date.



ADDITIONAL OPPORTUNITIES

INDEPENDENT STUDY

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

SAVE AND HIGH SCHOOL CONCURRENT PROGRAMS

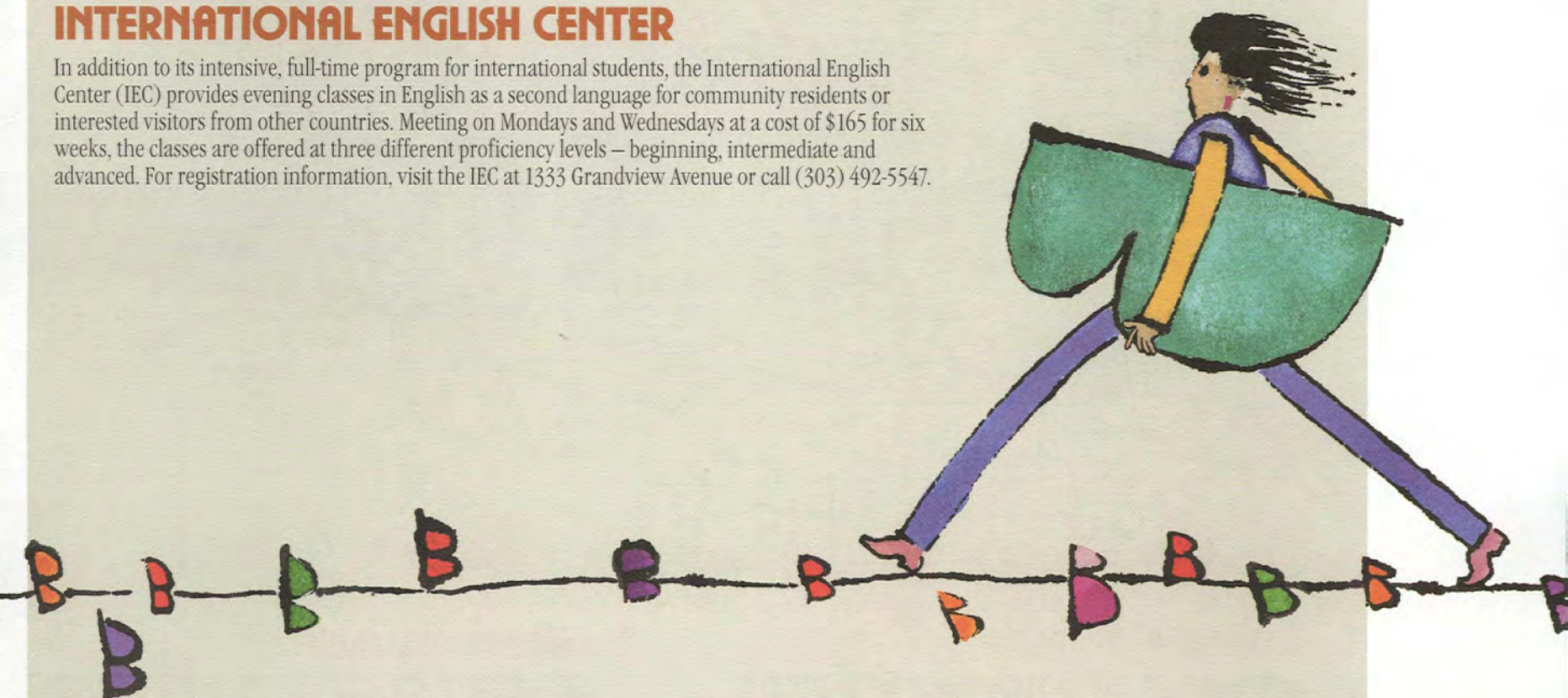
Want to take a credit course at CU-Boulder during the day? Each Fall and Spring, the SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. Call 492-5148 for more information.

CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

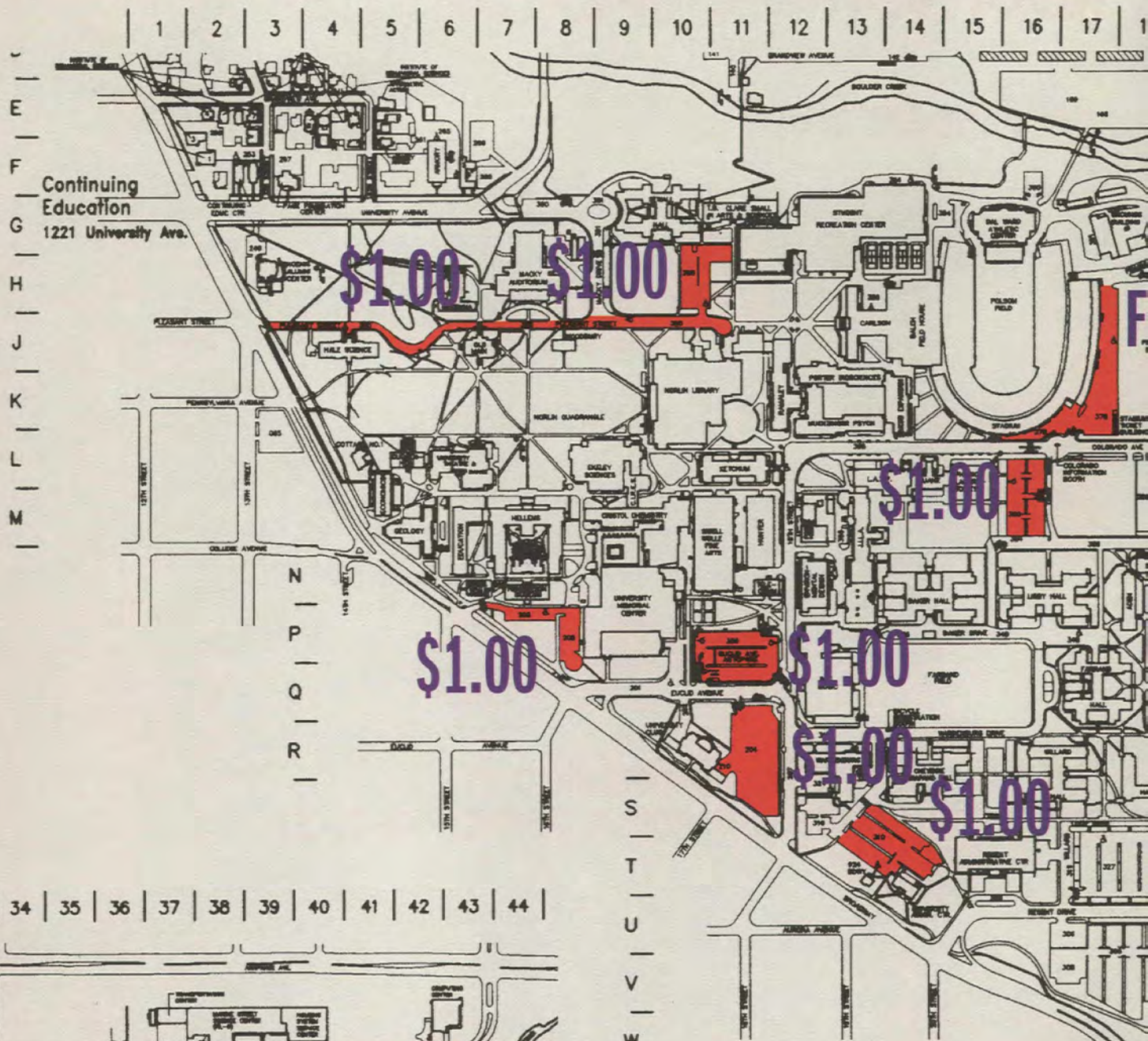
CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering,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

INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (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 \$165 for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.



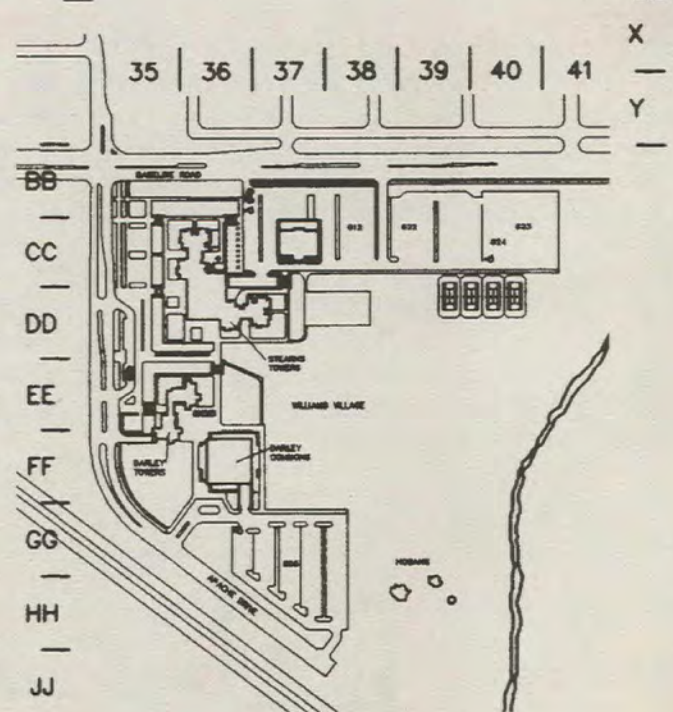
MAIN CAMPUS—UNIVERSITY OF COLORADO AT BOULDER



