

University of Colorado, Boulder
Division of Continuing Education
Fall, 1985

Schedule of Courses, Seminars and Workshops

University of Colorado, Boulder

Division of Continuing Education

Boulder Evening Credit Courses

These courses are designed to encourage the working person (home, office, other) to begin, continue, or restart University-level work. They are offered during the early evening hours, carry full University credit, are transferable and are taught by qualified and approved instructors. Any person with a high school diploma or GED equivalent can enroll and there are no prerequisites. Check the following pages for course descriptions or call 492-5148 for information.

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

The Center for Advanced Training in Engineering and Computer Science (CATECS) provides graduate-level courses for off-campus students either televised live from the campus classroom on videotape to your company or agency. Call 492-6331 for information.

Certificate in Commercial Design

Are you interested in the growing field of commercial design? Are you 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 evening or weekend workshops that leads to a Certificate in Commercial Design may be what you need for your professional development. Check the following pages for course descriptions or call 492-5148 for information.

Certificate in Computer Applications

Our nation is undergoing transformation from an industrial society to an information society. The increasing use of computers and electronic information systems in business and government has created a growing advantage in today's marketplace for those who are knowledgeable in computer applications. Familiarity with computer systems can be a strong asset to any person's professional advancement. This certificate program has been designed to create awareness and skills vital in our information age. Check the following pages for course descriptions or call 492-5148 for information.

Certificate in Multi-Image and Multi-Media Communications

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training, motivating, and educating employees and selling products and services. Check the following pages for information or call 492-5148 for information.

Cooperative Real Estate Certificate Program

The Real Estate Certificate Program is a statewide program in real estate education administered by the University of Colorado and sponsored by the Colorado Real Estate Commission and Colorado Association of Realtors. It is provided for persons in real estate brokerage and allied fields in the real estate industry, for persons contemplating entering the industry, or for those generally interested. See the following pages for more specific information or call 492-8666.

Independent Study Program

The Independent Study Program provides opportunities to students and others in the community to achieve skills and knowledge at their own pace. Whether University credit hours, certain profes-

sional license requirements, or various self-enrichment skills are desired, this program might offer what is needed. Courses of study include Individualized Instruction, and Independent Study Through Correspondence, as well as Childhood Education certificate programs and a Paralegal Education series. Call 492-8756 for information and a catalogue.

Management Development Certificate Program

This certificate program has been designed to develop management skills for persons aspiring to management positions or those seeking to increase their managerial skills. The courses consist of 10 hours of concentrated study in a topic widely considered critical in the management process. All courses are conducted evenings and weekends to conform to a busy person's schedule. There are no prerequisites for any course, and a permanent record of your participation is maintained by the Division of Continuing Education. Courses are now offered in Longmont and Boulder. Check the following pages or course descriptions or call 492-5148.

Personal Enrichment Adult Courses (PEAC)

A wide range of noncredit courses is offered each semester to the adult community. Topics cover vocational and avocational interests from business to outdoor pursuits. 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. Check the following pages for course descriptions or call 492-5148.

SAVE (Campus Courses on a space available basis)

Fall and Spring semester, the University's Division of Continuing Education offers the opportunity for nondegree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Fall 1985 SAVE registration will be conducted Thursday and Friday, September 5 and 6, 9 a.m. to 4 p.m., at the University Memorial Center Ballroom (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.

Special Noncredit Programs

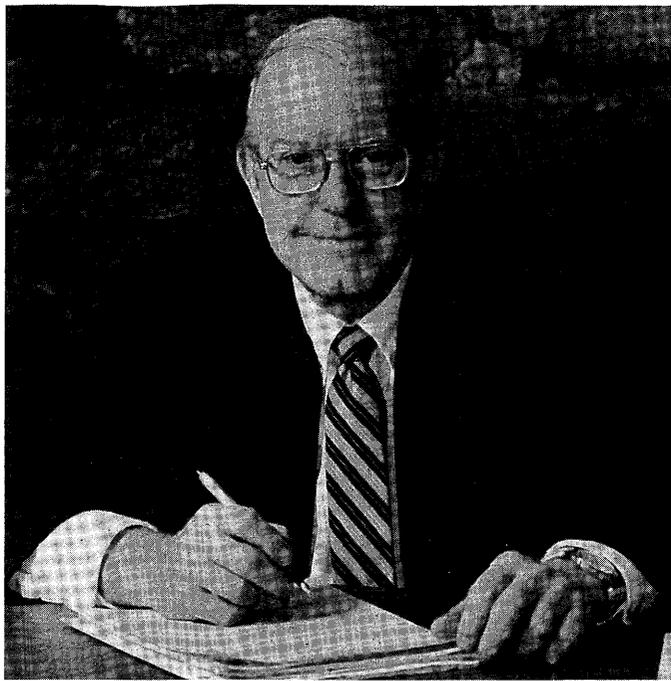
The Division of Continuing Education also develops and produces high-quality results-oriented training seminars for business and industry, government agencies, and service organizations. Programs cover a broad range of executive, secretarial, managerial, and technical areas. Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Call 492-8666 or toll free in Colorado, 1-800-332-5839 for registration information.

Vacation College

Vacation College (January 2-17, 1986) provides an opportunity for you to earn University academic credit in a condensed time period. Scheduled during the winter break period, classes meet three hours a day for 14 days. Because of the intense format students are limited to one course during the session.

Video-Teleconference Programs

The Division is very pleased about its continuation of timely and relevant programs presented by satellite. This electronic means of receiving and presenting high-quality programs is a new venture at the University of Colorado and enables us to make available a broader range of Continuing Education activities. Presenting programs by this means is becoming popular and well accepted. For more information please check the following pages for programs being offered or call 492-8666.



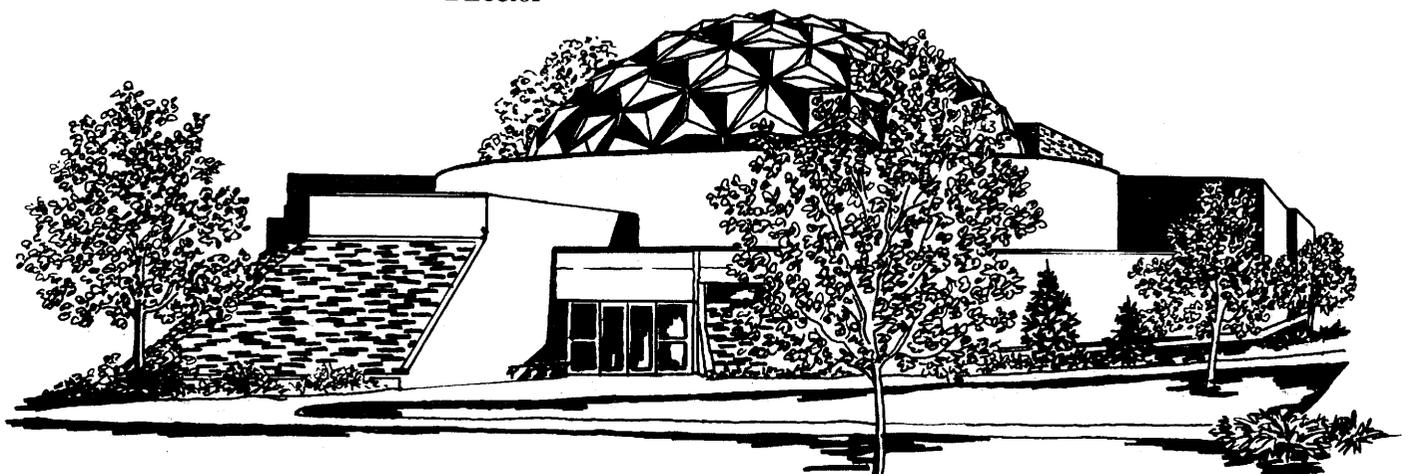
A recent Carnegie Foundation Special Report, *Carnegie Classrooms*, states that, "today the notion of lifelong education has become a public and private goal and a necessity. More than an ideal, it is entrenched in the American way of life... More than 21 million people, almost 13 percent of the total adult U.S. population, are taking courses that are 'organized' educationally, and they are studying on a part-time basis."

The percent of adults in Boulder who are participating in lifelong educational programs is estimated to be double that of the national level. If you are already a lifelong learner, I hope one or more of the programs in this Fall, 1985 brochure will be of interest or meet a current need. If continuing education is not yet a part of your lifestyle, let the Division's staff assist you in getting started with your lifelong learning program.

Clay N. Berg
 Clay N. Berg
 Director

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Boulder Evening Credit Classes

The Division of Continuing Education will continue the evening credit program designed specifically for you the working person (home, office, other) or adult who cannot attend classes during daytime hours.

Since many of you have suggested that credit courses be scheduled in a more concentrated format, we are offering you an opportunity to earn credit in a shortened time period. We have scheduled two short sessions during the semester and you will be required to attend classes twice a week for three hours each night. In addition, the regular Fall semester term classes will be offered as usual.

Boulder Evening classes carry full undergraduate University credit, are fully transferable, and are taught by qualified and approved instructors. Credit earned in these classes is automatically shown on an official CU 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 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. At that point, you can take classes during the daytime or continue to accumulate degree credit by enrolling in the evening credit classes. However, you should check the area requirements for your degree program to be sure you are enrolling for the proper courses.

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

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

RESIDENCY: To be eligible for in-state classification, applicants, or their parents (if the applicant is an unemancipated minor), must maintain legal residence in Colorado for the 12 months preceding the term for which in-state status is claimed. Students who will not be 22 years of age by the first day of class are assumed to be unemancipated minors and to have the same legal residence as their parents. Such students whose parents do not live in Colorado must petition to prove emancipated status for the preceding year. Applicants may be required to submit evidence substantiating their claim of in-state eligibility. Applicants who feel their initial classification is incorrect may address inquiries to the tuition classification coordinator.

TUITION: Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may take one three-hour course for the Full Term or one three-hour course for Session I and one three-hour course for Session II. A nonresident may not enroll for a class for the Full Term and a class in either of the sessions for resident tuition. Therefore, for more than one three-hour class, nonresidents must pay the out-of-state fee of \$2,835. For that tuition, a nonresident student may enroll in any of the other credit courses offered through the Division of Continuing Education program, i.e., Independent Study, Individualized Instruction, or Applied Music. Cash, check, MasterCard, or VISA may be used. Tuition is due and payable at time of registration. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.**

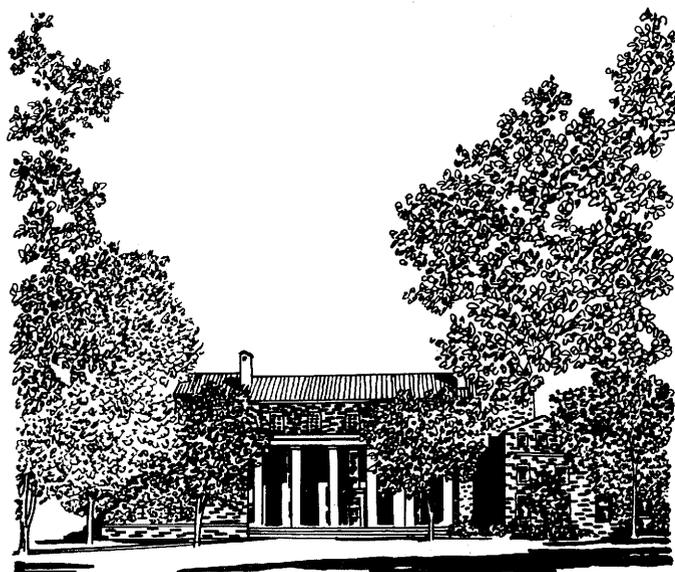
Submission of the registration materials obligates you to pay for the full amount of tuition for the semester.

HOW TO ENROLL: Registration prior to attending class is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday 9 a.m. to 6 p.m. and Friday, 9 a.m. to 5 p.m., beginning August 12, or at the UMC Ballroom 9 a.m. to 4 p.m. on September 5 and 6. **NO REGISTRATIONS WILL BE ACCEPTED AFTER SEPTEMBER 20** for Full Term and Session I classes. 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 will receive an administrative grade of "F." Refer to calendar for refund information.

NONATTENDANCE 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 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 may purchase Wardenburg Student Health Services for \$65 payable to the Wardenburg cashier. An optional hospitalization plan costs \$88. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students may be obtained for \$6 beginning September 9, 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 resident credit students through an outreach grant from the Colorado Commission on Higher Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091 and must be submitted no later than September 20, 1985 for Fall Semester consideration. Continuing Education programs do not qualify for other forms of aid, including Guaranteed Student Loans.

SPECIAL REGISTRATION FOR FACULTY AND STAFF: Faculty and staff of any University of Colorado campus can enroll in Boulder Evening credit courses on a space-available basis for one-half the regular tuition fee. Registration will begin September 9. Please bring a current copy of PAF indicating at least a half-time appointment.

Credit Calendar Dates You Should Know

August 12	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
September 5-6	Boulder evening registration continues and SAVE begins at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
September 9	Full Term classes begin. Session I classes begin. Late registration for all sessions at the Division of Continuing Education. 100% refund before 2nd class meeting for all sessions. (No 100% for SAVE.) FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
September 20	LAST DAY TO REGISTER FOR FULL TERM, SESSION I AND SAVE CLASSES. Registration continues for Session II. Last day to drop and receive 80% refund for SAVE.
September 27	Last day to drop Session I class without petitioning and receive 60% refund. Instructor's signature required.*
October 4	Last day to drop and receive 60% refund for Full Term and SAVE. Instructor's signature required.* Last day to drop and receive 40% refund for Session I. Petition to drop must be approved and you must present valid documentation supporting drop petition. Call 492-5148 for petition information. NO refund for Session I after this date.
October 18	Last day to drop a Full Term class without petitioning and receive 40% refund. Petition to drop must be approved and you must present valid documentation supporting drop petition. Call 492-5148 for petition information. NO refund for Full Term after this date.
October 24	Session I classes end.
October 28	Session II classes begin. 100% refund before 2nd class meeting. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
November 8	LAST DAY TO REGISTER FOR SESSION II CLASSES.
November 15	Last day to drop Session II class without petitioning and receive 60% refund. Instructor's signature required.*
November 22	Last day to drop Session II class and receive 40% refund. Petition to drop must be approved. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information. NO refund for Session II after this date.
November 28-29	THANKSGIVING VACATION. NO CLASSES.
December 12	Full Term and Session II ends.
December 13	Last day of classes for SAVE. Exams December 16-21.

