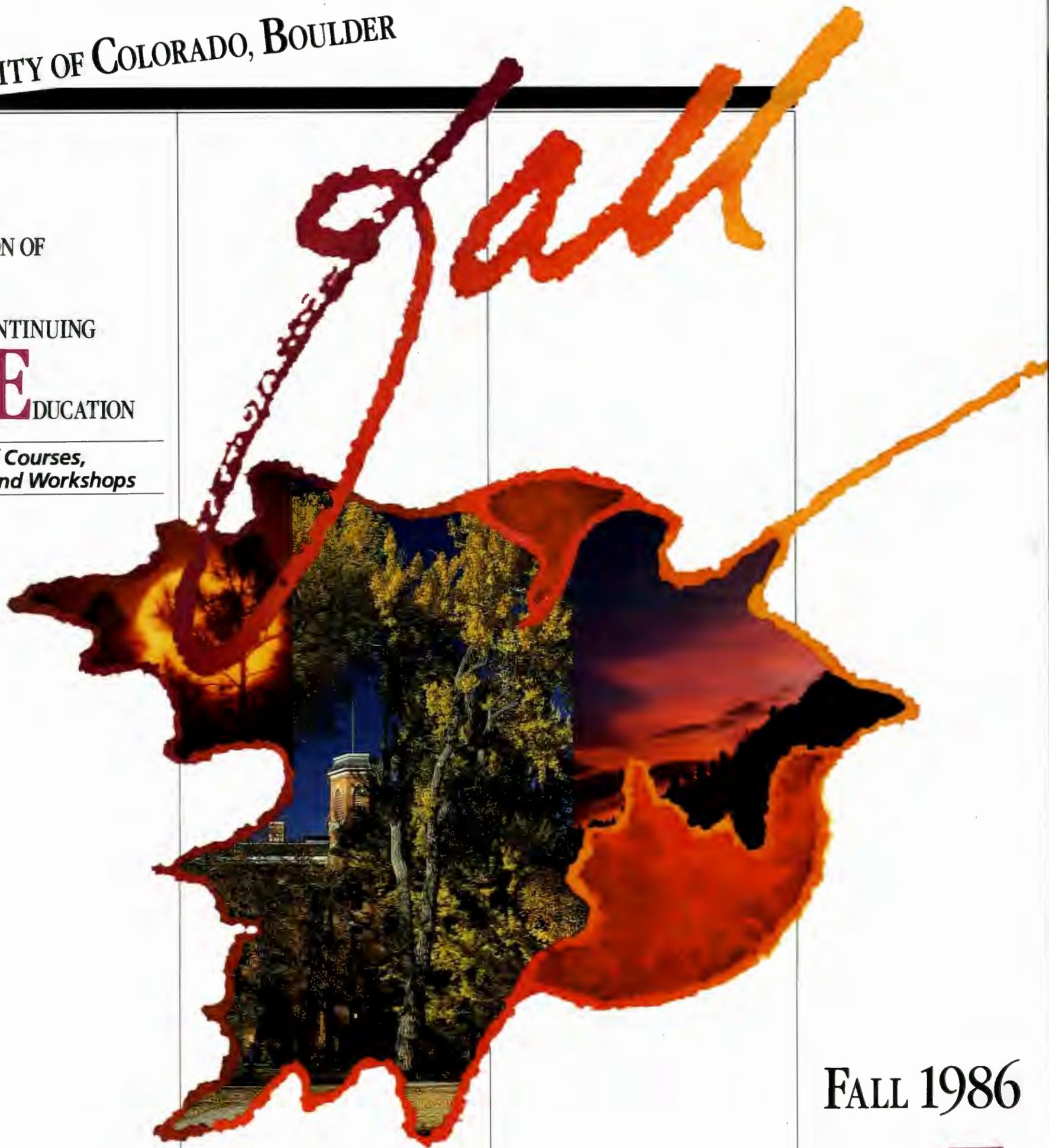


UNIVERSITY OF COLORADO, BOULDER

DIVISION OF
CONTINUING
EDUCATION

*Schedule of Courses,
Seminars, and Workshops*



FALL 1986



3 EASY WAYS TO REGISTER

SEE PAGE 57 FOR COMPLETE REGISTRATION INFORMATION.

1.

IN PERSON

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

2.

BY MAIL

Use the form on page 59 for Boulder Evening Credit, form on page 57 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed back to you promptly.

3.

BY PHONE

For Noncredit/Certificate courses only, using VISA or MasterCard. August 11-September 26, call 492-2412 or 492-2407. After September 26, call 294-5148. A receipt will be mailed to you promptly.

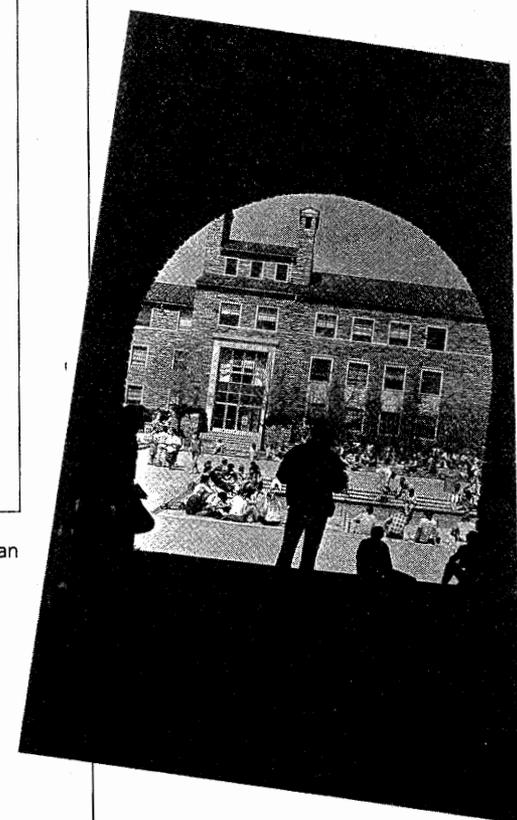


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Majority of the photos courtesy of The Coloradan



BOULDER EVENING CREDIT CLASSES

The 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 or the College of Business may not enroll.

Residency: To be eligible for in-state classification, applicants, or their parents (if the applicant is an unemancipated minor), must maintain legal residence in Colorado for the 12 months preceding the term for which in-state status is claimed. Students 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 whose parents do not live in Colorado must petition to prove emancipated status for the preceding year. Applicants may be required to submit evidence substantiating their claim of in-state eligibility. Applicants who feel their initial classification is incorrect may address inquiries to the tuition classification coordinator.

Tuition: Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents who wish to pay resident rates may take one three-hour course for the Full Term or one three-hour course for Session I and one three-hour course for Session II. A nonresident enrolling for a class for the full term and another class in either of the sessions must pay the out-of-state fee of \$3,123. For that tuition, a nonresident student may register for up to 18 credit hours in courses offered through the Division of Continuing Education including Independent Study, Individualized Instruction or Applied Music. Cash, check, MasterCard or Visa may be used. Tuition is due and payable at time of registration.

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 August 11, or at the UMC Ballroom 9 a.m. to 4 p.m. on September 4 and 5. No registrations will be accepted after September 12 for Session I, September 19 for Full Term, and October 31 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.

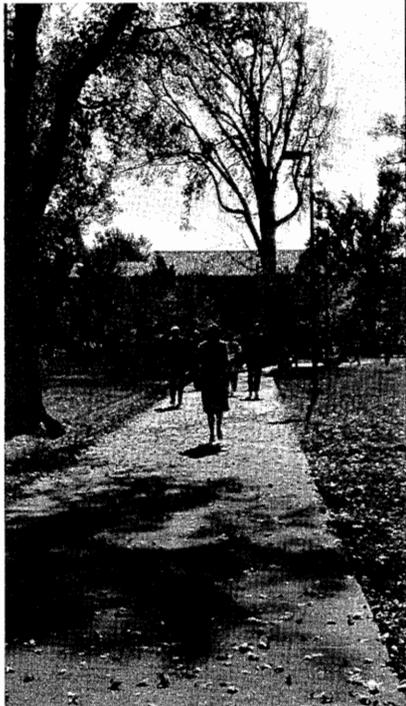
Veterans Benefits: If you are eligible for veterans benefits and have applied for admission to a degree program at the University of Colorado, you may enroll in these evening classes and apply the credit toward a degree. Please contact the Veterans Affairs Office in Willard Administrative Center, Room 229, 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 \$99.70. Total library services are available at no additional charge. Photo IDs are available for \$6 (cash, checks with check guarantee card, VISA, MasterCard) beginning September 8, 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 September 19, 1986 for Fall Semester consideration. Continuing Education programs do not qualify for other forms of aid, including Guaranteed Student Loans.

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 September 8. Please bring a copy of PAF indicating at least a half-time active appointment.



CREDIT CALENDAR DATES

CREDIT CALENDAR DATES YOU SHOULD KNOW

August 11	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
September 4-5	Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
September 8	Full Term classes begin. Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
September 12	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
September 15	Instructor's signature required to drop Session I classes.*
September 19	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Registration continues for Session II.
September 22	Instructor's signature required to drop Full Term classes.*
September 29	Petition required to drop Session I classes.
October 13	Petition required to drop Full Term classes.
October 23	Session I classes end.
October 27	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
October 31	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
November 10	Instructor's signature required to drop Session II classes.*
November 24	Petition required to drop Session II classes.
November 27-28	THANKSGIVING VACATION. NO CLASSES.
December 11	Full Term and Session II classes ends.

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



FALL 1986 SCHEDULE

BOULDER EVENING CREDIT CLASSES

Monday September 8	Tuesday September 9	Wednesday September 10	Thursday September 11	Monday December 8	Tuesday December 9	Wednesday December 10	Thursday December 11
Session I Monday & Wednesday classes begin September 8 and end October 22				Session II Monday & Wednesday classes begin October 27 and end December 10			
Session I Tuesday & Thursday classes begin September 9 and end October 23				Session II Tuesday & Wednesday classes begin October 28 and end December 11			
Full Semester Terms: Classes begin September 8 and end on December 11 Final Exams Will Be Given The Last Day of Class							

FULL TERM CLASSES BY STARTING DATE

Monday Evening Courses, Begin September 8

APAS 111-3	7-10 p.m.	ECCR 2-06	General Astronomy
Comm 102-3	6:00-9:00 p.m.	Hellems 201	Intro. to Interpersonal & Small Group Communication
CDSS 609-2	7-9 p.m.	CDSS 230	Problems in Communication Disorders and Speech Science (CDSS): Alternative/Augmentative Communication
CS 120-3	6-7 p.m.	ECCR 0-36	Intro. to Programming I (Recitation)
Educ 482-3	6:30-9:30 p.m.	Biosciences E126	Workshop in Curricular and Instructional Development: Integrative Learning II
Engl 160-3	7-10 p.m.	Hellems 267	Intro. to American Writers
Hist 258-3	7-10 p.m.	Business 301	History of Colorado
Jour 480-3	7-10 p.m.	Macky 102	Magazine Article Writing
Math 107-3	5:30-8:30 p.m.	ECCR 1-42	Mathematics for Social Science & Business
Math 281-3	6-9 p.m.	Business 251	Intro. to Statistics
Psc 110-3	7-10 p.m.	Hellems 141	American Political System
Psy 430-3	6:30-9:30 p.m.	Biosciences E113	Abnormal Psychology
Soc 191-3	7-10 p.m.	Ketchum 118	Contemporary Social Issues
Soc 211-3	6:30-9:30 p.m.	Hale 6	Intro. to Sociology

Monday and Wednesday Evening Courses, Begin September 8

FA 100-2	7-10 p.m.	FA C175	Basic Drawing
FA 117-3	6:30-11 p.m.	FA N161	Basic Photography I
FA 418-3	7-10 p.m.	FA N163	New Directions in Photography: Color
Hebr 101-5	7-9:30 p.m.	Hellems 191	First Year (Beginning) Hebrew I
Math 099-3	7-8:30 p.m.	ECCR 1-40	Pre-College Mathematics
Section 302			



FALL 1986 SCHEDULE

Monday and Thursday Evening Courses, Begin September 8

CS	120-3	7:15-8:45 p.m.	ECCR 0-36	Intro. to Programming I (Lecture)
Math	130-5	5:30-8 p.m.	ECCR 0-38	Analytic Geometry and Calculus I

Tuesday Evening Courses, Begin September 9

Anth	201-3	7-10 p.m.	Hellems 237	Intro. to Physical Anthropology I
Econ	201-3	5:30-8:30 p.m.	Business 301	Principles of Macroeconomics
Educ	482-3	5-8 p.m.	Biosciences E130	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
Engl	126-3	6:30-9:30 p.m.	Hellems 245	Intro. to Women's Literature
EPOB	121-3	7-10 p.m.	ECCR 0-36	General Biology I
Geol	103-3	7-10 p.m.	Guggenheim 2	Our Geological Environment
Hist	141-3	7-10 p.m.	Business 354	History of England I
Math	101-3	6-9 p.m.	ECCR 1-42	College Algebra
PSc	222-3	6-9 p.m.	ECCR 1-40	Intro. to International Relations
Psy	205-3	7-10 p.m.	Muenzinger D144	Intro. to Biopsychology
Psy	264-3	7-10 p.m.	Muenzinger D156	Child and Adolescent Psychology

Tuesday and Thursday Evening Courses, Begin September 9

Arab	101-5	7:30-10 p.m.	Hellems 191	First Year (Beginning) Arabic I
Jour	310-3	7-8:30 p.m.	Macky 3C	Press Photography
Math	099-3	3:30-5 p.m.	Business 251	Pre-College Mathematics
			Section 301	

Wednesday Evening Courses, Begin September 10

Comm	203-3	6:00-9:00 p.m.	Hellems 201	Interpersonal Communication
Engl	315-3	6-9 p.m.	ECCR 1-03	Report Writing
Geog	199-3	7-10 p.m.	Hellems 271	Intro. to Human Geography
Hist	151-3	7-10 p.m.	Business 301	U.S. History to 1865
Math	108-3	6-9 p.m.	ECCR 0-09	Calculus for Social Science and Business
PE	342-3	7-10 p.m.	Business 301	Nutrition and Health
Psy	230-3	7-10 p.m.	Biosciences E417	Psychology of Adjustment
Psy	430-3	6:30-9:30 p.m.	Biosciences E113	Abnormal Psychology
			Section 302	
Psy	445-3	6:30-9:30 p.m.	Muenzinger D144	Psychology of Personality
Soc	495-3	7-10 p.m.	Hellems 267	Criminology

Thursday Evening Courses, Begin September 11

Econ	202-3	5:30-8:30 p.m.	Business 301	Principles of Microeconomics
Educ	481-3	6:30-9:30 p.m.	Biosciences E126	Special Topics: Integrative Learning I
Engl	120-3	6-9 p.m.	ECCR 1-09	Intro. to Fiction
FA	391-3	6:30-9:30 p.m.	Hellems 267	Creativity and Problem Solving
Math	102-2	6:30-8:30 p.m.	ECCR 1-42	College Trigonometry
Psy	210-3	7-10 p.m.	Muenzinger D156	Statistics and Research Methods in Psychology
Psy	452-3	7-10 p.m.	Biosciences E113	Special Topics in Psychology: Biopsychology of Athletic Performance
Soc	119-3	6:30-9:30 p.m.	Ketchum 234	Deviance
Soc	443-3	7-10 p.m.	Hellems 237	Technology and Modernization



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

FALL 1986 SCHEDULE

SESSION I CLASSES BY STARTING DATE

Monday and Wednesday Evening Courses, Begin September 8

Anth	103-3	7-10 p.m.	Hellems 237	Principles of Anthropology I
Engl	140-3	7-10 p.m.	ECCR 1-01	Intro. to Poetry
Geog	100-3	6:30-9:30 p.m.	Guggenheim 3	Environmental Systems: Climate and Vegetation
Geog	406-3	7-10 p.m.	Guggenheim 6	Geographic Interpretation of Aerial Photos
PE	225-2	6-10 p.m.	ECCR 1-09	Advanced First Aid and Emergency Care
Psy	100-3	7-10 p.m.	Biosciences E131	General Psychology

Tuesday and Thursday Evening Courses, Begin September 9

Comm	231-3	7-10 p.m.	Hellems 81	Oral Communication — Developing Competency
Educ	480-3	5-8 p.m.	Biosciences E131	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Geog.	306-3	7-10 p.m.	Guggenheim 3	Maps and Mapping
Phil	100-3	7-10 p.m.	Hellems 263	Intro. to Philosophy
Soc	250-3	7-10 p.m.	Hellems 229	Social Problems and Social Change
Span	212-3	6-9 p.m.	Hellems 141	Spanish for Ph.D. Students

SESSION II CLASSES BY STARTING DATE

Monday and Wednesday Evening Courses, Begin October 27

Anth	104-3	7-10 p.m.	Hellems 237	Principles of Anthropology II
Comm	102-3	6:30-9:30 p.m.	Hellems 199	Intro. to Interpersonal and Small Group Communication
Engl	119-3	7-10 p.m.	ECCR 1-01	Intro. to Creative Writing
EPOB	210-3	7-10 p.m.	Hellems 263	Intro. to Wildlife Ecology and Conservation
EPOB	430-3	6:30-9:30 p.m.	Biosciences E130	Human Genetics
Geog	101-3	6:30-9:30 p.m.	Guggenheim 3	Environmental Systems: Landforms and Soils
PE	225-2	6-10 p.m.	ECCR 1-09	Advanced First Aid and Emergency Care
PE	342-3	7-10 p.m.	ECCR 1-40	Nutrition and Health

Tuesday and Thursday Evening Courses, Begin October 28

Comm	231-3	6:00-9:00 p.m.	Hellems 81	Oral Communication — Developing Competency
Educ	480-3	5-8 p.m.	Biosciences E131	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Geog	198-3	7-10 p.m.	Guggenheim 3	World Regional Geography
Phil	102-3	7-10 p.m.	Hellems 263	Ethics
Soc	211-3	7-10 p.m.	Ketchum 235	Intro. to Sociology
Soc	250-3	7-10 p.m.	Hellems 229	Social Problems and Social Change

REFUND SCHEDULE

FULL TERM

100% before 2nd class
60% after 2nd class and through
October 3
40% October 6 through October 17

NONE THEREAFTER

SESSION I

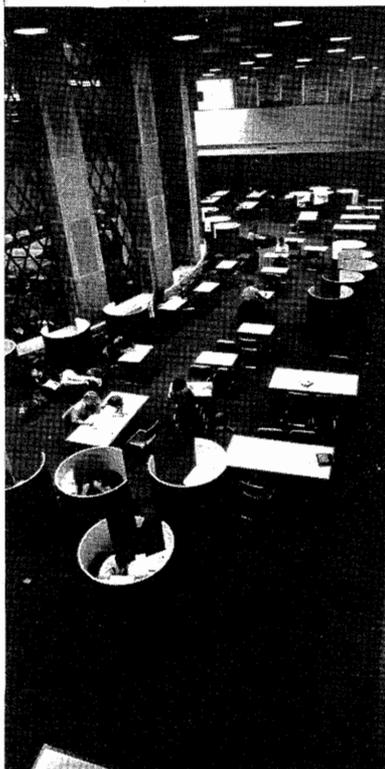
100% before 2nd class
60% after 2nd class and through
September 26
40% September 29 through October 3

NONE THEREAFTER

SESSION II

100% before 2nd class
60% after 2nd class and through
November 7
40% November 10 through November 14

NONE THEREAFTER



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. \$162.

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

Survey of the world's major 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. \$162.

Anthropology 201-3 **Introduction to Physical Anthropology I**

Detailed consideration of human biology, man's place in the animal kingdom, and fossil evidence bearing on human evolution. When combined with Anth. 202, satisfies first year natural sciences requirement. Anth. 202 offered spring semester. Full Term - Section 300: Tuesdays, 7-10 p.m., Hellems 237. \$162.

ARABIC

Arabic 101-5 **First Year (Beginning) Arabic I**

Full Term - Section 300: Tuesdays and Thursdays, 7:30-10 p.m., Hellems 191. \$440.

APAS

APAS 111-3 **General Astronomy**

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the earth, the moon, planets, the sun, and the origin of life. When combined with APAS 112, satisfies first year natural sciences requirement. APAS 111 and 112 may be taken in either order. APAS 112 offered spring semester. Full Term - Section 300: Mondays, 7-10 p.m., Engineering Center CR 2-06. \$162.

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: Mondays, 6:00-9:00 p.m., Hellems 201. \$162. Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., Hellems 199. \$162.

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, non-verbal, and self-disclosure. When combined with Comm. 102 or 215, satisfies first year social sciences requirement.

Full Term - Section 300: Wednesdays, 6:00-9:00 p.m., Hellems 201. \$162.



Communication 231-3 **Oral Communication —** **Developing Competency**

Oral communication-developing competency will explore a variety of contexts, purposes, and styles of communication. Students will make a minimum of five presentations for critique-evaluation and be examined over course content. The primary aim is to find and develop the student's most effective style for different purposes and contexts. No prerequisites.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Hellems 81. \$162. Session II - Section 200: Tuesdays and Thursdays, 6:00-9:00 p.m., Hellems 81. \$162.

All tuition and refund assessments are subject to audit.

CDSS

CDSS 609-2 **Problems in Communication Disorders and Speech Science: Alternative/Augmentative Communication**

Course is designed to familiarize speech-language pathologists and special educators with basic concepts regarding augmentative/alternative communication. Students enrolling in the course should expect to gain knowledge regarding assessment, intervention, and system selection information.

Full Term - Section 300: Mondays, 7-9 p.m., Communication Disorders 230. \$108.

CREDIT CLASSES

C 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 one recitation section. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Computing 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 - Mondays, 6-7 p.m. Engineering Center CR 0-36. \$187.

E 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: Tuesdays, 5:30-8:30 p.m., Business 301. \$162.

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: Thursdays, 5:30-8:30 p.m., Business 301. \$162.

E 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., Porter Biosciences E131. \$170.

Session II - Section 200: Tuesdays and Thursdays, 5-8 p.m., Porter Biosciences E131. \$170.

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

Getting at the essence is the essence of education! This workshop is designed to increase the student's awareness of the mind/body connection and its implication for learning, creativity, and expanding human capabilities. Included in a whole brain approach to learning are: brain/mind research, teaching and learning styles, visual imagery as it relates to memory, wellness and self concept, effects of emotion on learning, biofeedback, and stress management. The workshop will be experiential and will include a review of existing curriculums, a teen health module, and numerous techniques which can be implemented in educational and mental health settings. Experts will be available for presentations during this course.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Porter Biosciences E126. \$162.

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

This course will promote awareness of the unique needs of the gifted and talented child in the classroom, on a district-wide basis, and in the community. It will focus on identification, characteristics, curriculum development, individualized instructional materials, alternative programming, teaching strategies, program evaluation, parenting, and the affective areas of gifted education. Students will have an opportunity to discuss current issues in gifted education, simulate classroom situations, and share hands-on materials appropriate for gifted and talented children.

Full Term - Section 301: Tuesdays, 5-8 p.m., Porter Biosciences E130. \$162.

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

Integrative Learning II is a working seminar based on topics introduced in Education 481-3 Integrative Learning I. This seminar offers an opportunity for investigating and observing existing learning environments, research relating to curriculum development, funding, organization, and curriculum development. The format of this seminar provides for the development of a model futuristic learning setting and includes organizing such a project, designing physical facilities, projected use of technology in the curriculum, and the role of the teacher in this environment. This prototype is to be compiled into a publishable form. Prerequisite: Completion of Integrative Learning I or approval of instructors.

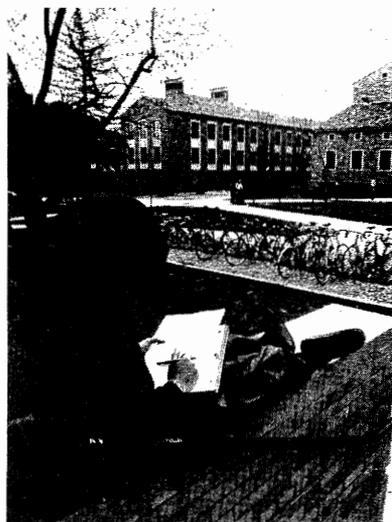
Full Term - Section 302: Mondays, 6:30-9:30 p.m., Porter Biosciences E126. \$170.

E 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 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 estab-

Non-attendance at class does not constitute withdrawal.



CREDIT CLASSES

lished writers, in order to develop our awareness of the elements of fiction and poetry. Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-01. \$162.

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., Business 354. \$162.

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: Tuesdays, 6:30-9:30 p.m., Hellems 245. \$162.

