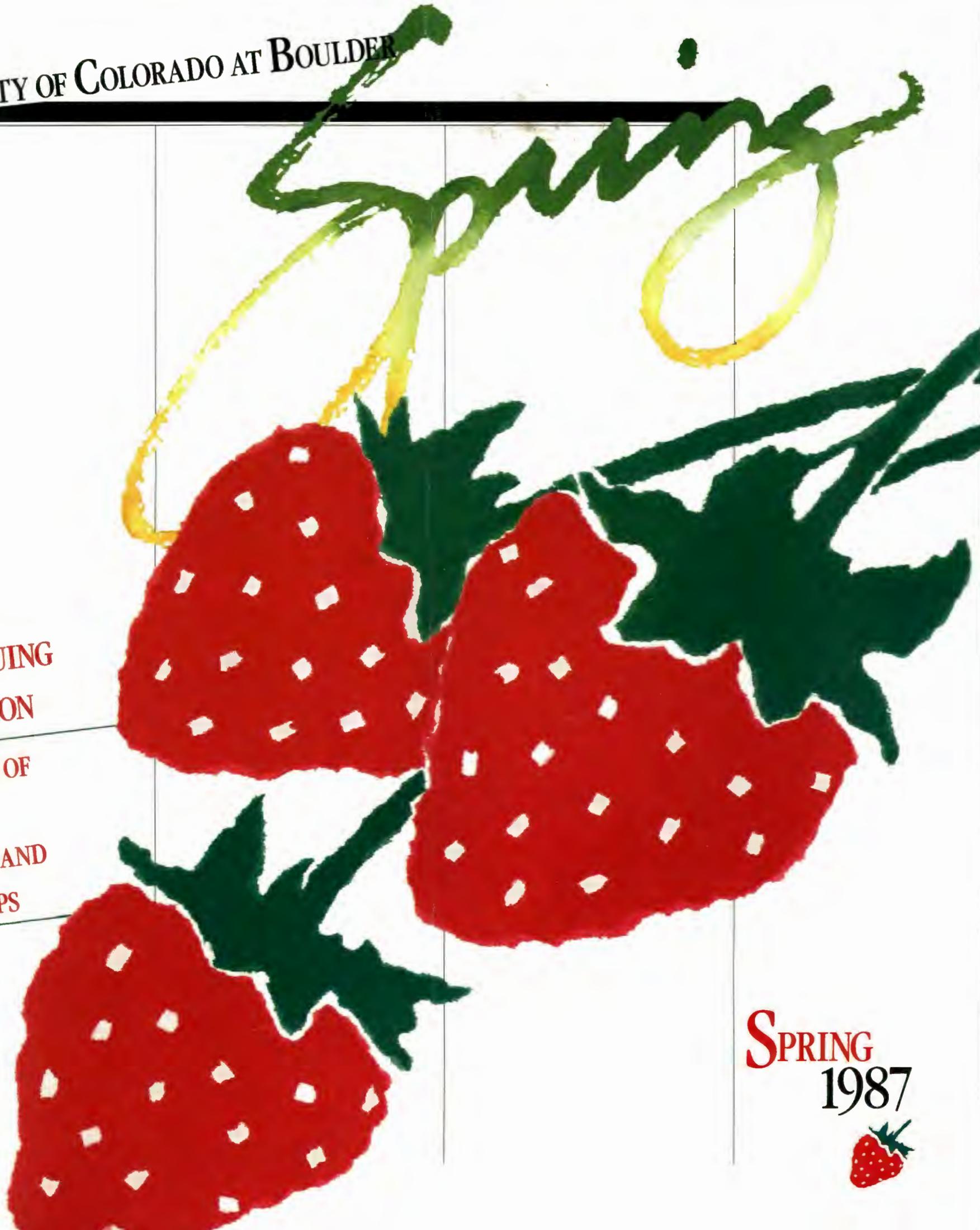


CONTINUING  
EDUCATION

SCHEDULE OF  
COURSES,  
SEMINARS AND  
WORKSHOPS



SPRING  
1987



# 3 EASY WAYS TO REGISTER

SEE PAGE 56 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, call **492-2412** or **492-2407**, January 5-February 13, Monday through Friday, 8 a.m.-5 p.m. After February 13, call **492-5148**. A receipt will be mailed to you promptly.



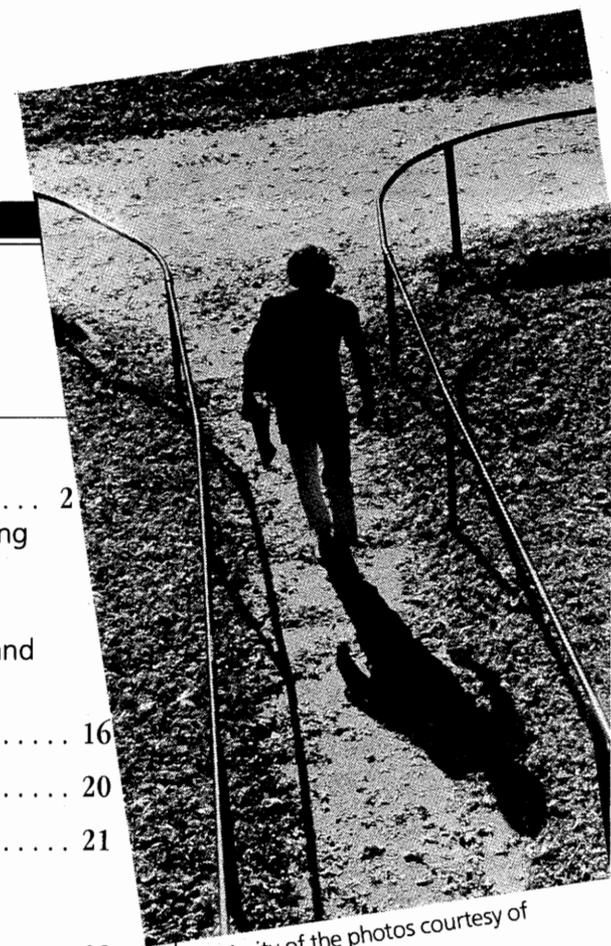
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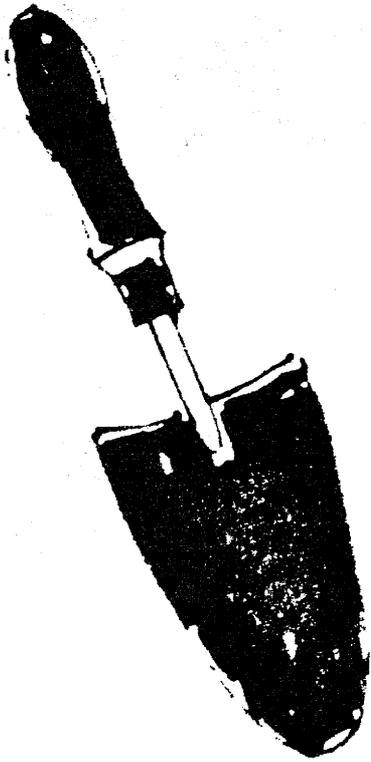
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Majority of the photos courtesy of The Coloradan.

# BOULDER EVENING CREDIT CLASSES



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

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

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

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

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

do not live in Colorado must petition to prove emancipated status for the preceding year. Those who feel their initial classification is incorrect may address inquiries to the Division tuition classification coordinator.

**Tuition:** Tuition is due and payable at time of registration. Cash, check, MasterCard, and Visa are accepted. Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may register for 1-3 semester hours in any term or session at the resident rate of \$54 per semester hour. Nonresidents who register for 4 or more hours in any term, session, or combination of term and session must pay nonresident tuition of \$3123. This tuition entitles the nonresident to register for as many as 18 semester hours in courses offered by the Division of Continuing Education (Boulder Evening, Applied Music, College Correspondence, or Individualized Instruction). Eligibility requirements may vary. 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 December 15, or at the UMC Ballroom, 9 a.m. to 4 p.m. on January 15 and 16. No registrations will be accepted after January 26 for Session I, January 30 for Full Term, and March 20 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.

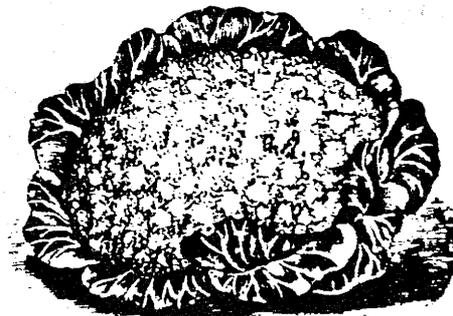
**Veterans Benefits:** If you are eligible for veterans benefits and have applied for admission to a degree program at the University of Colorado, you may enroll in these evening classes and apply the credit toward a degree. Please contact the Veterans Affairs Office in Willard Administrative Center, 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 January 20, 11:00 a.m. to 4:00 p.m. at Stadium 129 between Gates 4 and 5.

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

**Financial Aid:** Limited tuition assistance is available to eligible credit students through a grant from the Colorado Commission on Higher Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091, and must be submitted no later than January 30, 1987 for Spring 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 January 20. Please bring a copy of PAF indicating at least a half-time active appointment.



## SURVIVAL TIPS

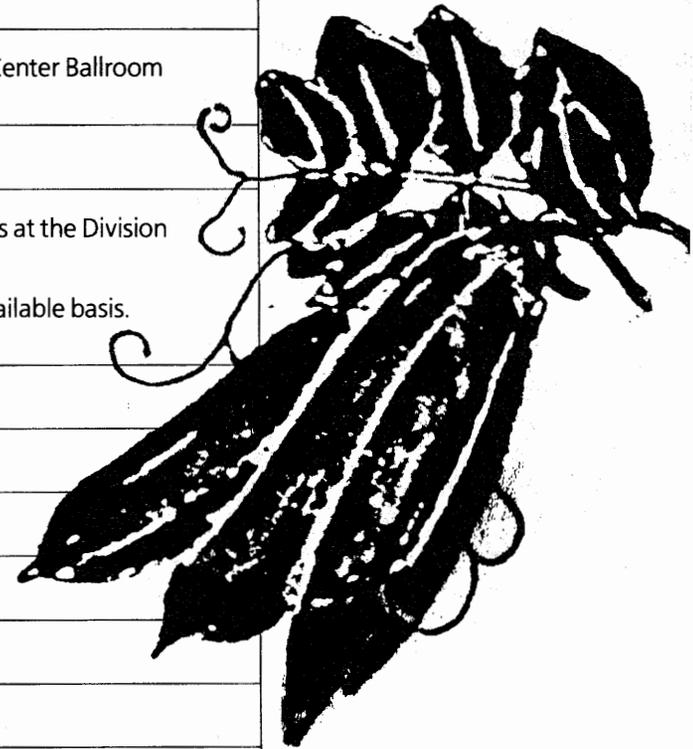
Boulder Evening tuition is assessed in addition to any tuition paid on campus (resident or nonresident).



# CREDIT CALENDAR DATES

## CREDIT CALENDAR DATES YOU SHOULD KNOW

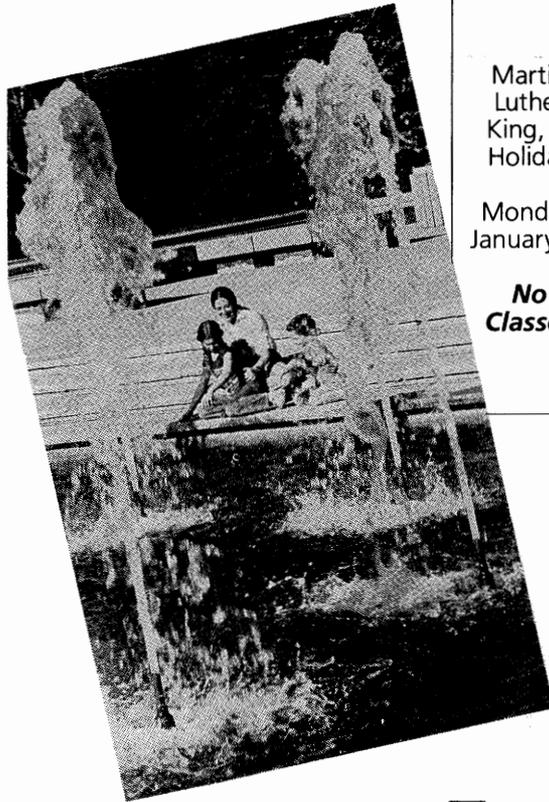
<b>December 15</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>January 15 &amp; 16</b> .....	Boulder Evening registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
<b>January 19</b> .....	Martin Luther King, Jr., Holiday. No Classes.
<b>January 20</b> .....	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education.  FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>January 26</b> .....	LAST DAY TO REGISTER FOR SESSION I CLASSES.
<b>January 30</b> .....	LAST DAY TO REGISTER FOR FULL TERM CLASSES.
<b>February 2</b> .....	Instructor's signature required to drop Session I classes.*
<b>February 9</b> .....	Petition required to drop Session I classes.
<b>February 16</b> .....	Instructor's signature required to drop Full Term classes.
<b>March 2</b> .....	Petition required to drop Full Term classes.
<b>March 5</b> .....	Session I classes end.
<b>March 16</b> .....	Session II classes begin.  Faculty/Staff registration for Boulder Evening Session II classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>March 23-27</b> .....	Spring Break. No classes.
<b>April 3</b> .....	LAST DAY TO REGISTER FOR SESSION II CLASSES.
<b>April 6</b> .....	Instructor's signature required to drop Session II classes.*
<b>April 13</b> .....	Petition required to drop Session II classes.
<b>April 30</b> .....	Full Term classes end.
<b>May 7</b> .....	Session II classes end.
*This signature indicates you were doing passing work when you dropped the course.	



# SPRING 1987 SCHEDULE

## BOULDER EVENING CREDIT CLASSES

	Tuesday January 20	Wednesday January 21	Thursday January 22	Monday January 26	Spring Vacation	Monday March 16	Tuesday March 17	Wednesday March 18	Thursday March 19
Martin Luther King, Jr. Holiday	Session I Monday & Wednesday classes begin January 21 and end March 4				March 23 to March 27	Session II Monday & Wednesday classes begin March 16 and end May 6			
Monday, January 19	Session I Tuesday & Thursday classes begin January 20 and end March 5					<b>No Classes</b>	Session II Tuesday and Thursday classes begin March 17 and end May 7		
<b>No Classes</b>	<p>Full Semester Terms: Classes will begin on January 20 and end on April 30 <b>No Classes Week of Spring Break</b> <b>Final Exams Will Be Given The Last Day of Class</b></p>								



## FULL TERM CLASSES BY STARTING DATE

<b>Monday Evening Courses, Begin January 26</b>									
APAS	112-3	7-10 p.m.	ECCR 2-06	Sec. 300	General Astronomy II				
Comm	231-3	6-9 p.m.	Hellems 137	Sec. 300	Oral Communication — Developing Competency				
C.S.	120-3	6-7 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Recitation)				
Hist	258-3	7-10 p.m.	Business 352	Sec. 300	History of Colorado				
Hist	466-3	7-10 p.m.	Hellems 181	Sec. 300	U.S. History, 1948 to the Present				
Jour	480-3	7-10 p.m.	Hale 104	Sec. 300	Magazine Article Writing				
Math	108-3	5:30-8:30 p.m.	ECCR 1-42	Sec. 300	Calculus for Social Science & Business				
Math	281-3	6-9 p.m.	ECCR 1-28	Sec. 300	Intro. to Statistics				
Psy	210-3	7-10 p.m.	Muenzinger D144	Sec. 300	Statistics and Research Methods in Psychology				
Psy	264-3	6:30-9:30 p.m.	Muenzinger D156	Sec. 300	Child & Adolescent Psychology				
Psy	445-3	6:30-9:30 p.m.	Biopsychology E113	Sec. 300	Psychology of Personality				
Soc.	119-3	6:30-9:30 p.m.	Hellems 141	Sec. 300	Deviance				
Soc.	191-3	7-10 p.m.	Hellems 229	Sec. 300	Contemporary Social Issues				
<b>Monday and Wednesday Evening Courses, Begin January 21</b>									
FA	100-2	7-10 p.m.	FA C175	Sec. 300	Basic Drawing				
FA	117-3	6:30-11 p.m.	FA N161	Sec. 300	Basic Photography				
FA	418-3	7-10 p.m.	FA N163	Sec. 300	New Directions in Photography: Color				
Math	099-3	7-8:30 p.m.	ECCR 1-40	Sec. 300	Pre-College Mathematics				
<b>Monday and Thursday Evening Courses, Begin January 22</b>									
C.S.	120-3	7:15-8:45 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Lecture)				
Math	230-5	5:30-8 p.m.	ECCR 0-38	Sec. 300	Analytic Geometry and Calculus II				



# SPRING 1987 SCHEDULE



## FULL TERM CLASSES BY STARTING DATE - CON'T.

### Monday, Wednesday, and Friday Afternoon Course, Begins January 21

Hebr . . . . . 102-5 . . . . . 1-3 p.m. . . . . Chemistry 309 . . . . . Sec. 300 . . . . . First Year (Beginning) Hebrew II

### Tuesday Evening Courses, Begin January 20

Anth . . . . . 202-3 . . . . . 7-10 p.m. . . . . Hellems 237 . . . . . Sec. 300 . . . . . Intro. to Physical Anthropology II  
 Educ . . . . . 482-3 . . . . . 5-8 p.m. . . . . ECCR 0-03 . . . . . Sec. 300 . . . . . Workshop in Curricular and Instructional  
 Development: Meeting the Needs of the  
 Gifted and Talented Child  
 Engl . . . . . 368-3 . . . . . 6:30-9:30 p.m. . . . . Hellems 267 . . . . . Sec. 300 . . . . . Twentieth-Century American Literature  
 EPOB . . . . . 122-3 . . . . . 7-10 p.m. . . . . ECCR 0-38 . . . . . Sec. 300 . . . . . General Biology II  
 Geol . . . . . 104-3 . . . . . 7-10 p.m. . . . . Guggenheim 2 . . . . . Sec. 300 . . . . . Geological Evolution of the Colorado Region  
 Hist . . . . . 142-3 . . . . . 7-10 p.m. . . . . ECCR 0-36 . . . . . Sec. 300 . . . . . History of England II  
 Math . . . . . 102-2 . . . . . 6:30-8:30 p.m. . . . . ECCR 1-42 . . . . . Sec. 300 . . . . . College Trigonometry  
 PSc . . . . . 222-3 . . . . . 6-9 p.m. . . . . ECCR 1-40 . . . . . Sec. 300 . . . . . Intro. to International Relations  
 Psy . . . . . 205-3 . . . . . 7-10 p.m. . . . . Muenzinger D144 . . . . . Sec. 300 . . . . . Intro. to Biopsychology

### Tuesday and Thursday Evening Courses, Begin January 20

Arab . . . . . 102-5 . . . . . 7:30-10 p.m. . . . . Hellems 191 . . . . . Sec. 300 . . . . . First Year (Beginning) Arabic II  
 Econ . . . . . 201-3 . . . . . 5:30-7 p.m. . . . . ECCR 1-46 . . . . . Sec. 300 . . . . . Principles of Macroeconomics  
 Econ . . . . . 202-3 . . . . . 7:30-9 p.m. . . . . ECCR 1-46 . . . . . Sec. 300 . . . . . Principles of Microeconomics

### Wednesday Evening Courses, Begin January 21

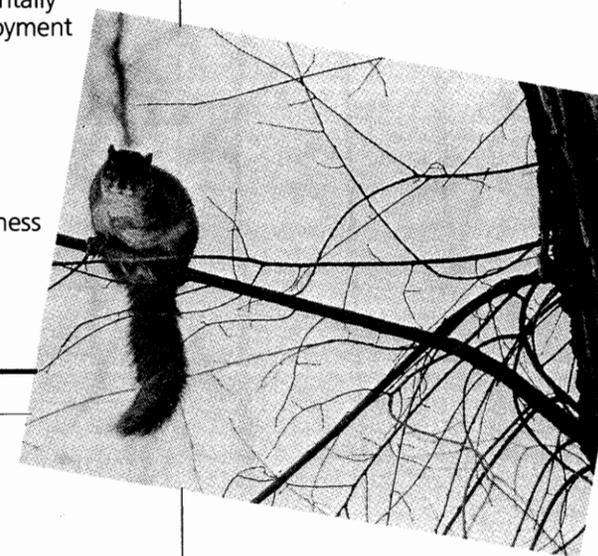
Comm . . . . . 102-3 . . . . . 6-9 p.m. . . . . Hellems 201 . . . . . Sec. 300 . . . . . Intro. to Interpersonal & Small Group  
 Communication  
 Educ . . . . . 480-3 . . . . . 4-7 p.m. . . . . Hellems 245 . . . . . Sec. 300 . . . . . Training the Moderately & Severely Mentally  
 Handicapped for Competitive Employment  
 Engl . . . . . 160-3 . . . . . 6:30-9:30 p.m. . . . . Hellems 267 . . . . . Sec. 300 . . . . . Intro. to American Writers  
 Engl . . . . . 315-3 . . . . . 6-9 p.m. . . . . ECCR 0-36 . . . . . Sec. 300 . . . . . Report Writing  
 Geog . . . . . 199-3 . . . . . 7-10 p.m. . . . . Guggenheim 2 . . . . . Sec. 300 . . . . . Intro. to Human Geography  
 Geog . . . . . 306-3 . . . . . 7-10 p.m. . . . . Guggenheim 205 . . . . . Sec. 300 . . . . . Maps & Mapping  
 Hist . . . . . 152-3 . . . . . 7-10 p.m. . . . . Business 352 . . . . . Sec. 300 . . . . . The United States Since 1865  
 Math . . . . . 101-3 . . . . . 5:30-8:30 p.m. . . . . ECCR 0-38 . . . . . Sec. 300 . . . . . College Algebra  
 Math . . . . . 107-3 . . . . . 6-9 p.m. . . . . ECCR 1-42 . . . . . Sec. 300 . . . . . Mathematics for Social Science & Business  
 Psy . . . . . 230-3 . . . . . 6:30-9:30 p.m. . . . . Biopsychology E113 . . . . . Sec. 300 . . . . . Psychology of Adjustment  
 Psy . . . . . 430-3 . . . . . 6:30-9:30 p.m. . . . . Biopsychology E131 . . . . . Sec. 300 . . . . . Abnormal Psychology  
 Psy . . . . . 471-3 . . . . . 6:30-9:30 p.m. . . . . Muenzinger D156 . . . . . Sec. 300 . . . . . Survey of Clinical Psychology  
 Soc . . . . . 495-3 . . . . . 7-10 p.m. . . . . Hellems 229 . . . . . Sec. 300 . . . . . Criminology

### Thursday Evening Courses, Begin January 22

Comm . . . . . 203-3 . . . . . 6-9 p.m. . . . . Hellems 201 . . . . . Sec. 300 . . . . . Interpersonal Communication  
 Educ . . . . . 481-3 . . . . . 6:30-9:30 p.m. . . . . Biopsychology E126 . . . . . Sec. 300 . . . . . Special Topics: Integrative Learning  
 Engl . . . . . 120-3 . . . . . 6-9 p.m. . . . . ECCR 1-40 . . . . . Sec. 300 . . . . . Intro. to Fiction  
 FA . . . . . 391-3 . . . . . 6:30-9:30 p.m. . . . . Hellems 267 . . . . . Sec. 300 . . . . . Creativity & Problem Solving  
 PSc . . . . . 415-3 . . . . . 6-9 p.m. . . . . ECCR 1-24 . . . . . Sec. 300 . . . . . Political Systems of the Middle East &  
 North Africa  
 Psy . . . . . 100-3 . . . . . 7-10 p.m. . . . . Biopsychology E113 . . . . . Sec. 300 . . . . . General Psychology  
 Soc . . . . . 428-3 . . . . . 7-10 p.m. . . . . Hellems 237 . . . . . Sec. 300 . . . . . Sociology of the Future

## SURVIVAL TIPS

Advance registration  
 necessary. Payment due  
 at time of registration.



# SPRING 1987 SCHEDULE

## SESSION I CLASSES BY STARTING DATE

### Monday and Wednesday Evening Courses, Begin January 21

Anth	103-3	7-10 p.m.	Hellems 237	Sec. 100	Principles of Anthropology I
Engl	140-3	7-10 p.m.	ECCR 1-26	Sec. 100	Intro. to Poetry
FS	355-3	7-10 p.m.	Norlin AV Room	Sec. 101	Producing the Feature Film
FA	376-2	6:30-9:30 p.m.	Hunter 117	Sec. 100	Jewelry Design: Form Emphasis in Metalsmithing
Geog	100-3	6:30-9:30 p.m.	Guggenheim 3	Sec. 100	Environmental Systems: Climate & Vegetation
Hist	254-3	6:30-9:30 p.m.	ECCR 1-24	Sec. 100	Topics in American History: U.S.-Soviet Relations Since 1917
PE	225-2	6-10 p.m.	ECCR 1-09	Sec. 100	Advanced First Aid and Emergency Care
Soc	250-3	6:30-9:30 p.m.	Ketchum 234	Sec. 100	Social Problems and Social Change

### Tuesday and Thursday Evening Courses, Begin January 20

Comm	203-3	6-9 p.m.	Ketchum 235	Sec. 100	Interpersonal Communication
Educ	480-3	5-8 p.m.	Hale 6	Sec. 100	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Engl	126-3	6:30-9:30 p.m.	Hellems 245	Sec. 100	Intro. to Women's Literature
FS	355-3	7-10 p.m.	Norlin AV Room	Sec. 102	Producing the Feature Film
Phil	100-3	7-10 p.m.	Hellems 211	Sec. 100	Intro. to Philosophy
PE	342-3	7-10 p.m.	Business 249	Sec. 100	Nutrition & Health
PSc	110-3	7-10 p.m.	ECCR 1-09	Sec. 100	The American Political System

## SESSION II CLASSES BY STARTING DATE

### Monday and Wednesday Evening Courses, Begin March 16

Anth	104-3	7-10 p.m.	Hellems 237	Sec. 200	Principles of Anthropology II
Comm	102-3	6-9 p.m.	Hellems 341	Sec. 200	Intro. to Interpersonal & Small Group Communication
Engl	119-3	7-10 p.m.	ECCR 1-26	Sec. 200	Intro. to Creative Writing
EPOB	210-3	7-10 p.m.	Hellems 263	Sec. 200	Intro. to Wildlife Ecology and Conservation
FA	376-2	6:30-9:30 p.m.	Hunter 117	Sec. 200	Jewelry Design: Form Emphasis in Metalsmithing
Geog	101-3	6:30-9:30 p.m.	Guggenheim 3	Sec. 200	Environmental Systems: Landforms & Soils
PE	225-2	6-10 p.m.	ECCR 1-09	Sec. 200	Advanced First Aid and Emergency Care
PE	342-3	7-10 p.m.	ECCR 1-46	Sec. 200	Nutrition and Health
Soc	250-3	6:30-9:30 p.m.	Ketchum 234	Sec. 200	Social Problems and Social Change

### Tuesday and Thursday Evening Courses, Begin March 17

Comm	231-3	6-9 p.m.	Ketchum 235	Sec. 200	Oral Communication — Developing Competency
Educ	480-3	5-8 p.m.	Hale 6	Sec. 200	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Engl	126-3	6:30-9:30 p.m.	Hellems 245	Sec. 200	Intro. to Women's Literature
Geog	198-3	7-10 p.m.	Guggenheim 205	Sec. 200	World Regional Geography
Phil	102-3	7-10 p.m.	Hellems 211	Sec. 200	Ethics
PE	401-3	7-10 p.m.	Business 249	Sec. 200	Special Aspects of Current Practices: Nutrition & Physical Performance
Soc	211-3	7-10 p.m.	Hellems 229	Sec. 200	Intro. to Sociology

## REFUND SCHEDULE

### FULL TERM

100% before 2nd class meets  
60% after 2nd class and through  
February 13  
40% February 16 through February 27

### NONE THEREAFTER

### SESSION I

100% before 2nd class meets  
60% after 2nd class and through  
February 6  
40% February 9 through February 13

### NONE THEREAFTER

### SESSION II

100% before 2nd class meets  
60% after 2nd class and through  
April 10  
40% April 13 through April 17

### 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 culture areas: culture and its major components such as subsistence, social organization, religion, and language. When combined with Anth. 103, satisfies first year social sciences requirement.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 237. \$162.

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

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

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

## ARABIC

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

Prerequisite: Arabic 101.

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

## ASTRONOMY

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

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

Full Term - Section 300: Mondays, 7-10 p.m., Engineering Center CR 2-06. \$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: Wednesdays, 6-9 p.m., Hellems 201. \$162.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m., Hellems 341. \$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: Thursdays, 6-9 p.m., Hellems 201. \$162.

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m., Ketchum 235. \$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.

Full Term - Section 300: Mondays, 6-9 p.m., Hellems 137. \$162.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m., Ketchum 235. \$162.



## COMPUTER SCIENCE

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

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

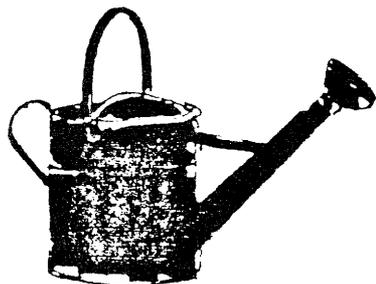
Full Term - Section 300: Lecture: Mondays and Thursdays, 7:15-8:45 p.m., Recitation: Mondays, 6-7 p.m., Engineering Center CR 0-36. \$187.