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

Boulder Evening Credit Classes Fall 1985 Schedule

Mon. Sept. 9	Tues. Sept. 10	Wed. Sept. 11	Thurs. Sept. 12	Mon. Dec. 9	Tues. Dec. 10	Wed. Dec. 11	Thurs. Dec. 12
Session I Mon. & Wed. classes begin Sept. 9 and end Oct. 23				Session II Mon. & Wed. classes begin Oct. 28 and end Dec. 11			
Session I Tues. & Thurs. classes begin Sept. 10 and end Oct. 24				Session II Tues. & Thurs. classes begin Oct. 29 and end Dec. 12			
Full Semester Terms: Classes begin Sept. 9 and end on Dec. 12 FINAL EXAMS WILL BE GIVEN THE LAST DAY OF CLASS							

Full Term Classes by Starting Date

Monday Evening Courses, Begin September 9

A&S	100-3	6:30-9:30 p.m.	ECCR 0-01	General Expository Writing
Comm	102-3	7-10 p.m.	ECCR 0-09	Intro. to Interpersonal & Small Group Communication
Comm	426-3	7-10 p.m.	Hellems 267	Communication & Conflict
C.S.	120-3	6-7 p.m.	ECCR 0-36	Intro. to Programming I (Recitation)
Section 301				
Geog	199-3	7-10 p.m.	Guggenheim 2	Intro. to Human Geography
Hist	258-3	7-10 p.m.	ECCR 0-08	History of Colorado
Jour	480-3	7-10 p.m.	Macky 102	Magazine Article Writing
Math	107-3	5:30-8:30 p.m.	ECCR 0-38	Mathematics for Social Science & Business
Psy	430-3	6:30-9:30 p.m.	Biosciences E113	Abnormal Psychology
Soc	191-3	7-10 p.m.	Hellems 137	Contemporary Social Issues

Monday and Wednesday Evening Courses, Begin September 9

FA	100-2	7-10 p.m.	FA C175	Basic Drawing
Math	099-3	7-8:30 p.m.	ECCR 1-40	Pre-College Mathematics
Math	108-3	6-7:30 p.m.	ECCR 1-01	Calculus for Social Science and Business
PE	225-2	7-9 p.m.	ECCR 1-46	Advanced First Aid and Emergency Care
Port	101-5	6-8:30 p.m.	McKenna 112	Beginning Portuguese

Monday and Thursday Evening Courses, Begin September 9

C.S.	120-3	7:15-8:45 p.m.	ECCR 0-36	Intro. to Programming I (Lecture)
Math	130-5	5:30-8 p.m.	ECCR 1-42	Analytic Geometry and Calculus I

Tuesday Evening Courses, Begin September 10

Anth	201-3	7-10 p.m.	Hellems 237	Intro. to Physical Anthropology I
APAS	111-3	7-10 p.m.	ECCR 0-09	General Astronomy
Econ	201-3	5:30-8:30 p.m.	ECCR 2-06	Principles of Macroeconomics
Educ	482-3	5-8 p.m.	ECCR 0-01	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
EPOB	121-3	7-10 p.m.	ECCR 0-36	General Biology I
Geog	306-3	7-10 p.m.	Guggenheim 3	Maps and Mapping
Geol	103-3	7-10 p.m.	Guggenheim 2	Intro. to Geology I: Physical Geology for Nonmajors
Hist	141-3	7-10 p.m.	ECCR 0-08	History of England I
Jour	200-2	7-9 p.m.	Macky 3C	Mass Media Writing
PSc	222-3	6-9 p.m.	ECCR 1-01	Intro. to International Relations
Psy	100-3	7-10 p.m.	Muenzinger D156	General Psychology
Psy	205-3	7-10 p.m.	Biosciences E113	Intro. to Biopsychology

Tuesday and Thursday Evening Courses, Begin September 10

Math	099-3	3:30-5 p.m.	Business 208	Pre-College Mathematics
Math	101-3	7:30-9 p.m.	ECCR 0-38	College Algebra
Span	101-5	6-8:30 p.m.	McKenna 112	Beginning Spanish

Wednesday Evening Courses, Begin September 11

A&S	110-3	7-10 p.m.	ECCR 0-03	Advanced Expository Writing
Comm	231-3	7-10 p.m.	Hellems 181	Oral Competency
Engl	119-3	7-10 p.m.	ECCR 0-01	Intro. to Creative Writing
Engl	120-3	7-10 p.m.	Hellems 137	Intro. to Fiction
Engl	315-3	6:30-9:30 p.m.	ECCR 1-24	Report Writing
Hist	151-3	7-10 p.m.	ECCR 0-08	U.S. History to 1865
Hist	441-3	7-10 p.m.	ECCR 1-07	Canadian History to 1867
PE	342-3	7-10 p.m.	ECCR 1-42	Nutrition and Health
PSc	110-3	7-10 p.m.	Ketchum 234	The American Political System
Psy	210-3	7-10 p.m.	Muenzinger D156	Statistics and Research Methods in Psychology
Soc	495-3	7-10 p.m.	Hellems 141	Criminology

Thursday Evening Courses, Begin September 12

Comm	215-3	7-10 p.m.	Hellems 181	Organizational and Small Group Communication
C.S.	120-3	6-7 p.m.	ECCR 0-36	Intro. to Programming I (Recitation)
	Section 302			
Econ	202-3	5:30-8:30 p.m.	ECCR 1-40	Principles of Microeconomics
Educ	481-3	6:30-9:30 p.m.	ECCR 0-01	Special Topics: Integrative Learning
Engl	160-3	7-10 p.m.	Hellems 137	Intro. to American Writers
EPOB	430-3	7-10 p.m.	Biosciences E113	Human Genetics
Math	102-2	7-9 p.m.	ECCR 0-09	College Trigonometry
Psy	230-3	7-10 p.m.	Muenzinger D156	Psychology of Adjustment
Psy	264-3	7-10 p.m.	Biosciences E130	Child and Adolescent Psychology
Soc	119-3	6:30-9:30 p.m.	Ketchum 235	Deviance
Soc	426-3	7-10 p.m.	Hellems 177	Urban Sociology

Session I Classes by Starting Date

Monday and Wednesday Evening Courses, Begin September 9

Anth	103-3	7-10 p.m.	Hellems 237	Principles of Anthropology I
EPOB	210-3	7-10 p.m.	ECCR 0-09	Intro. to Wildlife Ecology and Conservation
Geog	100-3	7-10 p.m.	Guggenheim 3	Environmental Systems: Climate and Vegetation
PSc	201-3	6-9 p.m.	ECCR 1-28	Intro. to Comparative Politics: Developed Political Systems

Tuesday and Thursday Evening Courses, Begin September 10

Comm	203-3	7-10 p.m.	Hellems 141	Interpersonal Communication
Educ	480-3	5-8 p.m.	ECCR 1-24	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Hist	254-3	7-10 p.m.	ECCR 1-05	Topics in American History
Phil	100-3	7-10 p.m.	Hellems 263	Intro. to Philosophy

Session II Classes by Starting Date

Monday and Wednesday Evening Courses, Begin October 28

Anth	104-3	7-10 p.m.	Hellems 237	Principles of Anthropology II
Geog	101-3	7-10 p.m.	Guggenheim 3	Environmental Systems: Landforms and Soils
PE	342-3	7-10 p.m.	ECCR 1-09	Nutrition and Health

Tuesday and Thursday Evening Courses, Begin October 29

Comm	102-3	7-10 p.m.	ECCR 1-26	Intro. to Interpersonal and Small Group Communication
Educ	480-3	5-8 p.m.	ECCR 1-24	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
FA	376-2	6:30-9:30 p.m.	FA C1B 55	Jewelry Design: Form Emphasis in Metalsmithing
Phil	102-3	7-10 p.m.	Hellems 263	Ethics
PE	225-2	6-10 p.m.	ECCR 0-03	Advanced First Aid and Emergency Care
Soc	211-3	7-10 p.m.	Hellems 211	Intro. to Sociology

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

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening credit courses will indicate whether the course satisfies one of the 1985-86 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective. Remember, these credit courses carry full undergraduate University credit and are fully transferable.

FOR INFORMATION ABOUT THE BOULDER EVENING CREDIT PROGRAM PLEASE CALL 492-5148

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

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

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Hellems 237. \$162.

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

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

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

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

Detailed consideration of human biology, man's place in the animal kingdom, and fossil evidence bearing on human evolution. When combined with Anth. 202, satisfies first year natural sciences requirement. Anth. 202 offered spring semester.

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

**Arts and Sciences 100-3
General Expository Writing**

A&S 100 develops the skills necessary to write coherent, unified prose in short essays (50 words) which are grammatically and mechanically correct. Topics include the concepts of essay development and organization — using the fundamental rhetorical modes of definition, comparison/contrast, analysis, description, narration, and cause and effect. With an essay text as a model, the class will revolve around student participation as well as individual student/instructor conferences. As the students share their writing with one another, they will develop a critical awareness of how to write clear and interesting prose. When combined with A&S 110, satisfies first year humanities requirement.

Full Term - Section 300: Mondays, 6:30-9:30 p.m., ECCR 0-01. \$162.

**Arts and Sciences 110-3
Advanced Expository Writing**

Development of more refined techniques of expository writing. Assists students with rhetorical skills and techniques with which to write articles and papers. When combined with A&S 100, satisfies first year humanities requirement.

Full Term - Section 300: Wednesdays, 7-10 p.m., ECCR 0-03. \$162.

**APAS 111-3
General Astronomy**

Principles of modern astronomy for nonscience majors, summarizing our present knowledge about the earth, the moon, planets, the sun, and the origin of life. Classes will meet occasionally at Fiske Planetarium and Sommers-Bausch Observatory. When combined with APAS 112, satisfies first year natural sciences requirement. APAS 111 and 112 may be taken in either order. APAS 112 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m., ECCR 0-09. \$162.

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

An introductory course in human communication requiring no previous knowledge of communication. Its primary objectives are (1) to teach the concepts that comprise the discipline of communication, and (2) to improve students' skills as communicators in a variety of interpersonal, group, organizational, and public contexts. When combined with Comm. 203 or 215, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m., ECCR 0-09. \$162.

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-26. \$162.

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

Communication 203-3 Interpersonal Communication

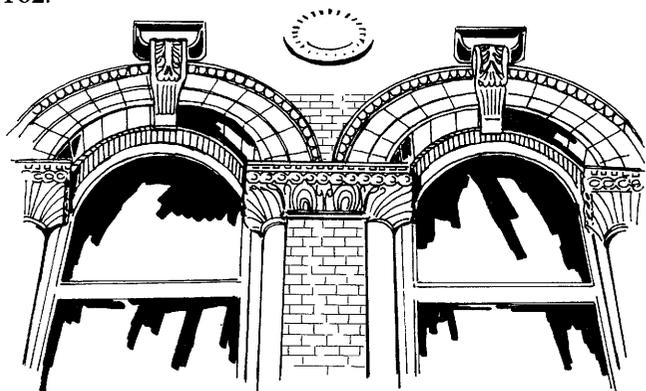
This course explores communication between people. It promotes self-awareness by understanding major communication concepts, stages of relationships, and communication skills. In particular, communication between the sexes in intimate, friendship, and professional relationships receives emphasis. Some 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.

Session I - Section 100: Tuesdays and Thursdays, 7-10 p.m., Hellems 141. \$162.

Communication 215-3 Organizational and Small Group Communication

Presents an introduction to the processes of communication in groups with emphasis on group decision making in organizational settings. When combined with Comm. 102 or 203, satisfies first year social sciences requirement.

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



Communication 231-3 Oral 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: Wednesdays, 7-10 p.m., Hellems 181. \$162.

Communication 426-3 Communication and Conflict

This course will focus on theory of conflict management and negotiation. The specific areas addressed will be: attitudes towards conflict, styles of conflict, power, passive-hidden aggression, games, strategies, tactics, and goal setting. All students will assess their conflict style and role-plays of conflicts experienced by class members will be analyzed. When combined with Comm. 420, 421, 432, or 427, satisfies second year social sciences requirement.

Full Term - Section 300: Mondays, 7-10 p.m., Hellems 267. \$162.

Computer Science 120-3 Introduction to Programming I

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

Full Term: Lecture - Mondays and Thursdays, 7:15-8:45 p.m., ECCR 0-36. \$187.

Recitation:

Section 301 - Mondays, 6-7 p.m.

Section 302 - Thursdays, 6-7 p.m.

Economics 201-3 Principles of Macroeconomics

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

Full Term - Section 300: Tuesdays, 5:30-8:30 p.m., ECCR 2-06. \$162.

Economics 202-3 Principles of Microeconomics

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

Full Term - Section 300: Thursdays, 5:30-8:30 p.m., ECCR 1-40. \$162.



**ADVANCE REGISTRATION
NECESSARY
PAYMENT DUE AT TIME OF
REGISTRATION**

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.

Session I - Section 100: Tuesdays and Thursdays, 5-8 p.m., ECCR 1-24. \$162.

Session II - Section 200: Tuesdays and Thursdays, 5-8 p.m., ECCR 1-24. \$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 nutrition. 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. There will be a \$2 materials fee for biofeedback use.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m., ECCR 0-01. \$162.

Education 482-3

Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child

This course will promote awareness of the unique needs of the gifted and talented child in the classroom, on a districtwide 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., ECCR 0-01. \$162.

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.

Full Term - Section 300: Wednesdays, 7-10 p.m., ECCR 0-01. \$162.

English 120-3

Introduction to Fiction

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

Full Term - Section 300: Wednesdays, 7-10 p.m., Hellem 137. \$162.

English 160-3

Introduction to American Writers

This course introduces students to a range of representative major works of American literature, with emphasis on works written before the 20th century. Closed to those having credit in English 266. When combined with Engl. 120, 126, 130, 140, 150, 190, 226, or 253, satisfies first year humanities requirement.

Full Term - Section 300: Thursdays, 7-10 p.m., Hellem 137. \$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, 6:30-9:30 p.m., ECCR 1-24. \$162.

EPOB 121-3 General Biology I

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

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

EPOB 210-3 Introduction to Wildlife Ecology and Conservation

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

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 0-09. \$162.

**ALL TUITION AND REFUND
ASSESSMENTS ARE SUBJECT
TO AUDIT**

EPOB 430-3 Human Genetics

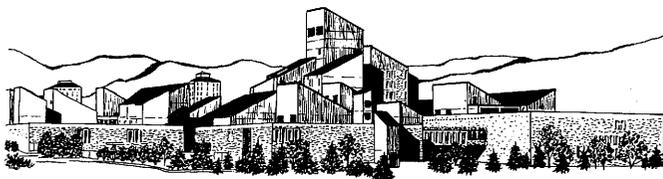
The objective of this course is to provide the student with a basic understanding of human heredity. Discussion will cover the structure and function of the genetic material at different levels of organization, and explain the rules that govern the transmission of hereditary traits. Other topics to be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

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

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., FA C175. \$108.



Fine Arts 376-2 Jewelry Design: Form Emphasis in Metalsmithing

This course centers around the shell structure technique, which involves the stretching and compressing of metal with the use of hammers and stakes. With this technique a limitless variety of forms can be developed and applied to the design of functional hollowware, jewelry, or sculpture. The course includes demonstrations, slide lectures, discussions of tool making, technical exercises, and a finished product. Some materials may be purchased in class, and some previous experience is required.

Session II - Section 200: Tuesdays and Thursdays, 6:30-9:30 p.m., FA C1B 55. \$108.

Geography 100-3 Environmental Systems: Climate and Vegetation

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

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m., Guggenheim 3. \$162.

Geography 101-3

Environmental Systems: Landforms and Soils

An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Geog. 101 carries only two hours credit towards graduation if students 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, 7-10 p.m., Guggenheim 3. \$162.

Geography 199-3

Introduction to Human Geography

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

Full Term - Section 300: Mondays, 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: Tuesdays, 7-10 p.m., Guggenheim 3. \$162.

Geology 103-3

Introduction to Geology I:

Physical Geology for Nonmajors

An introduction to Earth materials, landforms, surficial processes, features of the Earth's interior, and internal processes. The relation between geology and human activities will be included. Course consists of 13 three-hour lectures meeting once a week, and two optional half-day field trips. The course is closed to geology majors, and Geology 103 carries only 2 credits if student has earned credit in Geography 101. When combined with Geog. 104, satisfies first year natural sciences requirement. Geog. 104 offered spring semester. This course will use the Earth Explored telecourse as a resource.

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



History 141-3

History of England I

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

Full Term—Section 300: Tuesdays, 7-10 p.m., ECCR 0-08. \$162.

History 151-3

U.S. History to 1865

This is a survey of early American history, including the social, economic, and political factors that formed the nation. The concentration of study will be on topics concerning the ideas, values, and actions of people, and how these areas fit into an understanding of the past and its relationship to the present. When combined with Hist. 152, satisfies first year social sciences requirement. Hist. 152 offered spring semester.

Full Term—Section 300: Wednesdays, 7-10 p.m., ECCR 0-08. \$162.

