

University of Colorado at Boulder, Continuing Education

# Spring



Spring 1988 — Schedule of Courses, Seminars and Workshops

## 3 Easy Ways to Register



See Page 64 For Complete Registration Information

# 1.

### *In Person*

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



# 2.

### *By Mail*

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



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# 3.

### *By Phone*

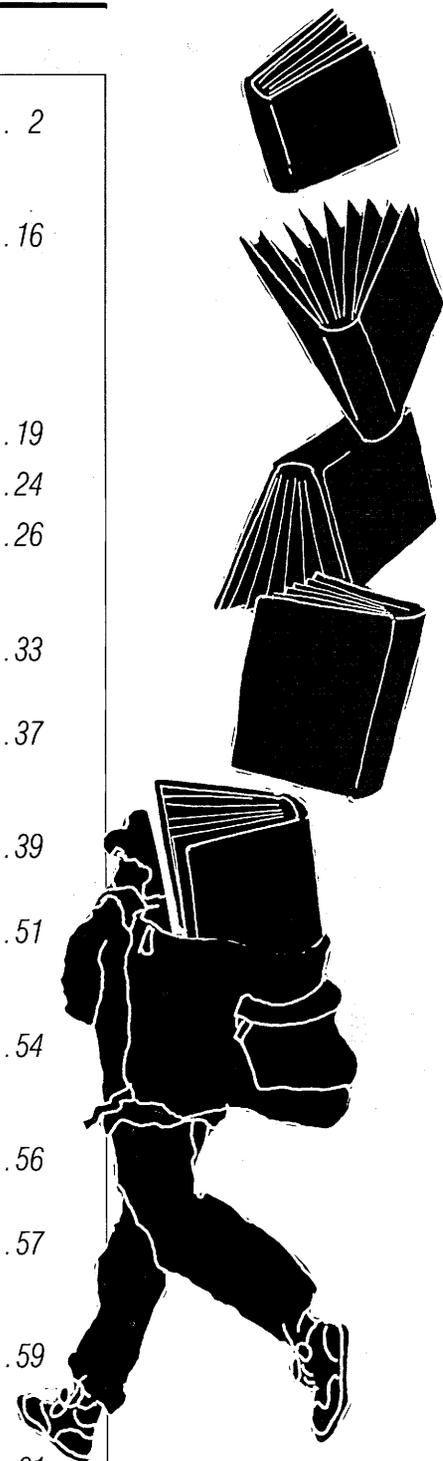
For Noncredit/Certificate courses only, using VISA or MasterCard, Monday, December 14 through Friday, February 12, call 492-2412 or 492-2407. Starting February 15, call 492-5148. A receipt will be mailed to you promptly.





# Table of Contents

<b>Boulder Evening Credit Classes</b> .....	2
University-level courses for the working person. Most classes are offered during the early evening hours and carry full university credit.	
<b>Special Summer Classes</b> .....	16
Summer courses in Meeker; Lessac Summer Workshop.	
<b>Management Development Certificate Program</b>	
For people who want to move into management positions or increase their management skills. Evening and weekend classes to accommodate busy schedules.	
<b>Boulder</b> .....	19
<b>Longmont</b> .....	24
<b>Certificate in Computer Applications</b> .....	26
Designed to create the awareness and skills vital to success in our information age, use of computers and electronic information systems.	
<b>Computer Graphics</b> .....	33
How to use microcomputers for designing and drawing.	
<b>Certificate in Commercial Design</b> .....	37
For the new or continuing student in the growing field of graphic design. Covers skills needed in illustration, art, advertising, publishing, and other areas.	
<b>Noncredit Courses</b> .....	39
Noncredit courses to satisfy your curiosity, help you meet career or lifestyle goals, or expand your artistic skills.	
<b>Special Professional Programs</b> .....	51
Specially developed training seminars for business and industry, government agencies, and service organizations.	
<b>Video Teleconferencing</b> .....	54
Special television linkups made possible by our state-of-the-art satellite receiving dish and teleconferencing system.	
<b>Interior Design Workshops</b> .....	56
Skill development workshops for aspiring or continuing Interior Designers.	
<b>Real Estate Certificate Program</b> .....	57
A statewide program in real estate administered by the University of Colorado and sponsored by the Colorado Real Estate Commission and the Colorado Association of Realtors.	
<b>Independent Study Programs</b> .....	59
College correspondence courses, Individualized Instruction, Childhood Education series, Paralegal Education series, Telecourses, and more.	
<b>Center for Advanced Training in Engineering and Computer Science (CATECS)</b> .....	61
Graduate-level courses for off-campus students, presented by live television broadcast or on videotape.	
<b>Registration Information</b> .....	64
<b>Noncredit/Certificate Registration Form</b> .....	65
<b>Credit Registration Form</b> .....	67
<b>Index</b> .....	70
<b>Campus Map</b> .....	72



Photos courtesy of *The Coloradan*, Ken Abbott and the *Photo Works*





**T**he Division of Continuing Education continues to offer the evening credit program designed specifically for you the working person (home, office, other) or adult who cannot attend classes during daytime hours.

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

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

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

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

to prove emancipated status for the preceding year. Those who feel their initial classification is incorrect may address inquiries to the Division tuition classification coordinator.

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

**No Deferred Payment Plan is Available.**

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

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

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

**Non-Attendance At Class Does Not Constitute Withdrawal.**

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

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

**Privileges:** Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$40 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$60 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$128.00. Total library services are available at no additional charge. Photo IDs are available for \$6 (cash, checks with check guarantee card, VISA, MasterCard) beginning January 19, 11:00 a.m. to 4:00 p.m. at Stadium 129 between Gates 4 and 5.

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

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

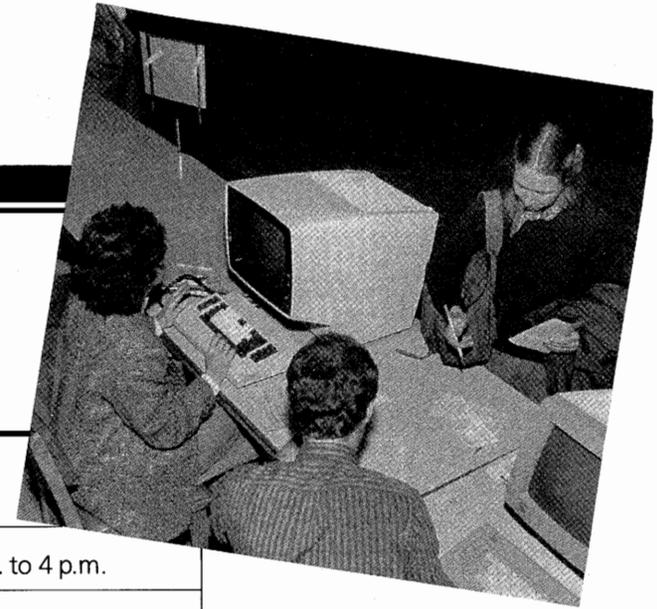
Degree students may qualify for Guaranteed Student Loans for credit courses taken through Continuing Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091.

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

**Special Registration For Faculty and Staff:** Faculty and staff of the University of Colorado, Boulder can enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin January 19. Please bring a copy of PAF indicating at least a half-time active appointment.



# Credit Calendar Dates



## Credit Calendar Dates You Should Know

<b>December 14</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>January 14-15</b> .....	Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
<b>January 18</b> .....	Martin Luther King, Jr., Holiday. NO CLASSES.
<b>January 19</b> .....	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education.  FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>January 22</b> .....	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>January 25</b> .....	Instructor's signature required to drop Session I classes.*
<b>January 29</b> .....	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record.  Registration continues for Session II.
<b>February 1</b> .....	Instructor's signature required to drop Full Term classes.*
<b>February 8</b> .....	Petition required to drop Session I classes.
<b>February 29</b> .....	Petition required to drop Full Term classes.
<b>March 3</b> .....	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>March 7</b> .....	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>March 14</b> .....	Session II classes begin.  FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>March 18</b> .....	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>March 21</b> .....	Instructor's signature required to drop Session II classes.*
<b>March 28-April 1</b> .....	SPRING BREAK. NO CLASSES.
<b>April 11</b> .....	Petition required to drop Session II classes.
<b>April 26</b> .....	FULL TERM TUESDAY CLASSES END.



# Spring 1988 Schedule



## More Credit Calendar Dates You Should Know

<b>April 27</b> .....	FULL TERM WEDNESDAY CLASSES END.
<b>April 28</b> .....	FULL TERM TUESDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
<b>May 2</b> .....	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END. FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. FULL TERM MONDAY AND THURSDAY CLASSES END.
<b>May 4</b> .....	SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>May 5</b> .....	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

## Refund Schedule

<b>FULL TERM</b>	<b>SESSION I</b>	<b>SESSION II</b>
100% before 2nd class	100% before 2nd class	100% before 2nd class
60% after 2nd class and through February 15	60% after 2nd class and through February 5	60% after 2nd class and through April 8
40% February 15 through February 26	40% February 8 through February 12	40% April 11 through April 15
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>

## Full Term Classes by Starting Date

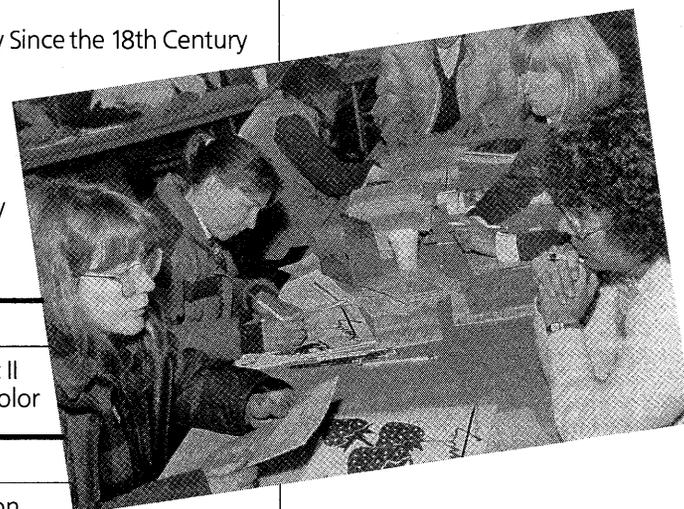
<b>Dept.</b>	<b>Course No. &amp; Hours</b>	<b>Time</b>	<b>Location</b>	<b>Section</b>	<b>Course Title</b>
<b>Monday Evening Courses, Begin January 25 and End May 2</b>					
APAS	112-3	7-10 p.m.	ECCR 2-06	Sec. 300	General Astronomy II
Comm	231-3	6:30-9:30 p.m.	Hellems 137	Sec. 300	Oral Competency
Engl	126-3	6:30-9:30 p.m.	Hellems 245	Sec. 300	Intro. to Women's Literature
Geog	483-3	7-10 p.m.	Guggenheim 3	Sec. 300	Historical Geography of Western North America
Hist	258-3	7-10 p.m.	ECCR 0-08	Sec. 300	History of Colorado
Hist	454-3	7-10 p.m.	Hellems 211	Sec. 300	United States History, 1900 to 1929
Jour	480-3	7-10 p.m.	Hale 104	Sec. 300	Magazine Article Writing
Math	107-3	6-9 p.m.	ECCR 1-42	Sec. 300	Mathematics for Social Science and Business
Math	108-3	5:30-8:30 p.m.	ECCR 2-26	Sec. 300	Calculus for Social Science and Business
Phil	100-3	7-10 p.m.	Hellems 201	Sec. 300	Intro. to Philosophy
PSci	222-3	6-9 p.m.	Hellems 267	Sec. 300	Intro. to International Relations
Psy	445-3	6:30-9:30 p.m.	Biopsychology E432	Sec. 300	Psychology of Personality
Soc	119-3	6:30-9:30 p.m.	Hellems 81	Sec. 300	Deviance
Soc	191-3	6-9 p.m.	Ketchum 234	Sec. 300	Contemporary Social Issues
<b>Monday and Wednesday Evening Courses, Begin January 20 and End May 2</b>					
FA	100-2	7-10 p.m.	FA C175	Sec. 300	Basic Drawing
FA	117-3	6:30-11 p.m.	FA N161	Sec. 300	Basic Photography
FA	418-3	7-10 p.m.	FA N163	Sec. 300	New Directions in Photography: Color
Math	099-3	7-8:30 p.m.	ECCR 1-40	Sec. 300	Pre-College Mathematics
Math	101-3	6-7:30 p.m.	ECCR 1-09	Sec. 300	College Algebra
Psy	210-3	6-7:30 p.m.	Muen. D156	Sec. 300	Statistics and Research Methods in Psychology
<b>Monday and Thursday Evening Courses, Begin January 21 and End May 2</b>					
CS	120-3	7:15-8:45 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Lecture)
Math	230-5	5:30-8 p.m.	ECCR 0-38	Sec. 300	Analytic Geometry and Calculus II





# Spring 1988 Schedule

Dept.	Course No. & Hours	Time	Location	Section	Course Title
<b>Monday, Wednesday and Friday Evening Course, Begins January 20 and Ends May 2</b>					
Hebr	102-5	11 a.m.-1 p.m. (M,W) 1-3 p.m. (F)	Hellems 104	Sec. 300	First Year (Beginning) Hebrew II
<b>Tuesday Evening Courses, Begin January 19 and End April 26</b>					
Anth	202-3	7-10 p.m.	Hellems 237	Sec. 300	Intro. to Physical Anthropology II
Econ	202-3	5:30-8:30 p.m.	ECCR 2-26	Sec. 300	Principles of Microeconomics
Educ	482-3	5-8 p.m.	ECCR 0-03	Sec. 301	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
Educ	482-3	5-8 p.m.	ECCR 0-01	Sec. 302	Workshop in Curricular and Instructional Development: Integrative Learning II
FA	492-3	6:30-9:30 p.m.	FA N163	Sec. 300	Fine Black & White Printing
Geog	306-3	6-9 p.m.	Geology 134	Sec. 300	Maps and Mapping
Hist	142-3	7-10 p.m.	ECCR 1-28	Sec. 300	History of England II
Hist	229-3	6:30-9:30 p.m.	Hellems 211	Sec. 300	Western Warfare and Society Since the 18th Century
Jour	200-3	6-9 p.m.	Macky 3D	Sec. 300	Mass Media Writing
Math	102-2	5:30-7:30 p.m.	ECCR 1-40	Sec. 300	College Trigonometry
Psy	205-3	7-10 p.m.	Biopsychology E113	Sec. 300	Intro. to Biopsychology
Psy	230-3	6:30-9:30 p.m.	Biopsychology E131	Sec. 300	Psychology of Adjustment
Psy	430-3	6:30-9:30 p.m.	Biopsychology E432	Sec. 300	Abnormal Psychology
Psy	471-3	6:30-9:30 p.m.	Biopsychology E417	Sec. 300	Survey of Clinical Psychology
Soc	200-3	6:30-9:30 p.m.	Hellems 201	Sec. 300	Death and Dying
Thtr	200-3	6:30-9:30 p.m.	Hale 204	Sec. 300	Acting Fundamentals
<b>Tuesday and Thursday Evening Courses, Begin January 19 and End April 28</b>					
Arab	102-5	5-7:30 p.m.	Hellems 191	Sec. 300	First Year (Beginning) Arabic II
FA	291-3	7-10 p.m.	FA C175	Sec. 300	Special Topics: Drawing in Color
<b>Wednesday Evening Courses, Begin January 20 and End April 27</b>					
Comm	203-3	6:30-9:30 p.m.	Hellems 141	Sec. 300	Interpersonal Communication
Engl	315-3	6-9 p.m.	ECCR 1-26	Sec. 300	Report Writing
EPOB	122-3	7-10 p.m.	ECCR 0-36	Sec. 300	General Biology II
EPOB	414/514-3	6:30-9:30 p.m.	Ramaley 23	Sec. 300	Advanced Ecology: Oceanography and Marine Biology
Geol	104-3	7-10 p.m.	Geology 127	Sec. 300	Geological Evolution of the Colorado Region
Hist	152-3	7-10 p.m.	ECCR 0-08	Sec. 300	The United States Since 1865
Phil	102-3	7-10 p.m.	Hellems 201	Sec. 300	Ethics
PSci	110-3	6-9 p.m.	Ketchum 234	Sec. 300	The American Political System
Psy	264-3	7-10 p.m.	Biopsychology E113	Sec. 300	Child and Adolescent Psychology
Soc	428-3	7-10 p.m.	Hellems 193	Sec. 300	Sociology of the Future
Soc	495-3	6-9 p.m.	Hellems 211	Sec. 300	Criminology
<b>Thursday Evening Courses, Begin January 21 and End April 28</b>					
Comm	102-3	6:30-9:30 p.m.	Hellems 141	Sec. 300	Intro. to Interpersonal and Small Group Communication
CS	120-3	6-7 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Recitation)
Econ	201-3	5:30-8:30 p.m.	ECCR 2-26	Sec. 300	Principles of Macroeconomics
Educ	480-3	6-9 p.m.	ECCR 1-01	Sec. 300	Supported Employment: Facilitating the Employment of People with Disabilities
Educ	481-3	6:30-9:30 p.m.	ECCR 0-01	Sec. 300	Special Topics: Integrative Learning
Engl	119-3	6:30-9:30 p.m.	Hellems 245	Sec. 300	Intro. to Creative Writing
Engl	120-3	6-9 p.m.	ECCR 1-26	Sec. 300	Intro. to Fiction
Engl	160-3	7-10 p.m.	Hellems 211	Sec. 300	Intro. to American Writers
Phil	105-3	7-10 p.m.	Hellems 201	Sec. 300	Philosophy and Religion
Psy	100-3	7-10 p.m.	Biopsychology E113	Sec. 300	General Psychology
Soc	211-3	6-9 p.m.	Ketchum 234	Sec. 300	Intro. to Sociology



## Survival Tips

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

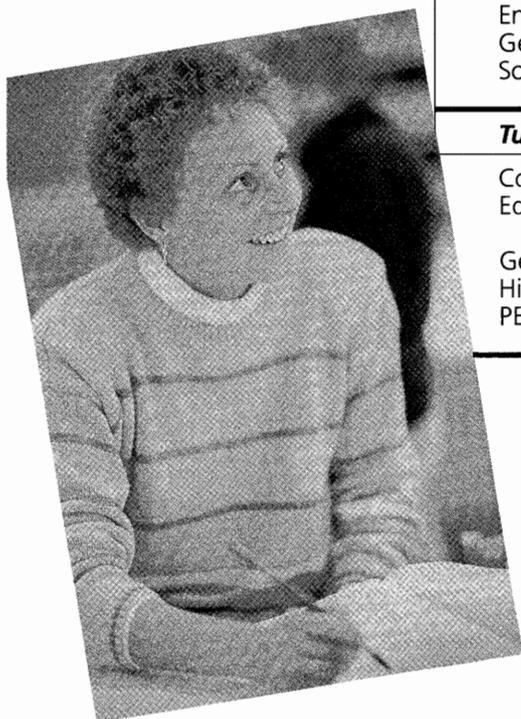


# Spring 1988 Schedule



## Session I Classes by Starting Date

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



A B C D E F G H I J K L M N O P  
Q R S T U



## Session II Classes by Starting Date

Dept.	Course No. & Hours	Time	Location	Section	Course Title
<b>Monday and Wednesday Evening Courses, Begin March 14 and End May 4</b>					
Anth	104-3	7-10 p.m.	Hellems 237	Sec. 200	Principles of Anthropology II
Engl	119-3	7-10 p.m.	Hellems 241	Sec. 200	Intro. to Creative Writing
EPOB	210-3	7-10 p.m.	Hellems 229	Sec. 200	Intro. to Wildlife Ecology and Conservation
FS	355-3	7-10 p.m.	Norlin AV Room	Sec. 201	Producing the Feature Film
PE	342-3	7-10 p.m.	ECCR 1-46	Sec. 200	Nutrition and Health
Soc	250-3	7-10 p.m.	Education 138	Sec. 200	Social Problems and Social Change
<b>Tuesday and Thursday Evening Courses, Begin March 15 and End May 5</b>					
Comm	231-3	6-9 p.m.	Hellems 141	Sec. 200	Oral Competency
Educ	480-3	5-8 p.m.	Hale 6	Sec. 200	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FS	355-3	7-10 p.m.	Norlin AV Room	Sec. 202	Producing the Feature Film
Geog	101-3	6-9 p.m.	Guggenheim 3	Sec. 200	Environmental Systems: Landforms and Soils
PE	401-3	7-10 p.m.	ECCR 2-06	Sec. 200	Special Aspects of Current Practices: Current Controversies in Nutrition
Soc	211-3	6-9 p.m.	Hellems 241	Sec. 200	Intro. to Sociology

### Survival Tips

Nonattendance at class does not constitute withdrawal.





## Credit Classes



### Anthropology

#### **Anthropology 103-3 Principles of Anthropology I**

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

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

#### **Anthropology 104-3 Principles of Anthropology II**

Survey of the world's major culture areas: culture and its major components such as subsistence, social organization, religion, and language. When combined with Anth. 103, satisfies first year social sciences requirement.

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

#### **Anthropology 202-3 Introduction to Physical Anthropology II**

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

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

### Arabic

#### **Arabic 102-5 First Year (Beginning) Arabic II**

Prerequisite: Arabic 101.  
Full Term - Section 300:  
Tuesdays and Thursdays, 5-7:30 p.m.,  
Hellems 191. \$440.

### General Astronomy

#### **APAS 112-3 General Astronomy II**

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

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

### Communication

#### **Communication 102-3 Introduction to Interpersonal and Small Group Communication**

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

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

#### **Communication 203-3 Interpersonal Communication**

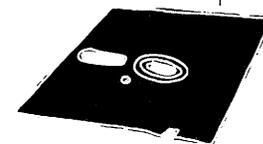
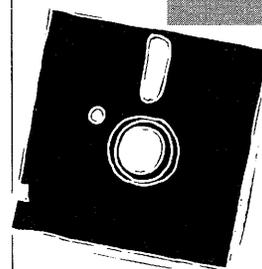
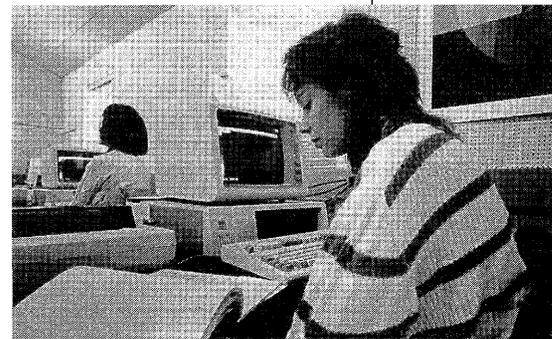
This course explores communication between people. It promotes self-awareness by understanding major communication concepts, stages of relationships, and communication skills. In particular, communication between the sexes in intimate, friendship, and professional relationships receives emphasis. Some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

Full Term - Section 300: Wednesdays,  
6:30-9:30 p.m., Hellems 141. \$180.  
Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.,  
Hellems 137. \$180.

#### **Communication 231-3 Oral Competency**

This basic public speaking course is designed to train students to create and deliver powerful messages to various audiences. Emphasis will be given to informational and persuasive discourse. Students will make a minimum of five presentations for critique-evaluation and be examined over course content. No prerequisites.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m., Hellems 137. \$180.  
Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.,  
Hellems 141. \$180.



### Computer Science

#### **Computer Science 120-3 Introduction to Programming I**

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

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



# Credit Classes



## Economics

### **Economics 201-3** **Principles of Macroeconomics**

An overview of the economy examining the flow of income and GNP as well as the factors determining the level of employment, income, money, credit, and prices. When combined with Econ. 202, satisfies first year social sciences requirement. Econ. 201 and 202 can be taken in either order.

Full Term - Section 300:  
Thursdays, 5:30-8:30 p.m.,  
Engineering Center CR 2-26. \$180.

### **Economics 202-3** **Principles of Microeconomics**

The operation of the price system as a major organizer of the economy. Elementary theory, problems, and public policy of competition, monopoly, distribution of income, and international economic relations. When combined with Econ. 201, satisfies first year social sciences requirement. Econ. 202 and 201 can be taken in either order.

Full Term - Section 300:  
Tuesdays, 5:30-8:30 p.m.,  
Engineering Center CR 2-26. \$180.

## Education

### **Education 480-3** **Special Topics: Creative Learning** **Experiences and Resources (C.L.E.A.R.)**

This experiential course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients. We will explore a variety of ways to activate right brain functioning through multi-sensory learning, creative problem solving techniques, and the expansion of creative imagination and humor. We will consider how creative learning experiences can enhance our daily lives — personally, academically, and professionally.

Session I - Section 100:  
Tuesdays and Thursdays, 5-8 p.m.,  
Hale 6. \$188.

Session II - Section 200:  
Tuesdays and Thursdays, 5-8 p.m.,  
Hale 6. \$188.



### **Education 480-3** **Supported Employment:** **Facilitating the Employment of People** **with Disabilities**

This course will provide human service professionals with the background, rationale, and practical skills necessary to successfully integrate employees with disabilities into the competitive work community. It is designed for people already working in the fields of rehabilitation, education or counseling as well as for people who aspire to do so. While much of the subject matter derives from technologies developed to serve people with severe disabilities, such as mental retardation, the values and concepts also apply to other traditionally devalued people. Topics covered include history, attitudinal barriers, school to work transition, job development, systematic instruction, follow up procedures, and systemic change. Field practicum with local agencies will provide hands-on experience to students.

Full Term - Section 301: Thursdays, 6-9 p.m.,  
Engineering Center CR 1-01. \$180.

### **Education 481-3** **Special Topics: Integrative Learning**

This course provides information and practical strategies designed to motivate and energize anyone interested in the teaching, learning, and communication process. Participants will learn skills which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self esteem. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, stress management and biofeedback techniques, and numerous other suggestions for enhancing the learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.,  
Engineering Center CR 0-01. \$188.

### **Education 482-3** **Workshop in Curricular and Instructional** **Development: Meeting the Needs of** **the Gifted and Talented Child**

This course stresses advocacy of the gifted and talented child in the classroom and in the home. Students will discuss current issues in gifted education in a workshop atmosphere, emphasizing individualization, creativity, problem solving and social/emotional issues. Hands-on materials appropriate for gifted and talented children will be shared, and guest speakers will participate. Students will develop projects related to individual interest areas. This course meets Colorado teacher re-certification requirements. For further information on initial certification, contact instructor or Colorado Department of Education.

Full Term - Section 301: Tuesdays, 5-8 p.m.,  
Engineering Center CR 0-03. \$180.

### **Education 482-3** **Workshop in Curricular and Instructional** **Development: Integrative Learning II**

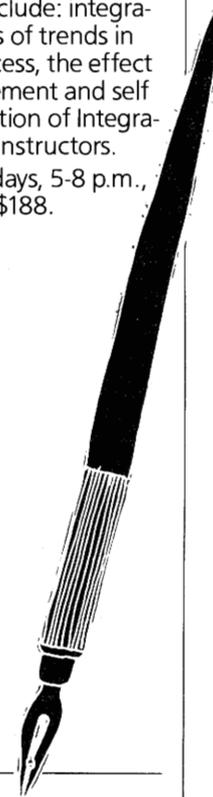
This course is designed as a forum for in-depth discussion and exchange of ideas of topics introduced in Integrative Learning I. Topics to be covered may include: integrative learning process, updates of trends in education, strategies for success, the effect of technology, stress management and self esteem. Prerequisite: completion of Integrative Learning I or approval of instructors.

Full Term - Section 302: Tuesdays, 5-8 p.m.,  
Engineering Center CR 0-01. \$188.

## English

### **English 119-3** **Introduction to Creative Writing**

This course is designed for students who want to learn basic techniques of writing short fiction and poetry. It is valuable for students with serious writing goals, for those who seek greater skill in self expression, and



## Survival Tips

### **Important Information** **About Arts and Sciences** **Degree Requirements and** **How Boulder Evening** **Credit Courses Can** **Be Utilized to the** **Best Advantage**

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening credit courses will indicate whether the course satisfies one of the Fall 1987 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective.