## SURVIVAL TIPS

All tuition and refund assessments are subject to audit.



# CREDIT CLASSES



## SURVIVAL TIPS

### **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 1986-87 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.



## 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 and Thursdays, 5:30-7 p.m., Engineering Center CR 1-46. \$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: Tuesdays and Thursdays, 7:30-9 p.m., Engineering Center CR 1-46. \$162.

## EDUCATION

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

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

Session I - Section 100: Tuesdays and Thursdays, 5-8 p.m., Hale 6. \$170.

Session II - Section 200: Tuesdays and Thursdays, 5-8 p.m., Hale 6. \$170.



### **Education 480-3 Training the Moderately and Severely Mentally Handicapped for Competitive Employment**

This course will provide the background, rationale, and techniques necessary to effectively teach the developmentally disabled population to perform in the competitive job market. The course is designed for persons interested in or who presently work in the fields of education, rehabilitation, and/or counseling. Specific training technologies will be presented which will enable students to work directly with developmentally disabled persons on the job. Field experiences will be arranged at times convenient to the student which will allow them the opportunity to practice what they have learned in class as well as work directly with representatives from Boulder Valley Schools, Division of Rehabilitation, Boulder County Enterprises, Development Disabilities Center, and the Association for Retarded Citizens.

Full Term - Section 300: Wednesdays, 4-7 p.m., Hellems 245. \$162.

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

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, 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 Biopsychology E126. \$170.

### **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 300: Tuesdays, 5-8 p.m., Engineering Center CR 0-03. \$162.

## 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 established 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 1-26. \$162.

# CREDIT CLASSES

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

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Hellems 245. \$162.

Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.,  
Hellems 245. \$162.

## **English 140-3** **Introduction to Poetry**

The 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 1-26. \$162.

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

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

Full Term - Section 300: Wednesdays,  
6:30-9:30 p.m., Hellems 267. \$162.

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

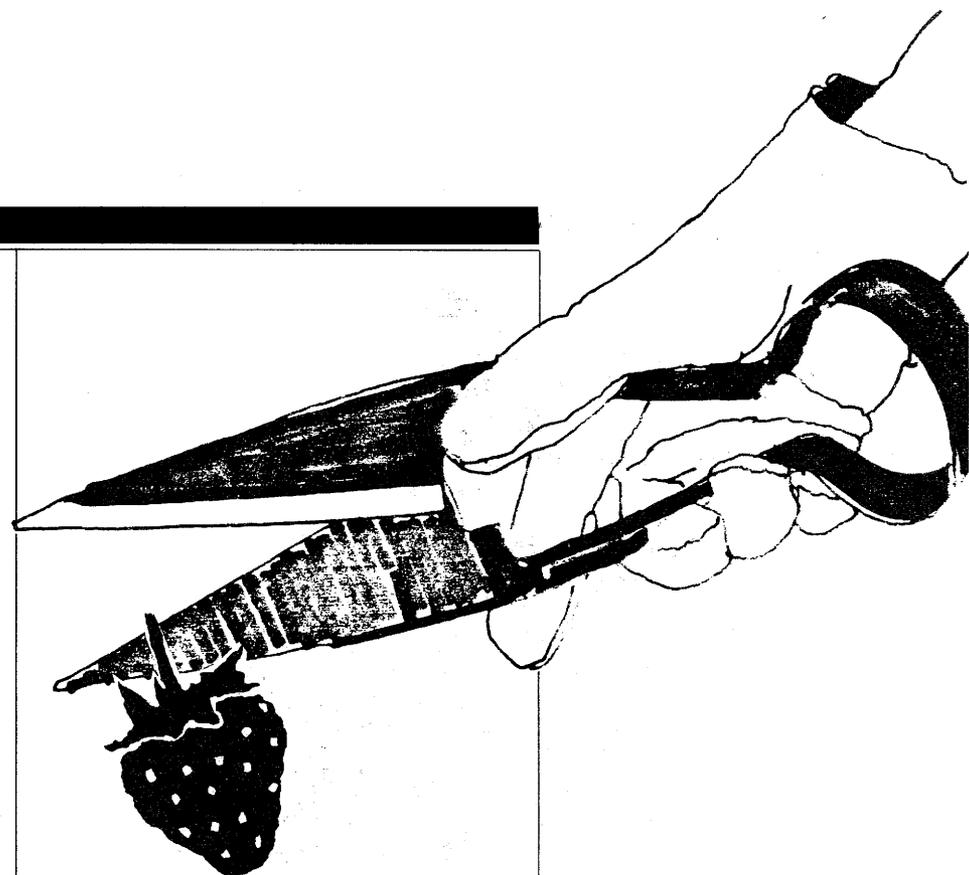
Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis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

Full Term - Section 300:  
Wednesdays, 6-9 p.m.,  
Engineering Center CR 0-36. \$162.

## **English 368-3** **Twentieth-Century American Literature**

Reading course in American novelists, poets, and dramatists of the 20th century. Primarily for non-majors.

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m., Hellems 267. \$162.



# EPOB

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Engineering Center CR 0-38. \$162.

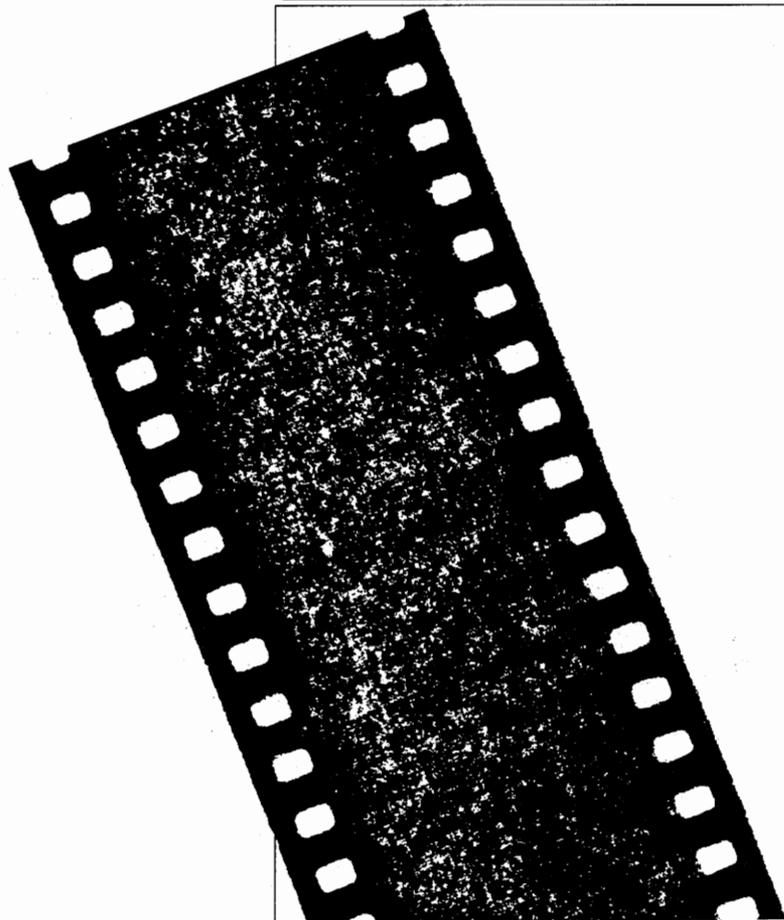
## **EPOB 210-3** **Introduction to Wildlife Ecology and Conservation**

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.



# CREDIT CLASSES



## FILM STUDIES

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

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

Session I - Section 101: Mondays and Wednesdays, 7-10 p.m., Norlin Library Audiovisual Room. \$170.

Session I - Section 102: Tuesdays and Thursdays, 7-10 p.m., Norlin Library Audiovisual Room. \$170.

## 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. \$128.

### **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 376-2** **Jewelry Design: Form Emphasis** **in Metalsmithing**

This course will include technical and aesthetic studies in shell structure including holloware, jewelry, and sculptural forms. Extensive demonstrations, slide lectures, and tool construction will augment expressive problem solving in conjunction with the finished product. May be repeated once for credit. Designed especially for Continuing Education.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m.,  
Hunter 117. \$108.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m.,  
Hunter 117. \$108.

### **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 subtractive filter method of printing color negatives on color paper (type "C"). Students should expect to spend \$150-200 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.

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



## GEOGRAPHY

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

A general introduction to the how's and why's of weather; and a survey of world climates and vegetation from the tropics to the arctic. Optional field trip to local ecosystems. 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.

# CREDIT CLASSES

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

An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Geog. 101 carries only two hours credit towards graduation if student has earned credit in Geol. 101 or 103. When combined with Geog. 100, satisfies first year natural sciences requirement. Session II - Section 200: 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 205. \$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., Guggenheim 2. \$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. Full Term - Section 300: Wednesdays, 7-10 p.m., Guggenheim 205. \$162.

# GEOLOGY

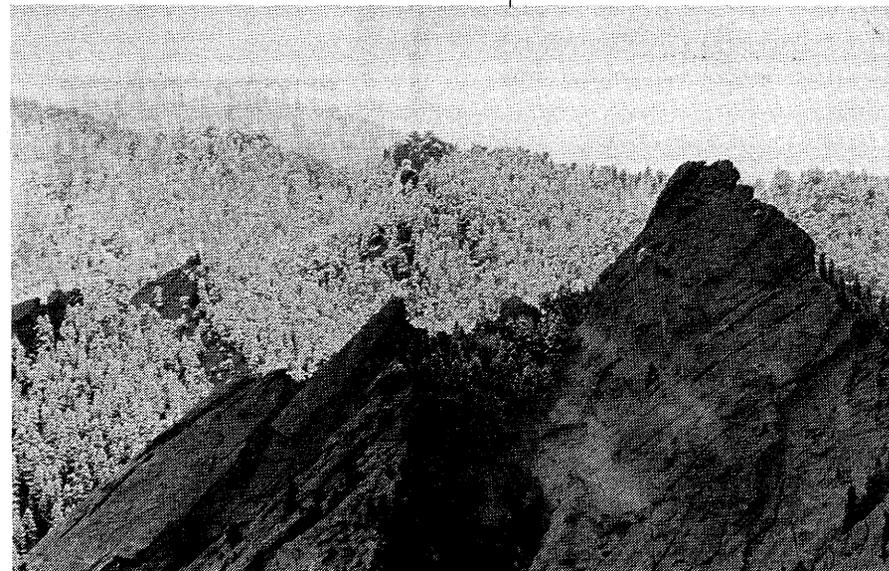
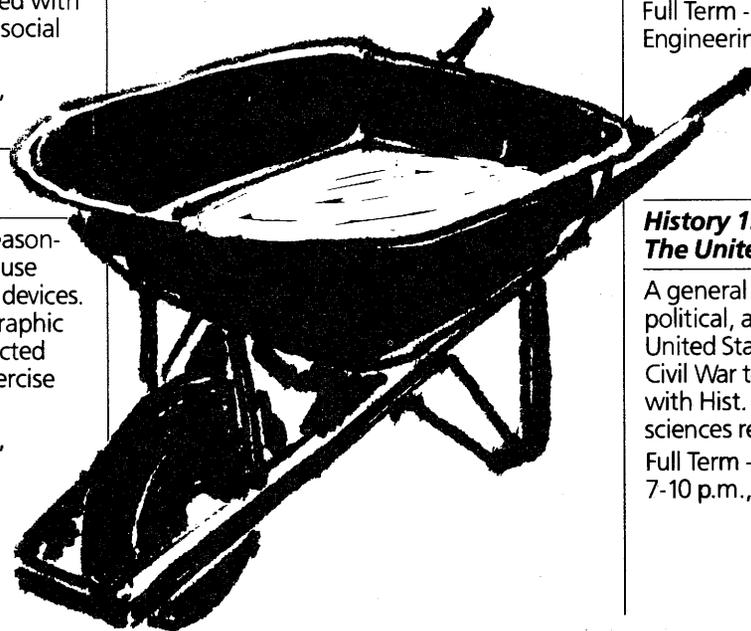
## **Geology 104-3** **Geological Evolution of** **the Colorado Region**

A course for non-geology majors that traces the geological development of Colorado and nearby western states, cast within a broader framework of the earth's geological environment. Course closed to geology majors. Geol. 104 carries only two hours credit if student has credit in Geog. 101. Prer., Geol. 103 or equivalent. When combined with Geol. 103, satisfies first year natural sciences requirement. Full Term - Section 300: Tuesdays, 7-10 p.m., Guggenheim 2. \$162.

# H E B R E W

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

Prerequisite, Hebrew 101. Full Term - Section 300: Mondays, Wednesdays and Fridays, 1-3 p.m., Chemistry 309. \$440.



# H I S T O R Y

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

The period from the 17th century to the present. Political, economic, social, and imperial developments which contributed to the creation of the modern industrial and democratic state are the major issues covered. When combined with Hist. 141, satisfies first year social sciences requirement. Full Term - Section 300: Tuesdays, 7-10 p.m., Engineering Center CR 0-36. \$162.

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

A general survey of the social, economic, political, and cultural development of the United States from the close of the American Civil War to the present. When combined with Hist. 151, satisfies first year social sciences requirement. Full Term - Section 300: Wednesdays, 7-10 p.m., Business 352. \$162.

## SURVIVAL TIPS

**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

# HISTORY - CON'T.

### **History 254-3** **Topics in American History:** **U.S.-Soviet Relations Since 1917**

This course focuses on the history of United States-Soviet relations since the Bolshevik Revolution in Russia in 1917. Among the issues to consider are: U.S. reaction to the communist revolution; diplomatic recognition of the Soviet Union; Stalinism; the Grand Alliance of World War II; origins of the Cold War; the nuclear arms race; and U.S.-Soviet detente. By tracing the history of the Soviet-American conflict, we will be in a position to understand the nature of contemporary U.S.-Soviet relations. Class discussion will be encouraged and students should make an effort to be aware of current issues pertaining to U.S.-Soviet relations.

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m., Engineering Center CR 1-24. \$162.

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

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

Full Term - Section 300: Mondays, 7-10 p.m., Business 352. \$162.

### **History 466-3** **U.S. History, 1948 to the Present**

Students will learn about the history of the United States since World War II and about the writing of history through course readings, lectures, and discussions of major events, problems, and trends (e.g., the Cold War, the '50s, Civil Rights, Vietnam, the women's movement, etc.).

Full Term - Section 300: Mondays, 7-10 p.m., Hellems 181. \$162.



# JOURNALISM

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

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

Full Term - Section 300: Mondays, 7-10 p.m., Hale 104. \$162.

# MATHEMATICS

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

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

Full Term - Section 300: Mondays and Wednesdays, 7-8:30 p.m., Engineering Center CR 1-40. \$162.

### **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: Wednesdays, 5:30-8:30 p.m., Engineering Center CR 0-38. \$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: Tuesdays, 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: Wednesdays, 6-9 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: Mondays, 5:30-8:30 p.m., Engineering Center CR 1-42. \$162.



# CREDIT CLASSES

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

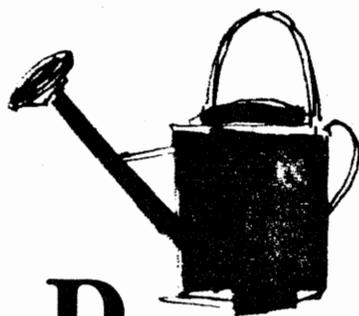
Continuation of Math 130. Transcendental functions, methods of integration, plane analytic geometry, polar coordinates, and parametric equations. When combined with Math. 130, satisfies first year natural sciences requirement.

Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m., Engineering Center CR 0-38. \$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., Engineering Center CR 1-28. \$162.



## **P**HILOSOPHY

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

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

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Hellems 211. \$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 211. \$162.

## **P**HYSICAL 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.

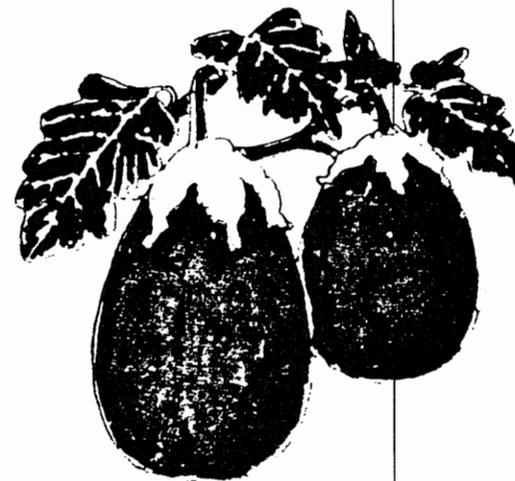
Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Business 249. \$162.

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m., Engineering Center CR 1-46. \$162.

## **Physical Education 401-3** **Special Aspects of Current Practices:** **Nutrition and Physical Performance**

Current research relating to nutrition and optimal physical performance will be explored. Fluid intake, energy needs, and vitamin and mineral needs for the athlete will be included.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Business 249. \$162.



## **P**OLITICAL SCIENCE

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

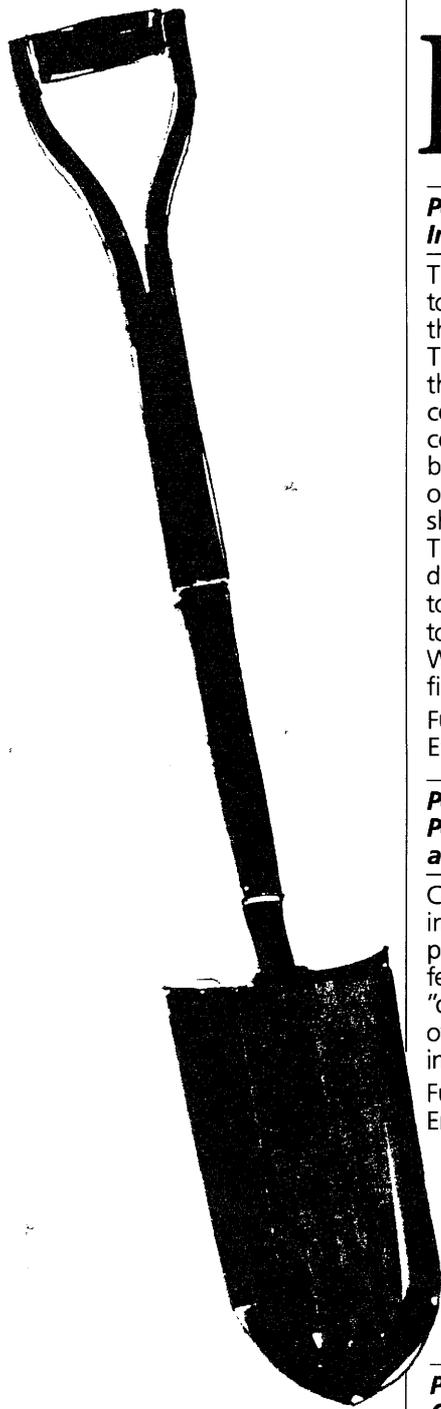
A general introduction to the American political system with emphasis upon the interrelations among the various levels and branches of government, formal and informal institutions, processes and behavior. When combined with P.Sc. 201, 202, 222, or 240, satisfies first year social sciences requirement.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Engineering Center CR 1-09. \$162.

## SURVIVAL TIPS

Non-attendance at class does not constitute withdrawal.

# CREDIT CLASSES



## **P**OLITICAL SCIENCE-CON'T.

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

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

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

### **Political Science 415-3** **Political Systems of the Middle East and North Africa**

Comparative analysis of the political process in the Middle East and North Africa. Islamic political theory and its contemporary manifestation. The role of nationalism and the "quest for modernity" in the development of this region. Programmed modernization in transitional politics.

Full Term - Section 300: Thursdays, 6-9 p.m., Engineering Center CR 1-24. \$162.

## **P**SYCHOLOGY

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

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

Full Term - Section 300: Thursdays, 7-10 p.m., Porter Biopsychology E113. \$162.

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m., 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: Mondays, 7-10 p.m., Muenzinger D144. \$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, 6:30-9:30 p.m., Porter Biopsychology E113. \$162.

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

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m., Muenzinger D156. \$162.

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

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

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

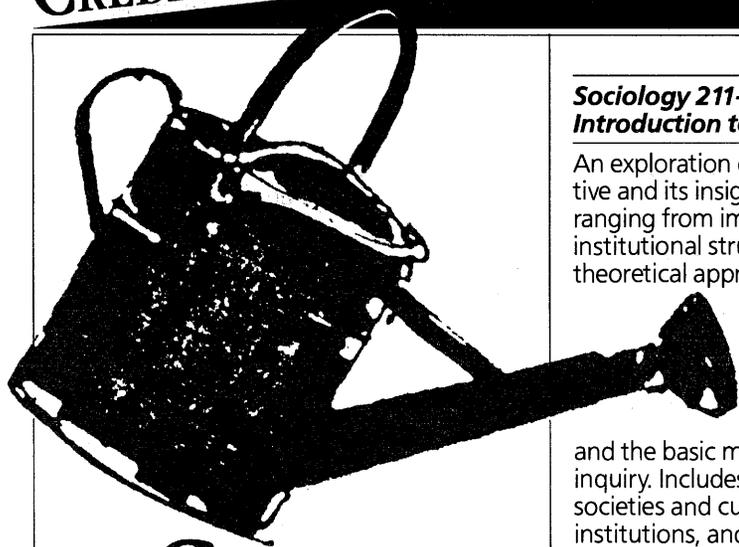
Full Term - Section 300: Mondays, 6:30-9:30 p.m., Porter Biopsychology E113. \$162.

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

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m., Muenzinger D156. \$162.

# CREDIT CLASSES



## SOCIOLOGY

### **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 will be helped to read a selection of original studies in the Sociology of Deviance, 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: Mondays, 6:30-9:30 p.m., Hellems 141. \$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. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m., Hellems 229. \$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. Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 229. \$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: Mondays and Wednesdays, 6:30-9:30 p.m., Ketchum 234. \$162.

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., Ketchum 234. \$162.

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

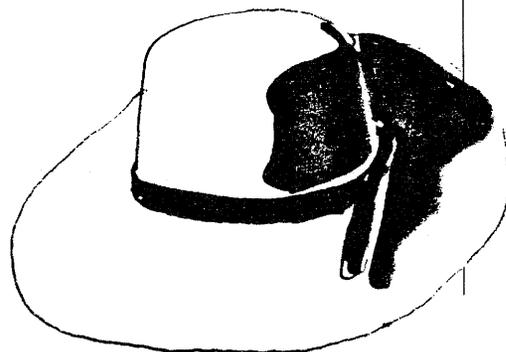
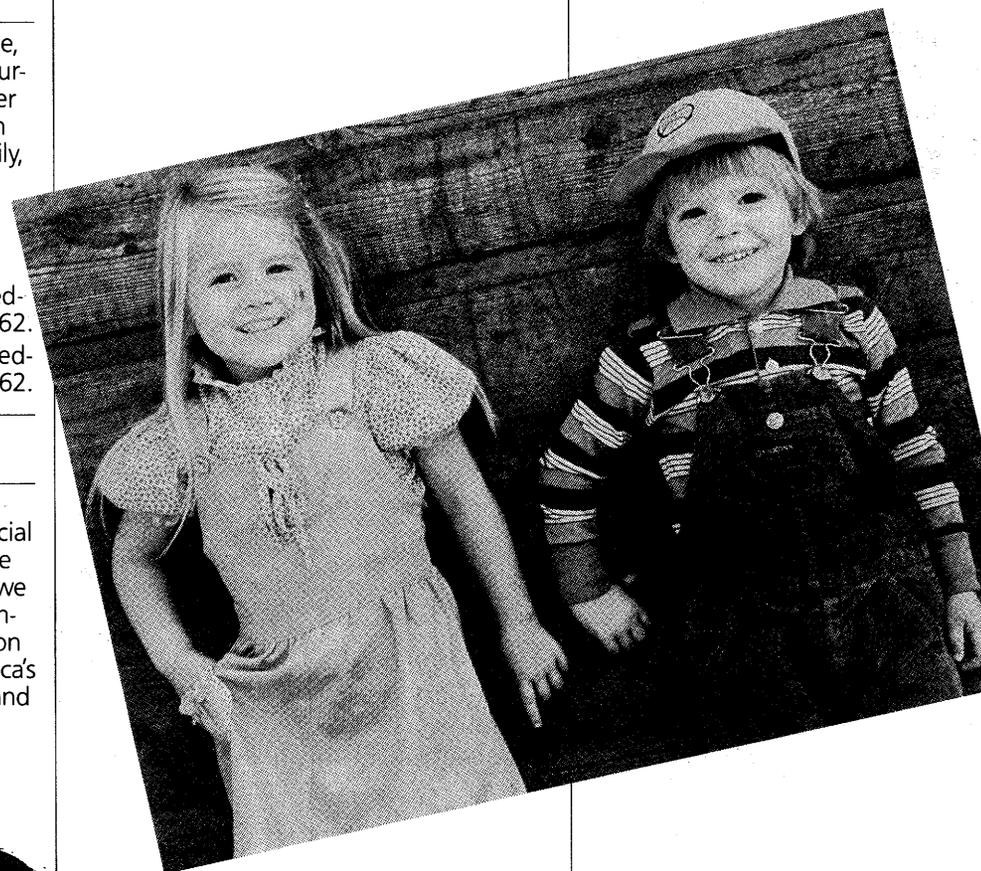
A systematic analysis of future societies, with emphasis on a variety of possible social arrangements. The sociology of the future will examine the effects of the decisions we make based on our predictions of the consequences of the options available to us on such issues as the arms race, energy, America's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

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

### **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 229. \$162.



# 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. You need not be working toward certification. Any course enrollment immediately registers you in the Certificate Program. In the competitive market, the people most likely to succeed are those with a thorough knowledge of a wide range of management areas. This program develops expertise in the basic and most useful areas of management. New courses are added regularly; several are offered more than once a year.

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from

universities and from private businesses or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their professions.

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 19) are all at Longmont High School; specific room numbers will be given at registration.

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

course is listed with the course description, and follows this 10:1 ratio.

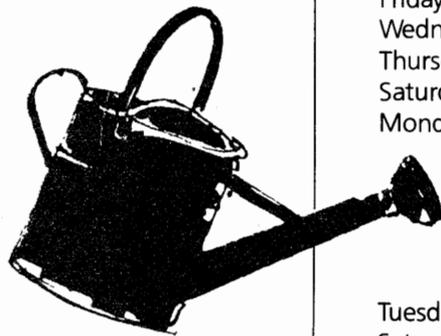
The completed **Management Certificate of Achievement** is awarded upon successful completion of courses equal to 10 CEUs or 100 hours of instruction. A complete transcript of program participation is maintained, and available without fee upon request.

**The Management Development** courses are conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time. Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

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

### COURSES BY STARTING DATE, SPRING, 1987

<i>Starts</i>	<i>Course</i>	<i>Faculty</i>
Monday, February 2	Creativity in Business	John H. Dawson
Tuesday, February 3	Executive Problem Solving	Charles A. Rice
Tuesday, February 3	Dealing with Risk and Uncertainty	Guy M. Burgess
Thursday, February 5	Updating Your Writing Skills: A Must for All Managers	Betty Brown
Wednesday, February 11	Human Relations: Gaining Power While Helping Your Workers	Barry T. Dawson
Wednesday, February 11	Working Assertively: Effective Job Skills	Toni Scott
Friday, February 20	Operation Dictation: A Must for Managers and Secretaries	Carolyn Duff Betty Brown
Tuesday, February 24	Project Management	Charles A. Rice
Friday, February 27	Say What You Mean and Mean What You Say	Karen Boringer Betty Brown
Tuesday, March 3	Supervisory Leadership	Alice Baumgartner
Wednesday, March 4	Communication Effectiveness: Between Supervisor and Employee	Barry T. Dawson
Friday, March 20	How to Prepare and Deliver Winning Presentations	Randy Bauer
Wednesday, April 1	Technical Writing Seminar	Mike Gannon
Thursday, April 2	Accounting for Non-Accounting Managers	Jim Young
Saturday, April 4	Coping Effectively with Individual Differences	Charles A. Rice
Monday, April 6	Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer T.P. Hall Audrey Nelson-Schneider Nancy Dixon Charles A. Rice
Tuesday, April 7	Nonverbal Communication	Audrey Nelson-Schneider
Saturday, April 18	Strategic Thinking and Planning for Senior Managers	Charles A. Rice
Wednesday, April 1	Managing Today's Worker	Audrey Nelson-Schneider
Thursday, April 30	Entrepreneurial Leadership	Nancy Dixon
Friday, May 1	Managing Managers	Charles A. Rice



## MANAGEMENT

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

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements 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.  
Thursdays, April 2-23, 7-9:30 p.m.  
4 sessions. 1 CEU. Hellems 251. \$75.

### **MDB-2** **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, B.S.  
Wednesday, March 4, 7-10 p.m., and  
Wednesdays, March 11 and 18, 6:30-10 p.m.  
3 sessions. 1 CEU. Hellems 141. \$75.

### **MDB-3** **Coping Effectively with Individual Differences**

This course is aimed at those professionals who must deal with a wide range of people... and be productive in these relationships. It is aimed primarily at managers and professional sales personnel.

Charles A. Rice, M.B.A.  
Saturdays, April 4 and 11, 9 a.m.-4 p.m.  
2 sessions. 1.2 CEUs. UMC 425. \$85.

### **MDB-4** **Creativity 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, February 2-March 2, 7-9:30 p.m.  
5 sessions. 1.3 CEUs. Hellems 251. \$95.

### **MDB-5** **Dealing with Risk and Uncertainty**

The course will teach students fourteen practical techniques which they can use to deal with risk and uncertainty in their personal and professional lives.