History 254-3

Topics in American History

This course covers several aspects of the “Roaring Twenties” including cultural changes, foreign policy, and causes of the Great Depression. Other topics are the New Deal, the isolation of the thirties followed by gradual involvement in world affairs, World War II, Truman's Fair Deal and the Cold War until 1952.

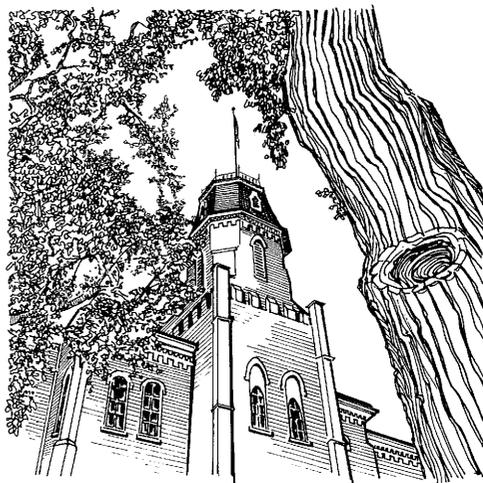
Session I—Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-05. \$162.

History 258-3

History of Colorado

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

Full Term—Section 300: Mondays, 7-10 p.m., ECCR 0-08. \$162.



History 441-3

Canadian History to 1867

A survey of Canadian history from French colonization to the establishment of the Dominion in 1867. The main topics covered include French settlement, the French-English Wars, English rule and development of two conflicting societies, wars with the U.S., and growth of responsible government. Prerequisite: junior standing.

Full Term—Section 300: Wednesdays, 7-10 p.m., ECCR 1-07. \$162.

Journalism 200-2

Mass Media Writing

Provides an introduction to information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats. Prer., Jour. 100.

Full Term—Section 300: Tuesdays, 7-9 p.m., Macky 3C. \$108.

Journalism 480-3

Magazine Article Writing

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

Full Term—Section 300: Mondays, 7-10 p.m., Macky 102. \$162.

Mathematics 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 301: Tuesdays and Thursdays, 3:30-5 p.m., Business 208. \$162.

Full Term—Section 302: Mondays and Wednesdays, 7-8:30 p.m., ECCR 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: Tuesdays and Thursdays, 7:30-9 p.m., ECCR 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 concurrently with Math. 130. Math. 101 and 102 are equivalent to Math. 110.

Full Term—Section 300: Thursdays, 7-9 p.m., ECCR 0-09. \$108.

Mathematics 107-3

Mathematics for Social Science and Business

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

Full Term—Section 300: Mondays, 5:30-8:30 p.m., ECCR 0-38. \$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 and Wednesdays, 6-7:30 p.m., ECCR 1-01. \$162.

Mathematics 130-5

Analytic Geometry and Calculus I

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

Full Term—Section 300: Mondays and Thursdays, 5:30-8 p.m., ECCR 1-42. \$270.

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 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 263. \$162.

Philosophy 102-3 Ethics

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

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

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 audiovisual 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.

Full Term—Section 300: Mondays and Wednesdays, 7-9 p.m., ECCR 1-46. \$108.

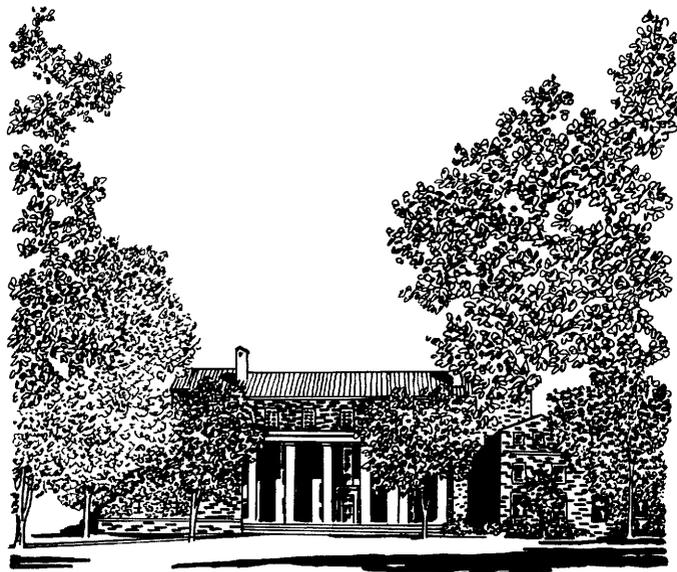
Session II—Section 200: Tuesdays and Thursdays, 6-10 p.m., ECCR 0-03. \$108.

Physical Education 342-3 Nutrition and Health

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

Full Term—Section 300: Wednesdays, 7-10 p.m., ECCR 1-42. \$162.

Session II—Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 1-09. \$162.



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.S. 201, 202, 222, or 240, satisfies first year social sciences requirement.

Full Term—Section 300: Wednesdays, 7-10 p.m., Ketchum 234. \$162.

Political Science 201-3 Introduction to Comparative Politics: Developed Political Systems

Comparison of political features within the non-Western world: traditional political culture, nationalism, political integration, political structures and groups, modes of recruitment, the style of politics, implications of planned socioeconomic change. When combined with P.S. 110, satisfies first year social sciences requirement.

Session I—Section 100: Mondays and Wednesdays, 6-9 p.m., ECCR 1-28. \$162.

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

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

Full Term—Section 300: Tuesdays, 6-9 p.m., ECCR 1-01. \$162.

Portuguese 101-5 **Beginning Portuguese**

By the end of the course, students will be able to perform at the beginning-intermediate level in oral comprehension, speaking, reading, and writing of Portuguese. They will be able to use basic grammatical structures in both written and spoken Portuguese and comprehend a variety of written materials in native Portuguese. Luso-Brazilian culture and traveling hints will also be taught.

Full Term—Section 300: Mondays and Wednesdays, 6-8:30 p.m., McKenna 112. \$270.

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: Tuesdays, 7-10 p.m., Muenzinger D156. \$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., Porter Biosciences E113. \$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: Wednesdays, 7-10 p.m., Muenzinger D156. \$162.

Psychology 230-3 **Psychology of Adjustment**

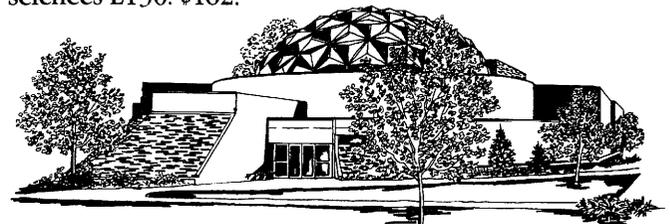
The Psychology of Adjustment draws from a broad area of psychology. It is primarily concerned with how people grow and develop as individuals and how they function within their social groups. In this course we will first examine general theories of human behavior—why do people behave as they do? We will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

Full Term—Section 300: Thursdays, 6:30-9:30 p.m., Muenzinger D156. \$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 children with families. When combined with Psy. 100, 230, or 245, satisfies first year social sciences requirement.

Full Term—Section 300: Thursdays, 7-10 p.m., Porter Biosciences E130. \$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: Mondays, 6:30-9:30 p.m., Porter Biosciences E113. \$162.

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 as they have studied. The course is, thus, intended as a good introduction to sociological thinking and to the basic tools of academic work. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term—Section 300: Thursdays, 6:30-9:30 p.m., Ketchum 235. \$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 137. \$162.

Sociology 211-3 **Introduction to Sociology**

An exploration of the sociological perspective and its insights into social phenomena ranging from impersonal social forces and institutional structures. Explains the major theoretical approaches to social relations and the basic methods of social scientific inquiry. Includes historical comparisons of societies and cultures, critical analysis of U.S. institutions, and an exploration of the processes of social change. When combined with Soc. 119, 128, 191, 212, 239, or 259, satisfies first year social sciences requirement.

Session II—Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 211. \$162.

Sociology 426-3 **Urban Sociology**

The city in terms of its social structure, residential and institutional patterning, processes of interaction, and demographic process. When combined with any other upper division sociology course, except 317, 401, 402, 439, or 491, will complete the second year social sciences requirement provided first year combination has been completed.

Full Term—Section 300: Thursdays, 7-10 p.m., Hellems 177. \$162.

Sociology 495-3 **Criminology**

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

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

Spanish 101-5 **Beginning Spanish**

Course will offer students a firm command of Spanish grammar. Recitation sections will reinforce structures discussed in lecture. Grammar will be used as point of departure for development of oral skills. Reading and writing will be stressed to a lesser degree.

Full Term—Section 300: Tuesdays and Thursdays, 6-8:30 p.m., McKenna 112. \$270.



Management Development Certificate Program

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

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

Locations for Boulder courses are listed at the end of each course. The Hilton Harvest House is located at 1345 28th Street. Locations for Longmont courses (see following listing, page 22) are all at Longmont High School; specific room numbers will be given at registration.

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

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



Management Development Certificate Program

Courses by Starting Date, Fall 1985

Starts	Course	Faculty
Thursday, September 12	Project Management	Charles A. Rice
Monday, September 16	Practical Problem Solving for the New Supervisor or Manager	Tony Hopper
Tuesday, September 17	Technical Writing Seminar	Mike Gannon
Thursday, September 19	The Performance Appraisal Process	Randy M. Bauer
Thursday, September 19	Art of Persuasion	Orvel Ray Wilson
Wednesday, September 25	Communication Effectiveness: Between Supervisor and Employee	Barry T. Dawson
Saturday, September 28	Whole-Brain Opportunity and Problem Management	Charles A. Rice
Friday, October 4	Communication Skills for Secretaries and Office Support Staff	Randy M. Bauer
Monday, October 7	Pinpointing Your Target Market	Tony Hopper
Monday, October 7	Management of Technology: The Effective Management of Engineers and Scientists	Randy M. Bauer
		T.P. Hall
		Brian Hawkins
		Nancy Dixon
		Charles A. Rice
		Toni Scott
Wednesday, October 9	Working Assertively: Effective Job Skills	Audrey Nelson-Schneider
Thursday, October 17	Conflict Management and Negotiation	Orvel Ray Wilson
Thursday, October 17	Advanced Persuasion Workshop	Randy M. Bauer
Friday, October 18	How to Work Smarter	Jim Young
Monday, October 21	Accounting for the Non-Accounting Manager	John H. Dawson
Tuesday, October 22	Creative Thinking and Innovation in Business	Alice Baumgartner
Monday, October 28	Exerting Leadership and Making Decisions	Randy M. Bauer
Friday, November 1	Improving Customer Relations	Barry T. Dawson
Wednesday, November 6	Human Relations: Gaining Power While Helping Your Workers	Randy M. Bauer
Thursday, November 7	How to Manage the Problem Employee	Thomas B. Cross
Friday, November 15	Strategic Planning: The Competitive Edge	Faculty
Saturday, December 14	Continuing Management Development: An Advanced Seminar	

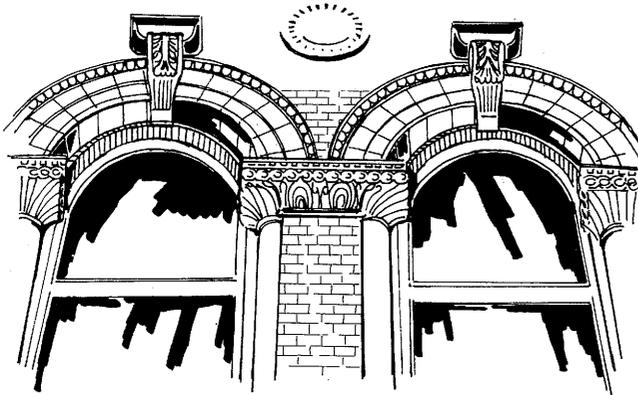
Achievement Certificates are awarded for completing a total of 10 Continuing Education Units, representing at least 100 hours of in-class participation. Please note that this is a Fall, 1985, enhancement to the program. If you have enrolled in Management Development Certificate courses previously, the earlier criteria are applied toward certification.

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.

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

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



Personnel Management

BMDP-70

The Performance Appraisal Process

Whether your organization has a highly structured personnel appraisal system or an informal evaluation process, this seminar will give new insights and ideas for performance appraisal. Anyone with performance evaluation responsibilities will learn practical and highly useful skills and techniques. Topics include activities and expectations, realistic performance standards, getting employees excited about standards, performance appraisal interview techniques, and constructive criticism skills. Putting knowledge and skills learned to immediate use will be emphasized. Parking, refreshments, lunch, and program materials are included in the course tuition. Park at Visitors Lot, Euclid & 18th (see campus map I-13). Randy M. Bauer, M.B.A. Thursday, September 19, 9:00 a.m.-4:00 p.m. 1 all-day session, .6 CEUs. UMC 422. \$65.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
August 26 — September 27
MasterCard — VISA Only
443-7968
443-8979
443-9973
For other course information:
492-5148

Make our registration office as close as your telephone.
Complete registration information, page 57.
Before August 26, after September 27, call
492-5148.

BMDP-93

Communication Effectiveness: Between Supervisor and Employee

Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques. Barry T. Dawson. Wednesday, September 25, 7:00-10:00 p.m., Saturday, September 28, 9:00 a.m.-1:00 p.m., and Wednesday, October 2, 7:00-10:00 p.m. 3 sessions, 1 CEU. Business 206. \$75.

BMDP-92

Conflict Management and Negotiation

All of us experience conflict in the workplace. However, very few of us manage our conflicts productively. The purpose of this course will be to provide participants with skills for improving conflict management and negotiation skills. Strategies, tactics, passive-hidden aggression, goal setting, and power will be the area of focus. All participants will have the opportunity to assess their conflict style. Role-playing of actual business-related conflicts experienced by participants will be enacted with suggestions for improvement and constructive resolutions. Audrey Nelson-Schneider, Ph.D. Thursdays, October 17 and 24, 6:30-10:00 p.m. and Saturday, October 26, 9:00 a.m.-12 noon. 3 sessions, 1 CEU. University Club. \$75.

BMDP-72

How to Manage the Problem Employee

Designed for managers and supervisors at every level of the organization, this course covers specific techniques to confront and eliminate problem behavior in employees. Topics include identifying problem employees, remaining objective and in control in confronting a problem, and developing action plans to improve performance. Special emphasis is placed on early identification as a key to effectiveness, handling "attitude problems," and realistic disciplinary programs. Parking & lunch are included in the course tuition. Park at Visitors Lot, Euclid & 18th (see campus map I-13). Randy M. Bauer, M.B.A. Thursday, November 7, 9:00 a.m.-4:00 p.m. 1 all-day session, .6 CEUs. UMC 159. \$65.

Supervision In Management

BMDS-97

Practical Problem Solving for the New Supervisor or Manager

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

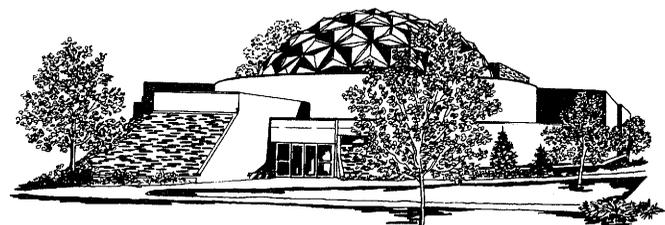
- Learn how to identify the real problems faster.
- Learn how to prove that there is a problem in terms of dollars, costs, or time.
- Learn how to develop and evaluate a number of solutions using practical techniques.
- Learn how to present a thoroughly investigated problem and your recommended solution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

Tony Hopper, M.B.A., Ph.D. Monday, September 16, 7:00-10:00 p.m., and Mondays, September 23 and 30, 6:30-10:00 p.m. 3 sessions, 1 CEU. Business 206. \$75.