English 140-3 **Introduction to Poetry**

This course will focus on the basic elements of poetry, such as figurative language and the precision and speed with which it communicates; the function of sound, rhythm, syntax, and various fixed forms of the poetical tradition. Samples of British, American, and some foreign poetry, contemporary as well as traditional, will serve to demonstrate the different elements and provide a historical background. The emphasis will be on reading and class discussions, development of critical skills, and most of all a heightened appreciation for poetry. When combined with English 120, 126, 130, 150, 160, 190, 226, or 253, satisfies first year humanities requirement.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-01. \$162.



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

This course introduces students to a range of representative major works of American literature, with emphasis on works written before the 20th century. 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: Mondays, 7-10 p.m., Hellems 267. \$162.

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 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 1-03. \$162.

EPOB

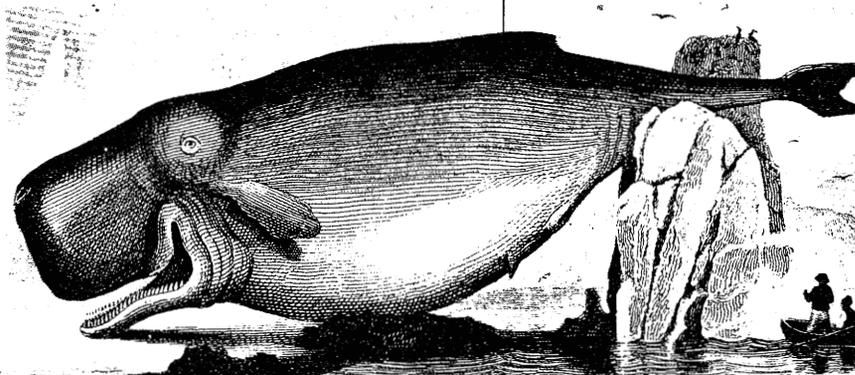
EPOB 121-3 **General Biology I**

A concentrated introduction to the facts, concepts, and questions underlying modern biology. This semester covers molecular, cellular, genetic, and evolutionary biological principles. When combined with EPOB 122, satisfies first year natural sciences requirement. EPOB 121 and 122 can be taken in either order. EPOB 122 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m., Engineering Center CR 0-36. \$162.

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 263. \$162.



EPOB 430-3 **Human Genetics**

The objective of this course is to provide the student with a basic understanding of human heredity. Discussion will cover the structure and function of the genetic material at different levels of organization, and explain the rules that govern the transmission of hereditary traits. Other topics to be covered include gene mutation, various human hereditary diseases, genetic engineering as it applies to medicine, genetic counseling, twin studies, pedigree analysis, etc. Prerequisite: EPOB 121 General Biology I or the equivalent. When combined with any 300 or above level course from EPOB, MCDB, NASC (except EPOB 303 and 409) satisfies second year natural sciences requirement providing one of the first year combinations has been completed.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., Porter Biosciences E130. \$162.

**Advance registration
necessary. Payment due
at time of registration.**

CREDIT CLASSES



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. \$108.

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. 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. \$192.

Fine Arts 391-3 **Creativity and Problem Solving**

The basis of a creative relationship with one's work, scholastic endeavors, and everyday life situations is the understanding and practice of the creative process. Explanation of this process results in our increased awareness of the problems and inherent solutions compromising the development of our personal, scholastic and professional lives.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Hellems 267. \$170.

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 subtraction 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 (included in tuition) cover facilities and chemicals.

Full Term - Section 300: Mondays and Wednesdays, 7-10 p.m., Fine Arts N163. \$202.

GEOGRAPHY

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

A general introduction to the atmospheric environment of the earth; the elements and controls of climate and their implications to hydrology, vegetation, and soils. When combined with Geog. 101, satisfies first year natural sciences requirement.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m., Guggenheim 3. \$162.

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: Mondays and Wednesdays, 6:30-9:30 p.m., Guggenheim 3. \$162.

Geography 198-3 **World Regional Geography**

Using the interrelated concepts of population, urbanization, trade resources and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspective. When combined with Geog. 199 or 200, satisfies first year social sciences requirement.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Guggenheim 3. \$162.

Geography 199-3 **Introduction to Human Geography**

A systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations, locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena. When combined with Geog. 198 or 200, satisfies first year social sciences requirement.

Full Term - Section 300: Wednesdays, 7-10 p.m., Hellems 271. \$162.

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.

Session I - Section 200: Tuesdays and Thursdays, 7-10 p.m., Guggenheim 3. \$162.

Geography 406-3 **Geographic Interpretation of** **Aerial Photos**

The use of aerial and space photography in geographic research is emphasized. Includes properties and the systematic application of imagery in the photographable portion of the spectrum for the evaluation of urban, transportation, landform, and vegetation features. Prer., basic courses in geography or equivalent.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Guggenheim 6. \$162.

CREDIT CLASSES

GEOLOGY

Geology 103-3 **Our Geological Environment**

A course for nongeology majors that reviews the earth's physical/chemical makeup, its dynamic processes, and its geological resources, with emphasis on how these affect our life on earth. Course consists of 14 three-hour lectures meeting once a week, and two optional half-day fieldtrips. The course is closed to geology majors, and Geology 103 carries only 2 credits if student has earned credit in Geography 101. When combined with Geol. 104, satisfies first year natural sciences requirement. Geol. 104 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m., Guggenheim 2. \$162.

HEBREW

Hebrew 101-5 **First Year (Beginning) Hebrew**

Full Term - Section 300: Mondays and Wednesdays, 7-9:30 p.m., Hellems 191. \$440.

HISTORY

History 141-3 **History of England I**

Deals with the period from Roman time to the 17th century. Covered are social, political, and constitutional affairs which contributed to the creation of the English nation. When combined with Hist. 142, satisfies first year social sciences requirement. Hist. 142 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m., Business 354. \$162.

History 151-3 **U.S. History to 1865**

This is a survey of early American history, including the social, economic, and political factors that formed the nation. The concentration of study will be on topics concerning

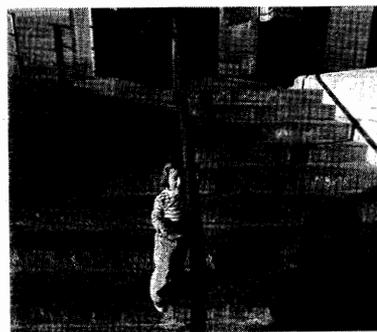
the ideas, values, and actions of people, and how these areas fit into an understanding of the past and its relationship to the present. When combined with Hist. 152, satisfies first year social sciences requirement. Hist. 152 offered spring semester.

Full Term - Section 300: Wednesdays, 7-10 p.m., Business 301. \$162.

History 258-3 **History of Colorado**

The class will reconstruct the story of this unique western state and study it as a microcosm of both the history of the frontier and political, economic, social, and ethnic groups.

Full Term - Section 300: Mondays, 7-10 p.m., Business 301. \$162.



JOURNALISM

Journalism 310-3 **Press Photography**

Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is \$50 (included in tuition) and covers facilities and chemicals. Students should expect to spend \$100 - \$200 for paper and film in addition to tuition and lab fees.

Full Term - Section 300: Tuesdays and Thursdays, 7-8:30 p.m., Macky 3C. \$212.

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., Macky 102. \$162.

MATHEMATICS

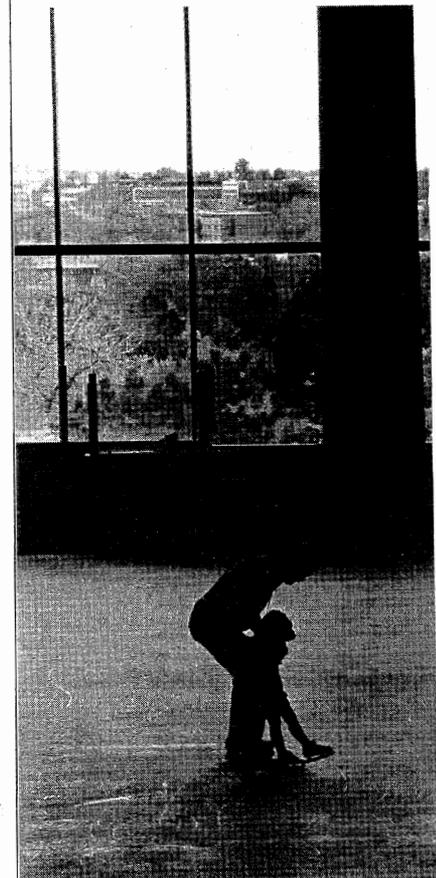
Mathematics 099-3 **Pre-College Mathematics**

Real numbers, algebraic expressions, exponents, radical, 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 301: Tuesdays and Thursdays, 3:30-5 p.m., Business 251. \$162.

Full Term - Section 302: Mondays and Wednesdays, 7-8:30 p.m., Engineering Center CR 1-40. \$162.

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



CREDIT CLASSES

MATHEMATICS – CON'T.

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: Tuesdays, 6-9 p.m., Engineering Center CR 1-42. \$162.

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: Thursdays, 6:30-8:30 p.m., Engineering Center CR 1-42. \$108.

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, 5:30-8:30 p.m., Engineering Center CR 1-42. \$162.

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: Wednesdays, 6-9 p.m., Engineering Center CR 0-09. \$162.

Mathematics 130-5 **Analytic Geometry and Calculus I**

Rates of change of functions, limits, derivatives of algebraic functions, applications of derivatives, integration. Prer., 3 years of high school mathematics, including trigonometry, or Math 110, or Math 101 and 102. When combined with Math. 230, satisfies first year natural sciences requirement.

Math 230 offered spring semester.

Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m., Engineering Center CR 0-38. \$270.

Mathematics 281-3 **Introduction to Statistics**

Study of the elementary statistical measures. Introduction to statistical distributions, statistical inference, and hypothesis testing. Students may not receive credit for both Math. 281 and Math. 487/587. Prer., two years high school algebra or Math. 101.

Full Term - Section 300: Mondays, 6-9 p.m., Business 251. \$162.



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, 110 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.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Hellems 263. \$162.

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.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 263. \$162

OPEN LABOR DAY

The Division of Continuing Education will be open Labor Day, September 1, 9 a.m.-4 p.m.

CREDIT CLASSES

PHYSICAL EDUCATION

Physical Education 225-2 Advanced First Aid and Emergency Care

A 64-hour training program in emergency procedures for those injured or suddenly taken ill, emphasizing both theory and skill application, taught from a beginning level through a lecture-discussion-practice system, extensively utilizing audio-visual materials to convey the realities of trauma and acute illnesses. This course provides essential information for developing functional first aid capabilities required by outdoor recreation enthusiasts, wilderness trip leaders, ski patrollers, volunteer firefighters, and others whose special interests place them in situations where medical assistance may be delayed. Training in cardiopulmonary resuscitation (CPR) is included.

Session I - Section 100: Mondays and Wednesdays, 6-10 p.m., Engineering Center CR 1-09. \$108.

Session II - Section 200: Mondays and Wednesdays, 6-10 p.m., Engineering Center CR 1-09. \$108.

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.

Full Term - Section 300: Wednesdays, 7-10 p.m., Business 301. \$162.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-40. \$162.

mal institutions, processes and behavior. When combined with P.S. 201, 202, 222, or 240, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m., Hellems 141. \$162.

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 or 240, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays, 6-9 p.m., Engineering Center CR 1-40. \$162.

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. 204 or 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.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Porter Biosciences E131. \$162.

Psychology 205-3 Introduction to Biopsychology

An introductory course on the biological bases of behavior. Details of the structure, biology and chemistry of the brain provide a foundation for understanding the latest findings regarding perception, thought, emotion, consciousness, sleep and wakefulness, learning and memory, how drugs alter mood and behavior, and the causes of psychotic behavior. When combined with Psy. 100, satisfies first year natural sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m., Muenzinger D144. \$162.

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: Thursdays, 7-10 p.m., Muenzinger D156. \$162.

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 topics such as assertiveness, 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: Wednesdays, 7-10 p.m., Porter Biosciences E417. \$162.

Psychology 264-3 Child and Adolescent Psychology

Principles of development of childhood and adolescence. When combined with Psy. 100, 230, or 245, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m., Muenzinger D156. \$162.

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 infor-



CREDIT CLASSES

P SYCHOLOGY - CON'T.

Psychology 430-3 **Abnormal Psychology**

An examination of psychopathology: theoretical orientations, diagnostic methods, diagnostic categories, treatment, and research in psychopathology.

Full Term - Section 301: Mondays, 6:30-9:30 p.m., Porter Biosciences E113. \$162.

Full Term - Section 302: Wednesdays, 6:30-9:30 p.m., Porter Biosciences E113. \$162.

Psychology 445-3 **Psychology of Personality**

The psychological study of the structure, organization, and development of the person as a whole. Analysis of major theories, methods and research dealing with personality, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of the sociocultural context. Prer., 12 hours of psychology or consent of instructor.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Muenzinger D144. \$162.

Psychology 452-3 **Special Topics in Psychology:** **Biopsychology of Athletic Performance**

The inner game and peak performance. What does it take to bring all of your physical and mental skills together for an outstanding performance? This course is designed to help individuals and teams learn more about the mental side of athletic performance. It will explore the physiological, learned and cognitive aspects of psychological theory. Theory will be integrated with the techniques of mental rehearsal, visualization, and relaxation. The practical side will discuss individual and team goals, control of momentum, simulation training, and the role of biofeedback in preparation. Prer., Psy. 100 or consent of instructor.

Full Term - Section 300: Thursdays, 7-10 p.m., Porter Biosciences E113. \$170.



S OCIOLOGY

Sociology 119-3 **Deviance**

In this course, the various social phenomena which are seen as instances of "deviance" are approached through five major sociological perspectives. Concentration will be upon the processes whereby certain things come to be seen as "deviant," and on the meanings and consequences of our responses to them. The everyday nature of deviance, rather than its rarity or distance from common experience is stressed. This is a reading, writing, and discussion course. Students read a selection of original studies in the Sociology of Deviance, are then encouraged to discuss their reading and the material presented in class, to relate the ideas thus generated to their normal life experiences and to write about these, using the theoretical perspectives that they have studied. The course is, thus, intended as a good introduction to sociological thinking and to the basic tools of academic work. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m., Ketchum 234. \$162.

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 or herself. When combined with Soc. 211, satisfies first year social sciences requirement. Full Term - Section 300: Mondays, 7-10 p.m., Ketchum 118. \$162.

Sociology 211-3 **Introduction to Sociology**

An exploration of the sociological perspective and its insights into social phenomena ranging from impersonal social forces to 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: Mondays, 6:30-9:30 p.m., Hale 6. \$162.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Ketchum 235. \$162.

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: Tuesdays and Thursdays, 7-10 p.m., Hellems 229. \$162.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 229. \$162.

Sociology 443-3 **Technology and Modernization**

The Strategic Defense Initiative (SDI), genetic engineering, artificial hearts, magnetic fusion reactors, the space shuttle, amniocentesis, artificial intelligence (AI), etc. This course examines the human impact of technology along with the dynamics which transform promising ideas into dangerous threats which increase the chances of war, environmental destruction, massive unemployment resulting from automation, and the denial of civil liberties. Six basic technological traps are examined along with strategies for avoiding them in the real world where incremental decision makers muddle from crisis to crisis. The traps include the fruitless search for technological perfection, technology based threats, the tragedy of the commons, bells and whistles — the allure of useless technology, the social adaptation lag, and zero-sum technologies — progress at the expense of others.

Full Term - Section 300: Thursdays, 7-10 p.m., Hellems 237. \$162.



CREDIT CLASSES

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 street-crime 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, 7-10 p.m., Hellems 267. \$162.

S PANISH

Spanish 212-3 Spanish for Ph.D. Students

By the end of the course students will be able to perform at the high intermediate level in the oral comprehension, speaking, reading and writing of Spanish. They will be able to use basic grammatical structures in both written and spoken Spanish with a minimum of errors and will be able to read and comprehend with the aid of a dictionary a variety of written materials in native Spanish.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m., Hellems 141. \$162.



Important Information About Arts and Science 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 1985-86 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. Remember, these credit courses carry full undergraduate University credit and are fully transferable.

ANNOUNCING... VIDEO CASSETTES

A new program, listed under Certificate in Commercial Design, features excellent workshops and a professionally produced videocassette you keep for home learning.

- Fall, 1986 features:
- Advertising Copywriter: A Writing Techniques Workshop
 - Interior Design: Professional Practices
 - Photographing the National Geographic Way

Please see page 34 for complete program description.

MANAGEMENT DEVELOPMENT

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. One 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 career needs. Each course is

designed to consider a key aspect of 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 profession.

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 19) are all at Longmont High School;

specific room numbers will be given at registration.

Refreshments are provided at classes held in the Boulder Campus University Club only; this is included in the course tuition. Lunches for all-day sessions are not included in the course tuition, unless otherwise noted.

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.

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Wednesday, September 10	Updating Your Writing Skills: A Must for All Managers	Betty Brown
Thursday, September 11	Practical Problem Solving for the New Supervisor or Manager	Tony Hopper
Monday, September 15	Accounting for the Non-Accounting Manager	Jim Young
Tuesday, September 16	Technical Writing Seminar	Mike Gannon
Thursday, September 18	Project Management	Charles A. Rice
Wednesday, October 1	Human Relations: Gaining Power While Helping Your Workers	Barry T. Dawson
Thursday, October 2	Marketing Overview	Tony Hopper
Thursday, October 9	Building Productive Work Teams	Charles A. Rice
Monday, October 13	Managing for Performance	Sandra L. Paulson
Monday, October 13	Creative Thinking and Innovation in Business	John H. Dawson
Monday, October 20	Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer T.P. Hall
Tuesday, October 21	Existing Leadership and Making Decisions	Audrey Nelson-Schneider
Wednesday, October 22	Communication Effectiveness: Between Superior and Employee	Nancy Dixon Charles A. Rice
Tuesday, October 21	RISK	Alice Baumgartner
Wednesday, October 22	Working Assertively: Effective Job Skills	Barry T. Dawson
Thursday, October 23	Art of Persuasion	Guy M. Burgess
Tuesday, November 4	Conflict Management and Negotiation	Toni Scott
Tuesday, November 4	Time Management	Orvel Ray Wilson
Thursday, November 17	Time Management	Audrey Nelson-Schneider
Thursday, November 17	Time Management	Orvel Ray Wilson



FINANCIAL AND SALES MANAGEMENT

BMDF-90 **Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and 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.

Jim Young, C.P.A., M.B.A.
Mondays, September 15-October 6,
7:00 - 9:30 p.m.
4 sessions. 1 CEU.
Business 207. \$75.

BMDF-92 **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.

Tony Hopper, M.B.A., Ph.D.
Thursdays, October 2, 7:00 p.m. - 10:00
p.m. Thursdays, October 9 and 16,
6:30 p.m. - 10:00 p.m.
3 sessions. 1 CEU. Business 208. \$75.

BMDF-91 **Art of Persuasion**

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and coworkers, sell effectively without being pushy, and create more rewarding relationships at work and at home.

Orvel Ray Wilson
Tuesdays, November 4 - December 9,
7:00 - 9:30 p.m.
6 sessions. 1.5 CEUs.
Business 208. \$95.

MANAGEMENT: AN OVERVIEW

BMDM-86 **Updating Your Writing Skills: A Must For All Managers**

Maintain and strengthen your credibility on paper by reviewing basic writing strategies and by applying these strategies to your job-related writing. Course will emphasize your sending clear, coherent messages — memos, lab reports, meeting minutes, letters or reports that go outside your organization. Composition of the group will determine the formats covered.

Betty Brown, M.A.
Wednesday, September 10-24,
6:00 p.m. - 9:00 p.m.
3 sessions. .9 CEUs.
Business 208. \$70.



BMDM-72 **Technical Writing Seminar**

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

Mike Gannon, B.A.
Tuesdays, September 16-October 14,
7:00 p.m. - 9:30 p.m.
5 sessions. 1.3 CEUs.
Business 208. \$95.

BMDM-96 **Project Management**

This intensive seminar will focus on planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on midcourse corrections to projects that have deviated from planned schedule and/or budget.

Charles A. Rice, M.B.A.
Thursday, September 18, 7:00 p.m. -
10:00 p.m., and Saturday, September 20,
9:00 a.m. - 4:30 p.m.
Two sessions. 1 CEU. University Club. \$75.

BMDM-64 **Managing for Performance**

This course is designed for any person who manages other employees and is responsible for productivity levels of his/her staff. Each session will focus on the practical application of good management techniques to employee performance issues. The topics covered will include communicating performance expectations, confirming good performance, coaching performance, confronting poor performance, the performance evaluation process, legal issues, and issues of termination for poor performance.

Sandra L. Paulson, M.Ed.,
Mondays, October 13-27,
6:30 p.m. - 9:30 p.m.
3 sessions. .9 CEUs.
Business 207. \$70.



MANAGEMENT DEVELOPMENT

BMDM-74 **Creative Thinking and Innovation in Business**

Success, power, and profit will come to people with good creative ideas and to businesses that have the foresight to use those ideas in productive ways. Everyone has untapped creative potential, and those who have developed their creative abilities — to produce, manage, and apply ideas — will be the successful innovators of tomorrow. Creativity can be cultivated, and with proper attention and practice one can develop the skill to identify and remove the self-imposed constraints which shackle creativity. This course provides the way to do this and assists you in engaging in creative action by integrating your creative nature into your business life both individually and organizationally.

John H. Dawson, J.D.
Mondays, October 13-November 10,
7:00 - 9:30 p.m.
5 sessions. 1.3 CEUs. College Inn (17th and
Athens) Ponderosa Room (3rd floor). \$95.

BMDM-63 **RISK**

Risk is inescapable. Virtually every important decision we make in our professional and personal lives is fraught with danger. If things go wrong, it's easy to joke about it, blame it on Murphy's Law, and go on making decisions as if there is nothing to be done about it. But, for those who would like to do something about it, this course draws from the risk management literature and Burgess's own research to tell you how you can beat, or at least survive, our risky world.

Guy M. Burgess, Ph.D.
Wednesdays, October 22-November 5,
6:30 p.m. - 9:30 p.m.
3 sessions. 1 CEU. Business 208. \$70.



PERSONNEL MANAGEMENT

BMDP-98 **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.

Charles A. Rice, M.B.A.
Thursday, October 9, 7:00 p.m. - 10:00 p.m.,
and Saturday, October 11,
9:00 a.m. - 4:30 p.m.
2 sessions. 1 CEU.
University Club. \$75.

BMDT-31 **Management of Technology: The Effective Management of Engineers and Scientists**

This comprehensive one-week course will give managers the insight and skills they need to 'engineer' and nurture a working environment in which their staff members will thrive. A variety of learning methods and techniques, specifically designed for highly experienced, professionally motivated practitioners, will be used to accomplish the course objectives including project sessions, individual attention, and coaching. Course fee includes lunches and refreshments.

Randy Bauer, M.B.A.; T.P. Hall, M.S.; Audrey Nelson-Schneider, Ph.D.; Nancy Dixon, Ph.D.; Charles A. Rice, M.B.A.
Monday through Friday, October 20-24.
5 all-day sessions. 3.2 CEUs.
Hilton Harvest House. \$750.

BMDP-93 **Communication Effectiveness: Between Supervisor and 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 T. Dawson
Wednesday, October 22, 7:00-10:00 p.m.,
and Wednesdays, October 29 and Novem-
ber 5, 6:30 p.m. - 10:00 p.m.
3 sessions. 1 CEU. University Club. \$75.

BMDP-50 **Conflict Management and Negotiation**

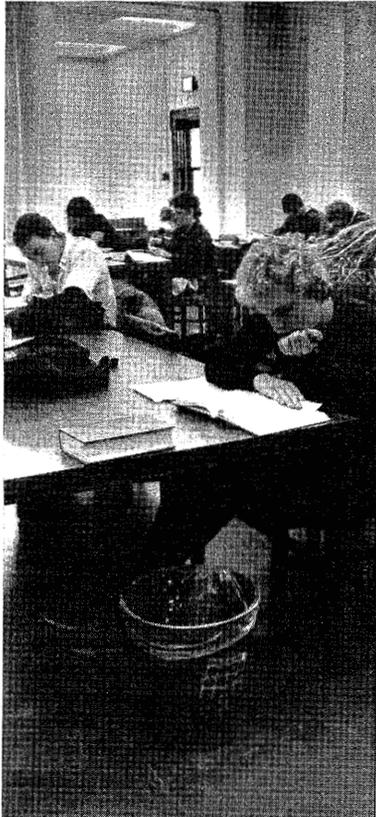
All of us experience conflict in the workplace. However, very few of us manage our conflicts productively. The purpose of this course will be to provide participants with skills for improving conflict management and negotiation skills. Strategies, tactics, passive-hidden aggression, goal setting, and power will be the area of focus. All participants will have the opportunity to assess their conflict style. Role-playing of actual business-related conflicts experienced by participants will be enacted with suggestions for improvement and constructive resolutions.

