

**CONTINUING  
EDUCATION**

Summer, 1995

Reinvent the Rules

NEXT EXIT

UNIVERSITY OF

COLORADO

UNIVERSITY OF

**GO**

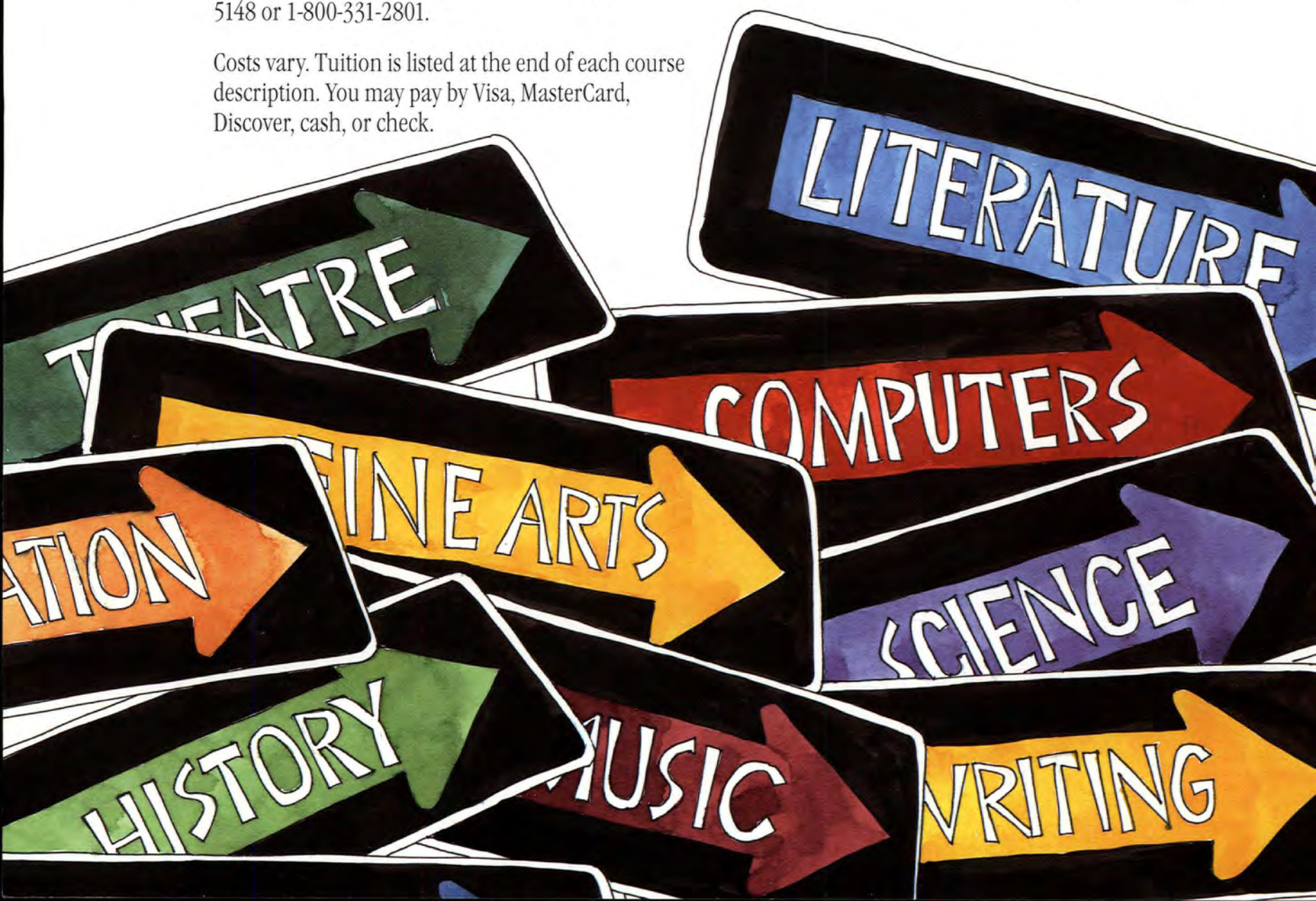
## For busy people, options make the difference.

Continuing Education students are resourceful folks who are getting an education on their own terms, tailored to fit personal needs and aspirations: the undergrad who chooses Evening Credit as an alternative to math mods. The young mother juggling child care and a premed course load. The CEO owning up to his own computer illiteracy. The engineer using CATECS to earn Masters credit. Every semester puts us in touch with fascinating people leading interesting lives. Helping you figure out how to squeeze the learning experiences you want into your busy life keeps us challenged and inspired.

### Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 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 39) and have your credit card information handy. Then call (303) 492-5148 or 1-800-331-2801.

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



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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

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## Business Classes

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## Computer Applications Certificate Program

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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.

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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  
Real Estate Education  
Center for Advanced Training in Engineering and Computer Science (CATECS)  
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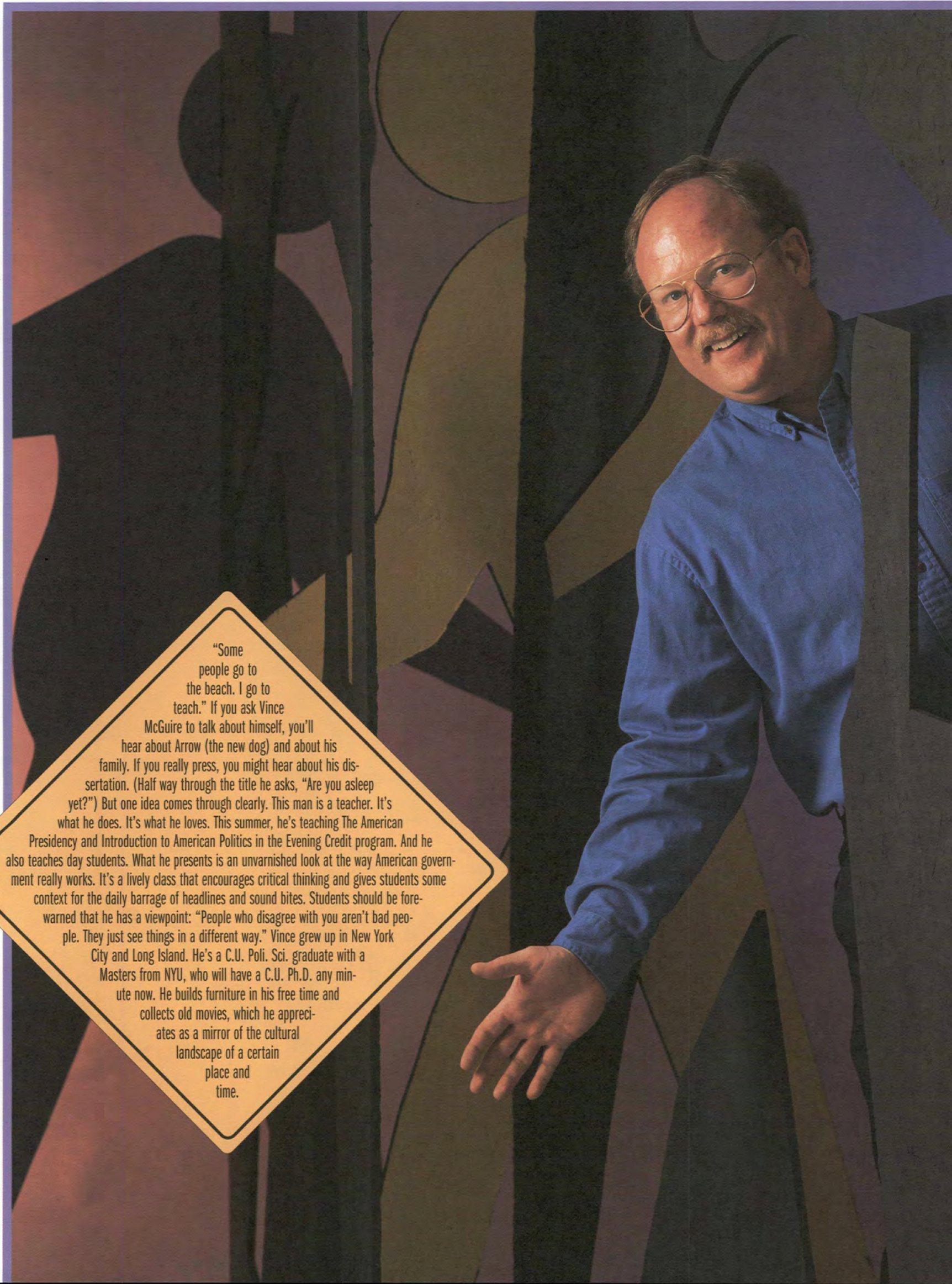
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## Catalog Production.

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



# Balance the challenge of work and school



"Some people go to the beach. I go to teach." If you ask Vince McGuire to talk about himself, you'll hear about Arrow (the new dog) and about his family. If you really press, you might hear about his dissertation. (Half way through the title he asks, "Are you asleep yet?") But one idea comes through clearly. This man is a teacher. It's what he does. It's what he loves. This summer, he's teaching The American Presidency and Introduction to American Politics in the Evening Credit program. And he also teaches day students. What he presents is an unvarnished look at the way American government really works. It's a lively class that encourages critical thinking and gives students some context for the daily barrage of headlines and sound bites. Students should be forewarned that he has a viewpoint: "People who disagree with you aren't bad people. They just see things in a different way." Vince grew up in New York City and Long Island. He's a C.U. Poli. Sci. graduate with a Masters from NYU, who will have a C.U. Ph.D. any minute now. He builds furniture in his free time and collects old movies, which he appreciates as a mirror of the cultural landscape of a certain place and time.

# Earning credits you need in an informal setting

**S**queeze needed credits into a full schedule. Get in a class with a favorite instructor. Or just see how it feels to return to school. Wonderful instructors, lively discussion and bottom line value make Evening Credit a popular solution for many people. Each school or college admits a certain number of evening credit hours (usually 12) before you must be admitted as a degree student. (For admission requirements, consult a current catalog, and make an appointment with a CU admissions advisor.)

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

**Residency:** Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$80 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Summer semester is June 9, 1995.

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

**Tuition:** Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 4 for more information.

**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 \$51 a semester
- Wardenburg Student Health Services for \$16 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

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

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

**To Enroll:** Advance registration is necessary, by mail, by 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 June 5.

## BOULDER EVENING CREDIT CLASSES

### Credit Classes Calendar - Dates You Should Know

<b>May 8</b>	First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5:30 Monday through Thursday; 8:30-5 Friday.
<b>June 5</b>	Classes Begin. FACULTY/STAFF registration for Boulder Evening on space available basis. 50% discount. Current PAF employment verification copy required.
<b>June 9</b>	LAST DAY TO REGISTER. Withdrawals after this date will appear as a "W" on student's academic record.
<b>June 12</b>	Instructor's signature required to drop classes.*
<b>June 19</b>	Petition required to drop classes.
<b>July 4</b>	Holiday. NO CLASSES.
<b>August 1</b>	Classes End.

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

### Refund Schedule for Credit Classes

#### 8 Week Session

100% through June 9  
60% June 12 through June 16  
40% June 19 through 23

### Survival Tips

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

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

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

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

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

All tuition and refund determinations are subject to audit.

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# BOULDER EVENING CREDIT CLASSES

## Classes by Starting Date, Summer 1995

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Evening Courses, Begin June 5 and End July 26</b>				
COMM	2500-3	300	6-8:30 p.m.	Interpersonal Communication
ENGL	1600-3	300	5:30-8 p.m.	Masterpieces of American Literature
ENGL	3051-3	300	6-8:30 p.m.	Intermediate Fiction Workshop
FINE	4349-3	300	6-8:30 p.m.	Modern Architecture
HIST	4166-3	300	6-8:30 p.m.	The War in Vietnam and Its Legacy
JOUR	2001-3	300	6-8:30 p.m.	Mass Media Writing
MATH	1011-3	300	6:30-9 p.m.	Fundamentals and Techniques of College Algebra
PSYC	4303-3	300	6-8:30 p.m.	Abnormal Psychology
SOCY	3151-3	300	6-8:30 p.m.	Self in Modern Society

### Tuesday and Thursday Evening Courses, Begin June 6 and End August 1

COMM	1300-3	300	6-8:30 p.m.	Public Speaking
COMM	2600-3	300	6-8:30 p.m.	Organizational Communication
ENGL	1260-3	300	5:30-8 p.m.	Introduction to Women's Literature
ENGL	3062-3	300	6-8:30 p.m.	Modern and Contemporary Literature
FINE	1875-2	300	6-10 p.m.	Introductory Ceramic Survey
KINE	3420-3	300	6-8:30 p.m.	Nutrition, Health and Performance
PHIL	1600-3	300	6:30-9 p.m.	Philosophy and Religion
PSCI	3011-3	300	6-8:30 p.m.	The American Presidency
PSYC	4456-3	300	6-8:30 p.m.	Psychology of Personality
SOCY	2031-3	300	6-8:30 p.m.	U.S. Values, Social Problems and Change

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### Survival Tips

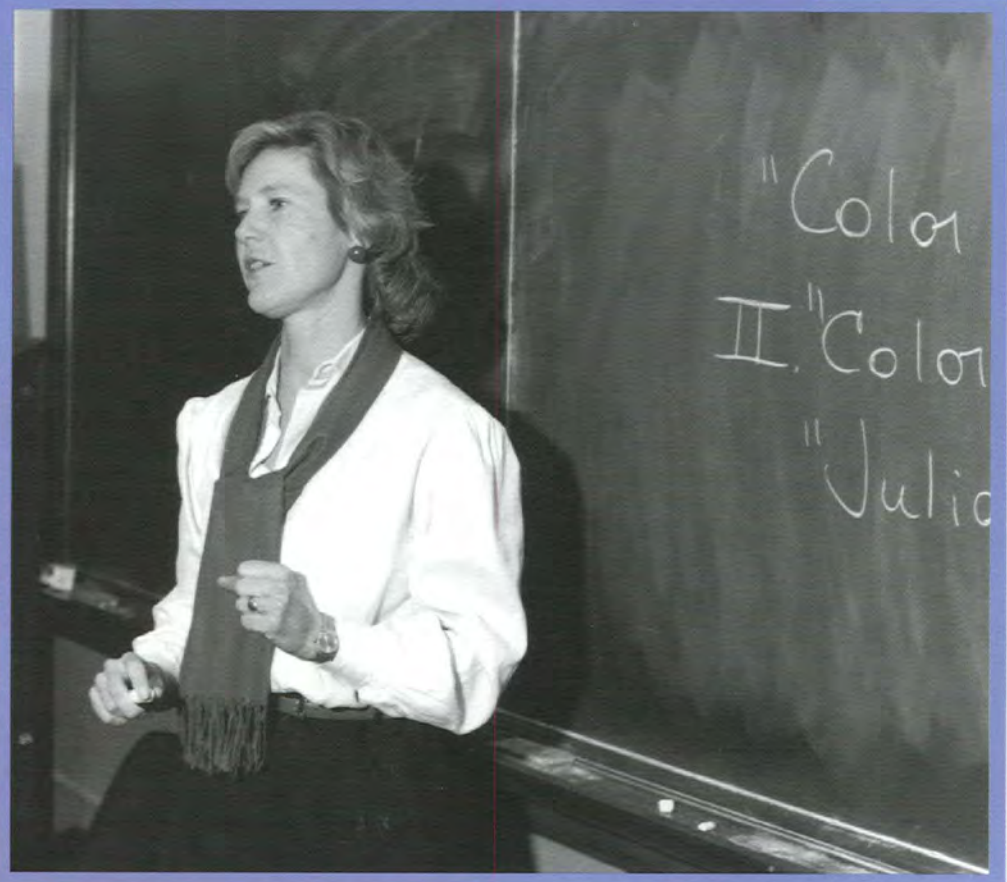
#### Important Information for Arts and Sciences Students

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.**



Professor Jan Whitt's Contemporary Mass Media Class provides an historical and cultural overview of contemporary media, including newspapers, magazines, TV, radio, PR and advertising. Many streams of pop culture enter the discussion. Rock lyrics. The portrayal of ethnic groups in situation comedies. The place of women in media. The uniquely American talk show phenomenon. And more. Jan says about a third of her students are thinking about a career in journalism. Another third are "media junkies—as we all are." And the rest just think it sounds like a fun course. Fun it is, but it also provides students with a clear understanding of the media-saturated world in which we live.



## 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.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Education 138. \$248 (resident).

### \*COMM 2500-3 Interpersonal Communication

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. McKenna 112. \$240 (resident).

### COMM 2600-3 Organizational Communication

Provides a communicatively based definition of formal organization and deals with individual-organizational relationships by means of the concepts of identification and commitment. Motivation, authority, power, control, and ethics are treated from a rhetorical perspective.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. McKenna 112. \$240 (resident).



## English

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

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

Section 300: Tuesdays and Thursdays, 5:30-8 p.m. Business 251. \$240 (resident).

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

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

Section 300: Mondays and Wednesdays, 5:30-8 p.m. Business 251. \$240 (resident).

### ENGL 3051-3 Intermediate Fiction Workshop

Intermediate course in fiction writing. Prerequisite, instructor consent based on submission of manuscript (one short story). May be taken up to three times for credit.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 259. \$240 (resident).

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

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Economics 13. \$240 (resident).