Guy M. Burgess, Ph.D.  
Tuesdays, February 3-17, 7:30-10:00 p.m.  
3 sessions. 1 CEU. Hellems 263. \$75.

### **MDB-6** **Entrepreneurial Leadership**

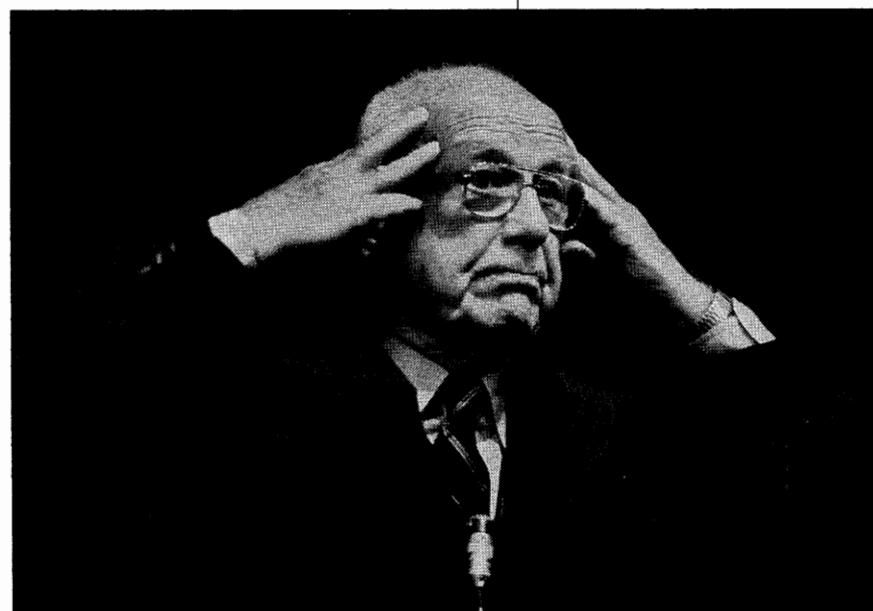
A two-day seminar designed to help professionals at all levels to be innovative and creative. Participants will gain the skills for entrepreneurial leadership through an interactive workshop format. Also examined will be "personal best" experiences as they relate to leadership skills. In addition, participants will plan an innovative project job analysis and critique. Course fee includes lunches and refreshments.

Nancy Dixon, Ph.D.  
Thursday and Friday, April 30 and May 1.  
Two all-day sessions. .6 CEUs.  
Hilton Harvest House. \$425.

### **MDB-7** **Executive Problem Solving**

This course is aimed at CEOs and other senior management personnel. It will present disciplined approaches to problem analysis and decision making but from a senior management perspective.

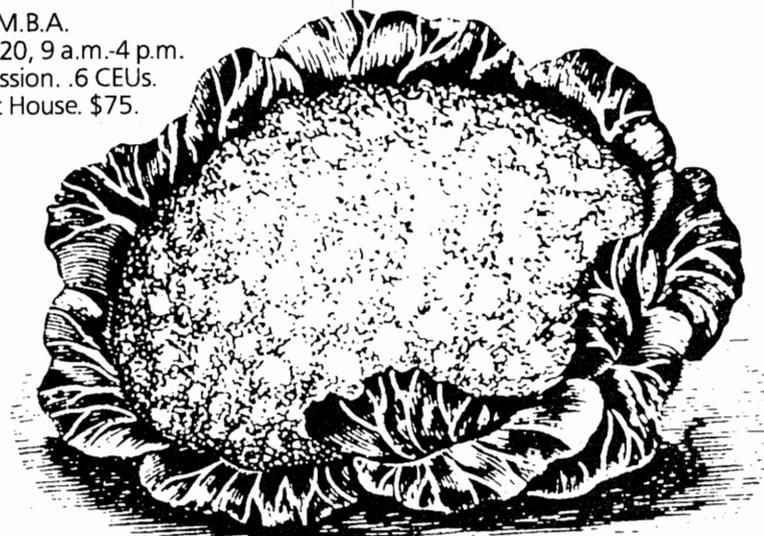
Charles A. Rice, M.B.A.  
Tuesdays, February 3-17, 6:30-10 p.m.  
3 sessions. 1 CEU. Hellems 255. \$75.



### **MDB-8** **How to Prepare and Deliver Winning Presentations**

Giving an effective presentation, whether it be to a large or small group, has become an increasingly powerful and valuable skill for today's professional. In this seminar you will learn how to keep audience interest high, create and control participation, and set an effective learning climate. Find out why objectives are important and how to assure that those objectives are met. Discover a proven technique to eliminate worry and fear. Course fee includes lunch and refreshment breaks.

Randy Bauer, M.B.A.  
Friday, March 20, 9 a.m.-4 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.



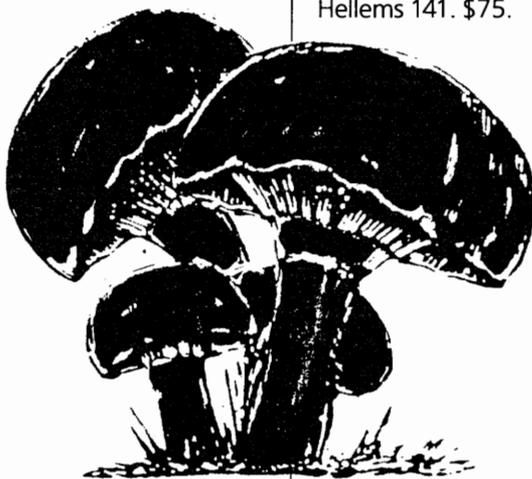
# MANAGEMENT DEVELOPMENT

## PERSONNEL MANAGEMENT

### **MDB-9** **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 relation skills designed for success.

Barry T. Dawson, B.S.  
Wednesday, February 11, 7-10 p.m.,  
and Wednesdays, February 18 and 25,  
6:30-10 p.m. 3 sessions. 1 CEU.  
Hellems 141. \$75.



### **MDB-10** **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, April 6-10.  
Five all-day sessions, 3.2 CEUs.  
Hilton Harvest House. \$695.

### **MDB-11** **Managing Managers**

This is a highly customized learning experience especially for those who manage managers or supervisors of professional or technical personnel. The focus of this seminar is on the management of complex projects or functions with multi-levels of supervision and management with a strong emphasis on the selection, development, and management of supervisors. Learn how to develop a management team, promote consistency among subordinates, manage change, and accelerate the development of key people. Course fee includes lunch and refreshment breaks.

Charles A. Rice, M.B.A.  
Friday, May 1, 9 a.m.-4 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

### **MDB-12** **Managing Today's Workers**

Designed for both newly appointed and experienced managers, this seminar will focus on the latest supervisory techniques that will enable you to perform your job more effectively. Learn how to choose an effective management style, how employees are motivated, and how to improve productivity through employee enthusiasm. Other topics include communicating expectations, listening development, and promoting employee self-discipline. Course fee includes lunch and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.  
Wednesday, April 29, 9 a.m.-4 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

### **MDB-13** **Nonverbal Communication**

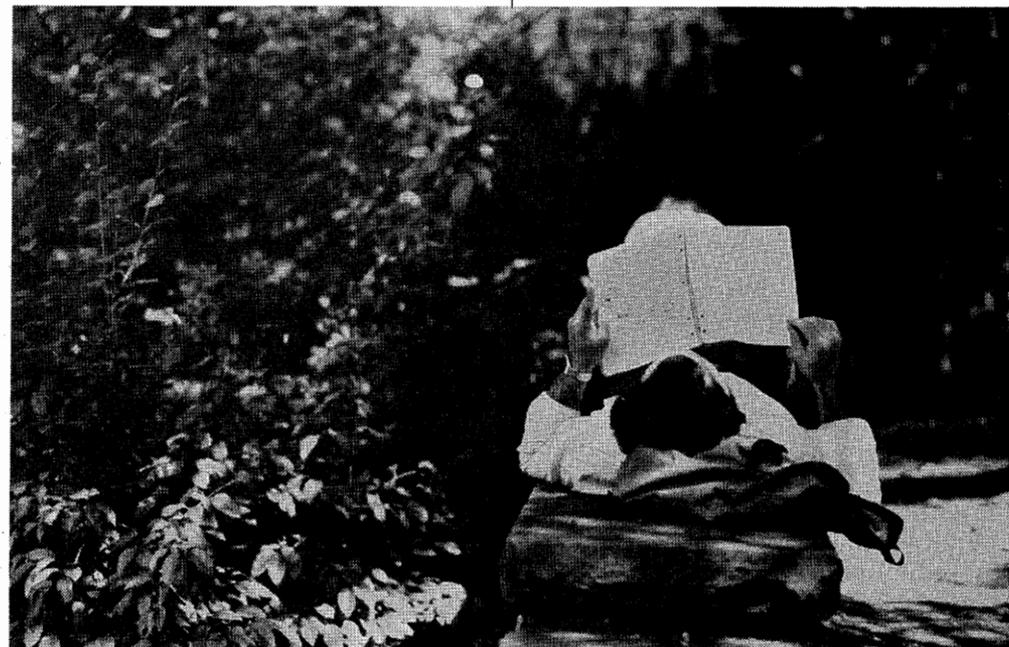
Early in life, people learn cultural display rules — rules about how to manage and control the expression of emotions in particular situations. For example, at parties and social interactions, it is expected that you look interested, even when you are bored or tired. How do you communicate this message of "controlled interest?" Are you conscious of your facial presentation? Observe people in such situations and see if you can identify examples of cultural display rules. What display rules do you observe in yourself and others in the work place?

Audrey Nelson-Schneider, Ph.D.  
Tuesdays, April 7-21, 6:30-9:30 p.m.  
3 sessions. .9 CEUs. Hellems 255. \$70.

### **MDB-14** **Operation Dictation: A Must for Managers and Secretaries**

Demystify Dictation (Stage One). An active 3-hour workshop designed to encourage managers, engineers, and sales people to dictate their memos, letters, and reports. Exercises emphasize practical activities and immediate critique. Students have a choice of two afternoon sessions. Stage II covers critiquing business samples and power writing/dictating. Stage III offers hands-on proofing experiences.

Carolyn Duff, M.A. and Betty Brown, M.A.  
Friday, February 20, Stage I:  
8:30-11:30 a.m., Stage II & III: 1-4 p.m.  
One session. .6 CEUs. Stage I & II: UMC 425,  
Stage III, UMC 422. \$48.



# MANAGEMENT DEVELOPMENT

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

This course is aimed at those responsible (or about to be) for managing a project. It will balance the focus between the people side and the logistical side. Special emphasis on planning, tracking and project problem solving.

Charles A. Rice, M.B.A.  
Tuesdays, February 24-March 10,  
6:30-10 p.m. 3 sessions. 1 CEU.  
Hellems 255. \$75.

## **MDB-16** **Say What You Mean and** **Mean What You Say**

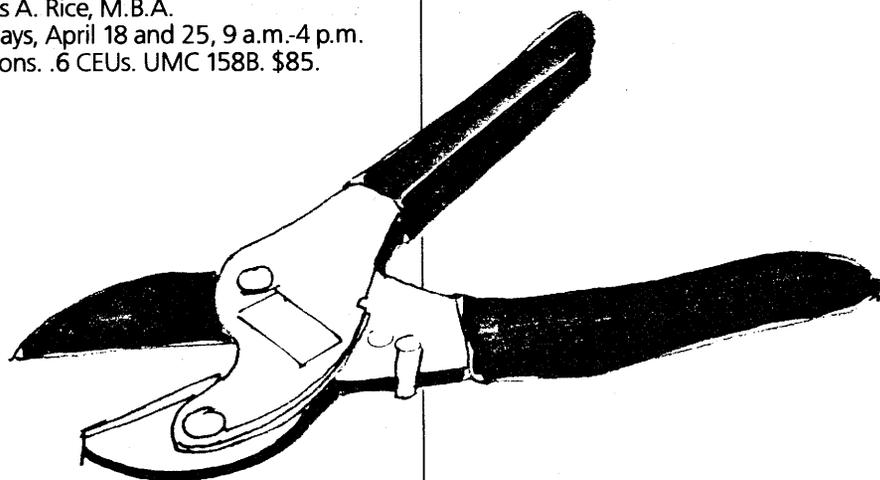
Effective communication is an integral part of every person's workday. Communication breakdowns in verbal and nonverbal messages create on-the-job problems. Ineffective business writing weakens image and threatens credibility. This hands-on workshop concentrates on being understood and understanding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

Betty Brown, M.A.; and  
Karen Boring, M.A.  
Friday, February 27, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

## **MDB-17** **Strategic Thinking and Planning** **for Senior Managers**

This course is aimed at senior managers from both the profit and non-profit sector who are concerned with the overall direction and success of their organization.

Charles A. Rice, M.B.A.  
Saturdays, April 18 and 25, 9 a.m.-4 p.m.  
2 sessions. .6 CEUs. UMC 158B. \$85.



## **S**UPERVISION IN MANAGEMENT

### **MDB-18** **Supervisory Leadership**

In this course you will examine a variety of perspectives on leadership, assess your own style, and explore the power dimension of leader behavior. A variety of inventories, experiential activities, and class discussion are utilized.

Alice Baumgartner, Ph.D.  
Tuesdays, March 3-17, 6:30-9:30 p.m.  
3 sessions. .9 CEUs. Hellems 263. \$70.

### **MDB-19** **Technical Writing Seminar**

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

Mike Gannon, B.A., Author.  
Wednesdays, April 1-29, 7-9:30 p.m.  
5 sessions. 1.3 CEUs. Hellems 211. \$95.



### **MDB-20** **Updating Your Writing Skills:** **A Must For All Managers**

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

Betty Brown, M.A.  
Thursday, February 5, 6-9 p.m. and Friday,  
February 6, 8 a.m.-5 p.m.  
2 sessions. 1.1 CEUs. UMC 425. \$85.

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

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

Toni Scott, M.A.  
Wednesdays, February 11-March 11,  
7-9:30 p.m.  
5 sessions. 1.3 CEUs. Hellems 211. \$95.



# LONGMONT MANAGEMENT DEVELOPMENT

## LONGMONT MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1987. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and

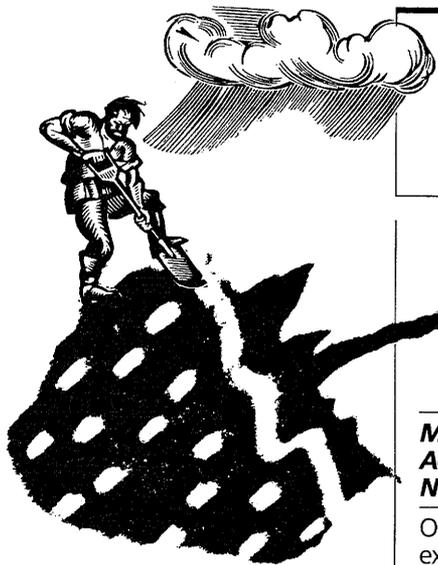
will continue this series as a complement to the Longmont business community.

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

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

### COURSES BY STARTING DATE, SPRING, 1987

Starts	Course	Faculty
Tuesday, February 17	Technical Writing Seminar	Mike Gannon
Tuesday, March 17	Morale Management	Charles A. Rice
Wednesday, April 1	Working Assertively: Effective Job Skills	Toni Scott
Monday, April 6	Accounting for the Non-Accounting Manager	Jim Young
Wednesday, April 22	How to Work Smarter	Randy Bauer



## M ANAGEMENT

### MDL-1 Accounting for the Non-Accounting Manager

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

Jim Young, C.P.A., M.B.A.  
Mondays, April 6-27, 7-9:30 p.m.  
4 sessions. 1 CEU.  
Longmont High School. \$75.

### MDL-2 How to Work Smarter

Improve your productivity by learning practical techniques guaranteed to eliminate timewasting behaviors, improve concentration, relax in the face of tension and stress-

producing situations, and replace frustration with confidence and enthusiasm. Learn how to prevent burnout and achieve balance in your life. This seminar will also focus on skills such as delegating effectively, problem solving and developing better working relationships. Presented on Professional Secretaries Day, this program will be of value to people of all levels in an organization. Course fee includes lunch and refreshment breaks.

Randy Bauer, M.B.A.  
Wednesday, April 22, 9 a.m.-4 p.m.  
One all-day session. .6 CEUs. Raintree Plaza Hotel Conference Center, 1900 Diagonal Highway, Longmont. \$75.

### MDL-3 Morale Management

This course is aimed at first and second level managers and supervisors concerned about the morale, motivation, and productivity of their personnel. It will be heavily experiential.

Charles A. Rice, M.B.A.  
Tuesdays, March 17-31, 6:30-10 p.m.  
3 sessions. 1 CEU.  
Longmont High School. \$75.

### MDL-4 Technical Writing Seminar

With information becoming the major product of our economy, there is a continuous need to upgrade your skills for presenting technical data in concise, easily understood language. Applications include reports, proposals, manuals, trade journal articles,

audiovisual and instructional material, catalogs, and much more. Step-by-step learning modules (supplied) begin with the basics, and proceed into advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing.

Mike Gannon, B.A.  
Tuesdays, February 17-March 17,  
7-9:30 p.m. 5 sessions. 1.3 CEUs.  
Longmont High School. \$95.

### MDL-5 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.  
Wednesdays, April 1-29, 7-9:30 p.m.  
5 sessions. 1.3 CEUs.  
Longmont High School. \$95.

## 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 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:

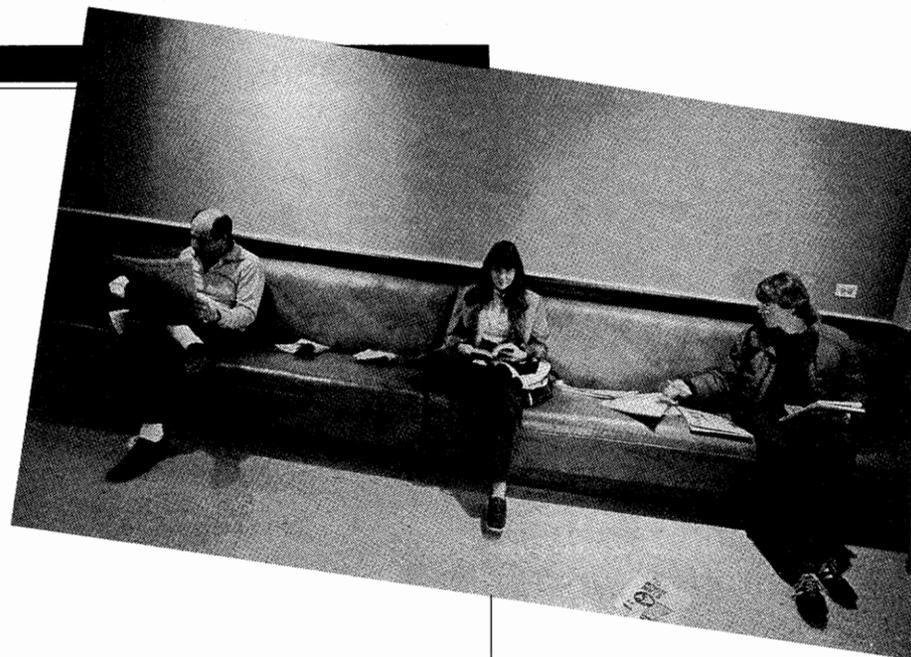
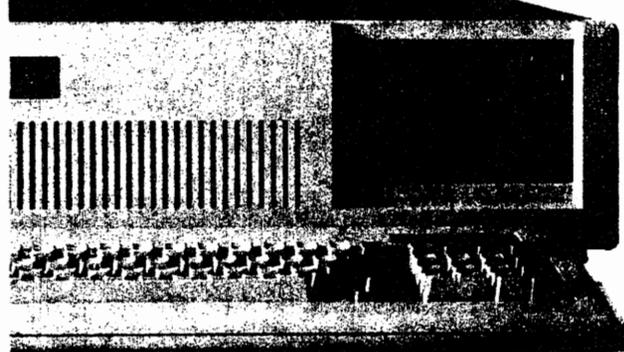
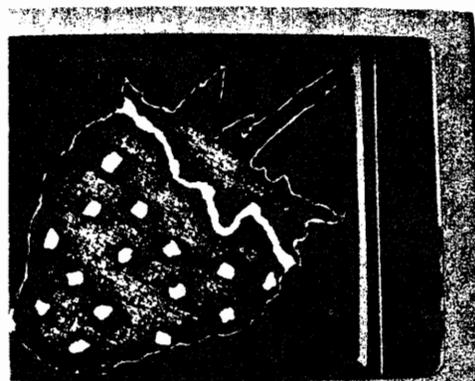
1. Completion of four required courses:
  - Computer Literacy\*
  - Concepts of Data Processing and Information Technology
  - Introduction to Computer Applications Systems
  - Operating and Maintaining Software Systems
2. Completion of at least two elective courses. Elective courses are offered regularly 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 courses. Plans are to offer courses in BASIC, PASCAL, C, and other languages over the next year. Languages are added as industry demands dictate.

\*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. Advance registration is required at least five days before the starting date for any course, but your earliest enrollment is recommended, as enrollment is limited by computer access.

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

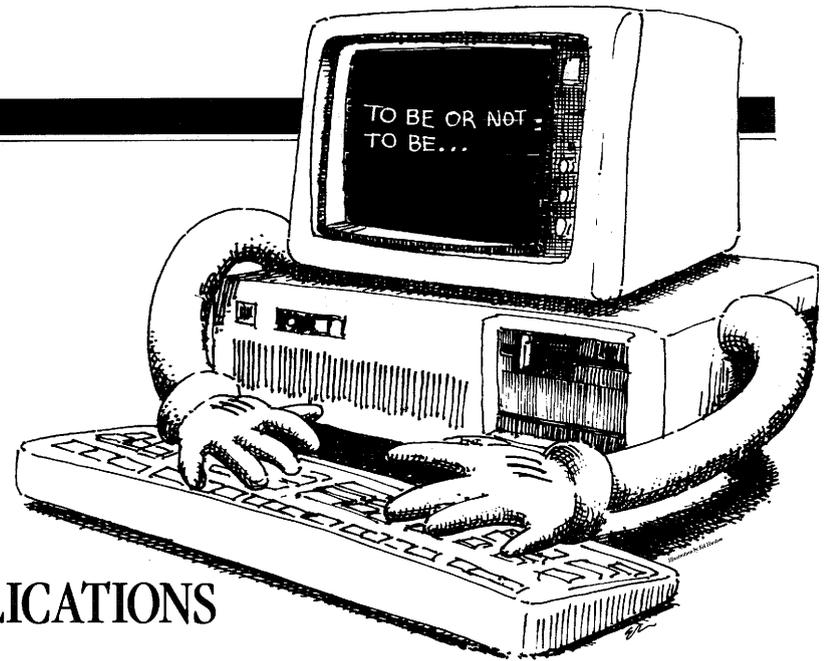
Course locations are listed with the course description where possible. If "Norlin S419" is listed with your course, you will receive details on class location and out-of-class computer use. If "University Computing Center Graphics Lab" is listed as your course location, this is at 3645 Marine Street,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

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

**Please note that no class sessions are conducted March 21-March 28, Spring Semester break. Out-of-class computer use is also limited during this time; schedules will be posted at all lab locations.**



# COMPUTER APPLICATIONS

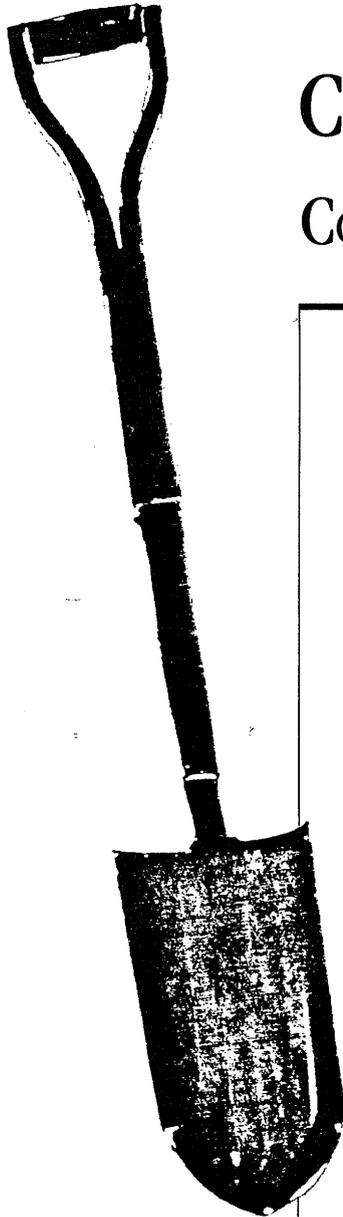


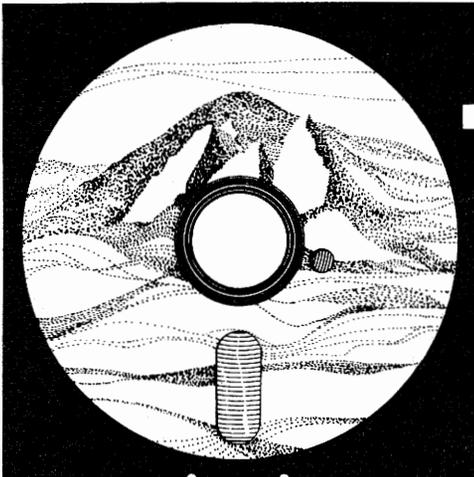
## CERTIFICATE IN COMPUTER APPLICATIONS

### COURSES BY STARTING DATE, SPRING, 1987

<i>Date</i>	<i>Course</i>	<i>Faculty</i>
Tuesday, January 13	Database Management: Applying dBase III/III+	Clyde Getty
Wednesday, January 14	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Tuesday, January 20	*Computer Literacy	Scott Dixon
Tuesday, January 20	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Thursday, January 22	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, January 24	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, January 26	*Introduction to Computer Application Systems	Robert L. Allen
Monday, January 26	Beginning Word Processing: WordStar	Bruce Pollock
Monday, January 26	Introduction to C Programming	Carol J. Meier
Tuesday, January 27	Beginning Word Processing: WordStar	Hollyn Conant
Tuesday, January 27	Introduction to C Programming	Carol J. Meier
Wednesday, January 28	*Software Operations and Maintenance	Pat Felz
Wednesday, January 28	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Thursday, January 29	Introduction to UNIX	Carol J. Meier
Saturday, January 31	Managing Your Hard Disk	Valerie Parker
Saturday, February 7	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, February 7	Introduction to Personal Telecommunications	Valerie Parker
Wednesday, February 18	Introduction to Local Area Networks (LANs)	Larry G. Lankford
Saturday, February 21	Intermediate Lotus 1-2-3	Nancy Mangun
Monday, February 23	Intermediate WordStar	Bruce Pollock
Wednesday, February 25	PROLOG: The Natural Language of Artificial Intelligence	Philip M. Kreiker
Thursday, February 26	BASIC Programming	Scott Dixon
Saturday, February 28	Intermediate Lotus 1-2-3	Nancy Mangun
Tuesday, March 3	Database Management: Applying dBase III/III+	Clyde Getty
Wednesday, March 11	Programming in Pascal	Steven A. Johnson
Friday, March 13	Engineering Computing on Personal Computers	David E. Clough
Monday, March 16	*Computer Literacy	Scott Dixon
Tuesday, March 17	Intermediate C Programming	Carol J. Meier
Thursday, March 19	Intermediate UNIX	Carol J. Meier
Monday, March 30	*Concepts of Data Processing and Information Technology	Randy Bloomfield
Monday, March 30	Advanced WordStar	Bruce Pollock
Wednesday, April 1	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Tuesday, April 14	Advanced dBase III/III+ Applications	Clyde Getty
Wednesday, April 22	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Thursday, April 23	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Tuesday, April 28	dBase III/III+ for Programming	Clyde Getty

\*Required Certificate Courses





## SKILL LEVEL GUIDE

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

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

#### **Beginner**

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

#### **Novice**

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

#### **Intermediate**

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

#### **Specialized**

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

#### **Advanced**

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

## GETTING STARTED

### **CCA-100 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, M.A.

Section I: Tuesday, January 20,  
6:30-8:30 p.m.

Please indicate lab section at registration:

Lab Section A: Tuesdays,  
January 27-March 10, 6:00-8:00 p.m.

Lab Section B: Tuesdays,  
January 27-March 10, 8:00-10:00 p.m.

Section II: Monday, March 16,  
6:30-8:30 p.m.

Lab Sessions: Mondays, March 30-May 11,  
6:30-8:30 p.m. (one section).

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.

## 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.

### **CCA-120 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 and are new to computing. Especially recommended for those needing a fundamental review of the IBM DOS operating system. Bring to class one double-sided/double-density 5¼" diskette, available at most computer supply locations.

Janet Goodrich-Spear, M.A.

Section I: Wednesdays, January 14 and 21,  
6:30-9:30 p.m.

Section II: Tuesday and Thursday,  
January 20 and 22, 1:00-4:00 p.m.

Section III: Wednesdays, January 28 and  
February 4, 6:30-9:30 p.m.