Audrey Nelson Schneider, Ph.D.
Tuesdays, November 4-18, 6:30 - 9:30 p.m.
3 sessions. .9 CEUs.
University Club (Lounge). \$70.

BMDP-90 **Time Management**

Getting the most out of an 8-hour day, a 40-hour week, or a life span depends on proper time management. This course will help you analyze how your time is actually spent, assist you in determining priorities, and then in translating your goals into reality. Basic approaches to time management will be discussed as well as tips for overcoming procrastination and organizational time problems, time management in relation to effectiveness in an organization, and participative strategies.

Orvel Ray Wilson
Mondays, November 17 and 24,
7:00 p.m. - 9:30 p.m.
2 sessions. .5 CEUs. Business 208. \$45.



MANAGEMENT DEVELOPMENT

SUPERVISION IN MANAGEMENT

BMDS-97 **Practical Problem Solving for the New Supervisor or Manager**

Topics include analyzing and testing ideas, preparing people activities, time and cost shortcuts, developing a decision making profile and strategy, presenting ideas professionally and handling questions. Emphasis is on a winning professional manner and effectively conceptualizing, presenting and implementing ideas. As a result of this program you will be able to:

- Learn how to identify the real problems faster
- Learn how to prove that there is a problem in terms of dollars, costs, or time
- Learn how to develop and evaluate a number of solutions using practical techniques
- Learn how to emphasize quickly and concisely the benefits of your plan.
- Learn how to develop problem-solving profiles of both individual people and of departments and organizations.

Tony Hopper, M.B.A., Ph.D.
Thursday, September 11, 7:00 p.m. -
10:00 p.m., and Thursdays, September 18
and 25, 6:30 p.m. - 10:00 p.m.
3 sessions. 1 CEU. Business 208 \$75.

BMDS-72 **Human Relations: Gaining Power While Helping Your Workers**

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 relations skills, designed for success.

Barry T. Dawson, B.S.
Wednesday, October 1, 7:00 - 10:00 p.m.,
and Wednesdays October 8 and 15,
6:30 p.m. - 10:00 p.m.
3 sessions. 1 CEU. University Club. \$75.

BMDS-91 **Exerting Leadership and Making Decisions**

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles

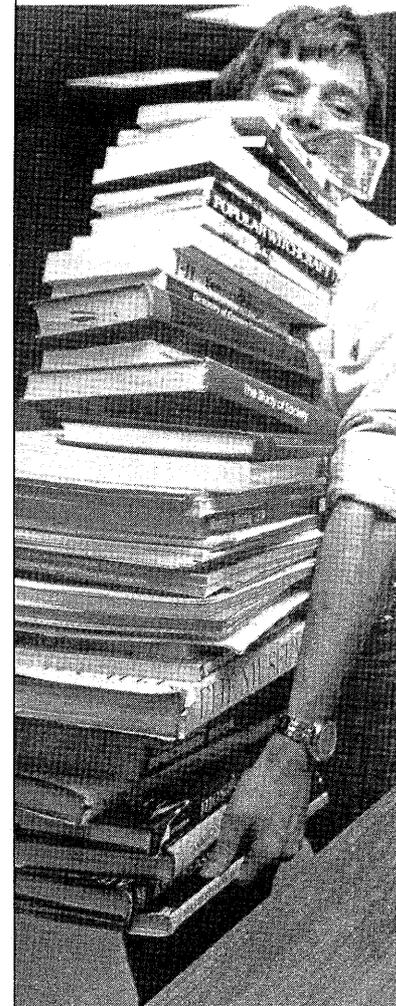
in return to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality.

Alice Baumgartner, Ph.D.
Tuesdays, October 21-November 11,
6:30 - 9 p.m.
4 sessions. 1 CEU. College Inn (17th &
Athens) Ponderosa Room (3rd floor). \$75.

BMDS-93 **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.
Thursdays, October 23-November 20,
7:00 p.m. - 9:30 p.m.
5 sessions. 1.3 CEUs. Business 208. \$95.



LONGMONT MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1986. 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 the previously listed Boulder program. All classes are conducted at Longmont High School, 1040 Sunset; specific room number is given at registration.

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Tuesday, September 23	Say What You Mean and Mean What You Say	Betty Brown Karen L. Boringer
Wednesday, September 24	Project Management	Charles A. Rice
Monday, October 13	Accounting for the Non-Accounting Manager	Jim Young
Monday, November 3	Effective Communication for Managers	Sandra L. Paulson
Thursday, November 6	Time Management	Orvel Ray Wilson

LONGMONT MANAGEMENT DEVELOPMENT

MANAGEMENT

LMDF-90 **Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and 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. The program also provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation.

Jim Young, C.P.A., M.B.A.
Mondays, October 13, 20, 27, and
November 3. 7:00-9:30 p.m.
Four sessions. 1 CEU. Longmont High
School. \$75.

LMDM-96 **Project Management**

This intensive seminar will focus on the planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on midcourse corrections for projects that have deviated from planned schedule and/or budget.

Charles A. Rice, M.B.A.
Wednesdays, September 24, October 1,
and 8. 6:30 - 10:00 p.m.
Three sessions. 1 CEU. Longmont High
School. \$75.

LMDM-32 **Effective Communication for Managers**

This course is designed for any manager concerned about the nature and problems of communications within an organization. Each session will focus on practical approaches to communicating information more successfully with staff and management. The topics covered will include communicating through the chain of command, the organizational "grapevine," the impact of communications systems, barriers to effective communication, and increasing two-way communication.

Sandra L. Paulson, M.Ed.
Mondays, November 3, 10, and 17.
6:30 - 10:00 p.m.
Three sessions, 1 CEU. Longmont High
School. \$75.

Avoid the Registration Crunch

Phone-In Noncredit-Certificate Registration
August 11 - September 26
(regular office hours)

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 57.

After September 26, please call
492-5148



LMDP-90 **Time Management**

Getting the most out of an 8-hour day, a 40-hour week, or a life span depends on proper time management. This course will help you analyze how your time is actually spent, assist you in determining priorities, and then in translating your goals into reality. Basic approaches to time management will be discussed as well as tips for overcoming procrastination and organizational time problems, time management in relation to effectiveness in an organization, and participative strategies.

Orvel Ray Wilson
Thursdays, November 6 and 13,
7:00 - 9:30 p.m.
Two sessions. .5 CEU. Longmont High
School. \$45.

LMDP-30 **Say What You Mean and Mean What You Say**

Effective communication is an integral part of every person's workday. Communication breakdowns in verbal and nonverbal messages create on-the-job problems. Ineffective business writing weakens image and threatens credibility. This hands-on workshop concentrates on being understood and understanding others verbally, nonverbally, and in writing. Command positive attention and improve your image and credibility by learning to communicate with confidence and competence.

Betty Brown, M.A. and
Karen L. Boringer, M.A.
Tuesdays, September 23, 30, October 7,
and 14. 6:00 - 8:30 p.m.
Four sessions. 1 CEU. Longmont High
School. \$75.

CERTIFICATE IN COMPUTER APPLICATIONS

Computers, office automation, and electronic information systems are changing the nature of our work and leisure activities. Not long ago, large expensive systems in the hands of specialists dominated computer applications. Now, rapidly advancing micro-chip technology has made powerful and creative computer tools accessible to people of most occupations. A growing advantage in today's professional marketplace exists for those knowledgeable in computer applications. Familiarity with computer systems can be a strong asset to any person's professional development.

The Certificate in Computer Applications is a comprehensive series of courses designed to give participants important skills with hardware and software from the mainstream, as well as the leading edge, of computer applications. Emphasis is not on creating computer programmers, but on developing practical skills with courses that feature instructors who are expert practitioners as well as skilled teachers. You need not formally apply for program participation, nor commit to taking the entire series. You may take any number of courses to solve problems or satisfy general curiosity. Continuing Education Units (CEUs) are awarded for successful completion of any course, giving you a permanent record of your participation. The courses represent an opportunity to learn in a low-pressure noncommercial environment.

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
 - Introduction to Computer Application Systems
 - Operating and Maintaining Software Systems
2. Completion of at least two elective courses. 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 language courses. Plans are to offer courses in BASIC, PASCAL, C, and other languages over the next year. Languages are added as industry demand dictates.

*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 formal written request to omit the course should be submitted to the Division of Continuing Education if you plan to achieve a Certificate.

The course of study is structured so that participants may be able to complete the

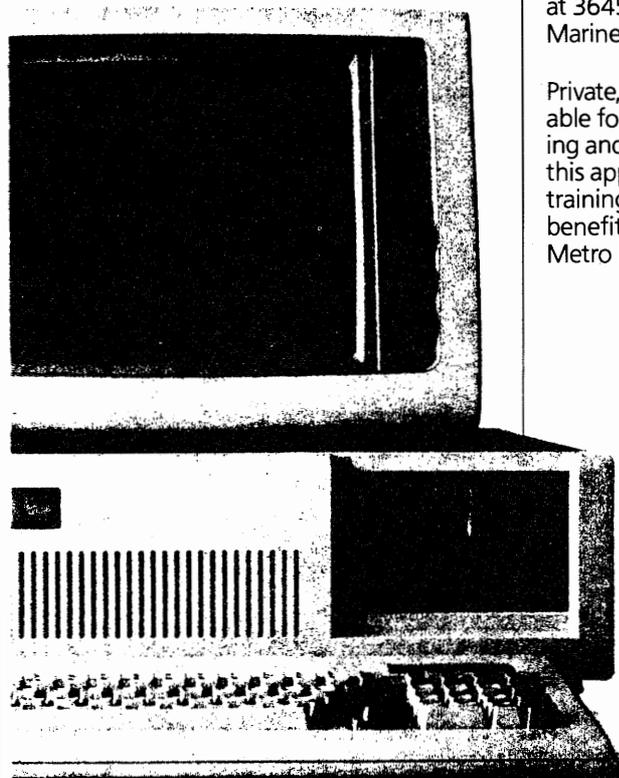
Certificate program in about four semesters, but there is no requirement that it be completed in any given length of time. In all cases, successful course completion is determined by the instructor(s). There is now specially expanded access to out-of-class computer use, on a first-come basis, with software check-out. 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. Preregistration 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.

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 St., South at Arapahoe at 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.



COMPUTER APPLICATIONS

CERTIFICATE IN COMPUTER APPLICATIONS

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Tuesday, September 2	Database Management: Applying dBase III/III +	Clyde Getty
Wednesday, September 3	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Saturday, September 6	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, September 8	Beginning Word Processing: WordStar	Bruce Pollock
Tuesday, September 9	*Computer Literacy	Scott Dixon
Tuesday, September 9	Introduction to UNIX	Carol J. Meier
Wednesday, September 10	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Thursday, September 11	BASIC Programming	Scott Dixon
Thursday, September 11	Introduction to C Programming	Carol J. Meier
Wednesday, September 17	IBM PC Enhancement Tools: Getting the most from your IBM Microcomputer	Ken Tagawa Larry Dinsmore Scott Watanabe
Friday, September 19	Engineering Computing on the IBM PC	David E. Clough
Saturday, September 20	Introduction to Personal Telecommunications	Valerie Parker
Wednesday, September 24	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Thursday, September 25	Introduction to Local Area Networks (LAN)	Larry G. Lankford
Saturday, September 27	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, October 4	Advanced Personal Telecommunications	Valerie Parker
Monday, October 6	Intermediate WordStar	Bruce Pollock
Monday, October 6	*Concepts of Data Processing	Pat Felz Randy Bloomfield Steven A. Johnson
Wednesday, October 8	Programming in Pascal	Steven A. Johnson
Saturday, October 11	Intermediate Lotus 1-2-3 for Version 1.A	Nancy Mangun
Monday, October 13	PROLOG: The Natural Language of Artificial Intelligence	Philip M. Kreiker
Saturday, October 18	Lotus 1-2-3 Update to Version 2.0	Nancy Mangun
Wednesday, October 22	*Introduction to Computer Application Systems	Robert S. Allen
Saturday, October 25	Intermediate Lotus 1-2-3 for Version 2.0	Nancy Mangun
Tuesday, October 28	Intermediate UNIX	Carol J. Meier
Thursday, October 30	Intermediate C Programming	Carol J. Meier
Saturday, November 1	Advanced WordStar	Bruce Pollock
Saturday, November 1	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Tuesday, November 4	*Computer Literacy	Scott Dixon
Tuesday, November 4	Database Management: Applying dBase III/III +	Clyde Getty
Saturday, November 8	Advanced Lotus 1-2-3: Creating Dynamic Business Graphics	Armstead Feland
Saturday, November 8	Beginning Using Lotus 1-2-3	Nancy Mangun
Wednesday, December 3	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Saturday, December 6	Advanced dBase III/III + Applications	Clyde Getty
Saturday, December 13	dBase III/III + for Programming	Clyde Getty

*required certificate course



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.

C COMPUTERS

BCAC-90

Computer Literacy

Beginner

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, B.S.

Section I: Tuesday, September 9, 6:30-8:30 p.m., and lab sections — please indicate at registration.

Lab Section A: Tuesdays, September 16 - October 28, 6:00-8:00 p.m.

Lab Section B: Tuesdays, September 16 - October 28, 8:00-10:00 p.m.

Section II: Tuesday, November 4, 6:30-8:30 p.m., and lab sections — please indicate at registration.

Lab Section C: Tuesdays, November 11 - December 23, 6:00-8:00 p.m.

Lab Section D: Tuesdays, November 11 - December 23, 8:00-10:00 p.m.

Both Sections: 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. \$80.

BCAC-77

Introduction to the IBM Personal Computer

Beginner

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. Especially recommended for those needing a review

of the IBM DOS operating system. Bring to class one double-sided/double-density 5¼ inch diskette, available at most computer supply locations.

Janet Goodrich-Spear, M.A.

Section I: Wednesday and Thursday, September 3 & 4, 1:00-4:00 p.m.

Section II: Wednesdays, September 10 & 17, 6:30-9:30 p.m.

Section III: Wednesdays, September 24 & October 1, 6:30-9:30 p.m.

All Sections: 2 sessions, .6 CEUs. Norlin Library S419. \$50.

BCAC-47

Using MS-DOS

Intermediate

MS-DOS, or PC-DOS as it is known by IBM, is the most widely used personal computer operating system for business applications. This course reviews the most often used DOS commands and utilities, including the advanced features of DOS 2.X. Topics include: Use of EDLIN line editor, writing system configuration and batch files, DOS 2.X enhancements, and disk/file comparisons and checking. Time reserved for special questions and problems.

Janet Goodrich-Spear, M.A.

Section I: Saturday, November 1, 8:30 a.m.-5:00 p.m. 1 all-day session.

Section II: Wednesdays, December 3-17, 7:00-9:30 p.m.

3 sessions. Both Sections: .8 CEUs.

University Computing Center Graphics Lab, Room 137. \$50.

BCAC-71

Introduction to Personal Telecommunications

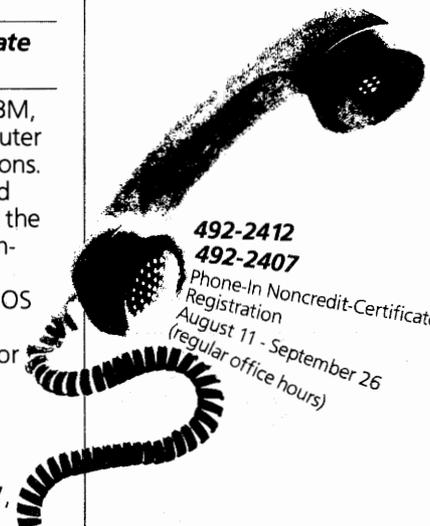
Novice

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, September 20, 9 a.m.-4 p.m.

One all-day session. .6 CEUs. University Computing Center 123. \$30.



492-2412
492-2407
Phone-In Noncredit-Certificate
Registration
August 11 - September 26
(regular office hours)



COMPUTER APPLICATIONS

BCAC-79 *Intermediate* **Advanced Personal Telecommunications**

This course is intended for those who are familiar with basic hardware and concepts of telecommunications or who have completed Introduction to Personal Telecommunication (BCAC-71) and want to master the more advanced applications involved. This hands-on course highlights a variety of communication software and hardware and a problem-solving clinic. Communication will be performed with IBM-PCs setup within the classroom. Please bring your IBM-compatible communication software, with documentation and a 5¼-inch double-sided/double-density diskette.

Valerie Parker, M.Ed.
Saturdays, October 4 & 11,
9:00 a.m.-1:00 p.m.
Two sessions, .8 CEUs.
University Computing Center 123. \$45.

BCAC-91 *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.

Scott Dixon, B.S.
Thursdays, September 11-November 13,
7-9:30 p.m. 10 sessions. 2.5 CEUs.
Norlin Library S419. \$125.

BCAC-89 *Intermediate* **Programming in Pascal**

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principal 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 5¼-inch, double-sided/double-density diskette, available at the University Book Center, or most computer stores.

Steven A. Johnson, B.S.
Wednesdays, October 8 - December 3 (no class session November 26), 6:30-9:30 p.m.
8 sessions. 2.4 CEUs.
Norlin Library S419. \$125.

BCAC-48 *Intermediate* **Introduction to C Programming**

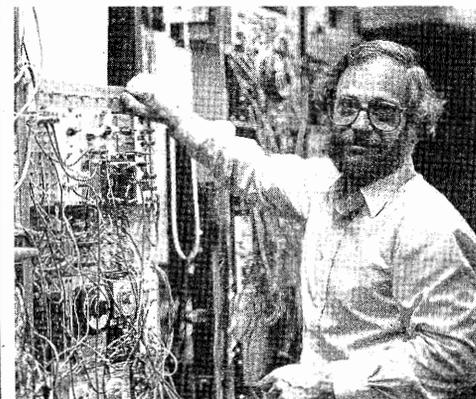
This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the pre-processor, arrays, strings, pointers and structures. Hands-on exercises will be supplemented by lectures, 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. Required text is The C Programming Language, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.
Thursdays, September 11 - October 23,
6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Engineering Center ST2-2. \$175.

BCAC-08 *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. Required text is The C Programming Language, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.
Thursdays, October 30 - December 18,
6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Engineering Center ST2-2. \$175.



BCAC-18 *Intermediate* **PROLOG: The Natural Language** **Artificial Intelligence**

PROLOG is an easy-to-learn but powerful language for logic programming. PROLOG first came to the attention of the computing community when it was chosen as a basis for the Japanese fifth-generation computer project. Since then it has rapidly grown in popularity. It is especially suited for database and artificial intelligence applications, and is an excellent first language for non-programmers. Logic programming differs from traditional programming because it is declarative. Logic programs consist of facts, and rules which relate the facts. This means that you write a program by describing what you know and what you want to find out, rather than having to describe all of the steps in the computation. PROLOG has a simple syntax. All of this makes PROLOG an excellent language for AI applications such as expert systems and man-machine interfaces. It is also used as a specification language for programs and data. It is a significant extension to database technology, providing a level of flexibility and power beyond anything previously available. Its ease of learning and use makes it suitable for prototyping, experimenting, and feasibility testing. Class size is limited, hands-on learning is emphasized. Please bring to class PROLOG package (Borland, International), available at the Buffalo Chip Electronics Store.

Philip M. Kreiker, M.S.E.E.
Monday, Tuesday, Wednesday, October
13-15, 9:00 a.m. - 4:30 p.m.
3 all-day sessions, 2 CEUs.
University Computing Center Graphic Lab,
Room 137. \$175.

BCAC-94 *Intermediate*
Introduction to Computer Application Systems

A comprehensive review of current computer information systems, including hardware, software, applications for accounting, inventory control, payroll systems, spreadsheet analysis, word processing functions and an introduction to database management systems. An introduction to data communications and local area networking and how the above applications are integrated into a total management information system.

Robert S. Allen, B.S.
Wednesdays, October 22 - December 17 (no class session November 26), 7:00-9:30 p.m.
8 sessions, 2.0 CEUs. University Computing Center 123. \$125.

BCAC-93 *Intermediate*
Concepts of Data Processing

Introduction to the advanced concepts and terminology of computerized business data processing. Major topics are computer hardware (the central processing unit, input/output devices, main-frame, mini-microcomputer review, and telecommunications systems), computer software support (documentation, program and advanced system design). Career opportunities, the future of computers in society, and interfacing with computer programmers are discussed. Enrollment is limited.

Pat Felz, M.A. and Randy Bloomfield, M.E.
Mondays, October 6 - November 24, 7-9:30 p.m.
8 sessions, 2 CEUs. University Computing Center 123. \$125.

BCAC-07 *Intermediate*
IBM PC Enhancement Tools: Getting The Most From Your IBM Microcomputer

Learn the ways to increase dramatically the power and functionality of your IBM PC (XT and AT) microcomputer. The marketplace abounds with hardware and software tools - RAM disk, print spooling, DOS enhancers, above-board memory, spreadsheet auditor, file recovery (ever lose a file?), keyboard macros and more! As our applications (databases, spreadsheets) have grown larger, the finite limits of the standard IBM PC became an increasingly real barrier. Frustrated by the gymnastics of integrating data and text? In five two-hour sessions, participants in this class will come away with the decision making power and marketplace overview of cutting edge terminology needed to make more productive and cost-effective use of the personal computer.

Ken Tagawa, Ph.D, Larry Dinsmore, B.A., and Scott Watanabe.
Wednesdays, September 17 - October 15, 7:00-9:30 p.m.
5 sessions, 1.3 CEUs.
University Computing Center 123. \$125.

**Management of Technology:
The Effective Management of Scientists and Engineers**

is a comprehensive one-week program on new management skills in the high-technology environment. Please see this course, listed under Management Development Certificate Program, on page 18.

BCAC-06 *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.
Tuesdays, September 9 - October 21, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Engineering Center ST2-2. \$175.

BCAC-09 *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 1/2 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.
Tuesdays, October 28 - December 9, 6:30-9:30 p.m.
7 sessions, 2.1 CEUs.
Engineering Center ST2-2. \$175.

BCAC-43 *Intermediate*
Introduction to Local Area Networks (LAN)

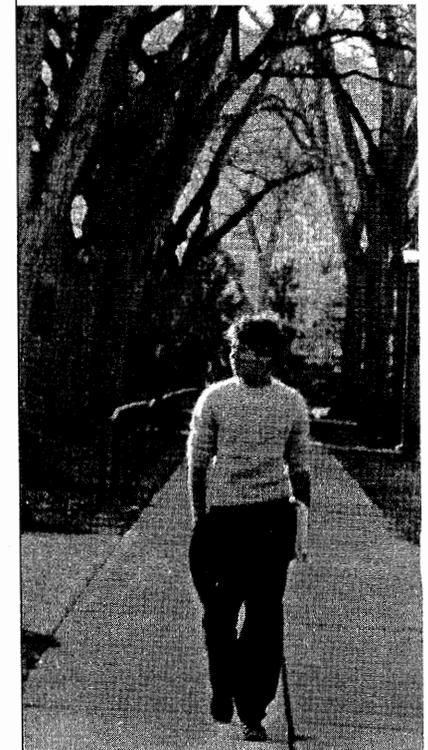
This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LAN's available today and LAN methods and standards will be included. The class is targeted at those who are considering installing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

Larry G. Lankford, M.S.
Thursdays, September 25 - October 23, 6:30-9:00 p.m.
5 sessions. 1.3 CEUs. University Computing Center 123. \$125.

BCAC-75 *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^s are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and the dBase III+ upgrade. Bring to class two double-sided/double-density 5 1/4-inch diskettes, available at most computer supply stores.

Clyde Getty, B.S. Section I: Tuesdays, September 2 - September 30, 6:30-9:30 p.m.
Section II: Tuesdays, November 4 - December 2, 6:30-9:30 p.m.
Both Sections: 5 sessions, 1.5 CEUs. Norlin Library S419. \$125.



COMPUTER APPLICATIONS

BCAC-70 *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+ (BCAC-75). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5¼-inch diskette.

Clyde Getty, B.S.
Saturday, December 6, 10:15 a.m. - 5 p.m.
One all-day session, .7 CEUs. Norlin Library S419. (Directions given at registration.) \$85.

ing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 123 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 123 and be able to build and print spreadsheets. Manuals are provided. Bring to class an IBM formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.S., B.A., MBA.
Section I: Saturdays, September 6 & 13, 10:15 a.m.-5:00 p.m.
Section II: Saturdays, September 27 & October 4, 10:15 a.m.-5:00 p.m.
Section III: Saturdays, November 8 & 15, 10:15 a.m.-5:00 p.m.
All Sections: 1.4 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-21 *Intermediate* **Lotus 1-2-3** **Update to Version 2.0**

This course is intended for those who have a working knowledge of spreadsheet Lotus (and/or completed Beginning Lotus 1-2-3, BCAC-76) and are considering or have just upgraded to Version 2.0. This hands-on course focuses on the unique features of version 2.0. Special updates include: range manipulation, data parse, memory use, password protection, hiding columns, explosive pies, software interfaces, range transpose, and various charts. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class an IBM DOS formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.A., B.S., MBA.
Saturday, October 18, 10:15 a.m.-5:00 p.m.
One all day session, .7 CEUs. Norlin Library S419. \$70.