## Fine Arts

### FINE 1875-2 Introductory Ceramic Survey

Encompasses broad and fundamental uses of clay. Basic instruction and demonstration of throwing, handbuilding and primitive clay forming methods. Investigates utility, function, and ceramics in the fine arts context. Slide presentations explore historical and contemporary attitudes involving ceramics.

Section 300: Tuesdays and Thursdays, 6-10 p.m. Fine Arts C1B30. \$307 (resident).

### FINE 4349-3 Modern Architecture

Surveys world contemporary architecture from its beginnings with Richardson and Wright to the present. Same as FINE 5349.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Ramaley N1B31. \$240 (resident).



## History

### HIST 4166-3 The War in Vietnam and Its Legacy

Traces diplomatic, military, cultural, social and political history of the war in Vietnam from the beginning of U.S. involvement in 1950 to its aftermath in the 1980s. Prerequisite, junior or senior standing. Approved for arts and sciences core curriculum: United States context or contemporary societies.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Economics 13. \$240 (resident).




## Journalism

### JOUR 2001-3 Mass Media Writing

Introduces information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Macky 3C. \$240 (resident).

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Alysa Lenchuck is a Marketing major with an interest in journalism. So taking Contemporary Mass Media in the Evening Credit program is a way to use elective credits to explore a career interest. She says, "It's a great class. Very interesting, fun and exciting." Small class size (35 students) also makes it more personal, with more discussion, she adds.

### Survival Tips

\*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



## 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.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Education 220. \$240 (resident).

## Mathematics

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

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

Section 300: Mondays and Wednesdays, 6:30-9 p.m. Engineering Center CR 0-38. \$240 (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.

Section 300: Tuesdays and Thursdays, 6:30-9 p.m. Hellems 241. \$240 (resident).

## Political Science

### **\*PSCI 3011-3** **The American Presidency**

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

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E131. \$240 (resident).

## Psychology

### **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. Prerequisite, PSYC 1001.

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Muenzinger E113. \$248 (resident).

### **PSYC 4456-3** **Psychology of Personality**

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods, and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of sociocultural context. Enrollment restricted to juniors and seniors.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Muenzinger E432. \$240 (resident).

## Sociology

### **\*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.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m. Hellems 199. \$240 (resident).

### **SOCY 3151-3** **Self in Modern Society**

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

Section 300: Mondays and Wednesdays, 6-8:30 p.m. Hellems 199. \$240 (resident).

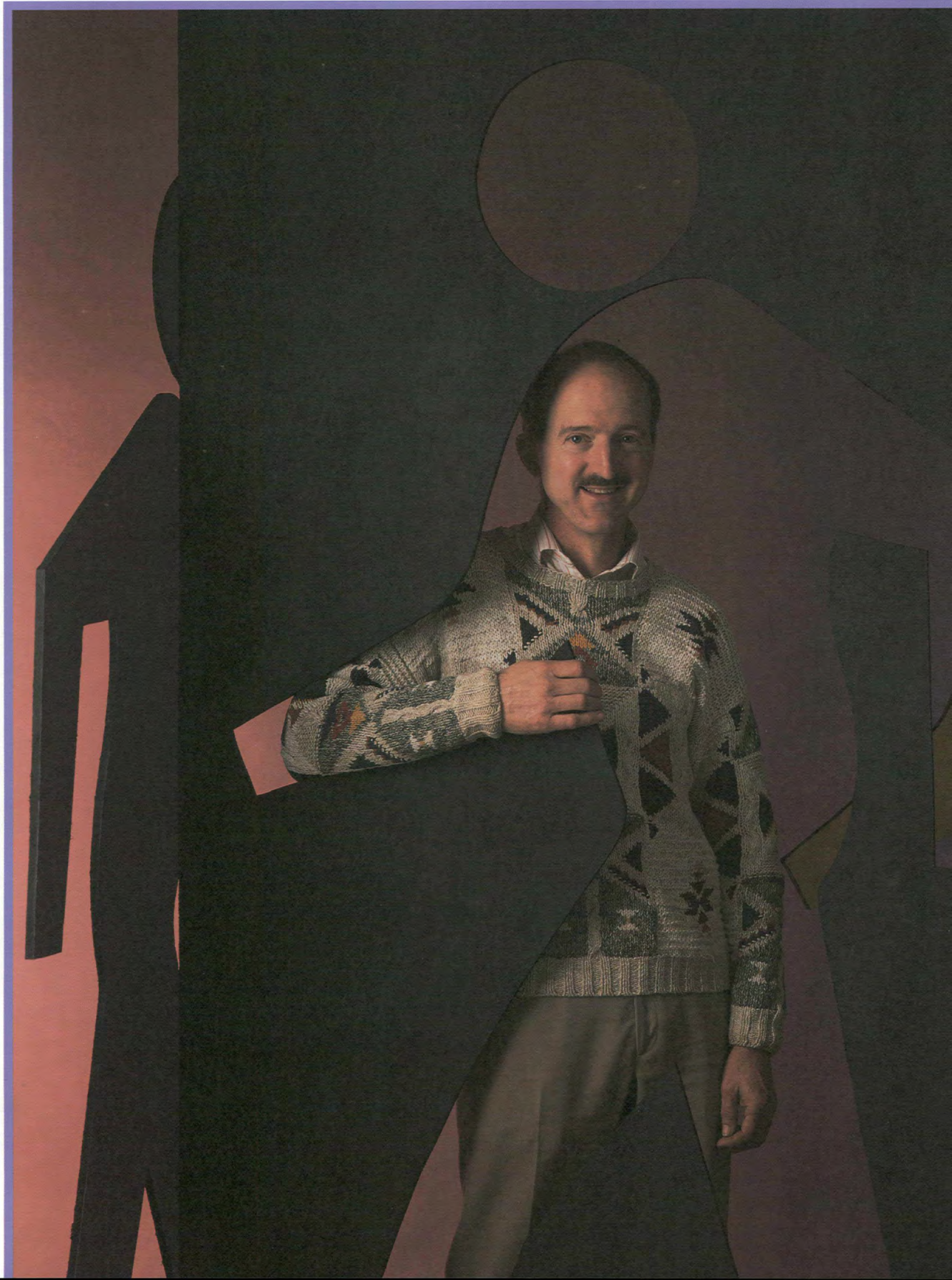


Students like Wan Safwan Mohd Aris, a junior from Malaysia, find that Evening Credit classes make it easier to get classes that they want at a convenient time.

### Survival Tips

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

Nothing to lose. Nothing to fear. Just



# Unimpeded access to information and inspiration.

This is for you. A cost-effective way to master concepts and skills you need right now. Or a welcome chance to explore less familiar worlds that hold a persistent personal fascination. (Warning: lifelong learning may be habit-forming.)

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

**Classes will not meet July 4.**

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in 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.

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Mike Gannon teaches noncredit Technical Writing to people who find half their time is consumed by reading and putting words on paper – in reports, plans and proposals, instructions, presentations and more. In order to succeed, these people know they need to increase speed and proficiency, and Mike shows them how. His credentials are perfect: a former freelancer, reporter, trade journal editor and copywriter for a Silicon Valley ad agency, he also has an MBA, an associate degree in engineering, and a humanities degree from UCLA. He has a long list of publication credits, including scores of magazine articles, manuals, data sheets and a hobby oriented semiconductor circuits book that was a best-selling release for Prentice Hall in the 1980s. A confessed workaholic, Mike runs a fast growing high tech start-up company that manufactures DC power systems for the solar electric and RV industries. In addition, he is a consultant for major engineering and research firms, manages a stock portfolio and, as time permits, skis and travels.

Noncredit Courses, Summer 1995

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<b>Architecture and Landscape</b> .....11	<b>History</b> .....14
How to Design and Remodel a House with an Architect	Reconstructing Your Family's Past: An Oral History Workshop
Introduction to Interior Design	
Xeriscape Landscaping: Low Water, Low Maintenance	
Landscapes for Colorado	
Four Seasons Colorado Landscape	
<b>Business</b> .....17	<b>Investments and Personal Finance</b> .....14
	Basic Investing
	Advanced Investment Strategies
	Financial Planning for Women
	Mutual Fund Investing
<b>Communications</b> .....11	<b>Lifestyles</b> .....15
Dealing With Intractable Conflict	Dealing Successfully with Personal and Professional Transition
Working With the Media: How to Get Press Coverage	Making Career and Life Changes: A Workshop
	Finding and Running the Environmentally Friendly Farm
	Stress Management Through Biofeedback
	Grant and Proposal Writing Workshop
<b>Fine Arts</b> .....11-13	<b>Science</b> .....15
How to Look at Art	Boulder Rocks! Identifying Rocks and Minerals
Introduction to Drawing	
Introduction to Painting	
Life Drawing	
Painting Portraits in Soft Pastel	
Learning Venetian Painting Techniques	
Woodcarving Sculpture	
Sculpture-Stonecarving	
Basic Photography	
Creative Photography Workshop	
Intermediate Field Photography and Alternative Processes	
<b>Graphic Communications</b> .....13	<b>Theatre and Music</b> .....15
The Business of Greeting Cards: Writing, Drawing, Selling	Acting Basics
Getting Your Career Started in Computer Graphics,	Behind the Scenes! The Colorado Shakespeare Festival
Fine Arts and Design	
<b>Foreign Languages</b> .....13-14	<b>Writing and Literature</b> .....16
French, Beginning	Usage and Grammar: Guidelines and Rules for Everyday Use
French, Intermediate	Creative Writing
French, Advanced	Keeping A Journal: A Process of Self Discovery
Italian, Beginning	Short Story Workshop
Japanese, Beginning	Writing the Novel
Spanish, Beginning	The Children's Book: Illustrating and Getting Published
Spanish, Intermediate	
	<b>Morning and Afternoon Classes at</b>
	<b>East Boulder Community Center</b> .....16
	Spanish, Beginning
	Exploring Life's Themes Through the Short Story
	Writing Your Family History: A Workshop
	Colorado History: Women and Their Families



## Architecture and Landscape

### NCAL 028 How to Design and Remodel a House with an Architect

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

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

Section 100: Thursdays, June 8-July 6, 7-9 p.m. 5 sessions. Education 143. \$60.

### NCAL 029 Introduction to Interior Design

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

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

Section 100: Thursdays, June 1-July 13, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

### NCAL 005 Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Xeriscape landscaping involves selecting the right plants for the location to minimize water and maintenance. Careful selection and good planting techniques can produce a lush yard. Plant lists and useful handouts provided.

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

Section 100: Tuesday, June 20, 6-9 p.m. 1 session. Hellems 81. \$20.

### NCAL 011 Four Season Colorado Landscape

The goal is a beautiful yard, all year long. We discuss landscape features and specific plants as we investigate four-season gardening in Colorado.

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

Section 100: Wednesday, June 21, 6-9 p.m. 1 session. Hellems 81. \$20.

## Business

Business classes are located on pages 17 to 19

## Communications

See also other communication classes, located in the professional development, and writing and communications sections of Business, on pages 18 and 19.

### NC C 005 Dealing With Intractable Conflict

This class offers both intermediaries and adversaries a practical guide for reducing the destructiveness associated with those difficult, and often intractable, conflicts that resist even the best contemporary conflict resolution techniques. The class offers a series of modest and realistic steps which people can take either unilaterally or in collaboration with others to enhance the constructiveness of these inevitable confrontations. Topics addressed include: enhancing the effectiveness of legal, political, and other power contests, building legitimacy, controlling the destructive effects of escalation, and the negotiation of tractable sub-conflicts. The materials presented are based upon the Conflict Research Consortium's six-year, joint university/community research into these difficult conflicts.

Guy Burgess, Ph.D. and Heidi Burgess, Ph.D., Co-Directors, Conflict Research Consortium, University of Colorado.

Section 100: Wednesdays, June 7-28, 6:30-9 p.m. 4 sessions. Hale 240. \$60.

### NC C 043 Working with the Media: How to Get Press Coverage

This class will guide you in how to get press attention and make the most of it. You will learn tried and true methods of how to handle every aspect of media relations, from compiling a press kit, writing a press release, and holding a press conference, to conducting a media tour, dealing with unprepared interviewers, and minimizing the damage of bad publicity. Discover how to think like a publicist and map out a strategy for success.

Chuck Gross, APR, is vice president-account services of a public relations, advertising and market research firm.

Section 100: Tuesdays, June 13-20, 6-9 p.m. 2 sessions. Muenzinger E113. \$50.

## Fine Arts

### NCFA 235 How to Look at Art

Have you wondered what makes one piece great and another piece is just acceptable? Why is one artist so popular and another is still unknown? We will look at compositions, forms, use of color and light, and how the artist uses a particular medium. We will consider oils, watercolors, serigraphs and pastels.

Ruth Linton, M.A., formerly curator at the Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 100: Wednesday, June 14, 7-9 p.m. 1 session. Environmental Design 122. \$15.

### 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 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 Kelly at 492-8667 for a list of supplies to purchase.

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

Section 100: Wednesdays, June 7-July 19, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

### NCFA 028 Introduction to Painting

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

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

Section 100: Tuesdays, June 6-July 25, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

Tracey Pierce is a medical recruiter for Medical Express, finding qualified RN's for job opportunities all over the country. It's a fast-paced, challenging business, prompting this CU Psychology graduate to sign up for Biofeedback. Tracey says, "It was a valuable class and I would think about taking another — on biofeedback, or just another class from Continuing Education."





## Fine Arts—continued

### NCFA 005 Life Drawing

Using exercises in learning to see and respond, drawing the figures will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Students will have the option of working on portraiture in the class. Bring soft Alfa charkole, vine charcoal, pink pearl eraser, 18" x 24" newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, soft pastels (optional). Tuition includes fees for a model, present at every session.

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

Section 100: Wednesdays, June 14-July 19, 7-9 p.m. 6 sessions. Fine Arts N275. \$90.

### NCFA 040 Painting Portraits in Soft Pastel

The student will study portraiture using soft pastels in a concentrated workshop of three consecutive Saturdays. The students will study the structure of the head, shoulders, posture and body language. You will also learn the concepts of value, color (subtle to intense), positioning, proportioning, and placing the portrait within a given format, using pattern, texture, and an effective use of line with the soft pastel medium. Students will work with a model in each class.

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

Section 100: Saturdays, July 8-July 22, 9 a.m.-4 p.m. 3 sessions. Fine Arts N103. \$135.

### NCFA 041 Learning Venetian Painting Techniques

Venetian Painting is a method or process of developing a painting in stages. The advantage of this for the student is that it separates the concepts of values and color. Value patterns and gradations are established in the first stage. A limited palette is introduced in stage two, and a wider, more intensive range of color is applied in the third stage of painting. Venetian Painting also gives the student the experience of using the full range of textural effects oil paint offers in one painting. Some notable artists who were influenced by this approach included Titian, Velazquez and Caravaggio. Students will work with a model in each class.

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

Section 100: Saturdays, June 10-24, 9 a.m.-4 p.m. 3 sessions. Fine Arts N103. \$135.

### 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. Materials for the class will cost approximately \$30.

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

Section 100: Mondays, June 5-July 31, 5-7 p.m. 9 sessions. Fine Arts C102. \$110.

### NCFA 011 Sculpture-Stonecarving

Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of stone sculptures, tools and materials, and where to purchase these are included. Materials for the class will cost approximately \$25.

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

Section 100: Mondays, June 5-July 31, 7-9 p.m. 9 sessions. Fine Arts C102. \$110.

### NCFA 001 Basic Photography

This course is designed to help you fully utilize your 35 mm camera. Topics that will be covered are camera handling, proper exposures for indoor and outdoor lighting, color and black and white film differences and their specific uses, black and white film developing and print developing with special emphasis on how to take and develop black and white photographs, as well as properly exposing your color film.

The tuition for the course will include all chemicals needed for black and white developing and printing, while each student will be responsible for buying their own film and paper. Bring your camera with manual settings and instruction manual to class.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987, has exhibited in Colorado and Virginia, and has been a Fulbright scholarship recipient.