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

### **CCA-130 Introduction to Personal Telecommunications**

**Novice**

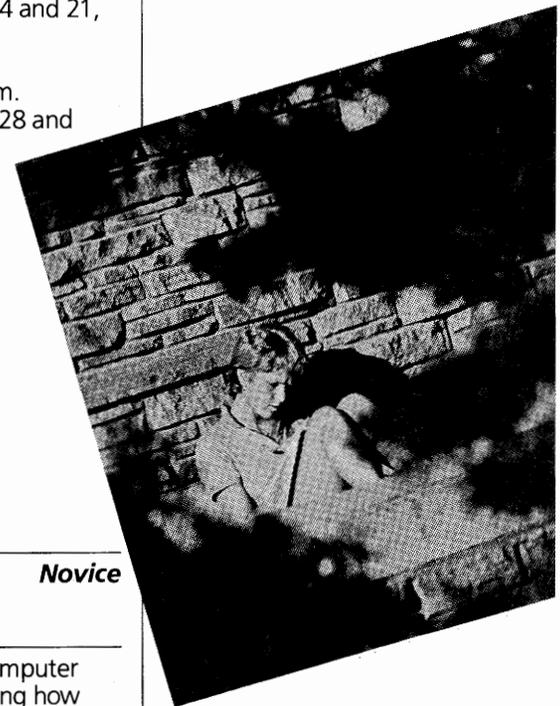
This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible,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

Valerie Parker, M.Ed.

Saturday, February 7, 9 a.m.-4 p.m.

One all-day session, .6 CEUs.

University Computing Center 123. \$30.



# COMPUTER APPLICATIONS

## P ROGRAMMING

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

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, M.A.  
Thursdays, February 26-May 7, 7-9:30 p.m.  
10 sessions, 2.5 CEUs.  
Norlin Library S419. \$125.

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

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, arrays, strings, pointers, and structures. Hands-on exercises will be supplemented by lectures, discussions, and demonstrations. Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable. This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is *The C Programming Language*, by Kernigham and Ritchie, available at the University Book Center, UMC 10.

Carol J. Meier, M.S.  
Section I: Mondays, January 26-March 9,  
6:30-9:30 p.m.  
Section II: Tuesdays, January 27-March 10,  
6:30-9:30 p.m.  
Both sections: 7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$175.

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

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

Carol J. Meier, M.S.  
Tuesdays, March 17-May 5, 6:30-9:30 p.m.  
7 sessions, 2.1 CEUs. Engineering Center  
CR 0-01. \$175.

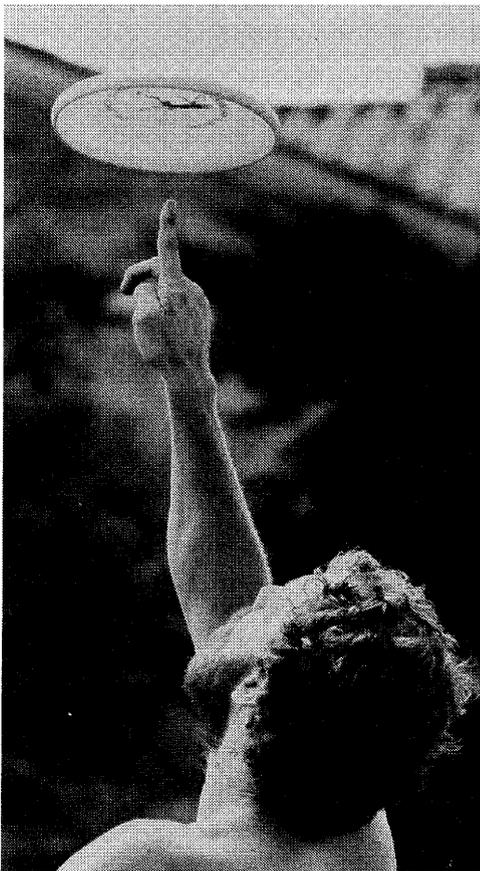
### CCA-240 *Intermediate Programming in Pascal*

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 5 1/4", double-sided/double-density diskette, available at the University Book Center, or most computer stores.

Steven A. Johnson, B.S.  
Wednesdays, March 11-May 6,  
6:30-9:30 p.m.  
8 sessions, 2.4 CEUs.  
Norlin Library S419. \$125.

### CCA-250 *Intermediate PROLOG: The Natural Language of 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, UMC Basement, \$70. Philip M. Kreiker, M.S.E.E.  
Wednesday, Thursday, Friday, February 25-27,  
9:00 a.m. - 4:30 p.m.  
3 all-day sessions, 2 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$175.



# COMPUTER APPLICATIONS



## S SYSTEMS

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

Introduction to the advanced concepts and terminology of business data processing and organizational information systems. Major topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Career opportunities, the future of computers in society, and requisite backgrounds for data processing professionals are discussed. Through class discussions and on-line demonstrations, this class allows students to come away with a solid understanding of both practical and theoretical concepts which will enhance their opportunities in fields of data processing and information technology. A required text and optional study guides will be discussed at the first class session.

Randy Bloomfield, M.E.  
Mondays, March 30-May 18, 7:00-9:30 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$125.

### **CCA-320** *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 L. Allen, B.S.  
Mondays, January 26 - March 16,  
7:00-9:30 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$125.

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

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

Pat Felz, M.A.  
Wednesdays, January 28 - March 18,  
6:30-9:00 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$120.

### **CCA-350** *Intermediate* **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 and 3.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: Wednesdays, April 1-15,  
7:00-9:30 p.m.  
Section II: Wednesdays, April 22-May 6,  
7:00-9:30 p.m.  
Section III: Thursdays, April 23-May 7,  
7:00-9:30 p.m.  
All sections: 3 sessions, .8 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$60.

### **CCA-360** *Intermediate* **Managing Your Hard Disk**

This course is intended to give the personal computer novice some useful tools for managing the many software packages and related files stored on hard disks. Subjects include: currently available disk-management software packages, writing your own menus for getting around your disk, eliminating unnecessary files, disk backup, off-line file storage, and useful tools for saving disk space.

Valerie Parker, M.Ed.  
Saturday, January 31, 9:00 a.m.-4:00 p.m.  
1 all day session, .6 CEUs.  
University Computing Center 137. \$50.

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

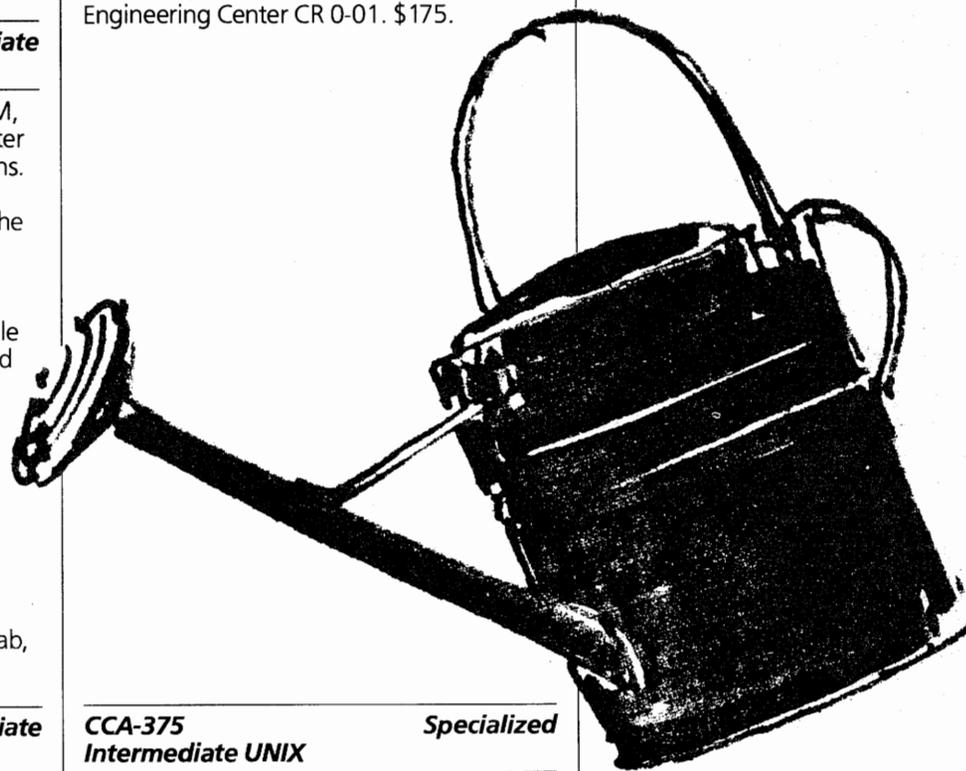
This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines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

Carol J. Meier, M.S.  
Thursdays, January 29 - March 12,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$175.

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

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Borne 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.  
Thursdays, March 19 - May 7,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$175.



# COMPUTER APPLICATIONS

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

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions. Larry G. Lankford, M.S.  
Wednesdays, February 18 - March 18  
6:30-9:00 p.m.  
5 sessions, 1.3 CEUs.  
University Computing Center 123. \$125.

## **CCA-480** *Advanced* **Engineering Computing on Personal Computers**

Micro-based computing has become the standard of the 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 classrooms equipped with a 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, March 13, 8:30-5:30 p.m. and  
Saturday, March 14, 10 a.m.-5:30 p.m.  
Two all-day sessions, 1.4 CEUs.  
Norlin Library S419 (directions given at registration). \$325.

## **MDB-10** **Management of Technology: The Effective Management of Scientists and Engineers**

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. The course is conducted April 6-10.

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

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III+ (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.  
Tuesdays, April 14 and 21, 6:30-9:45 p.m.  
2 sessions, .7 CEUs. Norlin Library S419. \$85.

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

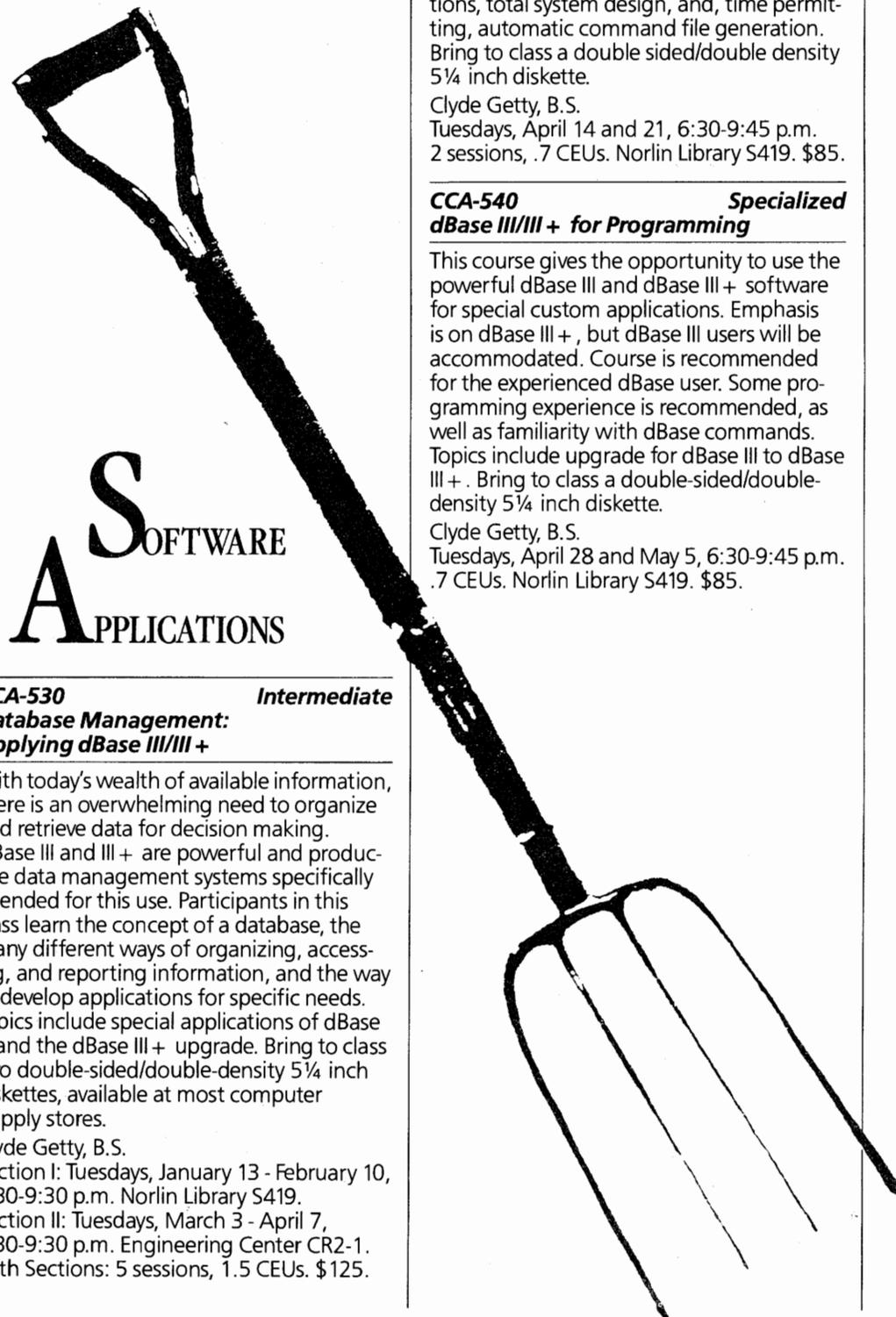
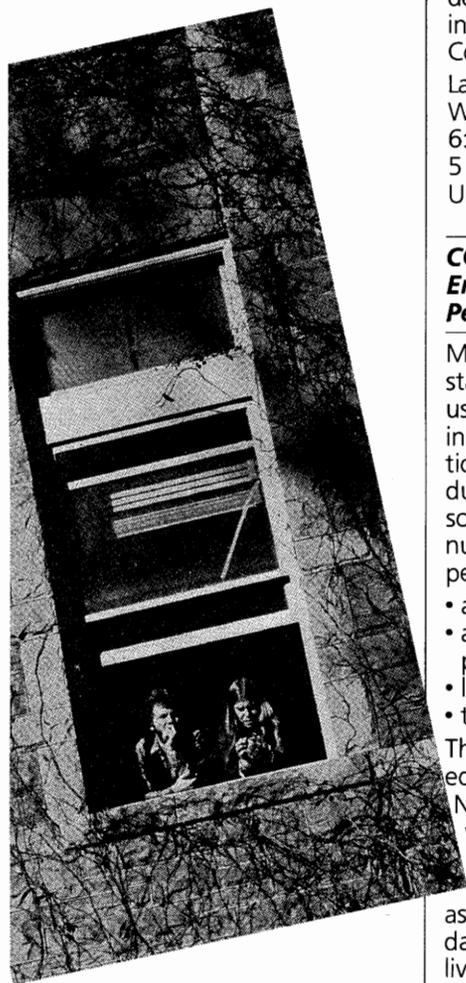
This course gives the opportunity to use the powerful dBase III and dBase III+ software for special custom applications. Emphasis is on dBase III+, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase III+. Bring to class a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.  
Tuesdays, April 28 and May 5, 6:30-9:45 p.m.  
.7 CEUs. Norlin Library S419. \$85.

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

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and III+ are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and the dBase III+ upgrade. Bring to class two double-sided/double-density 5¼ inch diskettes, available at most computer supply stores.

Clyde Getty, B.S.  
Section I: Tuesdays, January 13 - February 10,  
6:30-9:30 p.m. Norlin Library S419.  
Section II: Tuesdays, March 3 - April 7,  
6:30-9:30 p.m. Engineering Center CR2-1.  
Both Sections: 5 sessions, 1.5 CEUs. \$125.



# COMPUTER APPLICATIONS

## **CCA-550** *Novice* **Beginning Using Lotus 1-2-3** **(Version 1A 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 referencing. 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: Thursdays, January 22 - February 12, 6:30-9:30 p.m. 4 sessions.  
Section II: Saturdays, January 24 and 31, 10:15 a.m.-5:00 p.m. 2 all-day sessions.  
Section III: Saturdays, February 7 and 14, 10:15 a.m.-5 p.m. 2 all-day sessions.  
All sections: 1.4 CEUs.  
Norlin Library S419. \$99.

## **CCA-565** *Intermediate* **Intermediate Lotus 1-2-3** **(Version 2.0 or 1.A)**

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. 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 an IBM DOS formatted 5¼ inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.A., B.S., MBA.  
Section I: Saturday, February 21, 10:15 a.m.-5 p.m.  
Section II: Saturday, February 28, 10:15 a.m.-5 p.m.  
Both sections: one all-day session, .7 CEUs.  
Norlin Library S419. \$70.

## **CCA-610** *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 to prepare standard letters, term papers, and manuscripts. No previous word processing experience required, but students should understand DOS, including logged drives, and how to load and copy files. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at most computer stores.

Section I: Bruce Pollock, Ph.D. Mondays, January 26 - February 16, 6:30-9:30 p.m. Norlin Library S419.  
Section II: Hollyn Conant, M.A. Tuesdays, January 27 - February 17, 6:30-9:30 p.m. Engineering Center CR2-1.  
Both sections: 4 sessions, 1.2 CEUs. \$99.



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

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

Bruce Pollock, Ph.D.  
Mondays, February 23 - March 16, 6:30-9:30 p.m.  
4 sessions, 1.2 CEUs. Norlin Library S419. \$99.

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

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

Bruce Pollock, Ph.D.  
Mondays, March 30 - April 13, 7:00-9:30 p.m.  
3 sessions, .7 CEUs. Norlin Library S419. \$70.



## 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 a sampling of the current, most prevalent applications:

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

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

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

### About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. All graphics

courses fill elective requirements for the Certificate in Computer Applications. The classroom is a laboratory equipped with IBM PC/AT microcomputers, with 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 double-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.

## COURSES BY STARTING DATE, SPRING, 1987

Date	Course	Faculty
Tuesday, January 13	Computer Graphics Art I	Pat Lehman
Wednesday, January 14	Beginning Computer Aided Design	Philip W. Morrow
Thursday, January 15	Beginning Computer Aided Design	Dan Myers
Saturday, January 17	Computer Graphics Art I	Cynthia J. Rudy
Monday, January 26	Beginning Computer Aided Design	Philip W. Morrow
Wednesday, January 28	Computer Aided Design: Level I	Philip W. Morrow
Thursday, January 29	Computer Aided Design: Level I	Dan Myers
Monday, February 2	Computer Aided Design: Level I	Philip M. Kreiker
Saturday, February 7	Computer Graphics Art I	Cynthia J. Rudy
Monday, February 9	Computer Aided Design: Level I	Becky Day
Tuesday, February 17	Computer Graphics Art I	Pat Lehman
Saturday, February 21	Introduction to Desktop Publishing	Cynthia J. Rudy
Saturday, February 28	Introduction to Desktop Publishing	Cynthia J. Rudy
Saturday, March 7	Microcomputer Layout, Paste-up, & Graphic Design	Cynthia J. Rudy
Thursday, March 12	Computer Aided Design: Level II	Dan Myers
Thursday, March 19	Computer Aided Design: Level II	Philip M. Kreiker
Monday, March 30	Computer Aided Design: Level I	Philip W. Morrow
Tuesday, March 31	Computer Graphics Art: Level II	Pat Lehman
Saturday, April 4	Introduction to Desktop Publishing	Cynthia J. Rudy
Saturday, April 11	CAD Forum	Terry T. Wohlers
Saturday, April 18	Computer Graphics Art: Level II	Cynthia J. Rudy
Thursday, April 30	Computer Aided Design: Level III, Customizing AutoCAD	Philip M. Kreiker
Saturday, May 2	Microcomputer Layout, Paste-up, & Graphic Design	Cynthia J. Rudy

## COMPUTER AIDED DESIGN

### **CAD-110** *Novice* **Beginning Computer Aided Design**

Once associated with extensive programming knowledge and large, expensive computer systems, Computer Aided Design (CAD) is now an affordable tool for anyone interested in drafting and design. This intensive, two-session course covers the basics of systems start-up and a review of potential micro-computer-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, and have no CAD background.

Section I: Philip W. Morrow, B.A.  
Wednesdays, January 14 and 21,  
6:30-9 p.m.

Section II: Dan Myers, M.S. Thursdays,  
January 15 and 22, 6:30-9 p.m.

Section III: Philip W. Morrow, B.A.  
Mondays, January 26 and February 2,  
6:30-9 p.m.

All sections: 2 sessions, .5 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$55.

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

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of micro-computer-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. Wohlers, available at the University Book Center, UMC 10.

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

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

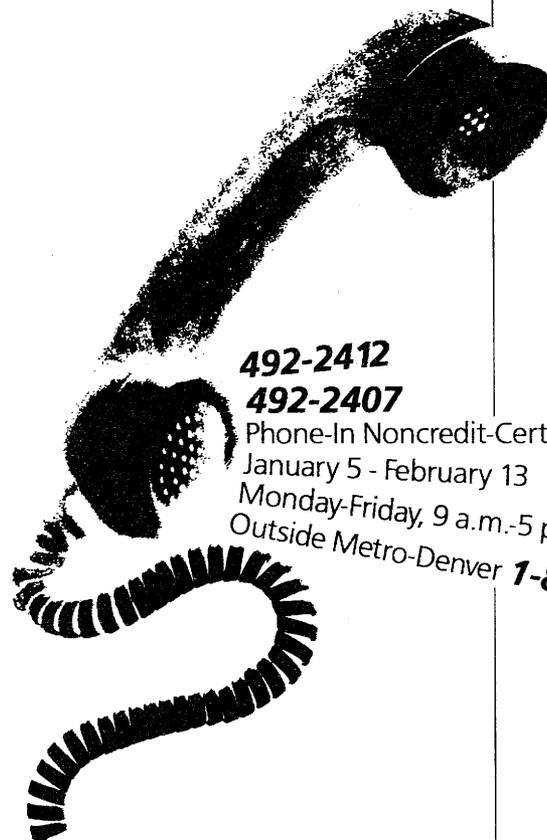
Section I: Philip W. Morrow, B.A.  
Wednesdays, January 28-February 25,  
6:30-10 p.m. 5 sessions.

Section II: Dan Myers, M.S. Thursdays,  
January 29-March 5, 6:30-9:30 p.m.  
6 sessions.

Section III: Philip M. Kreiker, M.S.E.E. Monday, Tuesday, and Wednesday, February 2-4,  
9 a.m.-4 p.m. 3 all-day sessions.

Section IV: Becky Day, M.A. Mondays,  
February 9-March 16, 6:30-9:30 p.m.  
6 sessions.

Section V: Philip W. Morrow, B.A. Mondays,  
March 30-May 6, 6:30-9:30 p.m. 6 sessions.  
All Sections: 1.8 CEUs. University Computing  
Center Graphics Lab, Room 137. \$215.



**492-2412**

**492-2407**

Phone-In Noncredit-Certificate Registration

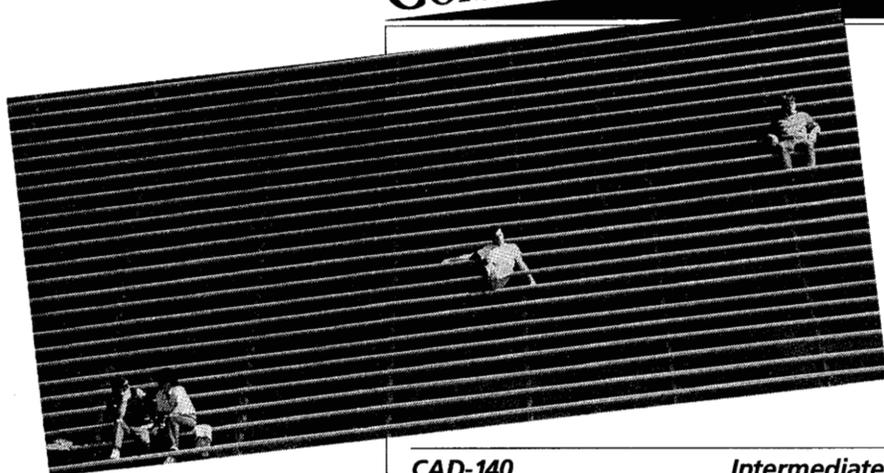
January 5 - February 13

Monday-Friday, 9 a.m.-5 p.m.

Outside Metro-Denver **1-800-332-5839**



# COMPUTER APPLICATIONS



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

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

- Semiautomatic DIMensioning
- linear 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: Dan Myers, M.S. Thursdays, March 12-April 16, 6:30-9:30 p.m. 5 sessions.

Section II: Philip M. Kreiker, M.S.E.E. Thursday and Friday, March 19 and 20, 8 a.m.-4 p.m. 2 all-day sessions.

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

## **CAD-210** **CAD Forum**

*Specialized*

This special one-day course is designed to give a unique and practical view of Computer-Aided Design and its applications in business, industry, and education. Lecture/discussion will be supplemented by a lab session featuring advanced AutoCAD work and how-to problem solving. Focus is on micro-based CAD, but all those serious about CAD will find answers to difficult questions. Topics include:

- Keeping on top of dynamic industry trends
  - fighting obsolescence
- The relationship of Artificial Intelligence to Micro-CAD
  - practical AI
- Creativity in CAD applications for solving tough problems
  - any limits?
- Micro-based CAD software review
  - what's best for you
- Making money in CAD
  - entrepreneurship is strong as technology emerges!

Presenter is Terry Wohlers, CSU faculty at the Office of Research, Development, and Training, nationally recognized CAD expert, organizer of the Annual International Forums on Micro-based CAD, and author of our required text, *Applying AutoCAD*. Much of the day will deal with participant questions and practical, yet creative, solutions, giving the opportunity for you to build your ideal day of CAD instructions. Expect to gain understanding of both the vast potential and power CAD gives you, and the limitations you may encounter.

Terry T. Wohlers, M.S.  
Saturday, April 11, 9:15 a.m.-4:30 p.m.  
1 all-day session, .6 CEUs. University Computing Center 123. \$55.



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

This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hard-copy are further aspects of this course.

Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:

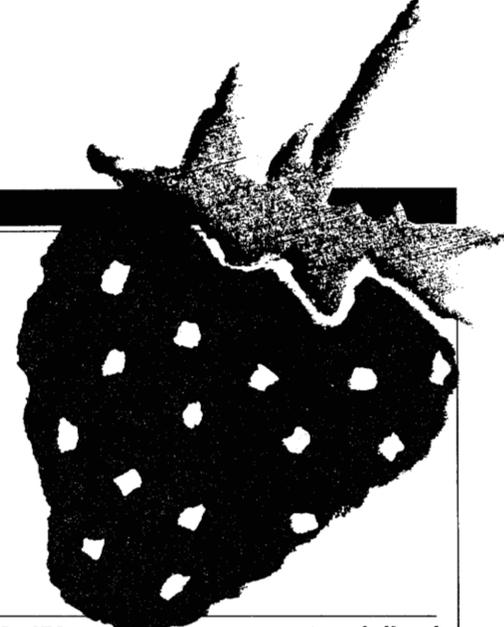
- Custom Libraries and Menus
- creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating Text Fonts
- compiling shape/font styles
- modifying text fonts
- Adding Commands to AutoCAD
- LISP Programming Language
- AutoLISP interface for Artificial Intelligence functions
- Creating 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.

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

Thursday and Friday, April 30 and May 1, 8 a.m.-4 p.m. 2 all-day sessions, 1.5 CEUs.  
University Computing Center Graphics Lab, Room 137. \$185.



## COMPUTER GRAPHICS

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

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

- 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 5 1/4" diskette to the first class.

Section I: Pat Lehman, M.F.A. Tuesdays, January 13 and 20, 6:30-9 p.m., and January 27-February 10, 6:30-9:30 p.m. 5 sessions.

Section II: Cynthia J. Rudy, B.F.A. Saturdays, January 17 and 24, 9 a.m.-5 p.m. 2 all-day sessions.

Section III: Cynthia J. Rudy, B.F.A. Saturdays, February 7 and 14, 9 a.m.-5 p.m. 2 all-day sessions.

Section IV: Pat Lehman, M.F.A. Tuesdays, February 17-March 17, 6:30-9:15 p.m. 5 sessions.

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

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

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

- 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 5 1/4" floppy disc to the first class.

Section I: Pat Lehman, M.F.A. Tuesdays, March 31-April 28, 6:30-9:15 p.m. 5 sessions.

Section II: Cynthia J. Rudy, B.F.A. Saturdays, April 18 and 25, 9 a.m.-5 p.m. 2 all-day sessions.

Both Sections: 1.4 CEUs. University Computing Center Graphics Lab, Room 137. \$135.

## 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.

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

Desktop Publishing has dramatically improved the quality of inexpensive, 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. The course is a prerequisite for the course *Microcomputer Layout, Paste-up, and Graphic Design*.

Section I: Saturday, February 21, 9 a.m.-4 p.m.

Section II: Saturday, February 28, 9 a.m.-4 p.m.

Section III: Saturday, April 4, 9 a.m.-4 p.m.

All sections: Cynthia J. Rudy, B.F.A. 1 all-day session, .6 CEUs. University Computing Center Graphics Lab, Room 137. \$70.

### **CCG-390** *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.

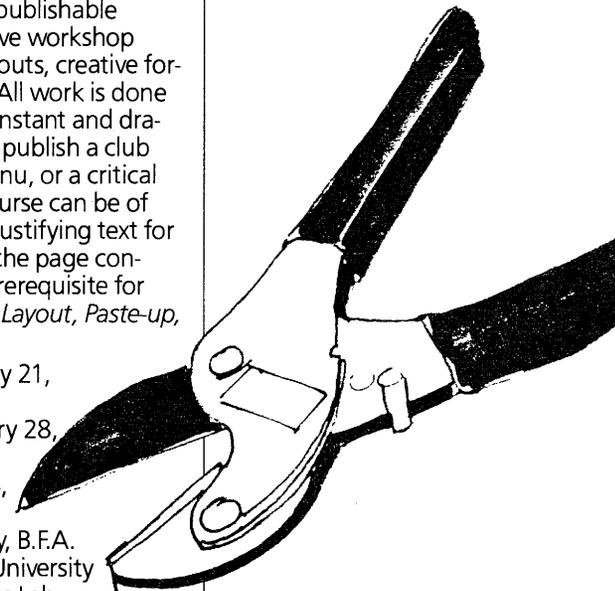
In-class assignments will include a final design of a newsletter. This newsletter may incorporate graphics, charts, design elements, and varied styles and sizes of text. Examples will be shown of newsletters, sales flyers, training manuals, proposals, pamphlets, small magazines, etc., produced using this new technology.