BCAC-74 *Intermediate* **Lotus 1-2-3 for Version 1.A**

This course is intended for those who have a working knowledge of spreadsheet Lotus (and/or have completed Beginning Using Lotus 1-2-3 BCAC-76) and want to master more advanced applications and techniques. This one-day, hands-on course features file and database manipulation, multiple file design and use, memory optimization, macro design, as well as other file and data handling concepts. Each student generates and completes exercises of all functions. Prac-

tical problems and questions are welcomed. Manuals are provided. Bring to class an IBM DOS formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.A., B.S., MBA. Saturday, October 11, 10:15 a.m.-5 p.m.
One all-day session, .7 CEU's.
Norlin Library S419. \$70.

BCAC-22 *Intermediate* **Lotus 1-2-3 for Version 2.0**

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, BCAC-76) and want to master more advanced applications and techniques with the emphasis on version 2.0. 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. It is MANDATORY to bring to class in IBM DOS formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.A., B.S., MBA. Saturday, October 25, 10:15 a.m.-5:00 p.m.
One all-day session, .7 CEUs.
Norlin Library S419. \$70.

BCAC-46 *Intermediate* **Advanced Lotus 1-2-3: Creating** **Dynamic Business Graphics**

Business graphics can be a powerful way of making data meaningful and grasping quickly the overall concept of an organization's various functions or financial data. This course is intended for those familiar with the Lotus 1-2-3 software, who wish to achieve the full potential of its business graphics abilities. Topics include: recent Lotus upgrades; Color Plotting — plotter/printer interfaces; macros in graphics. Lotus graphics and enhancing graphics will be covered extensively. Participants are welcome to bring unique Lotus 1-2-3 questions and problems to class. Also covered will be the slide generation of graphics and a presentation-quality slide of data covered will be made in class. Especially helpful for those who want to prepare business or financial data in a presentation-quality format. Certificate in Computer Applications course, Lotus 1-2-3: Level II (BCAC-74), or a strong basic familiarity with Lotus 1-2-3 software are recommended prerequisites.

Armstead Feland, M.S.E.E.
Saturday, November 8, 9:00 a.m.-4:30 p.m.
One all-day session, .7 CEUs. University Computing Center Graphics Lab, Room 137. \$85.

PLEASE NOTE

All Certificate in Computer Applications courses have limited enrollment to assure your best access to computers and instruction. Your earliest enrollment assures your place in class.

BCAC-85 *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 5¼ inch diskette.

Clyde Getty, B.S.
Saturday, December 13, 10:15 a.m.-5 p.m.
One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$85.

BCAC-76 *Novice* **Beginning Using Lotus 1-2-3** **(Version 1.A or 2.0)**

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 referen-

COMPUTER APPLICATIONS



Avoid the Registration Crunch

Phone-In Noncredit-Certificate Registration
August 11 - September 26
(regular office hours)

492-2412
492-2407

BCAC-78 *Novice* **Beginning Word Processing: WordStar**

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. The IBM Personal Computer and its clones are the most popular microcomputers sold. This course will provide the beginner with enough hands-on experience with WordStar and the IBM operating system to prepare standard letters, term papers, and manuscripts. No previous word processing experience required. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at most computer stores.

Bruce Pollock, Ph.D.
Mondays, September 8 - September 29,
6:30-9:30 p.m.
4 sessions, 1.2 CEUs.
Norlin Library S419. \$99.

BCAC-65 *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 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, macro programs and comparisons with other software like MS Word, etc. 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.
Mondays, October 6-27, 6:30-9:30 p.m.
4 sessions, 1.2 CEUs.
Norlin Library S419. \$99.

BCAC-73 *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.
Saturday, November 1, 10:15 a.m.-5:00 p.m.
1 all-day session, .7 CEUs.
Norlin Library S419. \$70.

BCAC-68 *Advanced* **Engineering Computing on the IBM PC**

The IBM PC has become the standard of the personal computer market; yet its use in engineering applications is still in its infancy. Explore the capabilities and limitations of the PC for engineering computing during this two-day course. Learn about the software tools which can facilitate your numerical work, and improve your own personal computer skills.

- an intensive, hands-on short course
- practical seminar for engineering professionals
- learn what the PC can and cannot do
- take away useful applications software

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. Fee includes lunches both days.

David E. Clough, Ph.D.
Friday, September 19, 8:30-5:30 p.m. and
Saturday, September 20, 10 a.m.-5:30 p.m.
Two all-day sessions. 1.4 CEUs.
Norlin Library S419 (directions given at registration). \$325.



COMPUTER GRAPHICS, COMPUTER AIDED DESIGN

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 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

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Monday, September 8	Beginning Computer Aided Design	Philip W. Morrow
Monday, September 8	Computer Aided Design: Level I	Philip M. Kreiker
Tuesday, September 9	Beginning Computer Aided Design	Philip W. Morrow
Wednesday, September 10	Computer Graphics Art I	Cynthia J. Rudy
Thursday, September 11	Computer Aided Design: Level I	Dan Meyers
Saturday, September 13	Computer Graphics Art I	Cynthia J. Rudy
Monday, September 22	Computer Aided Design: Level I	Becky Straehle
Tuesday, September 23	Computer Aided Design: Level I	David E. Clough
Thursday, September 25	Computer Aided Design: Level II	Philip M. Kreiker
Saturday, September 27	Computer Graphics Art: Level II	Cynthia J. Rudy
Thursday, October 2	Computer Aided Design: Level III — Customizing AutoCad	Philip M. Kreiker
Saturday, October 11	Introduction to Desktop Publishing	Cynthia J. Rudy
Wednesday, October 15	Introduction to Desktop Publishing	Cynthia J. Rudy
Saturday, October 18	Microcomputer Layout, Paste-up, and Graphic Design	Cynthia J. Rudy
Wednesday, October 22	Computer Graphics Art: Level II	Cynthia J. Rudy
Thursday, October 23	Computer Aided Design: Level II	Dan Meyers
Monday, November 3	Computer Aided Design: Level II	Becky Straehle
Tuesday, November 4	Computer Aided Design: Level I	Philip W. Morrow
Saturday, November 15	Microcomputer Layout, Paste-up and Graphic Design	Cynthia J. Rudy
Thursday, December 4	Computer Aided Design. Level III — Customizing AutoCad	Dan Meyers Becky Straehle

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 an IBM PC/AT microcomputer, with plotter and

printer for each station, 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 density diskette. For most 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.



COMPUTER GRAPHICS

BCAD-38 *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 and Peripherals
- Overview of AutoCAD Software
- Applications in Engineering, Design, Drafting, and Architecture
- Highlights of Upcoming CAD Level I and II courses
- The Impact and Future of CAD

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

Who Should Attend: Especially helpful for those who wish to 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.

Section I: Mondays, September 8 & 15, 6:30-9 p.m.

Section II: Tuesdays, September 9 & 16, 6:30-9 p.m.

Both Sections: Philip W. Morrow, B.A. 2 sessions, .5 CEUs, University Computing Center Graphics Lab, Room 137. \$55.

BCAD-36 *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 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

Required text is *Applying AutoCAD*, by Terry T. Whalers, 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: Monday, Tuesday, Wednesday, September 8, 9, & 10, 9 a.m.-4 p.m. 3 all-day sessions.

Philip M. Kreiker, M.S.E.E.

Section II: Thursdays, September 11-October 16, 6:30-9:30 p.m. 6 sessions.

Dan Myers, M.S.

Section III: Mondays, September 22-October 27, 6:30-9:30 p.m. 6 sessions. Becky Straehle, M.A.

Section IV: Tuesdays, September 23-October 28, 6:30-9:30 p.m. 6 sessions. David E. Clough, Ph.D.

Section V: Tuesdays, November 4-December 2, 6:30-10:00 p.m. 5 sessions. Philip W. Morrow, B.A.

All Sections: 1.8 CEUs. University Computing Center Graphics Lab, Room 137. \$215.

BCAD-34 *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 dimensions
- angular dimensions
- dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D 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

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

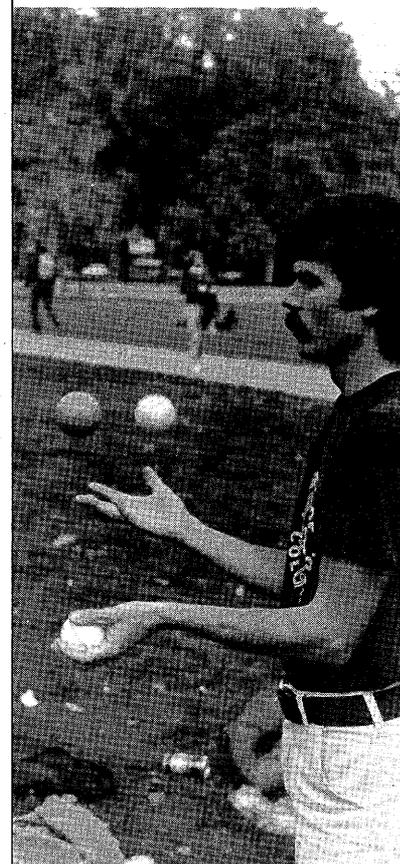
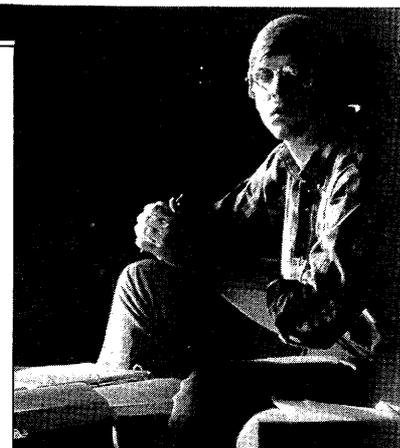
Who Should Attend: All those who want to extend their knowledge and skills in CAD beyond basic levels. Especially helpful for engineers, architects, and designers and those seeking to advance computer applications in their fields. The drafting and structure skills covered in this course are also easily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

Section I: Thursday and Friday, September 25 & 26, 8 a.m.-4 p.m. 2 all-day sessions. Philip M. Kreiker, M.S.E.E.

Section II: Thursdays, October 23-November 20, 6:30-9:30 p.m. 5 sessions. Dan Myers, M.S.

Section III: Mondays, November 3-December 2, 6:30-9:30 p.m. 5 sessions. Becky Straehle, M.A.

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



COMPUTER APPLICATIONS

BCAD-32 *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 Text Fonts
- compiling shape/font styles
- modifying text fonts
- Adding Commands to AutoCAD
- LISP Programming Language
- 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

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: Thursday and Friday, October 2 & 3, 8 a.m.-4 p.m. 2 all-day sessions.
Philip M. Kreiker, M.S.E.E.

Section II: Thursdays and Tuesdays, December 4-18, 6:30-9:30 p.m. 5 sessions.
Becky Straehle, M.S. and Dan Myers, M.S.

Both Sections: 1.5 CEUs. University Computing Center, Room 137. \$185.

BCAD-24 *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:

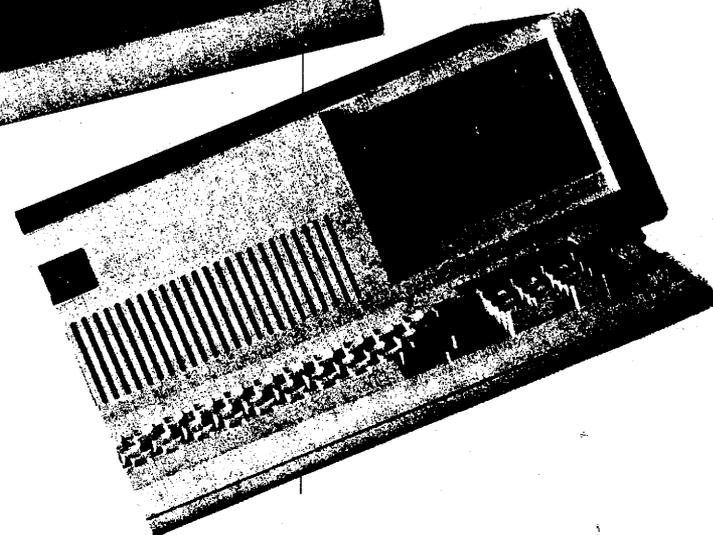
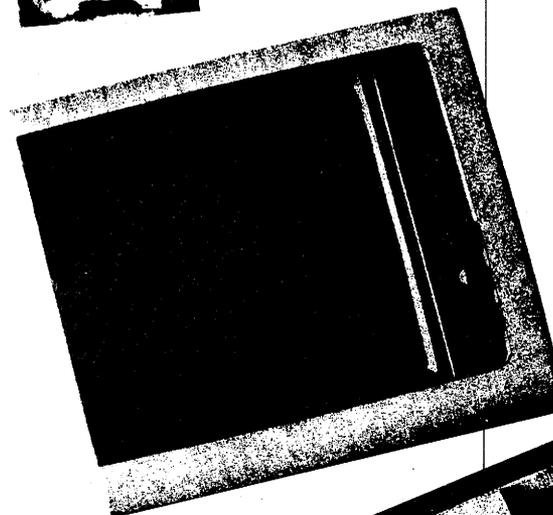
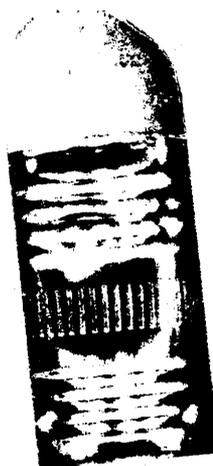
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Collage, combine, rotate, reposition, and distort pictures

In-class projects include using the computer to design projects for portfolio development. A brief history of computer graphics will be covered, followed by video presentations and slides of state-of-the-art work by leading computer graphic companies and artists. This course is recommended for those desiring basic computer graphics skills, oriented toward professional advancements. Also recommended for 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 a 5¼-inch diskette to the first class.

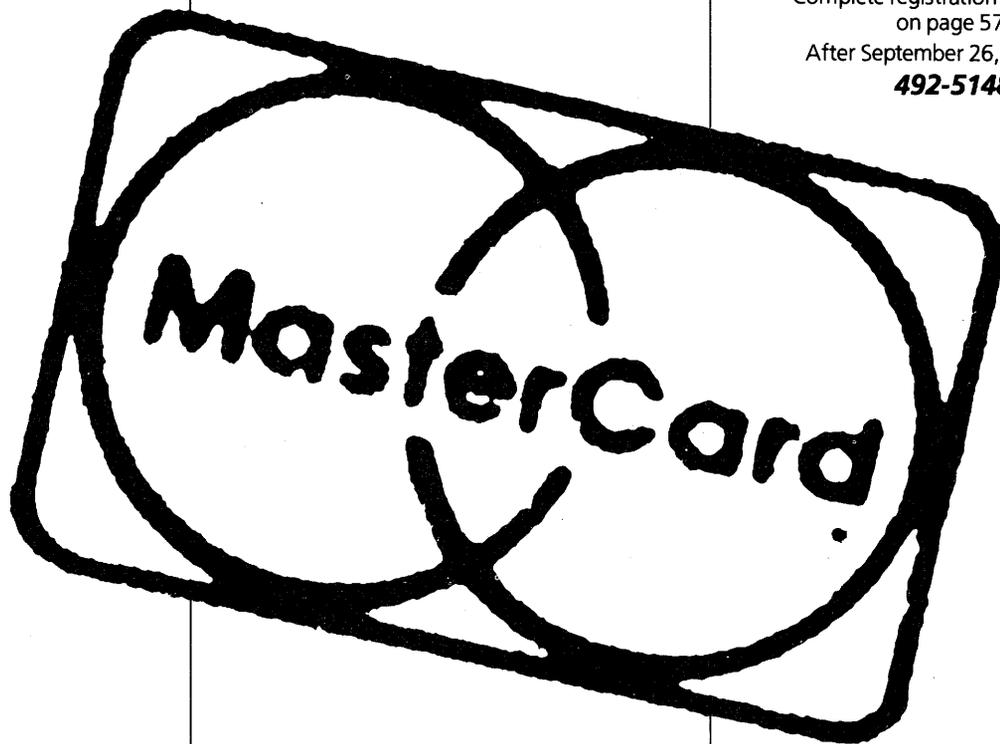
Section I: Wednesdays, September 10-October 8, 6:30-9:15 p.m. 5 sessions.

Section II: Saturdays, September 13 & 20, 9 a.m.-5 p.m. 2 all-day sessions.

Both sections: Cynthia J. Rudy, B.F.A.
1.4 CEUs. University Computing Center
Graphics Lab, Room 137. \$125.



NONCREDIT / CERTIFICATE



Avoid the Registration Crunch

Phone-In Noncredit-Certificate Registration
August 11 - September 26
(regular office hours)

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.

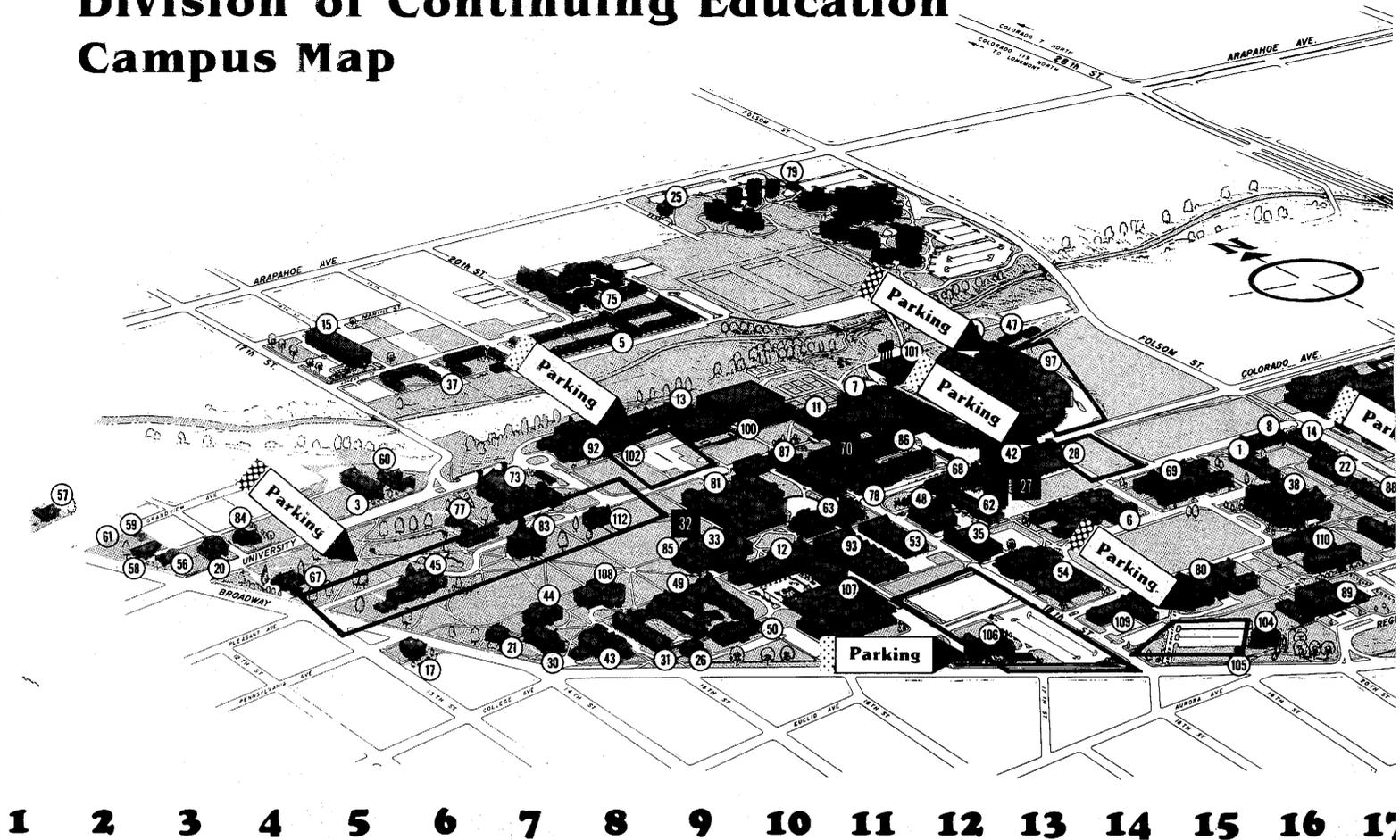
Complete registration information
on page 57.

After September 26, please call

492-5148

CAMPUS MAP

A University of Colorado, Boulder B Division of Continuing Education C Campus Map D E F G H I J



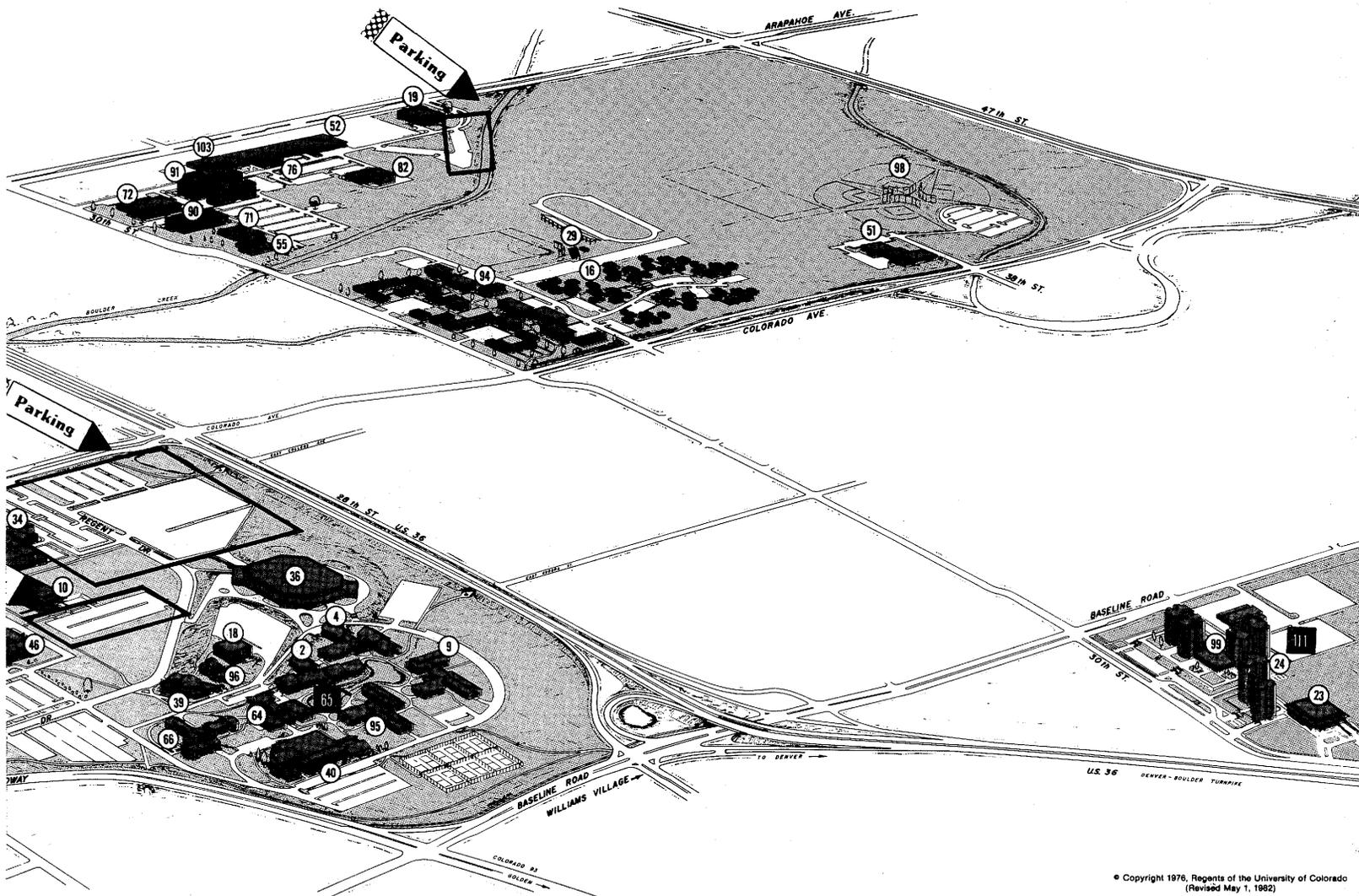
⊠ = indicates parking where 50 cents is charged for parking after 5:00 p.m. and on weekends. Bring 2 quarters. Only attended lot is next to University Club (#106) for change.

⊞ = Indicates areas for free parking after 5:00 p.m.

During any special event, Continuing Education staff shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-5a.)