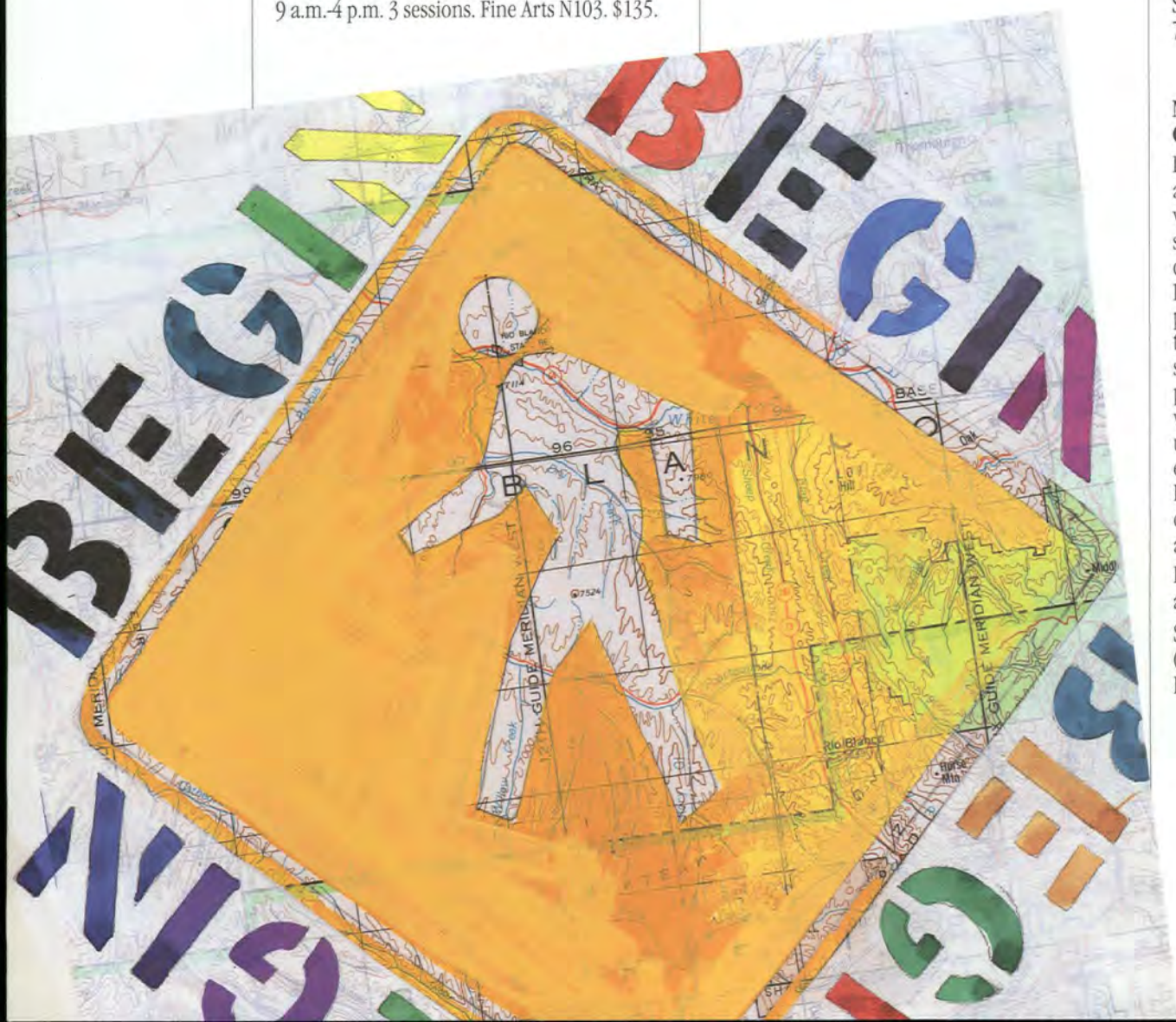
Section 100: Thursdays, June 8-July 20, 7-9 p.m. 7 sessions. Fine Arts C175C. \$130.

### NCFA 002 Creative Photography Workshop

Learn about amazing new films like Fujicolor and Reala, new cameras, filters, telephoto and wide angle lens use, flash, macro shots, professional tips, composition, and an introduction to digital photography with Adobe Photoshop. Darkroom instruction includes black and white printmaking, 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 digital imaging equipment. Cost of the chemicals is included. Bring your own 35 mm 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 a photo center.

Section 100: Mondays, June 19-August 21 (no class July 3), 7:30-9:30 p.m. 9 sessions. Ketchum 303. \$125.



**NCFA 617**  
**Intermediate Field Photography and Alternative Processes**

This course is designed for those with a firm grasp of the basic technical aspects of black and white printing and developing. Fine tune your image making and also learn alternative choices in photographic processes such as stenoype printing, van dyke brown printing, Polaroid transfers, color xerox transfers and liquid lite. Students will have access to the dark room during posted hours. Two hands-on instructional photographic shoots will explore night shooting and specific portrait set ups with lights that you can make or buy. Bring your camera to each class. For those interested in cyanotype, van dyke, and liquid lite processes, as well as Polaroid transfers and color xeroxing, a \$25 materials fee will be collected from students at the first class.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987, has exhibited in Colorado and Virginia, and has been a Fulbright scholarship recipient

Section 100: Tuesdays, June 6-July 25, 7-10 p.m. 7 sessions. Fine Arts C175C. \$165.



## Graphic Communications

**NCFA 356**  
**The Business of Greeting Cards: Writing, Drawing, Selling**

An intensive workshop covering the fascinating world of greeting cards from the artistic and business point of view. Workshop sessions, discussions and drawing exercises will cover styles of writing: "cute humor," poetic verse, gags and humorous cards; styles of art: line, neon, black border, psychology of color communicating mood, feeling and eye control; business strategy: selling and presentation techniques for starting a business and freelancing, licensing, rights, manufacturing and distribution. By the end of the program, participants will create a finished sample line of cards appropriate for display in a beginning portfolio. Please bring a fine line black pen, #2 pencil, a ruler, and an x-acto knife to class.

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

Section 100: Saturday and Sunday, June 24 and 25, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

**NCFA 354**  
**Getting Your Career Started in Computer Graphics, Fine Arts and Design**

What constitutes a digital portfolio? How are emerging technologies expanding job opportunities in the art marketplace? How do you find clients and keep them? These questions and others are answered in this information-packed program. Topics include developing a print, digital or fine arts portfolio, analyzing the marketplace, preparing for a job interview, opening and closing techniques, pricing, rights, contracts, agents, working with galleries and small business clients. An excellent program for aspiring professionals, students or working designers seeking to expand their clientele base. Please bring a fine line black ink pen, #2 pencil, a ruler, and an x-acto knife to class.

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

Section 100: Monday, Tuesday and Wednesday, June 26-28, 5:30-10 p.m. 3 sessions. Geology 114. \$160.



## Foreign Languages

**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 100: Mondays and Wednesdays, June 5-July 5, 5:30-7:30 p.m. 10 sessions. Hellems 267. \$125.

**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 100: Tuesdays and Thursdays, June 6-July 11, 6-8 p.m. 10 sessions. Hellems 267. \$125.

**NCFL 300**  
**Advanced Conversational French**

If you're comfortable with basic French grammar (present and past tense) and want to work on real fluency, this class is for you. Future tense, conditional and subjunctive are introduced, and short texts are distributed at each class for discussion at the next meeting. Emphasis is on building vocabulary and on using French more easily.

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

Section 100: Mondays and Wednesdays, June 5-July 5, 7:30-9:30 p.m. 10 sessions. Hellems 267. \$125.

Hooked up to the biofeedback machine, Sue Farr says "It's interesting to see what your body is feeling" and "to see an immediate response when you simply take a breath and relax." Instructor Priscilla Hustad (background) draws on her experience as a former biofeedback therapist in the chronic pain program at Boulder Community Hospital. She also has a Masters in Biology and experience at two other pain clinics. She says by becoming more aware of the onset of stress, we can learn to interrupt and reverse a painful stress reaction.





## Foreign Languages— continued

### NCFL 102 Beginning Conversational Italian

Designed for beginners, we will stress conversation and useful vocabulary and explore Italian culture. Required text is *Buongiorno Italia* by Cremona, available at the C.U. Bookstore.

Susanna Saurini, M.A., is a native speaker.

Section 100: Wednesdays, June 7-July 26, 6-8 p.m. 8 sessions. Hellems 247. \$105.

### NCFL 104 Beginning Conversational and Written Japanese

This class is for students with no knowledge of Japanese. We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese*, available at the C.U. Bookstore.

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

Section 100: Fridays, June 2-July 14, 6-9 p.m. 7 sessions. Economics 117. \$135.

### NCFL 103 Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary.

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

Section 100: Mondays and Wednesdays, June 5-28, 7-9 p.m. 8 sessions. Education 155. \$100.

### NCFL 202 Intermediate Conversational Spanish

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent.

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

Section 100: Thursdays, June 8-July 27, 7-9 p.m. 8 sessions. Education 155. \$100.



## History

### NCH 009 Reconstructing Your Family's Past: An Oral History Workshop

This workshop will cover how to construct a family history, utilizing not only personal reminiscences, but also diaries and other written records, photographs, and other family memorabilia. The class will discuss how to organize and preserve various family records; research the family history; conduct interviews; and the process of writing a history.

Mary Jo Wagner, Ph.D., is a historian and university professor, specializing in American Western and Oral History.

Section 100: Saturday, June 3, 9 a.m.-4 p.m. 1 session. Hale 240. \$40.



## Investments and Personal Finance

### NC 1008 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. Suggested text is *One Up on Wall Street* by Peter Lynch, available at the C.U. Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, with 12 years experience in the field.

Section 100: Wednesdays, June 7-28, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

### NC 1007 Advanced Investment Strategies

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, and the pros and cons of investing in non-financial assets. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. This class is designed for those who have a basic understanding of stocks, bonds, mutual funds and annuities. Please bring a calculator to class.

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

Section 100: Tuesdays, June 6-June 27, 6:30-8:30 p.m. 4 sessions. Hellems 255. \$45.

### NC 1014 Financial Planning for Women

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A., is a speaker, writer and financial advisor, who was appointed to the Women's Economic Development Council.

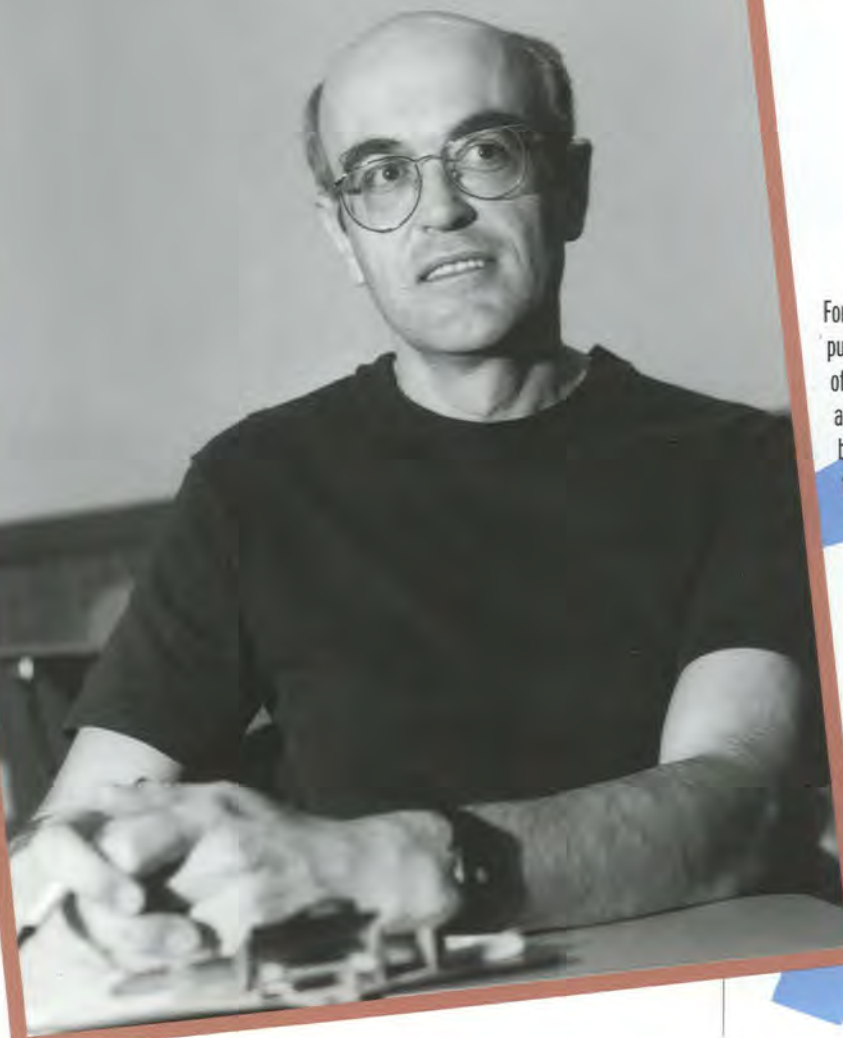

Section 100: Tuesdays, June 6-13, 6-9 p.m. 2 sessions. Hale 236. \$35.

### NC 1017 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 12 years experience in the field.

Section 100: Wednesdays, July 12-19, 6:30-8:30 p.m. 2 sessions. Duane Physics G116. \$25.

For busy people, Noncredit courses offer a way to pursue special interests without the added pressure of tests and grades. Work at Western Automation and Spectro Logic keeps Kendall Scroll pretty busy, but he took time out to learn some Biofeedback techniques.





## Lifestyles

### NCL 045 Dealing Successfully with Personal and Professional Transition

Is change managing you or are you managing change? Will you live where you do now or will you move? Is your job status uncertain? These are changes we all face today. This workshop will begin to help you understand these changes through a three phase transition model.

Together we will explore ending one phase in our lives, going through the transition, and strategies for facilitating new beginnings. Students should purchase the participant guide — *Personal Transitions* by William Bridges, Ph.D. at the CU Bookstore and bring it to class.

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

Section 100: Saturday, June 3, 8:30 a.m.-4:30 p.m. 1 session. Hellems 255. \$45.

### 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 C.U. Bookstore and bring it to the first class.

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

Section 100: Saturdays, June 17-24, 9 a.m.-4 p.m. 2 sessions. Hellems 255. \$90.

### NCL 042 Finding and Running the Environmentally Friendly Farm

Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods, and the business aspects (i.e. production and marketing) of running a farm. The course will include a field trip to an organic farm to be arranged in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 100: Thursdays, June 15-July 6, 6:30-8:30 p.m. 4 sessions. Hellems 247. \$70.

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

Section 100: Wednesdays, June 14-July 19, 7-9 p.m. 6 sessions. Hale 260. \$65.

### NCL 050 Grant and Proposal Writing Workshop

This workshop is intended for college and university faculty, graduate students and administrators in all disciplines; public school teachers and administrators; librarians; and not-for-profit organizations (environmental, health, and arts groups). This workshop will cover the entire process of writing a grant and will include grant research, developing the proposal and preparing the budget. The class is a hands-on workshop in which the participants research sources of funding for, and write, their own grant proposals. The class includes both individual and group review and critiques.

Linda Sitea, is Director of Grants and Research at Connecticut College, and since 1981, has worked with researchers, faculty and other individuals in developing and securing grants.

Section 100: Thursdays, July 6-20, 8:30 a.m.-12:30 p.m. 3 sessions. Muenzinger E431. \$175.



## Science

### NCSO 030 Boulder Rocks! Identifying Rocks and Minerals

Many people are curious about the rocks and minerals around our area and how to identify them. This course introduces participants to local rock and mineral identification. The course will include two evening classroom sessions, and conclude with a half-day local field trip to apply new skills. Previous coursework in Geology is recommended but not required. Purchase *The Audubon Guide to North American Rocks and Minerals* (available at the CU Bookstore), and a magnifying lens (at least 3X magnification is recommended) before the first class.

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

Section 100: Tuesday and Thursday, June 6 and 8, 6:30-9 p.m. and Saturday, June 10, 8 a.m.-Noon. 3 sessions. Geology 114. \$50.



## Theatre and Music

### 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 every one 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 Zoo Story*, at the C.U. Bookstore.

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

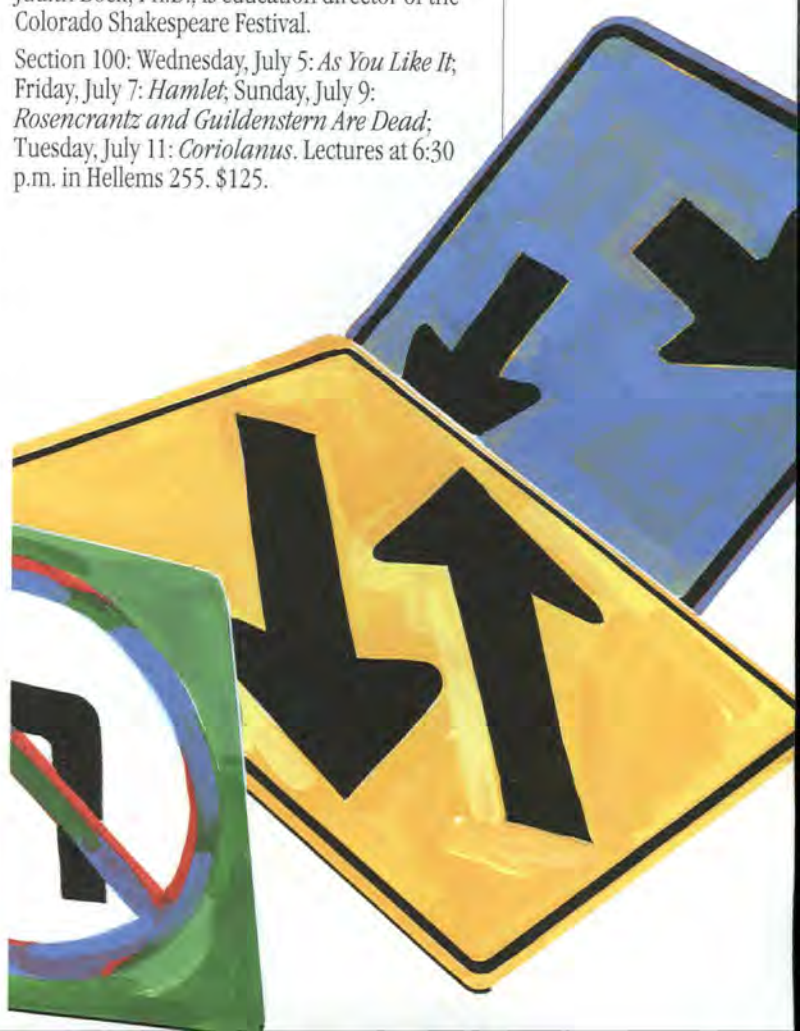
Section 100: Thursdays, June 1-July 27 (no class June 15), 6:30-8:30 p.m. 8 sessions. Geology 311. \$90.