BMDS-71

Whole-Brain Opportunity and Problem Management

This intensive seminar/workshop will focus on how and when to apply linear and lateral thinking processes to both opportunities and problems faced by executives, managers, and supervisors. Most leaders have developed reasonable linear (left-brain) thinking skills, which play a crucial part in effective leadership thinking. Lateral thinking, on the other hand, needs higher development in most leaders. This right-brain thinking process has been given very little attention in our formal organizations. The most effective and productive thinkers today employ both hemispheres of their brains . . . and turn up their creative thinking side. Today's opportunities and problems require whole-brain approaches. This experiential seminar/workshop will provide insights into both processes . . . along with opportunities to practice their application on real opportunities and problems. Charles A. Rice, M.B.A. Saturdays, September 28 and October 5, 9:00 a.m.-4:30 p.m. 2 all-day sessions, 1.3 CEUs. University Club. \$95.



BMDS-93

Working Assertively: Effective Job Skills

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others; to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes. Toni Scott, M.A. Wednesdays, October 9 and 16, 7:00-10:00 p.m. and Saturday, October 19, 9:00 a.m.-4:30 p.m. 3 sessions, 1.3 CEUs. Business 206. \$95.

BMDS-91

Exerting Leadership and Making Decisions

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Alice Baumgartner, Ph.D. Monday, October 28, 7:00-10:00 p.m., and Mondays, November 4 and 11, 6:30-10:00 p.m. 3 sessions, 1 CEU. University Club. \$75.

BMDS-72

Human Relations: Gaining Power While Helping Your Workers

For managers and potential leaders, this course teaches motivational techniques for helping personnel fulfill potential, while you gain loyalty and facilitate "other person" awareness. Topics emphasized are: organizational work climate, information on personality types, communication skills, personal and career goal planning, and job satisfaction and involvement. Course builds a sound working knowledge of practical human relations skills, designed for success. Barry T. Dawson, B.S. Wednesday, November 6, 7:00-10:00 p.m.; Saturday, November 9, 9:00-1:00 p.m.; and Wednesday, November 13, 7:00-10:00 p.m. 3 sessions, 1 CEU. Business 206. \$75.

Management: An Overview

BMDM-96

Project Management

This intensive seminar will focus on the planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on midcourse corrections to projects that have deviated from planned schedule and/or budget. Charles A. Rice, M.B.A. Thursday, September 12, 7:00-10:00 p.m. and Thursdays, September 19 and 26, 6:30-10:00 p.m. 3 sessions, 1 CEU. University Club. \$75.

BMDM-72

Technical Writing Seminar

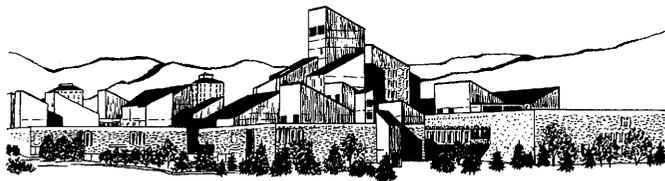
With information becoming the major product of our economy, there is a continuous need to upgrade skills for presenting technical data in concise, easily understood language for those who need to know. Applications for this seminar include reports, proposals, manuals, trade journal articles, audiovisual and instructional material, catalogs, and much more. Step-by-step learning modules supplied with the seminar begin with the basics, and proceed into advanced techniques. Topics include top-down organizing, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing. Mike Gannon, B.A. Tuesdays, September 17-October 15, 7:00-9:30 p.m. 5 sessions, 1.3 CEUs. Business 206. \$95.



BMDT-31

Management of Technology: The Effective Management of Engineers and Scientists

This comprehensive one-week course will give managers the insight and skills they need to “engineer” and nurture a working environment in which their staff members will thrive. A variety of learning methods and techniques, specifically designed for highly experienced, professionally motivated practitioners, will be used to accomplish the course objectives including project sessions, individual attention, and coaching. Course fee includes lunches and refreshments. Randy M. Bauer, M.B.A., T.P. Hall, M.S., Brian Hawkins, Ph.D., Nancy Dixon, Ph.D., Charles A. Rice, M.B.A. Monday through Friday, October 7-11, 9 a.m.-4:15 p.m. Five all-day sessions, 3.2 CEUs. Hilton Harvest House. \$695.



BMDM-74

Creative Thinking and Innovation in Business

Success, power, and profit will come to people with good creative ideas. Everyone has untapped creative potential, and those who have cultivated their ability to think creatively—to generate, manage, and apply ideas—will be the successful innovators of tomorrow. Creative thinking is a skill, and like other skills it can be improved with proper attention and practice. This course provides a way to do this by demonstrating proven methods and techniques to strengthen creative thinking and idea managing abilities. Participants will learn skills to strengthen creative thinking, generate and manipulate ideas, open mental locks, and eliminate idea killers, and apply methods to turn creative ideas into effective action. John H. Dawson, J.D. Tuesdays, October 22-November 19, 7:00-9:30 p.m. 5 sessions, 1.3 CEUs. Business 206. \$95.

BMDM-91

Continuing Management Development: An Advanced Seminar

This seminar, which follows the completion of the fall semester Management Development Certificate Program courses, is designed for those who have completed at least six courses in this program, regardless of when the courses were completed, and participation is limited to this group. The seminar focuses on continuing management development planning toward excellence for yourself and your organization. There is no tuition for this seminar, but preregistration is required. Seminar leaders are several of these semester's instructors who will lead the discussion with explanations of principles, examples, and useful concepts for your future. Saturday, December 14, 9:00 a.m.-3:00 p.m. Hosted lunch 12 noon-1:00 p.m. .5 CEUs. University Club.

Administration Development

BMDA-31

Communication Skills for Secretaries and Office Support Staff

This seminar will examine those skills necessary for effective communication on the job. Participants will learn listening, human relations, conflict management, and assertiveness techniques that can be used to improve the communication process with superiors, coworkers, and the public. A combination of lectures, small group discussions, group exercises, and self-awareness activities promises to make this a meaningful, productive, and exciting learning experience. Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, October 4, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$65.

BMDA-32

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. Though no prerequisites are required, this course is a follow-up to “Communication Skills for Secretaries and Office Support Staff” and “Productive Communication in the '80s.” Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, October 18. 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$65.

BMDA-33

Improving Customer Relations

An organization's success can be greatly enhanced by maintaining positive customer or client relations. This program is designed to help participants more effectively identify customer needs and concerns, better handle angry and demanding customers, and present an image which commands courtesy, trust, and respect. The skills learned will benefit anyone who interfaces with an organization's clients or customers whether the organization is public or private. Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, November 1. 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$65.

BMDT-32

Strategic Planning: The Competitive Edge

Planning is one of the most critical functions an organization or company can perform. Planning is a task that produces *now* in order to affect *future* events. Planning raises the key question of "What do I have to do today to solve or avoid tomorrow's problems?" This class presents a number of planning concepts and strategies. Portfolio, trend analysis, market research, tactical, and strategic planning are considered in positioning or posturing companies for the future. Technological trends in computing, telecommunications, and office automation will also be presented. Parking & lunch are included in the course tuition. Park at Visitors Lot, Euclid & 18th, next to the University club (see campus map I-13). Thomas B. Cross, M.S. Friday, November 15. 9 a.m.-4:30 p.m. All-day session, .7 CEUs. University Club. \$60.

Financial And Sales Management

B MDF-91

Art of Persuasion

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Thursdays, September 19-October 10, 7:00-9:30 p.m. 4 sessions, 1 CEU. Business 206. \$75.



B MDF-72

Advanced Persuasion Workshop

This 10-hour workshop/lab will expand on techniques and models presented in the "Art of Persuasion" (B MDF-91) seminar. Case studies, role-play, video feedback, and individualized coaching will help you master skills employed by effective managers and top sales professionals. Topics include building rapport, minimizing differences, and dealing with difficult relationships. It is recommended to have previously enrolled in "Art of Persuasion," but not required if you are currently an experienced sales professional. Orvel Ray Wilson. Thursdays, October 17-November 7, 7:00-9:30 p.m. 4 sessions, 1 CEU. Business 206. \$75.

B MDF-73

Pinpointing Your Target Market

Pinpointing your best market quickly is very critical to your survival and future. This program will cover the process of identifying your target market quickly and easily using proven methods and shortcuts. Also covered are marketing research methods (observation, survey, and experimental), as well as sources of critical information and data, developing buyer profiles, and demographics to obtain a comprehensive profile of qualified buyers. Tony Hopper, M.B.A., Ph.D. Monday, October 7, 7:00-10:00 p.m. and Mondays, October 14 and 21, 6:30-10:00 p.m. 3 sessions, 1 CEU. University Club. \$75.

B MDF-90

Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation. Jim Young, C.P.A., M.B.A. Mondays, October 21-November 11, 7:00-9:30 p.m. 4 sessions, 1 CEU. Business 206. \$75.

Longmont Management Development Certificate Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1985. 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 compliment to the Longmont business community.

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

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

Longmont Management Development Certificate Program Courses by Starting Date, Fall 1985

Starts	Course	Faculty
Monday, September 23	Creative Problem Solving	Charles A. Rice
Tuesday, September 24	Art of Persuasion	Orvel Ray Wilson
Wednesday, October 23	Update Your Writing Skills: A Must for Managers	Betty Brown Gail Thomason
Monday, October 28	Solving Job Performance Problems	Charles A. Rice
Monday, November 18	Accounting for the Non-Accounting Manager	Jim Young

LMDM-64

Creative Problem Solving

Effective problem solving traditionally involves two disciplined processes; problem analysis and decision making. Problem analysis focuses on identifying the priority problem and then determining its true cause. Decision making focuses on setting objectives in terms of both results sought and resources required, generating solutions or alternatives, and finally, comparing and choosing the best alternative. This course will present these two disciplines plus the creative process of ideation; generating new ideas, solutions, and alternatives. About half of the class time will be devoted to the creative side of problem solving. Charles A. Rice, M.B.A. Mondays, September 23, 30 and October 7, 6:30-10:00 p.m. 3 sessions, 1 CEU. Longmont High School. \$75.

LMDP-91

Art of Persuasion

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and coworkers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Tuesdays, September 24, October 1, 8, 15, 22, 29. 7:00-9:30 p.m. 6 sessions, 1.5 CEUs. Longmont High School. \$95.

LMDM-86

Update Your Writing Skills: A Must For All Managers

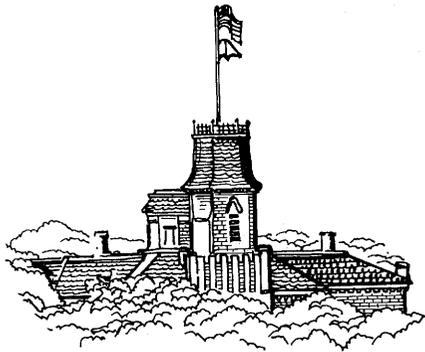
Maintain and strengthen your credibility on paper by reviewing basic writing strategies and by applying these strategies to your job-related writing. Course will emphasize your sending clear, coherent messages — memos, lab reports, meeting minutes, letters or reports that go outside your organization. Composition of the group will determine the formats covered. Betty Brown, M.A. and Gail Thomason, M.A.T. Wednesdays, October 23, 30, November 6 and 13, 6:30-9:00 p.m. 4 sessions, 1 CEU. Longmont High School. \$75.



LMDP-77

Solving Job Performance Problems

Designed for those who manage the work of others. The focus is on supervising behavior in specific work situations. Specific situations to be covered include motivating the poor performer, handling a complaining employee, discussing personal work habits, and discussing potential disciplinary action, plus other situations of interest to participants. Requires active involvement of participants, with role playing and discussion an integral part of the process. Charles A. Rice, M.B.A. Mondays, October 28, November 4 and 11, 6:30-10:00 p.m. 3 sessions, 1 CEU. Longmont High School. \$75.



LMDF-90

Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. The program also provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation. Jim Young, C.P.A., M.B.A. Mondays, November 18, 25, December 2 and 9, 7:00-9:30 p.m. 4 sessions, 1 CEU. Longmont High School. \$75.

Noncredit/Certificate Registration

Phone-In Registration

443-7968

443-8979

443-9973

MasterCard/VISA

Details on page 57.



Certificate In Computer Applications

Computers, automation, and increasing microchip applications are changing the nature of our work and leisure activities. The increasing use of computers and electronic information systems in business and government has created a growing advantage in today's marketplace for those who are knowledgeable in computer applications. Familiarity with computer systems can be a strong asset to any person's professional advancement. This certificate program has been designed to create awareness and skills vital in our information age.

The **Certificate in Computer Applications** is a series of courses recommended to prepare participants for the ever-growing necessity of basic skills with computer functions and applications in today's information age. Emphasis is not on creating computer programmers, but on helping create in participants a wide-angle, versatile, and useful adaptability to technology which is today becoming vitally important. Whether you wish a general knowledge of "what it's all about," or seek a solid professional background for potential career advancement, this program is for you. 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 (CEU's) are awarded for successful completion of any course, giving you a permanent record of your participation. The courses represent an opportunity to learn in a low-pressure noncommercial environment.

Performance Certificates are awarded for completion of any given course.

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

The certificate requirements are the following three:

1. Completion of four required courses:
 - Computer Literacy*
 - Concepts of Data Processing
 - Introduction to Computer Application Systems
 - Operating and Maintaining Software Systems
2. Completion of at least two elective courses. Elective courses are offered regularly and encompass a wide range of computer-related topics. Any course which is not from the above list, and is not a programming language, qualifies as an elective.
3. Completion of at least two different programming language courses. Plans are to offer courses in BASIC, PASCAL, COBOL, and other languages over the next year. Languages are added as industry demand dictates.

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

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

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

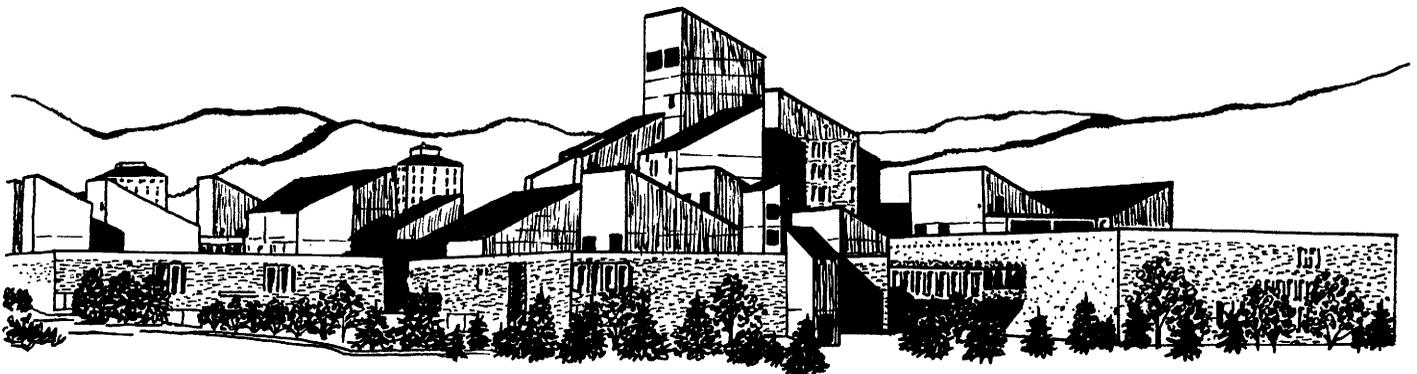
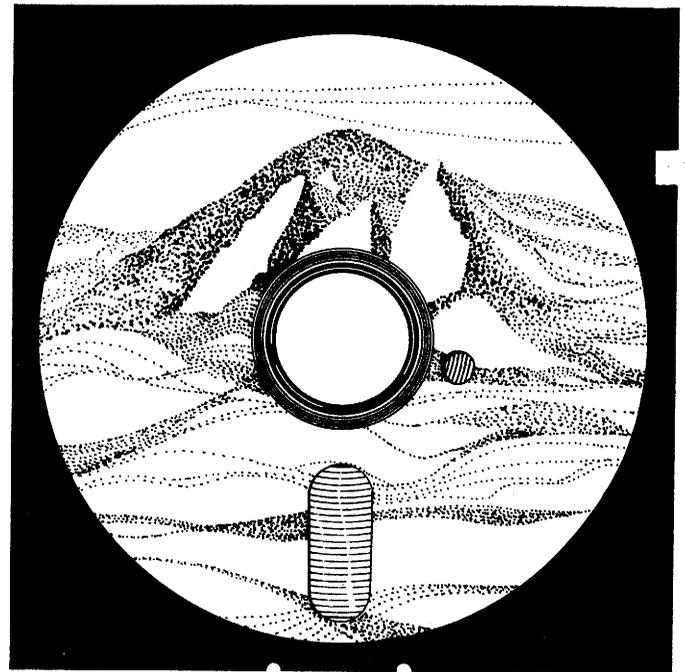
A Guide to Computer Applications Courses' Skill Levels Recommended

All courses are marked with a boxed 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.