Academy Center and Conservatory (970 Aurora) not shown	18. Communication Disorders and Speech Science G-20	30. Economics I-7	47. Health Physics Laboratory F-13
1. Aden Hall G-15	19. Computing Center A-23	31. Education I-9	48. Heating Plant H-12
2. Andrews Hall (Kittredge Complex) H-21	20. Continuing Education (1221 University) H-3	32. Ekeley Chemical Laboratories Complex (Includes Ekeley Chemistry and Pharmacy) H-9	49. Helms Arts and Sciences I-9
3. Armory (1511 University) H-5	21. Cottage No. 1 I-7	33. Ekeley Chemistry H-9	50. Henderson Museum I-10
4. Arnett Hall (Kittredge Complex) H-22	22. Crosman Hall G-17	34. Engineering Center F-17	51. Housing System Maintenance Center (1255 38th) B-27
5. Athens Court (1951 Grandview) F-8	23. Darley Commons (Williams Village Complex) H-34	35. Environmental Design H-12	52. Housing System Support Center (3381 Marine) B-22
6. Baker Hall H-14	24. Darley Towers (Williams Village Complex) H-33	36. Events/Conference Center G-21	53. Hunter Science H-11
7. Balch Fieldhouse F-11	25. Day Care Center (2202 Arapahoe) D-9	37. Faculty-Staff Court (18th and Athens) F-6	54. Imig Music I-13
8. Brackett Hall G-16	26. Denison Laboratory I-9	38. Farrand Hall H-16	55. Institute for Behavioral Genetics C-21
9. Buckingham Hall (Kittredge Complex) H-23	27. Distribution Center (2000 Central Ave.) not shown	39. Fiske Planetarium I-20	56. Institute of Behavioral Science No. 1 (1416 Broadway) H-3
10. Business G-18	28. Duane Physical Laboratories Complex (Includes Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics Laboratory and Tower) G-13	40. Fleming Law I-21	57. Institute of Behavioral Science No. 2 (1546 Broadway) H-1
11. Carlson Gymnasium G-11	29. Duane Physics and Astrophysics G-13	41. Folsom Stadium F-12	58. Institute of Behavioral Science No. 3 (1424 Broadway) H-2
12. Chemistry H-10	30. East Campus Ski Building D-25	42. Gamow Tower (Duane Physical Laboratories Complex) G-13	59. Institute of Behavioral Science No. 4 (1220 Grandview) H-2
13. Clare Small Gymnasium G-9		43. Geology I-8	60. Institute of Behavioral Science No. 5 (1201 17th) G-5
14. Cockerell Hall G-16		44. Guggenheim Geography I-7	
15. College Inn Conference Center (1729 Athens) F-5		45. Hale Science I-6	
16. Colorado Court (3333 Colorado Avenue) C-25		46. Hallett Hall H-17	
17. Communication (1165 Broadway) J-6			

This map may be removed for future reference.



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(Revised May 1, 1982)

18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

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61. Institute of Behavioral Science No. 6 (1243 Grandview) H-2 International English Center (889 17th) not shown	70. Life Sciences Laboratories Complex (Includes Muenzinger Psychology, Porter Biosciences, and Ramaley Biology) G-11	85. Pharmacy (Ekeley Chemical Laboratories Complex) H-9	99. Stearns Towers (Williams Village Complex) G-32
62. Joint Institute for Laboratory Astrophysics (JILA) (Duane Physical Laboratories Complex) H-12	71. Life Sciences Research Laboratory C-20	86. Porter Biosciences (Life Sciences Laboratories Complex) G-11	100. Student Recreation Center G-10
63. Ketchum Arts and Sciences H-11	72. Litman Research Laboratory B-19	87. Ramaley Biology (Life Sciences Laboratories Complex) G-10	101. Team House F-12
64. Kittredge Commons (Kittredge Complex) H-21	73. Macky Auditorium H-7	88. Reed Hall G-17	102. Temporary Building No. 1 G-8
65. Kittredge Complex (Includes Andrews, Arnett, Buckingham, Kittredge West, and Smith halls) I-21	74. Maintenance and Operations Center F-12	89. Regent Administrative Center I-17	103. Transportation Center (3205 Marine) B-20
66. Kittredge West Hall (Kittredge Complex) I-20	75. Marine Court (1350 20th) E-8	90. Research Laboratory No. 2 (WICHE) C-20	104. University Administrative Center (914 Broadway) I-16
67. Koenig Alumni Center I-4	76. Marine Street Science Center (3215 Marine) B-21	91. Research Laboratory No. 3 (NOAA, NCAR) B-20	105. University Administrative Center Annex (924 Broadway) I-15
68. Laboratory for Atmospheric and Space Physics (LASP) (Duane Physical Laboratories Complex) G-12	77. McKenna Languages H-6	92. Sewall Hall G-8	106. University Club (972 Broadway) I-12
LASP Engineering Center (5525 Central Ave.) not shown	78. Muenzinger Psychology (Life Sciences Laboratories Complex) G-11	93. Sibel-Wolle Fine Arts H-11	107. University Memorial Center (UMC) I-11
69. Libby Hall G-15	79. Newton Court (1475 Folsom, 2300 Arapahoe) D-10	94. Smiley Court (1300 30th) D-23	108. University Theatre I-8
	80. Nichols Hall I-15	95. Smith Hall (Kittredge Complex) I-22	109. Wardenburg Student Health Center I-14
	81. Norlin Library H-9	96. Sommers-Bausch Observatory H-20	110. Willard Administrative Center (North Wing) and Willard Hall (South Wing) H-16
	82. Nuclear Physics Laboratory B-22	97. Stadium Building F-13	111. Williams Village Complex (Includes Darley Commons, Darley Towers, Stearns Towers, and Heating Plant) H-33
	83. Old Main H-7	98. Stazio Recreation Complex B-28	112. Woodbury Arts and Sciences H-8
	84. Page Foundation Center (1305 University) H-4		

3 EASY WAYS TO REGISTER

SEE PAGE 57 FOR COMPLETE REGISTRATION INFORMATION.

1.

IN PERSON

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

2.

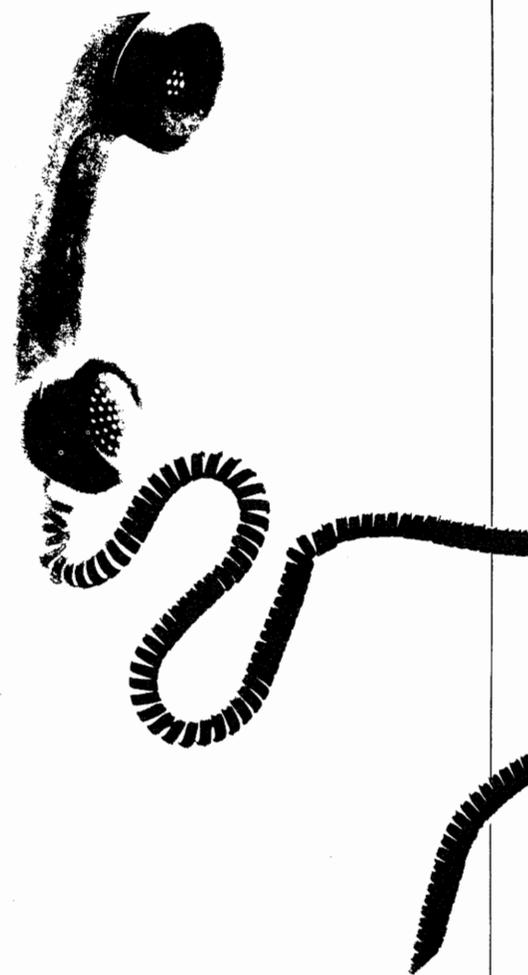
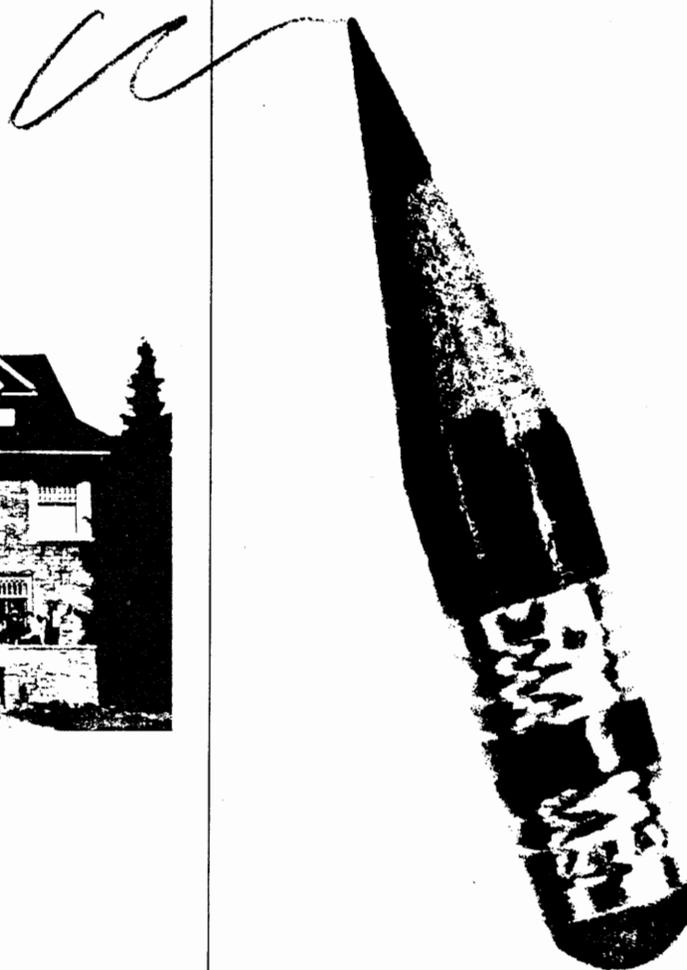
BY MAIL

Use the form on page 59 for Boulder Evening Credit, form on page 57 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed back to you promptly.

3.

BY PHONE

For Noncredit/Certificate courses only, using VISA or MasterCard. August 11-September 26, call 492-2412 or 492-2407. After September 26, call 294-5148. A receipt will be mailed to you promptly.



COMPUTER APPLICATIONS

PLEASE NOTE

All Certificate in Computer Applications courses have limited enrollment to assure your best access to computers and instruction. Your earliest enrollment assures your place in class.

BCAD-22 *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:

- Making your own fill pattern
- Combining picture files
- Using grid as a tool
- Airbrush techniques
- Advanced illustration techniques
- Storyboard and layout techniques
- Production steps from start to finish

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

Section I: Saturdays, September 27 & October 4, 9 a.m.-5 p.m. 2 all-day sessions.

Section II: Wednesdays, October 22-November 19, 6:30-9:15 p.m. 5 sessions.

Both Sections: Cynthia J. Rudy, B.F.A. 1.3 CEUs. University Computing Center Graphics Lab, Room 137. \$135.

BCAD-21 *Novice* **Introduction to Desktop Publishing**

Desktop Publishing has dramatically improved the quality of inexperienced, publishable material. This short, 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, and building art into the page construction. Course is an excellent preparation for the course Microcomputer Layout, Paste-up, and Graphic Design.

Section I: Saturday, October 11, 9 a.m.-1 p.m.

Section II: Wednesday, October 15, 6-10 p.m.

Both Sections: Cynthia J. Rudy, B.F.A.

1 session. .4 CEUs.

University Computing Center Graphics Lab, Room 137. \$55.

BCAD-20 *Intermediate* **Microcomputer Layout, Paste-up, and Graphic Design**

Designing your publication on a desktop computer can give your material a professional quality once only achieved at great expense, but now very inexpensively for almost anyone with microcomputer access. This dramatic advance has strongly influenced the computer graphics market today. Topics include the basics of other graphics elements (illustrations, charts) into the overall graphic context. This is for anyone who wants to incorporate technical publishing into their work, whether you are a designer or an amateur. In-class assignments will include a final design of an annual report. This report will incorporate graphics, charts, design elements, and varied styles and sizes of text.

Examples will be shown of newsletters, sales flyers, training manuals, proposals, pamphlets, small magazines, etc., produced using this new technology.

Students will also learn artistic page layout, font styles, and 'cut and paste' files and graphics. Please bring one 5¼-inch diskette to the first class.

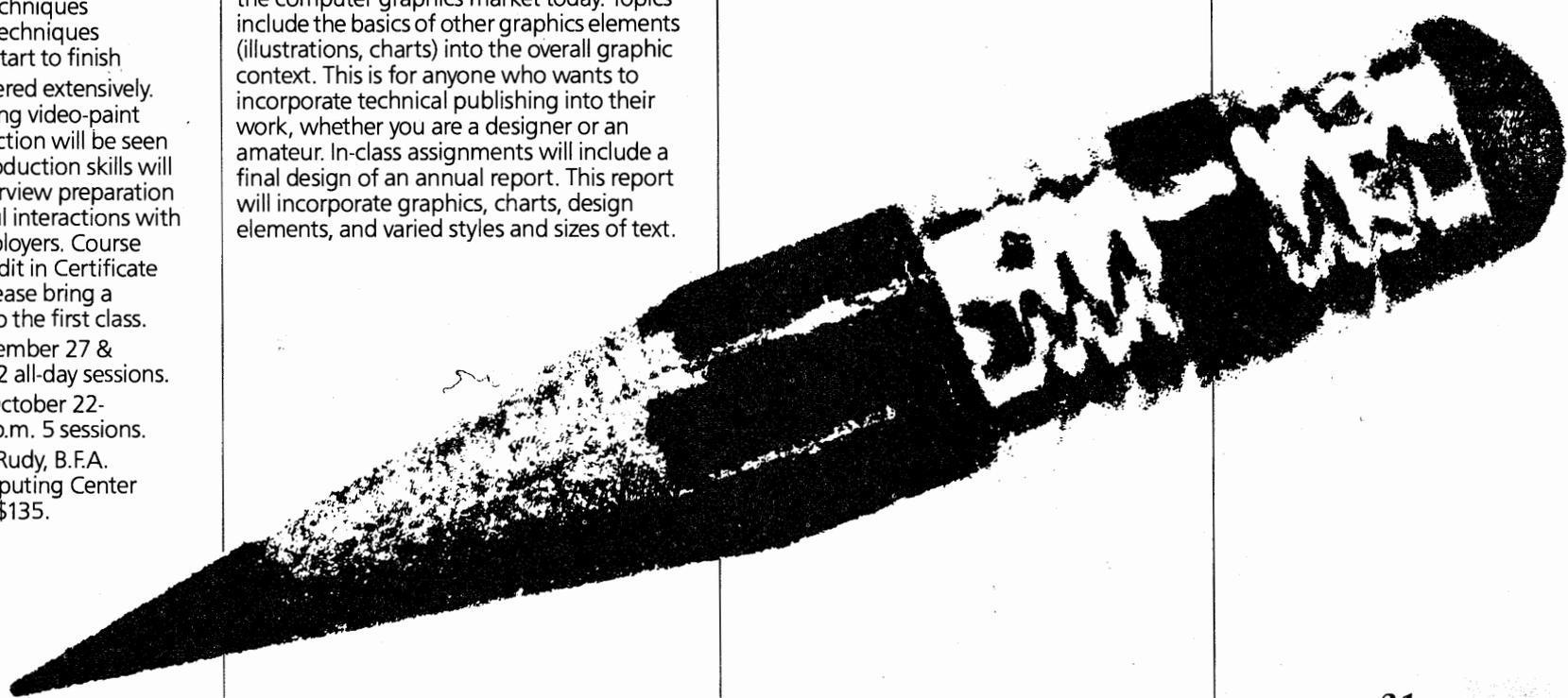
Section I: Saturdays, October 18 & 25, 9 a.m.-5 p.m.

Section II: Saturdays, November 15 & 22, 9 a.m.-5 p.m.

Both Sections: Cynthia J. Rudy, B.F.A.

2 all-day sessions, 1.4 CEUs.

University Computing Center Graphics Lab, Room 137. \$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 that leads 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. This includes Video Cassette workshops.

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. Fall, 1986 features all Certificate requirements.

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 pre-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 attenders have some access to their portfolios or work examples.

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Sunday, September 14	Supergraphics: Creating Dynamic Environments	Jill Thayer O'Hara
Saturday, October 4	* The Commercial Artist I: Design, Layout, Paste-up	Jill Thayer O'Hara
Monday, October 6	Professional Hand Lettering and Calligraphy	Jill Thayer O'Hara
Saturday, October 11	The Advertising Copywriter: A Writing Techniques Workshop	
Saturday, October 25	* Commercial Art II	Charles Frazer
Saturday, November 1	Interior Design: Professional Practices	Roy Walden
Saturday, November 8	Photographing the National Geographic Way	Tanya Leontov
Saturday, December 6	* Professional Illustration Techniques	Gary Huibregtse
Monday, December 8	* The Artist Goes to Market	Eric Teitelbaum
		Eric Teitelbaum

* required Certificate Courses

G R A P H I C S

BCDA-18 **Supergraphics: Creating Dynamic Environments**

Supergraphics is the design term for large, sweeping graphics on walls or open areas. Modern architectural use of space has created a strong market for supergraphic creative skills. This unique course showcases professional design techniques for supergraphic interior/exterior wall design. The course will cover creative design solutions for graphic assignments including rough art to final design, client proposal, and a portfolio demonstration of successful supergraphics. Topics include color dynamics, executing specs, and special considerations of residential, commercial, and professional spaces. Class will fully complete a local supergraphic from concept to painting.

Jill Thayer O'Hara
Sunday, September 14, 10 a.m.-4 p.m.,
Monday and Tuesday, September 15 and 16,
5:30-9:30 p.m.
Three sessions, 1.4 CEU's.
Geology 134. \$110

graphic design firms. This course is also a helpful review of techniques for the professional active in the field.

Jill Thayer O'Hara.
Saturday and Sunday, October 4 and 5,
9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
College Inn, Alpine Room (4th Floor) \$110.

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, October 6, 7, 8,
5:30-10 p.m.
3 sessions. 1.4 CEUs. Geology 114. \$110.

BCDA-82 **Commercial Art II**

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. 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, October 25 and 26,
9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 134. \$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.

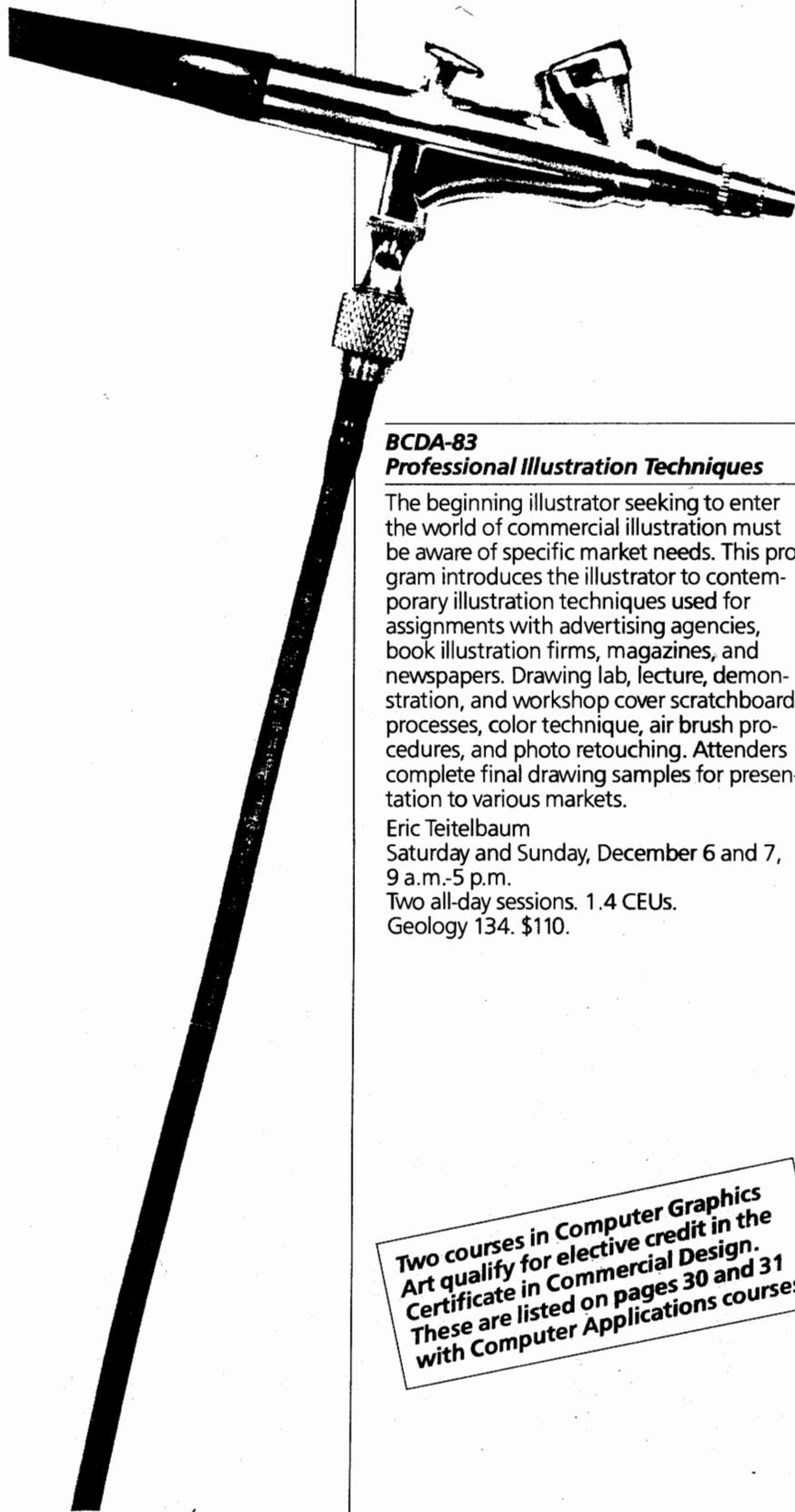
Eric Teitelbaum
Monday and Tuesday, December 8 and 9,
5:30-10 p.m.
2 sessions .9 CEUs.
Geology 134. \$80.

C O M M E R C I A L A R T

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, and basic illustration processes used by the artist in advertising agencies; book magazine, and newspaper publishing departments; and in





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, December 6 and 7,
9 a.m.-5 p.m.
Two all-day sessions. 1.4 CEUs.
Geology 134. \$110.

Two courses in Computer Graphics
Art qualify for elective credit in the
Certificate in Commercial Design.
These are listed on pages 30 and 31
with Computer Applications courses.

V C VIDEO CLASSETTE

Introducing **VIDEOCLASSETTE Workshops**

Over 45 million homes in America have video cassette players (VCR's). As technology and sheer market volume make costs more attractive, this number is expected to double by 1988. University of Colorado Continuing Education recognizes this opportunity to enrich the home learning environment by introducing VideoCassette Workshops.

Each workshop is a full-day program featuring excellent instruction on a valuable, interesting topic. Two other features highlight the program:

1. A long-distance conference telephone conversation with a top national authority on the subject. This link is made with several other leading colleges nationally, enriching the featured learning.
2. Each registered attender receives a professionally-produced video-cassette to continue learning at home and provide a useful visual reference for the future. Cassettes are distributed at the workshop — please specify whether you wish ½" VHS or Beta formats at registration.

These workshops satisfy elective requirements for the Certificate in Commercial Design. However, they are valuable to the professional and amateur alike. Even if you do not own a video cassette recorder (VCR), access to one is typically easy, and you own the cassette for future reference. The workshop, conference conversation, and video provide a powerful learning experience. Be sure to indicate your preferred video format (Half-inch or Beta) at registration.

C COPYWRITING

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 market place. Skill development exercises cover the creative techniques of producing 'written messages' that get results. Activities will include headline and body copy assignments, creative stimulation, marketing effectiveness and creative team problem solving. The full color, two hour Vide Cassette is a visually exciting account of the advertising copywriting function. It examines the writer's relationship and problem solving activities during campaign development. Program instructors include world renowned Guy Day, President, Chiat/Day Advertising (credits include Apple, Nike, Porsche), David Butler, copy director at Chiat/Day, and Carl Parsons, President, Parsons/Kern, specialists in small business advertising. Via a special telephone link to New York and Los Angeles, Guy Day and Carl Parsons will engage in live dialog with program participants. Students will have the opportunity of learning the secrets of the trade from some of the country's leading experts.

Charles Frazer
Saturday, October 11, 9 a.m.-5 p.m.
.7 CEUs, University Club. \$59.

I INTERIOR DESIGN

BCAD-21 **Interior Design: Professional Practices**

Designers, by nature, are highly focused on objects and images, and often lose sight of the essential business elements necessary for effective studio management. But most of the designer's working day is spent doing things other than engaging in creative sessions with clients. From pricing to profit

margins, from warehousing to recordkeeping, this program covers the steps to follow when the creative juices stop and the business side of design is put on the front burner. Special attention will also be placed on the aspects of client presentation and how to maintain clients. This instructional program is meant for designers and decorators seeking to fine tune business organizational skills and build the studio practice. It is also a must for aspiring designers and students trying to evolve in this exciting career area. The overall program theme is 'How to deal with the pressures of business without sacrificing creative satisfaction/control.' VIDEOCASSETTE features Steven Chase, renowned designer and President of Steve Chase and Associates, Rancho Mirage, California.