### NCTH 001 Behind the Scenes! The Colorado Shakespeare Festival

Enjoy four of Shakespeare's most passionate and provocative plays at the Colorado Shakespeare Festival! Each evening includes a backstage tour of the theaters, an informal lecture by CSF artists and staff, and tickets to the performance (seating in Section A). This season we'll see *Hamlet*, one of Shakespeare's most popular tales of love and revenge, as well as the delightful comedy, *As You Like It*. The brooding, powerful tale of politics and intrigue, *Coriolanus*, will round out our season, along with Tom Stoppard's brilliant comedy, *Rosencrantz and Guildenstern Are Dead*, an incisive and provocative look at Hamlet through the eyes of the two of the play's minor characters. Enrollment is limited, no refunds. Registration deadline is June 21. Rain policy: Plays proceed unless conditions threaten players or audience. If a performance is canceled before 10 p.m. because of weather, your ticket serves as a rain check.

Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 100: Wednesday, July 5: *As You Like It*; Friday, July 7: *Hamlet*; Sunday, July 9: *Rosencrantz and Guildenstern Are Dead*; Tuesday, July 11: *Coriolanus*. Lectures at 6:30 p.m. in Hellems 255. \$125.





## 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 100: Saturday, June 24, 9 a.m.-1 p.m.  
1 session. Hellems 141. \$30.

**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 100: Saturdays, June 10-24, 10 a.m.-3 p.m.  
3 sessions. Hellems 267. \$85.

**NC W 036****Keeping a Journal: A Process of Self Discovery**

This workshop is for those wanting to learn why and how to keep a journal. For those already keeping journals, the class will present new techniques and offer support for the process. Journal keeping provides a way to understand the past, discover the present and create the future. The creative techniques presented may be applied to writing projects, changing directions in living, solving problems and enjoying the here and now.

Kaye Bache-Snyder, Ph.D., English, is a professional writer with credits in national and regional publications.

Section 100: Thursdays, June 15-July 20, 6:30-8:30 p.m. 6 sessions. Hellems 259. \$70.

**NC W 008****Short Story Workshop**

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

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

Section 100: Thursdays, June 1-29, 7-9 p.m.  
5 sessions. Hellems 245. \$55.

**NC W 004****Writing the Novel**

Tackle the fundamental challenges of the novel. Class sessions focus on vital concepts.

Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility.

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.

Section 100: Thursdays, June 1-July 20, 7-9 p.m.  
8 sessions. Hale 260. \$90.

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

Learn how to succeed in the highly competitive and rewarding field of children's books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/ms. preparation), agents, contracts, and self-publishing. For writers and illustrators.

Sandy Ferguson Fuller, B.A., is a professional illustrator.

Section 100: Saturday, June 17, 9 a.m.-4:30 p.m.  
1 session. Economics 119. \$45.



## Morning and Afternoon Classes

These classes are presented in cooperation with the City of Boulder, Housing and Human Services Department, Senior Services Division

**NCFL 103****Beginning Conversational Spanish**

Basic but lively conversational Spanish for travelers. We stress practical vocabulary.

Marcela Rivera, M.A., is a native speaker.

Section 10B: Thursdays, June 1-July 20,  
2-3:30 p.m. 8 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$75.

**NC W 068****Exploring Life's Themes Through the Short Story**

The diverse selection of short stories studied in this class emphasizes themes of universal significance. The groupings include stories of varying perspectives, human dilemmas, enduring personalities and social commentary. Lectures and discussion will explore setting, plot, characters, point of view and theme of the stories. The text is *Heath Introduction to Fiction*, available at the CU Bookstore. Read "Desiree's Baby" by Chopin for the first class.

Martha Dick, M.A., teaches writing and literature.

Section 10B: Wednesdays, June 7-July 19  
(no class July 5), 1:30-3 p.m. 6 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$55.

**NC H 008****Writing Your Family History: A Workshop**

This hands-on workshop will discuss the purpose of oral history; how to conduct research and prepare for interviews; interviewing techniques; and working with the recording equipment. We will also discuss gathering, dating, organizing and preserving family and organization letters, photos, newspaper clippings, and other memorabilia. This course is recommended for those working on personal family histories, classroom teachers, and clubs and organizations wishing to preserve their history. A \$5 materials charge will be collected by the instructor at the class.

Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American History.

Section 10B: Thursdays, June 8-15, 9 a.m.-12 noon. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$40.

**NC H 010****Colorado History: Women and Their Families**

Presented through brief dramatizations, audio tapes, lecture and slides, this class will dramatically bring to life the stories of the women and their families living in Colorado in the 19th century. Based largely on diaries and memoirs, the class will explore what it was like to come west by wagon train, homestead on the plains, to live in Denver and the mining camps, and to live through the exciting historical events of the period.

Mary Jo Wagner, Ph.D., is a historian and university professor who specializes in American History.

Section 10B: Thursdays, June 8-15, 1-3:30 p.m. 2 sessions. East Boulder Community Center, 5660 Sioux Drive, Boulder. \$30.



# Forging the link between learning and earning

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

## Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting and Budgeting for the Non-Accountant, Understanding

Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (\*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

**Classes will not meet July 4.**

## Business Courses, Summer 1995

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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 any 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

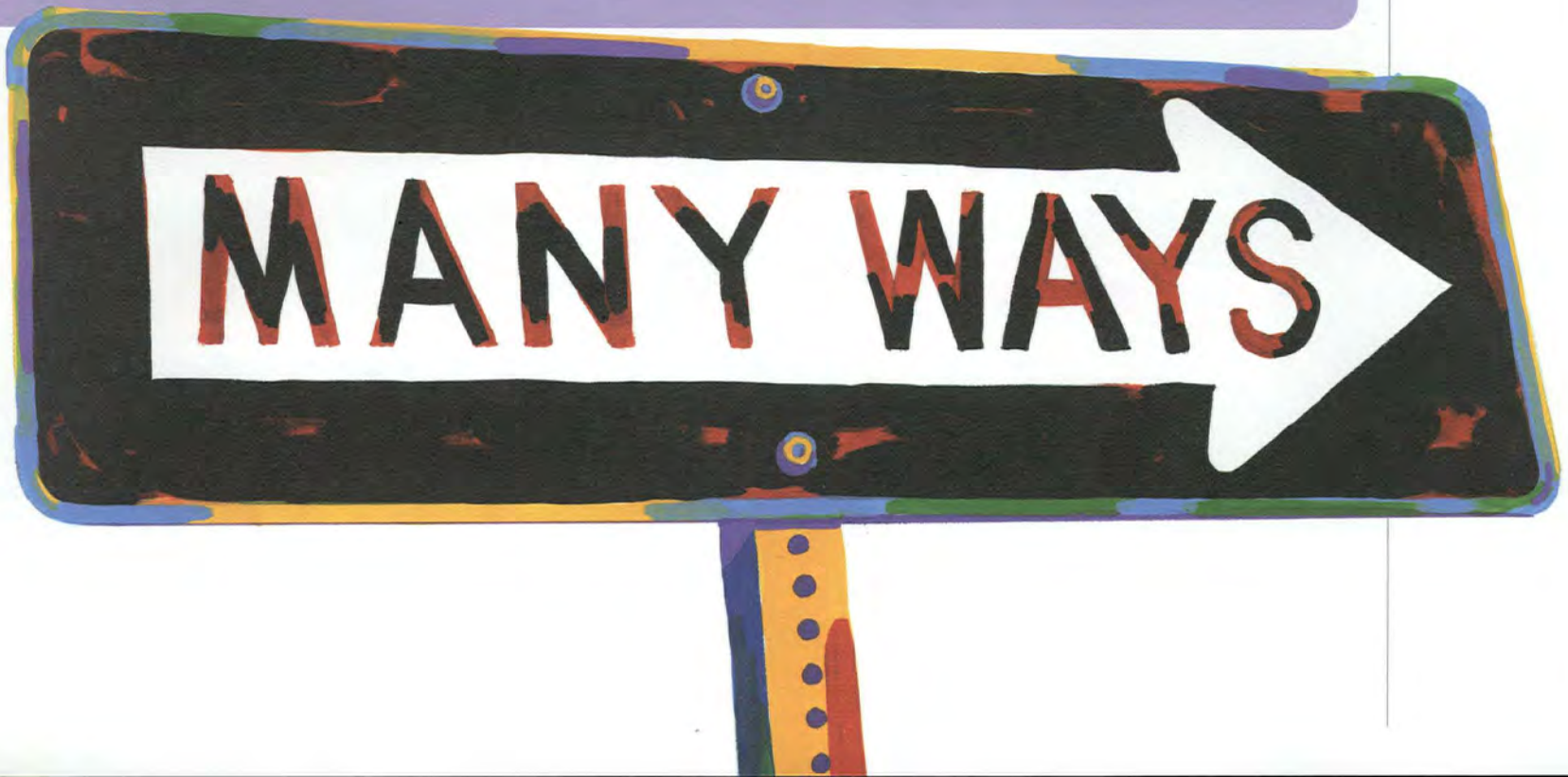
Intermediate skills but specific on-the-job application.

#### 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 100: Wednesdays, May 31-July 5, 7-9 p.m.  
6 sessions. Business 250. \$110.

## Accounting/Finance

### NC B 110 Accounting and Budgeting for the Non-Accountant\*

Beginning Level

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

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

Section 100: Saturdays, June 3-10, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

### NC B 330 Quicken! An Accounting Program for the IBM and Compatibles

Specialized Level

Learn to get the most from this popular software package, to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. Prerequisite: Computer Literacy or equivalent experience.

Mitzi Gibson Katz, M.Ed., has been working with and teaching computers since 1981.

Section 100: Thursday, June 22, 9 a.m.-3 p.m.  
1 session. University Computing Center 114. \$90.

## Entrepreneurism/Small Business

### NC B 400 Entrepreneurism - Are You Ready?

All Levels

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

Aivars Ziedins, M.S. Financial Services, has been working in financial planning since 1971.

Section 100: Saturday, July 8, 9 a.m.-5 p.m.  
1 session. Duane Physics G116. \$75.

Julie Gruenewaldt listens to TQM instructor Bruce Murray.



### NC B 002 Starting A Business: From the Ground Up

Beginning level

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

Donald Kaniecki, has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 100: Saturday, June 17, 9 a.m.-1 p.m.  
1 session. Business 250. \$50.

### NC B 401 How to Become a Successful Consultant

Intermediate Level

Discover the means to become a successful consultant in this hands-on, three-day workshop. Learn how to identify your consulting skill areas, including the features and benefits of your services. You will learn how to identify your client's needs, define the roles of you and the client, and how to formulate your consulting strategy. Also, how to market yourself and your services via publishing, speaking, direct marketing, and direct sales for bottom-line success.

Pamela Adams, B.A., is a trainer and communications consultant who conducts training seminars all over the country.

Section 100: Saturdays, June 17-July 1, 9 a.m.-4 p.m. 3 sessions. Hale 240. \$175.

## 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 does training programs nationally.

Section 100: Tuesday, June 20, 6-9 p.m.  
1 session. Duane Physics G116. \$35.

## NC B 165 Improving Your Listening and Communication Skills

### Beginning Level

"That's not what I said," is a thought we all have at times. Learn and practice techniques for clear communication, including non-verbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of our communication style and accept half the responsibility in the communication process. Please purchase the *Attitudinal Listening Profile #C008* at the C.U. Bookstore and bring it to the first class.

Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.

Section 100: Saturday, June 24, 9 a.m.-4 p.m.  
1 session. Helles 245. \$55.

## 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? This requires an understanding of marketing. This class discusses formulating your ideas; planning and setting objectives; understanding the market and your customer; assessing the competition; developing and promoting your products; getting products to market; and customer service.

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

Section 100: Tuesdays, June 6-27, 6-9 p.m.  
4 sessions. Helles 247. \$110.

## 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 100: Wednesdays, July 12-August 9,  
7-9 p.m. 5 sessions. Business 250. \$99.

## NC B 245 Managing People\*

### Intermediate Level

A unique class teaches practical skills related to motivation, communication, leadership and time management, to improve work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.

Section 100: Thursdays, June 1-29, 7-9 p.m.  
5 sessions. Helles 81. \$95.

## Writing and Communications

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

### All Levels

Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap, dialog, brainstorm, freewrite to define audience and purpose, and develop collaborative efforts between writers and editors.

Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.

Section 100: Saturday, June 24,  
9 a.m.-4:30 p.m. 1 session.  
Duane Physics G025. \$70.