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 a detailed letter on class location and out-of-class computer use. Most class locations are in an air-conditioned and upgraded facility.



Certificate In Computer Applications

Courses by Starting Date, Fall 1985

Date	Course	Faculty
Monday, September 9	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Tuesday, September 10	Using MS-DOS: Level II	Charles F. Whyte
Tuesday, September 10	*Computer Literacy	Scott Dixon
Wednesday, September 11	*Introduction to Computer Application Systems	Doug Serillo
Wednesday, September 11	Database Management: Applying dBase II/III	Clyde Getty
Thursday, September 12	BASIC Programming	Scott Dixon
Saturday, September 14	Using Lotus 1-2-3	Doug Serillo
Thursday, September 19	The Electronic Spreadsheet	Randall S. Bloomfield
Saturday, September 21	Introduction to Personal Telecommunications	Valerie Parker
Monday, September 23	Introduction to the IBM Computer	Janet Goodrich-Spear
Saturday, September 28	Framework: An Introduction to Interactive Software	Valerie Parker
Saturday, October 5	Using Lotus 1-2-3	Doug Serillo
Monday, October 7	Introduction to UNIX	Carol J. Meier
Monday, October 7	Beginning Word Processing: WordStar	Bruce Pollock
Monday, October 7	Programming in Pascal	Steven A. Johnson
Tuesday, October 8	*Software Operations and Maintenance	Pat Felz
Friday, October 11	C Programming	Carol J. Meier
Saturday, October 19	Advanced dBase III/II Applications	Clyde Getty
Saturday, October 26	dBase III/II for Programming	Clyde Getty
Saturday, November 2	Advanced Lotus 1-2-3	Doug Serillo
Friday, November 8	Introduction to UNIX	Carol J. Meier
Saturday, November 9	Introduction to the IBM Personal Computer	Charles F. Whyte
Monday, November 11	C Programming	Carol J. Meier
Wednesday, November 13	Engineering Computing on the IBM PC	David E. Clough
Saturday, November 16	Using MS-DOS: Level II	Charles F. Whyte
Monday, November 18	Intermediate WordStar	Bruce Pollock
Saturday, November 23	Advanced WordStar	Bruce Pollock
Saturday, December 21	Advanced WordStar	Bruce Pollock

* = required Certificate course.

BCAC-90 Computer Literacy

Beginner

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and what lies ahead. Time will be made available for hands-on experience, learning some simple programming skills using different computer systems, and popular computer applications. Scott Dixon, B.S. Tuesdays, September 10 and 17, 6:30-8:30 p.m. Lab sections (choose one — please specify at registration):

Lab Section I: Tuesdays, September 24-October 29, 6-8 p.m.
Lab Section II: Tuesdays, September 24-October 29, 8-10 p.m.

2 lecture sessions, 6 lab sessions, 1.6 CEUs. University Computing Center 123. \$80.



BCAC-91

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 Style*, by Quasney and Maniotes, is available at the University Book Center, UMC 10. Scott Dixon, B.A. Thursdays, September 12-November 14, 7-9:30 p.m. 10 sessions, 2.5 CEUs. Ketchum 120. \$125.

BCAC-79

The Electronic Spreadsheet

Novice

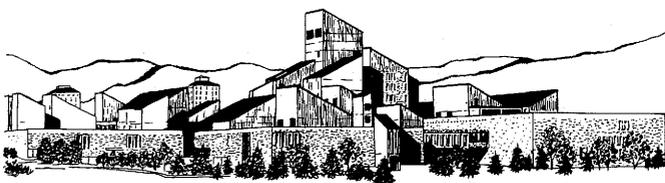
This class is oriented around the use of today's modern micro-computer as an aid in practical accounting. Designed for the complete novice, the class serves as an introduction to the world of computer spreadsheet programs. Topics of discussion and demonstrations will include the Visicalc series, Multiplan, Lotus 1-2-3, and graphics generation from integrated software. Most of the course is hands-on lab time. Lab time will emphasize a comparative analysis of spreadsheet programs, as well as Sideways, on the IBM Personal Computer and will take users from their first keystroke through entry of a number of sophisticated models. If you're considering spreadsheet software purchases, or curious about what's really out there, this course is an excellent learning opportunity. Randall S. Bloomfield, M.E. Thursdays, September 19-November 14, 6-8 p.m. (no class session October 31). 8 sessions, 1.6 CEUs. Norlin Library S419 (directions given at registration). \$95.

BCAC-71

Introduction to Personal Telecommunications

Novice

This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible, but covers the relevant aspects of computer hardware and software. In addition, special attention will be given to potential uses of modern-based telecommunications by providing on-line demonstrations of a number of systems, from "The Source" to "underground" bulletin boards. Valerie Parker, M.Ed. Saturday, September 21, 9 a.m.-4 p.m. One all-day session, 6 CEUs. University Computing Center 123. \$30.



Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
August 26 — September 27
MasterCard — VISA Only
443-7968
443-8979
443-9973

For other course information:
492-5148

Make our registration office as close as your telephone.
Complete registration information, page 57.
Before August 26, after September 27, call
492-5148.

BCAC-66

Framework: An Introduction to Interactive Software

Intermediate

What is interactive software? By using Framework, a new interactive software package by Ashton-Tate, this class will explore the new realms of this emerging technology in microcomputing. The use of "framing" technology gives Framework a powerful new way of creating and manipulating ideas, words, numbers, and graphics. Framing allows you to nest, resize, and relocate information anywhere on the screen. With Framework, you no longer need to stop word processing to work on a database file, you can use as many frames as you are capable of tracking. This course will explore and teach the fundamentals of interactive software. Get a start on the next generation of software. Participants should have a good working knowledge of the IBM PC or compatibles. Valerie Parker, M.Ed. Saturday, September 28, 10:15 a.m.-5 p.m. One all-day session, 7 CEUs. Norlin Library S419 (directions given at registration). \$50.

BCAC-77

Introduction to the IBM Personal Computer

Beginner

This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. Much of 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 or IBM-XT hardware. Especially recommended for those needing a review of the IBM DOS operating system. Bring to class one double-sided/double-density 5¼-inch diskette. Janet Goodrich-Spear, M.A., Charles F. Whyte, B.A. Section I: Mondays, September 9 and 16, 6:30-9:30 p.m. 2 sessions. Section II: Mondays, September 23 and 30, 6:30-9:30 p.m. 2 sessions. Section III: Saturdays, November 9, 10:15 a.m.-5 p.m. One all-day session. All sections: .6 CEUs. Norlin Library S419 (directions given at registration). \$50.

BCAC-94
**Introduction to Computer
Application Systems**

Intermediate

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. Doug Serillo, B.A. Wednesdays, September 11-November 13, 7-9 p.m. 10 sessions, 2.0 CEUs. University Computing Center 123. \$125.

BCAC-95
**Software Operations
and Maintenance**

Intermediate

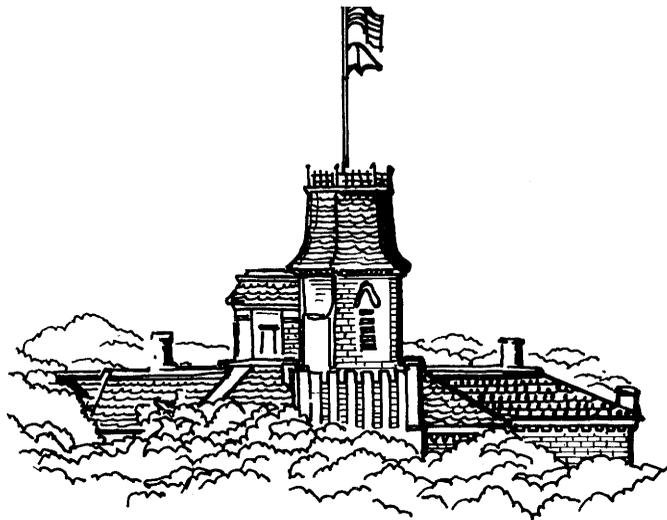
This class will discuss the aspects of systems that need to be developed in order to effectively support efficient computer operations. Topics include: systems analysis, configuration options, software selection, data conversion, support contracts, software design, training, installation, file maintenance, documentation, error identification, and logging systems. Course includes field trips and lab time. Students will come away with effective tools to monitor and organize computer systems. Pat Felz, M.A. Tuesdays, October 8-November 26, 7-9:30 p.m. 8 sessions, 2.0 CEUs. University Computing Center 123. \$120.



BCAC-47
Using MS-DOS: Level II

Intermediate

MS-DOS, or PC-DOS as it is known by IBM, is the most widely used personal computer operating system for business applications. This course reviews the most-often used DOS commands and utilities, including the advanced features of DOS 2.x. Topics include: Use of Edlin line editor, writing system configuration and batch files, backup and restore, controlling peripheral devices, and disk/file comparisons and checking. A brief overview of debug and linking utilities will be included. Charles F. Whyte, B.A. Section I: Tuesdays, September 10-24, 7-9:15 p.m. 3 sessions. Section II: Saturday, November 16, 10:15 a.m.-5 p.m. One all-day session. Both Sections: .7 CEUs. Norlin Library S419 (directions given at registration). \$50.



BCAC-75
**Database Management:
Applying dBase II/III**

Intermediate

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase II is a powerful and productive data management system 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 applications of dBase III. dBase II text is available at the University Book Center, UMC 10, and is required. Bring to class two double-sided/double-density 5¼-inch diskettes, also available at the University Book Center. Clyde Getty, B.S. Wednesdays, September 11-October 9, 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-70
**Advanced dBase II/III
Applications**

Specialized

This course is designed around the more advanced features of the powerful dBase II 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 II (BCAC-75). Topics include multiple files, using functions, total system design, and time permitting, automatic command file generation. Bring to class a double-sided/double-density 5¼-inch diskette. Clyde Getty, B.S. Saturday, October 19, 10:15 a.m.-5 p.m. One all-day session. .7 CEUs. Norlin S419. (Directions given at registration.) \$70.

BCAC-85
dBase III/II for Programming

Specialized

This course gives the opportunity to use the powerful dBase III (and dBase II) software for special custom applications. Emphasis is on dBase III, but dBase II users will be accommodated. Course is recommended for the experienced dBase user or those who have completed BCAC-70 Advanced Applications course. Some programming experience is recommended, as well as familiarity with dBase commands. Bring to class a double-sided/double-density 5¼-inch diskette. Clyde Getty, B.S. Saturday, October 26, 10:15 a.m.-5 p.m. One all-day session. .7 CEUs. Norlin Library S419 (directions given at registration). \$75.

BCAC-89
Programming in Pascal

Intermediate

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principal features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Bring to class a 5¼-inch, double-sided/double-density diskette, available at the University Book Center, or most computer stores. Steven A. Johnson, B.S. Mondays, October 7-December 9. 7-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 120. \$125.



BCAC-76
Using Lotus 1-2-3

Intermediate

The first portion of this two-day course is a general overview of the capabilities and uses of 1-2-3, giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second segment of the course is a workshop, designed to give students enough practice to feel comfortable working with 1-2-3 by completing exercises and following demonstrations of graphics and database functions. Because of the many capabilities of 1-2-3, it is impossible to cover every facet of the package in the limited time; however, enough material can be presented in two days to give the student a thorough understanding of the power of 1-2-3 and to build practical applications. Class size is strictly limited. Bring to class a 5¼-inch double-sided/double-density diskette. Doug Serillo, B.A.

Section I: Saturdays, September 14 and 21, 10:15 a.m.-5 p.m.
Section II: Saturdays, October 5 and 12, 10:15 a.m.-5 p.m.
Both Sections: 2 all-day sessions, 1.4 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-74
Advanced Lotus 1-2-3

Intermediate

In a single integrated package, Lotus 1-2-3 combines graphics, a sophisticated electronic spreadsheet, and a database management program. This course is intended for those who are familiar with parts of the package or who have previously completed Using Lotus 1-2-3 (BCAC-76) and want to master the more advanced applications involved. This hands-on, one-day course features database applications, shortcuts, graphics display, and macros. Bring to class a 5¼-inch double-sided/double-density diskette. Class size is strictly limited. Doug Serillo, B.A. Saturday, November 2, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

BCAC-49
Introduction to UNIX

Intermediate

UNIX is more than just an operating system. That is why its use has increased dramatically in the past few years. Experts are forecasting that the tremendous divergence in hardware and proprietary software will be reversed by the use of UNIX. The goal of the course is to gain familiarity with the UNIX philosophy and environment, as well as a comfortable working knowledge of its capabilities. The content includes philosophy, commercial history, terminology, facilities, file system structure, basic commands, editor tutorial, common and useful tools, conventions, shell features, and utilities. The format combines lecture, demonstration, hands-on exercises, workshops, and discussion. Prerequisites: elementary computer knowledge, some background in an operating system (MS-DOS, CP/M, etc.). Carol J. Meier, M.S.

Section I: Monday-Thursday, October 7-10, 6-9:30 p.m. 4 sessions.

Section II: Friday and Saturday, November 8 and 9, 9 a.m.-5:30 p.m. 2 all-day sessions.

Both Sections: 1.4 CEUs. Location given at registration. \$325.

BCAC-48
C Programming

Intermediate

This C language course is designed to teach programmers and applications personnel effective use of the C language, especially in a UNIX environment where the rich set of tools provided greatly enhances computing capabilities. All C language constructs and capabilities are presented, as well as UNIX tools directly related to the support of C programming. Topics include cover data types, operators and expressions, control flow, functions and program structure, and standard I/O. Hands-on exercises are supplemented by lectures and demonstrations. Prerequisites: Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although PASCAL, ALGOL, or a similar language is preferable. Participants should be comfortable logging in and editing in a Unix-like environment. Carol J. Meier, M.S.

Section I: Friday and Saturday, October 11 and 12, 9 a.m.-5:30 p.m. 2 all-day sessions.

Section II: Monday-Thursday, November 11-14, 6-9:30 p.m. 4 sessions.

Both sections: 1.4 CEUs. Location given at registration. \$325.



BCAC-78
Beginning Word Processing:
WordStar

Novice

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 — the program to which other word processors are compared. The IBM Personal Computer and its clones are the most popular microcomputers sold. This course will provide the beginner with enough hands-on experience with WordStar and the IBM operating system to prepare standard letters, term papers, and manuscripts. No previous word-processing experience required. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer stores. Bruce Pollock, Ph.D. Mondays, October 7-November 11, 6-8 p.m. 6 sessions, 1.2 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-65
Intermediate WordStar

Intermediate

We have found people using WordStar require some time to become comfortable with their basic word processing skills. Then they want to perform more complicated operations — preparation of tables, complex print formulas, columns in newsletters, and repetitive computer operations. They also discover they need ways to use the program more effectively. This is the course for people who already know how to copy files and disks using DOS, and open and edit simple WordStar files. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Bruce Pollock, Ph.D. Mondays, November 18-December 16, 6-8 p.m. 5 sessions, 1.0 CEUs. Norlin Library S419 (directions given at registration). \$70.