Tanya Leontov
Saturday, November 1, 9 a.m.-5 p.m.
.7 CEUs. Events Conference Center, Room 1 (Conference Level) \$59.

PHOTOGRAPHY

BCDA-22 ***Photographing the National Geographic Way: Environmental People Photography***

This workshop introduces the aspiring photographer to the technical and aesthetic aspects of this distinctive form of people photography. The pro or hobbyist alike often misses the 'exact moment' because of timing — the shot may be too soon or too late. The workshop guides participants through skill development activities covering subject analyses, composition, lighting and timing. Participants will be introduced to the three sequential steps to follow in mastering this

special photostyle. On the Cassette, Albert Moldvay, former staff photographer at the National Geographic for over fifteen years, discusses the nuances of 'people photography' and demonstrates techniques to develop a 'rhythm of action,' how to anticipate peak action periods, and how to gain the proper 'psychology of shooting.' This visually exciting, two hour program focuses on understanding the environment through people. Via telephone conference line the classroom will be linked directly to Moldvay in his California studio. Participants will have the opportunity of engaging in question/answer/discussion with one of the world's leading photo artists.

Gary Huibregtse
Saturday, November 8, 9 a.m.-5 p.m.
.7 CEUs. Events Conference Center, Room 1 (Conference Level). \$59.



PERSONAL ENRICHMENT ADULT COURSES

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of personal enrichment adult courses each semester since 1912. They are designed to give adult learners the opportunity to explore vocational or avocational interests in an informal class, seminar, or workshop environment that meets their needs directly. The courses are offered without University credit, formal examinations, or a rigid structure. Instructors are selected on the basis of their strong updated knowledge of the subject and their commitment to meet today's adult learning demands.

Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy

curiosity, help meet some career or lifestyle goals, or expand your artistic skills, some of these courses will be of keen interest to you, and you may be sure of a learning experience consistent with university standards.

Preregistration is required at least five days before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education office by calling 492-5148. Your cooperation in early regis-

tration is greatly appreciated by our faculty and staff. Complete registration information is on page 57.

Tuitions vary with the length of time of a course and materials involved, and are listed with each course.

Full refunds for PEAC are given up to the second class session only, none after.

Please note that no classes are conducted November 26 - 30, Thanksgiving break. Courses are conducted on Columbus Day, October 13. Also, for makeup sessions on religious holidays, please consult your instructor.

The University welcomes you to the PEAC experience!



Courses by Starting Date, Fall 1986

Date	Course	Faculty
Saturday, August 23	Preparing for the SAT/ACT	Scott Hatch
Friday, August 29	Preparing for Law School Admissions Test (LSAT)	Scott Hatch
Monday, September 15	Weight Training for Adults	Mark Larson
Tuesday, September 16	Preparing for the Graduate Record Exam (GRE)	Roe Willis
Tuesday, September 16	Weight Training for Youth	Terri Bodhaine
Saturday, September 20	Landscape Plants	Mark Larson
Saturday, September 20	Editing	Jim Knopf
Saturday, September 20	Preparation for the Graduate Management Admission Test (GRE)	Linda Loewenstein
Saturday, September 20	Where Do I Go From Here With My Life?	Bobrow Test Preparation Services
Monday, September 22	Investment Strategies	Adelaide Furman
Monday, September 22	Stress Management and Biofeedback	Peter J. Poletti
Monday, September 22	Woodcarving — Sculpture	Toby F. Link
Monday, September 22	Creative Photography Workshop	Barbara Cox
Monday, September 22	Beginning Conversational Italian	Harry Boyd
Monday, September 22	Beginners Conversational French	Maris Gaudiano
Monday, September 22	Writing for Magazines	Nadia Turk
Monday, September 22	Speed Reading	Deidre Elliott
Monday, September 22	A Walking Tour of the Heavens	Elizabeth King
Monday, September 22	Poetry Through a Child's Lens	Steve Ashe
Monday, September 22	For the Organizers of Special Events	Jack Collom
Monday, September 22	Accounting for Non-Accountants	Ellie Schmidt
Tuesday, September 23	Passage to India	Bob Armstrong
Tuesday, September 23	Today's World of Gemstones	Côme Carpentier
Tuesday, September 23	Creative Imagination: How to Get What You Want	Barbara Hight
Tuesday, September 23	Beginning Conversational Spanish	Phyllis J. O'Rourke
Tuesday, September 23	The History of Colorado Railroads	Elizabeth Medina
Tuesday, September 23	German for Beginners and Travelers	Robert E. Rothe
Tuesday, September 23	Intermediate Conversational French	Benita Lutcher
Tuesday, September 23	Starting Your Own Business	Anna Cohen
Tuesday, September 23		Tony Hopper

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 Thursday, October 9
 Friday, October 10
 Saturday, October 11
 Thursday, October 16
 Wednesday, October 22

Monday, October 27
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 Monday, November 10
 Tuesday, November 11

Wednesday, November 12

Friday, November 14
 Saturday, November 15
 Monday, November 17
 Monday, November 24
 Tuesday, November 25
 Tuesday, November 25
 Tuesday, November 25
 Monday, December 1

Scuba Diving
 Beginners Ballroom Dancing
 Beginners Jitterbug Rock-N-Roll
 Beginners Country Swing and Texas 2-Step
 Beginning Photography
 The Art of Piano Improvisation
 Parents, Children and Books
 Video Camera & Recording Techniques
 Brain Power — Learning How To Learn
 Forest Crossen's Colorado
 Life Drawing
 Intermediate Conversational Italian
 Advanced Beginners Conversational French
 Law for Everyday Use

Creative Writing
 Popular Novel Writing
 Psychology & Sports
 Watercolor Techniques
 Museum Mastery
 Private Pilot Ground School
 Acting Out!-1
 Chinese Painting
 Intermediate Conversational Spanish
 Advanced Italian Discussion Group
 Intermediate German
 Being Creative With Your Life
 English Writing Made Simple
 Algebra Review
 Basics of Printing: Using a Handpress
 Selling Your Photography
 The Care of Photographic and Fine Printed Art
 Residential Landscaping for Beauty, Water
 Conservation and Low Maintenance
 Eating as if Your Life Depended On It
 Cruising Under Sail: Sailing, Seamanship, Navigation
 Resort Condominium Management
 Fall in the Rockies: Elk Courtship and Golden Aspen
 The Psychology of Intimacy
 World Food Day
 At The Movies: A View of Life Stress
 in Contemporary Film
 Stock Market Profits
 Intermediate Country Swing and Texas 2-Step
 Intermediate Ballroom Dancing
 Intermediate Jitterbug Rock & Roll
 Bird Behavior and Bird Families
 Preparing for the Graduate Record Exam (GRE)

A Fall Birdwatching Excursion: Waterfowl,
 Unusual Birds and More
 Preparing for the Law School Admissions Test (LSAT)
 Parenting the Gifted/Talented Child
 Making College Affordable for Your Family
 Investing for Income
 Advanced Country Swing and Texas 2-Step
 Advanced Ballroom Dancing
 Advanced Jitterbug Rock & Roll
 Preretirement Planning Seminar

Terry Danko
 Van F. Pool
 Van F. Pool
 Van F. Pool
 Lynn Lickteig
 Brian Golden
 Deidre Elliott
 Daniel Niemeyer
 Gloria Frender
 Forest Crossen
 Barbara Preskorn
 Maris Gaudio
 Nadia Turk
 Sherri Vincent
 Karen Burns
 Barbara Steiner
 Barbara Steiner
 Stephen E. Walker
 Gail Marr
 Robin A. Branstator
 David Nichols
 Garey Waters
 Janette Lenschow
 Elizabeth Medina
 Maris Gaudio
 Marcia Klotz
 Bette Griff
 Jean F. Thyfault
 Keith Bailey
 Nora J. Quinlan
 Harry Boyd
 Sharon Hall

Jim Knopf
 Peggy Phillips
 Bill Plywaski
 Gerald G. Hewey
 Tina Jones
 Neil Rosenthal

Stephen E. Walker
 Peter J. Poletti
 Van F. Pool
 Van F. Pool
 Van F. Pool
 Tina Jones
 Roe Willis
 Terri Bodhaine

Tina Jones
 Scott Hatch
 Dorothy Knopper
 Peter J. Poletti
 Peter J. Poletti
 Van F. Pool
 Van F. Pool
 Van F. Pool
 Peter J. Poletti



A CADEME

BCEM-15 **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, word problems, exponents and radicals, graphing, and other topics appropriate to the level of students in the class. A sensitivity of those with math anxieties will be maintained.

Keith Bailey, M.S.
Thursdays, September 25 - November 6,
7:00-9:00 p.m.
7 sessions. Ketchum 301. \$56.

BCEE-21 **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, September 20 & 27, 9:00 a.m.-
12:00 noon.
2 sessions. Business 208. \$25.

BCEE-28 **Poetry Through a Child's Lens**

A workshop in poetry for the following: children of any age, teachers and parents interested in how children may write, adults who wish to approach poetry in a variety of fresh ways. Diversity will be the focus. We will write in ways meant to give full attention to freedom and form, to experience and imagination.

Jack Collom, M.A.
Mondays, September 22 - November 10,
7:00-9:00 p.m.
8 sessions. Ketchum 206. \$56.

BCEG-28 **Preparing for the Graduate Management Admission Test (GMAT)**

A special course offered for those individuals pursuing a graduate degree in Business. Test taking strategies and short-cut techniques are offered for the Math Ability, Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment, and English Usage sections. A short review of Arithmetic, Algebra, and Geometry is also included. Books and instructional materials are included in the course tuition. Course is designed for October 18 test date.

Bobrow Test Preparation Services.
Saturdays, September 20, 27 &
October 4 & 11, 9:00 a.m.-1:00 p.m.
4 sessions. Ketchum 120. \$125.

BCEG-27 **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, UCM 10, and the Colorado Book Store, 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.
Section I: (for October 11 test). Tuesdays
and Thursdays, September 16 - October 9,
6:30-9 p.m.

8 sessions. Ketchum 207. \$70.

Section II: (for December 13 test). Tuesdays
and Thursdays, November 11 - December 9,
6:30-9 p.m.

8 sessions. Ketchum 207. \$70.

BCEL-29 **Preparing for the Law School Admissions Test (LSAT)**

For persons planning to take the Law School Admissions Test (LSAT), this course offers 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 provided by highly skilled testing and legal faculty. The course fee

includes extensive materials covering all aspects of the exam.

Section I: (for September 27 test), Friday,
August 29, 6:00-10:00 p.m., and Saturday &
Sunday, August 30 & 31, 9:00 a.m.-5:00 p.m.

Section II: (for December 6 test), Friday,
November 14, 6-10 p.m., and Saturday &
Sunday, November 15 & 16, 9:00 a.m. -
5:00 p.m.

Both Sections: Scott Hatch, M.A., J.D.
3 sessions. Guggenheim 2. \$140.

BCEG-26 **Preparing for the SAT/ACT**

This intensive two-day course provides test-taking skills and techniques which are essential for improving performance on the 'SAT' and 'ACT'. Each of the test question areas will be analyzed extensively, with special consideration given to a math and verbal refresher. The course is designed to reinforce a student's ability to deal skillfully with basic and advanced math concepts (including fractions, decimals, percentages, ratio, proportion), as well as algebraic and geometric concepts. Appropriate and effective word usage will also be covered as well as logical presentation of ideas. Lectures will also discuss techniques of evaluation and analysis of the readings in social and natural sciences which appear on the tests.

Scott Hatch, M.A., J.D.

Section I: Saturday & Sunday, August 23
& 24, 9:00 a.m. - 5:00 p.m.

Section II: Saturday & Sunday, November 1
& 2, 9:00 a.m.-5:00 p.m.

Both Sections: 2 sessions. Guggenheim 2.
\$75.

BCEE-20 **Speed Reading**

Reading is a set of complex skills which involve all the senses, and which we seldom have developed effectively. This course will help you to diagnose the habits which keep you from reading as efficiently as you would like, whether for business or pleasure. Twenty minutes a day at home will enable you to practice the strategies introduced in class and to realize definite improvement in vocabulary, comprehension, and speed. A wide variety of reading material is presented to appeal to all interests.

Elizabeth King, M.A.

Mondays, September 22 - November 10,
7:00-9:00 p.m.

8 sessions. Ketchum 303. \$56.



BCEE-24 **Creative Writing**

For those who have always wanted to write or seek fresh approaches to self-expression. Life is a story. An individual's experience is rich and unique. Emphasis is on self-discovery, developing one's own voice, and communication with words rather than on publication.

Barbara Steiner, professional writer.
Wednesdays, September 24 - November 26,
6:30-8:00 p.m.
10 sessions. Hellems 81. \$53.

BCEE-61 **English Writing Made Simple**

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English that is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper sentence structure and grammar review.

Jean E. Thyfault, B.A.
Thursdays, September 25 - November 13,
7:00-9:00 p.m.
8 sessions. Hellems 271. \$56.

BCEE-26 **Popular Novel Writing**

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel.

Barbara Steiner, professional writer.
Wednesdays, September 24 - December 3,
8:00-9:30 p.m.
10 sessions. Hellems 81. \$53.

BCEE-10 **Writing for Magazines**

Develop your own style and critiquing skills. Learn the basics of magazine article writing including how to find ideas, manuscript preparation, research, query letters, marketing, and interviewing. Article types covered include travel, human interest, self help, essay, science and technology, hobby and craft and more.

Deidre Elliott, professional writer.
Mondays, September 22 - November 10,
7:00-9:00 p.m.
8 sessions. Ketchum 206. \$42.

B

BUSINESS

BCEB-15 **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. Textbook: Introduction to Financial Accounting. 2nd Edition, by Horngren.

Bob Armstrong, B.S., C.P.A.
Tuesdays, September 23 - November 11,
7:00-9:00 p.m.
8 sessions. Engineering Center CR-0-38 \$56.

BCEG-21 **For the Organizers of Special Events**

A workshop stimulating for both profit and non-profit organizations, board members, and staffers. Addressing the perennial problem of dealing with both the electronic and print media, we will explore in-depth exactly what makes a successful special event. Lets face it: Marketing and public relations skills are at a premium, the competition for the public's attention is intense, trial and error is too time and money consuming. Every shred of accurate information gained can help the sponsoring group have a successful event. This course will help you. Sessions include discussions with sponsors and staff members of major local events (races, festivals, and conferences).

Ellie Schmidt, M.A. (and others).
Monday, September 22 - November 10,
7:00-9:00 p.m.
8 sessions. Ketchum 234. \$56.

BCEB-28 **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, real estate investment trusts Keyplan, fixed annuities, variable annuities, immediate annuities

Peter J. Poletti, M.B.A. Monday, November 24, 6:30-8:30 p.m.
1 session. Business 207. \$19.

BCEB-64 **Investment Strategies**

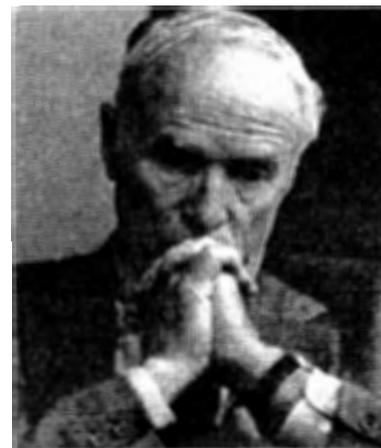
Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course will sharpen your understanding and your investment skills, and help make your money grow. Topics include: money growth, the golden thread, safety, liquidity, diversification, 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, stocks, utilities, real estate, mutual funds, options, precious metals, commodities.

Peter J. Poletti, M.B.A.
Mondays, September 22 - October 20,
6:30-8:30 p.m.
5 sessions. Business 208. \$39.

BCEB-30 **Law for Everyday Use**

This course is designed to provide its students with knowledge of basic legal concepts, in order to enable them to recognize and avoid potential legal problems in their own lives. Areas to be covered include: contracts, consumer protection, real estate, small claims courts, employment, criminal, domestic and probate law. Course is conducted independent of the University Law School.

Sherrie Vincent, J.D. and Karen Burns, J.D.
Wednesdays, September 24 - November 5,
7:00-9:00 p.m.
7 sessions. Ketchum 120. \$49.



BCEB-55
Preretirement Planning Seminar

This seminar is designed to help people within a year or two of retirement, or already retired, in planning and managing their finances and investments. It takes into account recent tax changes and covers various investments of particular interest to retirees. It has been presented at company seminars for older employees, and can provide a balanced view of the retirement planning problem. Topics include: lump sum distribution, IRA Rollover, 10 year averaging, organizing assets for safety, liquidity, diversification, handling the IRA and other retirement plans, withdrawal of funds, minimizing taxes and offsetting inflation

Peter J. Poletti, M.B.A.
Monday, December 1, 6:30-8:30 p.m.
One session. Business 207. \$19.

BCEB-23
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, October 9, 9 a.m.-5 p.m., Friday, October 10, 9 a.m.-4 p.m., and Saturday, October 11, 9 a.m.-12 p.m.
Two all-day sessions, and one half-day session. Events Conference Center. \$150; \$100 for each additional person attending from the same company.

BCEB-11
Starting and Succeeding in Your Own Business

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tuition includes handouts and materials.

Tony Hopper, M.B.A., Ph.D.
Tuesdays, September 23 - October 21, 6:30-9:30 p.m.
5 sessions. Ketchum 301. \$53.

BCEB-65
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.
Mondays, October 27 - November 10, 6:30 - 8:30 p.m.
3 sessions. Business 208. \$24.

COLORADO

BCEH-22
The Fascinating History of Colorado Railroads

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gunfighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network.

Robert E. Rothe, Ph.D.
Tuesdays, September 23 - November 4, 7:30-9:00 p.m.
7 sessions. Geology 108. \$42.

BCEH-14
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.

Wednesdays, September 24 - October 22, 7-8:30 p.m.

5 sessions. Ketchum 118. \$27.

CULTURE AND SOCIETY

BCEG-12
Being Creative With Your Life

This class will give individuals who are in transition an awareness of where their main strengths and abilities lie in order to get their life in better balance. Part of reaching that balance is understanding the whole brain and stimulating creativity and decision making. Based on the 'parachute process,' this class will help both men and women create and design a job, become self-employed, or work as a volunteer. Emerging from 'stuckness' by unlocking your creative potential and understanding your relationships is the key. Textbooks for the course are available at the University Book Center. They are *The Warrior Within* by Shale Paul, and *What Color Is Your Parachute?* by Richard Bolles, and *The Quick Job Hunting Map (Advanced Version)* by Richard Bolles. Bette Griff, B.A.

Thursdays, September 25 - December 4, 6:30-9:30 p.m.
10 sessions. Hellems 247. \$95.





BCEB-24
Creative Imagination:
How to Get What You Want

At birth, we were given a \$1 billion computer. Now we need an operator's manual. As a friend of the instructor said: 'We can live life as a passionate expression of our vision or merely as discerners of our limitations.' It's not what we are that stops us. It's what we think we are not. This course stresses overcoming individual barriers to creativity. Be prepared to re-design your vision for life. Phyllis J. O'Rourke, B.A.
Tuesdays & Thursdays, September 23 - October 9, 7:00-9:00 p.m.
6 sessions. Ketchum 206. \$46.

BCEG-33
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 and 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, you will learn about concerns including: why eating fish could be great for your heart, the five types of fiber, what each does 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, why eating a fried fish sandwich from a fast food restaurant is worse for you than a sirloin steak, 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., R.D.
Saturday, October 4, 10:00 a.m.-4:00 p.m.
1 all-day session. UMC 158. \$32.

BCEH-24
Passage To India

The history and the culture of India, her archaeology, philosophy, ancient literature and arts, her medieval and modern history. A tableau of India today: a geographical, ethnological, political, cultural and economic survey. A series of practical suggestions or advice for would-be travelers, businessmen or residents in India, together with a vast array of data useful to the religious, sociological or philosophical scholar. Also will include a special study of India's role in international affairs since Independence and in the near future.
Côme Carpentier, B.A.C.
Tuesdays, September 23 - November 11, 7-9 p.m.
8 sessions. Ketchum 119. \$56.

BCEG-59
The Psychology of Intimacy

What goes wrong in intimate relationships and why? Why intimate relationships are so hard to find and maintain; the function of power struggles, arguments, conflicts and affairs; how to evaluate a potential partner before you get too emotionally involved. This seminar will preview the instructor's forthcoming book by the same title.
Neil Rosenthal
Saturday, October 11, 10 a.m.-5 p.m.
One all-day session. UMC 158. \$35.

BCEG-41
Stress Management and Biofeedback

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, bruxism, depression, headaches, and anxiety are the topics. Individual consultation available.
Toby F. Link, Ph.D.
Mondays, September 22 - October 20, 6:30-8:30 p.m.
5 sessions. Ketchum 120. \$42.

BCEG-47
Todays World of Gemstones

Myth, Magic and Reality. Glass or diamond? Gemstone or imitation? This course will give the student a basic knowledge of gemology, including history, geography, mining, color, cutting, crystal structure, and distribution as it applies to diamonds and colored stones, with a focus on consumer awareness.
Barbara Hight, gemologist
Tuesdays, September 23 - October 28, 7:00-10:00 p.m.
6 sessions. Ketchum 120. \$63



BCET-11
Where Do I Go From Here With My Life?

This ten session class is for men and women in transition with their lives. It is important for you to give a serious probing into which of the three families of skill clusters are yours at this point of your life! One category is your 'transferable skills or natural abilities' chosen by you from the hexagon of over 500 different skill clusters; the second category being those skills you have learned in your formal or informal study time; the third being what are called 'self-management skills' which the class will work on and prioritize during class time. Finally we will be able to create a Qualification Brief or Modern Resume, perhaps several different ones, based on work done in class. Textbooks: What Color is Your Parachute, by Richard N. Bolles, 1986 version; The Warrior Within, by Shale Paul; The Couples Journey, by Susan Campbell, Ph.D.
Adelaide A. Furman, M.A.
Saturdays, September 20 - November 22, 9:30 a.m.-12:30 p.m.
10 sessions. Ketchum 235. \$95.

BCEG-17 **World Food Day**

Join thousands of other North Americans via video teleconference in the observance of World Food Day. During this 'National Town Meeting' you will have the opportunity to interact with acknowledged local and global experts on food and hunger issues. The purpose of World Food Day is to create public good will and support in each country for private and governmental efforts to combat hunger and to build a world food security system through local, national and international programs and policies. The focus of this year's teleconference will be on the dilemma of continuing hunger amidst increasing plenty. Though there is no fee for attending this program, pre-registration is required and will be accepted on a first-come-first-served basis.
Thursday, October 16, 9:30 a.m. - 1:30 p.m. (brown bag lunch).
One session. Events/Conference Center, Room 4. Free.

SOCIAL DANCE

BCED-14 **Beginners 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 F. Pool
Tuesdays, September 23 - October 14,
6:30-7:45 p.m.
4 sessions. Hale 205. \$18.

BCED-16 **Intermediate Ballroom Dancing**

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

Van F. Pool
Tuesdays, October 28 - November 18,
6:30-7:45 p.m.
4 sessions. Hale 205. \$18.

BCED-18 **Advanced Ballroom Dancing**

An Advanced Level course (suggested prerequisite either beginner's 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 F. Pool
Tuesdays, November 25 - December 16,
6:30-7:45 p.m.
4 sessions. Hale 205. \$18.

BCED-15 **Beginner's 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 F. Pool
Tuesdays, September 23 - October 14,
9-10:15 p.m.
4 sessions. Hale 205. \$18.

BCED-17 **Intermediate Country Swing and Texas 2-Step**

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

Van F. Pool
Tuesdays, October 28 - November 18,
9:00-10:15 p.m.
4 sessions. Hale 205. \$18.

BCED-19 **Advanced Country Swing and Texas 2-Step**

An Advanced Level course (suggested prerequisite either beginner's 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 F. Pool
Tuesdays, November 25 - December 16,
9-10:15 p.m.
4 sessions. Hale 205. \$18.

BCED-20 **Beginner's 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 F. Pool
Tuesdays, September 23 - October 14,
7:45-9 p.m.
4 sessions. Hale 205. \$18.

BCED-21 **Intermediate Jitterbug Rock-N-Roll**

An Intermediate Level class (Beginners is not a prerequisite but would be helpful) which will review the basic single time steps offered in the Beginner's course. Furthermore, the instruction will expand on the various combination of routines and additional steps. (e.g. Triple Time Jitterbug and Double Time Jitterbug).

Van F. Pool
Tuesdays, October 28 - November 18,
7:45-9 p.m.
4 sessions. Hale 205. \$18.