## Credit Classes

for those who want to better appreciate literature by learning to write it. Students will write stories and poems, and discuss them in a supportive, workshop atmosphere. We will also read and discuss the works of established writers, in order to develop our awareness of the elements of fiction and poetry.

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

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

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

### **English 120-3** **Introduction to Fiction**

Introduction to the novel, novella, and short story, including works from the nineteenth and twentieth centuries, as well as contemporary authors. Focus will be on reading and class discussions, and the development of basic critical approaches to fiction. Authors will include European, Latin American, and Russian writers in addition to American. When combined with English 126, 130, 140, 150, 160, 190, 226, or 253, satisfies first year humanities requirement.

Full Term - Section 300: Thursdays, 6-9 p.m.,  
Engineering Center CR 1-26. \$180.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Hellems 241. \$180.



### **English 126-3** **Introduction to Women's Literature**

This course will serve as an introduction to the study of literature by women in England and America. Both poetry and fiction will be read, and varying historical periods will be covered. The course is designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. When combined with English 120, 130, 140, 150, 160, 190, 226, or 253, satisfies first year humanities requirement.

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

### **English 160-3** **Introduction to American Writers**

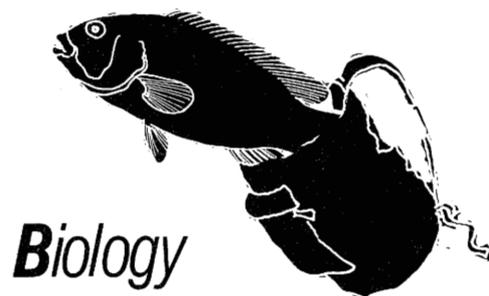
This course introduces students to a wide range of American Literature, including poetry, fiction, and non-fiction prose, from earliest colonial times through the 20th Century. The development of our national literature is traced through the work of its most characteristic figures. Special attention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

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

### **English 315-3** **Report Writing**

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

Full Term - Section 300:  
Wednesdays, 6-9 p.m.,  
Engineering Center CR 1-26. \$180.



## Biology

### **EPOB 122-3** **General Biology II**

A concentrated introduction to organisms, physiology, development, behavior, and ecology. Emphasis on fundamental principles, concepts, and questions underlying modern biology. When combined with EPOB 121, satisfies first year natural sciences requirement. EPOB 122 and 121 can be taken in either order.

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Engineering Center CR 0-36. \$180.



### **EPOB 210-3** **Introduction to Wildlife Ecology and Conservation**

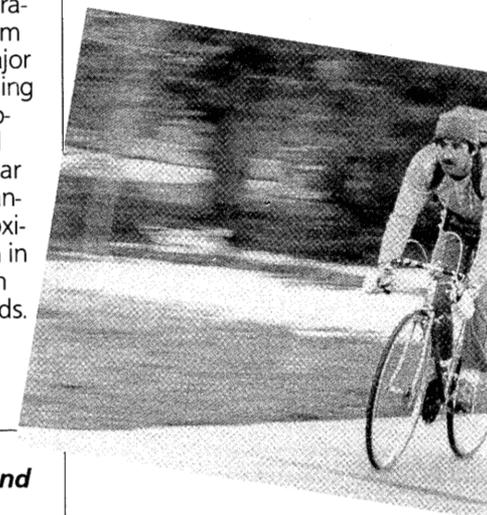
This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by the way of illustration,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

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

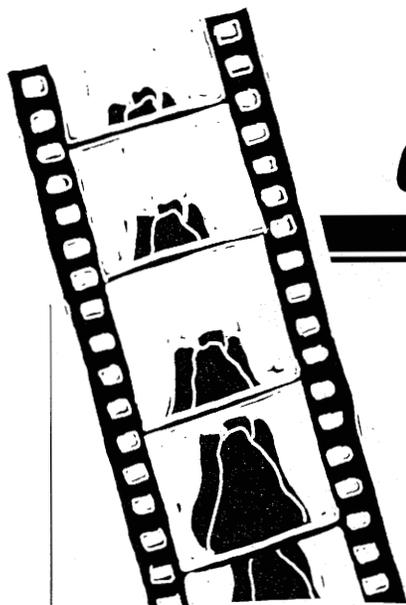
### **EPOB 414/514-3** **Advanced Ecology: Oceanography and Marine Biology**

A discussion of the major aspects of oceanography, i.e., the interplay of physical, chemical, and biological factors in the oceans and adjoining seas; and selected oceanographic techniques. Emphasis will be placed on the ecology of marine organisms, focusing on such topics as habitats and communities, adaptive design and strategies of organisms, competition, pollution, parasitism, food chains, and nutrient cycling. Lectures will often be illustrated through the use of color slides and films.

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



## Credit Classes



### Film Studies

#### **Film Studies 355-3** **Producing the Feature Film**

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

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

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



### Fine Arts

#### **Fine Arts 100-2** **Basic Drawing**

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

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



#### **Fine Arts 117-3** **Basic Photography**

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

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

#### **Fine Arts 291-3** **Special Topics: Drawing in Color**

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

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

#### **Fine Arts 418-3** **New Directions in Photography: Color**

Students will learn the history, theory, aesthetics and practice of color photography as a fine art medium. This class will utilize the subtractive filter method of printing color negatives on color paper (type "C"). Students should expect to spend \$150-200 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.,  
Fine Arts N163. \$220.

#### **Fine Arts 492-3** **Fine Black and White Printing**

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

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



### Geography

#### **Geography 100-3** **Environmental Systems: Climate and Vegetation**

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

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





## Credit Classes

### **Geography 101-3 Environmental Systems: Landforms and Soils**

An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Geog. 101 carries only two hours credit towards graduation if student has earned credit in Geol. 101 or 103. When combined with Geog. 100, satisfies first year natural sciences requirement.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.,  
Guggenheim 3. \$180.

### **Geography 306-3 Maps and Mapping**

Basic introduction to the skills and reasoning ability needed to appreciate and use maps as research tools and illustrative devices. Emphasis on map reading and geographic interpretation of local and other selected U.S. maps. Optional half-day field exercise will be available.

Full Term - Section 300:  
Tuesdays, 6-9 p.m., Geology 134. \$180.

### **Geography 483-3 Historical Geography of Western North America**

A study of how people have developed settlements and utilized and changed the landscape of North America east of the Mississippi through time, including an analysis of the past geography of certain regions of western North America at selected periods of time.

Full Term - Section 300:  
Mondays, 7-10 p.m., Guggenheim 3. \$180.

### **Geography 491-3 Geography of Britain**

This course consists of an in-depth look at the cultural, economic, historical, physical and political geography of Britain, emphasizing the distinctive character and problems of each region. It is especially designed not only to enhance the knowledge of those with a long-term interest in things British, but to afford necessary background for those who wish to take Prof. Myers' field course in Britain this summer as well.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Guggenheim 205. \$180.

## Geology



### **Geology 104-3 Geological Evolution of the Colorado Region**

A course for nongeology majors that traces the geological development of Colorado and nearby western states, cast within a broader framework of the earth's geological environment. Course closed to geology majors. Geol. 104 carries only two hours credit if student has credit in Geol. 101. Prer., Geol. 103 or equivalent. When combined with Geol. 103, satisfies first year natural sciences requirement.

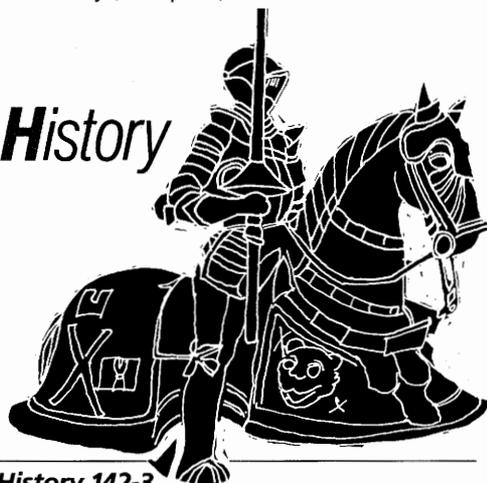
Full Term - Section 300:  
Wednesdays, 7-10 p.m., Geology 127. \$180.

## Hebrew

### **Hebrew 102-5 First-Year (Beginning) Hebrew II**

Prerequisite, Hebrew 101.  
Full Term - Section 300:  
Mondays and Wednesdays, 11 a.m.-1 p.m.  
and Fridays, 1-3 p.m., Helms 104. \$440.

## History



### **History 142-3 History of England II**

The period from the 17th century to the present. Political, economic, social, and imperial developments which contributed to the creation of the modern industrial and democratic state are the major issues covered. When combined with Hist. 141, satisfies first year social sciences requirement.

Full Term - Section 300:  
Tuesdays, 7-10 p.m.,  
Engineering Center CR 1-28. \$180.

### **History 152-3 The United States Since 1865**

A general survey of the social, economic, political and cultural development of the United States from the close of the American Civil War to the present. When combined with Hist. 151, satisfies first year social sciences requirement.

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Engineering Center CR 0-08. \$180.



### **History 229-3 Western Warfare and Society Since the 18th Century**

This course examines the relationship between warfare and society from "rational" war of the 18th century to "total" war of the 20th. Key areas to explore include: the role of military leaders like Frederick the Great, Napoleon, Hitler, and Eisenhower; the balance between civil and military authority; the development of military plans and doctrine; and the impact of technological change on the conduct of war. By studying the growth of military institutions, we will have a better understanding of the role of the military in the nuclear age.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m., Helms 211. \$180.

### **History 258-3 History of Colorado**

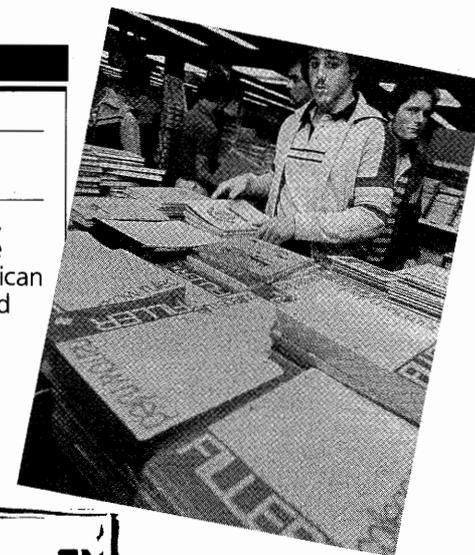
Emphasizes the historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention will be given to Indian and Hispanic activity and culture.

Full Term - Section 300:  
Mondays, 7-10 p.m.,  
Engineering Center CR 0-08. \$180.

### **History 418-3 History of Southern Africa Since 1800**

Examines the history of Southern Africa. Special emphasis will be placed on the history of South Africa. The course will focus on the decline of white rule and the region's strategic importance.

Session I - Section 100:  
Tuesdays and Thursdays, 7-10 p.m.,  
Education 134. \$180.





## History - con't.

### **History 454-3** **United States History 1900 to 1929**

History of the United States during the progressive years, 1900 to 1929, with emphasis on the social, economic, cultural and political evolution of the American people and the nation's role in world affairs.

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



## Journalism

### **Journalism 200-3** **Mass Media Writing**

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

Full Term - Section 300:  
Tuesdays, 6-9 p.m., Macky 3D. \$180.

### **Journalism 480-3** **Magazine Article Writing**

Fundamentals of the magazine feature article, emphasizing market analysis, story form, style and methods. Practice in writing the free-lance article, understanding the roles of the editor and the art department. Discussions of magazine history, writer's contracts and rights, photography, and advanced reporting and research skills.

Full Term - Section 300:  
Mondays, 7-10 p.m., Hale 104. \$180.



## Mathematics

### **Mathematics 099-3** **Pre-College Mathematics**

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

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.,  
Engineering Center 1-40. \$180.

### **Mathematics 101-3** **College Algebra**

Simplifying algebraic expressions, factoring, linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prer., one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See Math. 099 also.) No credit for students with credit in Math. 110. Math. 101 and 102 are equivalent to Math. 110.

Full Term - Section 300:  
Mondays and Wednesdays, 6-7:30 p.m.,  
Engineering Center CR 1-09. \$180.

### **Mathematics 102-2** **College Trigonometry**

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prer., one and a half years high school algebra and one year high school geometry or Math. 101. No credit for students with credit in Math. 110. May be taken currently with Math. 130. Math. 101 and 102 are equivalent to Math. 110.

Full Term - Section 300:  
Tuesdays, 5:30-7:30 p.m.,  
Engineering Center CR 1-40. \$120.

### **Mathematics 107-3** **Mathematics for Social Science and Business**

Systems of linear equations; an introduction to matrices, linear programming, and probability. Does not prepare students for Math. 110 or 130. Prer., 1½ years of high school algebra or equivalent.

Full Term - Section 300:  
Mondays, 6-9 p.m.,  
Engineering Center CR 1-42. \$180.

### **Mathematics 108-3** **Calculus for Social Science and Business**

An intuitive treatment of beginning calculus; differentiation and integration of algebraic, logarithmic, and exponential functions with applications in business and the social sciences. No knowledge of trigonometry or analytic geometry is presupposed. Those planning to take more than one semester of calculus should take Math. 130 instead of Math. 108.

Full Term - Section 300:  
Mondays, 5:30-8:30 p.m.,  
Engineering Center CR 2-26. \$180.

### **Mathematics 230-5** **Analytic Geometry and Calculus II**

Continuation of Math 130. Transcendental functions, methods of integration, plane analytic geometry, polar coordinates, and parametric equations. When combined with Math. 130, satisfies first year natural sciences requirement.

Full Term - Section 300:  
Mondays and Thursdays, 5:30-8 p.m.,  
Engineering Center CR 0-38. \$300.

## Survival Tips

All tuition and refund assessments are subject to audit.





## Credit Classes



### Philosophy

#### **Philosophy 100-3 Introduction to Philosophy**

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

Full Term - Section 300:  
Mondays, 7-10 p.m., Hellem's 201. \$180.

#### **Philosophy 102-3 Ethics**

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

Full Term - Section 300:  
Wednesdays, 7-10 p.m., Hellem's 201. \$180.

#### **Philosophy 105-3 Philosophy and Religion**

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

Full Term - Section 300:  
Thursdays, 7-10 p.m., Hellem's 201. \$180.



### Physical Education

#### **Physical Education 342-3 Nutrition and Health**

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

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Engineering Center CR 1-46. \$180.

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

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

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.,  
Engineering Center CR 2-06. \$180.

### Political Science

#### **Political Science 110-3 The American Political System**

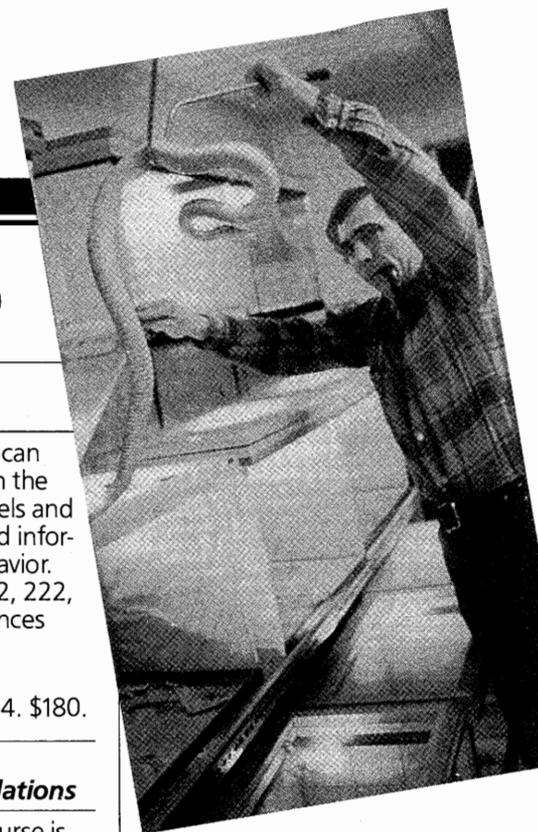
A general introduction to the American political system with emphasis upon the interrelations among the various levels and branches of government, formal and informal institutions, processes and behavior. When combined with P.Sc. 201, 202, 222, or 240, satisfies first year social sciences requirement.

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

#### **Political Science 222-3 Introduction to International Relations**

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

Full Term - Section 300:  
Mondays, 6-9 p.m., Hellem's 267. \$180.



### Psychology

#### **Psychology 100-3 General Psychology**

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

Full Term - Section 300:  
Thursdays, 7-10 p.m.,  
Porter Biopsychology E113. \$180.





## Psychology – con't.

### **Psychology 205-3** **Introduction to Biopsychology**

A broad survey course in the psychological, endocrine, and genetic bases of behavior. Topics to be covered include the biological bases of learning, motivation, emotion, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurophysiology, and neuroanatomy in relation to behavior. When combined with Psy. 100, satisfies first year natural sciences requirement.

Full Term - Section 300:  
Tuesdays, 7-10 p.m.,  
Porter Biopsychology E113. \$180.

### **Psychology 210-3** **Statistics and Research Methods in Psychology**

This course will explore the methods that researchers use to establish facts. Topics will include the scientific method, designing experiments to test hypotheses, evaluating experiments, and summarizing data. Emphasis will be placed on the use and misuse of statistics; especially, how to lie with statistics and how to represent data, etc. The purpose of the latter is to sharpen one's analytical skills. This course is a requirement for all psychology majors and recommended for persons planning to pursue a career in behavioral sciences.

Full Term - Section 300:  
Mondays and Wednesdays, 6-7:30 p.m.,  
Muenzinger D156. \$180.

### **Psychology 230-3** **Psychology of Adjustment**

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.,  
Porter Biopsychology E131. \$180.

### **Psychology 264-3** **Child and Adolescent Psychology**

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

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Porter Biopsychology E113. \$180.



### **Psychology 430-3** **Abnormal Psychology**

This course is designed to familiarize the student with the major applied aspects of abnormal behavior. The focus is on the diagnosis and treatment of contemporary abnormal behaviors. The course will be presented in a case study methodology. Students will be expected to become familiar with contemporary research and practices in clinical/counseling psychology. This course does not presume previous field or course work in the clinical area.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.,  
Porter Biopsychology E432. \$180.



### **Psychology 445-3** **Psychology of Personality**

An intensive exploration of the theoretical and applied dimensions of personality development and change. This course is designed to further develop the student's understanding of the historical and contemporary research in personality. It is assumed that the student has both a strong course and field work background in psychology. Major models will include psychoanalytic, neo-analytic, existential, organic and social-learning theories of personality. A major portion of the course will be experiential. Prerequisite, 12 hours of psychology or consent of instructor.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.,  
Porter Biopsychology E432. \$180.

### **Psychology 471-3** **Survey of Clinical Psychology**

Theories and practices relating to problems of ability and maladjustment. Diagnostic procedures and treatment methods with children and adults. Prerequisite, Psy. 100 and 431, or consent of instructor.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.,  
Porter Biopsychology E417. \$180.





## Credit Classes

### Sociology

#### **Sociology 119-3** **Deviance**

The study of norm-violating behavior and social responses to such behavior. Special emphasis is given to understanding the social context in which deviance takes place. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m., Hellems 81. \$180.

#### **Sociology 191-3** **Contemporary Social Issues**

Introductory consideration of some 30 current social controversies such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 211, satisfies first year social sciences requirement.

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

#### **Sociology 200-3** **Death and Dying**

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m., Hellems 201. \$180.

#### **Sociology 211-3** **Introduction to Sociology**

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

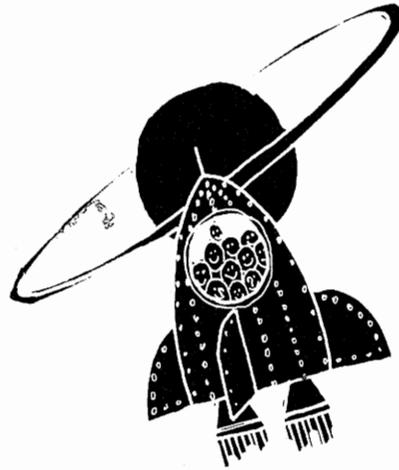
Full Term - Section 300:  
Thursdays, 6-9 p.m., Ketchum 234. \$180.  
Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.,  
Hellems 241. \$180.

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

Deals with major theories of social change, change in major social institutions, and current social problems: distribution of power in society, unemployment, poverty, racism and sexism, the changing role of the family, sexual norms and behavior, drugs and psychophysical methods of awareness. When combined with Soc. 211, satisfies first year social sciences requirement.

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

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



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

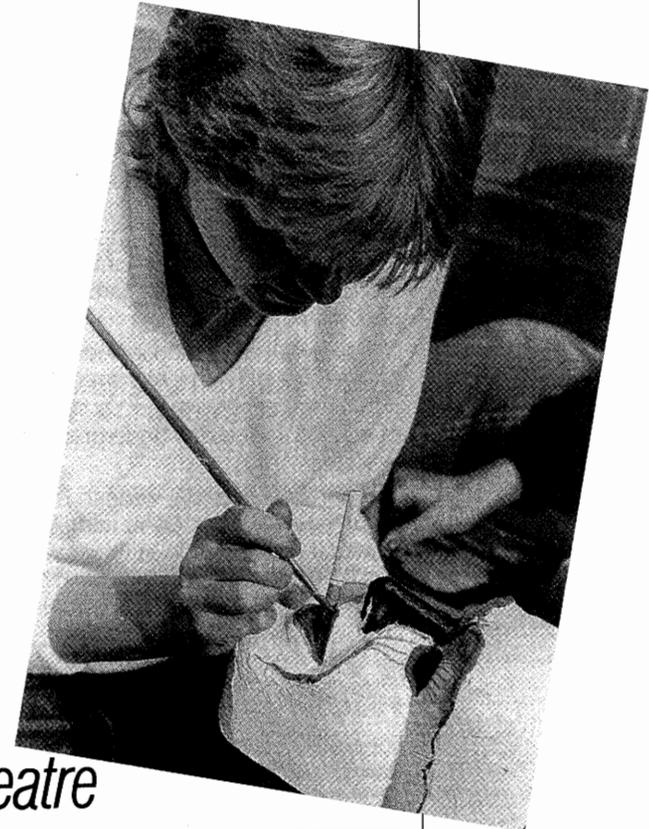
A systematic analysis of future societies, with emphasis on a variety of possible social arrangements. The sociology of the future will examine the effects of the decisions we make based on our predictions of the consequences of the options available to us on such issues as the arms race, energy, America's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

Full Term - Section 300:  
Wednesdays, 7-10 p.m., Hellems 193. \$180.

#### **Sociology 495-3** **Criminology**

An exploration of the social processes involved in producing and perpetuating crime. Includes a critical examination of the operations of the criminal justice system as well as an analysis of the causes of criminal behavior. Provides a survey of various criminological theories and a critical assessment of conventional explanations of crime. Broadens the inquiry into the nature of crime beyond a focus on individual streetcrime and white-collar crime to include consideration of corporate crime, and crime by the state. Sophomore standing is suggested, or permission of the instructor. When combined with any other upper division sociology course, except 317, 401, 402, 438, 439, or 491, will complete the second year social sciences requirement provided first year combination has been completed.

Full Term - Section 300:  
Wednesdays, 6-9 p.m., Hellems 211. \$180.



### Theatre

#### **Theatre 200-3** **Acting Fundamentals**

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

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



## Special Summer Plans



### Lessac Summer Workshop

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

#### LESSAC SUMMER WORKSHOP RETURNS.

The Department of Theatre and Dance and the Division of Continuing Education will again host an innovative program of voice, speech and body training for teachers, performers, and advanced students by the founder of the Lessac Method.

The demand for experienced and gifted teachers of the Lessac system has always exceeded the supply. This intensive workshop provides the best training for the personal skill development necessary for such teaching.

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

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

For more information, write to Lessac Summer Workshop, Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80303-0178, or call (303)-492-6409 (1-800-332-5839 toll free in Colorado).

### Meeker '88

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

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

The Meeker region is partly agricultural, partly protected wilderness, and totally suited to the study of geology, western slope flora,

wilderness ecology, freshwater ecology, and environmental and energy issues. The landscape, from river valley to mountain formations, also invites an artistic enjoyment of the region through expression in painting or photography.

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

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

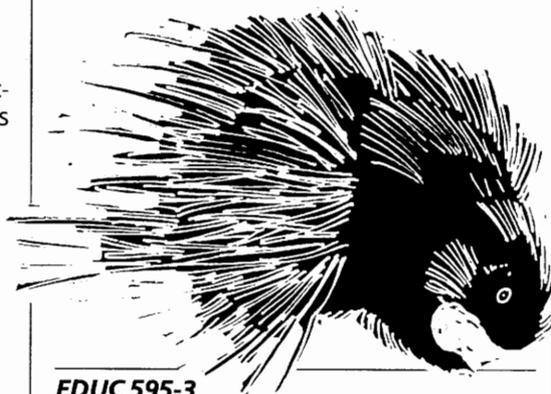
Tuition: \$55 per credit hour (resident or nonresident for up to 3 credit hours).

The terms are scheduled so that you can take advantage of one of these offerings and still attend one of the 5-week summer terms on the Boulder Campus.

### Schedule for Meeker '88

Term I:

June 13-July 1, 1988



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

NOTE: THIS COURSE MEETS JUNE 25-JULY 8, 1988.

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

huge meadow systems and is inhabited by Colorado's largest concentration of elk.

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

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



#### ENVD 530-3 Special Topics in Natural Resources and Energy

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

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





## Special Summer Plans



### FA 491/591-3

#### Special Topics: Painting

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

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

### FA 492/592-3

#### Special Topics: Electronic Photography

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

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



### MUSM 547-3

#### Museum Field Methods in Botany

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

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

### MUSM 547-3

#### Museum Field Methods in Botany

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

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

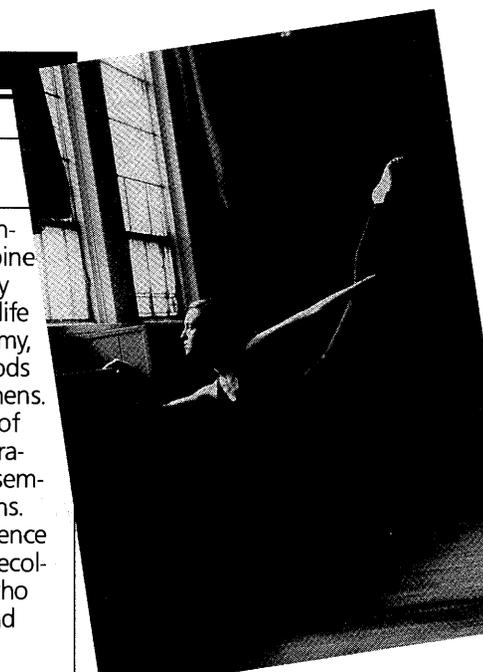


### WS 400-3

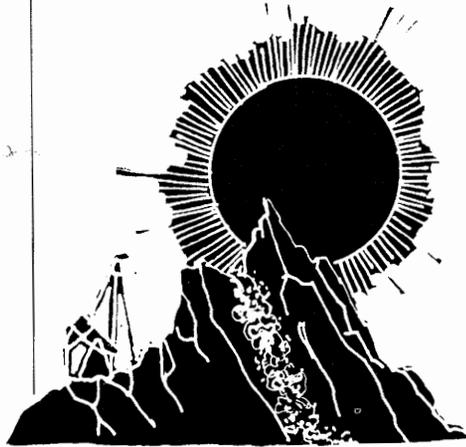
#### Women and Science

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

Judith Harris, Associate Professor of Natural History at the University of Colorado at Boulder, is a member of the American Association for the Advancement of Science, the Society of Vertebrate Paleontology and a Fellow of the Linnean Society. She specializes in the paleoecology of terrestrial systems, the evolution and systematics of fish and certain other lower vertebrate groups and critique of science. She has written papers on these topics and on educating women in science.