Students will also learn artistic page layout, font styles, and "cut and paste" files and graphics. Please bring one 5 1/4" diskette to the first class.

Section I: Saturdays, March 7 and 14, 9 a.m.-5 p.m.

Section II: Saturdays, May 2 and 9, 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 leading to a Certificate in Commercial Design may be what you need for your professional development.

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

The Certificate requirements are threefold:

1. Successful completion of the four required courses:

- The Commercial Artist: Design, Layout and Paste-up
- Commercial Art II
- Professional Illustration Techniques
- The Artist Goes to Market

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

sities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

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

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

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

## COURSES BY STARTING DATE, SPRING, 1987

Date	Course	Faculty
Saturday, January 31	The Commercial Artist I: Design, Layout, & Paste-up	Jill Thayer O'Hara
Monday, February 2	Professional Hand Lettering and Calligraphy	Jill Thayer O'Hara
Saturday, February 28	Commercial Art II	Roy Walden
Thursday, March 5	The Mental Picture: Professional Cartooning	Eric Teitelbaum
Saturday, March 7	Professional Illustration Techniques	Eric Teitelbaum
Saturday, March 14	The Professional Photography Marketplace	William Teitelbaum
Saturday, April 11	The Advertising Copywriter: A Writing Techniques Workshop	Charles Frazer



## The Calligrapher

### BCDA-93 Professional Hand Lettering and Calligraphy

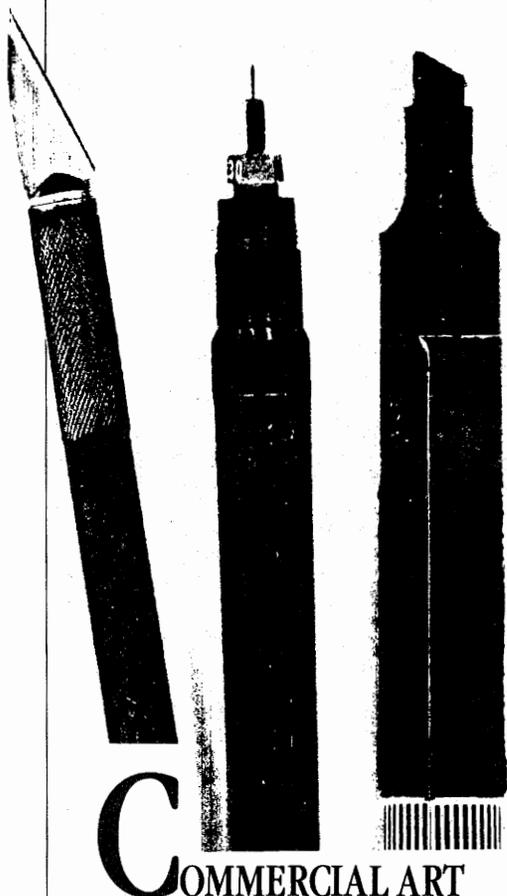
Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing,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

Jill Thayer O'Hara.  
Monday, Tuesday, Wednesday, February 2-4,  
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. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Roy Walden  
Saturday and Sunday, February 28 and  
March 1, 9 a.m.-5 p.m.  
Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.



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

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

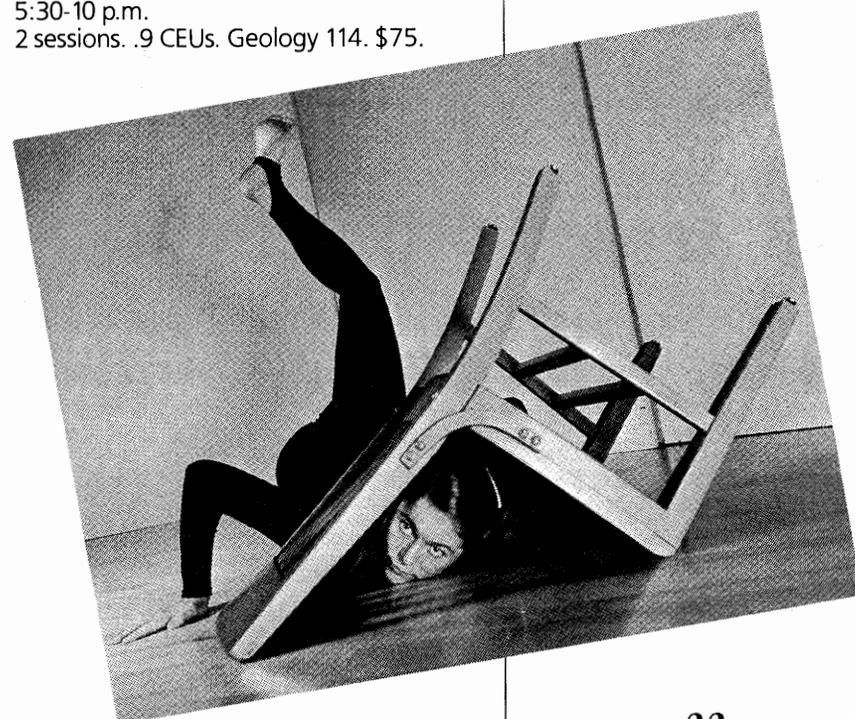
Jill Thayer O'Hara.  
Saturday and Sunday, January 31 and  
February 1, 9 a.m.-5 p.m.  
Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.

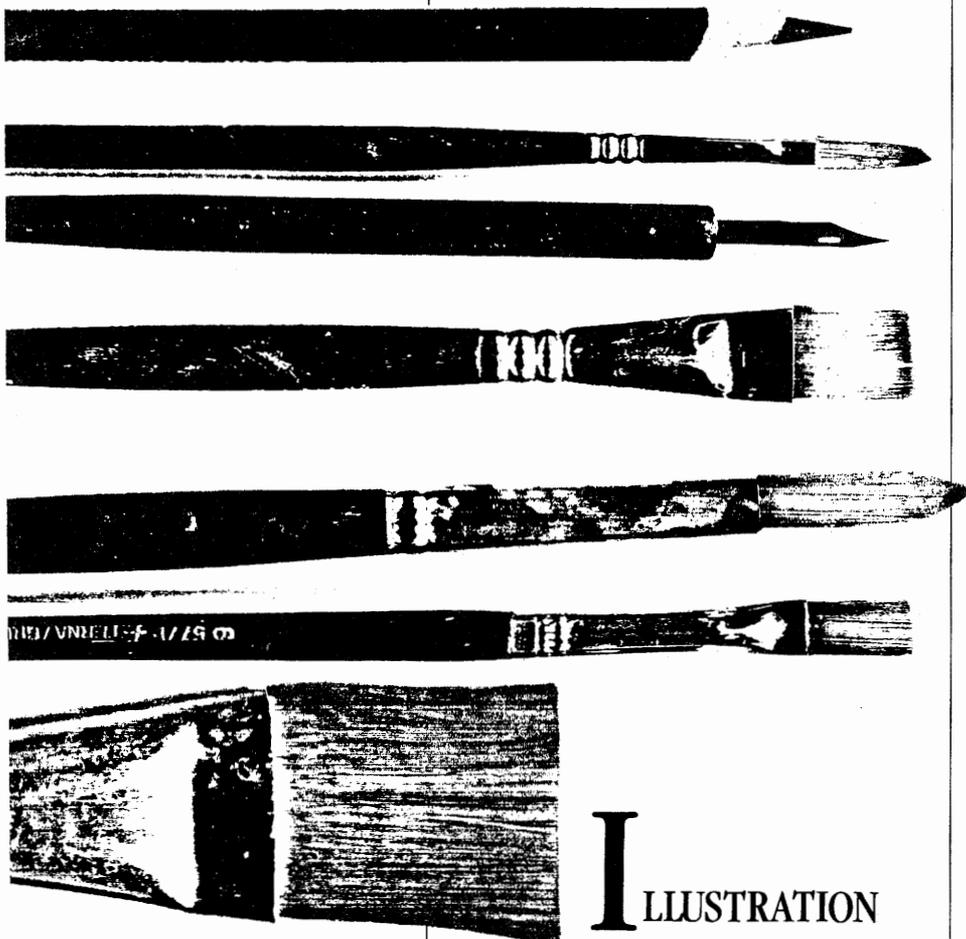


### BCDA-94 The Mental Picture: Professional Cartooning

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials and their application to illustrating the verbal caption in magazine, book, and advertising illustration.

Eric Teitelbaum.  
Thursday and Friday, March 5 and 6,  
5:30-10 p.m.  
2 sessions. .9 CEUs. Geology 114. \$75.

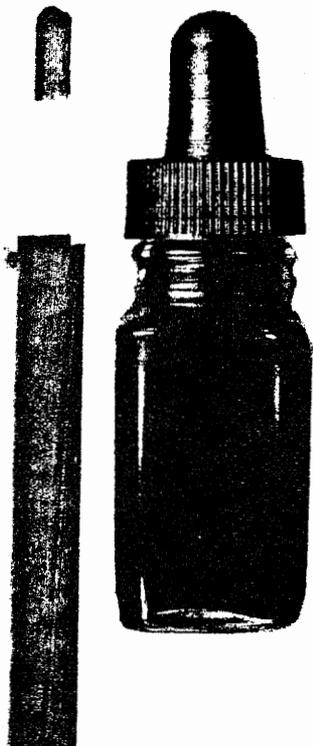




## I LLUSTRATION

### 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. Attendees complete final drawing samples for presentation to various markets. Eric Teitelbaum.  
Saturday and Sunday, March 7 and 8,  
9 a.m.-5 p.m.  
Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.



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## V IDEO C LASSETTE

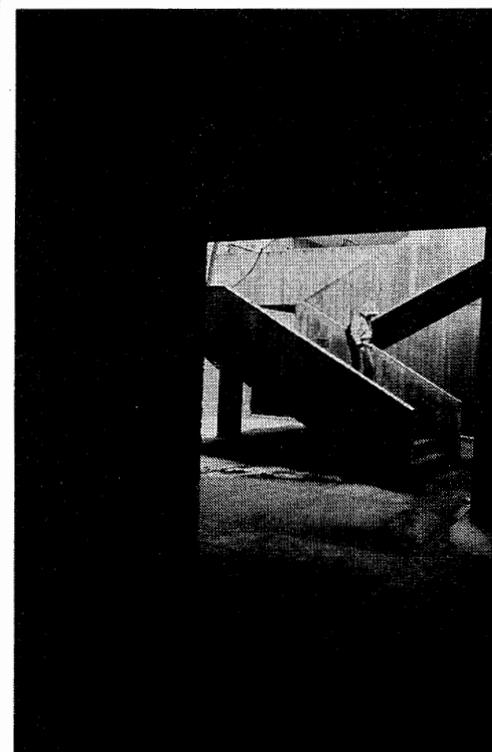
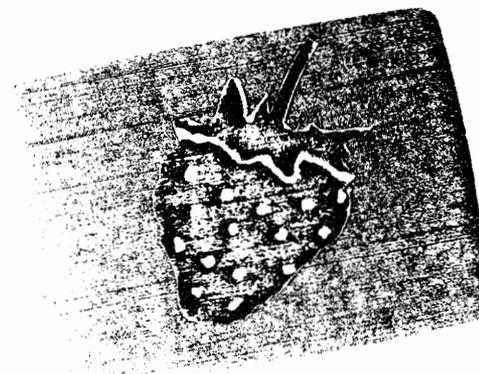
### VideoCassette Workshops

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 attendee receives a professionally-produced videocassette 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 1/2" 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.



## P HOTOGRAPHY

### BCDA-22 The Professional Photography Marketplace

This dynamic seminar is designed for both the aspiring and working photographer, to develop more effective methods of "selling what you shoot" and create the powerful product clients seek. Finding markets, contacting editors, and writing a contract are critically linked to the aesthetic, legal, and ethical concerns of selling photographs professionally. Information in the seminar will pertain to editorial, advertising, gallery, photojournalism, interior design, and architectural clients for greatest participant benefit. A special segment concerns stock photo houses, a market that buys and rents huge numbers of photos annually to textbook, magazine, and encyclopedia representatives world-wide. Format includes intensive lecture/workshop, a videocassette featuring nationally respected experts, an American Federation of Advertising design award winning presenter, and a telephone conference with some of today's outstanding professionals.

William Teitelbaum.  
Saturday, March 14, 9 a.m.-5 p.m.  
One all-day session. .7 CEUs.  
Events Conference Center, Room 1  
(Conference Level). \$59.

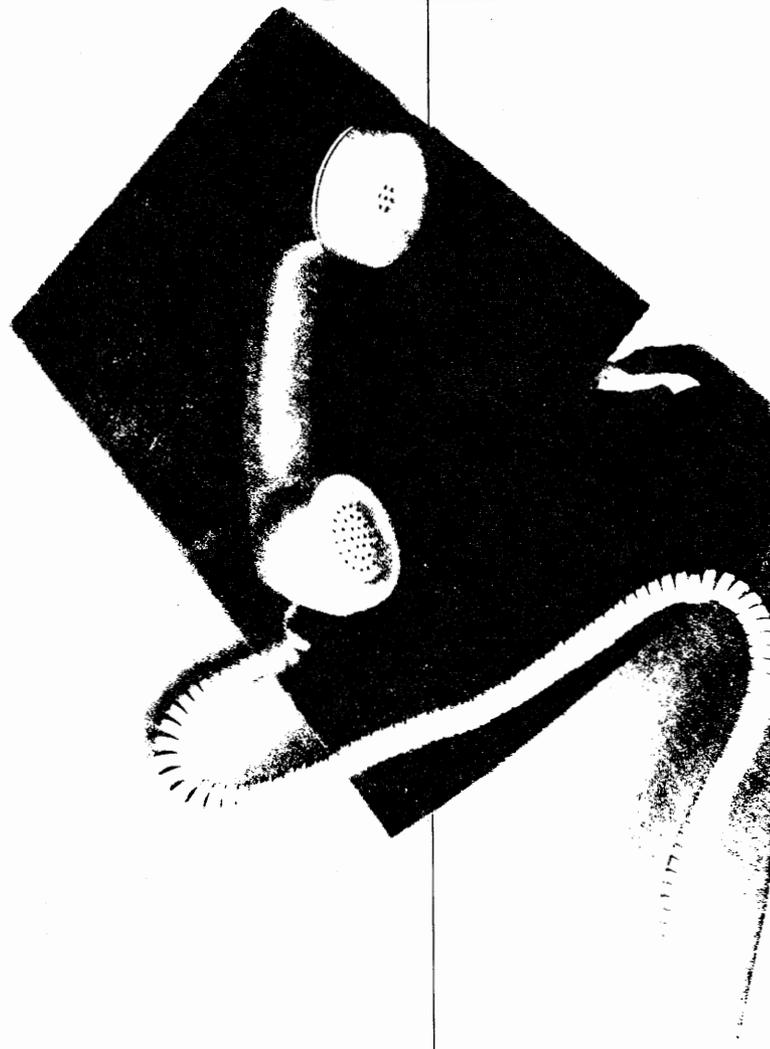
## COPYWRITING

**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 VideoClassette is a visually exciting account of the advertising copywriting function. It examines the writer's relationship and problem solving activities during campaign development. Audio conference features Carl Parsons, President, Parsons/Kern, specialists in small business advertising, who 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, April 11, 9 a.m.-5 p.m.  
One all-day session. .7 CEUs.  
Location given at registration. \$59.



***Avoid the Registration Crunch***

Phone-In Noncredit-Certificate Registration

January 5 - February 13

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

**492-2412**

**492-2407**

Outside Metro-Denver

**1-800-332-5839**

For other course information:

**492-5148**

Make our registration office as close  
as your telephone.

Complete registration information  
on page 56.

After February 13, please call

**492-5148**



# NONCREDIT ADULT COURSES

## NONCREDIT ADULT COURSES

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of noncredit 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.

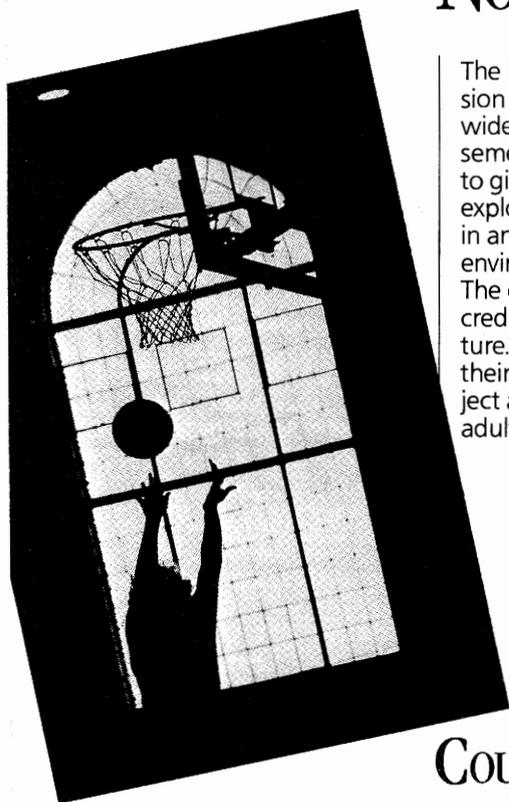
Advance registration is required at least five days before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff. Complete registration information is on page 56.

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

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

Please note that no classes are conducted March 23-27 Spring Break Week. Also for makeup sessions on religious holidays, please consult your instructor.

The University welcomes you to this learning experience!

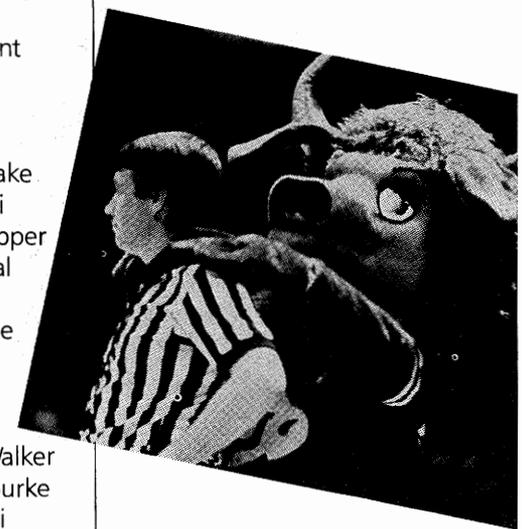


### COURSES BY STARTING DATE, SPRING, 1987

<i>Date</i>	<i>Number</i>	<i>Course</i>	<i>Faculty</i>
Tuesday, January 13	NCA-5	Preparing for the Graduate Record Exam (GRE)	Roe Willis Terrie Bodhaine
Saturday, January 17	NCA-7	Preparing for the ACT/SAT	Scott Hatch
Friday, February 6	NCA-6	Preparing for the Law School Admission Test (LSAT)	Scott Hatch
Monday, February 9	NCB-8	Starting and Succeeding in Your Own Business	Don Webb Teri Wenz
Monday, February 9	NCC-1	Biofeedback Stress Management	Toby F. Link
Monday, February 9	NCF-6	More Writing for Magazines	Deidre Elliott
Monday, February 9	NCL-7	Intermediate Conversational Italian	Maris Gaudio
Monday, February 9	NCO-7	Weight Training	Mark Larson
Monday, February 9	NCF-10	Video Camera and Recording Techniques	Daniel Niemeyer
Tuesday, February 10	NCA-4	Learning How to Learn	Gloria Frender
Tuesday, February 10	NCC-6	Making Your Life and Career Work: The Inner Journey	Shale Paul Bette Griff Candace Paul
Tuesday, February 10	NCC-8	Fascinating History of Colorado Railroads	Robert E. Rothe
Tuesday, February 10	NCD-1	Beginners Ballroom Dancing	Van F. Pool
Tuesday, February 10	NCD-2	Beginners Jitterbug Rock-N-Roll	Van F. Pool
Tuesday, February 10	NCD-3	Beginners Country Swing and Texas 2-Step	Van F. Pool
Tuesday, February 10	NCF-8	Shake Hands with Your Camera	Lynn Lickeig
Tuesday, February 10	NCL-4	German for Beginners and Travelers	Benita Luttcher
Tuesday, February 10	NCL-8	Beginning Conversational Spanish	Elizabeth Medina
Tuesday, February 10	NCO-4	Psychology and Sports Performance	Stephen E. Walker
Wednesday, February 11	NCB-3	Investment Strategies	Peter J. Poletti
Wednesday, February 11	NCC-5	Forest Crossen's Colorado	Forest Crossen

# NONCREDIT ADULT COURSES

Date	Number	Course	Faculty
Wednesday, February 11	NCF-9	Short Story Writing	Barbara Steiner
Wednesday, February 11	NCF-12	Writing for Children and Teens	Barbara Steiner
Wednesday, February 11	NCL-2	Intermediate Conversational French	Anna Cohen
Wednesday, February 11	NCL-5	Intermediate German	Marcia Klotz
Wednesday, February 11	NCL-6	Beginning Conversational Italian	Maris Gaudiano
Thursday, February 12	NCL-9	Intermediate Conversational Spanish	Elizabeth Medina
Thursday, February 12	NCO-2	Cruising Under Sail: Celestial Navigation Working Seminars	Bill Plywaski
Saturday, February 14	NCC-6	Making Your Life and Career Work: The Inner Journey	Shale Paul Bette Griff Candace Paul
Monday, February 16	NCA-8	Speed Reading	Elizabeth King
Monday, February 16	NCF-2	Creative Photography Workshop	Harry Boyd
Monday, February 16	NCL-1	Beginners Conversational French	Nadia Turk
Wednesday, February 18	NCF-3	Drawing Techniques: Beginners to Advanced	Gail Marr
Wednesday, February 18	NCF-5	Life Drawing	Barbara Preskorn
Wednesday, February 18	NCF-11	Watercolor Techniques	Gail Marr
Wednesday, February 18	NCL-3	Advanced Beginners Conversational French	Nadia Turk
Thursday, February 19	NCA-3	English Writing Made Simple	Jean E. Thyfault
Thursday, February 19	NCO-1	Bald Eagles, Golden Eagles, Hawks, and More	Tina Jones
Saturday, February 21	NCA-2	Editing	Linda Loewenstein
Saturday, February 21	NCA-4	Preparing for the Graduate Management Admission Test (GMAT)	Bobrow Services
Tuesday, February 24	NCB-1	Accounting for Non-Accountants	Tom Edmonds
Tuesday, February 24	NCC-10	Today's World of Gemstones and Jewelry	Jaqui Thier Cooper
Wednesday, February 25	NCA-1	Algebra Review	Keith Bailey
Wednesday, February 25	NCB-6	Protect Your Legal Rights!	Sherrie Vincent Karen Burns
Wednesday, February 25	NCB-9	Stock Market Investment	Arnold Hart Mary Wright
Saturday, February 28	NCF-4	How to be a Successful Travel Writer	Jacquelyn Peake
Tuesday, March 3	NCB-4	Making Private School and College Affordable	Peter J. Poletti
Saturday, March 7	NCC-7	Parenting the Gifted/Talented Child	Dorothy Knopper
Saturday, March 7	NCC-9	The Psychology of Intimate Relationships	Neil Rosenthal
Tuesday, March 10	NCA-5	Preparing for the Graduate Record Exam (GRE)	Roe Willis Terri Bodhaine
Tuesday, March 10	NCD-4	Intermediate Ballroom Dancing	Van F. Pool
Tuesday, March 10	NCD-5	Intermediate Jitterbug Rock 'n' Roll	Van F. Pool
Tuesday, March 10	NCD-6	Intermediate Country Swing and Texas 2-Step	Van F. Pool
Tuesday, March 10	NCF-1	At The Movies: A Psychology in Contemporary Film	Stephen E. Walker
Wednesday, March 11	NCC-2	Creative Imagination: How to Get What You Want	Phyllis J. O'Rourke
Wednesday, March 18	NCB-5	Preretirement Planning Seminar	Peter J. Poletti
Saturday, March 21	NCA-7	Preparing for the SAT/ACT	Scott Hatch
Saturday, March 28	NCO-5	Residential Landscaping	Jim Knopf
Wednesday, April 1	NCB-10	Stock Market Profits	Peter J. Poletti
Thursday, April 2	NCF-7	Selling Your Photography	Harry Boyd
Saturday, April 11	NCC-3	Creative Relaxation for Parents and Teachers	Martha Belknap
Saturday, April 11	NCC-4	Eating As If Your Life Depended On It	Peggy Phillips
Saturday, April 11	NCO-3	Landscape Plants	Jim Knopf
Tuesday, April 14	NCD-7	Advanced Ballroom Dancing	Van F. Pool
Tuesday, April 14	NCD-8	Advanced Jitterbug Rock-N-Roll	Van F. Pool
Tuesday, April 14	NCD-9	Advanced Country Swing and Texas 2-Step	Van F. Pool
Friday, April 17	NCA-6	Preparing for the Law School Admission Test (LSAT)	Scott Hatch
Monday, April 20	NCC-4	Creativity: Bridge to Recovery	Phyllis J. O'Rourke
Wednesday, April 22	NCB-2	Investing For Income	Peter J. Poletti
Thursday, May 7	NCB-7	Resort Condominium Management	Gerald G. Hewey
Thursday, May 7	NCO-6	Spring Wild Flowers: Their Uses and Identification	Tina Jones



# NONCREDIT ADULT COURSES

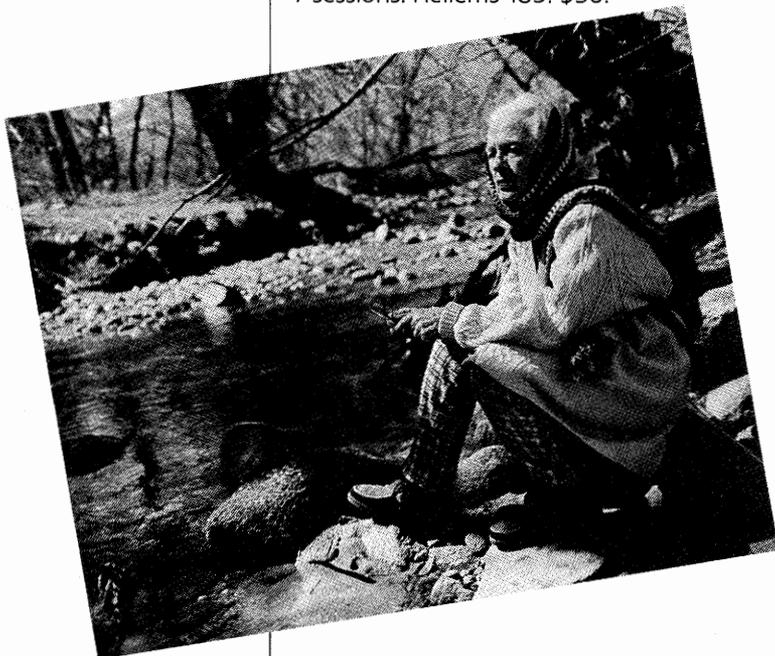


## A CADEME

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

Designed for students who want to learn or relearn algebraic concepts in a relaxed, low-pressure atmosphere. Topics include signed numbers, variables, algebraic expressions, equations, 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.  
Wednesdays, February 25-April 15, 7-9 p.m.  
7 sessions. Hellems 185. \$56.



### **NCA-2** **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, February 21 & 28,  
9 a.m.-12 noon.  
2 sessions. Business 208. \$25.

### **NCA-3** **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, February 19-April 16, 7-9 p.m.  
8 sessions. Ketchum 234. \$56.

### **NCA-4** **Learning How to Learn**

As a parent/teacher/counselor boost your child's self-image and success in school by sharing lifelong, useful study tools. Instruction includes time management, organizational skills, reading, notetaking, memory, test-taking strategies, etc. This course furnishes hands-on materials for students of any ability. Extensive materials available from instructor.

Gloria Frender, M.A.  
Tuesdays, February 10, 7, 24, and  
March 3, 7-9 p.m.  
4 sessions. Hellems 193. \$64.

### **NCA-5** **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.

Bobrow Test Preparation Services  
Section I: (For March 21 test) Saturdays,  
February 21, 28, March 7 & 14,  
9 a.m.-1 p.m.  
Section II: (For June 20 test) Saturdays,  
May 16, 30, June 6 & 13, 9 a.m.-1 p.m.  
Both sections: 4 sessions.  
Porter Biosciences E113. \$125.



### **NCA-6** **Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE.

Roe Willis, Ph.D. and Terri Bodhaine, M.A.  
Section I: (For February 7 test) Tuesdays and  
Thursdays, January 13-February 5, 6:30-9 p.m.  
Section II: (For April 11 test) Tuesdays and  
Thursdays, March 10-April 9, 6:30-9 p.m.  
Both Sections: 8 sessions. Hellems 241. \$70.

### **NCA-7** **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.

Scott Hatch, M.A., J.D.  
Section I: (For February 21 test), Friday,  
February 6, 6-10 p.m., and Saturday &  
Sunday, February 7 & 8, 9 a.m.-5 p.m.  
Section II: (For June 15 test), Friday, April  
17, 6-10 p.m., and Saturday & Sunday,  
April 18 & 19, 9 a.m.-5 p.m.  
Both Sections: 3 sessions.  
Guggenheim 2. \$140.