BCED-22
Advanced Jitterbug Rock-N-Roll

An Advanced Level course (previous courses are not prerequisites but would be helpful) which assumes the participants are comfortable with the basic steps and turns. The instruction will expand on the previous combination of routines and refinements for smoothness within each movement of Jitterbug Dancing. (Additional steps would include Lindy Jitterbug).

Van F. Pool
Tuesdays, November 25 - December 16,
7:45-9 p.m.
4 sessions. Hale 205. \$18.



BCET-10
Acting Out!-1

Acting — 'But I can't get up in front of people!' Don't worry, this class takes the fear out of acting. For beginners and those with some experience, you will learn techniques of acting through improvisational exercises. In the class, we will work with mime, props, costumes, and scenework. You'll learn the basics of acting and have lots of fun as well.

Gary Waters, B.A.
Thursdays, September 25 - November 13,
7:00-9:30 p.m.
8 sessions. Hale 6. \$70.

BCEM-18
The Art of Piano Improvisation

Many composers including Bach, Beethoven, Mozart and Handel were as famous for their improvising as for their written compositions. Many people feel that improvisation is the continuation of the initial inspiration that forms the basis of all creativity. Topics: the use of sound, developing a musical language, finger patterning, rhythmic/harmonic exercises.

Brian Golden.
Tuesdays, September 23 - November 11,
7-9 p.m.
8 sessions. Ketchum 303. \$56.

BCEG-71
At The Movies — A View of Life Stress in Contemporary Film

This course is intended to be entertaining and educational, involving a high level of student participation in discussion. One's experience of 'life stress' is witnessed in the movies of our time and through our vicarious understanding of our favorite actors' roles, character development, and stressful life circumstances. Both comedy and drama are treated in good measure. Discussions are likely to cover love, sex, marriage, divorce, parenting, bereavement, hero worship, and societal censorship; plus other topics of interest. If you like going to the movies and vicariously experiencing life through this medium, this class is for you.

Stephen E. Walker, Ph.D.
Wednesdays, October 22 - December 3,
7-10 p.m.
6 sessions. Stadium 350 (enter at Gate 11, up 2 flights to Academic Media Services). \$68.

BCEA-41
The Care of Photographic and Fine Printed Art

Have you ever wanted to know how to mat a picture or mount a photograph? Now is your chance to learn. This workshop will cover that and more. We will join frames, fabric cover mats, and practice heat mounting. Learn about framing textiles as well as paper art. If you have any questions about something you have, bring it along to this hands-on lecture/workshop. Course is conducted at instructor's Nederland studio (map given at registration) and refreshments will be served. Bring a sack lunch. Enrollment is limited.

Sharon Hall, B.F.A.
Saturday, October 4, 10:00 a.m.-3:30 p.m.
One all-day session. Location given at registration. \$29.



BCEF-26
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.

Janette Lenschow, M.F.A.
Thursday, September 25 - November 13,
7:00-9:00 p.m.
8 sessions. Guggenheim 2. \$56.

BCEF-15
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.
Wednesdays, September 24 - November 12,
7-9 p.m.
6 sessions. Fine Arts C-175. \$62.

BCEA-47 **Museum Mastery**

For the traveler who wishes to maximize the museum experience, this class focuses on the paintings and sculpture of the major art museums of Europe and the U.S. Via slides and handouts we will consider the style and history of these art works and become acquainted with the logistics of individual museums. Take this tour of the worlds leading art institutions without leaving Colorado, or use this course to prepare for your next local or international tour.

Robin A. Branstator, M.L.A., M.A.
Wednesdays, September 24 - November 12,
7:00-9:00 p.m.
8 sessions. Ketchum 119. \$56.

BCEF-10 **Beginning Photography**

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, compositions, and the variety of film types available. There will be a field trip and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. The course will help you develop a solid technical background, as well as help you get the most from your most important images. (Field trip arranged in class.)

Lynn Lickteig, B.F.A.
Tuesdays, September 23 - November 4,
7:00-9:00 p.m.
7 sessions. Ketchum 303. \$49.

BCEA-42 **Creative Photography Workshop**

A unique photography course for the beginning and intermediate photographer. It's designed to help you make more exciting photographs by exposing you to the ideas and works of the masters; teaching over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work.

Harry Boyd
Mondays, September 22 - October 6,
7-10 p.m.
3 sessions. Ketchum 301. \$35.



BCEF-32 **Selling Your Photography**

This is a seminar for the amateur or 'semi-professional' photographer who wishes to make extra money from their photography. Business and marketing practices for selling stock photographs will be discussed extensively. Topics include working for magazines and freelancing in the Rocky Mountain market. Participants will also receive helpful hints and learn creative techniques that will make their work more attractive to potential buyers.

Harry Boyd
Saturdays, September 27 & October 4,
9 a.m.-4 p.m.
Two-all day sessions. Ketchum 118. \$47.

BCEF-51 **Basics of Printing: Using a Handpress**

Have you enjoyed beautiful, unique, old-fashioned printing? Have you wanted to learn more about it? If so, this course is for you. The course introduces the novice to typesetting, type styles, printing a keepsake, press runs, and managing materials, using a turn-of-the-century Chandler and Price press at the Colorado Typographical Society in Norlin Library. Bring an apron to each class. Enrollment is limited. \$5 materials fee payable at first meeting of class.

Nora J. Quinlan, M.S., M.A.
Saturdays, September 27 - October 11,
10-1 p.m.
3 sessions. Norlin Library Rare Books Room
N345. \$39.

BCEA-43 **Video Camera and Recording Techniques**

Skills to improve your recordings of special events, home movies, business presentations, or sports activities on video cassettes. See displays, sample tapes; learn about formats and equipment; exchange lighting, audio, and camera techniques; get professional tips and advice. Rental equipment can be arranged for an additional fee or bring your own. (No equipment needed for the first class session.)

Daniel Niemeyer, Ph.D.
Tuesdays, September 23 - October 28,
6:30-9:30 p.m.
6 sessions. Stadium 350 (enter at Gate 11, up
2 flights to Academic Media Services.) \$63.

BCEF-16 **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 style. 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.

Gail Marr, B.F.A.
Wednesdays, September 24 - November 12,
7:00-9:00 p.m.
8 sessions. Guggenheim 2. \$56.

BCEA-44 **Woodcarving Sculpture**

Create a sculpture in wood using mallet, chisels and gouges. Basic carving techniques and instructions will focus on three-dimensional projects. Students will experience to sculpt in the round, and explore the beginning 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, the use and maintenance of tools, wood finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools \$20 payable at first class.

Barbara Cox, B.F.A.
Mondays, September 22 - November 17,
7:00-9:00 p.m.
9 sessions. Fine Arts C-102. \$63.



L LANGUAGES

BCEL-25 **Beginner's 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 Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on Campus.

Nadia Turk, Ph.D.
Mondays, September 22 - November 24,
7-9 p.m. 7-9 p.m.
10 sessions. Hellems 247. \$70.

BCEL-41 **Intermediate Conversational French**

A more advanced course for the student with a good French background. Keeping grammar to a minimum, we will concentrate on vocabulary, idiomatic expressions, and conversation. Emphasis is put on improving conversational skills. The topics discussed will often be based on texts read in class or prepared at home; and on reports made by the students themselves, supplemented by class hand-out materials.

Anna Cohen, B.A.
Tuesdays, September 23 - November 25
7-9 p.m.
10 sessions. Hellems 255. \$70.

BCEL-26 **Advanced Beginners** **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 *LeFrancais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D.
Wednesdays, September 24 - December 3,
7-9 p.m.
10 sessions. Hellems 255. \$70.

BCEL-30 **German for Beginners and Travelers**

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Text to be used is sold at the first class session, \$15.

Benita Luttcher
Tuesdays, September 23 - November 25,
7-9 p.m.
10 sessions. Hellems 247. \$70.

BCEL-31 **Intermediate German**

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversational 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 to be used is sold at the first class session, \$15.

Marcia Klotz, B.A.
Thursdays, September 25 - December 4,
7-9 p.m.
10 sessions. Hellems 287. \$70.

BCEL-12 **Beginning Conversational Italian**

This course, designed for students with minimal or no knowledge of Italian, will offer an introduction to the basic skills of speaking, listening, reading and writing, with emphasis on the first two. Grammatical concepts will be taught through dialogues, songs and conversations, so that students may ultimately enjoy speaking simple Italian. Maris Gaudiano, M.A. Mondays, September 22 - November 24, 7:15-9:15 p.m. 10 sessions. Hellems 255. \$70.

BCEL-28 **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. Hand-outs provided in class.

Maris Gaudiano, M.A.
Wednesdays, September 24 - December 3,
7:15-9:15 p.m.
10 sessions. Hellems 247. \$70.

BCEL-27 **Advanced Italian Discussion Group**

Designed for people who can communicate in Italian and have an interest in a high level of involvement and participation in the class. The purpose of this course is to further improve the class members' conversational skills while strengthening each one's (instructor included) creative, enthusiastic, critical, stimulating thinking. A sharing experience in Italian. Each lesson will have a different subject: art, psychology, food, literature, travel, philosophy, cinema and virtually anything the class members will decide to choose. The first topic will be 'I am . . .' Reports made by the participants, supplemented by tapes and hands-outs, will constitute the class materials.

Maris Gaudiano, M.A.
Thursdays, September 25 - December 4,
7:15-9:15 p.m.
10 sessions. Hellems 255. \$70.

BCEL-15 **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, Ph.D.
Tuesdays, September 23 - November 25,
7-9 p.m.
10 sessions. Hellems 285. \$70.

BCEL-16 **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, Ph.D.
Thursdays, September 25 - December 4,
7:00-9:00 p.m.
10 sessions. Hellems 285. \$70.



PARENT AND TEACHER

BCEE-29 **Brain Power — Learning How to Learn**

As a parent/teacher boost your child's self-image and success in school by sharing life-long, useful study tools. Learn to help with time management, organizational skills, reading, notetaking, memory, test-taking strategies, etc. This course furnishes hands-on materials for students of any ability. Your children should accompany you to last class for workshop on individualized skills. Extensive materials available from instructor.

Gloria Frender, M.A.
Tuesdays, September 23 - November 4,
7:00-9:00 p.m., and Saturday, November 8,
9:00 a.m.-12 noon.
8 sessions. Ketchum 234. \$64.

BCEB-66 **Making Private School and College Affordable for Your Family**

Soaring education costs are a fact of financial life. Early planning by parents is the single most effective way to reduce these costs, and the earlier the process starts, the more that can be saved. For example, proper planning can sometimes result in \$10,000 doing the work of \$40,000. Topics include:

- The concept of tax-free and tax-deferred growth
- Family tax methods
- Colorado Uniform Transfers to Minors Act
- Clifford Trust and spousal remainder trust
- Keyplan
- Investments for safety and growth

Peter J. Poletti, M.B.A.
Monday, November 17, 6:30-8:30 p.m.
One session. Business 207. \$19.

BCEG-35 **Parenting The Gifted/Talented Child**

Parents of the gifted and talented, like their special children, have distinct needs and often need direction and support. The sessions will include effective parenting, emotional/social development, resources and materials, current issues such as the gifted female, and discussion of individual children. This seminar is especially designed for parents of gifted/talented children, although educators are welcome.

Dorothy Knopper, M.A.
Saturdays, November 15 & November 22,
9:30 a.m.-12:30 p.m.
2 sessions. Business 208. \$29.

BCEE-27 **Parents, Children, and Books**

Should you choose books based on story integrity? Entertainment value? Because it's a 'classic'? Analysis of exceptional books emphasizing language, illustration, structure, and theme. Survey of preschool through young adult literature, fiction and non-fiction, according to participants interests. Guest speakers include teachers, librarians, and bookstore owners. Hints on reading aloud, storytelling, and making your own books.

Deidre Elliott, President, Society of Children's Book Writers, Rocky Mountain Chapter, and professional writer.

Tuesdays, September 23 - October 28,
7:00-9:00 p.m.
6 sessions. Ketchum 118. \$42.

O S SPORTS AND O UTDOORS

BCET-30 **Bird Behavior and Bird Families**

How do woodpeckers feed? Just how smart are bluebirds? Although this is a continuation of the Bird Behavior class held in the winter, new information is included so everyone is welcome, even if you have not taken the first session. Specific characteristics and behavior of the woodpecker, blackbird, hawk, sandpiper, plover and waterfowl families will be discussed. Migration and feeding habits of these families are included. Bird flight, bird song, and bird distribution in North America are additional topics. Find out what species are extending their ranges into Colorado from other states. What species are breeding with different other species? Bird specimens from the Museum of Natural History will be viewed.

Tina Jones, Naturalist
Mondays, November 10 & 17, 7:30-8:30 p.m.
2 sessions. Ketchum 35. \$15.

BCEG-39 **A Fall Birdwatching Excursion: Waterfowl, Unusual Birds, and More**

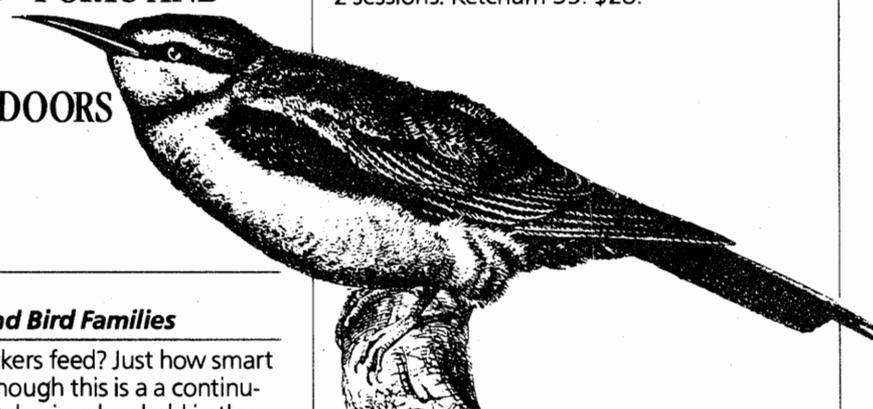
Did you know that certain birds migrate through Colorado in November that are pretty hard to find other times of the year? With luck, class may see either a greater white-fronted goose or a snowgoose. This is the time of year for loons and common and red-breasted mergansers. Unusual gulls start to appear in November. With luck, we may find a Barrow's Goldeneye. Beginners and beyond-beginners are all welcome. We will be looking for some of these specialties, plus identifying hawks, perching birds, and lots of waterfowl. General characteristics of the birds will be mentioned. You need not be a birdwatcher to take this class. No guarantees to see all the uncommon birds, but we will have fun looking for and identifying Colorado birds that are common in November.

Tina Jones, Naturalist
Wednesday, November 12, 7:00-8:00 p.m., &
Saturday, November 15, 8:00 a.m.-4:30 p.m.
2 sessions. Ketchum 35. \$28.

BCEG-30 **Fall in the Rockies: Elk Courtship and Golden Aspen**

Learn about elk behavior and their courtship. Fall is the time of year to hear elk bugle, a beautiful flute-like whistle which the bull cries out to claim his territory. We hope to hear this sound plus, with luck, see the animals. Big game behavior of other mammals will be discussed including bear and deer. The group will also observe and study beaver evidence. Fall botany will be touched upon. Carpooling/Bring money for dinner in Rocky Mt. National Park area.

Tina Jones, naturalist
Friday, October 10, 6:00 - 7:00 p.m. & Sunday,
October 12, 11 a.m.-11 p.m.
2 sessions. Business 208. \$30.



BCEG-36 **Landscape Plants**

This course complements the residential landscape class which has been offered several times in recent semesters. It can also be taken separately, however. The focus of this course is on specific plants for water conservation, low-maintenance, and attractive visual effects in all seasons. Edible plantings and wildlife value will also be covered. The course will be divided into two sessions. Session I will include a general slide talk on semi-arid, low maintenance design as well as slides on specific deciduous trees & shrubs. Session II will cover slides on specific evergreens (trees, shrubs & broadleafed varieties), as well as vines, ground covers, grasses and a few desert plants. Weather permitting, there will also be plant walks on the campus.

Jim Knopf, M.L.A.
Saturdays, September 20 & September 27,
9:00 a.m. - 3:00 p.m.
Two all-day sessions. Ketchum 119. \$45.

BCEO-15 **Residential Landscaping for Beauty, Water Conservation, and Low Maintenance**

Now is a good time to work for the ideal landscaping you've always wanted. A private yard can provide recreation, privacy, food production, and beauty. It can also require relatively little water for maintenance if properly designed. After several slide show talks on design principles and plant materials, course participants analyze their own site and design a suitable landscape with the instructor's guidance. Well-thought-out landscaping and the thorough preparation that starts now adds beauty and value to your property. Bring to class a site plan of your yard or a reasonable scale drawing of the area you plan to landscape.

Jim Knopf, M.L.A.
Saturdays, October 4 & October 11, 9
a.m.-4.30 p.m.
2 all-day sessions. Business 208. \$45.

BCEG-20 **Private Pilot Ground School**

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Several airport field trips will be scheduled.

David Nichols, B.S.
Wednesdays, September 24 - December 3,
7:00-9:00 p.m.
10 sessions. Ketchum 207. \$95.

BCEG-74 **Psychology & Sports**

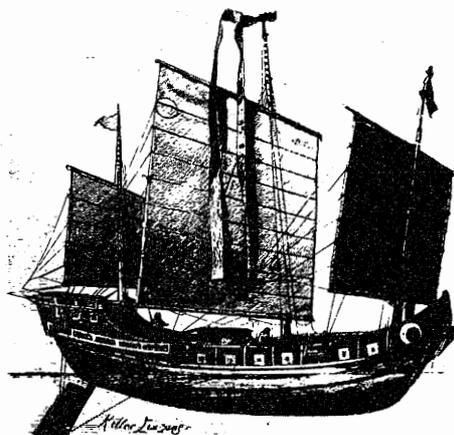
This course is designed to offer participants a high level of involvement in developing a mental training program for improved performance in athletic or other personal endeavors. Primary components include: applied stress management, handling anger, motivation and training, mental rehearsal, neuro-muscular memory training, concentration, injury prevention and rehabilitation, and the acquisition of optimal poise. This course is applicable to general concerns regarding personal effectiveness as well. The emphasis in this program will be on skills acquisition, and material will be covered for a variety of settings. If you are interested in performance enhancement, this investment will serve you well.

Stephen E. Walker, Ph.D.
Wednesdays, September 24- October 16,
7-10 p.m.
4 sessions. Ketchum 206. \$45.

BCEG-72 **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: safety on water; sailing and weather; rules and regulations; maps and nautical charts/chartwork; magnetic compasses and directions; electronic aids to navigation; celestial navigation (working concepts); state of the art adverse weather tactics; handling emergencies at sea; boat buying and boat performance parameters.

Bill Plywaski, Ph.D.
Tuesdays, October 7 - November 25,
6:45-9:15 p.m.
8 sessions. Hellems 287. \$79.



BCEG-19 **Scuba Diving**

A special course offered evenings with extensive in-water time in the Rocky Mountain Diving Center. Topics include basic skin diving and scuba skills, equipment handling and maintenance, first aid and rescue skills, and basic human physiology as it relates to scuba divers. Instructors are all NAUI, PADI, and SSI certified. After the course, an open-water dive will be made with Rocky Mountain Diving Center Recommended text is Sport Diving Manual, available at the University Book Center. First class consists of a lecture followed by work in the water; bring a bathing suit and towel. Note: An \$85 materials fee is collected at the first class session, making the total cost for this course \$125. Class size is limited.

Terry Danko
Tuesdays & Thursdays, September 23-
October 30, 7:00-9:00 p.m.
12 Sessions. Rocky Mountain Diving Center,
1737 15th Street. \$40.

BCEA-40
A Walking Tour of the Heavens

Visit the splendors of the universe. Using binoculars and occasionally a telescope, we will see planets, double and variable stars, star clusters, nebulae and galaxies, all first-hand. We will learn to find our way in the night sky, and will learn basic observational technique, emphasizing a contemplative approach towards viewing the wonders above.

Steve Ashe, Ph.D.
Mondays, September 22 - November 10,
7:00-9:00 p.m.
8 sessions. Ketchum 119. \$56.

BCES-24
Weight Training for Adults

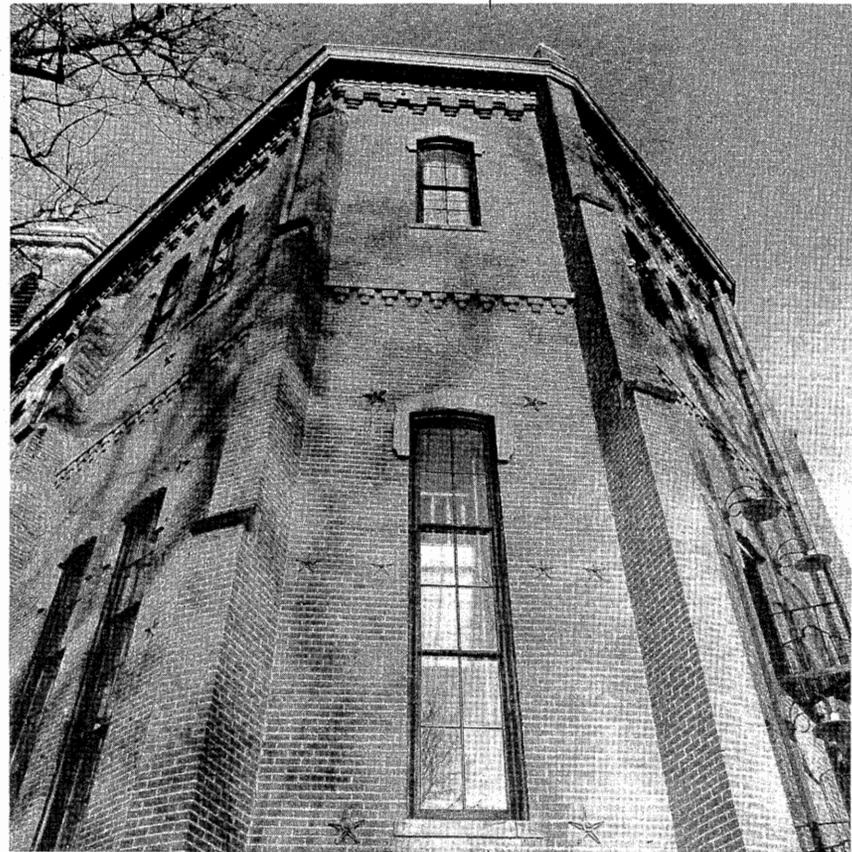
Will introduce the individual to resistance exercise and focus on a variety of equipment training concepts, and theories designed for both the aspiring athlete and the weekend competitor interested in establishing higher levels of muscular fitness. Individualization of training will be stressed. Course is for both men and women.

Mark Larson, CSCS
Mondays and Wednesdays, September 15 -
October 15, 7:00-8:30 p.m.
10 sessions. Team House Weight Room
(enter Stadium at Gate 14 (North), enter
Team House at field level). \$53.

BCES-23
Weight Training for Youth

Introduction to resistance exercise using a variety of equipment and training concepts designed for the aspiring athlete 7th grade and above. Individualization of training will be stressed, as well as proper, safe techniques for future weight training. Course is co-educational.

Mark Larson, CSCS
Tuesdays & Thursdays, September 16 -
October 16, 7:00-8:30 p.m.
10 sessions. Team House Weight Room
(enter Stadium at Gate 14 (North), enter
Team House at field level). \$53.



FALL HARVEST



Continuing Education has a harvest of fall courses for you. Choose from over 400 learning opportunities.

Directions: Examine the course descriptions and register in person, by mail, or use convenient phone registration for noncredit and Certificate courses.

For best results, store this bulletin where your friends can see it.

3 EASY WAYS TO REGISTER

1.

IN PERSON

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

2.

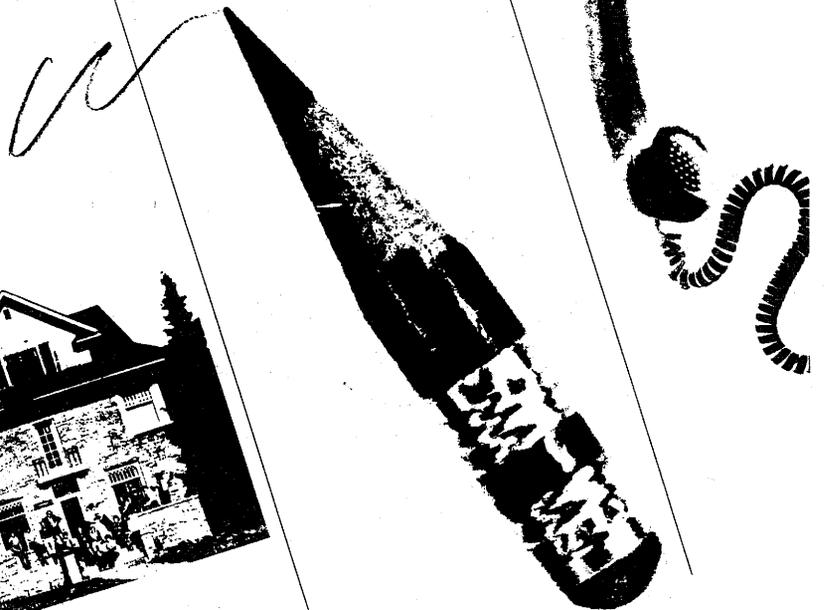
By MAIL

Use the form on page 59 for Boulder Evening Credit, form on page 57 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed back to you promptly.