# Special Summer Plans



**Term II:**  
**July 11-July 29, 1988**

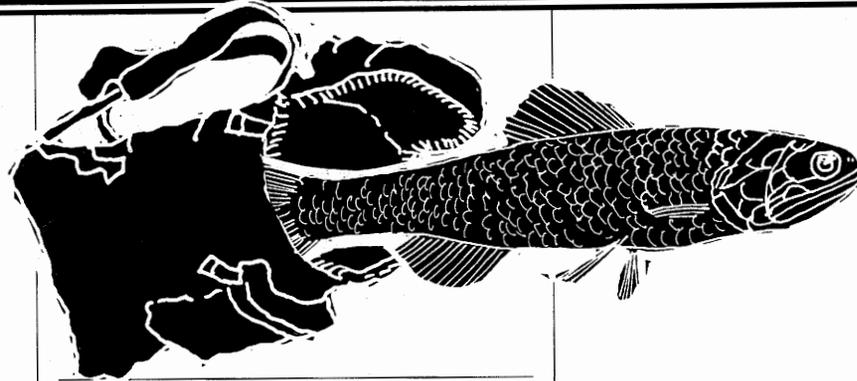
**EDUC 595-3**  
**Workshop in Curriculum and Content**  
**Areas: Energy Across the Curriculum**

NOTE: THIS COURSE MEETS JULY 11-JULY 23, 1988.

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

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

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



**EPOB 410/510-3**  
**Marine and Freshwater Ecology**

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

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



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

This course will include personal expression and the development of technical skills in painting of landscape subjects in the Meeker — White River Valley area. In the landscape, students will stress observational skills that can be used later in a studio setting. Students will also stress the issues of form and content, relating landscape painting to the larger issues of contemporary art and life. Charles Forsman, Professor of Fine Arts at the University of Colorado at Boulder, has a special interest in the history of the West and in conservation. These interests find frequent expression in his painting.

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

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

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

**MUSM 448/548-3**  
**Museum Field Methods in Geology**

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

Peter Robinson, Professor of Natural History and Curator of Geological Collections, University Museum at the University of Colorado at Boulder, specializes in fossil mammals from the Tertiary of North America and NW Africa. He has field experience in Western U.S., Greece, Spain, Sudan, Morocco, Algeria and Tunisia, with particular interest in the use of fossil vertebrates to solve geological problems.

For more information on these courses and housing in Meeker, write to Meeker '88, Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO, or call (303)-492 6409 (1-800-332-5839 toll free in Colorado).





## Management Development Certificate Program

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

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

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

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

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

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

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

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

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



## Courses by Starting Date, Spring 1988

Date	Number	Course	Faculty
Tuesday, February 2	MDB-9	Effective Public Speaking and Presentation Techniques	Donald O. Marcotte
Wednesday, February 3	MDB-11	Human Relations: Gaining Insight Through Communication	Barry Dawson
Thursday, February 4	MDB-2	Basic Skills for the New Supervisor	Doug Sullivan
Thursday, February 4	MDB-1	Accounting for the Non-Accounting Manager	Fred Moore
Wednesday, February 10	MDB-18	Time Management	Dora B. Johnson
Tuesday, February 16	MDB-6	Dealing with Risk and Uncertainty	Guy Burgess
Tuesday, February 23	MDB-17	Technical Writing Seminar	Mike Gannon
Wednesday, February 24	MDB-4	Communication Effectiveness: Between Supervisor and Employee	Barry Dawson
Thursday, February 25	MDB-13	Marketing Overview	Doug Sullivan
Friday, February 26	MDB-14	Peak Performance: Going Beyond Average	Shale Paul Candace Paul
Wednesday, March 2	MDB-19	Understanding and Coping Effectively with Differences	Charles A. Rice





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

Date	Number	Course	Faculty
Thursday, March 3	MDB-3	Building Productive Work Teams	Charles A. Rice
Saturday, March 12	MDB-16	Strategic Marketing for Professionals	Johann Robbins
Tuesday, March 15	MDB-5	Consensus Building and Conflict Resolution	Guy Burgess Heidi Burgess
Tuesday, March 15	MDB-21	Working Assertively: Effective Job Skills	Toni Scott
Saturday, March 19	MDB-20	Understanding and Using Financial Statements	Henry Aiy'm Fellman
Monday, March 21	MDB-8	Developing Your Marketing Plan on a Personal Computer	William W. Luther
Thursday, April 7	MDB-15	Project Management	Charles A. Rice
Friday, April 8	MDB-12	Interpersonal Effectiveness Through Motivation Strategies	Audrey Nelson-Schneider
Thursday, April 21	MDB-22	Writing for Impact in Organizational Settings	Elaine Tompkins
Wednesday, April 27	MDB-10	How to Build a Better Job	Shelly Ann Espinosa
Friday, April 29	MDB-7	Decision Making for Women	Audrey Nelson-Schneider
Thursday, May 5	NCB-8	Resort Condominium Management	Randy Bauer
Friday, May 13	MDB-23	Your Professional Image in Action	Audrey Nelson-Schneider



### **MDB-1** **Accounting for the** **Non-Accounting Manager**

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

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



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

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

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

### **MDB-3** **Building Productive Work Teams**

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, problems and concerns that the participants share in a

workshop/seminar setting. Proven principles and concepts from business management, the behavior sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this team building workshop is to increase the flow of useful information throughout the organization to achieve business goals.

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

Thursdays, March 3-17, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E432. \$75.

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

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

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





## **MDB-5** **Consensus Building and Conflict Resolution**

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

Guy and Heidi Burgess, Ph.D.s CU Boulder, Post-Doctoral work M.I.T. in fields related to conflict resolution. Both Guy and Heidi Burgess are Co-Directors of the Conflict Resolution Project at CU Boulder. Tuesdays, March 15-April 12, 7-9:30 p.m. 4 sessions. 1 CEU. Engineering Building 1-01. \$75.

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

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

Guy Burgess, Ph.D. CU Boulder, Post doctoral work M.I.T. in fields related to risk and uncertainty. Tuesdays, February 16-March 8, 7-9:30 p.m. 4 sessions. 1 CEU. Porter Biosciences E114. \$75.

## **MDB-7** **Decision Making for Women**

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

Audrey Nelson-Schneider, Ph.D.  
Friday, April 29, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

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

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

William M. Luther  
Monday, March 21 and Tuesday, March 22,  
9:00 a.m.-4:00 p.m.  
Two all-day sessions. 1.2 CEUs.  
Norlin Library. \$250.



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

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

Donand O. Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Association.  
Tuesdays, February 2-March 1, 6:30-8:30 p.m.  
5 sessions. 1 CEU.  
Porter Biosciences E126. \$75.

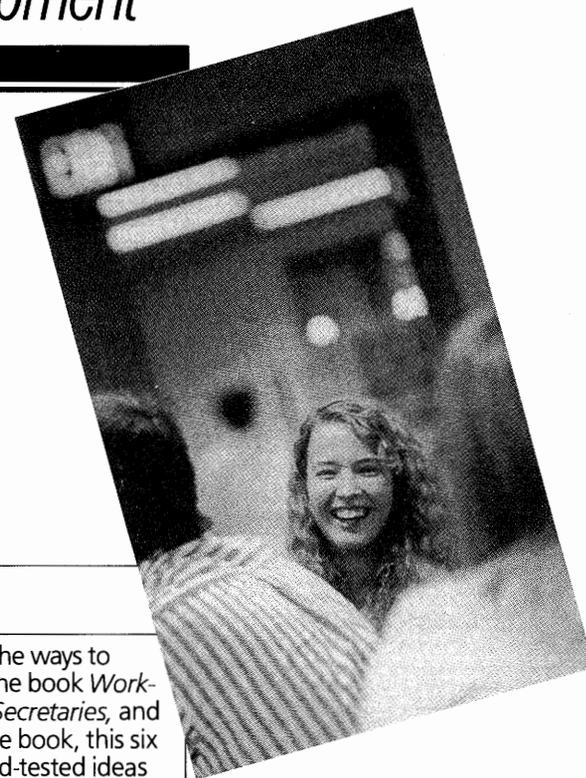
## **MDB-10** **How to Build a Better Job**

Advancement is only one of the ways to build a better job. Based on the book *Working Solutions from Working Secretaries*, and taught by the co-author of the book, this six hour seminar emphasizes field-tested ideas collected from secretaries across the country. It focuses on symptoms and solutions: recognition of burnout and rustout; building skills for jobs in 1995; assessing abilities and objectives; knowing and using the rules of today's organizational culture; improving self-presentation techniques that gain support and success. Workbooks will include self-assessment exercises, practical tips, and an action plan to build the bridge between today and tomorrow. Real-life cases will illustrate what works—and what doesn't. Course fee includes materials, lunch, and refreshment breaks. Textbook is optional. Shelly Ann Espinosa, M.S.W.  
Wednesday, April 27, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75. Optional text \$11.95.

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

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

Barry Dawson, B.S., Senior Trust Officer — Personal Trusts, First Interstate Bank of Denver, focuses on expanding client's communication and interpersonal relations skills.  
Wednesday, February 3, 6:30-10 p.m., and  
Wednesdays, February 10 and 17, 7-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E118. \$75.





## **MDB-12** **Interpersonal Effectiveness Through Motivation Strategies**

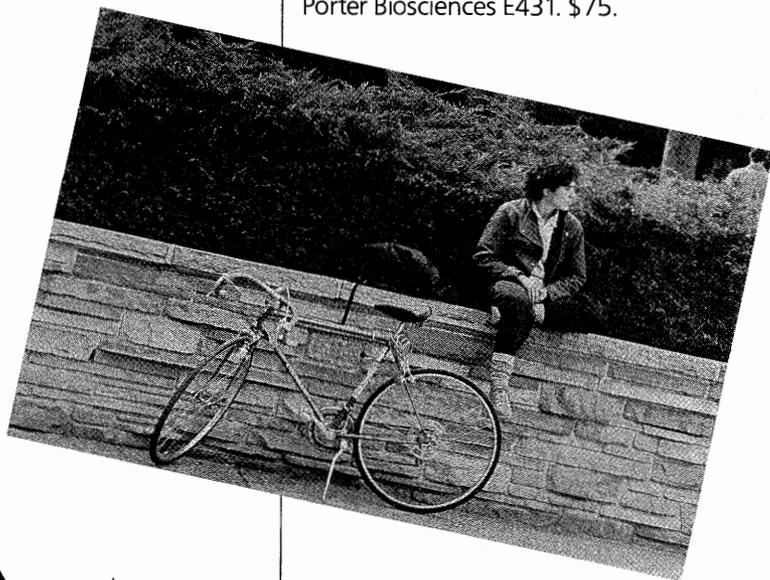
Personal productivity and success are greatly influenced by the ability to work well with others. This program focuses on six behaviors that create a positive, cooperative climate in the workplace. It examines key rules for motivation, learning how to listen and hear beyond the words, disciplining without destroying, and meeting employee needs to achieve organizational goals. Each participant will develop an interpersonal profile pinpointing personal strengths and areas for change. Course fee includes materials, lunch, and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.  
Friday, April 8, 9:00 a.m.-4:00 p.m.  
One all-day session.  
.6 CEUs. Clarion Hotel. \$75.

## **MDB-13** **Marketing Overview**

Includes analyzing the product or service offered, pinpointing the target market, developing a customer profile, analyzing the competition, advertising and professional sales planning, distribution, and marketing management. Theoretical concepts will be briefly reviewed, with emphasis on applying them to the manager's unique business or institution.

Doug Sullivan, M.B.A. CU Boulder, President Career Marketing and Developing Company.  
Thursdays, February 25 and March 3, 6:30-10 p.m. and Thursday, March 10, 6:30-9:30 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E431. \$75.



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

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

Shale Paul, M.B.A. and Candace Paul, president and vice president of The Delta Group  
Friday, February 26, 9:00-4:00 p.m. and Saturday, February 27, 9:00 a.m.-3:00 p.m.  
Two all-day sessions. 1.1 CEUs.  
Clarion Hotel. \$250.

## **MDB-15** **Project Management**

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

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD a management consulting firm. Instructor at CU Denver.  
Thursdays, April 7-April 21, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E123. \$75.

## **MDB-16** **Strategic Marketing for Professionals**

This workshop is for attorneys, doctors, accountants and professionals of all types who want to improve their marketing and expand their practice. We'll start with creating a marketing plan, including ways to win with competition, create an image, identify and target your market, position and package your service, and how to get results — from media, direct mail, brochures, networking, public relations and more. You'll learn the basics of writing copy and how to design advertising that sells. Course workbook \$7.

Johann Robbins, a marketing & business planning specialist. Partner Fellman, Robbins and Associates  
Saturday, March 12, 9 a.m.-5 p.m. and Wednesday, March 16, 7-9:30 p.m.  
2 sessions. 1 CEU.  
Porter Biosciences E432. \$75.



## **MDB-17** **Technical Writing Seminar**

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journals, articles, audiovisual and instructional material, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, M.B.A., Best Selling Author.  
Tuesdays, February 23-March 22, 7-9:30 p.m.  
5 sessions. 1.2 CEUs.  
Porter Biosciences E064. \$90.





## **MDB-18** **Time Management**

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

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

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

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

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD a management consulting firm. Instructor at CU Denver.  
Wednesdays, March 2-16, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Porter Biosciences E431. \$75.

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

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

Henry Aiy'm Fellman, J.D., Partner, Fellman, Robbins and Assoc. (Small Business Consulting and Accounting Firm).  
Saturday, March 19, 9 a.m.-5 p.m.  
1 session. .8 CEUs.  
Porter Biosciences E131. \$60.

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

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

Toni Scott, M.A.  
Tuesdays, March 15-April 19, 7-9:30 p.m.  
5 sessions. 1.2 CEUs.  
Duane Physics G025. \$90.

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

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

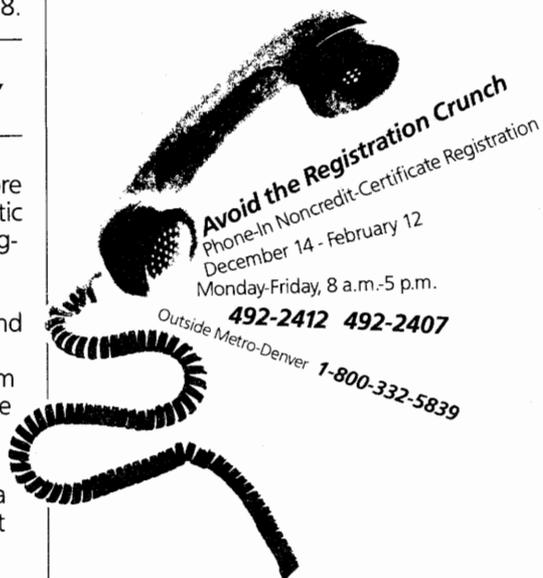
Elaine Tompkins, Ph.D.  
Thursday, April 21, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.



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

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

Audrey Nelson-Schneider, Ph.D.  
Friday, May 13, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.





## Longmont Management Development Certificate Program

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

will continue this series as a complement to the Longmont business community.

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

General program description is the same as for the Boulder program. All classes are conducted at Longmont High School, 1040 Sunset; specific room number is given at registration.

### Courses by Starting Date, Spring 1988

Date	Number	Course	Faculty
Wednesday, February 10	MDL-6	Project Management	Charles A. Rice
Thursday, March 10	MDL-1	The Art of Negotiating	Donald O. Marcotte
Wednesday, March 16	MDL-3	Effective Public Speaking and Presentation Techniques	Donald O. Marcotte
Thursday, March 17	MDL-5	Performance Standards that Work	Randy Bauer
Thursday, March 17	MDL-8	Turning Around the Underachieving Employee	Randy Bauer
Tuesday, April 12	MDL-9	Updating Your Writing Skills: A Must for All Managers	Betty Brown
Thursday, April 14	MDL-2	Basic Skills for New Supervisors	Doug Sullivan
Thursday, May 5	MDL-4	Getting Things Done: Strategies that Work	Randy Bauer
Thursday, May 5	MDL-7	Skills that Matter: Improving Your Listening Technique	Randy Bauer



#### **MDL-1** **The Art of Negotiating**

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and half role-playing in various negotiating scenarios. Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

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

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

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Motivation techniques

Doug Sullivan, M.B.A. CU Boulder, President of Career Marketing and Developing Co.  
Thursdays, April 14 and 21, 6:30-10 p.m.  
and April 28, 6:30-9:30 p.m.  
3 sessions. 1 CEU.  
Longmont High School. \$75.





## **MDL-3** **Effective Public Speaking and Presentation Techniques**

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

Don Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmaster's International. Instructor with Small Business Association.

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



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

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

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

## **MDL-5** **Performance Standards That Work**

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

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

## **MDL-6** **Project Management**

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

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

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

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

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

that result in trust, clear communication, and proactive listening can be learned and are immediately applicable.

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

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

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

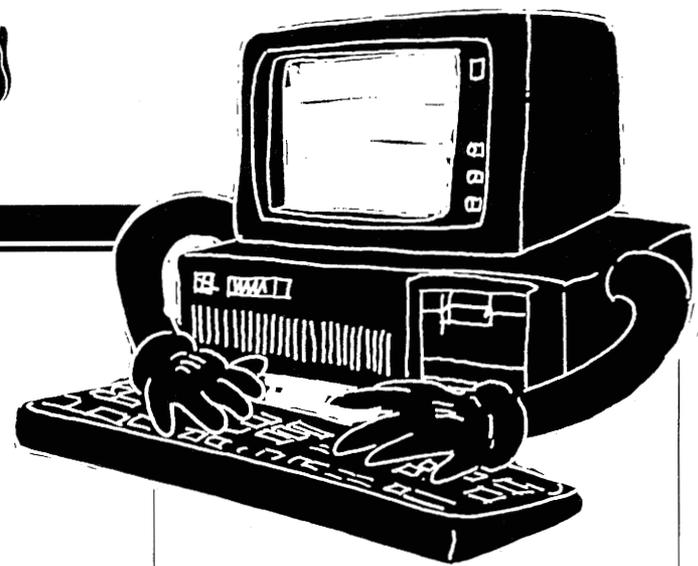
Randy Bauer, M.B.A.  
Thursday, March 17, 9:00 a.m.-Noon.  
One-half day session. .3 CEUs.  
Raintree Plaza, Longmont. \$25.  
Lunch not included.



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

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

Betty Brown, writer and editor, Partner of B.C.A. Resources, designs specialized seminars for businesses and professional organizations.  
Tuesdays, April 12-May 3, 6:30-9 p.m.  
4 sessions. 1 CEU. \$75.



## Certificate in Computer Applications

### Computer Skills for Today and Tomorrow

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

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

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

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

Performance Certificates are awarded for completion of any given course.

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

The Certificate requirements are the following three:

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

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

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

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



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

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

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

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

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

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

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

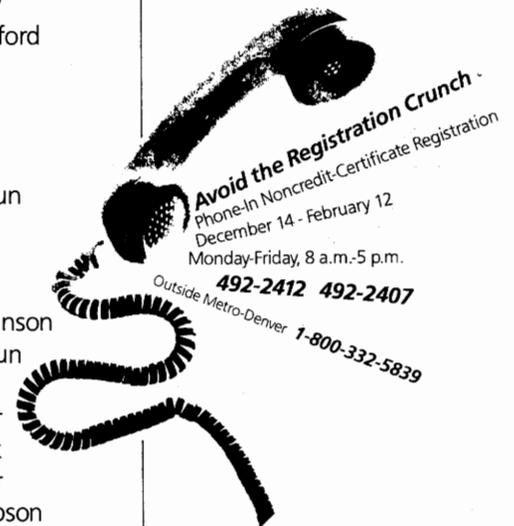




# Computer Applications

## Courses by Starting Date, Spring 1988

Date	Number	Course	Faculty
Monday, January 11	CCA-220	Introduction to C Programming	Carol J. Meier
Tuesday, January 12	CCA-580	Beginning Microsoft Word	Yvonne Kristy
Wednesday, January 13	CCA-120	Introduction to the IBM Personal Computer	Valerie Parker
Wednesday, January 13	CCA-660	Beginning WordPerfect Word Processing	Peggy Purvis
Thursday, January 14	CCA-550	Beginning Using Lotus 1-2-3	Nancy Mangun
Thursday, January 14	CCA-120	Introduction to the IBM Personal Computer	Valerie Parker
Saturday, January 16	CCA-350	Using MS-DOS: Intermediate	Peggy Purvis
Tuesday, January 19	CCA-100	*Computer Literacy	Scott Dixon
Tuesday, January 19	CCA-220	Introduction to C Programming	Carol J. Meier
Wednesday, January 20	CCA-370	Introduction to UNIX	Carol J. Meier Geoff Thompson
Saturday, January 23	CCA-350	Using MS-DOS: Intermediate	Peggy Purvis
Monday, January 25	CCA-530	Database Management: Applying dBase III/III+	Clyde Getty
Monday, January 25	CCA-310	*Concepts of Data Processing and Information Technology	Randy Bloomfield
Monday, January 25	CCA-380	Artificial Intelligence and Expert Systems in Business	Judith A. Barlow
Thursday, January 28	CCA-610	Beginning WordStar Word Processing	Bruce Pollock
Saturday, January 30	CCA-130	Introduction to Personal Telecommunications	Valerie Parker
Saturday, January 30	CCA-350	Using MS-DOS: Intermediate	Peggy Purvis
Tuesday, February 2	CCA-590	Intermediate Microsoft Word	Yvonne Kristy
Wednesday, February 3	CCA-450	Introduction to Local Area Networks	Larry G. Lankford
Wednesday, February 3	CCA-660	Beginning WordPerfect Word Processing	Peggy Purvis
Wednesday, February 3	CCA-120	Introduction to the IBM Personal Computer	Valerie Parker
Thursday, February 4	CCA-200	BASIC Programming	Bob Carlisle
Saturday, February 6	CCA-360	Managing the Personal Computer Hard Disk	Valerie Parker
Thursday, February 11	CCA-550	Using Lotus 1-2-3	Nancy Mangun
Saturday, February 13	CCA-350	Using MS-DOS: Intermediate	Peggy Purvis
Tuesday, February 16	CCA-330	*Software Operations and Maintenance	Pat Felz
Saturday, February 20	CCA-360	Managing the Personal Computer Hard Disk	Valerie Parker
Wednesday, February 24	CCA-240	Programming in Pascal	Steven A. Johnson
Saturday, February 27	CCA-550	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, February 29	CCA-530	Database Management: Applying dBase III/III+	Clyde Getty
Thursday, March 3	CCA-225	Intermediate C Programming	Carol J. Meier
Thursday, March 3	CCA-620	Intermediate WordStar	Bruce Pollock
Wednesday, March 9	CCA-375	Intermediate UNIX	Carol J. Meier Geoff Thompson
Thursday, March 10	CCA-670	Intermediate WordPerfect	Peggy Purvis
Saturday, March 12	CCA-550	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, March 12	CCA-360	Managing the Personal Computer Hard Disk	Valerie Parker
Monday, March 14	CCA-385	Designing and Implementing Expert Systems	Judith A. Barlow
Tuesday, March 15	CCA-100	*Computer Literacy	Scott Dixon
Thursday, April 7	CCA-650	Advanced WordStar	Bruce Pollock
Thursday, April 7	CCA-660	Beginning WordPerfect Word Processing	Peggy Purvis
Saturday, April 9	CCA-690	Advanced WordPerfect	Peggy Purvis
Monday, April 11	CCA-535	Advanced dBase III/III+ Applications	Clyde Getty
Saturday, April 16	CCA-565	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, April 23	CCA-565	Intermediate Lotus 1-2-3	Nancy Mangun
Thursday, April 28	CCA-670	Intermediate WordPerfect	Peggy Purvis
Saturday, April 30	CCA-570	Advanced Lotus 1-2-3	Nancy Mangun
Monday, May 2	CCA-540	dBase III/III+ for Programming	Clyde Getty
Saturday, May 7	CCA-570	Advanced Lotus 1-2-3	Nancy Mangun
Monday, May 16	CCA-220	Introduction to C Programming	Carol J. Meier
Monday, May 23	CCA-225	Intermediate C Programming	Carol J. Meier



**Avoid the Registration Crunch**  
 Phone-In Noncredit-Certificate Registration  
 December 14 - February 12  
 Monday-Friday, 8 a.m.-5 p.m.  
 492-2412 492-2407  
 Outside Metro-Denver 1-800-332-5839

\* = Required Certificate Courses



## Skill Level Guide

### A Guide to Computer Applications Recommended Courses' Skill Levels

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

#### **Beginner**

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

#### **Novice**

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

#### **Intermediate**

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

#### **Specialized**

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

#### **Advanced**

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

**2** below the skill level designation indicates 2 students maximum share 1 computer workstation. Other courses (except lecture) dedicate one computer per student.

## Getting Started

### CCA-100 Computer Literacy

**Beginner**  
**2**

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

Scott Dixon, M.A.

Section I: Tuesday, January 19, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (A or B) at registration:

Lab Section A: Tuesdays, January 26-March 8, 6-8 p.m.

Lab Section B: Tuesdays, January 26-March 8, 8-10 p.m.

Section I: Tuesdays, March 15, 6:30-8:30 p.m. plus lab sessions.

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

(no lab session March 29)  
8 sessions, 1.6 CEUs.

University Computing Center 123.

Note—locations change after the first class session; please contact Continuing Education if you are unable to attend the first class. \$90.



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

**Beginner**

**2**

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

Valerie Parker, M.Ed.

Section I: Wednesdays, January 13-27, 6:30-9:30 p.m.

Section II: Thursdays, January 14-28, 6:30-9:30 p.m.

Section III: Wednesdays, February 3-17, 6:30-9:30 p.m.

All sections: 3 sessions, .9 CEUs.  
Engineering Center CHE 1-4. \$60.

### CCA-130 Introduction to Personal Telecommunications

**Novice**

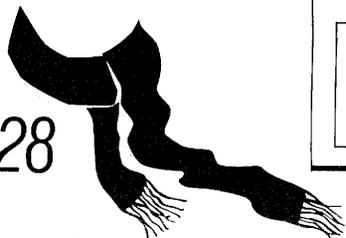
This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible,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

Valerie Parker, M.Ed.

Saturday, January 30, 9 a.m.-4 p.m.

1 all-day session, .6 CEUs.

University Computing Center 123. \$35.





## Programming

### **CCA-200** *Novice* **BASIC Programming**

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10. Bob Carlisle, M.A.  
Thursdays, February 4-April 14, 6:30-9 p.m.  
10 sessions, 2.5 CEUs.  
Ramaley Biology N1B68. \$140.

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

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, arrays, strings, pointers and structures. Hands-on exercises will be supplemented by lectures, discussions, and demonstrations. Some programming experience is required as C is not a beginners language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable. This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.  
Carol J. Meier, M.S.  
Section I: Mondays, January 11-February 29, 6:30-9:30 p.m. 7 sessions.  
Section II: Tuesdays, January 19-March 1, 6:30-9:30 p.m. 7 sessions.  
Section III: Monday-Friday, May 16-20, 8:30 a.m.-12:30 p.m. 5 sessions.  
All sections: 2.1 CEUs.  
Engineering Center CR 0-20. \$195.



### **CCA-225** *Specialized* **Intermediate C Programming**

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

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

### **CCA-240** *Intermediate* **Programming in Pascal** **2**

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principle features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Bring to class a double-sided/double-density 5 1/4 inch diskette, available at all computer stores.