BCAC-73
Advanced WordStar

Intermediate

WordStar integrates with other programs to prepare form letters (MailMerge), check spelling (SpellStar), and compile indexes of books and other documents (StarIndex). This course is for people who are comfortable with the contents of the WordStar manual, but who want to move on to more complex word processing operations, and to customize their copy of WordStar to save time and improve efficiency. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Enrollment is limited. Bruce Pollock, Ph.D.

Section I: Saturday, November 23.

Section II: Saturday, December 21.

Both Sections: 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

BCAC-68
Engineering Computing
on the IBM PC

Advanced

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

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

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. David E. Clough, Ph.D. Wednesday, November 13, 10 a.m.-5:30 p.m., and Thursday, November 14, 8 a.m.-5:30 p.m. Two all-day sessions, 1.4 CEUs. Location given at registration. \$325.

Noncredit/Certificate Registration

Phone-In Registration

443-7968

443-8979

443-9973

MasterCard/VISA

Details on page 57.



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 evening or weekend workshops that leads to a Certificate in Commercial Design may be what you need for your professional development.

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

To maintain consistently excellent instruction from nationally acclaimed professionals, a teleconferencing component has been added to several courses. This allows CU attenders to spend a few hours conversing with these professionals via satellite communications. CU is involved with nine other universities in this technology to advance commercial design skills. Audio and visual contact is maintained for lecture and demonstration in this segment, and questions may be asked via audio link-up. As usual, on-site instructors maintain top professional quality of the workshop/seminars.

The Certificate requirements are threefold:

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

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

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

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

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course, generating a permanent record for you. A transcript copy is available upon request, without fee.

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

Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time. Course enrollments are limited and preregistration 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"x20" approx.) All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attenders have some access to their portfolios or work examples.

Certificate In Commercial Design

Courses by Starting Date, Fall 1985

Starts

Saturday, October 5
Monday, October 7
Saturday, October 19
Saturday, October 26

Course

*The Commercial Artist I: Design, Layout, Paste-up
Professional Hand Lettering and Calligraphy
Air Brush Illustration Techniques
Photographing the *National Geographic* Way

Faculty

Jill Thayer O'Hara
Jill Thayer O'Hara
Marc D'Antoni
Albert Moldvay
Gary Huibregtse
Jill Thayer O'Hara
Eric Teitelbaum
Eric Teitelbaum

Saturday, November 2
Thursday, November 14
Saturday, November 16

*Commercial Art II
*The Artist Goes to Market
*Professional Illustration Techniques

* = required Certificate courses

BCDA-81

The Commercial Artist I: Design, Layout, Paste-Up

This course introduces important commercial art techniques to the beginner, stressing the “how-to’s” of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. This course is also a helpful review of techniques for the professional active in the field. Jill Thayer O’Hara. Saturday and Sunday, October 5 and 6, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$95.

BCDA-93

Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O’Hara. Monday, Tuesday, Wednesday, October 7, 8, 9, 5:30-10:00 p.m. 1.4 CEUs. Geology 134. \$95.

BCDA-90

Air Brush Illustration Techniques

Air brush is one of the most widely used and popular illustration media in commercial art today, especially in editorial and advertising formats. This intensive two-day program will treat the subject of air brush in its entirety, exploring the intricacies of color, texture, decoration, frisket papers, acrylic dyes, inks, mixed media, prisma, and an array of appropriate paper surfaces — hot/cold press, bristol boards, etc. Other current-day techniques will be covered. Marc D’Antoni. Saturday and Sunday, October 19 and 20, 9 a.m.-5 p.m. Geology 134. \$110.

BCDA-73

Photographing the *National Geographic* Way

The pro and hobbyist alike often miss the “exact moment” because of a poor sense of timing — the shot may be too soon or too late. This workshop features master photographer Albert Moldvay live via satellite. Moldvay, staff photographer with *National Geographic* magazine for over fifteen years, will discuss and demonstrate techniques to develop a rhythm of action and how to anticipate peak action periods in gaining the proper psychology of shooting. The teleconference will focus on understanding the environment through people. Learn the eight sequential steps to successful environmental people photographing and participate in the “hands-on” portion of the workshop to practice skills learned in the teleconference. Students should bring a 35mm SLR camera, film, and a sack lunch. Beverages will be provided. Gary Huibregtse, M.F.A. Saturday, October 26, 8:30 a.m.-4:30 p.m. One all-day session. Events/Conference Center, Room 4. \$50.



BCDA-82

Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Jill Thayer O’Hara. Saturday and Sunday, November 2 and 3, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$95.

BCDA-84

The Artist Goes to Market

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist’s agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly. Eric Teitelbaum. Thursday and Friday, November 14 and 15, 5:30-10 p.m. .9 CEUs. Geology 134. \$70.

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, November 16 and 17, 9 a.m.-5 p.m. 1.4 CEUs. Geology 134. \$95.

Personal Enrichment Adult Courses

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

Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy curiosity, help meet some career or lifestyle goals, or expand your artistic skills, some of these courses will be of keen interest to you, and you may be sure of a learning experience consistent with university standards.

Noncredit/Certificate Registration		
Phone-In Registration		
	443-7968	
	443-8979	
	443-9973	
MasterCard/VISA		
Details on page 57.		

Preregistration is required at least five days before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education Office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff. Complete registration information is on page 57.

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

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

Please note that no classes are conducted November 27-December 1, Thanksgiving holiday break. Courses are conducted on Columbus Day, October 14. Also, for makeup sessions on religious holidays, please consult your instructor.

*The University welcomes you
to the PEAC experience!*

PEAC

Courses by Starting Date

DATE/COURSE**FACULTY****Tuesday, September 3**

On a Clear Day You Can See Forever

Doris Olsen

Wednesday, September 11

Psychology and Sports

Stephen E. Walker

Friday, September 13

Preparation for the Law School Admissions Test (LSAT)

Scott Hatch

Monday, September 16

Beginners Conversational French

Beginning Sanskrit

Self-Defense for Women

Beginning Conversational Italian

Woodcarving Sculpture

Stock Market Investment

Preparing for the Graduate Record Exam (GRE)

Fiction Writing: Characterization

Nadia Turk

Com e Carpentier

Melanie Murphy

Maris Gaudiano

Barbara Cox

Arnold Hart and Mary Wright

Roe Willis, Terri Bodhaine

David H. Morgan

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
August 26 — September 27
MasterCard — VISA Only

443-7968

443-8979

443-9973

For other course information:

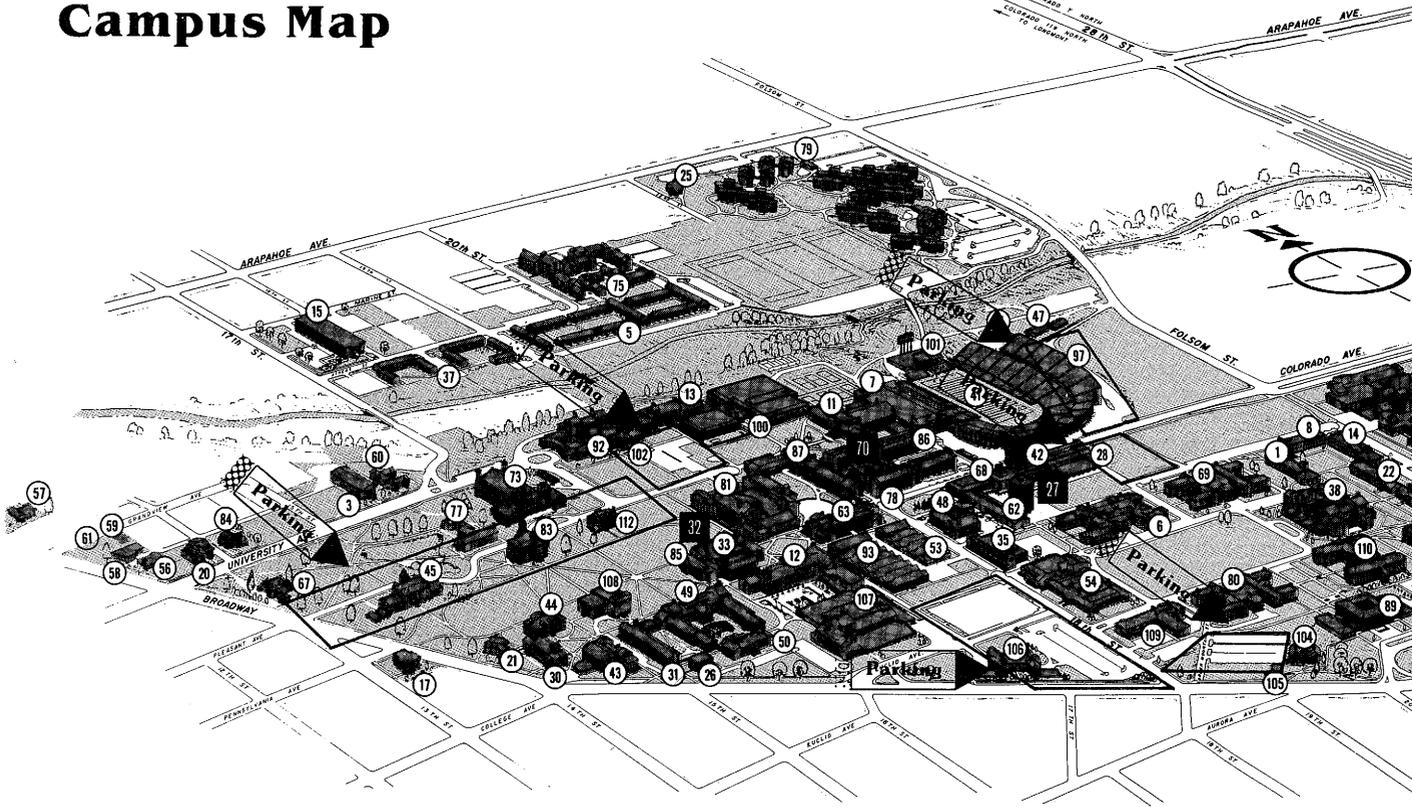
492-5148

Make our registration office as close as your telephone.

Complete registration information, page 57.

**Before August 26, after September 27, call
492-5148.**

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



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

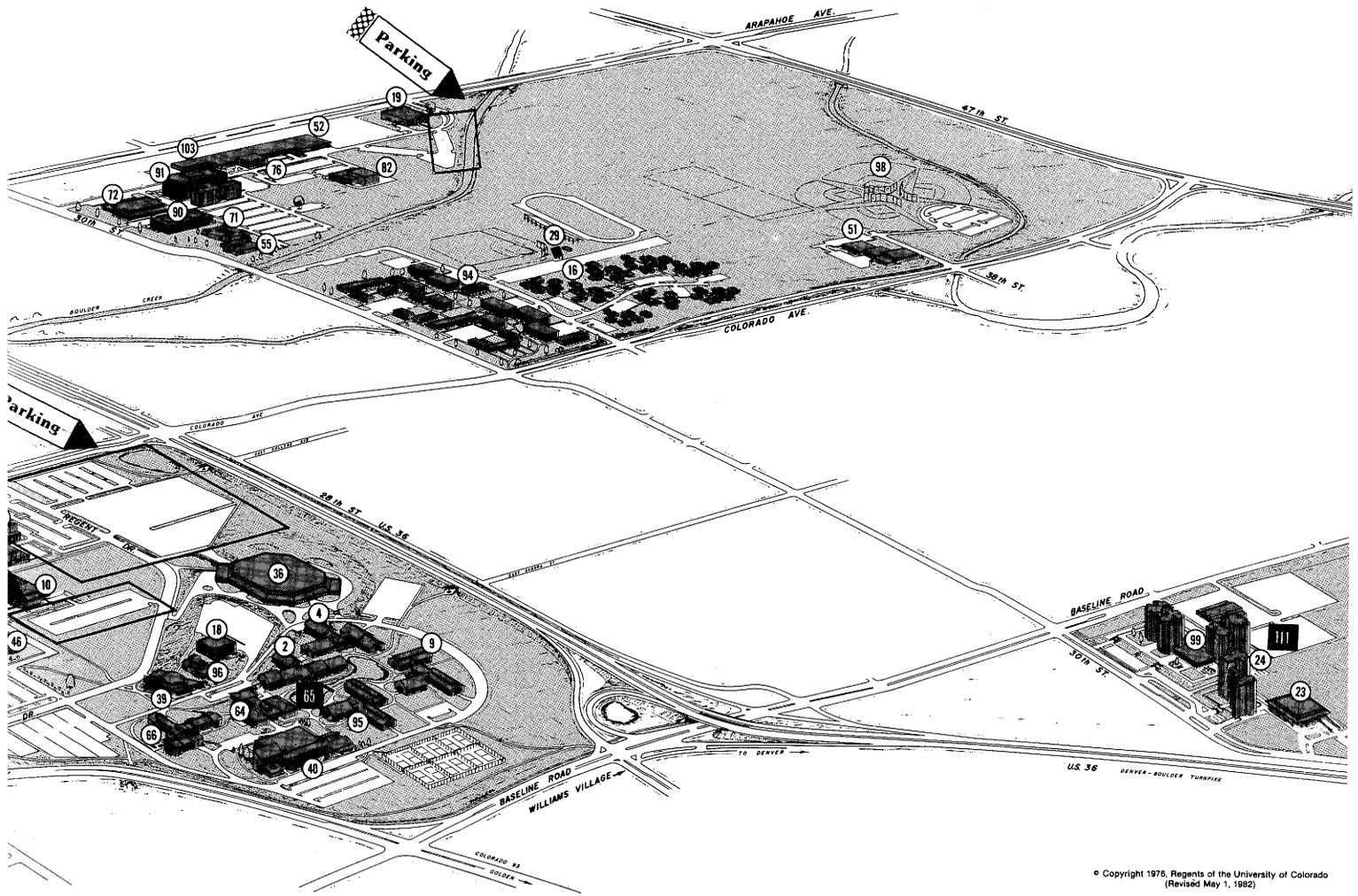
☒ = indicates parking where 50 cents is charged for parking after 5:00 p.m. and on weekends. Bring 2 quarters. Only attended lot is next to University Club (#106) for change.

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

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

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

This map may be removed for future reference.