3.

By PHONE

For Noncredit/Certificate courses only, using VISA or MasterCard. August 11-September 26, call 492-2412 or 492-2407. After September 26, call 294-5148. A receipt will be mailed to you promptly.



SPECIAL NONCREDIT PROGRAMS

SPECIAL NONCREDIT PROGRAMS

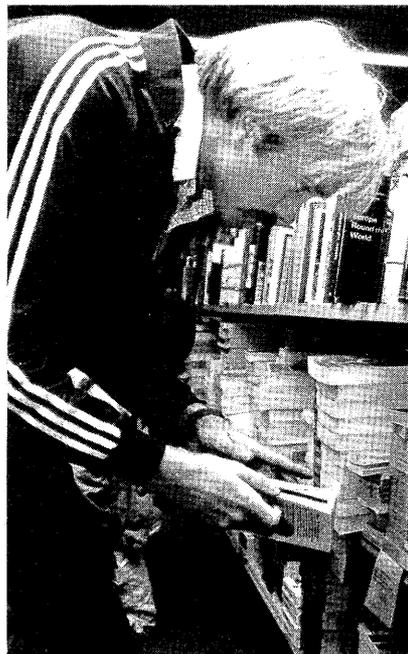
The Division of Continuing Education also develops and produces high-quality results-oriented training seminars for business and industry, government agencies, and service organizations. Learning in a seminar format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. The faculty excel in their

fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the nation. Programs cover a broad range of executive, secretarial, managerial, and technical areas. Many of these courses qualify for the Certificate Programs listed elsewhere in this catalog. Course descriptions include the page number where information can be found on the corresponding Certificate Program.

Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Brochures describing Special Noncredit Programs in greater detail are available upon request. Advance registration is necessary and must be accomplished at least two full weeks prior to the first day of the program. Call 492-5148 or toll free in Colorado, 1-800-332-5839 for registration information.

Courses by Starting Date, Fall 1986

Date	Course	Faculty
Friday, September 19	Engineering Computing on the IBM PC	David E. Clough
Thursday, October 9	Resort Condominium Management	Gerald G. Hewey
Monday, October 20	Management of Technology: The Effective Management of Engineers and Scientists	Charles A. Rice Audrey Nelson-Schneider Nancy Dixon T.P. Hall Randy Bauer



E ENGINEERING COMPUTING

BCAC-68 Engineering Computing on the IBM PC

The IBM PC has become the standard of the personal computer market; yet its use in engineering applications is still in its infancy. Explore the capabilities and limitations of the PC for engineering computing during this two-day course. Learn about the software tools which can facilitate your numerical work, and improve your own personal computer skills.

- an intensive, hands-on short course
- a practical seminar for engineering professionals
- learn what the PC can and cannot do.
- take away useful applications software.

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be

provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. This course qualifies for the Certificate in Computer Applications. Please see page 21 for details. Fee includes lunch both days.

David E. Clough, Ph.D.

Friday, September 19, 8:30 a.m. - 5:30 p.m.,
and September 20, 10:00 a.m. - 5:00 p.m.
Two all-day sessions, 1.4 CEUs. Norlin Library
S419 (directions given at registration). \$325.

R RESORT MGT.

BCEB-23 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

VIDEO TELECONFERENCING PROGRAMS

SPECIAL NONCREDIT PROGRAMS - CON'T.

for one semester hour of credit. Fee includes continental breakfasts, refreshments breaks, and a reception.

Gerald G. Hewey, C.H.A.

Thursday, October 9, 9:00 a.m. - 5:00 p.m.;

Friday, October 10, 9:00 a.m. - 4:00 p.m.; and

Saturday, October 11, 9:00 a.m. - 12:00 p.m.

Two all-day sessions, and one half-day session. Events Conference Center. \$150; \$100 for each additional person attending from the same company.

T ECH MANAGEMENT

BMDT-31

Management of Technology: The Effective Management of Engineers and Scientists

This comprehensive one-week course will give managers the insight and skills they need to 'engineer' and nurture a working environment in which their staff members will thrive. A variety of learning methods and techniques, specifically designed for highly experienced, professionally motivated practitioners, will be used to accomplish the course objectives including project sessions, individual attention, and coaching. This course qualifies for the Management Development Certificate Program. Please see page 16 for details. Course fee includes lunches and refreshments.

Randy Bauer, M.B.A.

T.P. Hall, M.S.

Nancy Dixon, Ph.D.

Charles A. Rice, M.B.A.

Monday through Friday, October 20-24.

Five all-day sessions. 3.2 CEUs. Hilton Harvest House. \$750.

VIDEO TELECONFERENCING PROGRAMS

Keeping pace with current high standards, the Division of Continuing Education continues to offer popular, quality programs with its own state-of-the-art video teleconferencing system. This satellite receiving dish will ensure continual availability of various educational programs, received through the National University Teleconferencing Network, WE Productions, and other sources. This teleconferencing venture will provide convenient and thorough coverage of broad subject areas including health, communication skills, high technology, business, and many other areas of professional development.

For more information, please call the Division at (303) 492-5145, or if you are out of the Denver Metro area but in Colorado,

call toll free 1-800-332-5839. Please send requests for written information to the Division of Continuing Education, Campus Box 178, University of Colorado, Boulder, Colorado 80309-0178.

Planning a teleconference for your business or group? The Teleconferencing Facility at the Events/Conference Center is available for public use. Combining sophisticated satellite receiving capabilities with a convenient and flexible meeting site provides the foundation for a successful teleconference. Find out how your group can take advantage of the Teleconferencing Facility to receive programming via satellite by calling 492-5145 or 1-800-332-5839 toll free in Colorado, outside the Denver metro area.

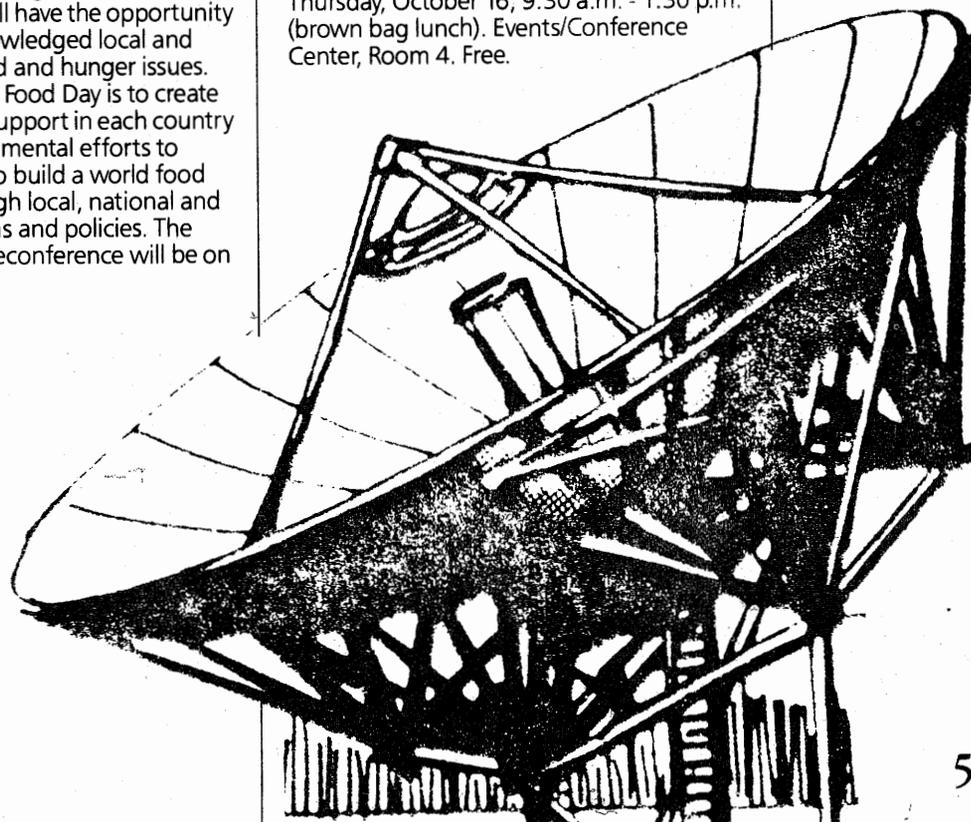
BCEG-17

World Food Day

Join thousands of other North Americans via video teleconference in the observance of World Food Day. During this 'National Town Meeting' you will have the opportunity to interact with acknowledged local and global experts on food and hunger issues. The purpose of World Food Day is to create public good will and support in each country for private and governmental efforts to combat hunger and to build a world food security system through local, national and international programs and policies. The focus of this year's teleconference will be on

the dilemma of continuing hunger amidst increasing plenty. Though there is no fee for attending this program, pre-registration is required and will be accepted on a first-come-first-served basis.

Thursday, October 16, 9:30 a.m. - 1:30 p.m. (brown bag lunch). Events/Conference Center, Room 4. Free.



REAL ESTATE CERTIFICATE PROGRAM

COOPERATIVE REAL ESTATE CERTIFICATE PROGRAM

The program offers more than 20 interesting courses in all phases of real estate including finance, appraisal, property management, tax factors in real estate, commercial investment, contracts, construction and techniques of selling. The program is open to all persons seeking to increase their information in this valuable field.

For more information and course registration, call the Division of Continuing Education, Real Estate Education, 492-5148, 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. We will be glad to send you a free, detailed brochure, which is issued three times a year.

Mandatory Real Estate Sales License Preparation Courses in Boulder
RE-7 Practice and Law (48 hours)
RE-18 Colorado Contracts and Law (24 hours)

REAL ESTATE

RE-7 Practice and Law (48 hours)

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.

RE-7 Practice and Law: 14 evening sessions. (48 hours) Tuesday and Thursday September 23 to November 6, 6:30-9:50 p.m. Location: University of Colorado Engineering Center, Room CR-146. Tuition: \$225, plus textbooks.

RE-18 Colorado Contracts and Law (24 hours)

A practical course 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. This course covers the regulation of licensee statutes and rules; and gives the Real Estate Commission interpretations and positions on license law.

RE-18 Real Estate Contracts. 7 evening sessions. (24 hours). Tuesday and Thursday, November 11 to December 4, 6:30 p.m.-9:50 p.m. Location: University of Colorado Engineering Center, Room CR 146. Tuition: \$110.



INDEPENDENT STUDY PROGRAMS

INDEPENDENT STUDY PROGRAMS

Independent Study Programs at the University of Colorado provide special opportunities for learning without interrupting family or career activities. Guided study allows you to

work at your own pace, wherever you are. Courses are available to help you pursue

your learning goals for college credit, professional certification, high school credit or enrichment.

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 17 academic areas:

- accounting
- anthropology
- arts and sciences
- 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.

A Special Opportunity

A credit telecourse in the history of the English language will be offered in the fall, 1986. Designed around a nine part television series, the course will trace the development of the English language from its origins as the speech of a small tribe in northwest Europe to its present status as the world's leading language.

Use the television programs, the textbooks and the telecourse study guide to learn how the language has grown, and how it influences our institutions and daily activities. Robert MacNeil of the MacNeil/Leher Newshour is the on-camera host and co-author of the Story of English.

For a detailed course description and registration information call 492-5148 (or 1-800-332-5839, toll free in Colorado), or visit Continuing Education at 1221 University Avenue.

Professional Certification Opportunities

Non-credit 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 (CEU).

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.



INDEPENDENT STUDY PROGRAMS

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 for paralegals; however, the courses carry Continuing Education Units (CEU) which are recognized by attorneys as a measure of continuing education.

Each course includes a study guide, textbooks and audiotapes. Materials are adapted to the state in which the student lives.

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.

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.

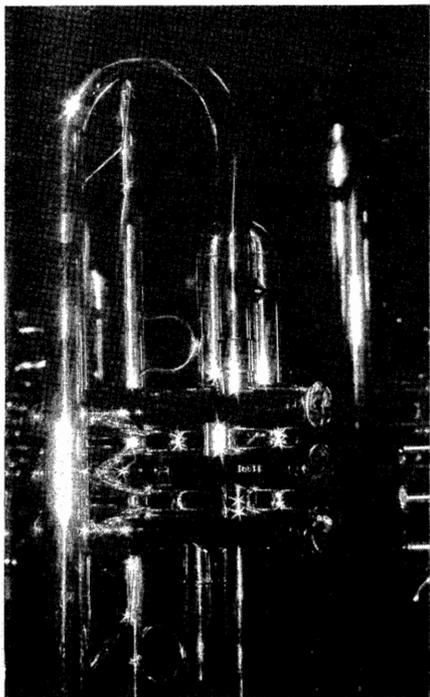
FOR A COURSE CATALOG CALL OR WRITE:
INDEPENDENT STUDY PROGRAMS
DIVISION OF CONTINUING EDUCATION
UNIVERSITY OF COLORADO
CAMPUS BOX 178
BOULDER, COLORADO 80309-0178
303-492-8756
1-800-332-5839 (TOLL FREE IN COLORADO)

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, Tuba, Viola, Violin, Violincello and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.

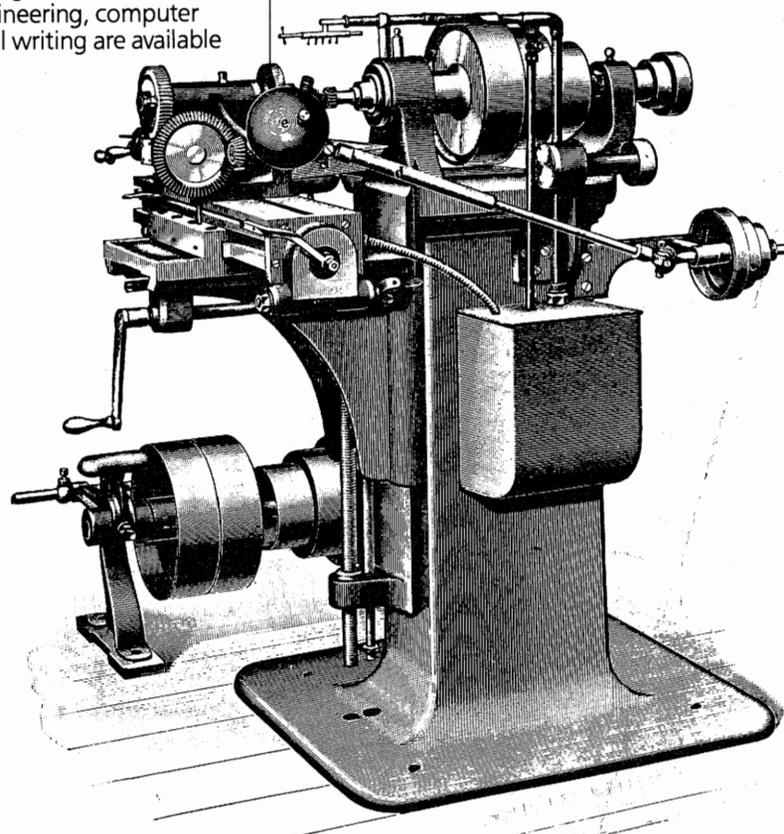


CATECS

**Engineers, Technical Scientists
and Managers Earn a Master's
Degree at the Worksite
Live TV, Two-way Audio Videocassette**

The Center for Advanced Training in Engineering and Computer Science (CATECS), located in the College of Engineering and Applied Science on the Boulder campus, delivers graduate-level courses for professional development directly to the workplace and Greenwood Plaza, South Denver by live instructional television (ITV) with two-way audio. Videocassettes are available for those outside the signal range.

CATECS is now offering more than 40 courses to more than 400 students at 40 industrial sites. Students may obtain a Master of Engineering degree in computer science and most engineering disciplines without leaving their worksite. Courses also apply to the Master of Science (M.S.) and M.S. in Telecommunications. Graduate-level business courses offered by CATECS may be applied to the MBA degree as well as to the Master of Engineering. Students may opt to audit solely for professional development and technical updating at a reduced rate. Short courses in engineering, computer science and technical writing are available also.



REGISTRATION

Most CATECS students are sponsored by their employers. Students should contact their education officer. Registration begins August 1. The deadline is August 27 after which a \$25 late fee is charged. Classes begin September 3 and students may add a class through September 19. The individual student without company affiliation may study in Boulder or Greenwood Plaza, South Denver and should call the CATECS office (303) 492-6331.

FALL 1986 COURSES

Aerospace

- 507 Statistical Orbital Determination
- 596 Spacecraft Attitude Dynamics

Computer Science

- 553 Fundamental Concepts of Programming Languages (ECE 553)
- 557 Operating Systems
- 558 Artificial Intelligence
- 560 Numerical Analysis I
- 582 Software Engineering

Electrical and Computer Engineering

- 505 Principles of Electronic Devices
- 553 Fundamental Concepts of Programming Languages (CS 553)
- 559 Advanced Computer Architecture
- 563 Theory and Application of Digital Filtering
- 571 Power System Analysis I
- 576 Power Distribution Systems
- 579 Power Electronics
- 594 Advances in Substation Engineering

Mechanical

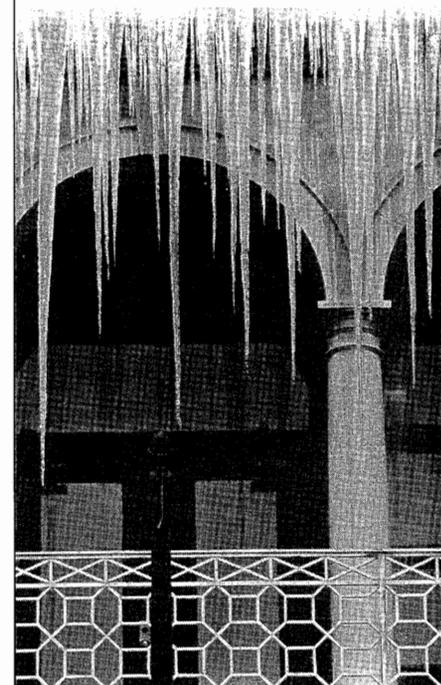
- 521 Methods of Engineering Analysis I
- 563 Heat Transfer I
- 598 Computational Dynamics

Telecommunications

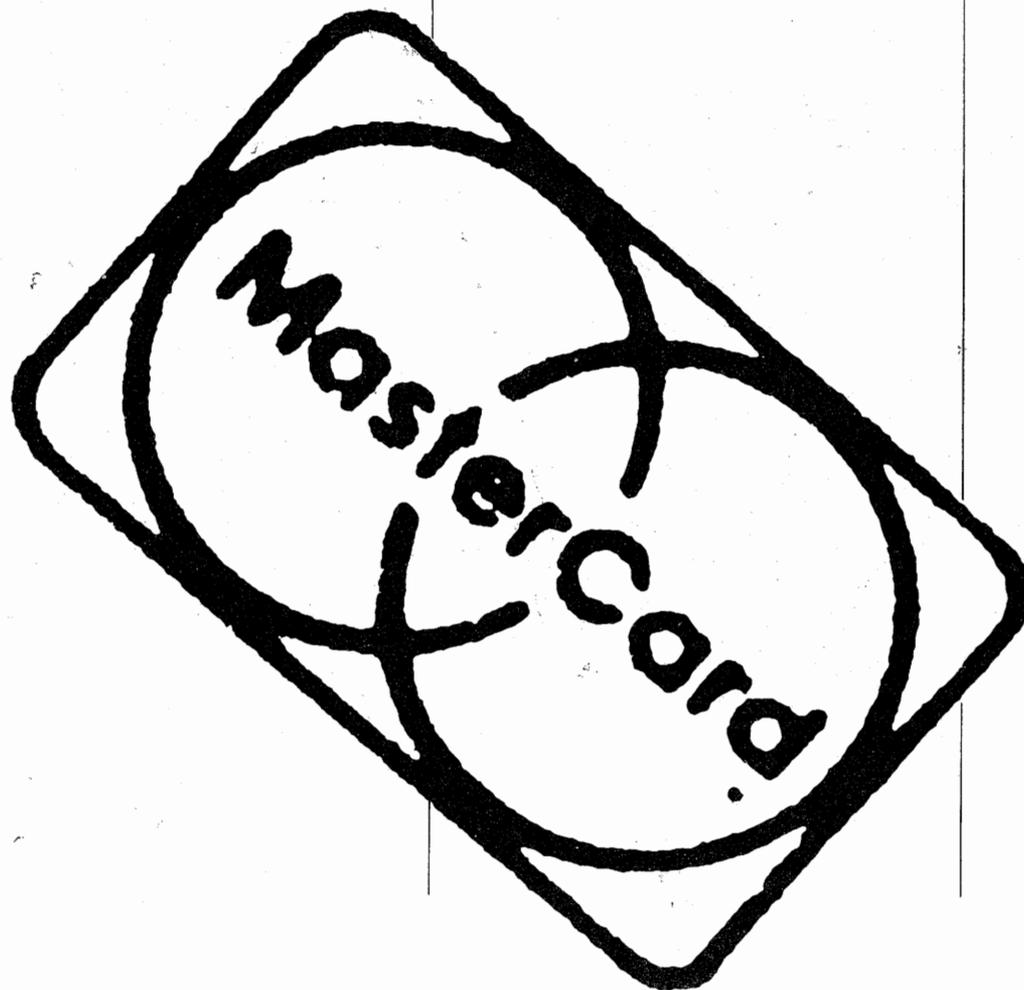
- 505 Telecommunication Management Concepts
- 594 Data Communications II

Business

- 620 Administrative Controls



NONCREDIT / CERTIFICATE



REGISTRATION INFORMATION

REGISTRATION INSTRUCTIONS FOR CREDIT, PEAC, AND CERTIFICATE COURSES

Preregistration 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, September 4 & 5, 9 a.m.-4 p.m., University Memorial Ballroom.

By mail: To enroll for courses, please fill out the appropriate forms (below for PEAC/Certificate — on page 59 for credit) completely, and send them to:

Division of Continuing Education
Campus Box 178
University of Colorado
Boulder, Colorado 80309-0178

You may register for up to three credit hours by mail. For additional hours, visit our office. No limit on PEAC or Certificate courses.

By phone: If you are enrolling for PEAC 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, August 11 through Friday, September 26, there are extra telephone lines available to facilitate PEAC and Certificate phone-in registration. These numbers are 492-2412 and 492-2407. Before August 11 and after September 26, 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 PEAC/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.

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. PEAC/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. The Continuing Education facility is accessible to the handicapped.

An income tax deduction is allowed for educational expenses (including tuition, travel, meals, and lodging) undertaken to maintain and improve professional skills (see Treasury Regulation 1.162-5 or Coughlin v. Commissioner 207F 2d 307). In all cases, consult your tax advisor.

Registration for Certificate and PEAC Courses

Mr. _____
Ms. _____
Last First

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Social Security Number _____

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
Boulder, CO 80309
If using MasterCard or VISA, enclose the following information:

Charge VISA
_____/_____/_____/_____

Expiration Date ____/____

Cardholder's name, as it appears on the charge card. Please print.

Charge MasterCard
_____/_____/_____/_____

Expiration Date ____/____

Cardholder's name, as it appears on the charge card. Please print.

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

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM _____

**REGISTRATION
DATE** _____

Last Name	First Name	Middle Name	Maiden Name	Suffix
-----------	------------	-------------	-------------	--------

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

--	--	--

Month Day Year

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)

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

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

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

	You	Your Parent/Guardian (if you are under 22)
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 ____/____

DO NOT WRITE IN THIS COLUMN

Sex	Race		
Citz	TRC	1	
Birth Date Mo/Day/Yr			
Hours			
School	Major		
Class	Grad Stat		
Res	Res State		
Adm Stat	Adm Type		
Mar	GPA		
Stops			
Fin Stop	Vet		
Prev Term/Yr/Campus			
SAVE			

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: _____

University of Colorado
Division of Continuing Education
1221 University Avenue
Campus Box 178
Boulder, Colorado 80309

NONPROFIT ORG.
U.S. POSTAGE
PAID
Boulder, CO
Permit No. 257

Or Current Resident



FALL HARVEST

**Continuing Education has a harvest
of fall courses for you. Choose from
over 400 learning opportunities.**

Directions: Examine the course descriptions and register in person, by mail, or use convenient phone registration for noncredit and Certificate courses.

For best results, store this bulletin where your friends can see it.