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

## Systems

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

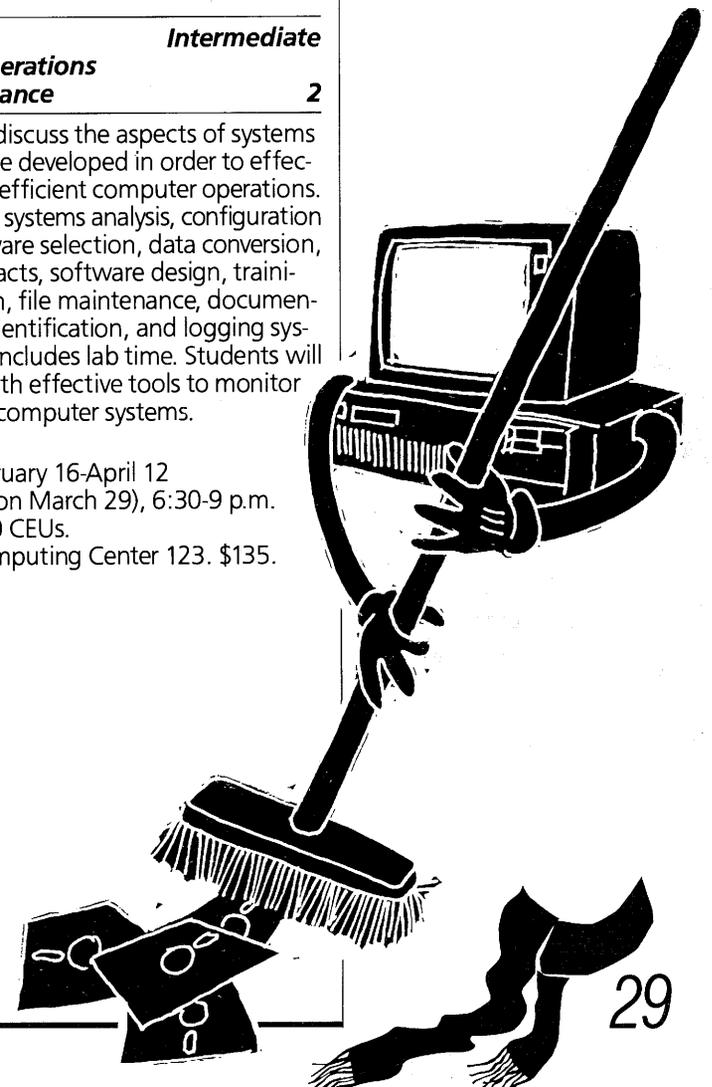
A general introduction to some of the important concepts and terminology of business data processing and telecommunications. Major topics include computer organization, applications, development and support, personal computers, commercial systems development, artificial intelligence, the impact of computer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

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

### **CCA-330** *Intermediate* **Software Operations and Maintenance** **2**

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

Pat Felz, M.A.  
Tuesdays, February 16-April 12  
(no class session March 29), 6:30-9 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$135.





## Systems - con't.

### **CCA-350** *Intermediate* **Using MS-DOS: Intermediate**

This course is designed to give students a working knowledge of DOS commands to aid in file management and organization for the beginner to intermediate user. The 3 major areas of study in this one-day session are: review of simple DOS file maintenance commands, fixed disk commands and simple batch files. Discussion will also include edlin, autoexec.bat, config.sys, backups, menu screens, virtual disks and formatting rules. Please bring a double-sided/double-density 5¼ inch diskette to class so that you can keep your example files.

Peggy Purvis

Section I: Saturday, January 16

Section II: Saturday, January 23

Section III: Saturday, January 30

Section IV: Saturday, February 13

All sections: 9 a.m.-5 p.m.

1 all-day sessions, .7 CEUs.

University Computing Center Room 137. \$70.

### **CCA-360** *Intermediate* **Managing the Personal Computer Hard Disk**

This course is intended to give the personal computer user some very practical tools for managing the many software packages and related files stored on hard disks. Subjects include: currently available disk-management software packages, writing your own menus for getting around your disk, eliminating unnecessary files, disk backup, off-line file storage, and useful tools for saving disk space. Bring to class a double-sided/double-density 5¼ inch diskette.

Valerie Parker, M.Ed.

Section I: Saturday, February 6

Section II: Saturday, February 20

Section III: Saturday, March 12

All sections: 9 a.m.-5 p.m.

1 all-day session, .7 CEUs.

University Computing Center 137. \$70.

### **CCA-370** *Intermediate* **Introduction to UNIX**

This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it.

Carol J. Meier, M.S. and Geoff Thompson, M.S. Wednesdays, January 20-March 2, 6:30-9:30 p.m. 7 sessions, 2.1 CEUs. Engineering Center CR 0-20. \$195.

### **CCA-375** *Specialized* **Intermediate UNIX**

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Bourne and C shells will be discussed. About ½ of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if an appropriate command already existed, you will find this a valuable course!

Carol J. Meier, M.S. and Geoff Thompson, M.S.

Wednesdays, March 9-April 27

(no class session March 30), 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

Engineering Center CR 0-20. \$195.

### **CCA-380** *Intermediate* **Artificial Intelligence and Expert Systems in Business**

An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.

Judith A. Barlow, D.B.A.

Mondays, January 25-March 7,

6:30-9:30 p.m. 7 sessions, 2.1 CEUs.

Business 101. \$195.

### **CCA-385** *Intermediate* **Designing and Implementing Expert Systems**

An applications course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technologies to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA-380 Artificial Intelligence and Expert Systems in Business (starts January 21), or significant AI/ES experience.

Judith A. Barlow, D.B.A.

Mondays, March 14-May 2

(no class session March 28), 6:30-9:30 p.m.

7 sessions, 2.1 CEUs. Business 101. \$195.

### **CCA-450** *Intermediate* **Introduction to Local Area Networks (LANs)**

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions.

Larry G. Lankford, M.S.

Wednesdays, February 3-March 2, 6:30-9 p.m.

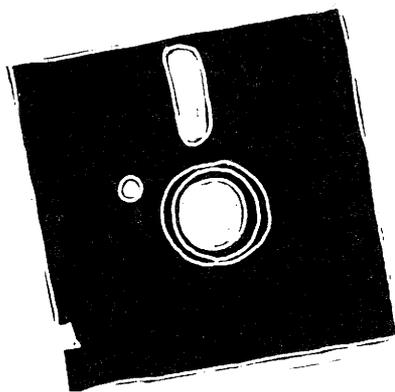
5 sessions, 1.3 CEUs.

University Computing Center 123. \$125.





# Computer Applications



## Software Applications

### **CCA-530** *Intermediate* **Database Management: Applying dBase III/III +**

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and III + are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and dBase III +. Bring to class one double-sided/ double-density 5 1/4 inch diskette, available at all computer supply stores.

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

### **CCA-535** *Intermediate* **Advanced DBase III/III + Applications**

This course is designed around the more advanced features of the powerful dBase III and dBase III + software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III + (CCA-530). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5 1/4 inch diskette.

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

### **CCA-540** *Specialized* **dBase III/III + For Programming**

This course gives the opportunity to use the powerful dBase III and dBase III + software for special custom applications. Emphasis is on dBase III +, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase III +. Bring to class a double-sided/double-density 5 1/4 inch diskette.

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

### **CCA-550** *Novice* **Beginning Using Lotus 1-2-3**

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. Bring to class a double-sided/ double-density 5 1/4 inch diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.  
Section I: Thursdays, January 14-February 4, 6:30-9:30 p.m. 4 sessions. Norlin Library S419.  
Section II: Thursdays, February 11-March 3, 6:30-9:30 p.m. 4 sessions. Norlin Library S419.  
Section III: Saturdays, February 27 and March 5, 10:15 a.m.-5 p.m. 2 sessions. University Computing Center 137.  
Section IV: Saturdays, March 12 and 19, 10:15 a.m.-5 p.m. 2 sessions. Norlin Library S419.  
All sections: 1.2 CEUs. \$120.



### **CCA-565** *Intermediate* **Intermediate Lotus 1-2-3**

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA-550) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5 1/4 inch double-sided/double-density diskette. Class size is strictly limited.

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

### **CCA-570** *Intermediate* **Advanced Lotus 1-2-3**

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

- data matrices
- data regression
- data tables

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

Nancy Mangun, M.B.A.  
Section I: Saturday, April 30  
Section II: Saturday, May 7  
Both Sections: 10:15 a.m.-5 p.m.  
1 all-day session, .6 CEUs.  
Norlin Library S419. \$70.



# Computer Applications



## **CCA-580** *Beginner* **Beginning Microsoft Word**

This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing; everything you would need to know to create a simple document or letter. Typing skills are necessary. Bring one double-sided/double-density 5¼ inch diskette to class.

Yvonne Kristy, M.S.W.  
Tuesdays, January 12-26, 6:30-9:30 p.m.  
3 sessions, .9 CEUs. Norlin Library S419. \$90.

## **CCA-590** *Intermediate* **Intermediate Microsoft Word**

This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting with style sheets, using windows, headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, checking spelling, and using the thesaurus. Bring one double-sided/double-density 5¼ inch diskette to class.

Yvonne Kristy, M.S.W.  
Tuesdays, February 2 and 9, 6:30-9:30 p.m.  
2 sessions, .6 CEUs. Norlin Library S419. \$70.

## **CCA-610** *Novice* **Beginning WordStar Word Processing**

Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is the most widely used word processing program; understanding WordStar will provide students with the introduction they need to interpret other word processing programs. This course will provide the beginner with enough hands-on experience with WordStar to prepare standard letters, term papers, and manuscripts. No previous word processing experience required, but students should understand DOS including logged drives, and how to load and copy files. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer stores. Pre-class help sessions available after the first class session to reinforce course and DOS concepts.

Bruce Pollock, Ph.D.  
Thursdays, January 28-February 25,  
6:30-9:30 p.m.  
5 sessions, 1.5 CEUs.  
Engineering Center CR 2-3. \$120.



## **CCA-620** *Intermediate* **Intermediate WordStar**

This class is designed to provide continuing experience for those who have taken the beginning class, and also for people who have learned on their own but who need to use WordStar more effectively. A series of exercises on more complex functions such as text-forming, tables, columns for newsletters, headers and footers, finding information in a file, etc. permit the student to proceed at his/her own pace. The use of WordStar on a hard disk will be discussed, as will the use of enhancements such as SideKick and macro programs. Students should already know how to copy files and disks using DOS, and open and edit simple WordStar files. Public domain programs useful with WordStar will be provided, so bring several extra disks.

Bruce Pollock, Ph.D.  
Thursdays, March 3-24, 6:30-9:30 p.m.  
4 sessions, 1.2 CEUs.  
Engineering Center CR 2-3 \$99.

## **CCA-650** *Intermediate* **Advanced WordStar**

WordStar integrates with other programs to prepare form letters (MailMerge), check spelling, and compile indexes of books and other documents. These are core procedures in many offices and contain pitfalls which need to be anticipated and mastered because of the size of the operations involved. Also, WordStar can be customized to increase its effectiveness. This course will be taught in workshop format to provide maximum flexibility to deal with student questions. Bring several disks to class.

Bruce Pollock, Ph.D.  
Thursdays, April 7-21, 6:30-9:30 p.m.  
3 sessions, .7 CEUs.  
Engineering Center CR 2-3. \$70.

## **CCA-660** *Novice* **Beginning WordPerfect Word Processing**

This introductory WordPerfect class is designed as an introduction to word processing as well as an opportunity to learn the fundamentals of WordPerfect. No previous word processing experience is required but some basic computer knowledge and typing skills will help. WordPerfect is emerging as a word processing software leader because

of its ease of use, speed, and its impressive advanced features as a powerful tool for the office or author. This course will provide the beginner with the basic skills necessary to create, edit, and print documents with hands-on experience during class. Bring one double-sided/double-density 5¼ inch diskette, available at all computer stores, to class.

Peggy Purvis  
Section I: Wednesdays, January 13-27  
Section II: Wednesdays, February 3-17  
Section III: Thursdays, April 7-21  
All Sections: 6:30-9:30 p.m. 3 sessions,  
.9 CEUs. Norlin Library S419. \$90.

## **CCA-670** *Intermediate* **Intermediate WordPerfect**

This class is intended for those who have a beginning knowledge of WordPerfect or have completed Beginning WordPerfect and want to investigate the more complicated applications. During this session we will cover all of the formatting menus, headers and footers, search and replace, how to use the thesaurus, spellcheck, typing in columns, understanding the printer control screen, word processing on forms and generating merge letters from mailing lists. Bring a double-sided/double-density 5¼ inch diskette, available at all computer stores, with you to this session.

Peggy Purvis  
Section I: Thursdays, March 10 and 17  
Section II: Thursdays, April 28 and May 5  
Both Sections: 6:30-9:30 p.m. 2 sessions,  
.6 CEUs. Norlin Library S419. \$70.

## **CCA-690** *Intermediate* **Advanced WordPerfect**

WordPerfect is a complete office tool capable of far more than most word processing software packages. This course will provide the student with the skills to automate repetitive tasks with macros; interchange information from other software packages; accomplish minimal database tasks such as sort; create footnotes, tables of contents and indexes; write scientific equations; draw lines and charts and manage files in subdirectories on a fixed disk. Bring to class several double-sided/double-density 5¼ inch diskettes, available at all computer stores.

Peggy Purvis  
Saturday, April 9, 10:15 a.m.-5 p.m.  
1 all-day session, .7 CEUs.  
Norlin Library S419. \$70.





## Computer Graphics, Computer Aided Design, Desktop Publishing

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

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

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

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

### About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. All graphics courses fill elective requirements for the Certificate in Computer Applications. The classroom is a laboratory equipped with IBM PC/AT microcomputers, with plotters and printers pro-

vided, so course time can be utilized to the maximum extent. The participant/instructor ratio is small to facilitate an effective learning experience. Participants also have access to the computer lab and software outside of class time so that new skills can be practiced.

**Bring to the first class a 5¼ inch, double-sided double-density diskette. For CAD courses, you will need to buy a plotter pen (for HP 7470 plotter) and 8½" x 11" plotter paper for the second class session.** Cost is about \$4. Details on these added supplies will be given at the first class session.



## Courses by Starting Date, Spring 1988

Date	Number	Course	Faculty
Tuesday, January 12	CAD-110	Beginning Computer Aided Design	Becky Day
Thursday, January 14	CAD-130	Computer Aided Design: Level I	Dan Myers
Saturday, January 16	CCG-370	Introduction to Desktop Publishing	Cynthia J. Rudy
Tuesday, January 19	CAD-110	Beginning Computer Aided Design	Becky Day
Monday, January 25	CAD-130	Computer Aided Design: Level I	David Clafin
Tuesday, January 26	CCG-310	Computer Graphics Art I	Pat Lehman
Wednesday, January 27	CAD-130	Computer Aided Design: Level I	Philip M. Kreiker
Wednesday, January 27	CAD-130	Computer Aided Design: Level I	Becky Day
Saturday, January 30	CCG-370	Introduction to Desktop Publishing	Cynthia J. Rudy
Saturday, February 13	CCG-370	Introduction to Desktop Publishing	Cynthia J. Rudy
Wednesday, February 17	CAD-140	Computer Aided Design: Level II	Philip M. Kreiker
Thursday, February 25	CAD-140	Computer Aided Design: Level II	Dan Myers
Saturday, February 27	CCG-391	Advanced Desktop Publishing	Cynthia J. Rudy
Tuesday, March 1	CCG-310	Computer Graphics Art I	Pat Lehman
Monday, March 7	CAD-130	Computer Aided Design: Level I	Sharon Blender
Wednesday, March 9	CAD-140	Computer Aided Design: Level II	Becky Day
Wednesday, March 16	CAD-150	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Thursday, April 7	CAD-150	Computer Aided Design: Level III Customizing AutoCAD	Dan Myers
Saturday, April 9	CCG-310	Computer Graphics Art I	Cynthia J. Rudy
Tuesday, April 12	CCG-330	Computer Graphics Art: Level II	Pat Lehman
Wednesday, April 20	CAD-160	AutoLISP	Philip M. Kreiker
Saturday, April 23	CCG-330	Computer Graphics Art: Level II	Cynthia J. Rudy



## Computer Aided Design

### CAD-110 Novice Beginning Computer Aided Design

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

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

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

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

Becky Day, M.A.  
Section I: Tuesday and Wednesday,  
January 12 and 13, 6:30-9:30 p.m.

Section II: Tuesday and Wednesday,  
January 19 and 20, 6:30-9:30 p.m.

Both sections: 2 sessions, .6 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$60.

### CAD-130 Novice Computer Aided Design: Level I

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

- Loading AutoCAD
- disk management
  - file naming conventions
  - main menu options

#### Drawing Editors

- x, y, z coordinate system, continuously updated
- root menus, flip screens, and help functions

#### New Drawing Set-Up

- special commands of LIMITS, GRID, AXIS, and SCALING

#### Text Specifications and Editing Commands

- fonts and text style specifications

#### MIRROR Commands

- dynamic dragging
- FILLETS and curve contours

#### Display Commands

- ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands
- Producing Hardcopy
- scale the annotation, not the drawing
- preparing the plotter
- pen number and speed assignments
- changing specifications

#### Layering

- creating new, and changing specified, layers
- specifying layer colors
- specifying line types and new LINETYPES: LTSCALE
- utility commands

#### Putting it all together

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

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

limit to the kinds of drawing applications you can prepare using the skills covered in this course.

Section I: Dan Myers, M.S.  
Thursdays, January 14-February 18,  
6:30-9:30 p.m. 6 sessions.

Section II: David Clafin, M.Arch.  
Mondays, January 25-February 29,  
6:30-9:30 p.m. 6 sessions.

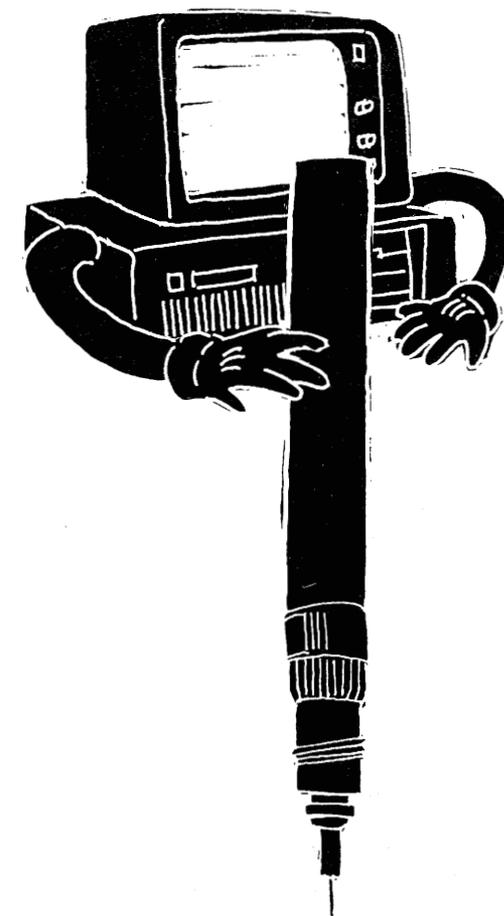
Section III: Philip M. Kreiker, M.S.E.E.  
Wednesday, Thursday, Friday,  
January 27, 28, 29, 9 a.m.-4 p.m.  
3 all-day sessions.

Section IV: Becky Day, M.A.  
Wednesdays, January 27-March 2,  
6:30-9:30 p.m. 6 sessions.

Section V: Sharon Blender, M.S.  
Mondays, March 7-April 18 (no class session  
March 28), 6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.

University Computing Center Graphics Lab,  
Room 137. \$225.





## Computer Applications

### **CAD-140** *Intermediate* **Computer Aided Design: Level II**

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

- Semiautomatic DIMensioning
- linear and angular dimensions
- dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- control E to switch planes
- STATUS Utility
- purpose and components overview
- SKETCHing
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTEXT
- wireframe construction and viewpoint selection
- advanced file management

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

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

Section I: Philip M. Kreiker, M.S.E.E.  
Wednesday and Thursday,  
February 17 and 18, 8 a.m.-4 p.m.  
2 all-day sessions.

Section II: Dan Myers, M.S.  
Thursdays, February 25-March 24,  
6:30-9:30 p.m. 5 sessions.

Section III: Becky Day, M.A.  
Wednesdays, March 9-April 13 (no class session March 30), 6:30-9:30 p.m. 5 sessions.

All sections: 1.5 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$185.



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

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

- Custom Libraries and Menus
- creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and Modifying Text Fonts
- compiling shape/font styles
- macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- creative presentations and future options
- system variables

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

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

Section I: Philip M. Kreiker, M.S.E.E.  
Wednesday and Thursday, March 16 and 17,  
8 a.m.-4 p.m. 2 all-day sessions.

Section II: Dan Myers, M.S.  
Thursdays, April 7-May 5, 6:30-9:30 p.m.  
5 sessions.

Both Sections: 1.5 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$195.

### **CAD-160** *Specialized* **AutoLISP**

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

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

Computing with AutoLISP

- Arithmetic Functions
- Boolean Functions
- Trigonometric Functions
- Geometric Functions
- Conversion Functions

Functions

- DEFUN
- Global and Local Variables

List Processing

- List Manipulation and Building
- Search and Replace
- Evaluation

Looping and Recursion

- Iteration
- List-based looping

Accessing the Drawing Database

- Selection Sets
- Searching for Entities
- Modifying Entities
- Computations from Entities

Accessing the Graphic Screen and Input Devices

- Graphics Clear and Draw
- Graphics Text and Read

ASCII File Input/Output

Parametric Design Concepts

Philip M. Kreiker, M.S.E.E.  
Wednesday, Thursday, Friday, April 20-22,  
9 a.m.-4 p.m. 3 all-day sessions, 1.8 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$225.





## Computer Graphics Art

### CCG-310 *Novice* Computer Graphics Art I

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

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

In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some great slides and videos of outstanding new computer art. This course is recommended for those desiring computer graphic professional advancement, those involved in graphic presentations or design, eager to develop new skills, or explore microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5 1/4 inch diskette to the first class, available at all computer stores.

Section I: Pat Lehman, M.F.A.  
Tuesdays, January 26-February 23,  
6:30-9:30 p.m., 5 sessions.

Section II: Pat Lehman, M.F.A.  
Tuesdays, March 1-April 5 (no class session  
March 29), 6:30-9:30 p.m. 5 sessions.

Section III: Cynthia J. Rudy, B.F.A.  
Saturdays, April 9 and 16, 9 a.m.-5 p.m.  
2 all-day sessions.

All Sections: 1.4 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$125.

### CCG-330 *Intermediate* Computer Graphics Art: Level II

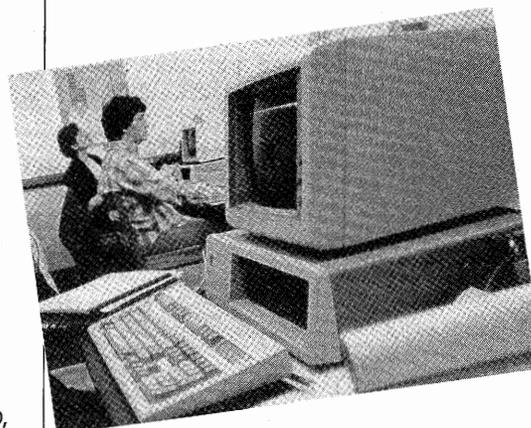
For those familiar with computer functions based on Computer Graphics Art I, this course advances to expanded professional graphics applications skills. Hands-on-time will be spent solving design problems of the computer artist. The course is primarily directed to the artist or designer seeking to include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

- Object design and change in 3-D
  - Making your own fill pattern
  - Combining picture files
  - Using grid as a tool
  - Advanced illustration techniques
  - Storyboard and layout techniques
  - Production steps from start to finish
  - Advanced business graphics with Kinetics
- Hardcopy options are covered extensively. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5 1/4 inch diskette to the first class.

Section I: Pat Lehman, M.F.A.  
Tuesdays, April 12-May 10, 6:30-9:30 p.m.  
5 sessions.

Section II: Cynthia J. Rudy, B.F.A.  
Saturdays, April 23 and 30, 9 a.m.-5 p.m.  
2 all-day sessions.

Both Sections: 1.5 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$135.



## Desktop Publishing

### CCG-370 *Novice* Introduction to Desktop Publishing

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

Cynthia J. Rudy, B.F.A.  
Section I: Saturdays, January 16 and 23,  
10:15 a.m.-5:30 p.m.

Section II: Saturdays, January 30 and  
February 6, 10:15 a.m.-5:30 p.m.

Section III: Saturdays, February 13 and 20,  
10:15 a.m.-5:30 p.m.

All sections: 2 all-day sessions, 1.5 CEUs.  
Norlin Library S419. \$135.

### CCG-391 *Intermediate* Advanced Desktop Publishing

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the over-all polished look of your work. Bring a 5 1/4 inch double-sided/double-density or high density diskette to class.

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





## Certificate in Commercial Design



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

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

The Certificate requirements are threefold:

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

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

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

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

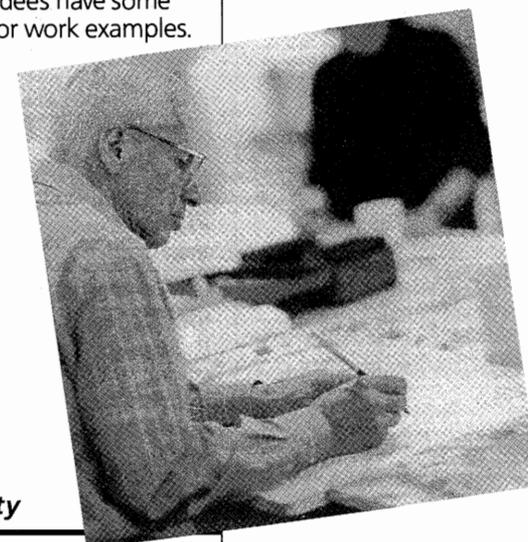
Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level

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

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

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

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



## Courses by Starting Date, Spring 1988

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

\* = Certificate requirements



## Commercial Art

### **BCDA-81** **The Commercial Artist I:** **Design, Layout, Paste-up**

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews.

Jill Thayer O'Hara

Saturday and Sunday, February 6 and 7,  
9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.



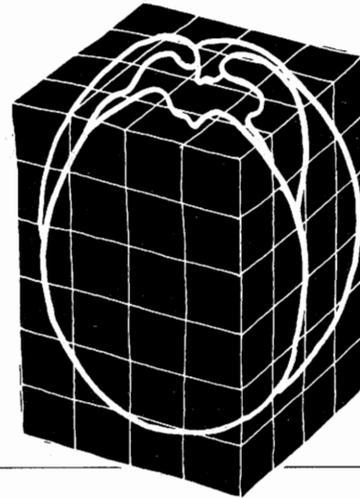
## Hand Lettering

### **BCDA-93** **Professional Hand Lettering** **and Calligraphy**

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

Jill Thayer O'Hara

Monday, Tuesday, Wednesday, February 8-10,  
5:30-10 p.m. 3 sessions. 1.2 CEUs.  
Geology 114. \$110.



### **BCDA-95** **Perspective and Rendering Techniques**

Technical rendering techniques can be an important addition to aspiring designers of commercial art and interiors seeking to expand their portfolio of marketable skills. This intensive hands-on class will cover one and two point perspective, light sources, simulated and real texture, and how to accurately depict objects in a variety of media. Drawing activities will cover uses of various pens, wash and prisma, paper surfaces, fabric indications, and matting and portfolio assemblage. Topics include:

- Basic knowledge of 1 and 2 point perspectives
- Accurately creating reflective light sources in given graphic assignments for impact
- Expertise in handling a variety of visual tools and mediums
- How to graphically depict simulated and real texture using acquired knowledge of visual tools and medium applications
- Completing both rough and finished graphic assignments

Roy Walden

Saturday and Sunday, February 20 and 21,  
9 a.m.-5 p.m. 2 all-day sessions. 1.4 CEUs.  
Geology 114. \$115.

### **BCDA-82** **Commercial Art II**

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Jill Thayer O'Hara

Saturday and Sunday, March 19 and 20,  
9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.