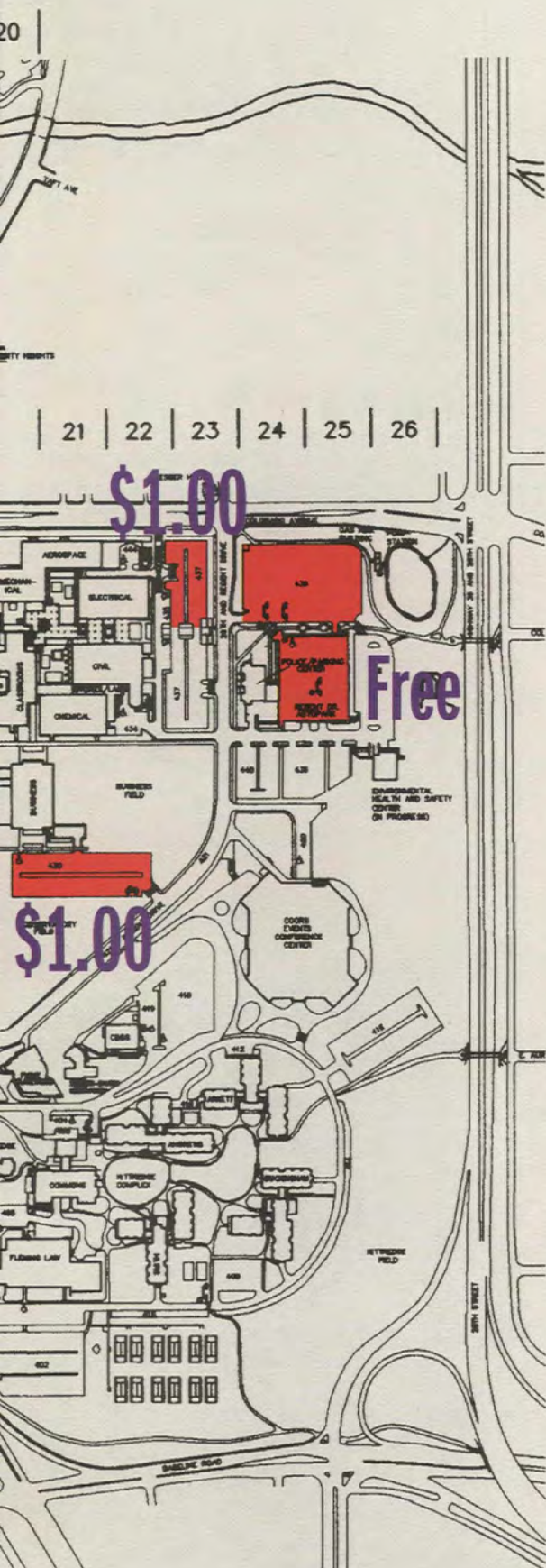
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**RESEARCH CAMPUS—
UNIVERSITY OF COLORADO AT BOULDER**



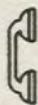
**WILLIAMS VILLAGE—
UNIVERSITY OF COLORADO AT BOULDER**