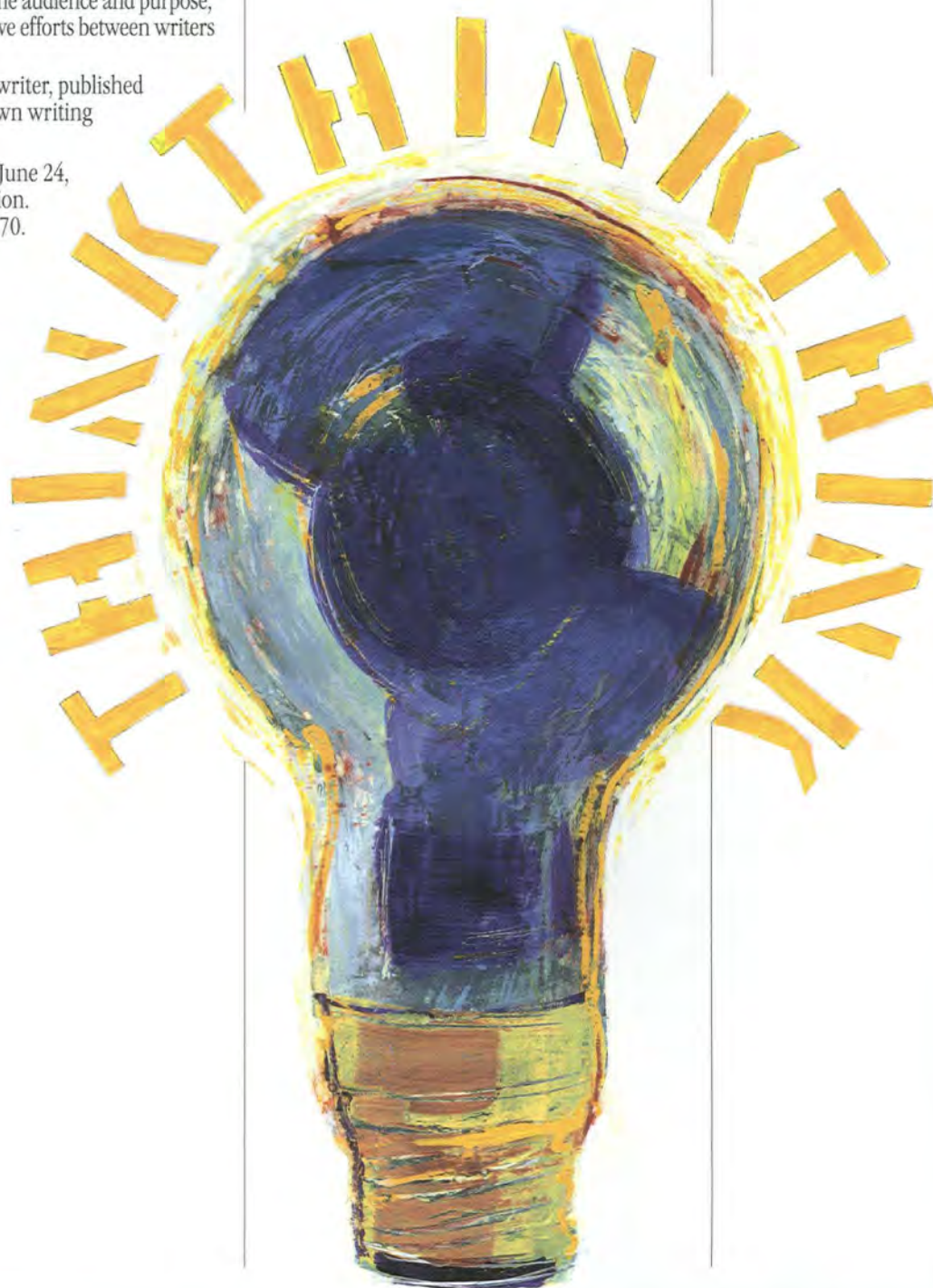
## NC B 470 Technical Writing

### All levels

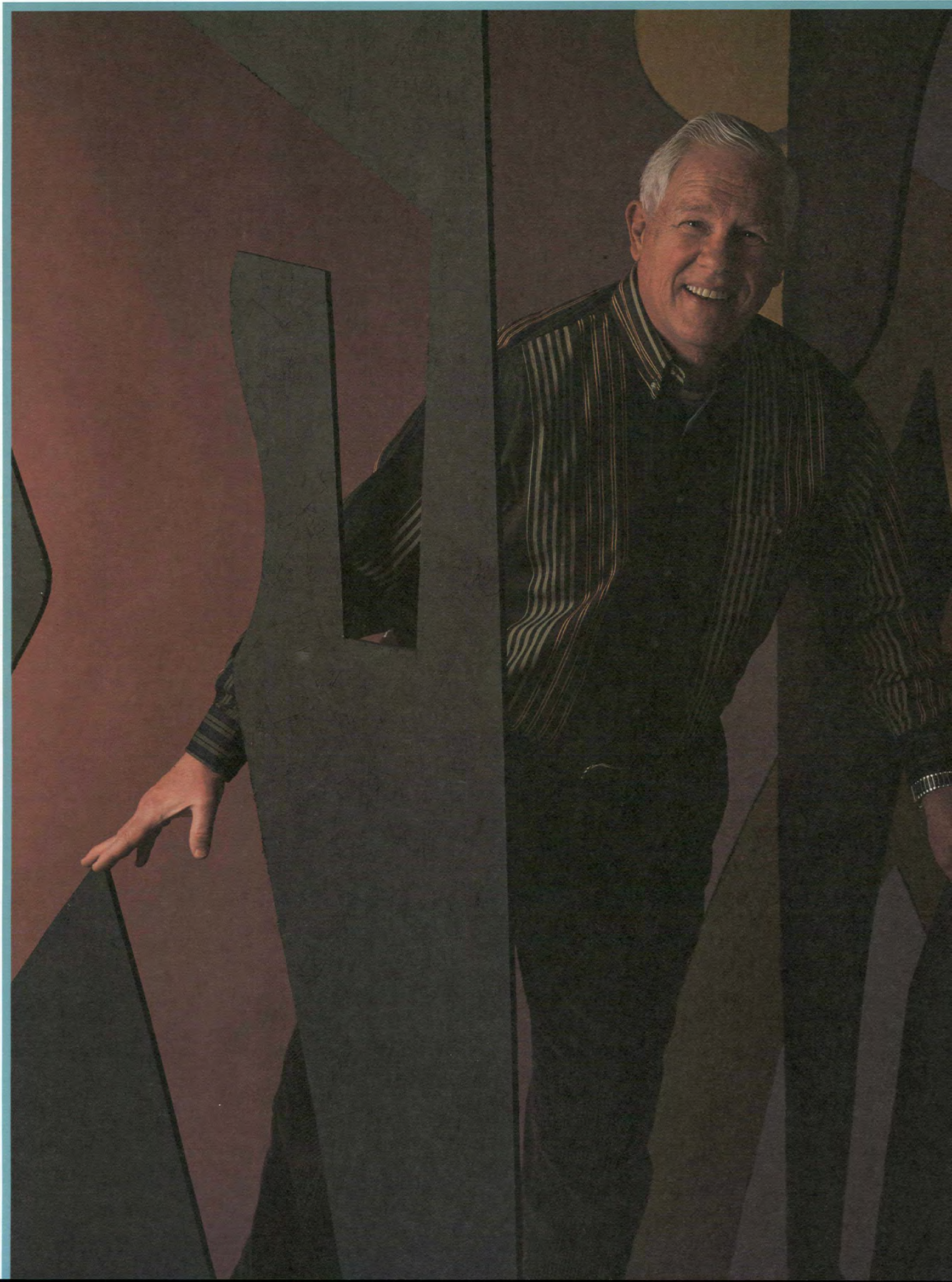
Learn the skills to write multipage reports, proposals, manuals, trade journals, articles, audio-visual and instructional materials, catalogs, and much more in a clear, readable way. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, M.B.A., author of the bestseller "Workbench Guide to Electronic Circuits," is a consultant with major engineering and research firms.

Section 100: Wednesdays, June 14-July 5, 6:30-9  
p.m. 4 sessions. Duane Physics G027. \$99.



Now: wider acceptance of technical tools



# And a sense of urgency to build skills quickly.

Even people who were once reluctant to “boot up” are coming around now, and what they really want is hands-on how-to from someone who speaks plain English. Meantime, aficionados are hungry for instruction that keeps up with them. We serve both groups and everyone in between, with practical pointers from exceptional instructors who make fast-track learning easy and fun.

## Certificate in Computer Applications

You may earn a Certificate in Computer Applications in roughly three or four semesters, but there is no time limit. As you complete appropriate courses, credit is automatically applied toward Certificate requirements. The requirements are straightforward.

### A. Four required core courses:

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

\***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers, you may omit it.* Simply submit a letter to the Division of Continuing Education requesting an exemption from CCA 100 **Computer Literacy**, if you plan on achieving the Certificate.

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

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

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

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

**Prerequisites:** Many courses have prerequisites listed at the end of description. 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.

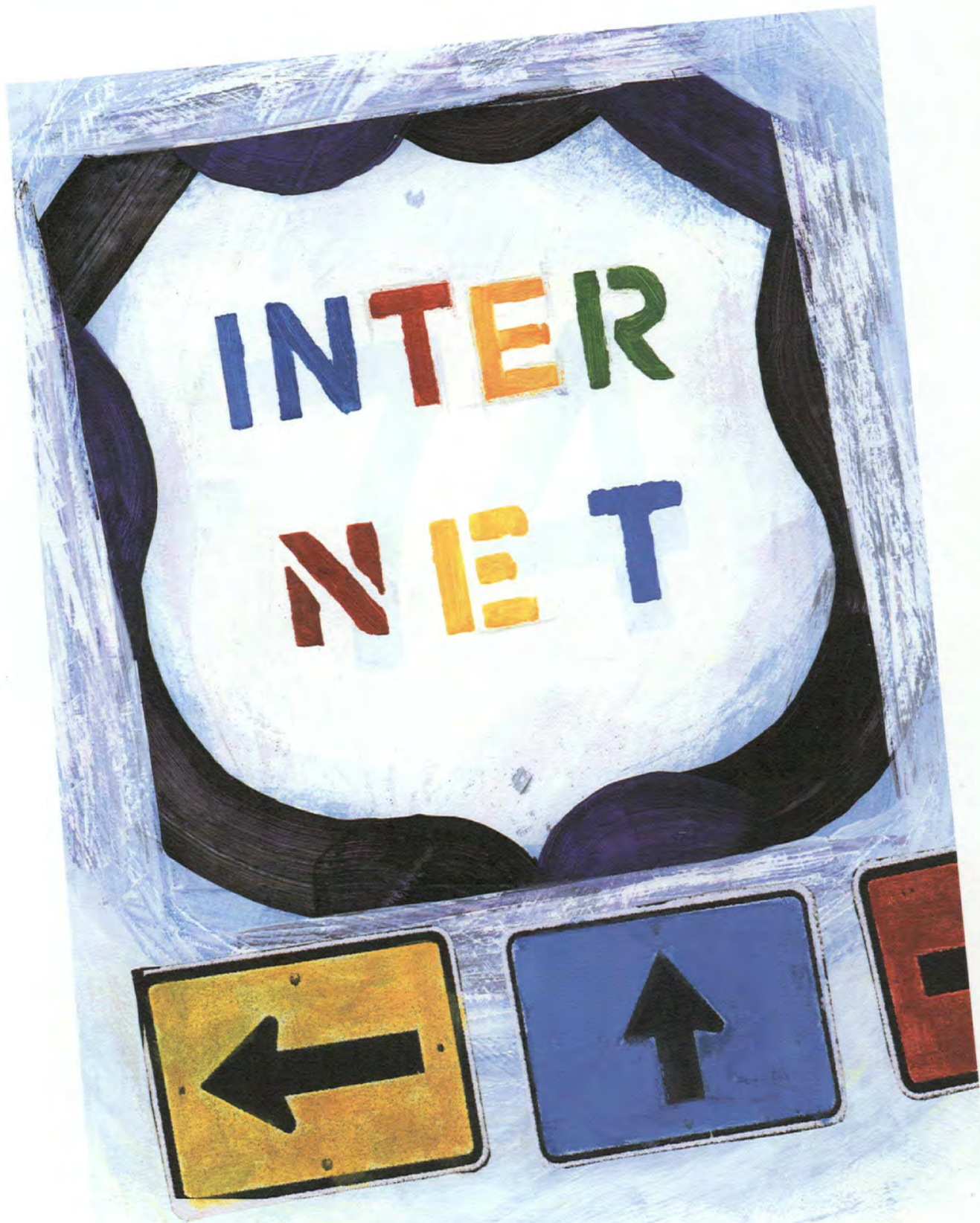
**Tuition and Refunds:** Cost varies from class to class. Tuition is listed at the end of each course description. Full refunds are given on request before a course starts, none later.

**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.

Jerry Reynolds is pretty sure he had the first PC in Boulder County. That was 1980 when, for most people, “hard drive” implied determination and RAM was just a male sheep. As a senior engineer for IBM, Jerry was actively involved in product development. Later on, in Publishing Systems, he did competitive analysis and trained sales people in desktop publishing. Jerry helps advanced students advance faster. His theory is simple: “Your computer can be a plug horse or a race horse. Take your pick.” Jerry’s down-to-earth approach to heady technology has attracted a loyal following. This summer, he’s teaching CorelDRAW! and advanced scanning and image editing. Fall and Spring, he teaches advanced DOS Windows, a course he developed. A born teacher who thrives on helping students succeed, Jerry says his goal is to help proficient users understand systems on a deeper level, so that they can do their own problem solving and trouble-shooting, and get more out of the programs and systems they rely on.

Computer Applications Courses, Summer 1995

Understanding Computers/Getting Started .....23	Computer Graphics for the DOS System .....27
The Computer System .....23	The Apple Macintosh System/The Macintosh System...27
IBM Compatible Systems/The DOS System .....24	Word Processing for the Macintosh.....28
Word Processing for the DOS System .....24-25	Spreadsheets for the Macintosh.....28
Spreadsheets for the DOS System.....25-26	Desktop Publishing for the Macintosh .....28
Presentations for the DOS System .....26	Computer Graphics for the Macintosh.....28-29
Databases for the DOS System .....26	Multimedia for the Macintosh.....29
Computer Aided Design .....26-27	The UNIX Operating System .....29
Desktop Publishing for the DOS System.....27	Programming Languages .....29-30





## Understanding Computers



### Getting Started

#### CCA 100 Computer Literacy

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

John Dick, Ph.D.

Section 101: Thursday, May 25, 6-8 p.m. plus lab sections. Please indicate lab section preference (10A or 10B) at registration:

Lab Section 10A: Thursdays, June 1-July 13, 6-8 p.m.

Lab Section 10B: Thursdays, June 1-July 13, 8-10 p.m.

Dale Heuer, MBA

Section 102: Wednesday, June 21, 6-8 p.m. plus lab sections. Please indicate lab section preference (10C or 10D) at registration:

Lab Section 10C: Wednesdays, June 28-August 9, 6-8 p.m.

Lab Section 10D: Wednesdays, June 28-August 9, 8-10 p.m.

All Sections: 8 Sessions. Ketchum 207. \$105.

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



### The Computer System

#### CCA 212 Internet Fundamentals

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

Art Smoot, M.S.

Section 101: Mondays, June 5-19, 6-9 p.m. 3 sessions.

Section 102: Tuesday and Thursday, June 27 and 29, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 123. \$95.

#### CCA 213 Internet Applications

Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications:

- E-Mail applications on UNIX, DOS/Windows and the Mac
- Reading USENET with a news reader
- Moving Data: FTP and up/down loading files
- Finding Files: Archie
- GopherSpace
- Remote applications: Telnet
- WAIS Servers
- The World-Wide-Web: Mosaic and HTML

Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications. **Prerequisite:** CCA 212 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 101: Wednesday and Friday, July 5 and 7, 9 a.m.-2:30 p.m. 2 sessions.

Section 102: Mondays, July 10-24, 6-9 p.m. 3 sessions.

All Sections: Computing Center 123. \$95.

#### CCA 214 HyperText Markup Language (HTML)

Learn to author documents and applications for delivering information on the Internet World-Wide-Web. The concepts of the international standard, Standard Generalized Markup Language (SGML), will be reviewed and the basic HTML tag set introduced. This class will also cover formatting issues, linking to internal and external documents, graphics and hyper-text objects. Additional topics covered include interactive forms, querying, image maps, server side includes end user authentication and tracking. **Prerequisite:** CCA 213 Internet Applications or equivalent.

Art Smoot, M.S.

Section 100: Saturday, July 15, 9 a.m.-4 p.m. 1 session. Computing Center 114. \$90.

#### CCA 335 Concepts of Data Processing and Information Technology

An introduction to the advanced concepts and terminology of business data processing and organizational information systems is presented. Major topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line demonstrations, this class allows students to come away with a solid understanding of both practical and theoretical concepts which will enhance their opportunities in the fields of data processing and information technology. **Prerequisite:** CCA 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Book Center, UMC 10.

Ron Clarke, M.S.

Section 100: Wednesdays, May 31-July 19, 6-8:30 p.m. 8 sessions. Computing Center 123. \$170.

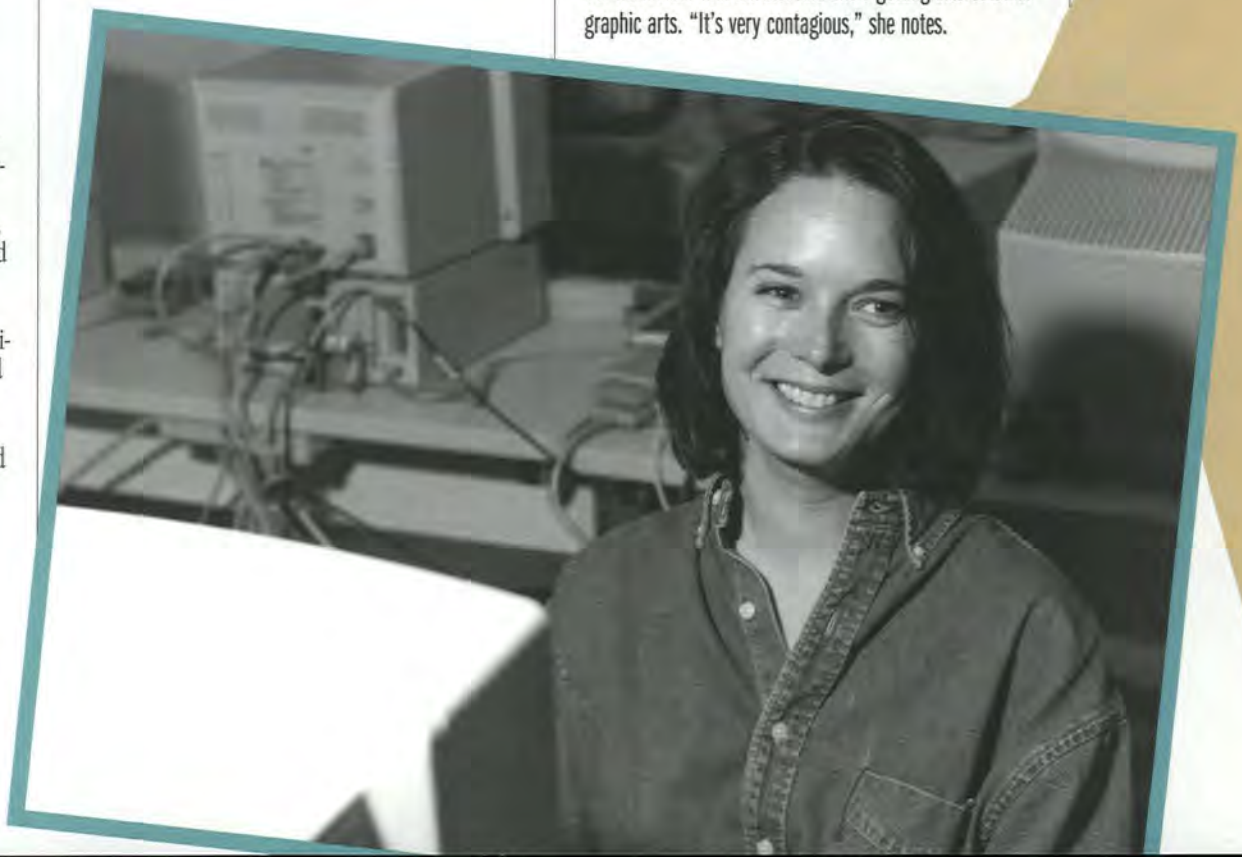
#### CCA 340 Computer Applications Systems Overview

An up-to-the-minute review of computer information systems, covering hardware, software, and applications for business development and information management on an industry-wide scale. A candid look at the office automation marketplace and where you fit in terms of practical applications. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 100: Thursdays, June 22-August 10, 6-8:30 p.m. 8 sessions. Computing Center 123. \$170.

After being out of school for a few years, Amanda Olivo is relishing a return to the classroom. "It's so refreshing to be learning again," she says, adding, "Sharon is an incredible teacher." Amanda works for The Wedding Referral, a wedding planning service, and produces hand-painted furniture as a sideline. She feels that computer skills will help make her work more marketable. And she's getting interested in graphic arts. "It's very contagious," she notes.



## IBM Compatible PC Systems

### The DOS System

#### CCA 120 Introduction to the IBM Compatible Personal Computer

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions, with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system. A survey of easy software programs will be presented.

**Prerequisite:** CCA 100 Computer Literacy or equivalent.

Debbie Stone

Section 101: Thursdays, June 1-15, 6-9 p.m.  
3 sessions. Computing Center 142. \$95.

Michelle Sharon, B.S.

Section 102: Tuesday and Thursday, June 13  
and 15, 9 a.m.-2:30 p.m. 2 sessions. University  
Management Systems 001. \$95.

Valerie Parker, M.I.S.

Section 103: Wednesdays, July 26-August 9,  
6-9 p.m. 3 sessions. Computing Center 114. \$95.