### **BCDA-84** **The Artist Goes to Market**

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

Eric Teitelbaum

Thursday and Friday, April 7 and 8,  
9 a.m.-5 p.m. Two all-day sessions. .9 CEUs.  
Geology 114. \$180.

### **BCDA-83** **Professional Illustration Techniques**

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

Eric Teitelbaum

Saturday and Sunday, April 9 and 10,  
5:30-10 p.m. Two sessions. 1.4 CEUs.  
Geology 114. \$110.

### **BCDA-20** **The Advertising Copywriter:** **A Writing Techniques Workshop**

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. This workshop program is a must for anyone seeking to work in public relations, advertising, sales promotion, small business activities, or who must generate persuasive copy for the marketplace. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignments, creative stimulation, marketing effectiveness, creative team problem solving, and examining problem solving activities during campaign development.

Michelle Martino

Saturday and Sunday, May 14 and 15,  
9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.





## Noncredit Adult Courses

### Noncredit Adult Courses

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

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

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

Full refunds are given up to the second class session.

No classes are held the week of Spring Break, March 28-April 1.

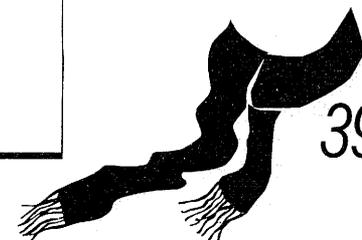
**Please register early** (at least 5 days in advance) to insure that your course isn't cancelled due to insufficient enrollment!

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



### Courses by Starting Date, Spring 1988

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



# Noncredit Adult Courses



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



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





## Noncredit Adult Courses

### Algebra $\sqrt{A+B}$

#### **NCA-1** **Algebra Review**

Designed for students who want to learn or relearn algebraic concepts in a relaxed, low-pressure atmosphere. Topics include signed numbers, variables, algebraic expressions, equations, graphing, and other topics appropriate to the level of students in the class. A sensitivity of those with math anxieties will be maintained. Required text *Intermediate Algebra*, Harcourt, Brace, Jovanovich, College Outline Series available at UMC bookstore. Mary Brooks, M.A. mathematics Utah State Tuesdays, February 2-April 12, 6:30-8:30 p.m. 10 sessions. Engineering Building 1-03. \$75.

### Business

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

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. Fred Moore, M.B.E., Accountant Tuesdays, February 2-March 22, 7-9 p.m. 8 sessions. Duane Physics G131. \$60.

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

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

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

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

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

Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co. Tuesdays, February 16-March 15, 7-9 p.m. 5 sessions. Porter Biosciences E431. \$38.

#### **NCB-4** **Financial Planning for Business**

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

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

#### **NCB-5** **Financial Planning for Women**

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

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

#### **NCB-6** **Individual Income Tax Update**

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

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



### Astronomy

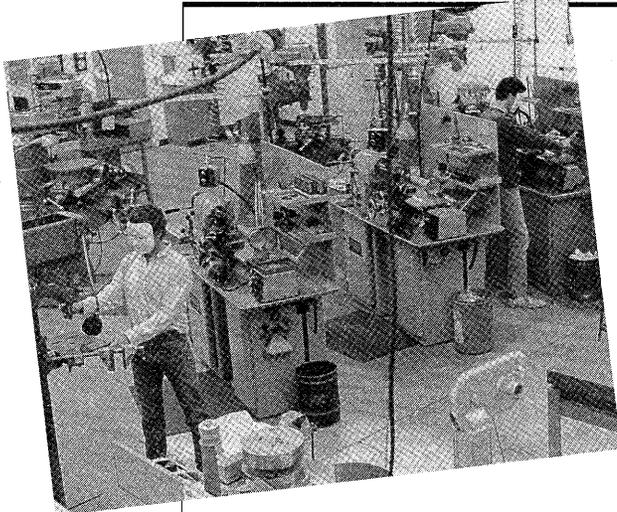
#### **NCA-2** **Exploring the Universe**

This basic astronomy course is designed for those of you who want to learn more about our earth, sun, planets, the birth and death of stars, the galaxy, the origin and evolution of the universe, and the development of life on earth. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observation of the constellations and planets (weather permitting). In addition there will be one planetarium session and one telescope session (to be arranged). No prior scientific background is assumed.

Joe Romig, M.Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radio-physics, Consultant, Ponderosa Assoc. Wednesdays, February 3-March 23, 6:30-8:30 p.m. 8 sessions. Duane Physics G125. \$60.



# Noncredit Adult Courses



## **NCB-7** **Job Search Strategy**

What type of position should I be looking for? What firm can offer these positions? This course will teach you how to promote yourself and get the companies to want you, and how to construct an effective resume and cover letter. You will also learn effective interviewing techniques, salary negotiation skills as well as how to assess job offers.

Doug Sullivan, M.B.A., CU Boulder,  
President of Career Marketing and  
Developing Co.  
Thursdays, March 17-April 7, 6:30-9:00 p.m.  
3 sessions. Porter Biosciences E417. \$28.

## **NCB-8** **Resort Condominium Management**

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshment breaks, and a reception.

Gerald G. Hewey, C.H.A.  
Thursday, May 5, 9 a.m.-5 p.m.,  
Friday, May 6, 9 a.m.-4 p.m., and  
Saturday, May 7, 9 a.m.-12 p.m.  
Two all-day and one half-day sessions.  
Events Conference Center. \$150. Additional  
registrations from same company \$100 each.

## **NCB-9** **Success in the International Arena**

Learn how to function in the international arena. Examine how cultural context can affect your marketing strategy, and your negotiation and communication styles. Both lectures and experiential exercises will be used to create a broad awareness of culturally sensitive issues that can affect the results you achieve when dealing with other cultures.

Pamela Bliss has ten years experience in international marketing, five of them with a major Japanese trading company. She is currently with ARC International, a multi-national management training company. Tuesdays, February 16-March 22, 7-9 p.m. 6 sessions. Porter Biosciences E118. \$45.



## **Social Dance**

### **NCD-1** **Beginning Ballroom Dancing**

Introduction to the basic steps in Foxtrot, Tango, Jitterbug Rock-n-roll, Polka, and Waltz. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Ballroom Dancing.

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

Section I: Tuesdays,  
February 2-23, 6:30-7:45 p.m.

Section II:  
Tuesdays, March 1-22, 9-10:15 p.m.

Both Sections:  
4 sessions. Economics 117. \$24.



### **NCD-2** **Intermediate Ballroom Dancing**

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

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

Section I:  
Tuesdays, March 1-22, 6:30-7:45 p.m.

Section II:  
Tuesdays, April 5-26, 9-10:15 p.m.

Both Sections:  
4 sessions. Economics 117. \$24.

### **NCD-3** **Advanced Ballroom Dancing**

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

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

Tuesdays, April 5-26, 6:30-7:45 p.m.  
4 sessions. Economics 117. \$24.

### **NCD-4** **Beginning Country Swing and Texas 2-Step**

Introduction to the basic steps in Texas 2-Step, Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Country Dancing.

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

Tuesdays, February 2-23, 7:45-9 p.m.  
4 sessions. Economics 117. \$24.





## Noncredit Adult Courses

### **NCD-5** **Intermediate Country Swing and Texas 2-Step**

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

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, March 1-22, 7:45-9 p.m. 4 sessions. Economics 117. \$24.

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

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

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, April 5-26, 7:45-9 p.m. 4 sessions. Economics 117. \$24.

### **Avoid the Registration Crunch**

Phone-In Noncredit-Certificate Registration

December 14 - February 12

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

492-2412 492-2407

Outside Metro-Denver 1-800-332-5839

### **NCD-7** **Beginning Jitterbug Rock-N-Roll**

Introduction to the basic steps in single time Jitterbug Rock-n-Roll. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Jitterbug Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, February 2-23, 9-10:15 p.m. 4 sessions. Economics 117. \$24.



## Fine Arts

### **NCF-1** **Acting Basics and Beyond**

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

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

Section I (Intermediate):  
Mondays and Wednesdays,  
February 1-March 9, 7-8:30 p.m.

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

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

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

Brian Golden, concert pianist, recording artist, performing for Arvada Center, Chautauqua, and the Boulder Public Library Concert Series. Mondays, February 1-March 21, 7:30-9 p.m. 8 sessions. Muenzinger E0046. \$45.

### **NCF-3** **Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own materials, a brush or brushes, ink, rice papers, or newspapers, covered at the first class session. Bring to first class 1 or 2 containers for water, paper towels and small plate for ink and colors.

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

### **NCF-4** **Drawing Techniques**

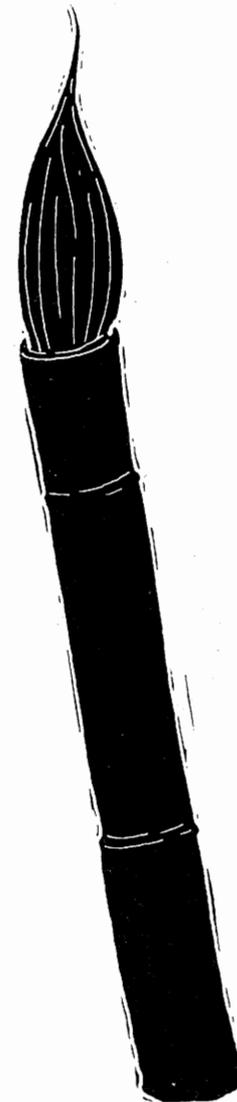
Many artists have used drawing to design, arrange or rearrange forms, and try out various solutions. Drawing techniques introduces a variety of drawing tools and drawing methods, including slides of Michelangelo, Rubens, Pelligrini, Ingres, Durer and twentieth century artists. First class will present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

Gail Marr, B.F.A. Studio Painting, artist, instructor.  
Wednesdays, February 3-March 23,  
5:30-7 p.m. 8 sessions. Fine Arts C153. \$45.

### **NCF-5** **The World of Gemstones**

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

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio. Wednesdays, February 10-March 16, 7-9:30 p.m. 6 sessions. Ketchum 119. \$57.



# Noncredit Adult Courses



## **NCF-6** **Jewelry and Gems:** **The Art of Adornment**

Addresses the primary function of gemstones, their use in jewelry for personal adornment. Includes the history and lore of jewelry through the ages as well as a survey of jewelry today covering styles and trends, manufacturing and design techniques, precious metals, and popular gems in women's and men's jewelry. Also addresses the wear, care and protection of fine jewelry including appraisal and insurance. This course is designed to complement the World of Gemstones class but is open to anyone who loves fine gems and jewelry.

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist, owner of appraisal lab and design lab.  
Wednesdays, April 6-27, 7-9:30 p.m.  
4 sessions. Ketchum 119. \$38.

## **NCF-7** **Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18" x 24" newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A. CU Boulder, Instructor at Front Range Community College  
Wednesdays, February 17-April 13, 8-10 p.m.  
8 sessions. Fine Arts N-298. \$60.

## **NCF-8** **Beginning Photography**

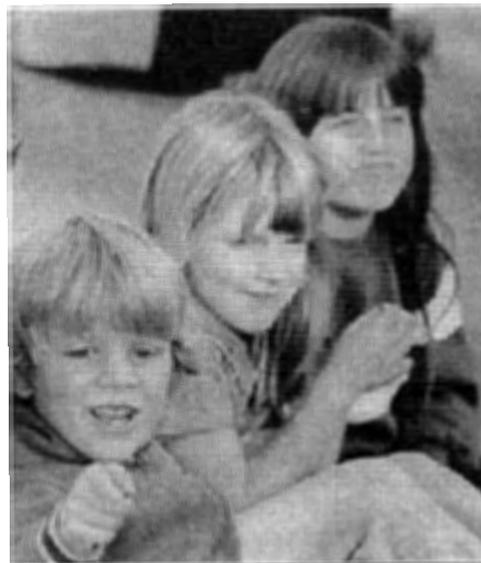
This introductory course is designed for those who have a camera but don't really feel that they know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks) and good composition and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality. Numerous handouts; optional text is Henry Horestein's *Black and White Photography*.

Lynn Lickteig, B.F.A. CU Boulder, Photographer  
Mondays, February 1-March 21, 7-9 p.m.  
8 sessions. Environmental Design 122. \$60.

## **NCF-9** **Creative Photography Workshop**

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

Thursdays, February 4-March 24,  
7:30-9:30 p.m. 6 sessions Ketchum 118,  
4 sessions. Boulder Photo Center. \$95.



## **NCF-10** **Storytelling for Everyone**

Storytelling is experiencing a renaissance in the U.S. Come join us. This course covers different kinds of stories from family oral history to myths and tales. Learn techniques for preparation and performance, and which stories are best for you.

Kay Negash, M.A., professional storyteller, winner in 1986, representing this five state area, at the National Storytelling Festival in Jonesboro, Tenn.  
Wednesdays, February 3-March 2,  
6:30-8:30 p.m. 5 sessions. Hale 6. \$38.

## **NCF-11** **Watercolor/Pastel — Mixed Media**

A unique class that adds diversity to the watercolor technique. This class is mainly involved with mixing paint with pastels using watercolor and oil pastel. It would be to the advantage of the student to have had some previous art background and preferably in painting with water media. Looseness with color is the main objective. List of materials available at first class meeting.

Mary Ellen Lake, B.A. Art Education, artist specializing in commercial and fine art, currently represented by two galleries.  
Thursdays, February 4-March 24,  
6:30-8:30 p.m. 8 sessions.  
Fine Arts C153. \$60.

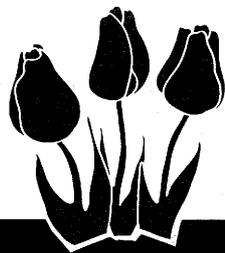


## **NCF-12** **Watercolor Techniques**

Watercolor techniques will be taught utilizing techniques of transparent and opaque watercolor, with an emphasis in basic color theory, learning how to use the color wheel and develop individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left-brain, right-brain exercises are also included in the course, along with specific drawing assignments, in order to stimulate and facilitate learning a variety of methods. Campus landscape included. Note: advanced students will learn to reproduce masters paintings, critique, and conceptualize.

Gail Marr, B.F.A. Studio Painting.  
Wednesdays, February 3-March 23,  
7-9 p.m. 8 sessions. Fine Arts C153. \$60.





## Noncredit Adult Courses



### **NCF-13** **Woodcarving Sculpture**

Create a sculpture in wood. Basic carving techniques and instructions will focus on three dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of a clay model will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools \$25 payable at first class. Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academie in Munich. Mondays, February 8-April 11, 7-9 p.m. 9 sessions. Fine Arts C102. \$68.

## Foreign Languages

### **NCFL-1** **Beginning Conversational French**

This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Required textbook is *Le Français, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature  
Mondays, February 1-April 11, 7-9 p.m.  
10 sessions. Hellems 255. \$75.

### **NCFL-2** **Intermediate Conversational French**

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is *Le Français, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature  
Wednesdays, February 3-April 13, 7-9 p.m.  
10 sessions. Hellems 255. \$75.

### **NCFL-3** **Beginning Conversational German**

This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German speaking countries, we will emphasize practice in practical conversation. Text to be used is sold at the first class session, \$16.

Benita Luttcher  
Mondays, February 1-April 11, 7-9 p.m.  
10 sessions. Hellems 247. \$75.

### **NCFL-4** **Intermediate German**

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text is *Lesen, Lachen, Lernen* and is available at the University of Colorado Bookstore.

Ed Maier-Heym, M.A. German, Instructor at CU Boulder.  
Thursdays, February 4-April 28, 7-9 p.m.  
10 sessions. Hellems 185. \$75.

### **NCFL-5** **Beginning Conversational Italian**

This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, dialogues, pictures and small group activities in the classroom, will make learning a more enjoyable experience. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri, M.A.  
Mondays, February 8-April 18, 6:30-8:30 p.m.  
10 sessions. Hellems 263. \$75.

### **NCFL-6** **Intermediate Conversational Italian**

A more advanced course for students who have had beginning Italian or equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore on campus. Hand-outs provided in class.

Fanny Santona Madronich, M.A., instructor at CU Boulder.  
Mondays, February 1-April 29, 7-9 p.m.  
10 sessions. Hellems 271. \$75.

### **NCFL-7** **Beginning Conversational Spanish**

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary.

Elizabeth Medina, Full Professor, Loretto Heights College.  
Tuesdays, February 9-April 19, 7-9 p.m.  
10 sessions. Hellems 255. \$75.

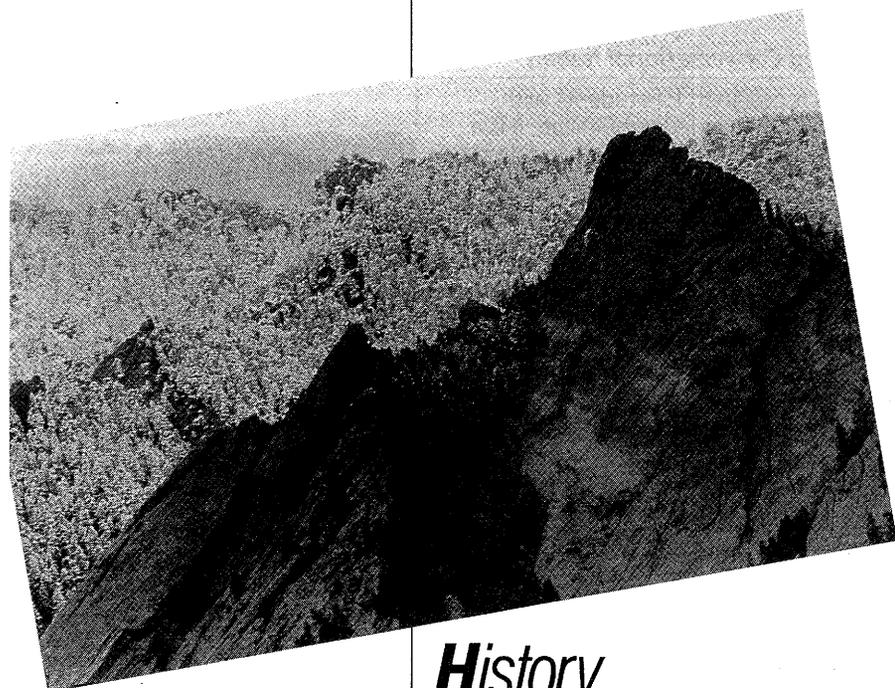
### **NCFL-8** **Intermediate Conversational Spanish**

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.

Elizabeth Medina, Full Professor, Loretto Heights College.  
Thursdays, February 11-April 21, 7-9 p.m.  
10 sessions. Hellems 255. \$75.



# Noncredit Adult Courses



## History

### **NCH-1** **Forest Crossen's Colorado**

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

Forest Crossen, historian and writer.  
Wednesdays, February 10-March 9,  
7-8:30 p.m. 5 sessions. Hellem's 185. \$30.

### **NCH-2** **The Fascinating History of Colorado Railroads**

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

Bob Rothe, a railroad hobbyist for 40 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere.  
Thursdays, February 11-March 24, 7-9 p.m.  
7 sessions. Geology 108. \$53.

### **NCH-3** **Inside Nepal**

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

Narayan Shrestha, expert in Nepal and Tibet culture, owner of Old Tibet Nepalese and Tibetan Imports, trekking guide.  
Mondays, February 8-March 14,  
6:30-8:30 p.m. 6 sessions.  
Porter Biosciences E417. \$45.

## Investments

### **NCI-1** **Investing for Income**

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

Peter J. Poletti, M.B.A. in Economics and Finance, First Vice President at Dean Witter Reynolds  
Wednesday, April 13, 6:30-8:30 p.m.  
1 session. Porter Biosciences E431. \$15.

### **NCI-2** **Investment Strategies**

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

Peter J. Poletti, M.B.A. Economics and Finance, First Vice President at Dean Witter Reynolds.  
Wednesdays, February 3-24. 6:30-9 p.m.  
4 sessions. Porter Biosciences E431. \$38.

### **NCI-3** **Stock Market Investment**

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

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential Bache and Mary Wright, B.A. University of Colorado, Investment Broker at Prudential Bache.  
Tuesdays, February 16-March 8, 7-9 p.m.  
4 sessions. Porter Biosciences E123. \$30.

### **NCI-4** **Stock Market Profits**

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

Peter J. Poletti, M.B.A. Economics and Finance; First Vice President at Dean Witter Reynolds.  
Wednesdays, March 9-23, 6:30-8:30 p.m.  
3 sessions. Porter Biosciences E131. \$23.

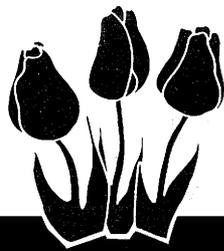
## Lifestyle

### **NCL-1** **Biofeedback Stress Management**

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

Toby F. Link, Ph.D. University of Michigan, Psychotherapist.  
Mondays, February 8-29, 7-9 p.m.  
4 sessions. Hale 6. \$38.





## Noncredit Adult Courses

### **NCL-2** **Diet for a Healthy Pregnancy**

Find out how to eat for a healthy baby without gaining too much weight. We will discuss proper weight gain in pregnancy, low-fat sources of protein, vitamin and mineral needs and safe herbs in pregnancy.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ., Registered Dietitian/Nutritional Consultant.

Saturday, February 27, 9 a.m.-noon  
1 session. UMC 230. \$12.

### **NCL-3** **Discovering and Developing Your Creative Self**

The goal of this experiential course is to free up untapped creative energy and to develop enriching and innovative applications in our everyday lives. Using imagination, visualization and humor, we can dissolve mental blocks and limiting beliefs which act as barriers to our creative self-expression. Fun yet practical exercises will involve communication skills, goal setting, whole brain problem solving, self-awareness, and creative mind expansion. The course will also include guest speakers from diverse fields to inspire and motivate us all while providing valuable resources for further creative endeavors.

Textbook: *The Brain User's Guide* by Tony Buzan, available at the University Bookstore.

Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area. Wednesdays, February 17-April 13, 7-9 p.m. 8 sessions. Porter Biosciences E123. \$60.

### **NCL-4** **Eating As If Your Life Depended On It**

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

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant.

Saturday, March 12, 10 a.m.-5 p.m.  
1 session. UMC 230. \$30.

### **NCL-5** **English Language and American Culture Survival Skills**

This course is for non-native speakers of English who have some knowledge of the language. People who need to improve their conversational skills will find this course very useful. Spouses of university students, professionals working in the Boulder area, visitors, and immigrants can all benefit. There will be a review of important grammar points and exercises to help students apply their understanding of the grammar to everyday situations. There will also be discussion and exercises related to problem areas of American culture.

Steve Horowitz, M.A., 12 years of experience teaching English as a second language. Tuesdays and Thursdays, February 9-March 10, 7-8:30 p.m. 10 sessions. Duane Physics G027. \$56.

### **NCL-6** **Feeding Your Children a Healthy Diet**

A guilt-free guide to understanding and meeting your child's nutritional needs without spending hours in the kitchen. Beginning with the first year of life and up to the teenage years — among the special topics to be included: food allergies, nutritional remedies for common ailments, and nutritious snack ideas.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietitian/Nutritional Consultant.

Saturday, February 27, 1:30-5 p.m.  
1 session. UMC 230. \$14.

### **NCL-7** **Handwriting Analysis: An Aid to Learning**

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

Carol Ford, B.S. nursing, certified Graphoanalyst, has private practice in handwriting analysis.

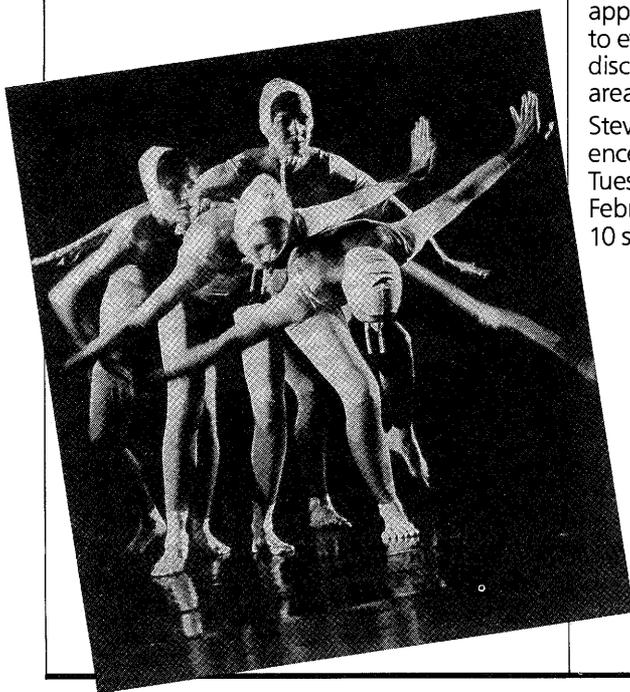
Tuesdays, February 2-23, 6:30-9 p.m.  
4 sessions. Geology 127. \$38.

### **NCL-8** **Handwriting Analysis: After the Basics**

The next step for those who have previously taken an introductory course to handwriting analysis. Writing represents the personality of the writer. All individual traits found within the writing must be placed in context to the entire writing. Come and expand on the basics for greater application in your own life — at work, at home, or with friends. Look further at t's and d's, printing, children's writing, spacing, margins and more. Course materials will be \$15 and will be available at the first class.

Carol Ford, B.S. nursing, Certified Graphoanalyst, has private practice in handwriting analysis.

Tuesday, March 1-22, 6:30-9 p.m.  
4 sessions. Geology 127. \$38.



# Noncredit Adult Courses



## **NCL-9** **Inner Power — Making Your Life and Career Work**

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



## **NCL-10** **Learning How to Learn**

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



## **NCL-11** **Nutrition for Physical Performance**

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

## **NCL-12** **Parenting the Gifted/Talented Child**

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

## **NCL-13** **Psychology of Intimate Relationships**

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

## **NCL-14** **Psychology and Sports Performance**

This course will help you improve your athletic performance by developing the mental side of your training program. Topics to be covered are: motivation and training, applied stress management, mental rehearsal techniques, neuro-muscular memory training, concentration, centering, and how to handle anger, fear and other unproductive emotional states. The course is designed to teach skills which can enhance your performance and boost your sense of personal satisfaction. Stephen E. Walker, Ph.D., Executive Director of the Rocky Mountain Institute for Health and Performance, and T. Christian North, Director of North and Associates. Mondays, February 22-March 21, 6:30-9:30 p.m. 5 sessions. Duane Physics G-025. \$57.



## Outdoors

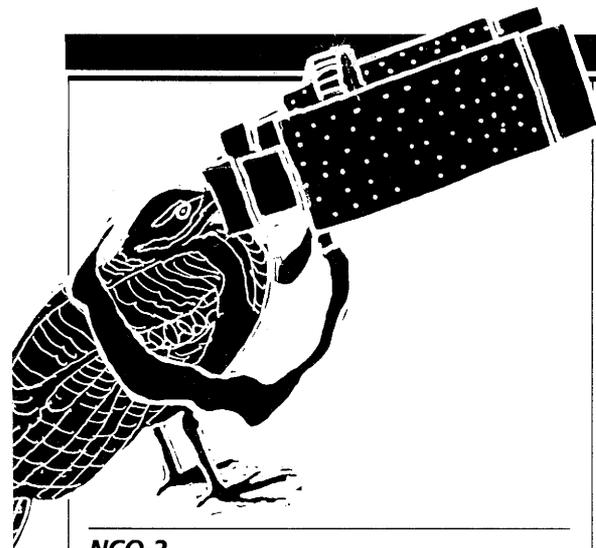
### **NCO-1** **Bald Eagles, Golden Eagles, Hawks, and More**

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





## Noncredit Adult Courses



### **NCO-2** **Bird Watching and Bird Behavior**

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

Tina Jones, Biologist/Naturalist/Teacher  
Tuesdays, April 26 and May 3, 6:30-9:30 p.m.,  
Field Trip Saturday, May 28,  
7:30 a.m.-5:30 p.m.  
3 sessions. Hale 104. \$60.