# NONCREDIT ADULT COURSES

## **NCA-8**

### **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, January 17 & 18, 9 a.m.-5 p.m.

Section II: Saturday & Sunday, March 21 & 22, 9 a.m.-5 p.m.

Both Sections: 2 sessions.

Guggenheim 2. \$75.

## **NCA-9**

### **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, February 16-April 13, 7-9 p.m.

8 sessions. Hellems 185. \$56.



**492-2412**

**492-2407**

Phone-In Noncredit-Certificate Registration

January 5 - February 13

Monday-Friday, 9 a.m.-5 p.m.

Outside Metro-Denver **1-800-332-5839**

# BUSINESS

## **NCB-1**

### **Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. Textbook: *Introduction to Financial Accounting*. 2nd Edition, by Horngren.

Tom Edmonds, B.S., M.S., C.P.A.

Tuesdays, February 24-April 21, 7-9 p.m.

8 sessions. Business 352. \$56.

## **NCB-2**

### **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, tax-free investments, fixed annuities, variable annuities, immediate annuities.

Peter J. Poletti, M.B.A.

Wednesday, April 22, 6:30-8:30 p.m.

1 session. Business 354. \$19.

## **NCB-3**

### **Investment Strategies**

Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course will sharpen your understanding and your investment skills, and help make your money grow. Topics include: Money growth, the golden thread, safety, liquidity, diversification, growth of value, interest and dividends, guarantees, minimizing taxes, professional management, Money market funds, cash management, CDs, Zero-coupon bonds, GNMA's, Corporate and municipal bonds, unit trusts, tax-free investments, stocks, utilities, real estate, mutual funds, options, precious metals, commodities.

Peter J. Poletti, M.B.A.

Wednesdays, February 11 - March 11.

6:30-8:30 p.m.

5 sessions. Business 354. \$39.

## **NCB-4**

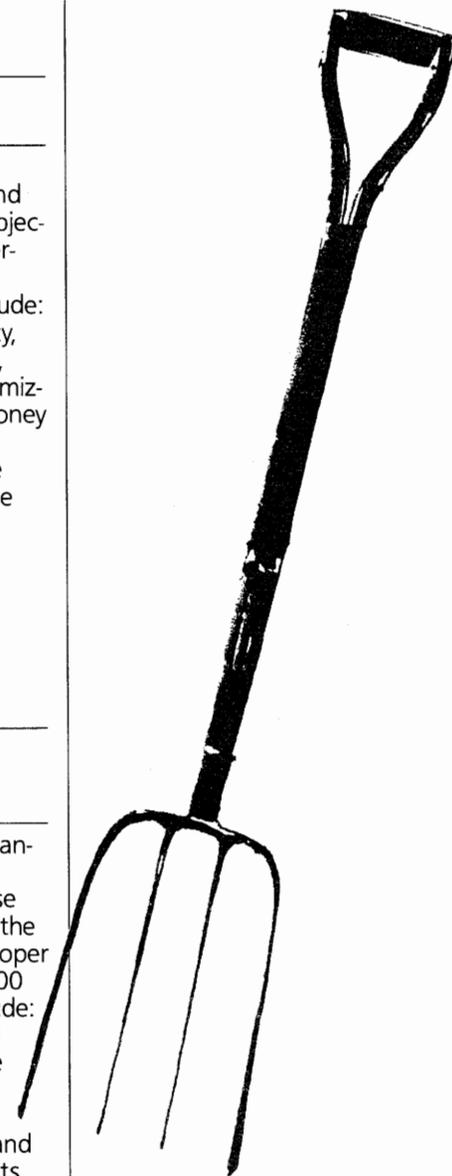
### **Making Private School and College Affordable**

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 and income shifting; Colorado Uniform Transfer to Minors Act; Clifford Trust and spousal remainder trust and other trusts; fixed and variable tax-free investments; investments for safety, income and growth; strategy for new tax law.

Peter J. Poletti, M.B.A.

Tuesday, March 3, 6:30-8:30 p.m.

One session. Hellems 251. \$19.



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# NONCREDIT ADULT COURSES



## BUSINESS – CON'T.

### **NCB-5** **Preretirement Planning Seminar**

This seminar is of special interest to retirees and to others who are leaving jobs. It provides information to help plan and manage finances and investments, and takes into account present and proposed changes in the tax law. It has been presented at numerous company seminars, and provides a balanced view of the problem and its solutions. Topics include: lump sum distribution; IRA rollover; 10 year averaging; organizing assets for safety, liquidity, diversification and growth; handling the IRA and other retirement plans; withdrawal of funds; and minimizing taxes for offsetting inflation.

Peter J. Poletti, M.B.A.  
Wednesday, March 18, 6:30-8:30 p.m.  
One session. Business 354. \$19.



### **NCB-6** **Protect Your Legal Rights!**

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, divorce, and wills. Course is conducted independent of the University Law School.

Sherrie Vincent, J.D. and Karen Burns, J.D.  
Wednesdays, February 25-April 15,  
6:30-8:30 p.m.  
7 sessions. Hellem 285. \$49.

### **NCB-7** **Resort Condominium Management**

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

Gerald G. Hewey, C.H.A.  
Thursday, May 7, 9 a.m.-5 p.m., Friday,  
May 8, 9 a.m.-4 p.m., and Saturday,  
May 9, 9 a.m.-12 p.m.  
Two all-day and one half-day sessions.  
Events Conference Center. \$150; \$100 for  
each additional person attending from the  
same company.

### **NCB-8** **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 planning and defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. A workbook, *Your Business Plan*, will be provided.

Don Webb, Ph.D., Teri Wenz  
Mondays, February 9-March 16,  
6:30-9:30 p.m.  
5 sessions. Duane Physics G125. \$62.

### **NCB-9** **Stock Market Investment**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs. The course is oriented toward those concerned with stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Book Center, UMC 10.

Arnold Hart, M.A. and Mary Wright  
Wednesdays, February 25-April 22, 7-9 p.m.  
8 sessions. Hellem 251. \$56.

### **NCB-10** **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; and how to develop an overview that leads to profit.

Peter J. Poletti, M.B.A.  
Wednesdays, April 1-15, 6:30-8:30 p.m.  
3 sessions. Business 354. \$24.

## CULTURE AND SOCIETY

### **NCC-1** **Biofeedback Stress Management**

This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, teeth grinding and clenching, depression, headaches, and anxiety are the topics.

Toby F. Link, Ph.D.  
Mondays, February 9-March 9, 7-9 p.m.  
5 sessions. Hale 6. \$42.

# NONCREDIT ADULT COURSES

## **NCC-2**

### ***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 redesign your vision for life.

Phyllis J. O'Rourke, B.A.

Wednesdays, March 11-April 22 7-9:00 p.m.  
6 sessions. Hale 6. \$49.

## **NCC-3**

### ***Creative Relaxation for Parents and Teachers***

This course is designed to help parents and teachers (and others who work with children) revitalize their own energies for teaching and parenting. Participants will learn theories and methods for creating a more relaxed classroom or home environment. The course will focus on techniques for dealing with professional, family, and personal stress.

Martha Belknap, M.A.

Saturdays, April 11 & April 25, 9 a.m.-4 p.m.  
2 sessions. Hale 6. \$57.

## **NCC-4**

### ***Eating As If Your Life Depended On It***

You cannot afford to be ignorant, confused, or misled about the nutrition facts. What you eat today affects your immediate energy levels and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure, and other serious diseases. In this one day seminar, learn why eating fish could be great for your heart; the five types of fiber and the food source of each; why calcium supplements may be hazardous to your bones; three dietary ways to reduce your cancer risk; which vitamin supplements are right for you; where you can find reliable nutrition information; how to lose weight without starving yourself; why butter is better for you than margarine; how to strengthen your immune system through nutrition. Tuition includes extensive hand-out materials.

Peggy Phillips, M.Ed., R.D.

Saturday, April 11, 9 a.m.-5 p.m.

One all-day session. UMC 158. \$32.



## **NCC-5**

### ***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, February 11-March 11,  
7-8:30 p.m.

5 sessions. Hellems 255. \$27.

## **NCC-6**

### ***Making Your Life and Career Work — The Inner Journey***

If you're not getting all you can from your life and work; if you've reached a transition or are uncertain where to go next; or if you don't feel totally in control of your life—this ten session course will help you address these key issues. It will give you an awareness of where your many strengths and abilities lie in order to get your life in better balance. Part of reaching this balance is understanding the whole brain and stimulating creativity and effective decisionmaking. In addition, this course will help you discover the inner qualities that enable you to deal with change in your life. The *Myers Briggs Type Indicator* will be used as an assessment vehicle and is included in the course fee.

Texts: *The Three Boxes of Life*, by Richard Bolles; and *The Warrior Within: A Guide to Inner Power*, by Shale Paul.

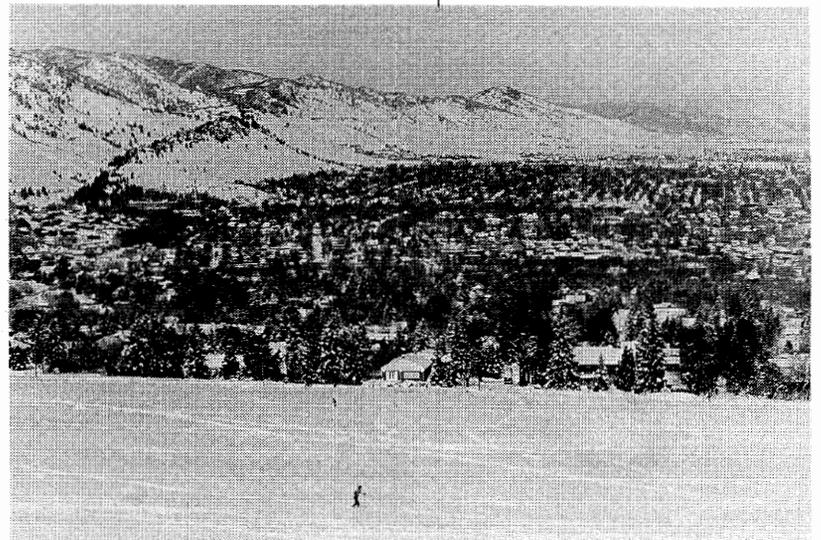
Shale Paul, M.B.A.; Bette Griff, B.A., and Candace Paul, A.A.

Section I: Tuesdays, February 10-April 21,  
6:30-9:30 p.m.

Section II: Saturdays, February 14-April 25,  
9 a.m.-12 noon.

Both sections: 10 sessions.

Ketchum 301. \$105.



## **NCC-7**

### ***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, March 7 & 14,  
9:30 a.m.-12:30 p.m.

2 sessions. Business 208. \$29.

## **NCC-8**

### ***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. Seventh class (field trip) to be arranged.

Robert E. Rothe, Ph.D.

Tuesdays, February 10-March 17, 7:30-9 p.m.  
7 sessions. Geology 108. \$42.



# NONCREDIT ADULT COURSES



## **NCD-5** **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, March 10-April 7, 7:45-9 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-6** **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, April 14-May 5, 7:45-9 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-7** **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, February 10-March 3, 9-10:15 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-2** **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, March 10-April 7, 6:30-7:45 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-3** **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, April 14-May 5, 6:30-7:45 p.m.  
4 sessions. Hale 205. \$18.

## **NCC-9** **The Psychology of Intimate Relationships**

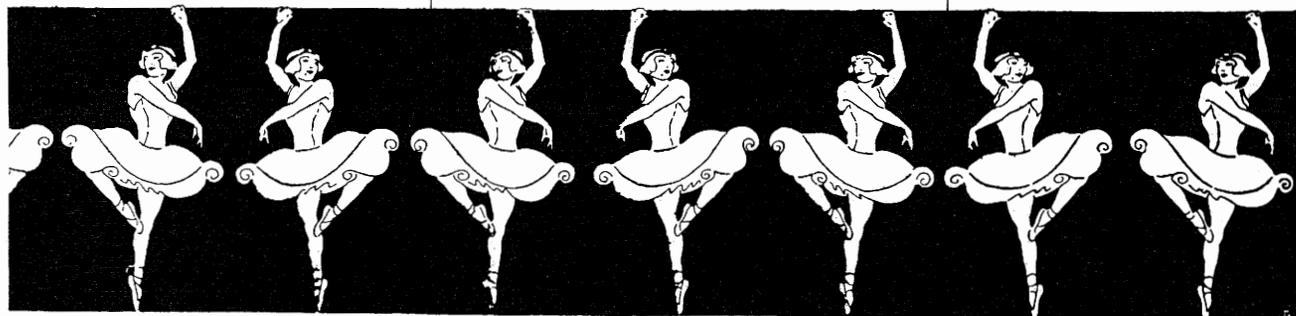
What goes wrong in intimate relationships and why? Why intimate relationships are so hard to find and maintain; the function of power struggles, arguments, conflicts, and affairs; how to evaluate a potential partner before you get too emotionally involved. This seminar will preview the instructor's forthcoming book by the same title.

Neil Rosenthal  
Saturday, March 7, 10 a.m.-5 p.m.  
One all-day session. UMC 158. \$35.

## **NCC-10** **Today's World of Gemstones and Jewelry**

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 of gems and jewelry.

Jaqui Thier Cooper, GIA Graduate Gemologist  
Tuesdays, February 24-April 14, 7-10 p.m.  
7 sessions. Hellems 285. \$74.



# SOCIAL DANCE

## **NCD-1** **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, February 10-March 3,  
6:30-7:45 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-4** **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, February 10-March 3, 7:45-9 p.m.  
4 sessions. Hale 205. \$18.



# NONCREDIT ADULT COURSES

## **NCD-8** **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, March 10-April 7, 9-10:15 p.m.  
4 sessions. Hale 205. \$18.

## **NCD-9** **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, April 14-May 5, 9-10:15 p.m.  
4 sessions. Hale 205. \$18.



## **F** **INE ART**

### **NCF-1** **At The Movies — A Psychology in Contemporary Film**

Entertaining and educational, this course is concerned with how you experience your own version of "life stress," and in how you interpret what you see on the screen and why. Comedy, drama, love, sex, marriage, divorce, male/female communication, parenting, bereavement, hero worship, societal censorship, etc., are all discussed with the Psychology of Personal Adjustment in mind. If you enjoy going to the movies and vicariously experience life through the big screen, this class is for you.

Stephen E. Walker, Ph.D.  
Wednesdays, March 11-April 29, 7-10 p.m.  
6 sessions. Muenzinger D156. \$68.

### **NCF-2** **Creative Photography Workshop**

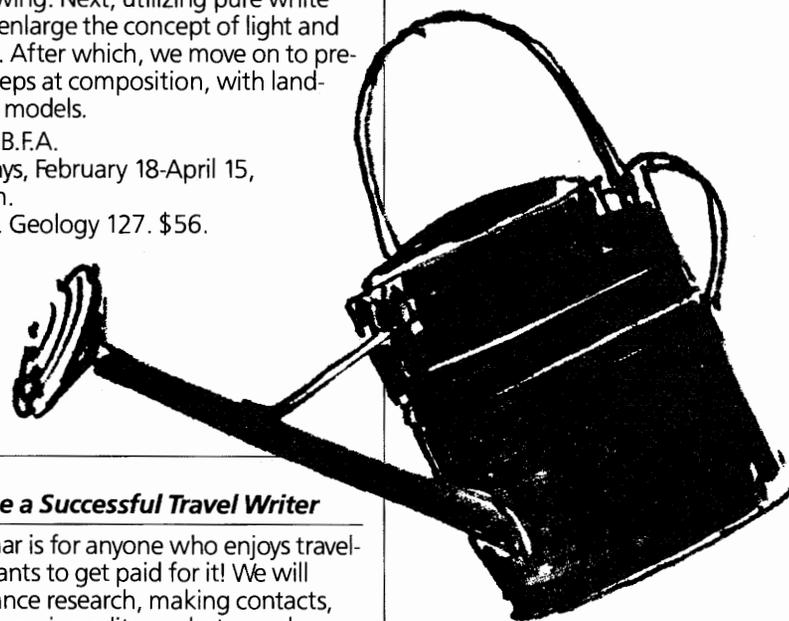
A unique photography course for the beginning and intermediate photographer. It's designed to help you make more exciting photographs by exposing you to the ideas and works of the masters; teaching over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide 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, February 16-March 16, 7-10 p.m.  
5 sessions. Fine Arts N185. \$53.

### **NCF-3** **Drawing Techniques — Beginner to Advanced**

Many artists have used drawing to design — arrange or rearrange forms, and try out various solutions. Drawing techniques introduces a variety of drawing tools and drawing methods, including slides of Michaelangelo, Rubens, Pelligrini, Ingres, Durer, and 20th century artists. First class will present slides of drawings; pen and ink, charcoal, pencil, conte crayon, washes, mixed media, and lithographic crayon. Left-brain, right-brain concepts will also be introduced during first class. Following classes will introduce the value scale, with the investigation of basic shapes...cube, cylinder, and sphere, in order to understand the basic ideas of pencil drawing. Next, utilizing pure white still life to enlarge the concept of light and dark value. After which, we move on to preliminary steps at composition, with landscape and models.

Gail Marr, B.F.A.  
Wednesdays, February 18-April 15,  
5:30-7 p.m.  
8 sessions. Geology 127. \$56.



### **NCF-4** **How to be a Successful Travel Writer**

This seminar is for anyone who enjoys traveling and wants to get paid for it! We will cover advance research, making contacts, freebies, querying editors, photography, syndication, copyrights, manuscript preparation, and much more.

Jacquelyn Peake, M.A.  
Saturday, February 28, 9 a.m.-4 p.m.  
One all-day session. UMC 425. \$51.

### **NCF-5** **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, February 18-April 15, 7-9 p.m.  
6 sessions. Fine Arts N-298. \$62.



# NONCREDIT ADULT COURSES



## **NCF-6** **More Writing for Magazines**

A step beyond the basics for writers with some experience in magazines. Develop your individual voice and creativity using the best of today's nonfiction as models. Includes techniques to target markets, combat blocks, and manage time effectively.

Deidre Elliott, professional writer.  
Mondays, February 9-April 6, 7-9 p.m.  
8 sessions. Ketchum 206. \$42.

## **NCF-7** **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  
Thursdays, April 2-April 30, 7-10 p.m.  
Two-all day sessions. Fine Arts N185. \$53.

## **NCF-8** **Shake Hands With Your Camera!**

This beginning photography course will cover mechanical functions of 35mm cameras, types of film, exposure, use of flash, simple portraits, and good composition. Taught through slides. No labwork. One fieldtrip.

Lynn Lickteig, B.F.A.  
Tuesdays, February 10-April 7  
(no class Tuesday, March 24), 7-9 p.m.  
8 sessions. Environmental Design,  
Room 102. \$51.

## **NCF-9** **Short Story Writing**

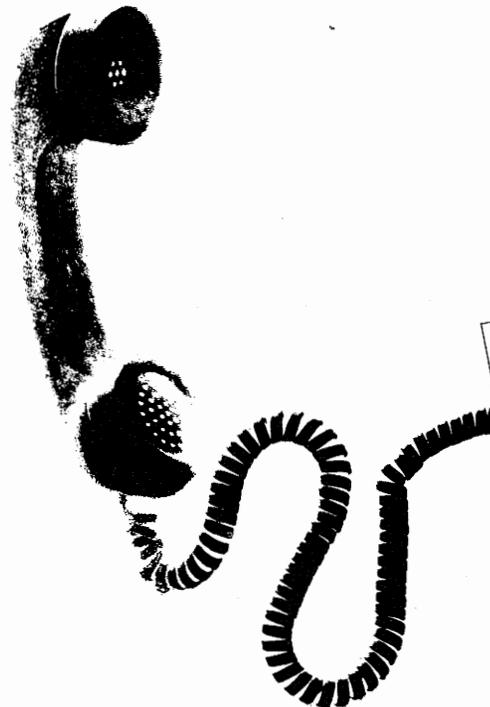
All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating. This course aimed toward marketing.

Barbara Steiner, professional writer.  
Wednesdays, February 11-April 22,  
8-9:30 p.m.  
10 sessions. Hellems 81. \$53.

## **NCF-10** **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; 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.  
Mondays, February 9-March 16,  
6:30-9:30 p.m.  
6 sessions. Stadium 350 (enter at Gate 11, up  
2 flights to Academic Media Services). \$79.



## **Avoid the Registration Crunch**

Phone-In Noncredit-Certificate Registration  
January 5 - February 13  
Monday-Friday, 8 a.m.-5 p.m.

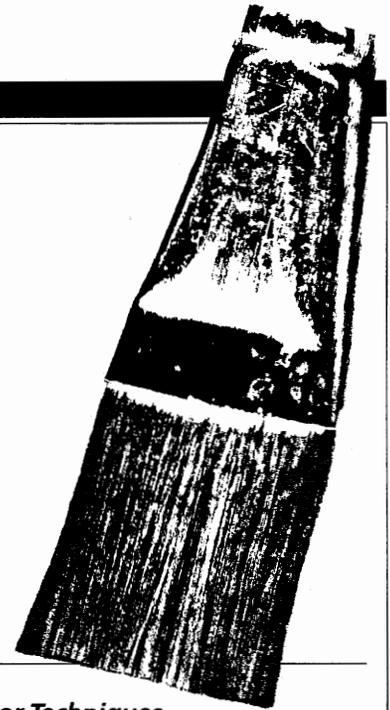
**492-2412**  
**492-2407**

Outside Metro-Denver  
**1-800-332-5839**

For other course information:  
**492-5148**

Make our registration office as close  
as your telephone.  
Complete registration information  
on page 56.

After February 13, please call  
**492-5148**



## **NCF-11** **Watercolor Techniques**

Watercolor techniques will be taught utilizing techniques of Transparent and Opaque watercolor, with an emphasis in Basic Color Theory, learning how to use the color wheel and develop individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left brain-right brain exercises are also included in the course, along with specific drawing assignments in order to stimulate and facilitate learning a variety of methods.

Gail Marr, B.F.A.  
Wednesdays, February 18-April 15, 7-9 p.m.  
8 sessions. Geology 127. \$56.

# NONCREDIT ADULT COURSES

## **NCF-12** **Writing for Children and Teens**

Instruction in writing stories, articles, books, verse, and plays for children from tots to teens. Detailed help in producing manuscripts that will meet the need of this active market. Both beginning and more experienced writers may enroll and concentrate on the age group, subject matter, and media that interests them most.

Barbara Steiner, professional writer.  
Wednesdays, February 11-April 22,  
6:30-8 p.m.  
10 sessions. Hellems 81. \$53.



# L

LANGUAGES

## **NCL-1** **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, February 16-April 27,  
7:15-9:15 p.m.  
10 sessions. Hellems 247. \$70.

## **NCL-2** **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 at home or in class; and on reports made by the students themselves. Required textbook is *College Varietetes Culturelles* (second edition), available at the University Bookstore on campus.

Anna Cohen, M.A.  
Wednesdays, February 11-April 22, 7-9 p.m.  
10 sessions. Hellems 177. \$70.

## **NCL-3** **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 *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D.  
Wednesdays, February 18-April 29,  
7:15-9:15 p.m.  
10 sessions. Hellems 181. \$70.

## **NCL-4** **German for Beginners and Travelers**

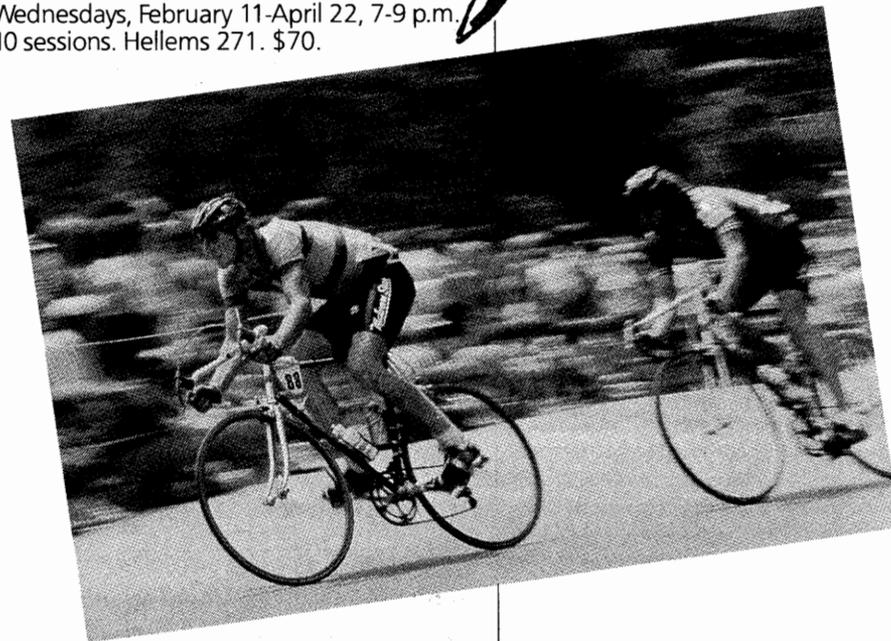
Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore 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, \$16.

Benita Luttcher  
Tuesdays, February 10-April 21, 7-9 p.m.  
10 sessions. Hellems 181. \$70.

## **NCL-5** **Intermediate German**

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is 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, \$16.

Marcia Klotz, B.A.  
Wednesdays, February 11-April 22, 7-9 p.m.  
10 sessions. Hellems 271. \$70.



## **NCL-6** **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. Required text is *Buongiorno Italia* by Norman Hilton, available at the University Book Center, UMC 10.

Maris Gaudiano, M.A., Dante Alighieri Society  
Wednesdays, February 11-April 22,  
7:15-9:15 p.m.  
10 sessions. Hellems 255. \$70.



# NONCREDIT ADULT COURSES

## L LANGUAGES – CON'T.

### **NCL-7** **Intermediate Conversational Italian**

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

Maris Gaudiano, M.A., Dante Alighieri Society  
Mondays, February 9-April 20, 7:15-9:15 p.m.  
10 sessions. Hellems 247. \$70.

### **NCL-8** **Beginning Conversational Spanish**

Basic but lively conversational Spanish for travel to Spanish-speaking countries. Cultural and social aspects will be introduced. Practical vocabulary would be emphasized.

Elizabeth Medina, Ph.D.  
Tuesdays, February 10-April 21, 7-9 p.m.  
10 sessions. Hellems 271. \$70.

### **NCL-9** **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, February 12-April 23, 7-9 p.m.  
10 sessions. Hellems 271. \$70.



## O S SPORTS AND OUTDOORS

### **NCO-1** **Bald Eagles, Golden Eagles, Hawks, and More**

Do you realize that Colorado rates high in the nation for number of wintering bald eagles? The eagles are found east along the Platte River, and in the surrounding Boulder area. Class emphasizes specific raptor and hawk identification beyond the normal bird field guides. Owl identification will be stressed also. Carpooling. Binoculars helpful. Trip dependent upon weather.

Tina Jones, Naturalist.  
Introduction Thursday, February 19,  
7:30-9:30 p.m. Field Trip Saturday,  
February 21, 8 a.m.-5 p.m.  
2 sessions. Hellems 285. \$22.

### **NCO-2** **Cruising Under Sail: Celestial Navigation Working Seminars**

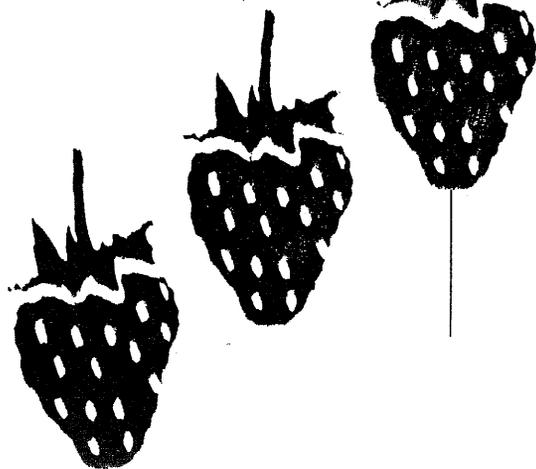
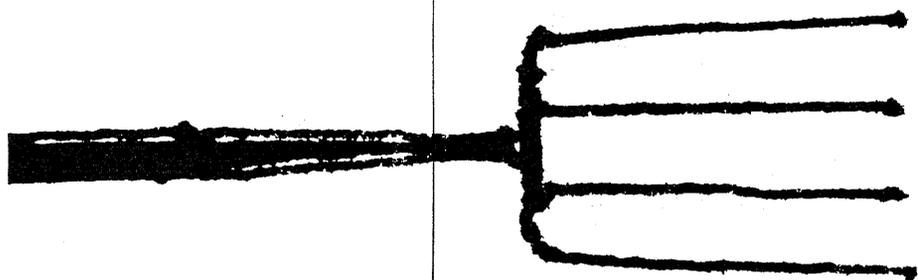
Comprehensive, practical "hands-on" working seminars for all sailors — novice, barnacled old-salts, or armchair adventurers — who wish to learn more or improve working skills. Course topics include: celestial navigation in perspective; review of basic navigation; time and time keeping; chartwork plotting; working with sextants; sight reduction techniques; operational shortcuts; celestial landfalls; emergency celestial navigation; stars' and planets' identification and finding; celestial applications and procedures in air navigation; state of the art and future trends. There will be extensive sextant practice sessions and related plotting and chartwork to provide all participants with sound working skills. There are no prerequisites or any other requirements other than the criteria of interest.