#### CCA 200 Using MS-DOS

File management and DOS commands are emphasized in this class. We cover: practical commands like copy, delete, disk format; hard disk commands to create, remove and back up directories; and an introduction to batch files.

**Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/HD diskette.

Valerie Parker, M.I.S.

Section 101: Tuesdays, May 30-June 13, 6-9 p.m.  
3 sessions. Computing Center 114. \$95.

Pat Melton, M.A.

Section 102: Tuesday and Thursday, June 13  
and 15, 9 a.m.-2:30 p.m. 2 sessions. Computing  
Center 114. \$95.

#### CCA 203 Intermediate DOS

Learn to write your own DOS commands, take control of your system and create "smart" commands. We begin with I/O redirection, pipes, and filter commands for customizing DOS, leading to creation of smart commands that allow you to develop other powerful commands tailored to your specific needs. **Prerequisite:** CCA 200 Using MS-DOS or equivalent. Bring a 3.5 inch DS/HD diskette.

Valerie Parker, M.I.S.

Section 100: Thursdays, July 6 and 13, 6-9 p.m.  
2 sessions. Computing Center 142. \$95.

#### CCA 303 Advanced DOS/Windows

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer: know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. **Prerequisites:** CCA 210 Introduction to Windows and CCA 203 Intermediate DOS or equivalent.

Dale Heuer, MBA

Section 100: Thursdays, July 20-August 10, 6-9  
p.m. 4 sessions. Computing Center 142. \$135.

#### CCA 210 Introduction to Windows (3.1)

Microsoft Windows is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Michelle Sharon, B.S.

Section 101: Wednesdays, May 31 and June 7,  
6-9 p.m. 2 sessions. Computing Center 114. \$90.

Debbie Stone

Section 102: Wednesday, June 14, 9 a.m.-4 p.m.  
1 session. Computing Center 114. \$90.

Mitzi Katz, M.Ed.

Section 103: Tuesdays, June 20 and 27, 6-9 p.m.  
2 sessions. Computing Center 114. \$90.

Lisa Kelly, B.A.

Section 104: Thursday, July 6, 9 a.m.-4 p.m.  
1 session. University Management Systems 001.  
\$90.

### Word Processing

#### CCA 375 Word for Windows (6.0)

Learn the fundamentals of Microsoft Word for the Windows environment. This class covers everything you need to create a simple document: changing fonts and point size, using the bold, italics and underline features, changing margins, setting tabs, selecting, moving, copying and deleting text and printing. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, using spell check and the Help system.

**Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Samten Nagarajan, B.A.

Section 101: Thursdays, June 8-22, 6-9 p.m.  
3 sessions. University Management Systems 001.  
\$120.

Debbie Stone

Section 102: Tuesday and Thursday, June 27  
and 29, 9 a.m.-2:30 p.m. 2 sessions. University  
Management Systems 001. \$120.

Lisa Kelly, B.A.

Section 103: Tuesdays, July 11-25, 6-9 p.m.  
3 sessions. University Management Systems 001.  
\$120.

## CCA 376 Intermediate Word for Windows (6.0)

Word for Windows has an incredible collection of tools for creating professional looking documents. Learn the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sorting functions. Work with toolbars and templates. **Prerequisite:** CCA 375 Word for Windows or equivalent.

Samten Nagarajan, B.A.

Section 101: Mondays, July 10-24, 6-9 p.m.  
3 sessions. University Management Systems 001. \$120.

Lisa Kelly, B.A.

Section 102: Tuesday and Thursday, July 25 and 27, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 114. \$120.

## CCA 386 Advanced Word for Windows (6.0)

Complete your understanding of this versatile software by mastering the more complex features of Word including formatting sections, columns, styles and graphics. Learn newsletter design and the ability to link documents and files. **Prerequisite:** CCA 376 Intermediate Word for Windows or equivalent.

Lisa Kelly, B.A.

Section 100: Mondays, July 31 and August 7, 6-9 p.m. 2 sessions. University Management Systems 001. \$90.

## CCA 380 Beginning WordPerfect for DOS (6.0)

Learn to use WordPerfect to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/ copy text, spell check text and use the Help feature. You'll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/HD diskette. Michelle Sharon, B.S.

Section 100: Tuesday and Thursday, June 20 and 22, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$120.

## CCA 394 Beginning WordPerfect for Windows (6.0)

Tap into the power of WordPerfect for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Michelle Sharon, B.S.

Section 101: Wednesdays, June 14-28, 6-9 p.m.  
3 sessions. Computing Center 114. \$120.

Peggy Purvis

Section 102: Tuesday and Thursday, July 11 and 13, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 114. \$120.

## CCA 395 Intermediate WordPerfect for Windows (6.0)

In this WordPerfect for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect. **Prerequisite:** CCA 394 Beginning WordPerfect for Windows or equivalent.

Peggy Purvis

Section 100: Tuesday and Thursday, July 18 and 20, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 114. \$120.

## Spreadsheets

### CCA 345 Beginning Excel for Windows (5.0)

Explore this increasingly popular spreadsheet/ graphics/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Lisa Kelly, B.A.

Section 101: Wednesday, June 21, 9 a.m.-4 p.m.  
1 session. Computing Center 114. \$90.

Chris Mattson

Section 102: Wednesdays, June 28 and July 5, 6-9 p.m. 2 sessions. University Management Systems 001. \$90.

### CCA 346 Intermediate Excel for Windows (5.0)

Expand your abilities with Excel by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Excel's wealth of graphic features! **Prerequisite:** CCA 345 Beginning Excel for Windows or equivalent.

Chris Mattson

Section 101: Wednesdays, July 12 and 19, 6-9 p.m.  
2 sessions. Computing Center 114. \$90.

Lisa Kelly, B.A.

Section 102: Wednesday, July 19, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$90.

### CCA 347 Advanced Excel for Windows (5.0)

Maximize Excel's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. **Prerequisite:** CCA 346 Intermediate Excel for Windows or equivalent.

Dennis Taylor, M.S.

Section 100: Tuesdays, August 1 and 8, 6-9 p.m.  
2 sessions. University Management Systems 001. \$90.

Sharon Pike demonstrates some of the benefits of QuarkXPress. She says students are pleased to discover the sophistication and complexity of the program and, by the end of the class, pleased that they can put graphics and text together pretty much the way they want it to look. Sharon also teaches Intro to Mac, Microsoft Word (all levels) and PageMaker. She enjoys Continuing Education classes because they're relaxed and a lot of fun. Sharon is the owner of Pike Computing Resources, a consulting firm that teaches in-house classes for area businesses, and provides individualized instruction.



## Spreadsheets— continued

### CCA 311 Beginning Lotus 1-2-3 for Windows (4.0)

Boost your productivity by learning to use Lotus 1-2-3 for Windows efficiently. Learn -practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Michelle Sharon, B.S.

Section 100: Thursdays, June 8 and 15, 6-9 p.m. 2 sessions. Computing Center 114. \$90.

### CCA 312 Intermediate Lotus 1-2-3 for Windows (4.0)

Expand your abilities with Lotus 1-2-3 for Windows by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features. **Prerequisite:** CCA 311 Beginning Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.

Section 100: Mondays, July 10 and 17, 6-9 p.m. 2 sessions. Computing Center 142. \$90.

### CCA 313 Advanced Lotus 1-2-3 for Windows (4.0)

Maximize Lotus 1-2-3 for Windows' efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics.

**Prerequisite:** CCA 312 Intermediate Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.

Section 100: Mondays, July 24 and 31, 6-9 p.m. 2 sessions. Computing Center 142. \$90.

## Presentations

### CCA 275 PowerPoint!

Create, edit and print exciting presentations! Enhance various slides with clipart drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy font and other attributes. You will also learn how to create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CCA 375 Word for Windows or equivalent.

Lisa Kelly, B.A.

Section 100: Wednesday, July 12, 9 a.m.-4 p.m. 1 session. Computing Center 114. \$90.

## Databases

### CCA 356 Introduction to Access for Windows (2.0)

Combine the utility of Windows with the data management capabilities of Access for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Chris Mattson

Section 100: Thursdays, June 29-July 13, 6-9 p.m. 3 sessions. University Management Systems 001. \$120.

Debbie and Walter Thornholt own Silver Star Printing. They're taking some computer applications courses to help them make better use of the new Mac. Debbie says "It's been very helpful. It's given me the stepping stones I need, and she (Sharon Pike) is one of the best teachers I've ever had." Parenting provided another incentive. Thinking of their young daughter, Debbie says, "I know she'll learn about computers in school. I don't want to be left behind."

### CCA 351 Introduction to FoxPro for Windows (2.6)

The Windows version of FoxPro adds even more versatility to this popular database management software. Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. The graphic interface provided by Windows quickens your ability to begin useful data management projects! **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Bill Devenney

Section 100: Tuesdays and Thursdays, July 11-August 1 (skip July 13), 6-9 p.m. 6 sessions. Computing Center 114. \$175.

## Computer Aided Design

### CAD 311 Beginning Computer Aided Design

This introductory, two-session lecture course in Computer Aided Design (CAD) covers the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include:

- Overview of CAD applications in engineering, design, drafting and architecture
- Overview of AutoCAD third-party software
- Highlights of upcoming CAD courses
- The impact and future of CAD
- Hardware and peripherals
- Managing CAD system issues

**Prerequisite:** Highly recommended for those with no CAD or computer graphics experience. A technical background is not required, but some familiarity with microcomputers is helpful.

David Claffin, M.Arch.

Section 100: Wednesdays, May 31 and June 7, 6-9 p.m. 2 sessions. Computing Center 142. \$90.

### CAD 323 Computer Aided Design: Level I for Windows

AutoCAD for Windows brings the functionality of Windows to the power of AutoCAD. This course covers all of the topics included in CAD 322 Computer Aided Design: Level I, while focusing attention on the specifics of this release for Windows. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Required text: The specific text for this class will be announced at the first class meeting.

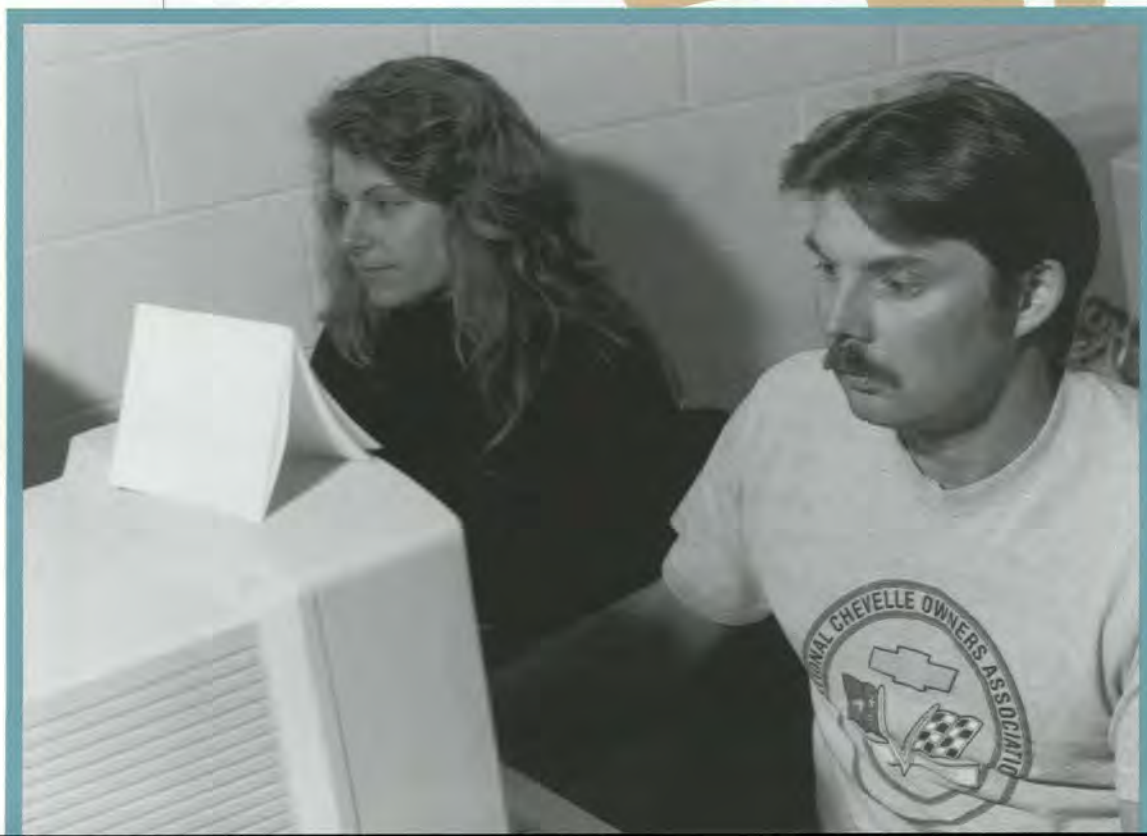
David Kingsley

Section 101: Tuesday-Thursday, June 6-8, 8 a.m.-5 p.m. 3 sessions.

Dan Myers, M.S.

Section 102: Wednesdays, June 14-August 2, 6-9 p.m. 8 sessions.

All Sections: Computing Center 142. \$295.





## Computer Graphics

### CCG 351 CorelDRAW! (5.0)

The drawing board of the future is a computer screen. Learn the leading illustration application! This course starts with the basics of CorelDRAW! and gives you a basic understanding of this software. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays, June 6-27, 6-9 p.m.  
4 sessions. Computing Center 142. \$135.

### CCG 354 Scanning and Image Editing

Have you ever wondered how to properly scan an image to capture it and place the result into a document or illustration? In this course you will learn what important parameters you have to consider in order to properly scan and edit the result. Learn the leading image editing application Adobe Photoshop for Windows. Scan and edit your own photos and clipart to place them into a publication. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays, July 11-August 1, 6-9 p.m. 4 sessions. Computing Center 142. \$135.

### CAD 334 Computer Aided Design: Level II for Windows

Level II is an expert instruction for people seeking advanced CAD drafting capabilities. The class will be using AutoCAD on Pentium 60 MHz PCs. 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:** CAD 323 Computer Aided Design: Level I for Windows or equivalent. Required text: The specific text for this class will be announced at the first class meeting.

Phil Kreiker, MSEE

Section 100: Tuesday-Thursday, June 20-22,  
9 a.m.-4 p.m. 3 sessions. Computing Center 142.  
\$295.



## Desktop Publishing

### CCG 377 Introduction to PageMaker Desktop Publishing for Windows (5.0)

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. **Prerequisite:** CCA 210 Introduction to Windows or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, July 8 and 15, 9 a.m.-5 p.m. 2 sessions. Computing Center 142. \$165.

### CCG 386 Advanced PageMaker Desktop Publishing for Windows (5.0)

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message.

Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clipart 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:** CCG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, July 22 and 29, 9 a.m.-5 p.m. 2 sessions. Computing Center 142. \$165.

## Apple Macintosh System



## The Macintosh System

### CCA 105 Introduction to the Macintosh

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Scott Dixon, M.A.

Section 101: Wednesdays, May 24-June 21,  
6-9 p.m. 5 sessions. Fine Arts C1B53. \$100.

Sharon Pike, M.S.

Section 102: Tuesday and Thursday, May 30 and  
June 1, 9 a.m.-5 p.m. 2 sessions. Norlin 310B.  
\$100.



## Word Processing

CCA 377

### Beginning Microsoft Word

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents: editing, text/graphic interfaces, use of key features. **Prerequisite:** CCA 105

**Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 100: Tuesday and Thursday, June 6 and 8, 9 a.m.-2:30 p.m. 2 sessions. Norlin 301B. \$120.

CCA 378

### Intermediate Microsoft Word

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CCA 377 **Beginning Microsoft Word** or equivalent. Bring a 3.5 inch DS/HD diskette.

Bob Carlisle, M.A.

Section 100: Tuesday and Thursday, July 11 and 13, 9 a.m.-2:30 p.m. 2 sessions. Fine Arts C1B53. \$120.

## Spreadsheets

CCA 336

### Beginning Excel for the Macintosh

Discover features that make Excel a powerful and easy-to-use productivity tool for the Macintosh and see how it works with other software. Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We will study formulas and explore other powerful features. **Prerequisite:**

CCA 105 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 100: Thursdays, June 29 and July 6, 6-9 p.m. 2 sessions. Fine Arts C1B53. \$90.

CCA 337

### Intermediate Excel for the Macintosh

This course will expand upon the formulas and functions used in Excel. You will also have the opportunity to build a database, explore charting and begin to build macros in Excel.

**Prerequisite:** CCA 336 **Beginning Excel for the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

J. Burke Taft, M.Ed.

Section 100: Thursdays, July 13 and 20, 6-9 p.m. 2 sessions. Fine Arts C1B53. \$90.

## Desktop Publishing

CCG 373

### QuarkXPress for the Designer (3.3)

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulating graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CCA 377 **Beginning Microsoft Word** or equivalent. **Recommended text:** *QuarkXPress by Example*, University Book Center, UMC 10.

Tim Meehan

Section 101: Saturdays, June 17 and 24, 9 a.m.-5 p.m. 2 sessions.

Sharon Pike, M.S.

Section 102: Wednesdays, July 19-August 16, 6-9 p.m. 5 sessions.

All Sections: Fine Arts C1B53. \$165.