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(Revised May 1, 1982)

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

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

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Tuesday, September 17

Being Creative with your Life
 Intermediate Conversational French
 Passage to India
 The Fascinating History of Colorado Railroads
 Fundamentals of Meditation
 Journal Keeping
 Advanced Writing for Children and Teens
 Cartooning
 Beginning Conversational Spanish
 German for Beginners and Travellers
 Direct Mail Marketing: A Practical Approach
 Beginners Jitterbug Rock-N-Roll
 Beginners Ballroom Dancing
 Beginners Country Swing and Texas 2-step
 Basic Drawing

Wednesday, September 18

Watercolor Techniques
 Advanced Beginners Conversational French
 Creative Writing
 Popular Novel Writing
 Stress Management and Biofeedback
 Advanced Beginners Italian Discussion Group
 Algebra Review
 Intermediate German
 Private Pilot Ground School
 English Writing Made Simple
 Dream Interpretation
 Forest Crossen's Colorado

Thursday, September 19

Presenting Ideas Effectively
 Action Out!-1
 Intermediate Conversational Spanish
 The Science and System of Air Travel
 Starting and Succeeding in Your Own Business
 Newsletter Publication
 Introduction to the Highland Bagpipe
 Chinese Painting
 Life Drawing
 Beginning Birdwatching

Friday, September 20

Pawnee Grassland Ecology

Saturday, September 21

The Psychology of Intimacy
 Preparing for the Graduate Management Admission Test (GMAT)

Monday, September 23

Editing

Wednesday, September 25

Handwriting Analysis: Understanding Behavior and Personality

Thursday, September 26

Sailing Seamanship — Cruising Under Sail

Saturday, September 28

Curative Hypnosis: Means and Goals of Self Hypnosis
 Creative Photography Workshop
 Residential Landscaping for Beauty, Water Conservation and Low Maintenance

Saturday, October 5

Basics of Printing: Using a Handpress
 Stress Management
 No Load Mutual Fund Investing

Jenny Cook, Bette Griff
 Marie-Christine Joslyn
 Côme Carpentier
 Robert E. Rothe
 Ralph McFall
 Barbara Steiner
 Barbara Steiner
 Fred Neher
 Elizabeth Medina
 Eva Ohrner
 Patricia L. Jensen
 Van F. Pool
 Van F. Pool
 Van F. Pool
 Linda E. Lowry

Gail Marr
 Nadia Turk
 Barbara Steiner
 Barbara Steiner
 Toby F. Link
 Maris Gaudiano
 Keith Bailey
 Eva Ohrner
 David Nichols
 Jean E. Thyfault
 Dan Gollub
 Forest Crossen

Paulette C. Robles
 Garey Waters
 Elizabeth Medina
 Danny Mitchell
 Tony Hopper
 Normandi Ellis
 Mark E. Ryan
 Janette Lenschow
 Susan Licini
 Tina Jones

Tina Jones

Neil Rosenthal

Linda Loewenstein

Jessica Hoppe

Bill Plywaski

James Stewart
 Harry Boyd
 Jim Knopf

Nora J. Quinlan
 Toby F. Link
 Corrin E. Campbell

Tuesday, October 8 Investment Strategies Beginning Photography	Peter J. Poletti John Dziadecki
Friday, October 11 Fall in the Rockies: Elk Courtship and Golden Aspen	Tina Jones
Wednesday, October 16 At the Movies: A View of Life Stress in Contemporary Film	Stephen E. Walker
Thursday, October 17 Planning for Independent Business	Tony Hopper
Saturday, October 19 Songwriting for Fun and Profit (But Mostly Profit) How to Become a Consultant Selling Your Photography Biofeedback without Machines How to Publish Your Own Book	Dick Weissman Neil Rosenthal Harry Boyd David DiDominico Jacquelyn Peake
Sunday, October 20 The Romance and Adventure of Hot Air Ballooning	Joyce VandeHoef
Tuesday, October 22 Intermediate Jitterbug Rock-N-Roll Intermediate Ballroom Dancing Intermediate Country Swing and Texas 2-Step	Van F. Pool Van F. Pool Van F. Pool
Thursday, October 24 Bringing Bird Life Naturally to Your Environment	Tina Jones
Friday, October 25 Bulls, Bears, and T. Boone Pickens: Corporate Restructuring and Corporate Growth	T. Boone Pickens, Fred Jager
Saturday, October 26 I Can't Help It. I Love to Write!	Sydney Sheldon, Barbara Steiner
The Music Business Making College Affordable for Your Family	Dick Weissman Peter J. Poletti
Monday, November 4 In Search of Outstanding American Bird Species Chinese Character	Tina Jones Yunn Pann
Tuesday, November 5 Speaking Mandarin: Beginning Chinese	Yunn Pann
Saturday, November 9 Creating Your Own Potential	Joye Fuller, Jennifer Downs
Monday, November 11 Preparing for the Graduate Record Exam (GRE)	Roe Willis, Terri Bodhaine
Tuesday, November 12 Preretirement Planning Seminar	Peter J. Poletti
Monday, November 18 Investing for Income	Peter J. Poletti
Friday, November 22 Preparing for the Law School Admission Test (LSAT)	Scott Hatch
Tuesday, December 3 Advanced Jitterbug Rock-N-Roll Advanced Ballroom Dancing Advanced Country Swing and Texas 2-Step	Van F. Pool Van F. Pool Van F. Pool
Saturday, January 4 Preparing for the Graduate Management Admission Test (GMAT)	

Academe

BCEM-15

Algebra Review

Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of the students in the class. Problems and techniques relevant to practical application are emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions are set up in a lecture format, questions of an individual nature are given attention. Keith Bailey, M.S. Wednesdays, September 18-November 6, 7-9 p.m. 7 sessions. Hellems 247. \$56.

BCEE-24

Creative Writing

For those who have always wanted to write or seek fresh approaches to self-expression. Life is a story. An individual's experience is rich and unique. Emphasis is on self-discovery, developing one's own voice, and communication with words rather than on publication. Barbara Steiner, professional writer. Wednesdays, September 18-November 20, 6:30-8 p.m. 10 sessions. Hellems 193. \$53.

BCEE-21

Editing

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. Linda Loewenstein, freelance editor. Mondays, September 23-November 18, 7-9 p.m. 9 sessions. Hellems 193. \$63.

BCEE-61

English Writing Made Simple

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English that is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper sentence structure and grammar review. Jean E. Thyfault, B.A. Wednesdays, September 18-November 6. 7-9 p.m. 8 sessions. Hellems 271. \$56.

BCEE-53

Fiction Writing: Characterization

Without people in it, searching for meaning, life would simply be a never-ending series of facts and events. Good story writing, therefore, begins by understanding individuals — their needs, hopes, fears, etc. We will work on shaping character, character opposites, forging the unbreakable bond between characters, conflict, and resolution. Examples will be given and students' work will be critiqued. David H. Morgan, B.A. Mondays, September 16-November 4, 7-9 p.m. 8 sessions. Hellems 81. \$56.

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BCEE-63

How to Publish Your Own Book

Self-publishing offers serious writers several advantages over working with commercial publishers (many of whom won't even look at the work of a new writer). In this program we'll discuss every aspect of self-publishing (positive and negative), including: choosing a subject, preparing the manuscript, dealing with the printer, using graphics, copyrighting the book, getting the book listed nationally, distribution to book stores, mail order, promotion, profit ratio — and much more. The lecturer has published books both with commercial publishers and through self-publishing. There will be a \$5 materials fee, payable at the first class session. Jacquelyn Peake, professional writer. Saturday, October 19, 9 a.m.-4 p.m. One all-day session. Hellems 247. \$40.

BCEE-62

I Can't Help It. I Love To Write!

A writers' technique workshop via live satellite featuring the renowned Sydney Sheldon presents an unparalleled learning opportunity for writing aspirants covering creative techniques and problem-solving approaches to the professional marketplace. Via a live teleconference, Sheldon will engage in live directional dialogue with participants and demonstrate a fine tuning technique that changes a strong concept into a powerful finished product capable of being published. In addition to the teleconference, the local hands-on workshop will include discussion of Mr. Sheldon's novels with regard to plot, character, tone, pace, and structure. "You have to go into training to write," says Sheldon and this workshop will address effective formulas to begin the training process. It is suggested that participants read one or more of Sheldon's novels in preparation for this workshop. Please bring a sack lunch. Beverages will be provided. Barbara Steiner, professional writer. Saturday, October 26, 10 a.m.-5 p.m. One all-day session. Events/Conference Center, Room 3. \$50.

BCEE-10

Journal Keeping

You are unique and special. The more you discover about yourself, the more there will be to discover. This class will teach journal techniques as a tool for self-exploration, developing creativity, clarifying relationships, decision making, and planning for your future. Bring a spiral or loose-leaf notebook to class. Barbara Steiner, professional writer. Tuesdays, September 17-November 19, 8-9:30 p.m. 10 sessions, Hellems 247. \$53.

BCEE-26

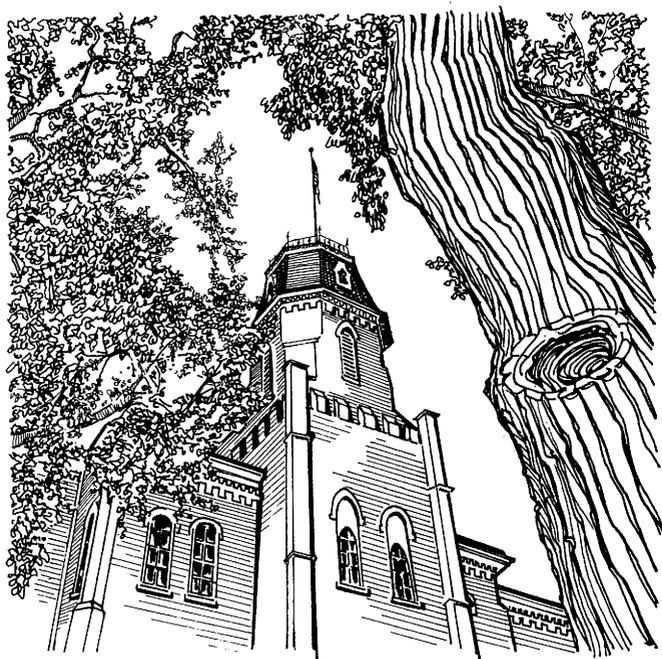
Popular Novel Writing

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel. Barbara Steiner, professional writer. Wednesdays, September 18-November 20, 8-9:30 p.m. 10 sessions. Hellems 193. \$53.

BCEE-64

Advanced Writing for Children and Teens

This class will take up where the beginning class stopped. Instruction and practice in writing fantasy, mystery, humor, in addition to realistic fiction emphasized in class one. In-depth study of technique including plot, characterization, theme. Half of each class session will be devoted to reading and improving student work. Bring manuscripts to first session. Prerequisite: Writing for Children or Teens taught by Steiner or Fitz-Randolph. Class size is limited. Barbara Steiner, professional writer. Tuesdays, September 17-November 19, 6:30-8 p.m. 10 sessions. Hellems 247. \$53.



BCEG-28

Preparing for the Graduate Management Admission Test (GMAT)

A special course offered for those individuals pursuing a graduate degree in business. Test-taking strategies and shortcut 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.

Section I (for the October 19 test date):

Saturdays, September 21-October 12, 9 a.m.-1 p.m. 4 sessions. Ketchum 118.

Section II (for January 25 test date):

Saturdays, January 4-18, 9 a.m.-3:30 p.m. 3 sessions. Ketchum 119.

Both Sections: \$125.

BCEG-27

Preparing for the Graduate Record Exam (GRE)

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, 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 October 12 test date — apply to ETS by September 12): Mondays and Thursdays, September 16-October 10, 6:30-9 p.m.

Section II (for December 14 test date — apply to ETS by November 8): Mondays and Thursdays, November 11-December 12 (no class sessions November 25 and 28), 6:30-9 p.m.

Both Sections: 8 sessions. Hellems 247. \$70.

BCEL-29

Preparing for the Law School Admissions Test (LSAT)

For persons planning to take the Law School Admissions Test (LSAT), this course offers intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations provided by highly skilled testing and legal faculty. The course fee includes extensive materials covering all aspects of the exam.

Section I (for October 5 test): Friday, September 13, 6-10 p.m., and Saturday and Sunday, September 14 & 15, 9 a.m.-5 p.m.

Section II (for December 7 test): Friday, November 22, 6-10 p.m., and Saturday and Sunday, November 23 & 24, 9 a.m.-5 p.m.

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

BCEB-67

**Bulls, Bears, and T. Boone Pickens:
Corporate Restructuring and
Corporate Growth**

All businesses, large or small, face a similar problem in the marketplace; how to succeed in a business atmosphere where growth is the bottom line. In this program, including a live nationwide teleconference emanating from Los Angeles, national and local experts will address practical considerations for business expansion in today's financial marketplace.

In one part, a live satellite teleconference will feature Mesa Petroleum's T. Boone Pickens in live discussion/dialogue covering the merger methods he uses for corporate expansion, the effects on such oil giants as Gulf, Phillips, and Unocal, and the ramifications for industry stockholders and lending institutions. From "golden parachutes" to "shark repellents" participants will gain invaluable insights into his progressive formulas for corporate expansion.

In the local "wrap-around" session, current local market conditions for acquisitions, mergers, divestitures, and leveraged buyouts will be discussed as they relate to natural resources, real estate, high technology, manufacturing, retail and distribution, and service companies. Included in this presentation will be a brief summary of the seven generally accepted corporate valuation techniques and a detailed discussion of how to enter into a letter of intent for a business combination transaction.

An unparalleled learning experience for business owners, entrepreneurs, investors, managers, attorneys, bankers, loan officers, accountants, business brokers, professional appraisers, and financial planners. Course fee includes lunch and refreshments. Fred Jager, Friday, October 25, 10 a.m. - 4 p.m. One all-day session. Events/Conference Center, Room 4. \$65.

BCEB-21

Direct Mail Marketing: A Practical Approach

This course provides a thorough and practical introduction to direct mail marketing. Learn how to start and manage a direct mail program, and how to avoid common problems. Topics include design and format of mailing pieces; obtaining lists; testing and tracking; working with printers, typesetters, and lettershops; and the use of microcomputers in direct mail marketing. Patricia L. Jensen, B.A. Tuesdays, September 17-October 15, 7-9 p.m. Hellems 287. \$37.

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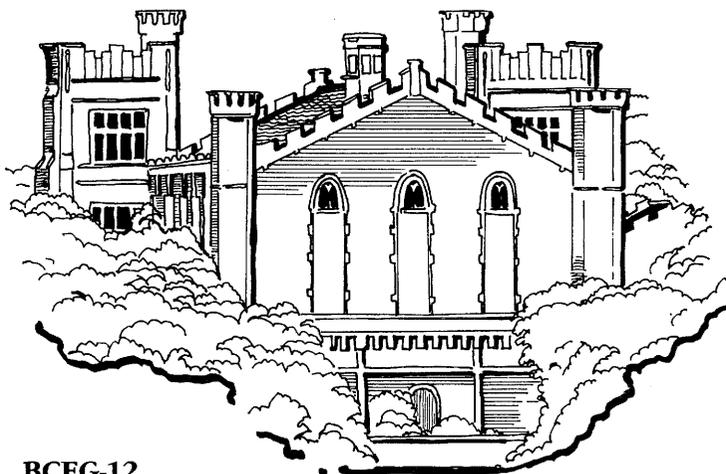
Details on page 57.



BCEB-54

How to Become a Consultant

A wealth of ideas about beginning your own consulting practice focusing on teaching, advertising, public relations, how to get started, and the risks involved. An excellent introduction to those considering entrance to this potentially rewarding career. Neil Rosenthal. Saturday, October 19. 10 a.m.-4 p.m. One all-day session. Guggenheim 3. \$39.



BCEG-12

Being Creative With Your Life

This class will give individuals who are in transition an awareness of where their main strengths and abilities lie in order to get their life in better balance. Part of reaching that balance is understanding the whole brain and stimulating creativity and decision making. Based on the "parachute process," this class will help both men and women create and design a job, become self-employed, or work as a volunteer. Emerging from "stuckness" by unlocking your creative potential and understanding your relationships is the key. Textbooks for the course are available at the University Book Center. They are *The Warrior Within*, by Shale Paul, and *What Color Is Your Parachute?*, by Richard Bolles, and *The Quick Job Hunting Map (Advanced Version)* by Richard Bolles. Jenny Cook, B.A., and Bette Griff, B.A. Tuesdays, September 17-November 19, 6:30-9:30 p.m. 10 sessions. Hellems 193. \$95.

BCEB-28

Investment Strategies

Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course includes exercises and discussions to sharpen your understanding and your investment skills. Topics include:

- Money growth, the golden thread
- Safety, liquidity, diversification, growth of value, interest and dividends, guarantees, minimizing taxes, professional management
- Money market funds, cash management, CDs
- Zero-coupon bonds, GNMA's
- Corporate and municipal bonds, unit trusts
- Stocks, utilities, real estate, mutual funds
- Options, precious metals, commodities.