### **NCO-3** **Cruising Under Sail: Sailing, Seamanship, Navigation**

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

Bill Plywaski, Ph.D., scientist, Seafarer Group Director, Master Navigator with over 25 years' experience sailing boats and aircraft all over world.  
Tuesdays, March 1-April 26, 6:45-9:15 p.m.  
8 sessions. Helms 245. \$75.

### **NCO-4** **Spring Wild Flowers: Their Uses and Identification**

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

Tina Jones, Biologist/Naturalist/Teacher  
Thursdays, April 21 and April 28, 7-9 p.m.,  
Field Trips  
Sundays, May 1 and May 29, 1-4 p.m.  
4 sessions. Hale 104. \$45.

## Theatre

### **NCS-1** **Murder Theatre**

Participate in an evening of intrigue! As a murder suspect, you will be summoned to solve the St. Valentine's Day Massacre. Assuming the persona of a "gangster" or "moll," begin the evening with a cocktail party uncovering clues hidden throughout the University Club. During a sit-down dinner your team will decipher the evidence to reveal "whodunit." Hors d'oeuvres and dinner included, cash bar provided. Enrollment is limited and registration deadline February 5th.

Wendy Clark, Producer, Writer and Actress whose script, "The Inheritance," was recently televised, created "Foul Play," an international murder mystery production company.  
Friday, February 12; 6:30-11:00 p.m.  
1 session.  
University Club, Boulder Campus. \$59

### **Avoid the Registration Crunch**

Phone-In Noncredit-Certificate Registration  
December 14 - February 12  
Monday-Friday, 8 a.m.-5 p.m.

**492-2412**

**492-2407**

Outside Metro-Denver

**1-800-332-5839**

For other course information:

**492-5148**

Make our registration office as close  
as your telephone.

Complete registration information  
on page 65.

Starting February 15, please call

**492-5148**

## Testing

### **NCT-1** **Preparing for the Graduate Management Admission Test (GMAT)**

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

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

### **NCT-2** **Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.  
(For April 9 test) Tuesdays and Thursdays,  
March 1-24, 6:30-9 p.m.  
8 sessions. Guggenheim 205. \$75.



# Noncredit Adult Courses



## Testing - con't.

### **NCT-3** **Preparing for the** **Law School Admission Test (LSAT)**

For persons planning to take the Law School Admission Test (LSAT), this course offers diagnostic exam, intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations. The course fee includes extensive materials covering all aspects of the exam.

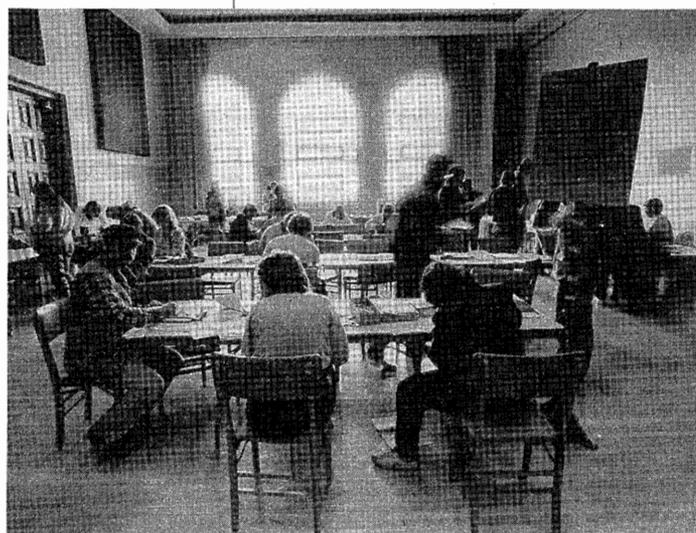
Kollie Elinoff

Section I: Diagnostic Exam: Saturday, February 6, 9 a.m.-12 p.m.; Class: Friday, February 12, 6-10 p.m., Saturday and Sunday, February 13 and 14, 9 a.m.-5 p.m.

Section II: Diagnostic Exam: Saturday, May 14, 9 a.m.-12 p.m.; Class: Friday, May 20, 6-10 p.m., Saturday and Sunday, May 21 and 22, 9 a.m.-5 p.m.

Both Sections:

3 sessions. Guggenheim 205. \$195.



## Writing

### **NCW-1** **Editing**

A brief overview of the practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion on how to find freelance jobs, how much to charge. Hands-on editing experience is limited, but extensive hand-out material is provided.

Linda Loewenstein, freelance editor.  
Saturdays, March 12 & 19, 9 a.m.-noon.  
2 sessions. Ketchum 234. \$23.

### **NCW-2** **English Writing Made Simple**

Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage. Textbook is about \$20.

Jean Thyfault, editor, conducts writing seminars for businesses.  
Thursdays, February 4-March 24, 7-9 p.m.  
8 sessions. Hellems 263. \$60.

### **NCW-3** **Writing for Children and Teens**

Instruction in writing stories, articles, books, verse, and plays for children from tots to teens. Detailed help in producing manuscripts that will meet the need of this active market. Both beginning and more experienced writers may enroll and concentrate on the age group, subject matter, and media that interests them most. Enrollment limited.

Barbara Steiner, professional writer.  
Wednesdays, February 3-April 13, 6:30-8 p.m.  
10 sessions. Hellems 81. \$57.

### **NCW-4** **More Writing for Magazines**

A step beyond the basics for writers with some experience in magazines. Develop your individual voice and creativity using the best of today's nonfiction as models. Includes techniques to target markets, combat blocks, and manage time efficiently.

Deidre Elliott, professional writer.  
Mondays, February 1-March 21, 7-9 p.m.  
8 sessions. Ketchum 206. \$60.

### **NCW-5** **Short Story Writing**

All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating. This course aimed toward marketing. Enrollment limited.

Barbara Steiner, professional writer.  
Wednesdays, February 3-April 13, 8-9:30 p.m.  
10 sessions. Hellems 81. \$57.



# Special Professional Programs

## Special Professional Programs

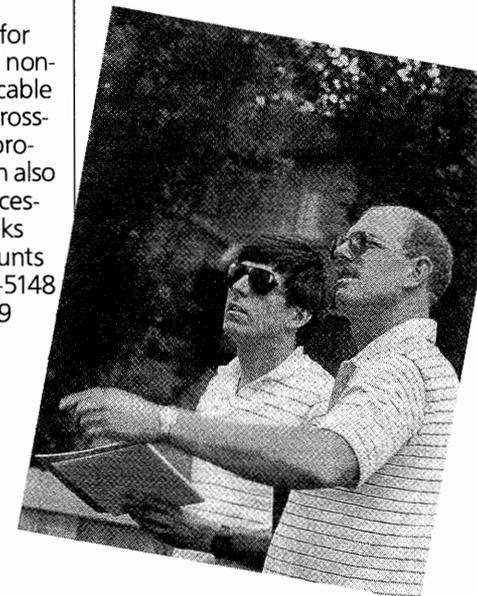
A university that aspires to achieve lasting stature seeks out — and attracts — unusually talented individuals. Special Professional Programs provides an intensive arena designed to bring lively minds to bear on compelling subjects of topical currency. For the instructor/facilitator, or the presentation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

to accommodate schedules for which evening courses extending over several weeks are less well suited.

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

exhilarating, mind-expanding, and conducive to enduring intellectual and practical value.

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



## Courses by Starting Date, Spring 1988

Date	Number	Course	Faculty
Friday, February 26	MDB-14	Peak Performance: Going Beyond Average	Shale Paul Candace Paul
Thursday, March 17	MDL-5	Performance Standards that Work	Randy Bauer
Thursday, March 17	MDL-8	Turning Around the Underachieving Employee	Randy Bauer
Monday, March 21	MDB-8	Developing Your Marketing Plan on a Personal Computer	William W. Luther
Friday, April 8	MDB-12	Interpersonal Effectiveness Through Motivation Strategies	Audrey Nelson-Schneider
Thursday, April 21	MDB-22	Writing for Impact in Organizational Settings	Elaine Tompkins
Wednesday, April 27	MDB-10	How to Build a Better Job	Shelly Ann Espinosa
Friday, April 29	MDB-7	Decision Making for Women	Audrey Nelson-Schneider
Thursday, May 5	MDL-4	Getting Things Done: Strategies that Work	Randy Bauer
Thursday, May 5	MDL-7	Skills that Matter: Improving Your Listening Techniques	Randy Bauer
Thursday, May 5	NCB-8	Resort Condominium Management	Gerald G. Hewey
Friday, May 13	MDB-23	Your Professional Image in Action	Audrey Nelson-Schneider



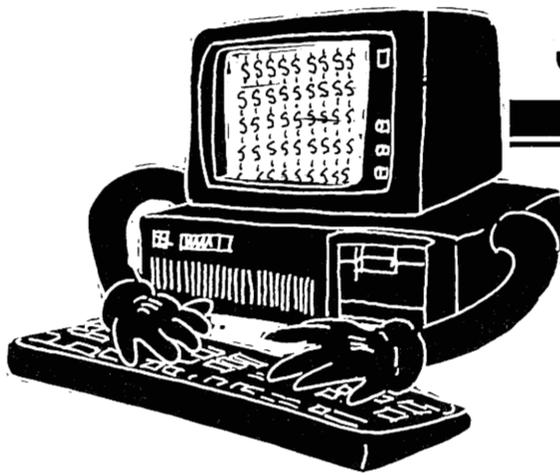
### **MDB-7** **Decision Making for Women**

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

tion of oneself? This program qualifies for the Management Development Certificate Program. Course fee includes materials, lunch, and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.  
Friday, April 29, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.





## Special Professional Programs



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

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

William M. Luther  
Monday, March 21 and Tuesday, March 22,  
9:00 a.m.-4:00 p.m. Two all-day sessions.  
1.2 CEUs. Norlin Library. \$250.

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

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

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

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

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

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



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

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

Shale Paul, M.B.A. and Candace Paul, president and vice president of The Delta Group  
Friday, February 26, 9:00-4:00 p.m. and  
Saturday, February 27, 9:00 a.m.-3:00 p.m.  
Two all-day sessions. 1.1 CEUs.  
Clarion Hotel. \$250.

### **MDB-12** **Interpersonal Effectiveness Through Motivation Strategies**

Personal productivity and success are greatly influenced by the ability to work well with others. This program focuses on six behaviors that create a positive, cooperative climate in the workplace. It examines key rules for motivation, learning how to listen and hear beyond the words, disciplining without destroying, and meeting employee needs to achieve organizational goals. Each participant will develop an interpersonal profile pinpointing personal strengths and areas for change. This program qualifies for the Management Development Certificate Program. Course fee includes materials, lunch, and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.  
Friday, April 8, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.



# Special Professional Programs



## **MDL-5** **Performance Standards That Work**

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

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



## **NCB-8** **Resort Condominium Management**

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry, and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Fee includes continental breakfasts, refreshments breaks, and a reception.

Gerald G. Hewey, C.H.A.  
Thursday, May 5, 9 a.m.-5 p.m.,  
Friday, May 6, 9 a.m.-4 p.m., and  
Saturday, May 7, 9 a.m.-12 p.m.  
Two all-day and one half-day sessions.  
Events Conference Center. \$150. Additional  
registrations from same company \$100 each.

## **MDL-7** **Skills That Matter: Improving Your Listening Techniques**

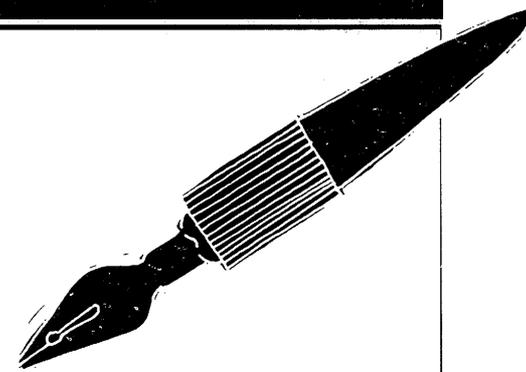
What separates the outstanding employee from the mediocre? Superiors often describe such differences in terms of people skills. Some such skills are measurable: the ability to get your point across clearly and crisply and skills in listening to and distilling information into more useful forms. Strategies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

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

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

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

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



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

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

Elaine Tompkins, Ph.D.  
Thursday, April 21, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

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

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

Audrey Nelson-Schneider, Ph.D.  
Friday, May 13, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.





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

### **A MEDIUM FOR STATE-OF-THE-ART INFORMATION**

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

### **A MEDIUM FOR DIVERSE TOPICS**

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

### **A MEDIUM FOR TRAINING & DEVELOPMENT**

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

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

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

### **A MEDIUM FOR PRACTICAL APPLICATIONS AND DYNAMIC COMMUNICATION**

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

### **A MEDIUM THAT PUTS THE AUDIENCE FIRST, USING STATE-OF-THE-ART EQUIPMENT**

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

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

### **A MEDIUM THAT IS PROFESSIONALLY STAFFED**

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

### **PLEASE CONTACT US TO TAKE ADVANTAGE OF TELECONFERENCING**

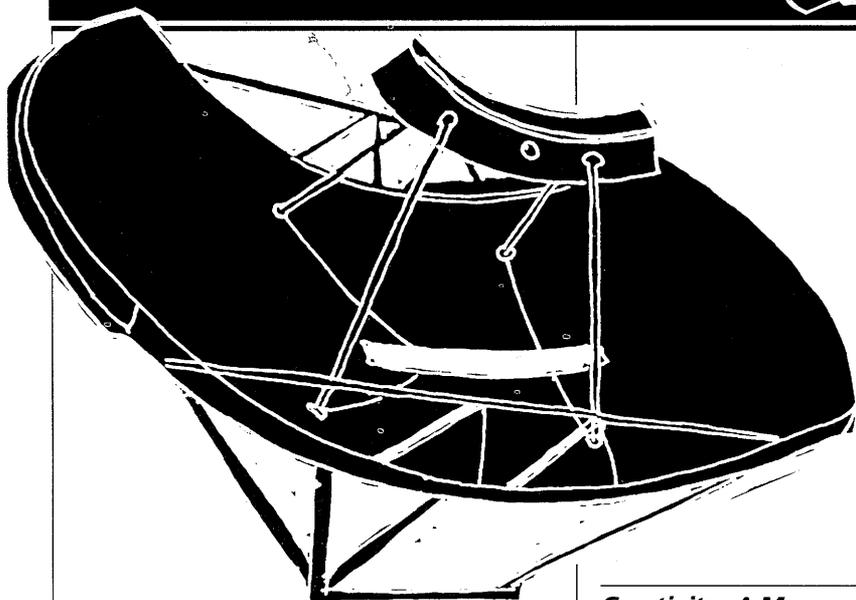
To be placed on our mailing list or for more information, write: Becky Duning, Teleconferencing, Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside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



### **OUR NEWEST CAPABILITY IS IN AUDIOCONFERENCING**

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





## Spring 1988 Teleconferences

### **The Disappearing Middle Manager**

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

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

### **Personal and Organizational Power**

The dictionary definition of power is possession of control, authority, or influence over others. This program addresses power from a personal and organizational perspective, examining different kinds of power; ways to identify people with real power; looking, feeling, and being powerful.

Clay Sherman, President, Management House, Inc., an international consulting service  
Wednesday, March 9, 1:00-3:00 p.m., live  
via satellite; wrap-up 3:00-3:30 p.m.  
.2 CEUs. Events/Conference Center. \$50;  
\$30 for additional registrants from same  
organization.

### **Creativity: A Management Tool**

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

Karl Albrecht, co-author of *Service America*,  
*Doing Business in the New Economy*, and  
author of *The Creative Corporation*  
Wednesday, April 13, 1:00-3:00 p.m. live via  
satellite; wrap-up 3:00-3:30 p.m.

.2 CEUs. Events/Conference Center. \$50;  
\$30 for additional registrants from same  
organization.

### **Corporate Wellness: Impact on Productivity and Liability**

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

William Hettler, National Wellness Institute  
Wednesday, May 11, 1:00-3:00 p.m., live via  
satellite; wrap-up 3:00-3:30 p.m.

.2 CEUs. Events/Conference Center. \$50;  
\$30 for additional registrants from same  
organization.

### **Other Spring 1988 Teleconferences**

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



### **TWO WAYS TO REGISTER**

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

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

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

### **PLACE & TIME, PARKING, FEES**

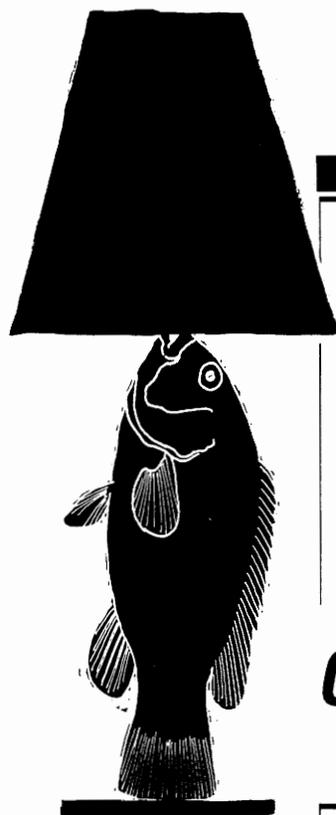
These teleconferences will be presented at the Events/Conference Center on the Boulder campus. There is ample parking. Registration will begin at 12:30 p.m. Refreshments will be served from 12:30-1:00 p.m. Opening remarks are scheduled from 12:45 to 1:00 p.m. The live satellite presentation runs from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

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

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



# Interior Design Workshops



## Interior Design Workshops

A series of two and three day workshops introducing the learner to the exciting interior design/decorating industry. Classes are sequenced to provide fundamentals of essential design concerns and practices

within the industry today including graphic and visual communication concepts, principles of design theory, and business and marketing applications.

The series provides the learner with understanding and guidance for career awareness and freelance/entry level apprenticeships within the industry.

## Courses by Starting Date, Spring 1988

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

### IDEA-20 Interior Design I: Elements and Principles

This two day intensive workshop provides participants with an introduction to the fundamentals of interior design/decorating. You will be introduced to the inter-relationships of color, line, texture, shape, rhythm and concepts in organizing interior space while developing perceptual skills and creative awareness. All participants will gain skills in handling a variety of design materials and tools in the process of solving individual and group projects. This workshop will also promote an understanding of the field, and freelance and career possibilities. Special emphasis will be placed on handling a variety of design media, and effectively solving interior space problems.

Tina Hendricks  
Saturday and Sunday, February 6 and 7,  
9 a.m.-5 p.m. Two all-day sessions.  
Geology 108. \$115.

### IDEA-21 Professional Communication Skills for the Interior Designer

In this workshop, participants will gain a clear view of the importance of effective communication within the industry. Lecture, demonstration, and group project activities will cover understanding floor plans and elevations, basic drafting procedures, vellum, blueprint and sepia processes, and tech-

niques for "specifying" product. Participants will gain an understanding of terminologies, practices and protocol while gaining an appreciation for past and current trends and techniques within this exciting design field. Course will help you:

- gain an understanding for practical interior plan analysis
- be able to discuss the merits of different phases of blue print plan development
- be able to specify given products both in written and oral presentations

Tina Hendricks  
Monday, Tuesday, Wednesday,  
February 8-10, 5:30-10 p.m.  
3 sessions. Geology 108. \$115.

### BCDA-95 Perspective and Rendering Techniques

Technical rendering techniques can be an important addition to aspiring designers of commercial art and interiors seeking to expand their portfolio of marketable skills. This intensive hands-on class will cover one and two point perspective, light sources, simulated and real texture, and how to accurately depict objects in a variety of media. Drawing activities will cover uses of various pens, wash and prisma, paper surfaces, fabric indications, and matting and portfolio assemblage. Topics include:

- Basic knowledge of 1 and 2 point perspectives
- Accurately creating reflective light sources in given graphic assignments for impact

- Expertise in handling a variety of visual tools and mediums
- How to graphically depict simulated and real texture using acquired knowledge of visual tools and medium applications
- Completing both rough and finished graphic assignments

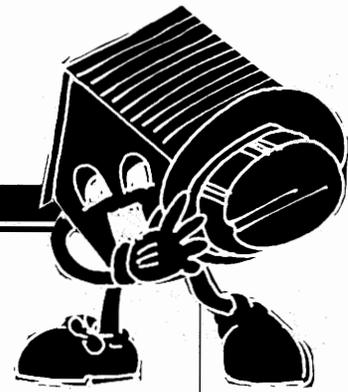
Roy Walden  
Saturday and Sunday, February 20 and 21,  
9 a.m.-5 p.m. 2 all-day sessions. 1.4 CEUs.  
Geology 114. \$115.

### IDEA-22 Selling Fine Art and Graphics in the Interior Design Profession

This program, especially created for artists, illustrators and their agents, explores the wide range of possibilities for the marketing of original fine arts, paintings and graphics to the interior design profession. Students will be introduced to the "how-when-where" essentials of creating and selling commissioned art work. Hands-on in-class art projects will cover interior latex wall graphics/painting, calligraphic applications on board and canvas, fine art painting solutions to specified interior design decor problems, and other useful concepts. Program will also cover understanding the needs of interior designers and architects in determining existing color schemes and appropriate palette, and the function of art agents and galleries in commissioning original graphics.

Jill Thayer O'Hara  
Monday, Tuesday, Wednesday, March 21-23,  
5:30-10 p.m. 3 sessions. Geology 108. \$115.





## Cooperative Real Estate Certificate Program

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

The Certificate Program offers over 25 courses in subjects including appraisal, closings, finance law, property management, commercial and tax factors. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all

persons and can provide you with valuable information related to this important field.

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

For additional information about courses offered and cities served in Colorado by this

statewide program, call 492-8666 for a detailed real estate brochure.

Mandatory Real Estate Sales License Preparation Courses in Boulder  
RE-7 Practice and Law (48 hours)  
RE-18 Colorado Contracts and Law (24 hours)



### RE-7 Practice and Law

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

Daytime Course. 6 sessions. (48 hours)  
Friday, Saturday, Monday, Tuesday, Thursday, Friday, January 8, 9, 11, 12, 14, 15,  
8:30 a.m. to 5:30 p.m.

Location: Holiday Inn, 800 28th Street,  
Boulder.

Tuition: \$225 plus textbooks.

Night Course. 14 sessions. (48 hours)  
Monday and Wednesday, January 25 to  
March 9, 6:30 p.m. to 9:55 p.m.

Location: Engineering Building CR 1-46,  
Boulder Campus.

Tuition: \$225 plus textbooks.



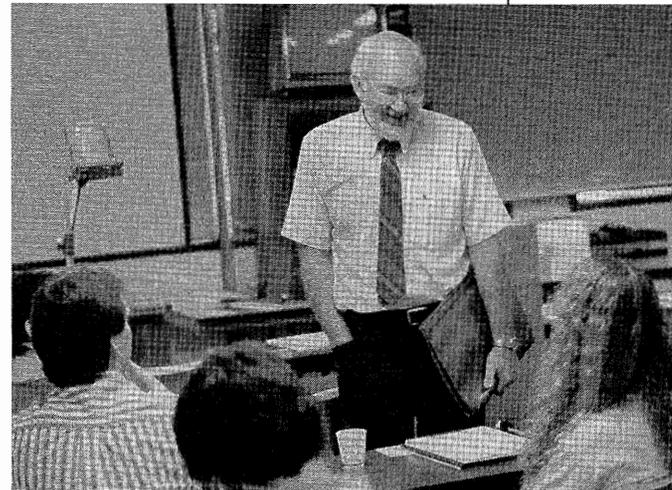
### RE-18 Colorado Contracts and Law

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

Night course. 7 sessions.  
Monday and Wednesday, March 14 to April 4,  
6:30 p.m. to 9:55 p.m.

Location: Engineering Building CR 1-46,  
Boulder Campus.

Tuition: \$110.



### RE-26 Finance and Advanced Law

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

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



## Real Estate



### RE-28 Real Estate Closings and Trust Accounts

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

Daytime Course. 3 sessions.  
Wednesday, Thursday and Friday,  
January 20, 21, 22, 8:30 a.m. to 5:30 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition: \$110.



### RE-33 Real Estate Appraisal I — Residential

This course is an introduction to accepted methods for estimating the value of real property. The course covers fundamentals of real appraisal of both land and improved property and covers techniques used by professional appraisers. Emphasis is placed on the evaluation of residential real estate. The course includes a field trip and practical work.

Longmont. Daytime Course. 3 sessions.  
Tuesday, Wednesday, Friday, February 2, 3, 5,  
8:30 a.m. to 5:30 p.m.  
Location: Longmont Board of Realtors,  
420 Kimbark, Longmont.  
Tuition: \$110.



### RE-40 Broker/Agency and Case Law

This course covers the fundamental law of business goods and services and its impact on real estate. We will examine current cases affecting the law of contracts. We will study the law concerning the sale of goods, including warranties and product liability. We will look at the legal responsibilities involved in rental and storage contracts. And we will study the laws applying to checks, promissory notes, agencies, employment, and private wrongs (such as fraud and negligence).  
Text: *Real Estate Law* (Fusilier, \$16).  
24 class hours.

Daytime Course. 3 sessions.  
Monday, Wednesday, Saturday,  
February 15, 17, 20, 8:30 a.m.-5:30 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition: \$110.

### RE-61 Tax Factors in Real Estate

This course deals with income tax and its effect on real property transactions and operation. We will cover the tax classifications of real estate, treatment of capital and ordinary gains, basis, installment sales, depreciation, and postponement of income tax.  
24 class hours.

Daytime Course. 3 sessions.  
Thursday, Friday, Saturday,  
March 31, April 1, 2, 8:30 a.m. to 5 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition: \$110.

### RE-72 Property Management

This course demonstrates the methods of applying the principles of real estate management and covers such areas as rent collection, purchasing, bookkeeping, physical maintenance, leases and contracts, and many other day-to-day skills. In addition to operating techniques, the course attempts to give the student a deeper insight into the long-range welfare of the property as an investment. Sessions on real estate economics and finance, neighborhood and property analysis, depreciation, obsolescence, and deferred maintenance enable the student to learn the meaning of "highest and best use" of investment property.

Daytime course. 3 sessions.  
Wednesday, Thursday, Friday, March 2, 3, 4,  
8:30 a.m. to 5 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition: \$110 plus textbook.

### The HP12C Calculator: A Tool for Real Estate Sales

This seminar is designed to thoroughly acquaint you with this versatile machine. It will help you solve the financial questions raised by your clients. The seminar is intended for new HP12C users and those who want to explore its programming capabilities.  
8 class hours.

One-Day Seminar.  
Monday, February 8, 8:30 a.m. to 4:30 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition: \$50.

### CONSUMER EDUCATION IN REAL ESTATE

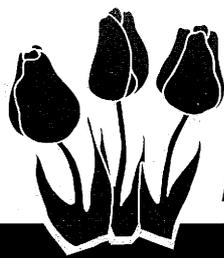
Mini-seminars designed for you, the consumer. Learn to be a more effective participant in the real estate transaction. Become informed on how to use the services and opportunities that the professional real estate industry can provide for you. Discover the advantages of property ownership. Gain an understanding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

### Everything You've Always Wanted to Know About Buying a House

How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.

- Choosing and working with a real estate agent/Realtor
- What does the agent do and does the agent work for the buyer or seller?
- Selecting your residence — style, size, cost, area, amenities, and absolute must-have's
- Learn about the qualification, types of loans, and owner financing
- Preview the legal documents — the contract, deed of trust, title insurance
- Analyze the closing costs, review settlement sheets
- Handouts of the various Colorado forms are provided

Night Course. 2 sessions.  
Tuesday, Wednesday, February 9, 10,  
6:30 p.m. to 9:30 p.m.  
Location: Holiday Inn, 800 28th Street,  
Boulder.  
Tuition (6 hours): \$45.