## Computer Graphics

CCG 356

### Basic Macintosh Computer Art

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. Work on Mac II/Quadra series computers with color screens and laser output. **Prerequisite:** CCA 105 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 100: Saturdays, June 3 and 10, 9 a.m.-5 p.m. 2 sessions. Fine Arts C1B53. \$150.

CCG 365

### Adobe Photoshop (2.5)

This course focuses on the image processing capabilities of Adobe Photoshop. Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. This course is project oriented to allow hands-on experience. **Prerequisite:** CCG 356 **Basic Macintosh Computer Art** or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Adobe: Classroom in a Book*, University Book Center, UMC 10.

Alex Horstman, M.F.A.

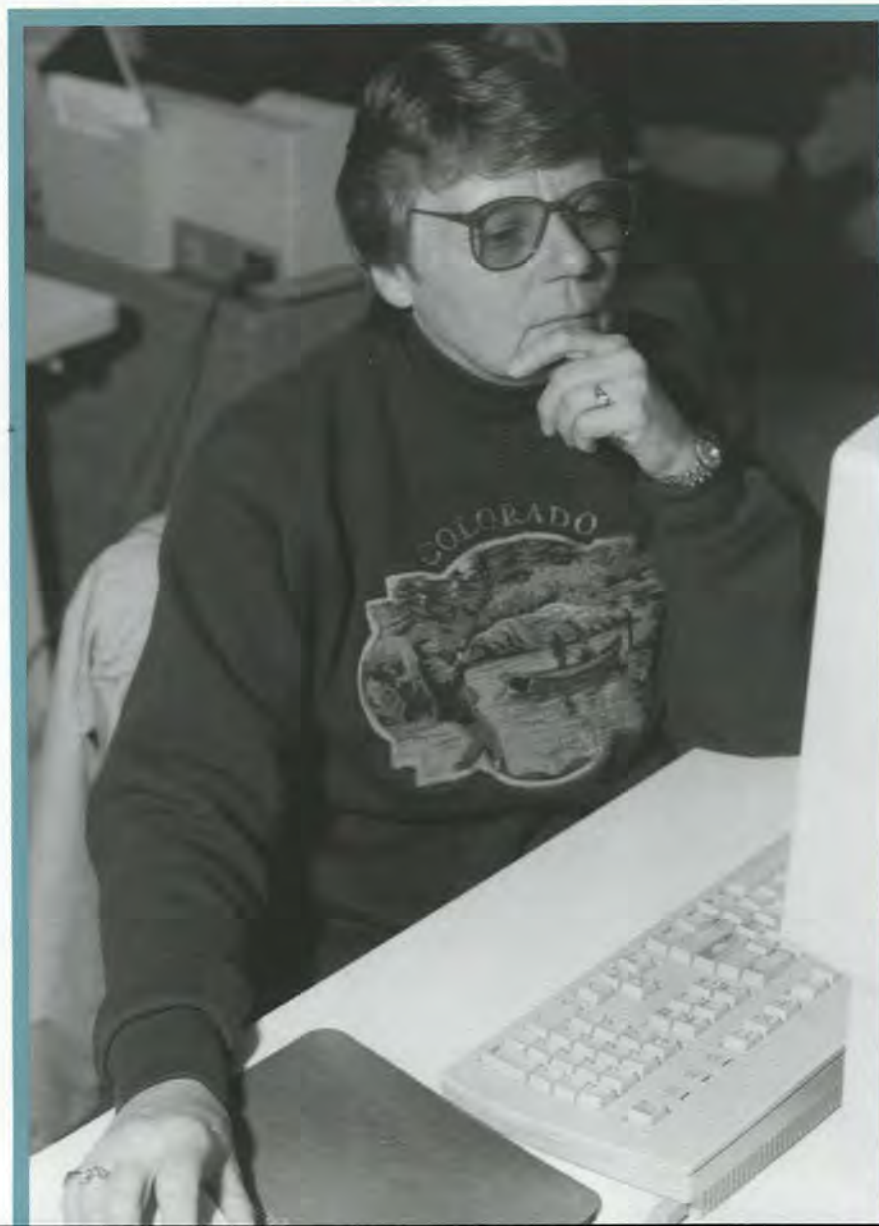
Section 101: Tuesdays, May 30-June 27, 6-9 p.m. 5 sessions.

Michael Nash, M.F.A.

Section 102: Saturdays, July 8 and 15, 9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$165.

Judy Bodman is taking some computer classes in preparation for a career transition. She says, "I managed to get through an entire teaching career" as an elementary Phys. Ed. teacher without becoming computer literate, and now it's time. On the verge of retirement from the Boulder schools, she needs computer skills now to put together material for her next career as an educational entrepreneur.



**CCG 370  
Creative Photoshop**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! 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! **Prerequisite:** CCG 365 Adobe Photoshop or equivalent.

Michael Nash, M.F.A.

Section 100: Saturdays, July 22 and 29, 9 a.m.-5 p.m. 2 sessions. Fine Arts C1B53. \$165.

**CCG 366  
Adobe Illustrator (5.0)**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 100: Tuesdays, July 11-August 8, 6-9 p.m. 5 sessions. Fine Arts C1B53. \$165.

**Multimedia**

**CCG 376  
Multimedia Production Using  
Macromedia Director**

Learn to produce interactive multimedia presentations, including animation, still graphics, voice and sound, and text and video. Presentations are built using Macromedia Director. A host of other graphics and sound software will be used to compliment what Director does. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 100: Mondays, June 26-July 24 (skip July 3), 6-9 p.m. 4 sessions. Fine Arts C1B53. \$165.

**UNIX Systems**

**The UNIX Operating System**

**CCA 360  
Introduction to UNIX**

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

Ed Zucker, M.S.

Section 100: Tuesdays, June 6-July 25 (skip July 4), 6:30-9:30 p.m. 7 sessions. Computing Center 123. \$250.

**CCA 361  
Intermediate UNIX**

This is the perfect next step for advancing your use of UNIX, to create your own tools, or do system administration. We cover advanced use of UNIX commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features.

**Prerequisite:** CCA 360 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 100: Tuesdays and Thursdays, August 1-15, 6:30-9:30 p.m. 5 sessions. Computing Center 123. \$235

**Programming**

**Programming Languages**

**CCA 290  
Introduction to Programming I**

This is an excellent first programming course. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. This course is a prerequisite for students with minimal or no programming background who want to take Hands-On C. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 100: Mondays and Wednesdays, May 31-June 19, 6-9 p.m. 6 sessions. Duane Physics G025. \$235.

**CCA 291  
Introduction to Programming II**

This course gives students some practice writing actual code that uses the basic logic structures learned in the Introduction to Programming I. It will be a hands-on course where sample Pascal programs will be presented and students will write their own Pascal programs using nested loops, nested ifs and subroutines. Ideal for students who want to take CCA 301 Hands-On C. **Prerequisite:** CCA 290 Introduction to Programming I or equivalent.

Charry Stover, M.S.

Section 100: Wednesday and Monday, June 21 and 26, 6-9 p.m. 2 sessions. University Management Systems 001. \$90.



## Programming Languages —continued

### CCA 301 Hands-On C I

This hands-on class will provide an opportunity to learn C programming for those who are new to programming or want a gentle introduction to C. The course will cover basic I/O, conditionals, and loops, and is partially self-paced. The class will reinforce the basic principles of structured programming for those that are new to it, and provide an introduction to C for all levels of students. **Prerequisite:** CCA 291 Introduction to Programming II or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 100: Saturdays, July 8 and 15, 9 a.m.-4 p.m. 2 sessions. University Management Systems 001. \$180.

### CCA 302 Hands-On C II

This class is partially self-paced and will cover functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs "wired" by the end of this class, and find the pursuit of the more arcane aspects of this language a simpler task.

**Prerequisite:** CCA 301 Hands-On C I or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 100: Saturdays, July 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$135.

### CCA 320 Introduction to the C Language for Programmers

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

**Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 100: Mondays, June 5-July 31 (skip July 3), 6-9 p.m. 8 sessions. Hale 260. \$265.

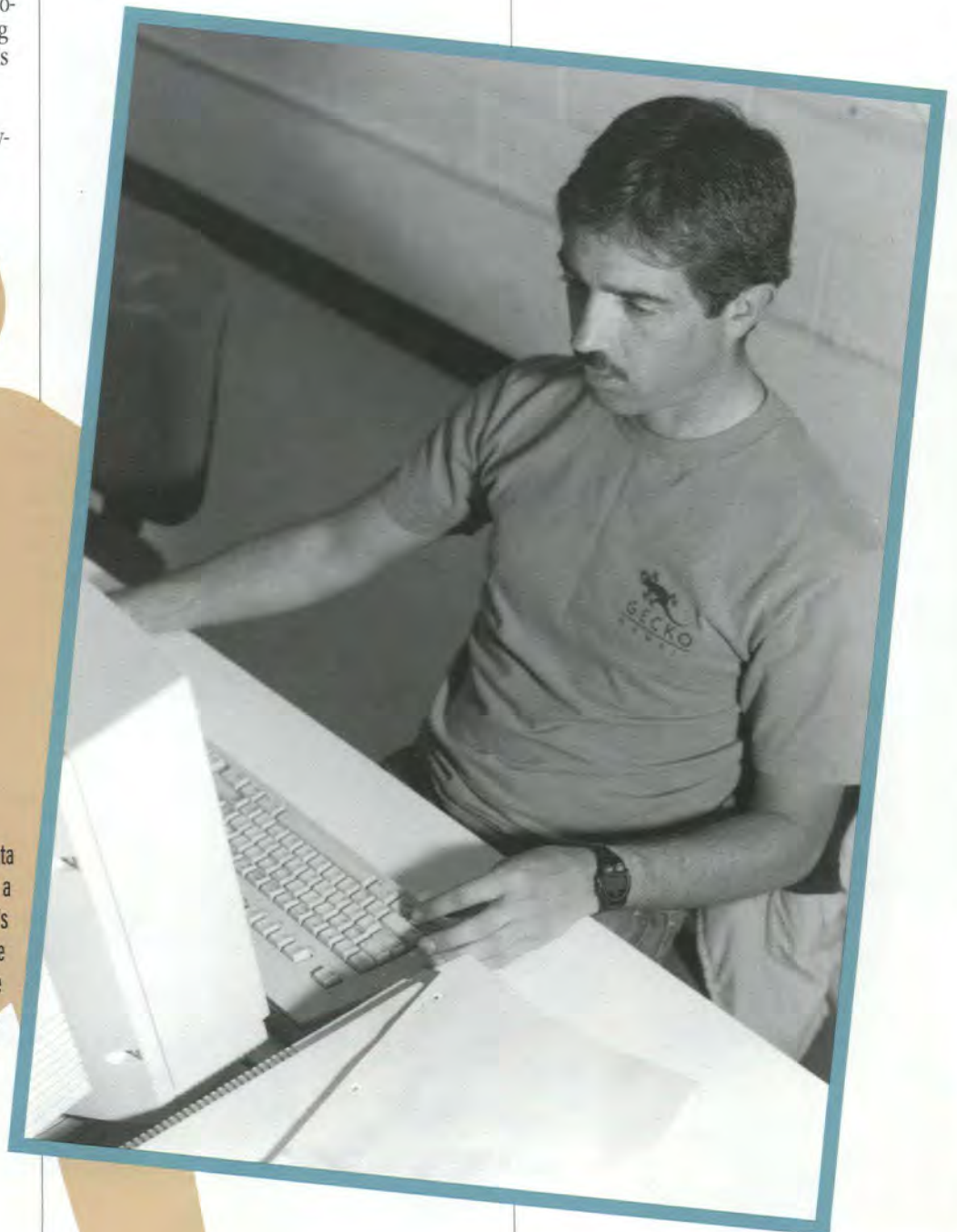
### CCA 329 Advanced Topics in C++ Programming

This course completes the treatment of C++ covering multiple inheritance and templates in detail, and introduces exceptions. We address the subtle question of which kind of problems really need multiple inheritance, and the language complexities of virtual base classes. Templates (generic types) are more straightforward, but also require skill for their effective use. Exceptions are introduced; they are not yet supported by production compilers.

**Prerequisite:** CCA 328 Intermediate C++ or equivalent.

Tom Cargill, Ph.D.

Section 100: Mondays, June 5-July 17 (skip July 3), 6-9 p.m. 6 sessions. Hale 240. \$235.



Bill Kyle works for US WEST repairing high speed data lines. He has almost completed the requirements for a certificate in computer applications. And now he's taking QuarkXPress, so he can help his kids figure out how to put pictures and words together on the new Mac. He says that CD rom is great — it saves Mom and Dad a lot of trips to the library. And the dinosaur CD is very big at his house.



# TQM: Higher standards for a more competitive world

## A Professional Certificate Program in Total Quality Management

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

### Our program is unique...

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

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### TQM Advisory Committee Members

**Charlene Adair**

Principal  
The Change Management Group

**Michael Chapman, CQE**

The Chapman Group

**Barney Feinblum**

President and Chief Operating Officer  
Natural Ventures Partners, Inc.

**Diane Gladue**

Manager of Continuous Improvement  
Porter Memorial Hospital

**Kenneth Gordon**

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

**Robert Grubb**

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DTM Products, Inc.

**Gail Hytner**

Learning and Development Manager  
Rocky Mountain Magnetics, Inc.

**Garrison Krause**

Director  
FutureFocus Inc.

**Bruce Murray**

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

**Vicky Powell**

Consultant  
Andersen Consulting

**Sheldon Romer**

President and General Manager  
Rudi's Bakery

Barry Gilbert is wrapping up his work on the TQM Certificate program. He says, "I've just loved it. I've taken other certificate programs at other schools and been disappointed. This one is really top notch. I've become kind of the primary TQM champion at my company," and the course has enabled him to implement concepts more productively. Barry is the manufacturing manager at Data Storage Marketing in Boulder.



## Required Courses

### Introduction to Quality Management Fundamentals and Philosophy

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

### Managing the Transition to TQM

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

### Basic Tools for Improving Quality and Productivity

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

### Building High Performance Work Teams

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

### Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

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

### Measuring and Achieving Customer Satisfaction

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

### Quality Function Deployment (QFD): A Structured Approach to Planning

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

## Elective Courses

### Manufacturing Electives

**Introduction to World Class Manufacturing**

**Practical Reliability Analysis Methods**

**Advanced Statistical Process Control (SPC)**

### Service Electives

**Implementing TQM in a Service Environment**

**Improving Customer Service Processes**

### Management Electives

**Organizing for Total Quality Management**

**Total Quality Management and Strategic Planning**

### Open Electives

**Understanding and Using the Malcolm Baldrige Criteria for Improving Quality**

**Managing Quality in a Small Company**

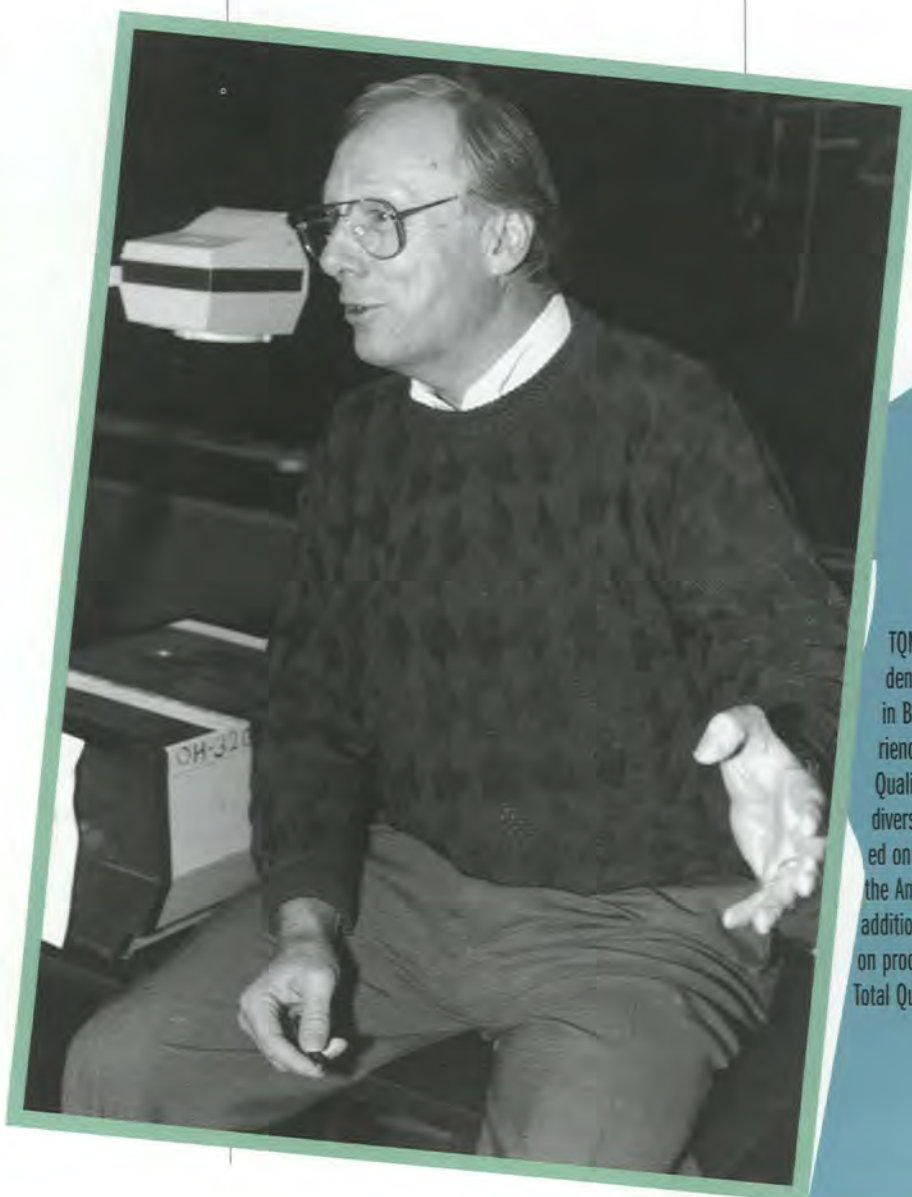
**Introduction to ISO 9000**

**Benchmarking for Quality Excellence**

**Re-Design of Business Processes**

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

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TQM instructor Bruce Murray is vice president and COO for ERBTEC Engineering, Inc., in Boulder. He has extensive hands-on experience teaching and implementing Total Quality in organizations of all sizes in a diverse group of industries. He has collaborated on several management books published by the American Management Association. In addition, he has written and spoken frequently on process improvement, strategic planning, Total Quality, and related topics.