Bill Plywaski, Ph.D.  
Thursdays, February 12-April 9, 6:45-9:15 p.m.  
8 sessions. Hellems 247. \$79.

### **NCO-3** **Landscape Plants**

This course complements the residential landscape class but can also be taken separately. The focus 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. Divided into two parts, Session I includes a general slide talk on semi-arid, low maintenance design as well as slides on specific evergreens (trees, shrubs, and broad-leaved varieties). Session II covers slides on specific deciduous trees and shrubs, vines, ground covers, grasses, and a few desert plants.

Jim Knopf, M.L.A.  
Saturdays, April 11 & April 18, 9 a.m.-3 p.m.  
Two all-day sessions. Hellems 137. \$45.



# NONCREDIT ADULT COURSES



## **NCO-4** **Psychology & Sports Performance**

This course can help you to improve your athletic performance by developing the mental side of your training program. Topics to be covered are: motivation and training, injury prevention and rehabilitation, applied stress management, mental rehearsal techniques, neuro-muscular memory training, poise, concentration, centering, and how to handle anger, fear, and other unproductive emotional states. The course is designed to teach skills which can enhance your performance and boost your sense of personal satisfaction.

Stephen E. Walker, Ph.D.  
Tuesdays, February 10-March 3, 7-10 p.m.  
4 sessions. Muenzinger D156. \$45.

## **NCO-5** **Residential Landscaping**

Learn how to plan beautiful landscaping requiring little water and low maintenance. The class includes a slide illustrated talk on sensible landscaping for the Rocky Mountain Region; demonstrations of the process used by professional site designers; and slides of a few important shrubs, trees, and groundcover plants. Demonstrations will involve sites for which class members have brought site surveys and photos. The major emphasis will be on techniques that class members can use to do their own plans. These techniques include the use of tracing paper overlays, sketching from slides, and the development of site analysis, conceptual and planting plans. Bring to class a scale site plan and some photographs of the property to be designed.

Jim Knopf, M.L.A.  
Saturdays, March 28 & April 4, 9 a.m.-4 p.m.  
Two all-day sessions. Hellems 137. \$45.

## **NCO-6** **Spring Wild Flowers: Their Uses and Identification**

Enjoy Boulder's surrounding foothills beauty by knowing what grows here. Many flower species that bloom in the springtime do not bloom in the higher elevations in summer; therefore, they are unique and are found flowering only in May and early June. Use of botanical key will be included. Edible/medicinal uses of the plants will be mentioned. Flower parts, stems, leaf shape, soil content will be discussed. Carpooling. Field trips dependent upon weather.

Tina Jones, Naturalist.  
Introduction Thursday, May 7, 7-9:30 p.m.  
Field Trips Saturday, May 9 and Sunday,  
May 24, 9 a.m.-12 noon.  
3 sessions. Hellems 285. \$29.

## **NCO-7** **Weight Training**

Introduction to resistance exercise using 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 Thursdays, February 9-  
March 12, 7-8:30 p.m.  
10 sessions. Team House Weight Room  
(enter Stadium at Gate 14 (North), enter  
Team House at field level). \$53.



492-2412  
492-2407

Phone-In Noncredit-Certificate Registration  
January 5 - February 13  
Monday-Friday, 9 a.m.-5 p.m.  
Outside Metro-Denver 1-800-332-5839



# 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 from 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, SPRING, 1987

<i>Date</i>	<i>Course</i>	<i>Faculty</i>
Friday, February 27	Say What you Mean and Mean What You Say	Betty Brown Karen L. Boringer
Friday, March 13	Engineering Computing on Personal Computers	David E. Clough
Friday, March 20	How to Prepare and Deliver Winning Presentations	Randy Bauer
Monday, April 6	Management of Technology: The Effective Management of Engineers and Scientists	Charles A. Rice Randy Bauer Audrey Nelson-Schneider Nancy Dixon T.P. Hall
Wednesday, April 22	How to Work Smarter	Randy Bauer
Wednesday, April 29	Managing Today's Worker	Audrey Nelson-Schneider
Thursday, April 30	Entrepreneurial Leadership	Nancy Dixon
Friday, May 1	Managing Managers	Charles A. Rice
Thursday, May 7	Resort Condominium Management	Gerald G. Hewey



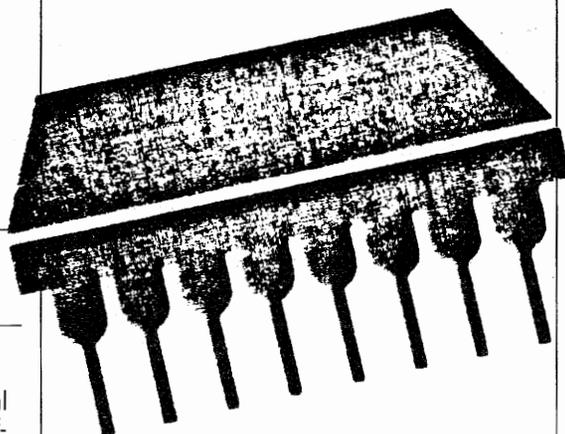
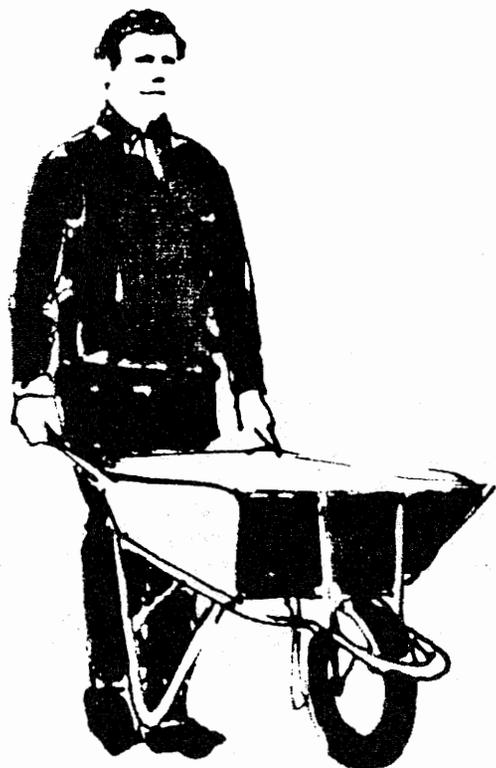
# SPECIAL NONCREDIT PROGRAMS

## C OMMUNICATION

### **MDB-16** **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. This course also qualifies for the Management Development Certificate Program. See page 16 for details. Course includes lunch and refreshment breaks.

Betty Brown, M.A.; and  
Karen L. Boring, M.A.  
Friday, February 27, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.



## E NGINEERING C OMPUTING

### **CCA-480** **Engineering Computing** **on Personal Computers**

Micro-based computing 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 a 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. Course fee includes lunches both days.

David E. Clough, Ph.D.  
Friday, March 13, 8:30 a.m.-5:30 p.m. and  
Saturday, March 14, 10:00 a.m.-5:00 p.m.  
Two all-day sessions. 1.4 CEUs.  
Norlin Library S419. \$325.

## P RESENTATIONS

### **MDB-8** **How to Prepare and Deliver** **Winning Presentations**

Giving an effective presentation, whether it be to a large or small group, has become an increasingly powerful and valuable skill for today's professional. In this seminar you will learn how to keep audience interest high, create and control participation and set an effective learning climate. Find out why objectives are important and how to assure that those objectives are met. Discover a proven technique to eliminate worry and fear. This course qualifies for the Management Development Certificate Program. See page 16 for details. Course fee includes lunch and refreshment breaks.

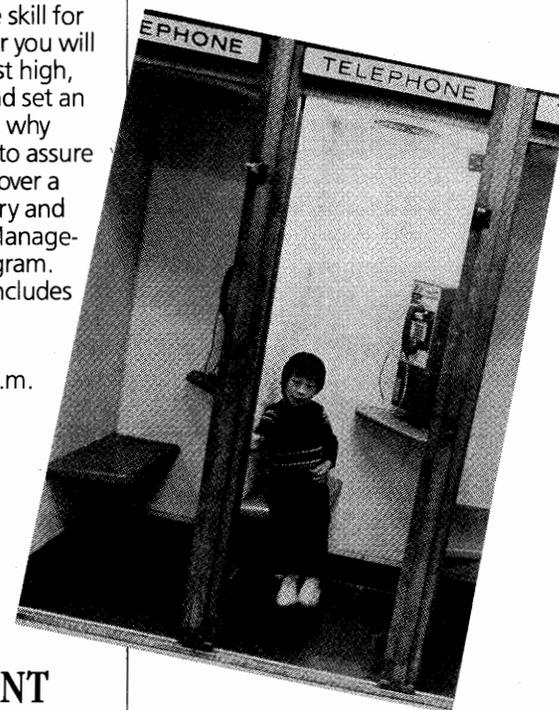
Randy Bauer, M.B.A.  
Friday, March 20, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

## T ECH MANAGEMENT

### **MDB-10** **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.;  
Audrey Nelson-Schneider, Ph.D.;  
Nancy Dixon, Ph.D.; Charles A. Rice, M.B.A.  
Monday through Friday, April 6-10.  
Five all-day sessions. 3.2 CEUs.  
Hilton Harvest House. \$750.



# SPECIAL NONCREDIT PROGRAMS



## **MDL-2** **How To Work Smarter**

Improve your productivity by learning practical techniques guaranteed to eliminate time wasting behaviors, improve concentration, relax in the face of tension and stress-producing situations, and replace frustration with confidence and enthusiasm. Learn how to prevent burnout and achieve balance in your life. This seminar will also focus on skills such as delegating effectively, problem solving, and developing better working relationships. Presented on Professional Secretaries Day this program will be of value to people of all levels in an organization. This course qualifies for the Management Development Certificate Program. See page 16 for details. Course fee includes lunch and refreshment breaks.

Randy Bauer, M.B.A.  
Wednesday, April 22, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs. Raintree Plaza Hotel Conference Center, 1900 Diagonal Highway, Longmont. \$75.

## **MDB-12** **Managing Today's Worker**

Designed for both newly appointed and experienced managers, this seminar will focus on the latest supervisory techniques that will enable you to perform your job more effectively. Learn how to choose an effective management style, how employees are motivated, and how to improve productivity through employee enthusiasm. Other topics include communicating expectations, listening development, and promoting employee self-discipline. This course qualifies for the Management Development Certificate Program. See page 16 for details. Course fee includes lunch and refreshment breaks.

Audrey Nelson-Schneider, Ph.D.  
Wednesday, April 29, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

## **MDB-6** **Entrepreneurial Leadership**

A two-day seminar designed to help professionals at all levels to be innovative and creative. Participants will gain the skills for entrepreneurial leadership through an interactive workshop format. Also examined will be "personal best" experiences as they relate to leadership skills. In addition, participants will plan an innovative project job analysis and critique. This course qualifies for the Management Development Certificate Program. Please see page 16 for details. Course fee includes lunches and refreshments.

Nancy Dixon, Ph.D.  
Thursday and Friday, April 30 and May 1.  
9:00 a.m.-4:00 p.m.  
Two all-day sessions. 1.2 CEUs.  
Hilton Harvest House. \$425.

## **MDB-11** **Managing Managers**

This is a highly customized learning experience especially for those who manage managers or supervisors of professional or technical personnel. The focus of this seminar is on the management of complex projects or functions with multi-levels of supervision and a strong emphasis on the selection, development, and management of supervisors. Learn how to develop a management team, promote consistency among subordinates, manage change, and accelerate the development of key people. This course qualifies for the Management Development Certificate Program. See page 16 for details. Course fee includes lunch and refreshment breaks.

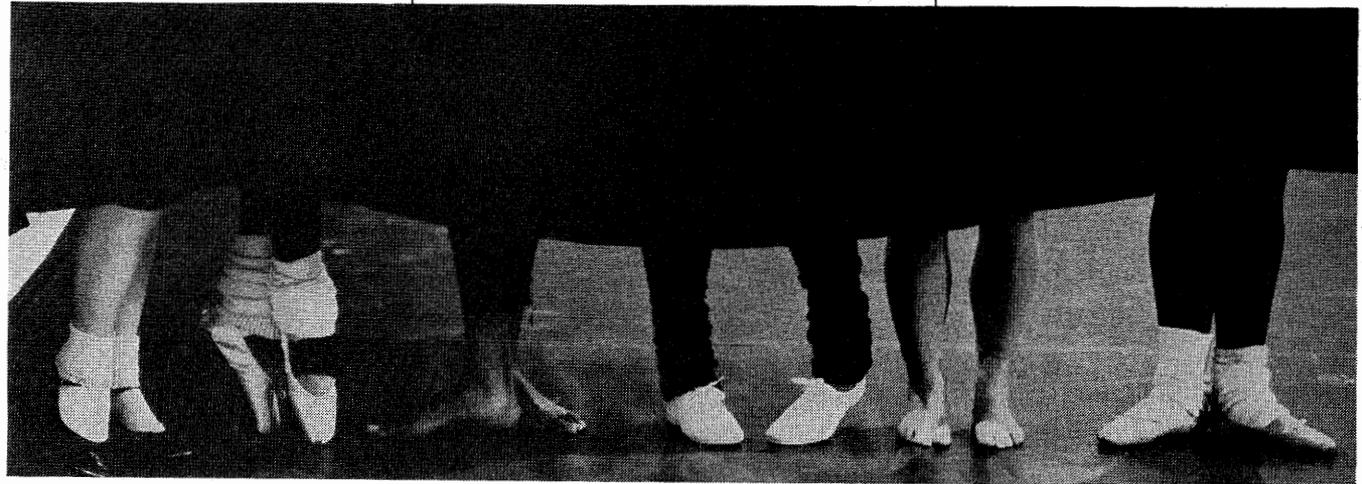
Charles A. Rice, M.B.A.  
Friday, May 1, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Hilton Harvest House. \$75.

## **R**ESORT MGT.

### **NCB-7** **Resort Condominium Management**

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

Gerald G. Hewey, C.H.A.  
Thursday, May 7, 9:00 a.m.-5:00 p.m.,  
Friday, May 8, 9:00 a.m.-4:30 p.m. and  
Saturday, May 9, 9:00 a.m.-12:00 p.m.  
Two all-day and one half-day sessions. 2.0  
CEUs. Hilton Harvest House. \$150.



# VIDEO TELECONFERENCING PROGRAMS

## 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, University Television Network, 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.

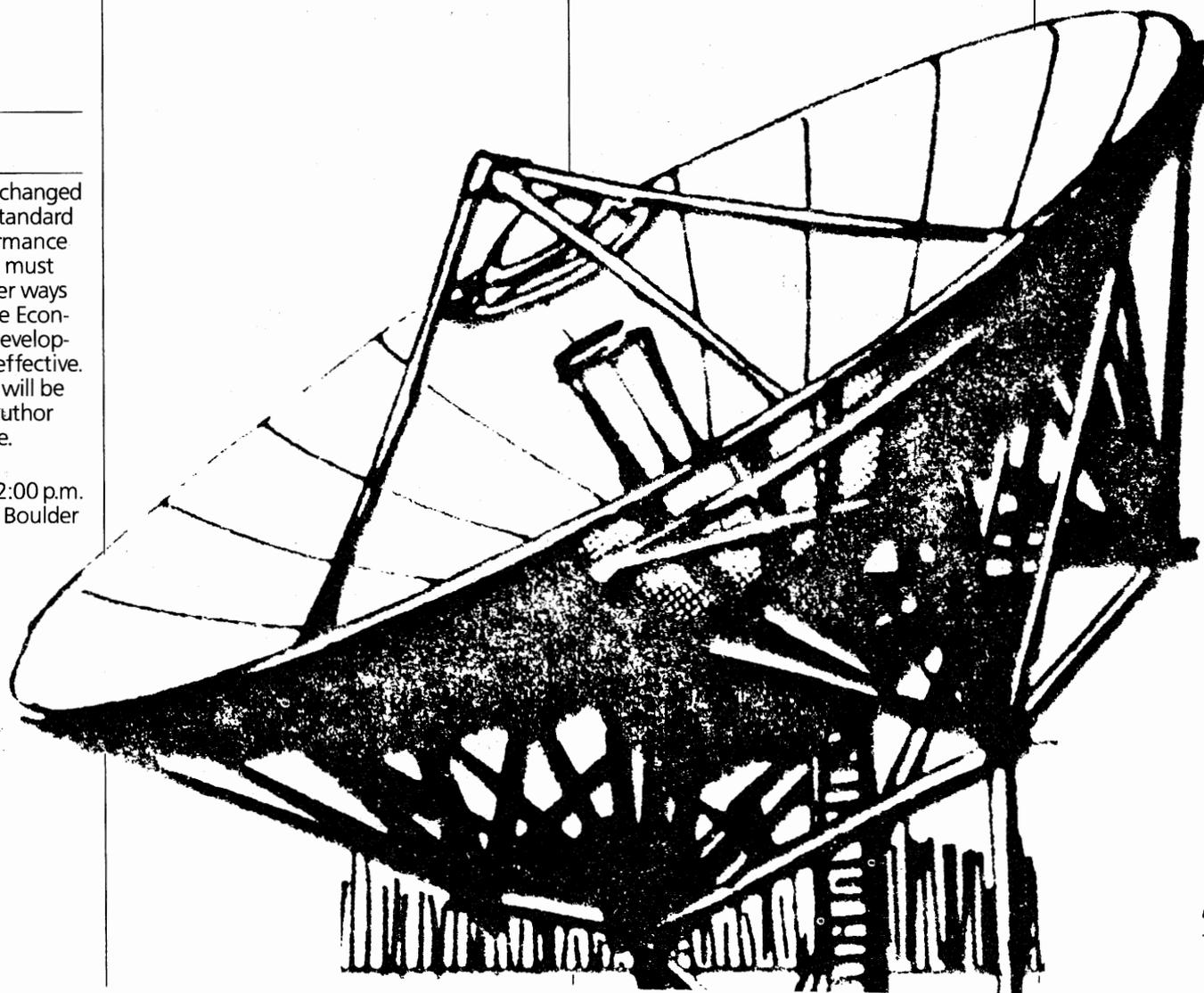
For more information, please call the Division at (303) 492-5148, or if you are out of the Denver metro area but in Colorado call toll free 1-800-332-5839. Please send requests for written information to the Division of Continuing Education, Campus Box 178, University of Colorado, Boulder, Colorado 80309-0178.

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 492-6596 or 1-800-332-5839 toll free in Colorado, outside the Denver metro area.

### **MDB-22** ***The Service Economy***

Because the American economy has changed from industrial to service, the new standard for measuring organizational performance is service. To succeed, organizations must now focus on finding new and better ways to meet customer needs. The Service Economy Teleconference will deal with developing a service strategy which will be effective. The chief presenter of this program will be the nationally known lecturer and author on the subject of service, Ron Zemke. Course fee includes lunch.

Wednesday, February 11, 11:00 a.m.-2:00 p.m.  
Events/Conference Center, Room 4, Boulder Campus. \$50.



# 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, 492-8666, 8:30 a.m.-5 p.m., Monday through Friday. If you are out of the Denver-Boulder local calling zone, please dial 1-800-332-5839. 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**

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance, and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Daytime Course. 6 sessions (48 hours).  
Thursday, Friday, Monday, Tuesday,  
Thursday, Friday, January 8, 9, 12, 13, 15, 16,  
8:30 a.m. to 5:30 p.m. Location: University  
of Colorado Business School Building, Room  
216, Boulder. Tuition: \$225 plus textbooks.

Night course. 14 sessions (48 hours). Tuesday  
and Thursday, January 27 to March 12,  
6:30 p.m. to 9:55 p.m. Location: University  
of Colorado Engineering Building,  
Southwest Classroom Wing CR-2-6,  
Boulder. Tuition: \$225 plus textbooks.

### **RE-72** **Property Management**

This course demonstrates the methods of applying the principles of real estate management and covers such areas as rent collection, purchasing, bookkeeping, physical maintenance, leases and contracts, and many other day-to-day skills. In addition to operating techniques, the course attempts to give the student a deeper insight into the long-range welfare of the property as an investment. Sessions on real estate economics and finance, neighborhood and property analysis, depreciation, obsolescence, and deferred maintenance enable the student to learn the meaning of "highest and best use" of investment property.

Night course. 7 sessions (24 hours).  
Monday and Wednesday, February 2 to  
February 23, 6:30 p.m. to 9:30 p.m.  
Location: Boulder Board of Realtors  
Meeting Room, 4885 Riverbend Road,  
Boulder. Tuition: \$110 plus textbook.

### **RE-33** **Real Estate Appraisal I - Residential**

This course is an introduction to accepted methods for estimating the value of real property. The course covers fundamentals of real appraisal of both land and improved property and covers techniques used by professional appraisers. Emphasis is placed on the evaluation of residential real estate. The course includes a field trip and practical work.

Night course. 7 sessions (24 hours).  
Monday and Wednesday, March 2 to  
March 23, 6:30 p.m. to 9:30 p.m.  
Location: Boulder Board of Realtors  
Meeting Room, 4885 Riverbend Road,  
Boulder. Tuition: \$110.

### **RE-18** **Colorado Contracts and Law**

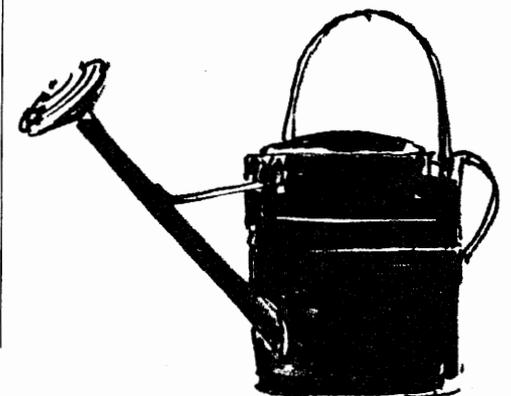
A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Night course. 7 sessions (24 hours).  
Tuesday and Thursday, March 17 to April 7,  
6:30 to 9:55 p.m. Location: University of  
Colorado Engineering Building,  
Southwest Classroom Wing CR-2-6,  
Boulder. Tuition: \$110.

### **RE-28** **Real Estate Closings and Trust Accounts**

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Night course. 7 sessions (24 hours).  
Monday and Wednesday, April 6 to April 27,  
6:30 p.m. to 9:55 p.m. Location: Boulder  
Board of Realtors Meeting Room, 4885  
Riverbend Road, Boulder. Tuition: \$110.



# INDEPENDENT STUDY PROGRAMS

## INDEPENDENT STUDY PROGRAMS

Independent Study Puts You Ahead of the Crowd.

People who take continuing education courses are people with goals and the motivation to achieve them. Whether you are trying to accelerate your degree or to gain career skills, independent study can let you put your motivation to work without waiting for a semester to begin or for a course to be offered at a time when you can take it. Register anytime. Work at your own pace without interrupting family or employment activities.

### **Guided Correspondence Study**

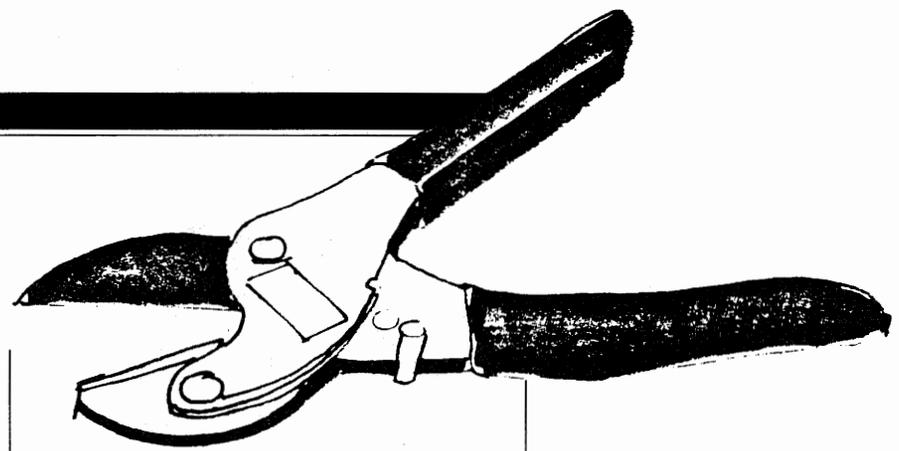
Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multimedia materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 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.



### **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 (CEUs).

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

#### **Real Estate Education**

In cooperation with the Colorado Real Estate Commission and the Colorado Association of Real Estate Boards, CU provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

#### **Childhood Education**

Courses were developed to meet standards established by Colorado law for Preschool Teachers and Preschool Administrators. Certificates are awarded to those who complete

a specified series of courses. Courses are open to all who are interested in the growth, development and education of young children. These courses are especially helpful to childcare center personnel, nurses, social workers, day care home workers and parents of young children.

#### **Paralegal Education**

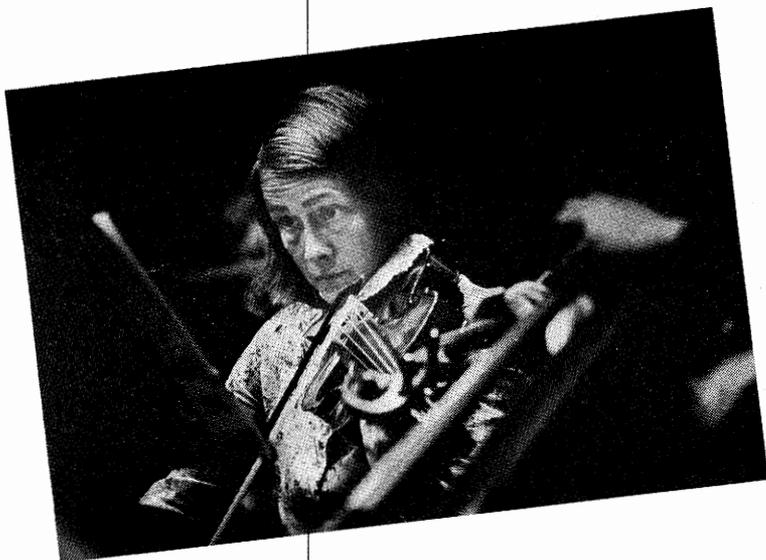
Paralegal Education courses provide opportunities for career minded people to enter or advance in the paralegal profession; legal secretaries may use these courses to improve skills and become more valuable to their employers. Paralegals are employed in private law firms, but more and more paralegals are finding employment in private enterprise and in state and federal government offices.

No states have established certification for paralegals; however, the courses carry Continuing Education Units (CEUs) which are recognized by attorneys as a measure of continuing education.

Each course includes a study guide, textbooks and audiotapes.



# INDEPENDENT STUDY PROGRAMS



## **High School Credit Opportunities**

The University of Colorado offers guided independent learning courses for high school students who want to enrich their high school programs.

## **High School Correspondence**

These correspondence courses provide special opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

High School credit is granted by the student's high school, not by the University of Colorado.

It works like this: using printed study guides, texts, kits and audio materials, you and your supervisor (usually a counselor) stay in touch with faculty who work for the Independent Study Programs at CU by mail and by telephone. Graded assignments are returned to you with comments so you can see how you are progressing. Start the course anytime. Work at your own pace.

Ask your guidance counselor or advisor about high school independent learning courses.

## **Concurrent Registration in College Credit Courses**

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence.

If approved by your school, courses can be used for high school graduation or accepted for college credit (special student) at the University of Colorado.

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

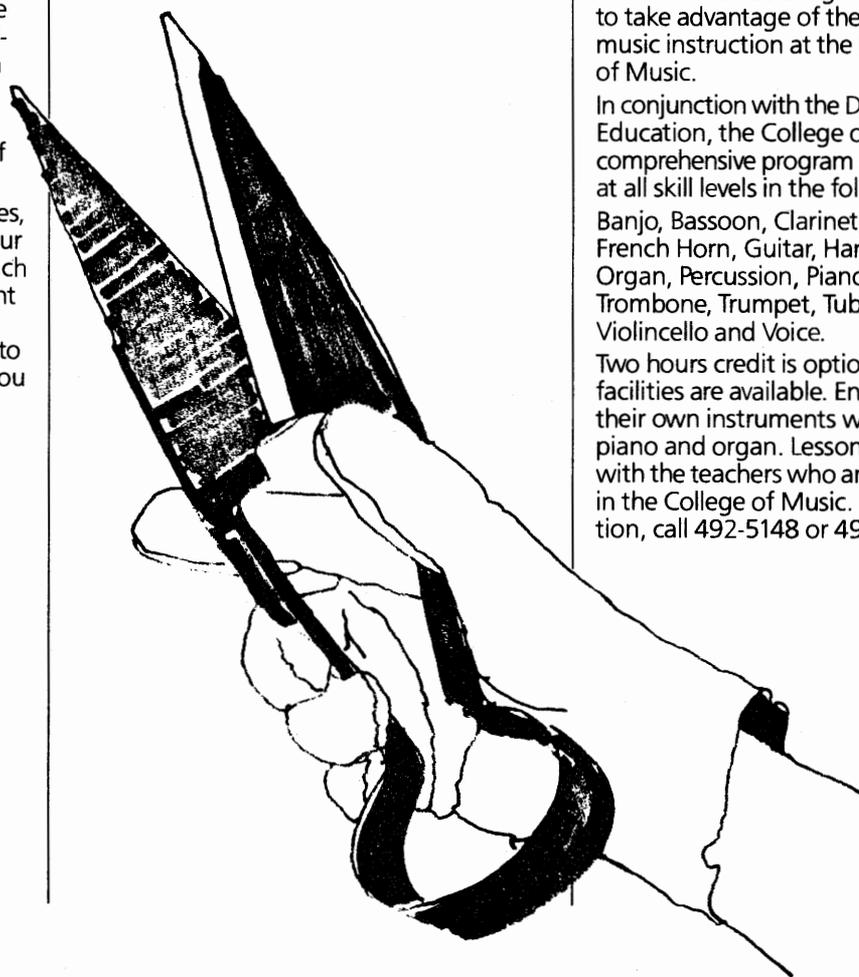


## **Applied Music Program**

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments: Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violincello and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-5261.