## Independent Study Programs



### Independent Study Puts You Ahead of the Crowd.

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

#### Guided Correspondence Study

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

More than 70 college credit courses, approved by the University, are offered in 16 academic areas:

- accounting
- anthropology
- business
- economics
- education
- engineering
- English
- fine arts
- geology
- history
- mathematics
- philosophy
- physical education
- political science
- psychology
- sociology

#### Individualized Instruction

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

#### PROFESSIONAL CERTIFICATION OPPORTUNITIES

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. Non-credit courses are also offered for those who want to develop or improve skills in the Paralegal field. All courses carry Continuing Education Units (CEUs).

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

#### Real Estate Education

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

#### Childhood Education

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

#### Paralegal Education

Paralegal Education courses provide opportunities for career minded people to enter or advance in the paralegal profession; legal secretaries may use these courses to improve skills and become more valuable to their employers. Paralegals are employed in private law firms, but more and more paralegals are finding employment in private enterprise and in state and federal government offices.

No states have established certification requirements for paralegals; however, the courses carry Continuing Education Units (CEUs) which are recognized by attorneys as a measure of continuing education.

Each course includes a study guide, textbooks, and audiotapes.



# Independent Study Programs



## HIGH SCHOOL CREDIT OPPORTUNITIES

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

### High School Correspondence

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

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

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

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

### Concurrent Registration in College Credit Courses

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

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

FOR A COURSE CATALOG CALL OR WRITE:  
INDEPENDENT STUDY PROGRAMS  
DIVISION OF CONTINUING EDUCATION  
UNIVERSITY OF COLORADO  
CAMPUS BOX 178  
BOULDER, COLORADO 80309-0178  
303-492-8756  
1-800-332-5839 (TOLL FREE IN COLORADO)



## APPLIED MUSIC PROGRAM

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

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violincello, and Voice.

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

## SPRING TELECOURSES

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

### Voices and Visions

ENGL 390-3

#### Studies in Literature: American Poetry

A prime-time event on KRMA-TV Channel 6, *Voices and Visions* is a landmark television course and series that features the brilliant

tradition of modern American poetry from Whitman and Dickinson to Plath and Lowell. The course chronicles for the first time on television the collective achievements of America's great poets and their contributions to our national poetry.

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

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

Tuition: \$195 resident or nonresident.

### Here's to your Health

PE 293-3

#### Survey of Contemporary Health

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

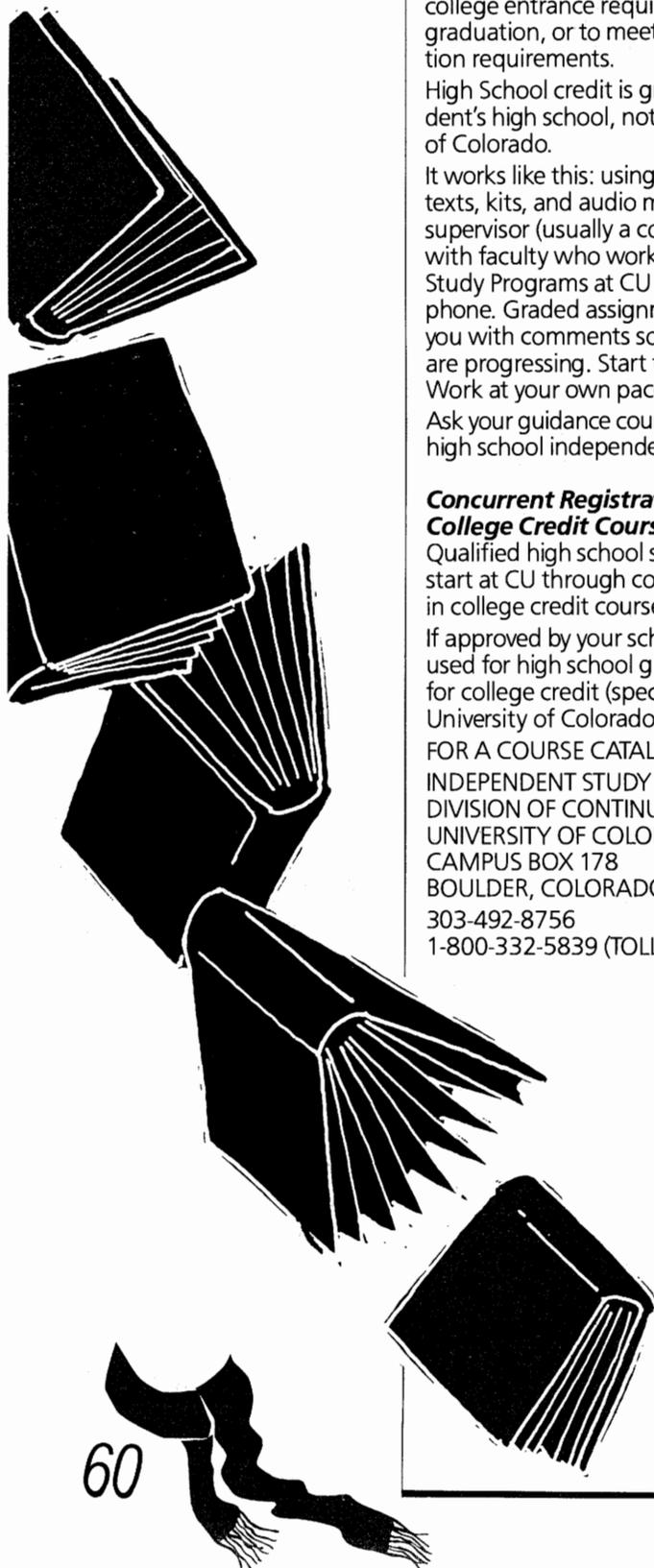
Covering a broad range of topics, from puberty, menopause, AIDS, and sex to the digestive system, back problems, and prescription medicines, *Here's to your Health* uses video programs of animation, dramatization and visits to hospitals, clinics and leading research centers to reinforce the concepts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

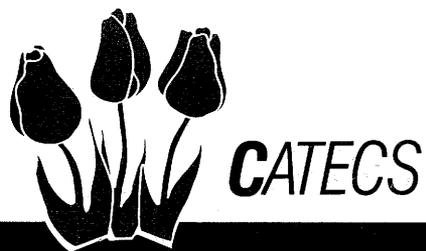
The course examines how to avoid and overcome depression and hypertension; how to kick the smoking habit, deal with the effects of alcoholism, and beat drug addiction. It explores the concepts of shaping up, eating right, and slimming down; the causes of cancer, how to detect it, treat it, and prevent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

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

Tuition: \$195 resident or nonresident.

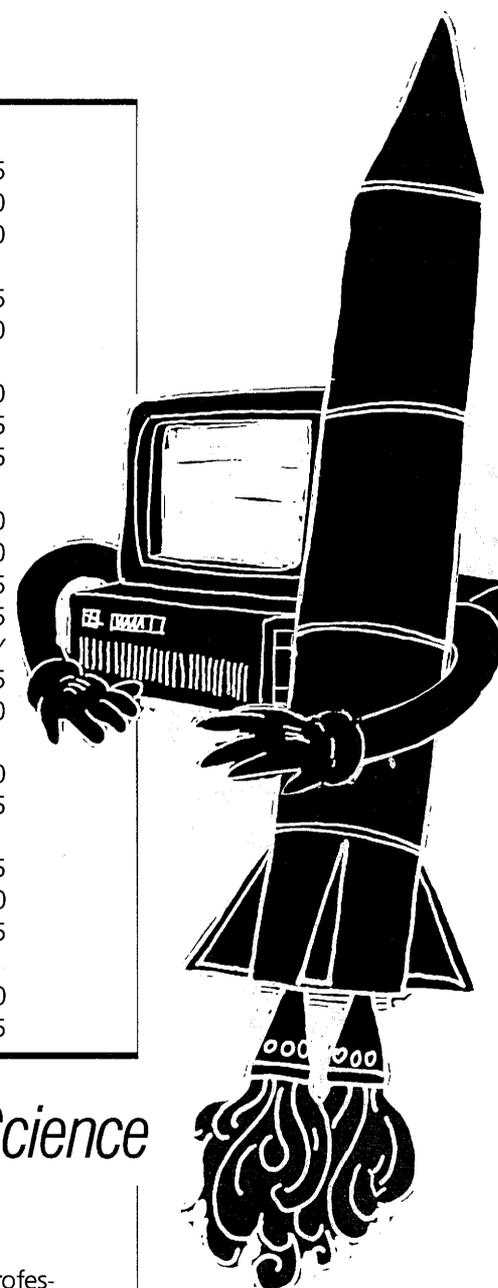
For more information, course outline and broadcast schedules, contact Independent Study Programs, University of Colorado at Boulder, Box 178, Boulder, CO 80309-0178, or call 303-492-8757 (1-800-332-5839, toll free in Colorado).





## Spring 1988 Graduate Credit Courses

Number	Course	Faculty	Date
<b>Aerospace</b>			
Aero 505	Space Flight Dynamics	Culp	TTh 0930-1045
Aero 556	Spacecraft Design	Brown	TTh 1645-1800
Aero 596	Rocket Propulsion	Langhenry	WF 1645-1800
<b>Business</b>			
BAd 503	Fundamentals of Marketing	Buchanan	TTh 1100-1215
IS 666	Systems Analysis & Design II	Kozar	MWF 1400-1450
<b>Computer Science</b>			
CS 545	Analysis of Algorithms	Gabow	MWF 1300-1350
CS 581	Data Management and File Systems	King	TTh 1400-1515
CS 614	Topics in Computer Systems	Klingenstein	TTh 1230-1345
<b>Electrical and Computer</b>			
ECE 545	Sample-Data and Digital Control	Su	MWF 1100-1150
ECE 546	Network Synthesis I	Twombly	MWF 0900-0950
ECE 555	Parallel Processing	Jordan	TTh 1400-1515
ECE 572	Energy Systems Analysis II	Hanna	TTh 0800-0915
ECE 577	Power System Protection	Roemish	VIDEOTAPE ONLY
ECE 580	Power Electronics II	Erickson	TTh 1100-1215
ECE 592	Microstrip Antenna Design	Gupta	MWF 1100-1150
<b>Engineering Management</b>			
ENM 501	Introduction to Engineering Management	Hearth	M 1530-1800
ENM 504	Productivity and Quality in Modern Manufacturing	Moxley/Mercure	TTh 1630-1745
<b>Mechanical Engineering</b>			
ME 514	Statistical Thermodynamics	Branch	TTh 0800-0915
ME 522	Methods of Engineering Analysis II	Datta	MWF 1200-1250
IE 593	Design Estimating	Ostwald	TTh 1230-1345
<b>Telecommunications</b>			
EETL 535	Trends in Satellite Communication Systems	Haddad	M 1530-1800
EETL 538	Data Communications I	Gates	MF 0730-0845



## Center for Advanced Training in Engineering and Computer Science

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

CATECS is . . .

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

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

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

CATECS delivers graduate-level courses directly to 45 off campus sites. More than 40 graduate level courses are transmitted from the Boulder campus via live instructional television to the worksite permitting engineers, computer scientists and technical managers to remain technically competent. Two-way audio communication allows

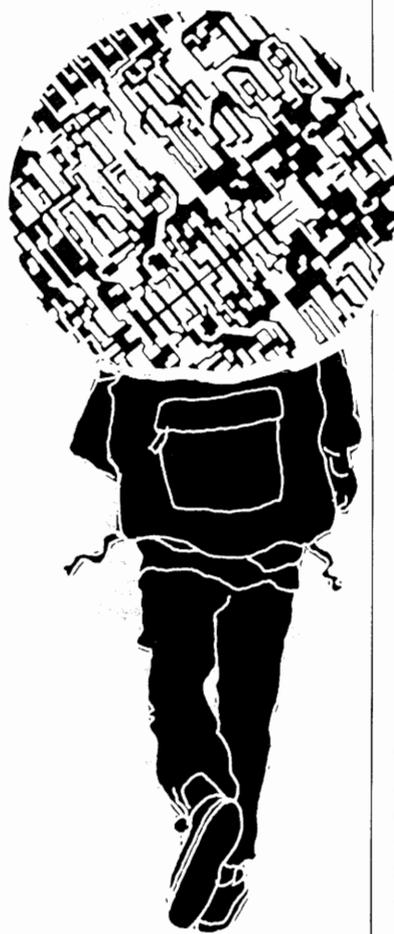




students at their worksites to be active participants with the on-campus class and hear their colleagues at other industrial sites.

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

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



## Master of Engineering

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

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

## Engineering Management

Designed to respond to an industrial need for a program to assist in the transition of engineers to first level management and provide an educational base for higher level management positions, CATECS is now selecting a new entering class for January 1988. The sequential two-year curriculum includes five core engineering management courses: introduction to engineering manage-

ment, finance and accounting for engineers, project management systems, productivity and quality, and leadership and communication. Complemented by 15 credit hours of technical courses and a project, the degree program may be completed in two to three years.

### Entering Class, Spring 1988

#### Spring

Introduction to Engineering Management Technical Course

#### Summer

Finance

#### Fall

Project Management Technical Course

### Continuing Class, Spring 1988

#### Spring 1989

Productivity, Quality Technical Course

#### Summer

Leadership

#### Fall

Case Study-Project Technical Course

## Registration and Tuition

Most CATECS students are sponsored by employers. A company Education Officer (EO) coordinates all administrative matters at the workplace, and should be the key person for all contact with CATECS. Tuition per 3 credit hour course is \$750 for residents and non-residents alike, with tuition at \$950 for Engineering Management. Audit tuition is \$500. Registration will be accepted beginning December 1 with a deadline of January 5.

## Short Courses

### Lotus 1-2-3

January 8-9, 1988  
Registration deadline January 2, 1988.  
Fee \$325.00

This course will provide hands-on experience in solving engineering and scientific problems using the spreadsheet program Lotus 1-2-3. Topics will include 1-2-3 fundamentals, macro

language programming, numerical and statistical methods, and advanced applications. Participants should have an engineering or scientific background with some experience in at least one programming language. Some knowledge of personal computers and Lotus 1-2-3 is desirable also.

## Dates to Remember

**December 1987** — Registration accepted for Spring Semester 1988

**January 5, 1988** — Registration deadline. After this date, \$25 late registration fee will be added to tuition for each class

Late registration accepted through January 29 with instructor approval.

**January 13** — Classes begin. Add/Drop continues.

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

**January 18** — Martin Luther King, Jr. Holiday

**January 18-22** — Students may drop with a tuition refund of 80%

**January 25-29** — Students may drop with a tuition refund of 50%

**January 29** — Last day to add a course. Last day to drop a course without a withdrawal (W) on transcript. No tuition refund given after this date.

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

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

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

**March 28-April 1** — Spring Break — No Classes

**April 4** — Classes resume

**May 3** — Last day of class

**May 4-10** — Final examination period.

Students will receive exact examination schedule during the semester

**May 13** — Commencement

### For Additional Information

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





## 3 Easy Ways to Register

See **Page 64** For **Complete  
Registration Information**



### 1. **In Person**

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

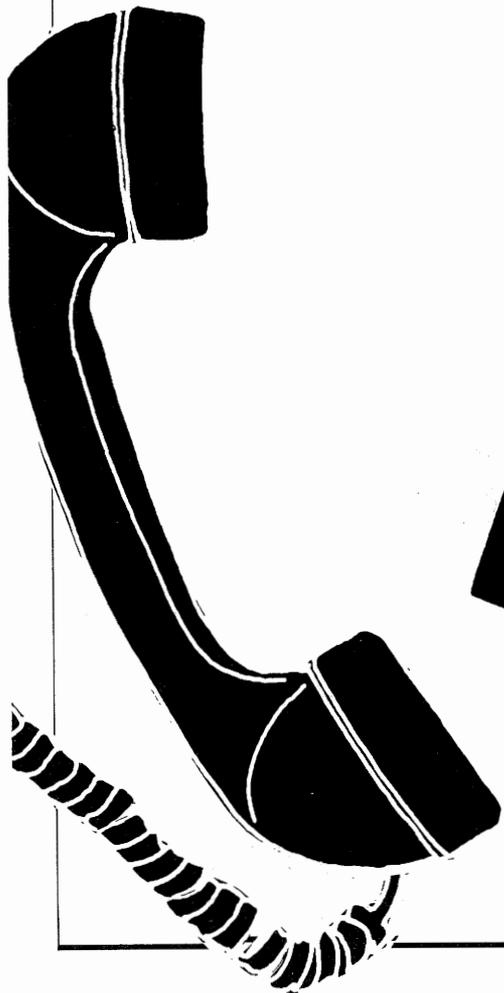


### 3. **By Phone**

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

### 2. **By Mail**

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





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

### **In person:**

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

### **By mail:**

To enroll for courses, please fill out the appropriate forms (Noncredit/Certificate on page 65 — on page 67 for credit) completely, and send them to:

Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, Colorado 80309-0178

You may register for up to three credit hours by mail. For additional credit hours, visit our office. No limit on Noncredit or Certificate courses. Use the free return mailer with VISA or MasterCard.



### **By phone:**

If you are enrolling for Noncredit or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

**From Monday, December 14 through Friday, February 12, there are extra telephone lines available to facilitate Noncredit and Certificate phone-in registration. These numbers are 492-2412 and 492-2407, Monday-Friday, 8 a.m.-5 p.m. Starting February 15 please use 492-5148 or the 800 number listed above.**

### **Please:**

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

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

### **Compliance with Colorado House Bill 1021**

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

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

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

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

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

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





# Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Birthdate \_\_\_\_\_  
Month/Day/Year

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## SELECTIVE SERVICE REGISTRATION CERTIFICATION

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

\_\_\_\_\_ I certify that I am registered with the Selective Service.

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

\_\_\_\_\_ I am a female.

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

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

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

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

## Tuition Payment by Mail

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

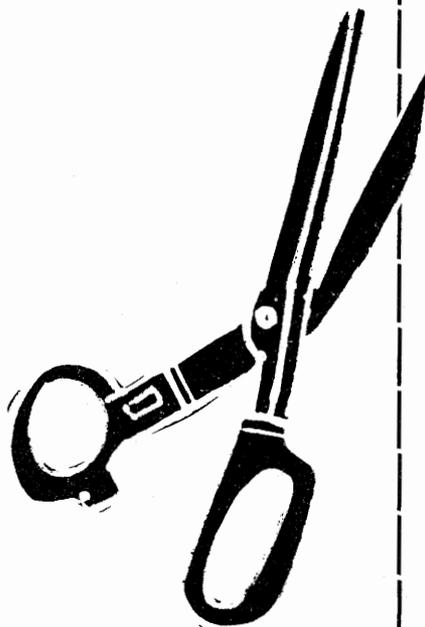
Charge: VISA  MasterCard  (check one)

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

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

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

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



1395102



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

## BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 165 BOULDER, CO

Postage will be paid by addressee

*Continuing Education*  
*Campus Box 178*  
*University of Colorado*  
*Boulder, Co 80302-9973*



Tape here to close fold. Do not staple.

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

**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM**

**REGISTRATION  
DATE**

Last Name	First Name	Middle Name	Maiden Name

If changed, give name under which you were last registered \_\_\_\_\_

Mailing address \_\_\_\_\_  
No. and Street City State Zip Code

Home Phone \_\_\_\_\_ SEX:  Male  Female RACE:  American Indian or Alaskan Native  Asian or Pacific Islander  Black  Caucasian/White  Hispanic  I do not wish to provide this information RESIDENCY:  Colorado  Other State Abbr. \_\_\_\_\_ MARITAL STATUS:  Single  Married Work Phone \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**

--	--	--

for record-keeping and identification of students only

**FORMER STUDENT NUMBER:**

--

**BIRTHDATE**

<small>Month</small>	<small>Day</small>	<small>Year</small>

**CITIZENSHIP:**

C = U.S. Citizen  
 P = Non-U.S. Citizen/permanent status—List alien registr. No. \_\_\_\_\_  
 T = Non-U.S. Citizen—List Type of Temporary Visa \_\_\_\_\_

**MILITARY SERVICE:**

Non-veteran  Veteran  
 Active Duty  Veteran Eligible for VA benefits

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

**ALL APPLICANTS**

- 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 \_\_\_\_\_
- Have you ever enrolled for credit course(s) at any campus of the University of Colorado?  
 No  Yes  Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance as a Degree Student  or Special Student
- Are you currently on suspension from any Campus/School of CU? No  Yes  School \_\_\_\_\_
- Do you owe a debt to any University of Colorado campus? No  Yes
- Do you have a college degree? No  Yes  Highest Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_  
 College Name/City/State \_\_\_\_\_
- Have you ever been convicted of a felony? (other than traffic violation) No  Yes  (Attach statement)
- Do you have any serious health conditions/limitations which should be brought to the attention of the University? No  Yes  (Attach statement)

**DO NOT WRITE  
IN THIS COLUMN**

<small>Sex</small>	<small>Race</small>
<small>Citz.</small>	<small>TRC</small> <b>1</b>
<small>Birth Date Mo/Day/Yr</small>	
<small>Hours</small>	
<small>School</small>	<small>Major</small>
<small>Class</small>	<small>Grad Stat</small>
<small>Res</small>	<small>Res State</small>
<small>Adm Stat</small>	<small>Adm Type</small>
<small>Mar</small>	<small>GPA</small>
<small>Stops</small>	
<small>Fin Stop</small>	<small>Vet</small>
<small>Prev Term/Yr /Campus</small>	
<small>SAVE</small>	

**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.

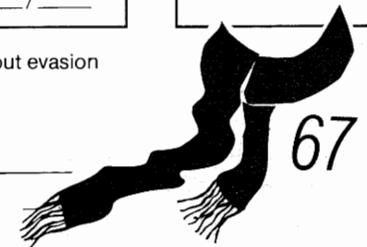
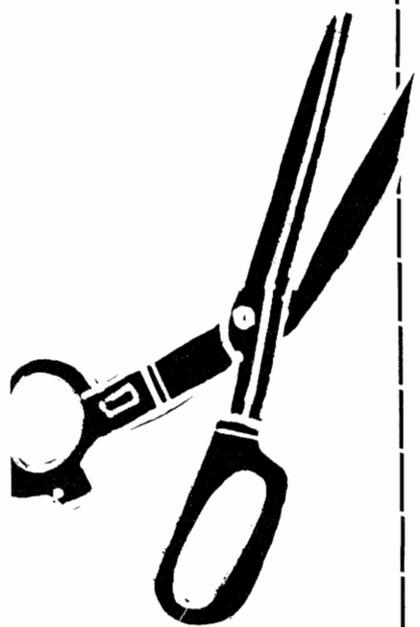
**FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT**

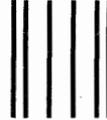
	<b>You</b>	<b>Your Parent/Guardian</b> <small>(if you are under 22)</small>
Dates of continuous physical presence in Colorado (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
Dates of employment in Colorado (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
List exact years Colorado income taxes have been filed .....	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr) .....	____/____ to ____/____	____/____ to ____/____
Date of marriage, if applicable (mo/yr) .....	____/____	____/____
Date current Colorado Driver's License was issued (mo/yr) .....	____/____	____/____
Have you had a previous Colorado Driver's License? .....	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr) .....	_____	_____
Date of Colorado Voter Registration (mo/yr) .....	____/____	____/____
Date of purchase of any Colorado residential property (mo/yr) .....	____/____	____/____
Dates of military service, if applicable, (mo/yr) .....	____/____ to ____/____	____/____ to ____/____

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION  
 Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: \_\_\_\_\_





NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

## BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 165 BOULDER, CO

Postage will be paid by addressee

*Continuing Education*  
*Campus Box 178*  
*University of Colorado*  
*Boulder, Co 80302-9973*



Tape here to close fold. **Do not staple.**

### *Tuition Payment by Mail*

— For 3 Credit Hours Only.

Charge: VISA  MasterCard

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

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

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

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

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\_\_\_\_\_ I am a female.

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

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

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

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

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

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

Printed name — last, first, middle \_\_\_\_\_

Student # (SSN) \_\_\_\_\_

Signature \_\_\_\_\_

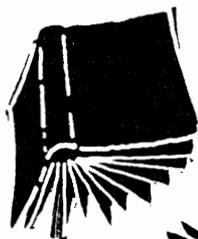
Date \_\_\_\_\_

\*Form approved by The Regents of the University of Colorado.