BUILDING KEY

- Aden Hall—P-17
- Andrews Hall—W-22
- Armory (1511 University)—F-6
- Arnett Hall—V-23
- Athens Court—D-12
- Baker Hall—P-14
- Balch Fieldhouse—J-14
- Brackett Hall—N-18
- Buckingham Hall—W-24
- Business—Q-20
- Carlson Gymnasium—J-13
- Center for Astrophysics and Space Astronomy (CASA)—K-43
- Chemistry—M-9
- Cheyenne Arapaho Hall—S-14
- Children's Center (2202 Arapahoe)—A-17
- C.I.R.E.S.—L-9
- Clare Small Arts & Sciences—G-11
- Cockerell Hall—P-19
- College Inn Conference Center (17th and Athens)—B-8
- Colorado Court—K-37
- Communication Disorders Bldg.—U-22
- Computing Center—A-42
- Continuing Education (1221-1229 University)—G-2
- Coors Events/Conference Center—T-24
- Cottage No. 1—L-4
- Cristol Chemistry—M-9
- Crosman Hall—Q-18
- Dal Ward Athletic Center—G-15
- Darley Commons—FF-36
- Darley Towers—FF-35
- Denison Laboratory—P-6
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Sciences—M-8
- Engineering Center—M-20 through P-21
- Environmental Design—P-12
- Environmental Health and Safety Center—P-27
- Euclid Ave. Autopark—Q-11
- Events Center—T-24
- Faculty-Staff Court—D-9, 10
- Farrand Hall—Q-17
- Fine Arts—N-10
- Fiske Planetarium—V-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Geology—N-5
- Grounds and Service Center—G-17
- Guggenheim Geography—L-5
- Hale Science—J-4
- Hallett Hall—S-18
- Health Physics Laboratory—H-18
- Hellems Arts and Sciences—M-7
- Henderson Museum—P-7
- Housing System Maintenance Center—C-41
- Housing System Service Center—A-40
- Hunter Science—N-11
- Imig Music—Q-12
- Institute of Behavioral Genetics—E-34
- Institute of Behavioral Science No. 1 (1416 Broadway)—F-2

- Institute of Behavioral Science No. 2 (1546 Broadway)—D-1
- Institute of Behavioral Science No. 3 (1424 Broadway)—F-2
- Institute of Behavioral Science No. 4 (1220 Grandview)—E-2
- Institute of Behavioral Science No. 5 (1201 17th)—F-6
- Institute of Behavioral Science No. 6 (1243 Grandview)—E-2
- Joint Institute for Laboratory Astrophysics—M-13
- Ketchum Arts and Sciences—L-11
- Kittredge Commons—W-21
- Kittredge West—W-20
- Koenig Alumni Center—H-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- LASP Space Technology Research Center—K-42
- Libby Hall—P-16
- Macky Auditorium—H-7
- Marine Court—C-14
- Marine Street Science Center—A-38
- Mathematics Building—M-19
- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—A-18
- Norlin Library—K-10
- Nuclear Physics Laboratory—C-39
- Old Main—J-6
- Police and Parking Services Center—P-24
- Porter Biosciences—K-12
- Power House—N-12
- Ramaley Biology (Life Science Labs)—K-12
- Reed Hall—R-18
- Regent Administrative Center—T-15
- Regent Drive Autopark—P-25
- Research Laboratory No. 1—B-34
- Research Laboratory No. 2—C-34
- Research Laboratory No. 3—B-36
- Research Laboratory No. 4—D-34
- Research Park Greenhouse—G-35
- Sewall Hall—G-9
- Sibell-Wolle Fine Arts—N-10
- Smiley Court—H-35
- Smith Hall—X-22
- Sommers-Bausch Observatory—V-2
- Stearns Towers—DD-36
- Student Recreation Center—G-13
- Telecommunications Building—P-11
- Temporary Building No. 1—H-11
- Transportation Center—A-37
- University Administrative Center (914 Broadway)—U-14
- University Club—R-10
- University Memorial Center—P-9
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—EE-37
- Woodbury Arts and Sciences—J-8



Emergency Call Box

Free

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

\$1.00

=\$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters or a dollar bill)

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.

FOUR WAYS TO REGISTER

1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 59 for credit, page 60 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to (303) 492-3962. Send page 59 for credit courses. Send page 60 for noncredit and certificate courses.

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

4. REGISTER BY PHONE, USING VISA, MASTERCARD, OR DISCOVER.

Note: this applies only to noncredit and certificate courses. Complete the registration form (page 60) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description. You may pay by 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

SAVE and High School Concurrent Programs

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.

Or earn a Certificate in:

Computer Applications

Management Development

Total Quality Management

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

Real Estate and Appraisal Program

Where Are Courses Given? Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

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

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

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5300 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 of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
-----------	------------	-------------	-----------------------	--------

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

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

BIRTHDATE

Month	Day	Year
-------	-----	------

SEX:
 Male Female

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

RESIDENCY:
 Colorado
 Other State Abbr. _____

MARITAL STATUS:
 Single Married

MILITARY SERVICE:
 Non-veteran
 Veteran
 Active Duty
 Dates _____ to _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

FORMER CU STUDENT NUMBER:

--

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 _____

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

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

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 _____

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.

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.
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If you don't know where to begin, begin here. We specialize in helping people find a way to get what they need to get. To do what they want to do.

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WE HAVE TIME FOR YOU.**