# CATECS

**Engineers, Computer 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 graduate courses to approximately 400 students at more than 40 industrial sites. Students may obtain a Master of Engineering (M.E.) degree in computer science and most engineering disciplines without leaving their worksite. Courses also apply to the Master of Science (M.S.), M.S. in Telecommunications and to the M.B.A. 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.

Beginning in January 1987, the new M.E. in Engineering Management, offered with the Colleges of Business and Engineering on the University of Colorado campuses at Boulder, Colorado Springs and Denver, will be introduced to facilitate the transition of an engineer to first level management and to provide an educational base for higher level management positions. The 30 credit hour degree program comprises six uniquely designed core engineering management courses complemented by 15 credit hours of courses selected from a technical option.

## REGISTRATION

Most CATECS students are sponsored by their employers. Students should contact their education officer. Registration begins December 1. The deadline is January 7 after which a \$25 late fee is charged. Classes begin January 14 and students may add a class through January 30. The individual student without company affiliation may study at a reduced rate and should call the CATECS office (303) 492-6331.

### Spring 1987 Courses

#### **Aerospace**

Spacecraft Design

#### **Business**

Finance  
Marketing

#### **Computer Science**

Theory of Automata  
Data Management File Systems  
Topics in Computer Systems  
Artificial Intelligence II

#### **Electrical and Computer**

Digital Image Processing  
Computer Aided Microwave Circuit Design  
Parallel Processing  
Optical Information, Holography  
and Computing  
Simulation Tools for VLSI Systems  
Energy System Analysis II  
Power System Protection  
Advanced Machine Dynamics

#### **Engineering Management**

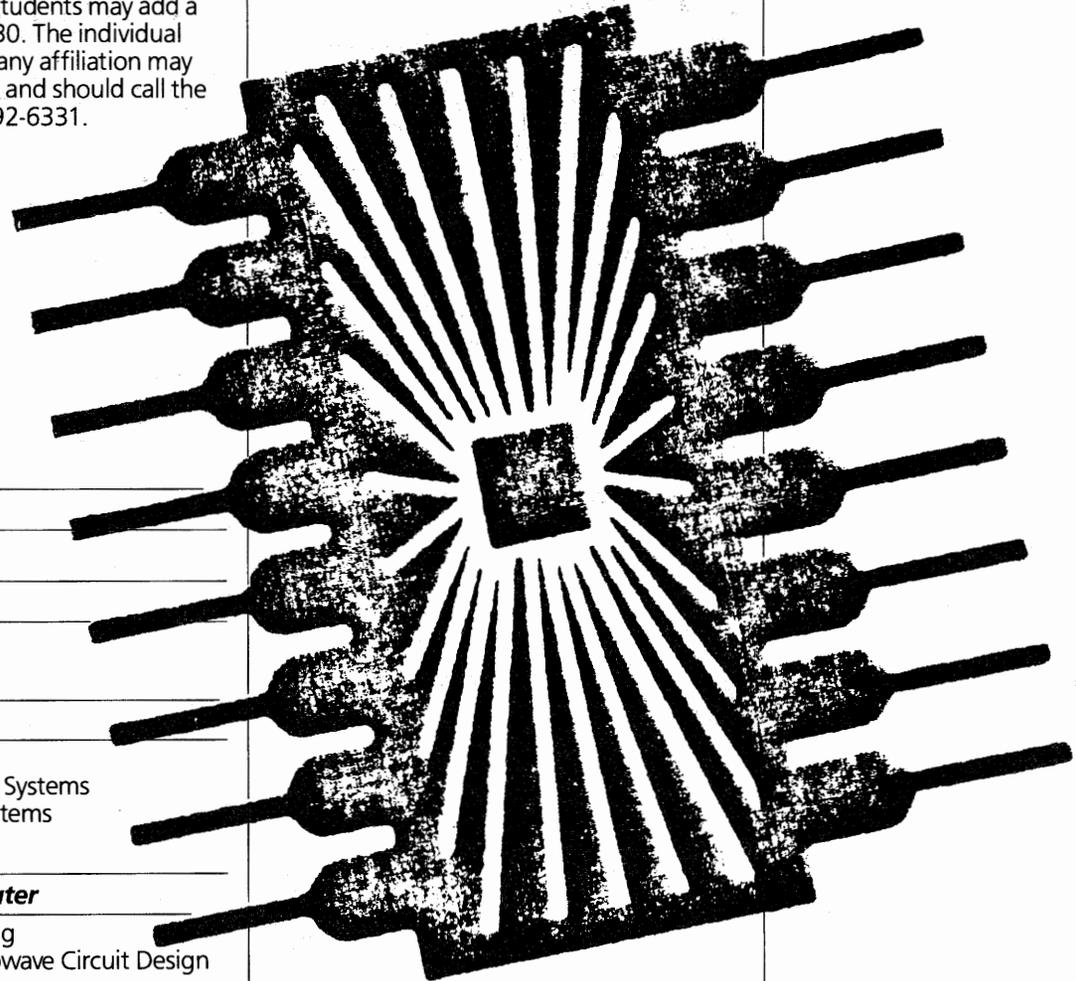
Introduction to Engineering Management

#### **Mechanical**

Macroscopic Thermodynamics  
Methods of Engineering Analysis II  
Theory of Robotics  
Non-Linear Finite Element Analysis

#### **Telecommunications**

Data Communications I



# REGISTRATION INFORMATION

## REGISTRATION INSTRUCTIONS FOR CREDIT, NONCREDIT, 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, January 15 &  
16, 9 a.m.-4 p.m., University Memorial  
Center Ballroom.

#### BY MAIL:

To enroll for courses, please fill out the  
appropriate forms (page 57 for Noncredit/  
Certificate — on page 59 for credit) com-  
pletely, 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 Noncredit or Cer-  
tificate courses.

cate phone-in registration. These numbers  
are 492-2412 and 492-2407, Monday-  
Friday 9 a.m.-5 p.m. Before January 5 and  
after February 13, please use 492-5148 or  
the 800 number listed above.

#### PLEASE:

Most courses have limited enrollment, so  
register as soon as possible to insure your  
place in class. Courses may be closed or  
cancelled, depending upon enrollment.  
Please register at least five days before  
the starting date of any Noncredit/  
Certificate course.

**Please call 492-5148** with any questions  
on your registration procedure. From Long-  
mont 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 arrange-  
ments to assist you.

**All listed textbooks** and supplies are  
available at the University Book Center,  
UMC basement, on campus.

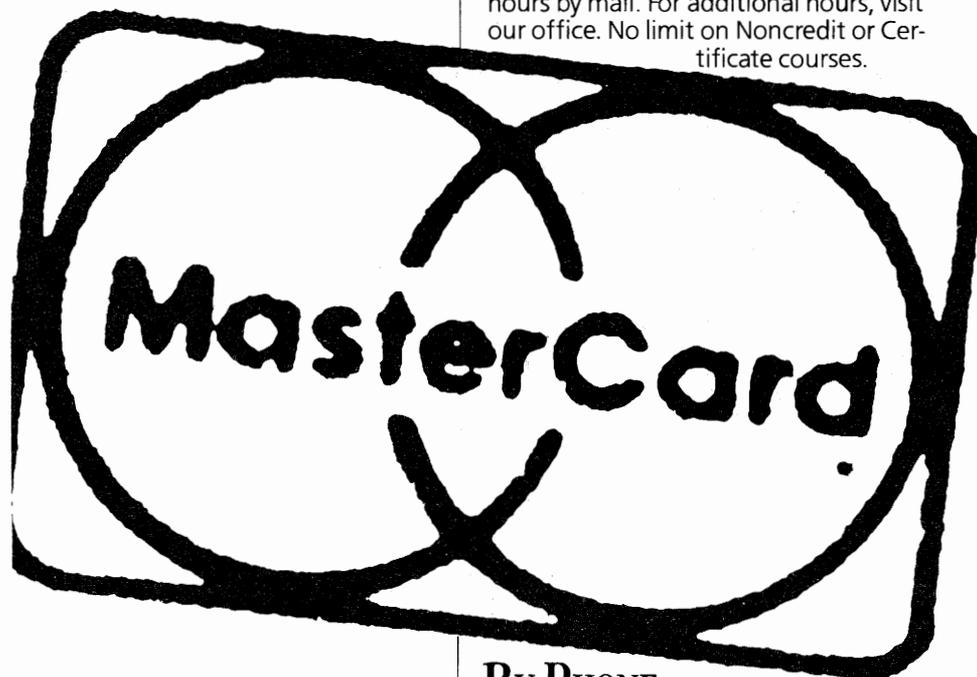
**Refund information** is listed with the  
specific program information. In all cases,  
if a course is cancelled or rescheduled at an  
inconvenient time, a full refund is given.  
Credit course cash and credit card tuition

refunds are processed within two weeks of  
completing a Drop Voucher in the Division  
Registration Office, 1221 University Avenue.  
Noncredit/Certificate course drops may be  
phoned in. If payment was made by check,  
the refund will take 4-6 weeks. That time  
can be cut considerably by presenting a  
copy of both front and back of your  
cancelled check when dropping.

#### **Weather-related closing policy:**

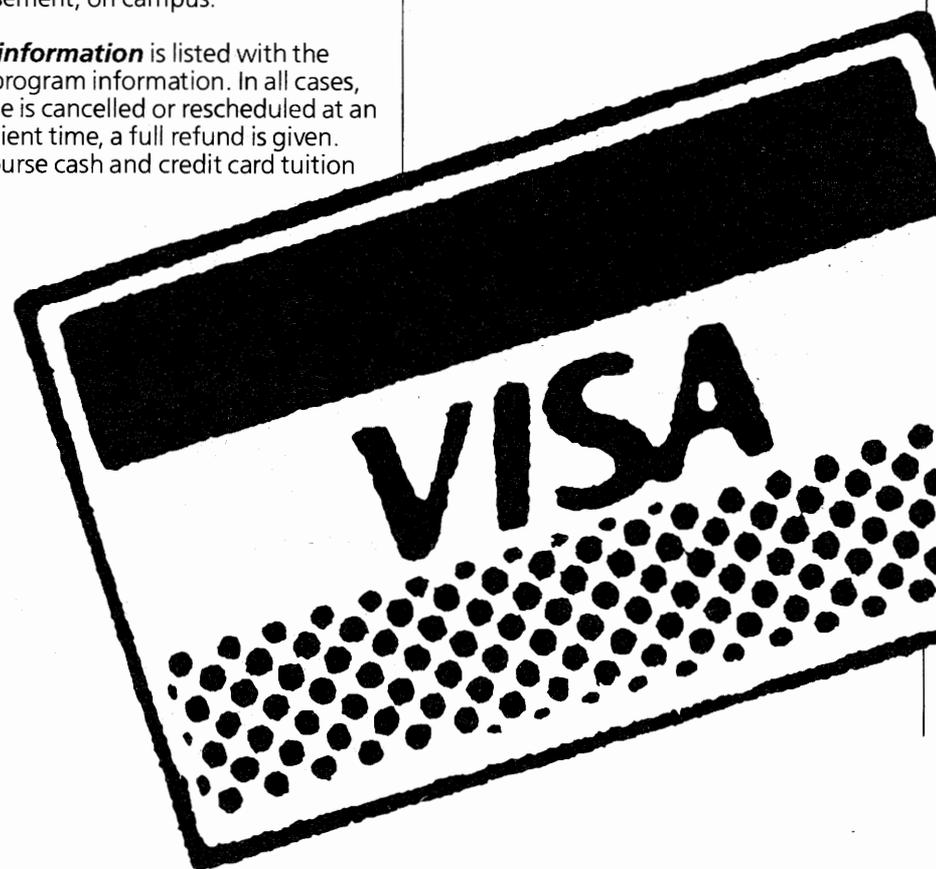
Students may expect classes to be held  
when scheduled even in inclement  
weather, the only exception being when  
the Chancellor closes the campus because  
of extreme weather conditions. Local radio  
stations will announce the campus closing  
frequently during the day. Call 492-5500  
for campus closing information.

**The University of Colorado** is an affir-  
mative action/equal opportunity institu-  
tion. The Continuing Education facility is  
accessible to the handicapped.



#### BY PHONE:

If you are enrolling for Noncredit or Cer-  
tificate courses, you may register by phone  
with payment made by MasterCard or VISA  
credit cards. Call 492-5148. Longmont or out-  
side Denver Metro area, call 1-800-332-5839.  
From Monday, January 5 through Friday,  
February 13, there are extra telephone lines  
available to facilitate Noncredit and Certifi-



# REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_

<b>Course No.</b>	<b>Course Title and (if applicable) Section Number</b>	<b>Tuition</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
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_____	_____	_____
_____	_____	_____

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

Charge MasterCard  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Expiration Date \_\_\_\_ / \_\_\_\_

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

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).



1395102



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

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**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 165 BOULDER, CO

Postage will be paid by addressee

CONTINUING EDUCATION  
CAMPUS BOX 178  
UNIVERSITY OF COLORADO  
BOULDER, CO 80302-9989



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# YES

I'm planting the seeds of knowledge  
now for Spring. This is my Noncredit/  
Certificate Registration.

---

Tape here to close fold. **Do not staple.**

Using MasterCard/VISA only:  
Free return mailer for your convenience.  
Tear or cut page out, fold along solid lines  
(So Business Reply Mail faces out.)  
Tape closed. **DO NOT STAPLE.**  
Mail today. No postage required.

**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM**

**REGISTRATION  
DATE**

Last Name	First Name	Middle Name	Maiden Name	Suffix

If changed, give name under which you were last registered \_\_\_\_\_

Mailing address \_\_\_\_\_  
No. and Street City State Zip Code

Home Phone _____	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	RACE: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____	MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> 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)

**DO NOT WRITE IN THIS COLUMN**

Sex	Race
Citz	TRC <b>1</b>
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	

**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 ____/____

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 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: \_\_\_\_\_

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# EASY WAYS TO REGISTER

SEE PAGE 56 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.

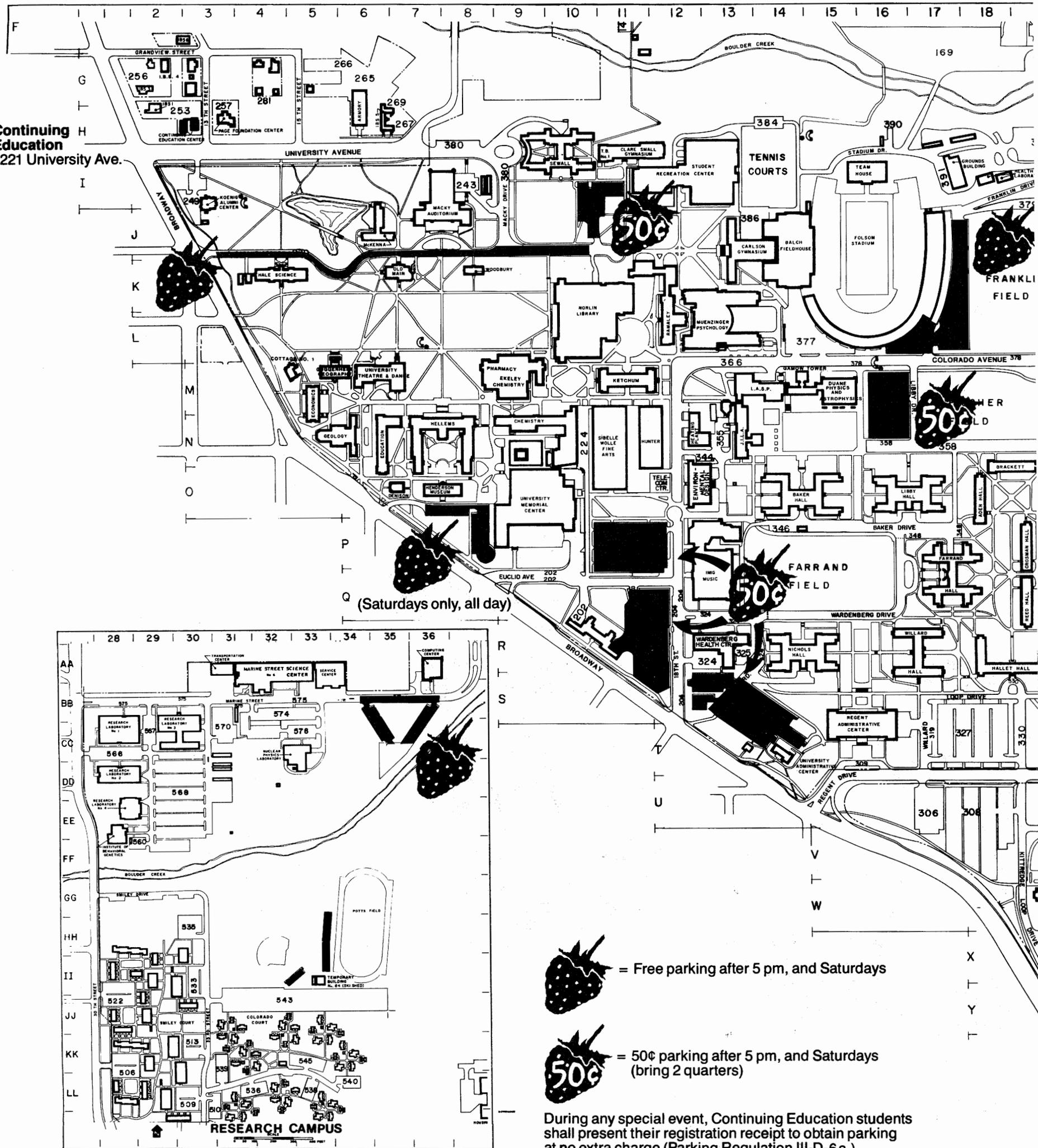
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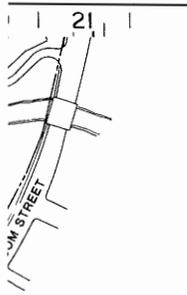
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For Noncredit/Certificate courses only, using VISA or MasterCard, call **492-2412** or **492-2407**, January 5-February 13, Monday through Friday, 8 a.m.-5 p.m. After February 13, call **492-5148**. A receipt will be mailed to you promptly.



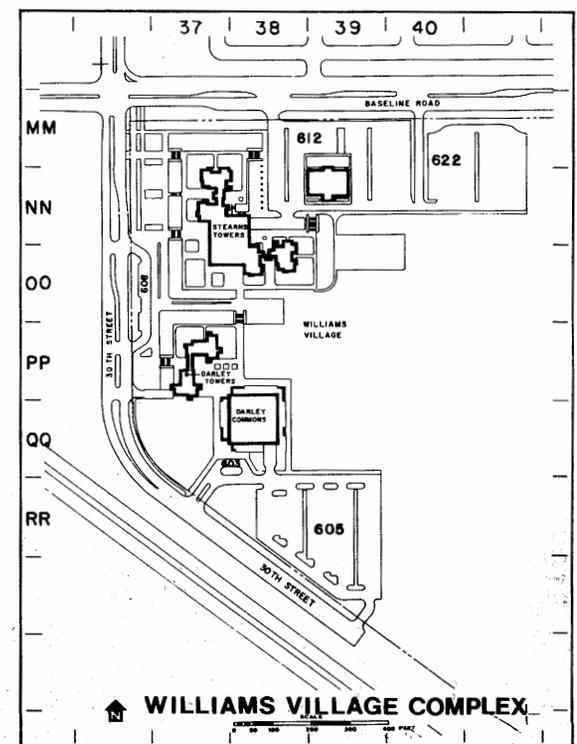
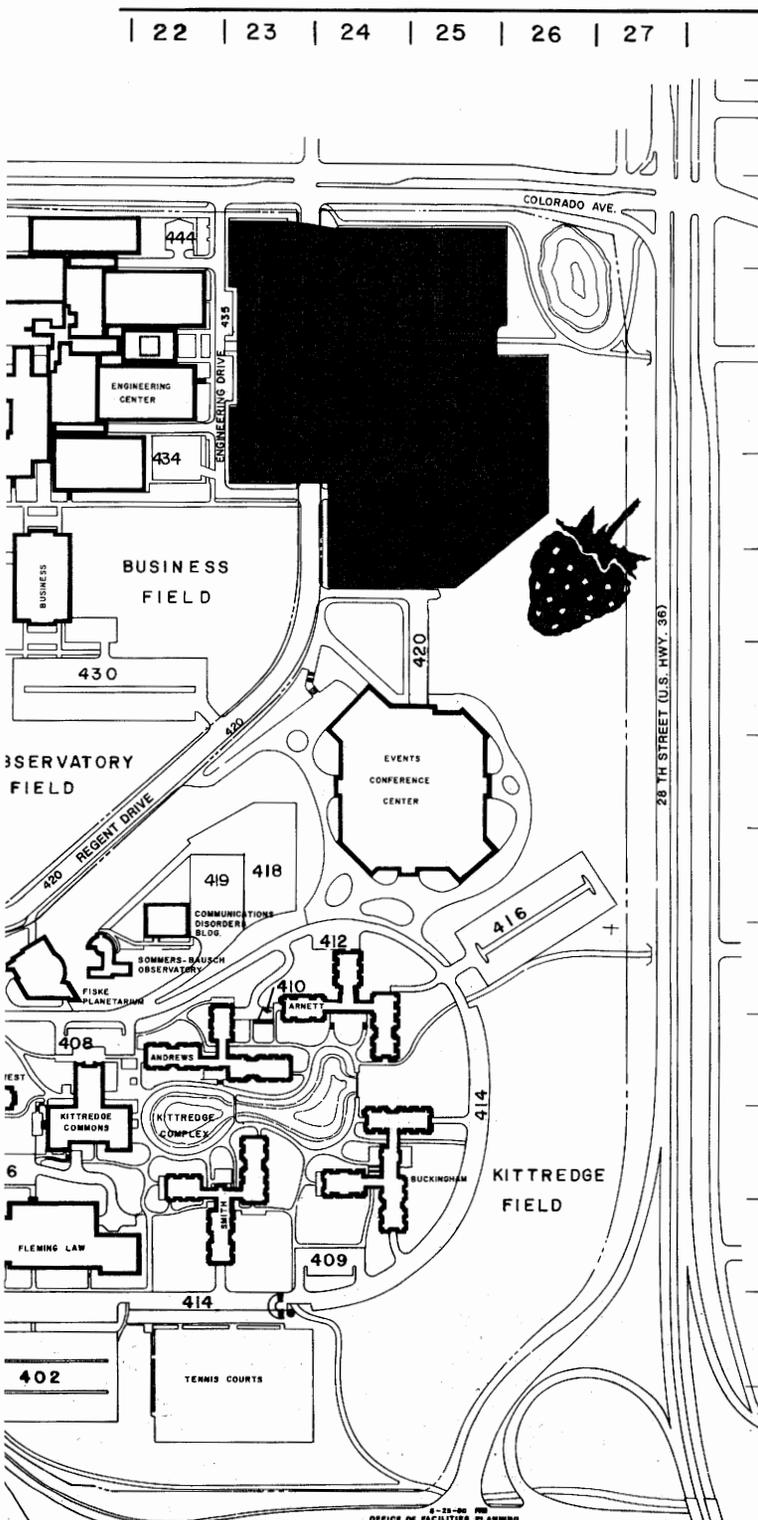
Continuing Education  
1221 University Ave.





## BUILDING KEY

1. Academy Center (not shown) (970 Aurora)—O-2
2. Academy/Conservatory—O-2
3. Aden Hall—O-18
4. Andrews Hall—V-23
5. Armory (1511 University)—H-6
6. Arnett Hall—V-24
7. Athens Court—E-14
8. Baker Hall—O-14
9. Balch Fieldhouse—J-14
10. Biosciences (Life Science Laboratories)—K-12
11. Brackett Hall—O-11
12. Buckingham Hall—W-24
13. Business—Q-21
14. Carlson Gymnasium—J-13
15. Chemistry—N-9
16. Clare Small Gymnasium—H-11
17. Cockerell Hall—O-19
18. College Inn Conference Center—D-8 (17th and Athens) not shown
19. Colorado Court—KK-32
20. Communication Disorders Bldg.—T-22
21. Computing Center—AA-36
22. Continuing Education—H-3, 1221-1229 University
23. Cottage No. 1—M-5
24. Crosman Hall—P-19
25. Darley Commons—QQ-38
26. Darley Towers—PP-37
27. Day Care Center (2202 Arapahoe)—B-17
28. Denison Laboratory—O-7
29. Distribution Center (not shown) 2000 Central Ave
30. Duane Physical Laboratories (includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA—Laboratory and Tower)—M-14
31. Duane Physics and Astrophysics—M-15
32. Economics—M-5
33. Education—N-6
34. Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8
35. Ekeley Chemistry—M-8
36. Engineering Center—M-21, O-20, O-22, P-21
37. Environmental Design—O-12
38. Events/Conference Center—S-24
39. Faculty-Staff Court—E-10
40. Farrand Hall—Q-17
41. Fiske Planetarium—U-20
42. Fleming Law—X-20
43. Folsom Stadium—K-16
44. Gamow Tower—M-14
45. Geology—N-5
46. Grounds and Service Center—I-17
47. Guggenheim Geography—M-5
48. Hale Science—K-4
49. Hallett Hall—R-18
50. Health Physics Laboratory—I-18
51. Heating Plant—N-12
52. Hellems Arts and Sciences—N-7
53. Henderson Museum—O-7
54. Hunter Science—N-11
55. Imig Music—Q-13
56. Institute of Behavioral Genetics—EE-28
57. Institute of Behavioral Science No. 1—H-2 (1416 Broadway)
58. Institute of Behavioral Science No. 2—E-1 (1546 Broadway)
59. Institute of Behavioral Science No. 3—G-2 (1424 Broadway)
60. Institute of Behavioral Science No. 4—G-2 (1220 Grandview)
61. Institute of Behavioral Science No. 5—H-6 (1201 17th)
62. Institute of Behavioral Science No. 6—F-2 (1243 Grandview)
63. Joint Institute for Laboratory Astrophysics—N-13 (JILA—Laboratory and Tower)
64. Ketchum Arts and Sciences—M-11
65. Kittredge Commons—W-21
66. Kittredge (includes Andrews Hall, Arnett Hall, Buckingham Hall, Smith Hall, and Kittredge Commons, Kittredge West)—W-22
67. Kittredge West—V-19
68. Koenig Alumni Center—I-3
69. Laboratory for Atmospheric and Space Physics (LASP)—M-13
70. Libby Hall—O-16
71. Life Sciences Laboratories—(includes Ramaley Biology, Biosciences, and Muenzinger Psychology) L-13
72. Macky Auditorium—I-7
73. Marine Court—D-14 not shown
74. McKenna Languages—J-6
75. Muenzinger Psychology (Life Sciences Laboratories)—L-13
76. Newton Court—E-19
77. Nichols Hall—R-14
78. Norlin Library—L-10
79. Nuclear Physics Laboratory—CC-33
80. Old Main—K-7
81. Page Foundation Center—H-4
82. Pharmacy (Ekeley Chemical Laboratories)—M-9
83. Ramaley Biology (Life Sciences Laboratories)—L-12
84. Reed Hall—Q-19
85. Regent Administrative Center—S-15
86. Research Laboratory No. 1—BB-28
87. Research Laboratory No. 2—DD-28
88. Research Laboratory No. 3—BB-30
89. Research Laboratory No. 4—DD-28
90. Research Laboratory No. 6—AA-32 (Marine St. Sciences Center)
91. Service Center—AA-33
92. Sewall Hall—H-10
93. Sibell Wolle Fine Arts—N-11
94. Smiley Court—JJ-29
95. Smith Hall—X-22
96. Sommers-Bausch Observatory—U-21
97. Stearns Towers—NN-38
98. Student Recreation Center—I-13
99. Team House—I-19
100. Temporary Building No. 1—H-11
101. Temporary Building No. 84 (Ski Shed)—GG-33
102. Transportation Center—AA-31
103. University Administrative Center—T-14 (914 Broadway)
104. University Club—R-10
105. University Memorial Center—O-9
106. University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29
107. University Theatre—M-7
108. Wardenburg Student Health Center—R-13
109. Willard Administrative Center (north side) and Willard Hall (south side)—R-16
110. Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—OO-39
111. Woodbury Arts and Sciences—K-8



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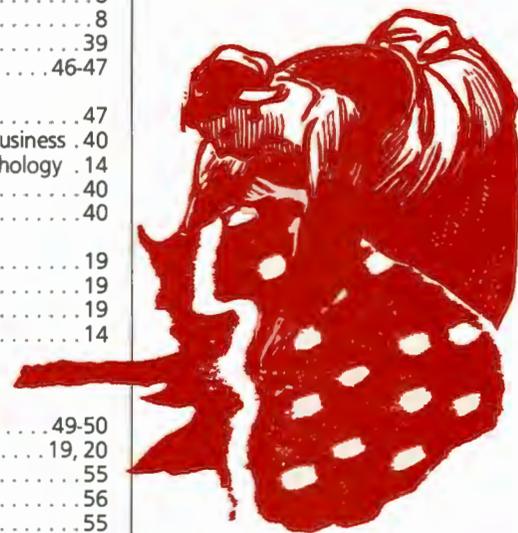
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