## 3 Easy Ways to Register

See **Page 64** For **Complete  
Registration Information**



### 1. *In Person*

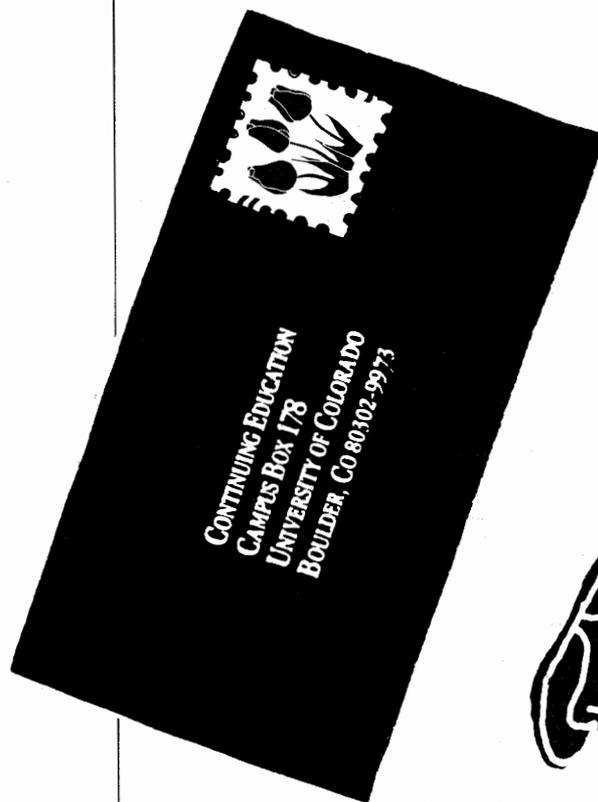
Monday-Thursday, 9 a.m.-6 p.m.,  
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<b>A</b>	<b>C</b>		
Abnormal Psychology . . . . . 14	C Programming . . . . . 29	Death and Dying . . . . . 15	Geology . . . . . 11, 18
Accounting for Nonaccountants . . . . . 41	Calculus for Social Science and Business . . . . . 12	Decision Making for Women . . . . . 21, 51	Geometry . . . . . 12
Accounting for the Nonaccounting Manager . . . . . 20	Calendar (Boulder Evening) . . . . . 3	Designing and Implementing Expert Systems . . . . . 30	German . . . . . 45
Acting Basics and Beyond . . . . . 43	Campus Map . . . . . 72	Desktop Publishing . . . . . 36	Getting Things Done: Strategies that Work . . . . . 25, 52
Acting Fundamentals . . . . . 15	CATECS . . . . . 61-62	Developing Your Marketing Plan on a Personal Computer . . . . . 21, 52	Gifted and Talented Children . . . . . 8
Advanced Ballroom Dancing . . . . . 42	Center for Advanced Training in Engineering and Computer Science . . . . . 61-62	Deviance . . . . . 15	Graduate Management Admission Test (GMAT) . . . . . 49
Advanced Country Swing and Texas 2-Step . . . . . 43	Certificate in Commercial Design . . . . . 37-38	Diet for a Healthy Pregnancy . . . . . 47	
Advanced dBase III/III+ Applications . . . . . 31	Certificate in Computer Applications . . . . . 26-36	Disappearing Middle Manager . . . . . 55	<b>H</b>
Advanced Desktop Publishing . . . . . 36	Child and Adolescent Psychology . . . . . 14	Discovering and Developing Your Creative Self . . . . . 47	Handwriting Analysis: After the Basics . . . . . 47
Advanced Ecology: Oceanography and Marine Biology . . . . . 9	Childhood Education . . . . . 59	Drawing . . . . . 10, 18, 38, 43, 44, 56	Handwriting Analysis: An Aid to Learning . . . . . 47
Advanced Lotus 1-2-3 . . . . . 31	Chinese Painting . . . . . 43	Drawing Techniques . . . . . 43	Hebrew . . . . . 11
Advanced WordPerfect . . . . . 32	C.L.E.A.R. See Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.) . . . . . 10	Drop Procedures . . . . . 2	Here's to Your Health . . . . . 60
Advertising Copywriter: A Writing Techniques Workshop . . . . . 38	Climate and Vegetation . . . . . 10	<b>E</b>	High School Correspondence . . . . . 60
Algebra . . . . . 12, 41	College Algebra . . . . . 12	Eating As If Your Life Depended On It . . . . . 47	Historical Geography of Western North America . . . . . 11
Algebra Review . . . . . 41	College Trigonometry . . . . . 12	Ecology . . . . . 16, 18	History . . . . . 11-12, 46
American Political System . . . . . 13	Colorado Contracts and Law . . . . . 57	Economics . . . . . 8	History of Colorado . . . . . 11
American Writers . . . . . 9	Colorado . . . . . 11, 46	Editing . . . . . 50	History of England II . . . . . 11
Analytic Geometry and Calculus II . . . . . 12	Commercial Art II . . . . . 38	Education . . . . . 8	History of Southern Africa Since 1800 . . . . . 11
Anthropology . . . . . 7	Commercial Artist I: Design, Layout, Paste-up . . . . . 38	Effective Public Speaking and Presentation Techniques . . . . . 21, 25	How to Build a Better Job . . . . . 21, 52
Applied Music Program . . . . . 60	Commercial Design . . . . . 37-38	Eligibility (Boulder Evening) . . . . . 2	HP12C Calculator: A Tool for Real Estate Sales . . . . . 58
Arabic . . . . . 7	Communication . . . . . 7	Energy . . . . . 16, 18	Human Relations: Gaining Insight through Communication . . . . . 21
Art of Negotiating . . . . . 24	Communication Effectiveness: Between Supervisor and Employee . . . . . 20	Engineering Management . . . . . 62	
Art of Piano Improvisation . . . . . 43	Computer Aided Design . . . . . 34-35	England . . . . . 11	<b>I</b>
Artificial Intelligence and Expert Systems in Business . . . . . 30	Computer Aided Design: Level I . . . . . 34	English Language and American Culture Survival Skills . . . . . 47	IBM Personal Computer . . . . . 28
Artist Goes to Market . . . . . 38	Computer Aided Design: Level II . . . . . 35	English Writing Made Simple . . . . . 50	Independent Study Programs . . . . . 59-60
Astronomy . . . . . 7, 41	Computer Aided Design: Level III — Customizing AutoCAD . . . . . 35	English . . . . . 8, 9	Individual Income Tax Update . . . . . 41
AutoLISP . . . . . 35	Computer Applications — Skill Level Guide . . . . . 28	Enrollment (Boulder Evening) . . . . . 2	Individualized Instruction . . . . . 59
<b>B</b>	Computer Graphics . . . . . 33, 36	Entrepreneurism — Are You Ready? . . . . . 41	Inner Power — Making Your Life and Career Work . . . . . 48
Bald Eagles, Golden Eagles, Hawks, and More . . . . . 48	Computer Graphics Art I . . . . . 36	Environmental Systems: Climate and Vegetation . . . . . 10	Inside Nepal . . . . . 46
Ballroom Dancing . . . . . 42	Computer Graphics Art: Level II . . . . . 36	Environmental Systems: Landforms and Soils . . . . . 11	Integrative Learning . . . . . 8
Basic Drawing . . . . . 10	Computer Literacy . . . . . 28	Ethics . . . . . 13	Integrative Learning II . . . . . 8
Basic Photography . . . . . 10	Computer Programming . . . . . 7, 29	Everything You've Always Wanted to Know About Buying a House . . . . . 58	Interior Design I: Elements and Principles . . . . . 56
BASIC Programming . . . . . 29	Computer Science . . . . . 7, 26-36	Exploring the Universe . . . . . 41	Interior Design Workshops . . . . . 56
Basic Skills for the New Supervisor . . . . . 20, 24	Concepts of Data Processing and Information Technology . . . . . 29	<b>F</b>	Intermediate Ballroom Dancing . . . . . 42
Beginning Ballroom Dancing . . . . . 42	Concurrent Registration in College Credit Courses . . . . . 60	Fascinating History of Colorado Railroads . . . . . 46	Intermediate C Programming . . . . . 29
Beginning Computer Aided Design . . . . . 34	Consensus Building and Conflict Resolution . . . . . 21	Feeding Your Children a Healthy Diet . . . . . 47	Intermediate Conversational French . . . . . 45
Beginning Conversational French . . . . . 45	Consumer Education in Real Estate . . . . . 58	Fiction . . . . . 9	Intermediate Conversational Italian . . . . . 45
Beginning Conversational German . . . . . 45	Contemporary Social Issues . . . . . 15	Film Studies . . . . . 10	Intermediate Conversational Spanish . . . . . 45
Beginning Conversational Italian . . . . . 45	Cooperative Real Estate Certificate Program . . . . . 57-58	Finance and Advanced Law . . . . . 57	Intermediate Country Swing and Texas 2-Step . . . . . 43
Beginning Conversational Spanish . . . . . 45	Corporate Wellness: Impact on Productivity and Liability . . . . . 55	Financial Aid . . . . . 2	Intermediate German . . . . . 45
Beginning Country Swing and Texas 2-Step . . . . . 42	Correspondence Study . . . . . 59, 60	Financial Planning for Business . . . . . 41	Intermediate Lotus 1-2-3 . . . . . 31
Beginning Jitterbug Rock-N-Roll . . . . . 43	Counseling Services . . . . . 2	Financial Planning for Women . . . . . 41	Intermediate Microsoft Word . . . . . 32
Beginning Microsoft Word . . . . . 32	Country Swing . . . . . 42-43	Fine Arts . . . . . 10, 43-45	Intermediate UNIX . . . . . 30
Beginning Photography . . . . . 44	Creative Learning Experiences and Resources (C.L.E.A.R.) . . . . . 8	Fine Black and White Printing . . . . . 10	Intermediate WordPerfect . . . . . 32
Beginning Using Lotus 1-2-3 . . . . . 31	Creative Photography Workshop . . . . . 44	First Year (Beginning) Arabic II . . . . . 7	Intermediate WordStar . . . . . 32
Beginning WordPerfect Word Processing . . . . . 32	Creative Writing . . . . . 8, 9	First Year (Beginning) Hebrew II . . . . . 11	Interpersonal Communication . . . . . 7
Beginning WordStar Word Processing . . . . . 32	Creativity: A Management Tool . . . . . 55	Foreign Languages . . . . . 45	Interpersonal Effectiveness Through Motivation Strategies . . . . . 22, 52
Biofeedback Stress Management . . . . . 46	Criminology . . . . . 15	Forest Crossen's Colorado . . . . . 46	Introduction to American Writers . . . . . 9
Biology . . . . . 9	Cruising Under Sail: Sailing, Seamanship, Navigation . . . . . 49	French . . . . . 45	Introduction to Biopsychology . . . . . 14
Biopsychology . . . . . 14	<b>D</b>	<b>G</b>	Introduction to C Programming . . . . . 29
Bird Watching and Bird Behavior . . . . . 49	Dance . . . . . 42-43	Gems . . . . . 43, 44	Introduction to Creative Writing . . . . . 8-9
Botany . . . . . 17	Database Management: Applying dBase III/III+ . . . . . 31	General Astronomy II . . . . . 7	Introduction to Desktop Publishing . . . . . 36
Boulder Evening Credit Classes . . . . . 2-15	dBase III/III+ for Programming . . . . . 31	General Biology II . . . . . 9	Introduction to Fiction . . . . . 9
Boulder Management Development Certificate Program . . . . . 19-23	Dealing with Risk and Uncertainty . . . . . 21	General Psychology . . . . . 13	Introduction to International Relations . . . . . 13
Britain . . . . . 11		Geography . . . . . 10-11	Introduction to Interpersonal and Small Group Communication . . . . . 7
Broker/Agency and Case Law . . . . . 58		Geography of Britain . . . . . 11	Introduction to Local Area Networks (LANs) . . . . . 30
Building Productive Work Teams . . . . . 20		Geological Evolution of the Colorado Region . . . . . 11	Introduction to Personal Telecommunications . . . . . 28
Business . . . . . 41-42			Introduction to Philosophy . . . . . 13



# Index

Introduction to Physical Anthropology II	7
Introduction to Programming I	7
Introduction to Sociology	15
Introduction to the IBM Personal Computer	28
Introduction to UNIX	30
Introduction to Wildlife Ecology and Conservation	9
Introduction to Women's Literature	9
Investing for Income	46
Investment Strategies	46
Italian	45

<b>J</b>	
Jewelry and Gems: The Art of Adornment	44
Jitterbug Rock-N-Roll	43
Job Search Strategy	42
Journalism	12

<b>L</b>	
Landforms and Soils	11
Law School Admission Test (LSAT)	50
Learning How to Learn	48
Lessac Summer Workshop	16
Life Drawing	44
Lifestyle	46-48
LISP	35
Local Area Networks (LANs)	30
Longmont Management Development Certificate Program	24-25
Lotus 1-2-3	31, 62

<b>M</b>	
Magazine Article Writing	12
Management Development Certificate Program	19-25
Managing the Personal Computer Hard Disk	30
Map	72
Maps and Mapping	11
Marine and Freshwater Ecology	18
Marketing Overview	22
Mass Media Writing	12
Master of Engineering	62
Mathematics	12
Mathematics for Social Science and Business	12
Meeker '88	16-18
Microsoft Word	32
More Writing for Magazines	50
MS-DOS	30
Murder Theatre	49
Museum Field Methods in Botany	17
Museum Field Methods in Geology	18
Music	43, 60

<b>N</b>	
Natural Resources	16
Negotiating	24
Nepal	46
New Directions in Photography: Color	10
Noncredit Adult Courses	39-50
North America	11
Nutrition and Health	13
Nutrition for Physical Performance	48

<b>O</b>	
Oceanography and Marine Biology	9
Oral Competency	7
Outdoors	48-49

<b>P</b>	
Painting	17, 18, 43, 44
Paralegal Education	59
Parenting the Gifted/Talented Child	48
Pass/fail option	2
Peak Performance: Going Beyond Average	22, 52
Performance Standards that Work	25, 53
Personal and Organizational Power	55
Perspective and Rendering Techniques	38, 56
Philosophy	13
Philosophy and Religion	13
Photography	10, 17, 44
Physical Education	13
Piano	43
Political Science	13
Practice and Law	57
Pre-College Mathematics	12
Pregnancy	47
Preparing for the Graduate Management Admission Test (GMAT)	49
Preparing for the Graduate Record Exam (GRE)	49
Preparing for the Law School Admission Test (LSAT)	50
Presentation Techniques	25
Principles of Anthropology I	7
Principles of Anthropology II	7
Principles of Macroeconomics	8
Principles of Microeconomics	8
Privileges	2
Producing the Feature Film	10
Professional Communication Skills for the Interior Designer	56
Professional Hand Lettering and Calligraphy	38
Professional Illustration Techniques	38
Professional Programs	51-53
Programming in Pascal	29
Project Management	22, 25, 58
Psychology	13-14, 48
Psychology and Sports Performance	48
Psychology of Adjustment	14
Psychology of Intimate Relationships	48
Psychology of Personality	14
Public Speaking	25

<b>R</b>	
Railroads	46
Real Estate	57-58
Real Estate Appraisal I — Residential	58
Real Estate Closings and Trust Accounts	58
Real Estate Education	59
Registration	64, 65, 67, 68
faculty	2
staff	2
Report Writing	9
Residency (Boulder Evening)	2
Resort Condominium Management	42, 53

<b>S</b>	
Schedule (Boulder Evening)	4, 5-6
Sculpture	45

Selective Service Information	64, 65, 68
Selling Fine Art and Graphics in the Interior Design Profession	56
Short Story Writing	50
Skills that Matter: Improving Your Listening Technique	25, 53
Smart Marketing for Better Profits	41
Social Problems and Social Change	15
Sociology	15
Sociology of the Future	15
Software Applications	31-32
Software Operations and Maintenance	29
Southern Africa	11
Spanish	45
Special Aspects of Current Practices: Current Controversies in Nutrition	13
Special Professional Programs	51-53
Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)	8
Special Topics: Drawing and Painting	18
Special Topics: Drawing in Color	10
Special Topics: Electronic Photography	17
Special Topics in Natural Resources and Energy	16
Special Topics: Integrative Learning	8
Special Topics: Landscape Painting	18
Special Topics: Painting	17
Spring Wild Flowers: Their Uses and Identification	49
Starting dates	2, 19-20, 24, 27, 33, 37, 39-40, 51, 56, 61
Statistics and Research Methods in Psychology	14
Stock Market Investment	46
Stock Market Profits	46
Storytelling for Everyone	44
Strategic Marketing for Professionals	22
Stress Management	46
Studies in Literature: American Poetry	60
Success in the International Arena	42
Supported Employment: Facilitating the Employment of People with Disabilities	8
Survey of Clinical Psychology	14
Survey of Contemporary Health	60

<b>T</b>	
Tax Factors in Real Estate	58
Technical Writing Seminar	22
Telecommunications	28
Teleconferencing	54-55
Testing	49-50
Texas 2-Step	42-43
Theatre	15, 16, 49
Time Management	23
Trigonometry	12
Tuition (Boulder Evening)	2
Turning Around the Underachieving Employee	25, 53

<b>U</b>	
Understanding and Coping Effectively with Individual Differences	23
Understanding and Using Financial Statements	23
United States History, 1900 to 1929	12
United States Since 1865	11
UNIX	30

Updating Your Writing Skills: A Must for All Managers	25
Using MS-DOS: Intermediate	30

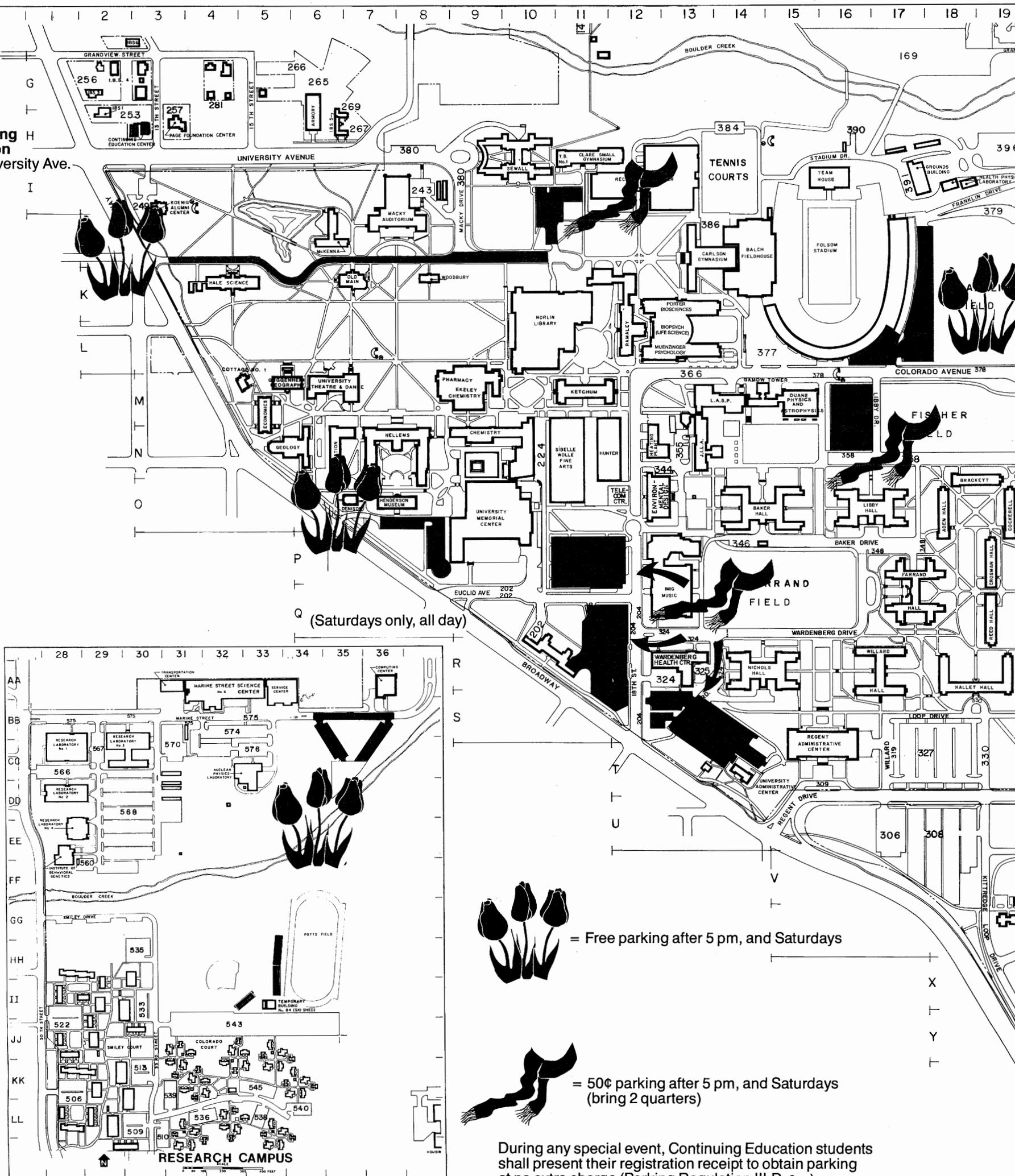
<b>V</b>	
Veterans Benefits	2
Video Teleconferencing	54-55
Voices and Visions	60

<b>W</b>	
Watercolor Techniques	44
Watercolor/Pastel — Mixed Media	44
Western Warfare and Society Since the 18th Century	11
Wildlife Ecology and Conservation	9
Withdrawal (Boulder Evening)	2
Women and Science	17
Women's Literature	9
Woodcarving Sculpture	45
Word Processing	32
WordPerfect	32
WordStar	32
Working Assertively: Effective Job Skills	23
Workshop in Curricular and Instructional Development: Integrative Learning II	8
Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child	8
Workshop in Curriculum and Content Areas: Ecology	16
Workshop in Curriculum and Content Areas: Energy Across the Curriculum	18
World of Gemstones	43
Writing for Children and Teens	50
Writing for Impact in Organizational Settings	23, 53
Writing	8, 9, 12, 22, 23, 38, 50, 53

<b>Y</b>	
Your Professional Image in Action	23, 53



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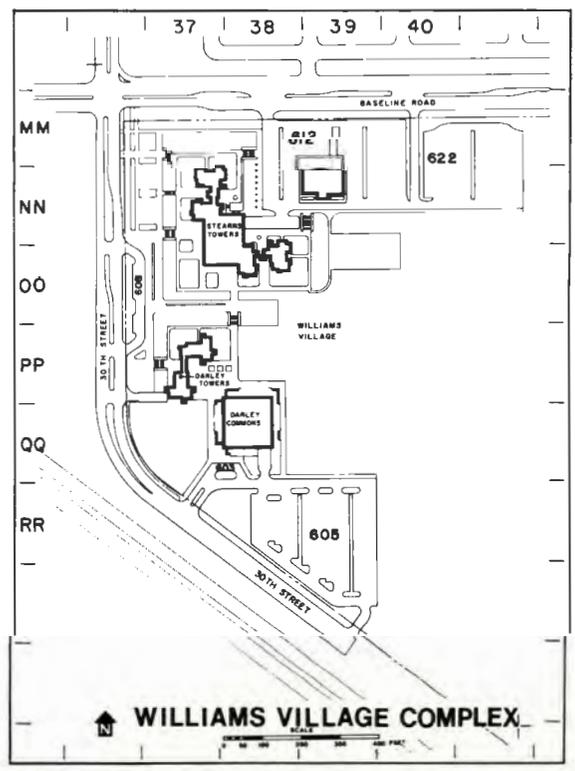
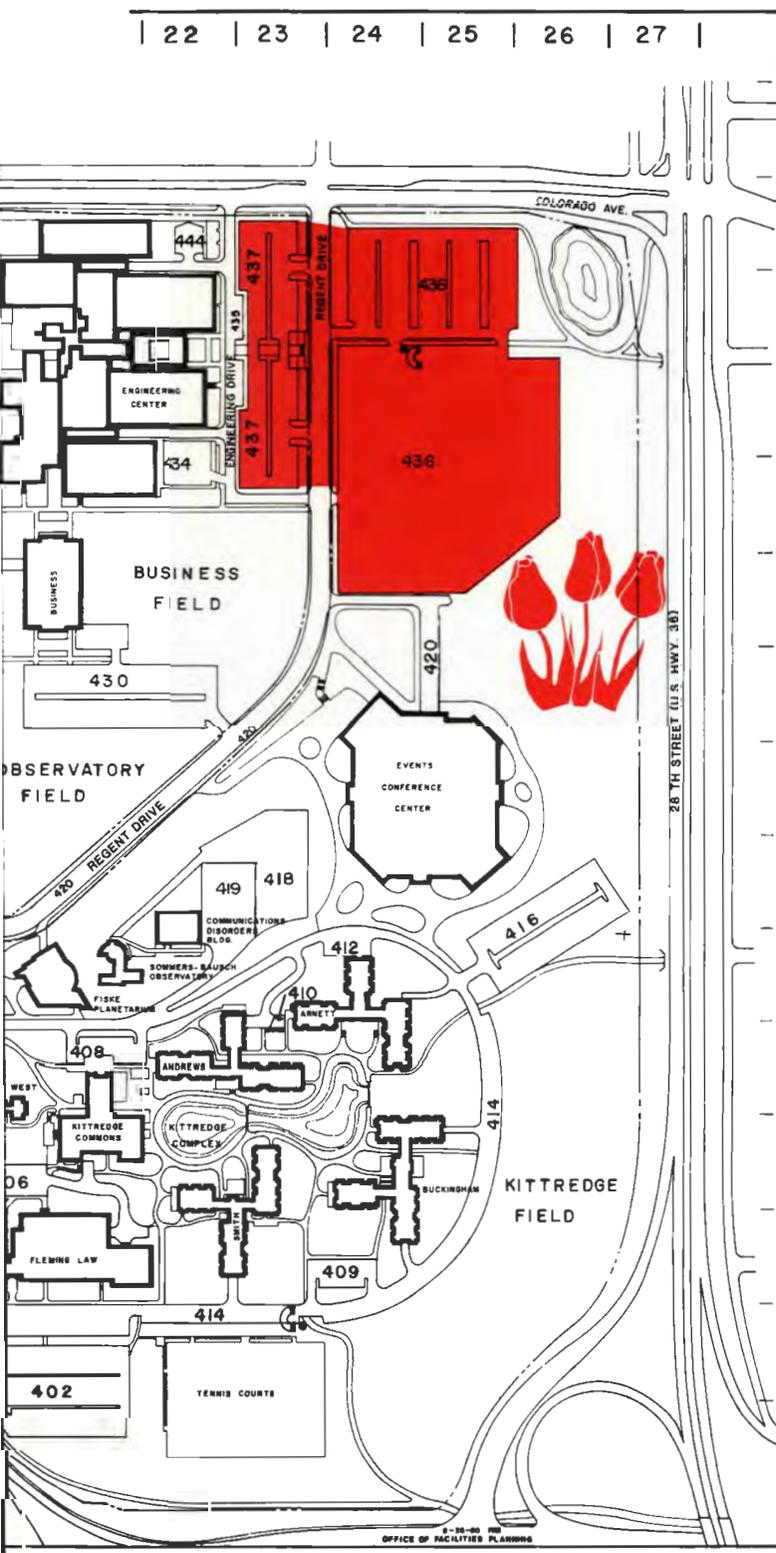


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### BUILDING KEY

- Academy Center (not shown) (970 Aurora)—O-2
- Academy/Conservatory—O-2
- Aden Hall—O-18
- Andrews Hall—V-23
- Armory (1511 University)—H-6
- Arnett Hall—V-24
- Athens Court—E-14
- Baker Hall—O-14
- Balch Fieldhouse—J-14
- Biopsych—K-12
- Brackett Hall—O-11
- Buckingham Hall—W-24
- Business—Q-21
- Carlson Gymnasium—J-13
- Chemistry—N-9
- Clare Small Gymnasium—H-11
- Cockerell Hall—O-19
- College Inn Conference Center—D-8 (17th and Athens) not shown
- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University
- Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Towers—PP-37
- Day Care Center (2202 Arapahoe)—B-17
- Denison Laboratory—O-7
- Distribution Center (not shown) 2000 Central Ave
- Duane Physical Laboratories (includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA—Laboratory and Tower)—M-14
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8
- Ekeley Chemistry—M-8
- Engineering Center—M-21, O-20, O-22, P-21
- Environmental Design—O-12
- Events/Conference Center—S-24
- Faculty-Staff Court—E-10
- Farrand Hall—Q-17
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Grounds and Service Center—I-17
- Guggenheim Geography—M-5
- Hale Science—K-4
- Hallett Hall—R-18
- Health Physics Laboratory—I-18
- Heating Plant—N-12
- Hellems Arts and Sciences—N-7
- Henderson Museum—O-7
- Hunter Science—N-11
- Imig Music—Q-13
- Institute of Behavioral Genetics—EE-28
- Institute of Behavioral Science No. 1—H-2 (1416 Broadway)
- Institute of Behavioral Science No. 2—E-1 (1546 Broadway)
- Institute of Behavioral Science No. 3—G-2 (1424 Broadway)
- Institute of Behavioral Science No. 4—G-2 (1220 Grandview)
- Institute of Behavioral Science No. 5—H-6 (1201 17th)
- Institute of Behavioral Science No. 6—F-2 (1243 Grandview)
- Joint Institute for Laboratory Astrophysics—N-13 (JILA—Laboratory and Tower)
- Ketchum Arts and Sciences—M-11
- Kittredge Commons—W-21
- Kittredge (includes Andrews Hall, Arnett Hall, Buckingham Hall, Smith Hall, and Kittredge Commons, Kittredge West)—W-22
- Kittredge West—W-22
- Koenig Alumn Center—I-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- Libby Hall—O-16

- Life Sciences Laboratories—(includes Ramaley Biology, Biosciences, and Muenzinger Psychology) L-13
- Macky Auditorium—I-7
- Marine Court—D-14 not shown
- McKenna Languages—J-6
- Muenzinger Psychology (Life Sciences Laboratories)—L-13
- Newton Court—E-19
- Nichols Hall—R-14
- Norlin Library—L-10
- Nuclear Physics Laboratory—CC-33
- Old Main—K-7
- Page Foundation Center—H-4
- Pharmacy (Ekeley Chemical Laboratories)—M-9
- Porter Biosciences—K-12
- Ramaley Biology (Life Sciences Laboratories)—L-12
- Reed Hall—Q-19
- Regent Administrative Center—S-15
- Research Laboratory No. 1—BB-28
- Research Laboratory No. 2—DD-28
- Research Laboratory No. 3—BB-30
- Research Laboratory No. 4—DD-28
- Research Laboratory No. 6—AA-32 (Marine St. Sciences Center)
- Service Center—AA-33
- Sewall Hall—H-10
- Sibell Wolle Fine Arts—N-11
- Smiley Court—JJ-29
- Smith Hall—X-22
- Sommers-Bausch Observatory—U-21
- Stearns Towers—NN-38
- Student Recreation Center—I-13
- Team House—I-19
- Temporary Building No. 1—H-11
- Temporary Building No. 84 (Ski Shed)—GG-33
- Transportation Center—AA-31
- University Administrative Center—T-14 (914 Broadway)
- University Club—R-10
- University Memorial Center—O-9
- University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29
- University Theatre—M-7
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—OO-39
- Woodbury Arts and Sciences—K-8



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