### Independent Study

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

### Real Estate Education

**T**he Division of Continuing Education offers a full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado. This includes all of the hours required for the real estate sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal.

These courses are offered at a number of locations around the state (including Boulder) and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission. Please call (303) 492-8666 to request the current real estate catalog.

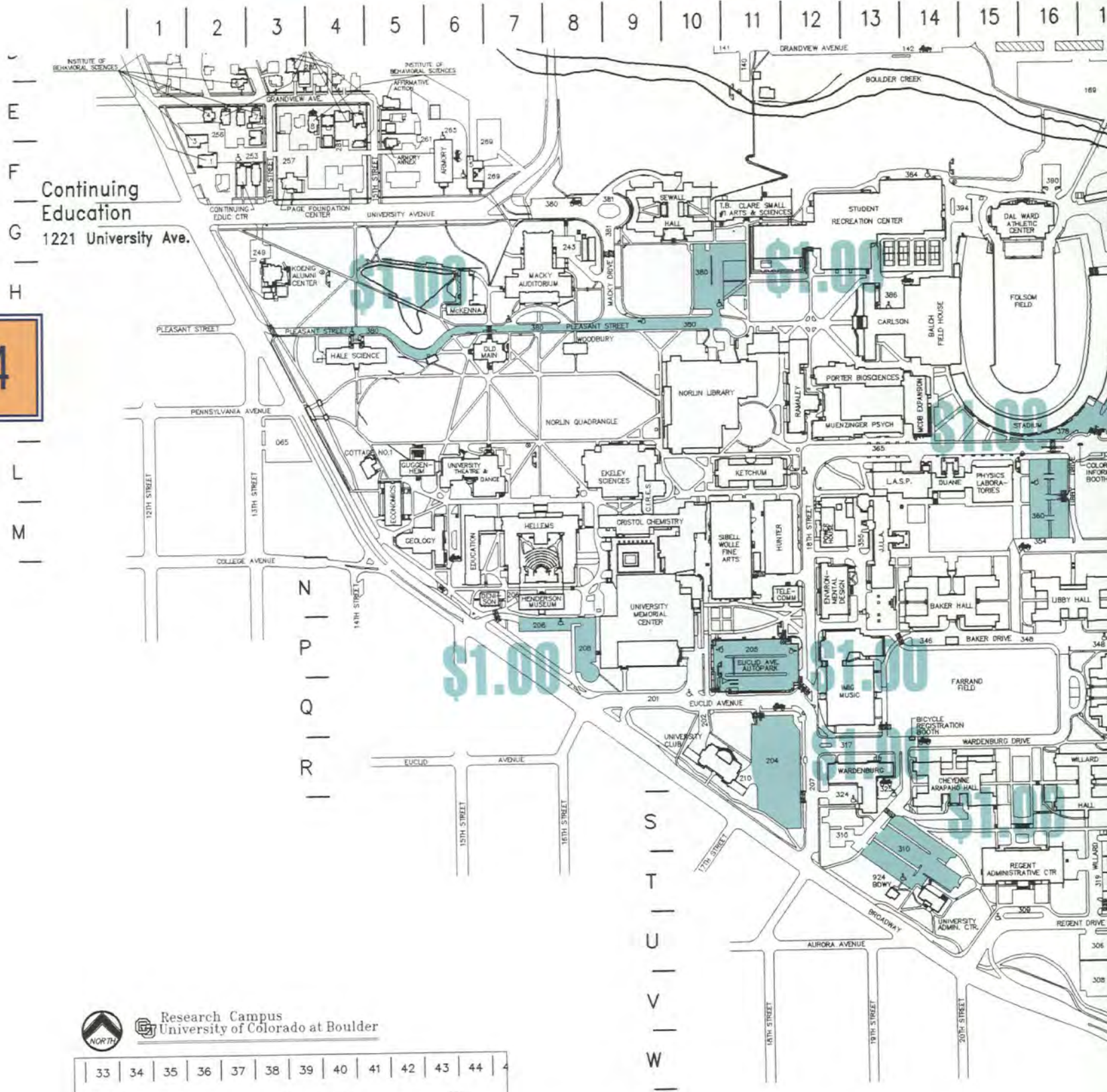
### Center for Advanced Training in Engineering and Computer Science (CATECS)

**C**ATECS 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

**I**n 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.

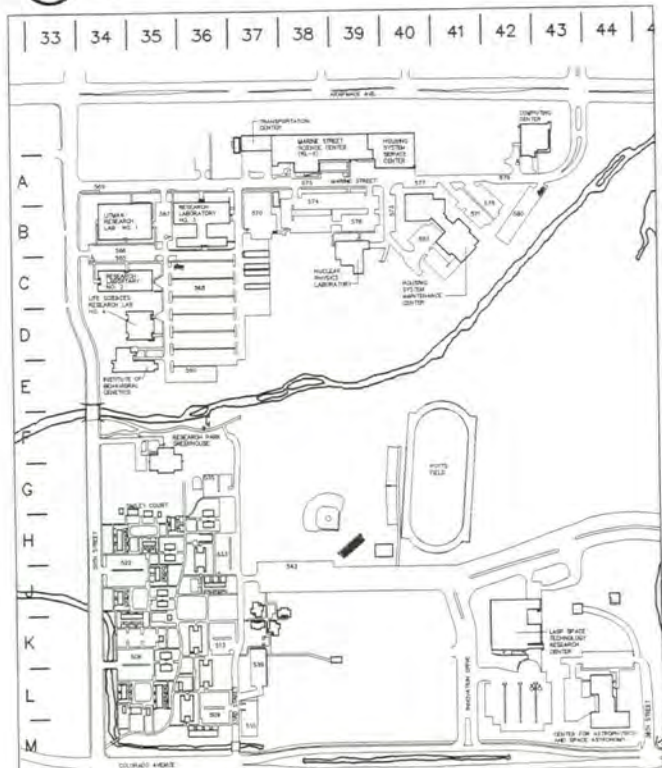
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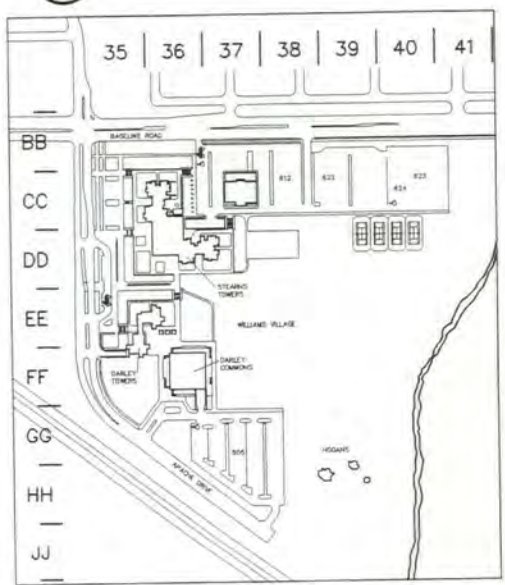
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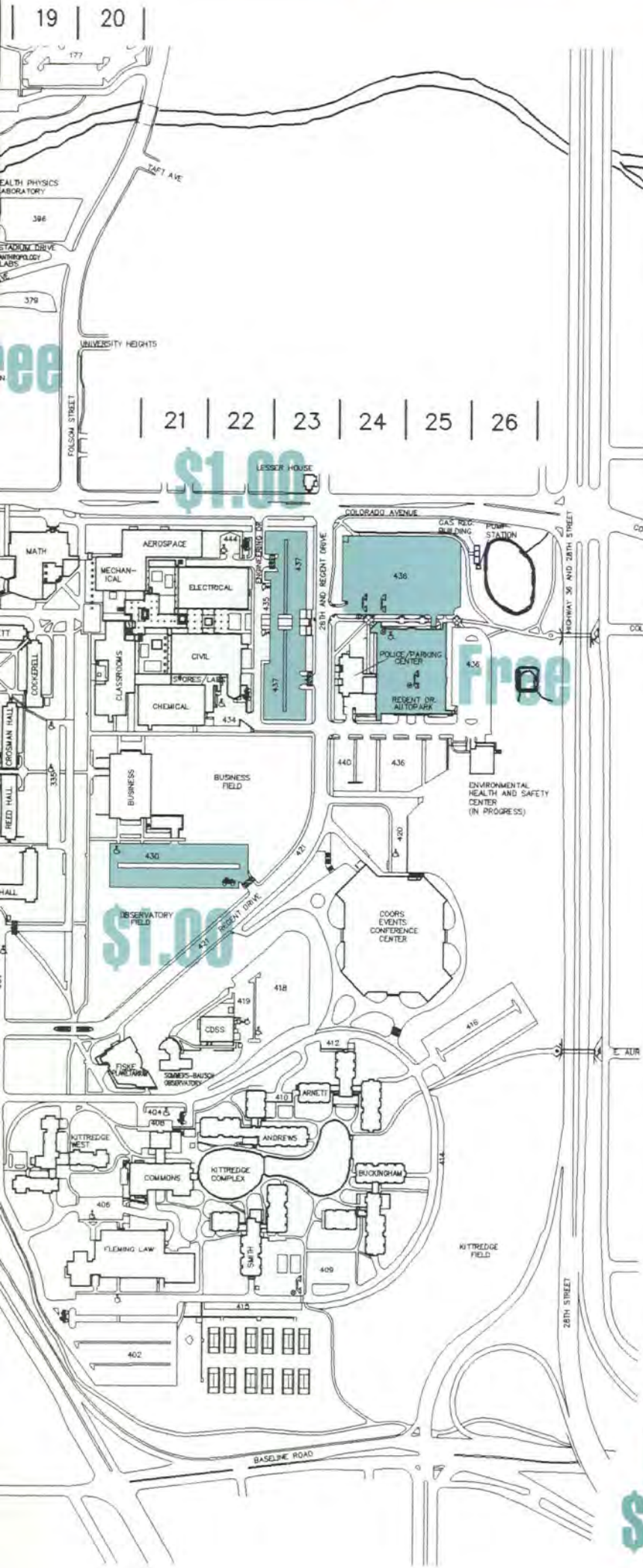
Research Campus  
University of Colorado at Boulder



Williams Village  
University of Colorado at Boulder



# CAMPUS MAP



## BUILDING KEY

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 = 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 6:00 p.m. seven days a week, including Saturdays and Sundays.

# Four Ways to Register

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**1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 37 for credit, page 39 for noncredit and certificate courses.

**2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 37 for credit courses. Send page 39 for noncredit and certificate courses.

**3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 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 39) and have your credit card information handy. Then call (303) 492-5148 or 1-800-331-2801.

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

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

**Boulder Evening Credit Classes**

For university courses with convenient evening hours.

**Independent Study Programs**

Independent study by correspondence and individualized instruction lets you learn at home.

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

Earn a Masters degree or graduate credit with courses televised live to your worksite.

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

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

Or earn a Certificate in:

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

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

**Real Estate Education Program**

**Where Are Courses Given?** Course locations are given at the end of each course description. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD but 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 for special needs and arrangements. We will gladly assist you.

**Books and supplies** required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at (303) 492-5148 or 1-800-331-2801 if you need help or additional information.

# CREDIT REGISTRATION FORM



**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM / TERM**

Last Name	First Name	Middle Name	Former or Maiden Name

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. \_\_\_\_\_

**MILITARY SERVICE:**  
 Non-veteran  
 Veteran  
 Active Duty Dates \_\_\_\_\_ to \_\_\_\_\_

**MARITAL STATUS:**  
 Single  
 Married

**SOCIAL SECURITY NUMBER:**

--	--	--

for record-keeping and identification of students only

**FORMER CU STUDENT NUMBER:**

--

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**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.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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### Tuition Payment by Mail

Please send a check, payable to  
University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178  
If using MasterCard, VISA, Discover  
enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Print cardholder's name, as it appears on the charge card.



# NONCREDIT REGISTRATION FORM

## 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 by Mail

Please send a check, payable to University of Colorado, to:  
 Division of Continuing Education  
 Campus Box 178  
 University of Colorado at Boulder  
 Boulder, CO 80309-0178  
 If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ / \_\_\_\_\_  
 Print Cardholder's name, as it appears on the charge card.

**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.

**Note** that credit card enrollments can be made by phone (see Registration Information).

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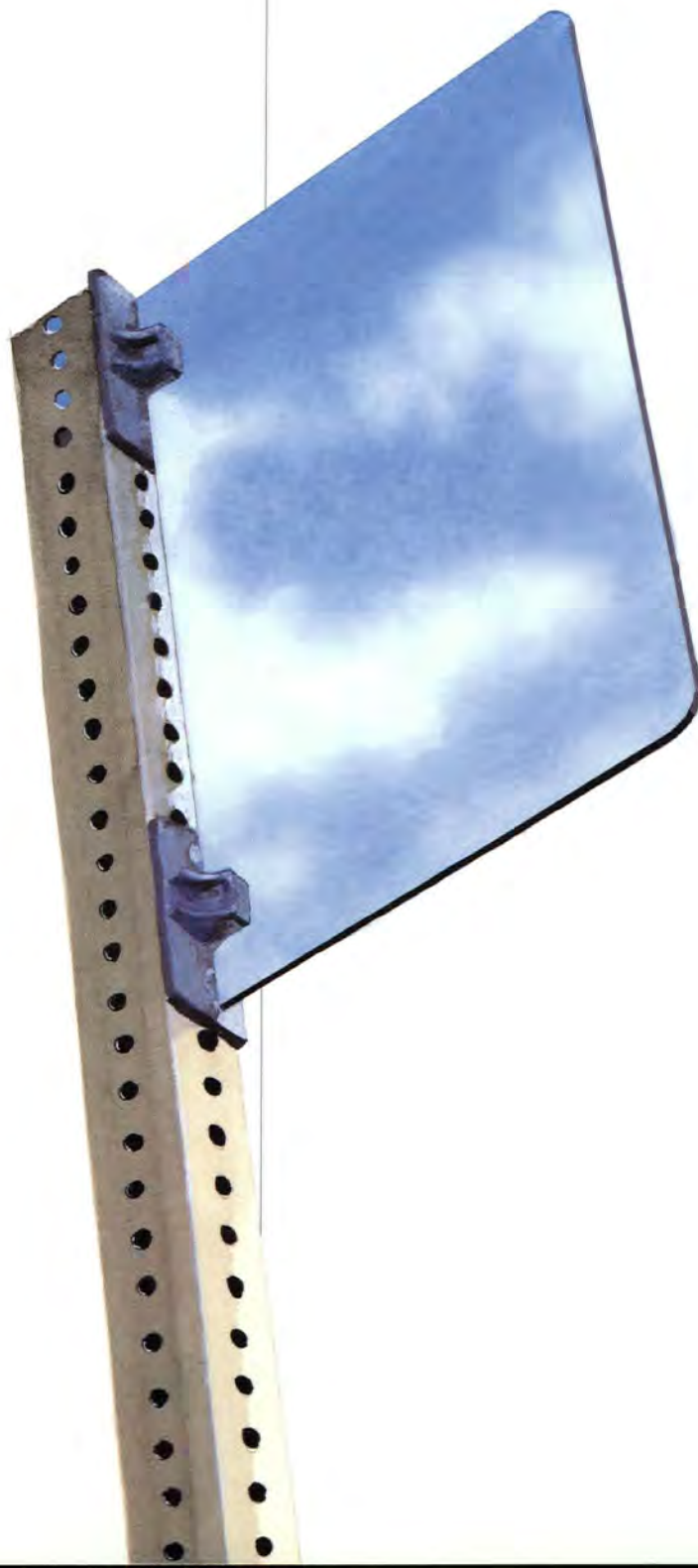
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**University of Colorado at Boulder  
Division of Continuing Education**

1221 University Avenue  
Campus Box 178  
Boulder, Colorado 80309-0178

Instruction offered as part of the Statewide Extended Studies Program.  
Continuing Education receives no state tax support to administer/promote its programs and services.



# Reinvent the rules.

The road to success can be congested. The scenery is nice, but you're busy dodging trucks, jockeying for position, checking the rear view mirror. Continuing Education can help you navigate more effectively with less stress. To get wherever you want to go faster. Flexible programs and loads of options give you the power to reinvent the rules. Eliminate roadblocks! And open up access to targeted learning. So you can re-route, catch up and zoom ahead.

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