Peter J. Poletti, M.B.A. Tuesdays, October 8-November 5, 6:30-8:30 p.m. 5 sessions. Ketchum 234. \$39.

BCEB-65

Investing for Income

Seminar presents methods of investing for income in today's changing economic and investment environment. Covers guarantees, safety, risk, and tax implications. Anybody needing income should be interested:

- CDs money market funds, banks, savings and loans, cash management accounts
- U.S. Government securities, GNMA's, zero coupon bonds, municipal bonds
- Income-producing limited partnerships, oil and gas production, rental real estate, leasing
- Blue chip stocks, utility stocks, covered call writing, mutual funds, corporate bonds, preferred stocks, real estate investment trusts
- Keyplan, fixed annuities, variable annuities, immediate annuities

Peter J. Poletti, M.B.A. Monday, November 18, 6-9 p.m. One session. Hellems 241. \$19.

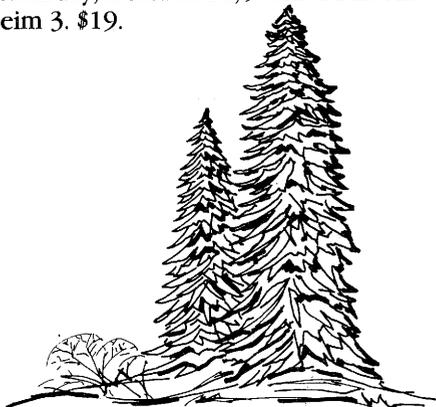
BCEB-71

Making College Affordable for Your Family

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

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

Peter J. Poletti, M.B.A. Saturday, October 26, 9 a.m.-12 noon. One session. Guggenheim 3. \$19.



BCEB-66

Newsletter Publication

Learn the skills necessary to produce corporate, commercial, or private enterprise newsletters. Learn, too, the not-so-subtle art of meeting deadlines and staying within budget.

We'll study editorial concerns, such as interviewing, copywriting, and editing; and graphics concerns, such as design, copyfitting, and image-building. Course includes a brief overview of legal considerations. We'll also discuss photography, typesetting, and printing. Two classes are devoted to hands-on experience and critiques of students' work. Designed for current and future newsletter editors, this is not a grammar review. Normandi Ellis, M.A. Thursday, September 19-November 7, 7-9 p.m. 8 sessions. Hellems 245. \$58.

BCEB-24

No Load Mutual Fund Investing

Learn what your broker will never tell you about no load mutual funds. Why invest in mutual funds? The average Mutual Fund has earned around 14 percent per year. In addition you save on commissions, have a professionally managed, diversified portfolio and simplified record keeping. This seminar will show you how to enhance the advantages in no load mutual funds. You will learn Mutual Fund selection, Dollar cost averaging and stock market timing. Corrin E. Campbell, M.S. Saturday, October 5, 9 a.m.-12:30 p.m. One session. Guggenheim 3. \$22.

BCEB-43

Presenting Ideas Effectively

Participants will be introduced to principles of organizing and presenting their thoughts and/or findings in a business setting. There will be a video taped presentation given by each participant followed by constructive, nonthreatening, yet thought-provoking critiques. Basically designed for management and business personnel who give formal or business presentations, but useful for anybody. Paulette C. Robles, B.A. Thursdays, September 19-October 17, 6:30-9:30 p.m. 5 sessions. Hellems 185. \$53.

BCEB-11

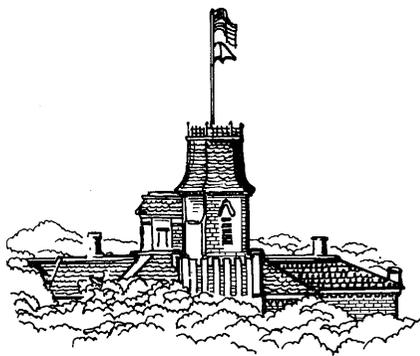
Starting and Succeeding in Your Own Business

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tony Hopper, M.B.A., Ph.D. Thursdays, September 19-October 10, 6:30-9:30 p.m. 4 sessions. Hellems 237. \$45.

BCEB-31

Planning for Independent Business

Important for those involved in, or soon to be involved in, small business start-ups, this course focuses on a planning process leading to the development of a strategic vision. This is a clear vision of what you want to achieve, which then organizes and instructs every step toward that goal. It is the map which clearly demonstrates to the entrepreneur, his/her investors, and all players on the start-up team how the organization intends to get from where they are to where they want to be, one to three years from now. This process consists of four steps: (1) developing a statement of purpose using a performance specification rather than a description; (2) developing strategies in the area of marketing, finance law, accounting, support, and production (goods or services); (3) planning administrative methods and goals which will enable the entrepreneur to use effective evaluation standards and feedback mechanisms to measure results; (4) producing a map that graphically represents the relationship and sequence of a series of benchmarks, cusp points, and events which need to occur over the next one to three years in order for the strategies to manifest. These four steps and several other topics create this valuable course. Tony Hopper, M.B.A., Ph.D. Thursdays, October 17-November 7, 6:30-9:30 p.m. 4 sessions. Ketchum 118. \$45.



BCEB-55 **Preretirement Planning Seminar**

This seminar is designed to help people within a year or two of retirement, or already retired, in planning and managing their finances and investments. It takes into account recent tax changes and covers various investments of particular interest to retirees. It has been presented at company seminars for older employees, and can provide a balanced view of the retirement planning problem. Topics include:

- Lump sum distribution
- IRA Rollover
- 10 year averaging
- Organizing assets for safety, liquidity, diversification
- Handling the IRA and other retirement plans
- Withdrawal of funds
- Minimizing taxes and offsetting inflation

Peter J. Poletti, M.B.A. Tuesday, November 12, 6-9 p.m. One session. Hellems 271. \$19.

BCEB-22 **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. Mondays, September 16-November 4, 7-9 p.m. 8 sessions. Hellems 245. \$56.

BCEG-72 **Stress Management**

The topic of this workshop is Stress Management/Biofeedback and is designed for the busy professional who has a limited amount of time. The focus will be to identify our stressors, our stress responses, and to learn methods of coping, adjusting to, and reducing our experiences with stress. We will look at origins of stress from personal, psychosocial and environmental perspectives, and emphasize small group activity, skills acquisition, biofeedback, discussion and self-care techniques. Physical, cognitive, and environmental approaches to stress will be applied. This workshop can benefit anyone who experiences or has experienced any of a wide variety of physical or emotional symptoms of stress. Bring a sack lunch. Toby F. Link, M.A. Saturday, October 5, 8:30-4 p.m. One all-day session. Guggenheim 2. \$32.

Culture & Society

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

This course is intended to be entertaining and educational, involving a high level of student participation in discussion. One's experience of 'life stress' is witnessed in the movies of our time and through our vicarious understanding of our favorite actors' roles, character development, and stressful life circumstances. Both comedy and drama are treated in good measure. Discussions are likely to cover love, sex, marriage, divorce, parenting, bereavement, hero worship, and societal censorship, plus other topics of interest. If you like going to the movies and vicariously experiencing life through this medium, this class is for you. Stephen E. Walker, Ph.D. Wednesdays, October 16-November 20, 7-10 p.m. 6 sessions. Location given at registration. \$68.

BCEB-62 **Biofeedback Without Machines**

With self-observation comes self-understanding; out of awareness and understanding arises greater possibilities for self-healing and positive change. The value of self-awareness and self-regulation is just beginning to be acknowledged in this society. Learn the importance of these abilities for:

- health maintenance and wellness
- stress reduction
- prevention of disease
- breaking habits (implementing change)
- managing your life more effectively!

Biofeedback machines are not necessary to discover the workings of one's mind and body. Discover the wisdom of your body through cognitive and experiential means. The Feldenkrais Method will be one method utilized. David DiDominico, M.A., C.M.T. Saturday, October 19, 9 a.m.-4 p.m. One all-day session. Hale 6. \$28.

BCEF-28 **Chinese Character**

We will see how easy it is to recognize and also to write these beautiful and exotic Chinese symbols. The apparent complexity changes into simplicity, order and richness in association and philosophy. This is an introductory course for people who want greater appreciation of Chinese language, Chinese mind in a holistic way, and also for people who want to get more in touch with themselves through studying these powerful visual symbols of a culture so different from the Western culture in many ways. These symbols, probably more than anything else, are responsible for uniting the culture and people for about 4,000 years. A Chinese-English dictionary (approximately \$13) which uses Pinyin, the official romanization in China, is required. This is available at CU Bookstore. *The Learners Chinese-English Dictionary*, by Nanyang Siang Pau, Umum Publisher, is recommended for its inclusion of sentences as examples. Yunn Pann, M.S. Mondays and Wednesdays, November 4-December 4 (no class sessions November 25 and 27), 7-9 p.m. 8 sessions. Ketchum 119. \$56.

BCEG-72

Creating Your Own Potential

This experiential seminar is an opportunity to recognize and expand your creative expression in making changes in your personal and professional life. Biofeedback, visual imagery, learning and communication styles, and the effect of positive emotions on learning will be demonstrated. Be prepared to set goals! Joye Fuller, Ed.D. and Jennifer Downs, M.A. Saturday, November 9, 9 a.m.-4 p.m. One all-day session. Guggenheim 2. \$32.

BCEG-73

Curative Hypnosis: Means and Goals of Self-Hypnosis

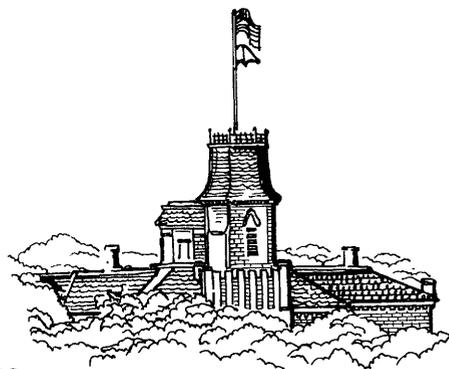
"LOSE WEIGHT, STOP SMOKING, STOP DRINKING" so go the ads of many commercial consultants offering hypnotherapy for the person who has tried to stop smoking, etc. by acts of will, but simply can't stop the habit! The following course is an introduction to all those interested in the marvelous world of curative hypnosis and the basics in technique with complete safety. Topics touched upon will be ability to go into hypnotic state, using hypnosis in mental and physical learning, clearing upsets in relationships, breaking through in relationships, enhancing self-esteem, discovering strengths and present limitations, contacting understanding, setting goals, creating a true goals list, beginning to create flexible plans. James Stewart, Ph.D. Saturdays, September 28-October 5, 9 a.m.-4 p.m. Two all-day sessions. Ketchum 120. \$49.



BCEG-74

Dream Interpretation

This class will begin with a presentation of techniques to help people remember their dreams, then review some of the more prominent theories about what dreams mean and how to interpret them — including Freudian, Jungian, and Gestalt theories — and introduce other dream interpretation theories, published in articles in professional literature. Specific topics include dream symbolism, dream speech, and displays of emotional behavior in dreams. Class members will be encouraged to bring written accounts each week of any dreams they have had which they would like to understand more fully or any dreams, in general, which they wish to share with the group. Techniques for influencing or controlling dreams will also be presented. Class members will be encouraged to form their own conclusions about all theories and techniques taught or discussed in class. The only qualification necessary to sign up for the course is to believe that dreams do have potential meaning and value, and are worth paying attention to. Dan Gollub, M.A. Wednesdays, September 18-November 6, 7-9 p.m. 8 sessions. Hellems 229. \$56.



BCEH-22

The Fascinating History of Colorado Railroads

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gunfighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Robert E. Rothe, Ph.D. Tuesdays, September 17-October 22, 7-9 p.m. 6 sessions. Hellems 229. \$42.

BCEH-14

Forest Crossen's Colorado

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old-time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled *Western Yesterdays*. All those interested in Colorado will find these lectures rewarding. Extra time is reserved for questions. Forest Crossen. Wednesdays, September 18-October 16, 7-8:30 p.m. 5 sessions. Hellems 267. \$27.

BCEG-68

Fundamentals of Meditation

Sitting, breathing, visualization, and slow movement meditations adapted from the Tibetan meditative and medical traditions. Excellent for learning to relax under pressure, and increasing physical vitality, emotional balance, and mental clarity. Easily learned, and suitable for all ages and physical conditions. Discussion covers theory, questions, daily living applications. Please bring to class a firm cushion or exercise mat. Ralph McFall. Tuesdays, September 17-November 5, 7:30-9:30 p.m. 8 sessions. Hale 6. \$56.

BCEG-69

Handwriting Analysis: Understanding Behavior and Personality

This course is a basic introduction to handwriting analysis, giving the student a working knowledge of specific personality traits and how to recognize them in the handwriting. Recognize how a person thinks, feels, and behaves as seen through the reflection of their writing. Costs of necessary supplies will be discussed at the first session; these are useful and extensive — cost up to \$30. Jessica Hoppe. Wednesdays, September 25-October 30, 7-9 p.m. 6 sessions. Hellems 285. \$42.

BCEH-24

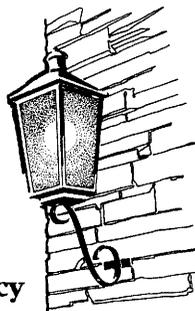
Passage To India

The history and the culture of India, her archaeology, philosophy, ancient literature and arts, her medieval and modern history. A tableau of India today: a geographical, ethnological, political, cultural, and economic survey. A series of practical suggestions or advices for would-be travelers, businessmen, or residents in India, together with a vast array of data useful to the religious, sociological, or philosophical scholar. Also will include a special study of India's role in international affairs since Independence and in the near future. Côme Carpentier, B.A.C. Tuesdays, September 17-November 5, 7-9 p.m. 8 sessions. Hellems 191. \$56.

BCEG-23

On a Clear Day You Can See Forever

A workshop offering career direction. A stimulating four-day workshop for the person who is looking for new directions and new interests. Are you thinking of changing careers? Returning to work? Going back to school? Spend some time taking a good look at yourself — discover your strengths and options at this point in your life. Find out what you “can” do, and what you “do” do, and most importantly, what you “want” to do. Perhaps you will confirm that your present course is right for you, whether it is homemaking or another career. We will talk about values clarification, decision making, self-confidence, as well as give information on career and education possibilities. Doris Olsen, Tuesday-Friday, September 3-6, 9 a.m.-3 p.m. 4 all-day sessions. University Club. \$87.



BCEG-59

The Psychology of Intimacy

This seminar will explore:

- How intimate relationships function (and malfunction);
- Why people act (and react) the way they do;
- The key ingredients and components of intimacy;
- The function of power struggles, arguments, and conflicts;
- What we learn about ourselves through intimate relationships;
- Keeping perspective;
- How we can avoid making painful mistakes in the future.

This seminar will use a discussion format, with opportunities for interaction and self reflection. The seminar will preview the instructor's forthcoming book by the same title. Neil Rosenthal. Saturday, September 21, 10 a.m.-5 p.m. One all-day session. UMC 422. \$35.

BCEG-48

The Science and System of Air Travel

There are 80,000 take-offs and landings every day in America. That's almost one every second. If you've ever wondered what's really going on up there, this course is for you. This course is a comprehensive overview of the national Airspace System covering aircraft identification and performance, air navigation, Air Traffic Control, and weather. Instructor is a former air traffic controller and F.A.A. instructor. Course includes a field trip to the local Air Traffic Control Center (one of 20 in the country), which monitors nine states. Danny Mitchell, M.A. Thursdays, September 19-November 7, 7-9 p.m. 8 sessions. Hellems 229. \$56.

BCEG-70

Self Defense For Women

This course is designed specifically to teach adults the positive aspects of self-defense. It combines aerobic fitness, coordination work, basic martial arts, and fun. Besides teaching physical skills, the course emphasizes assertiveness training and positive mental attitude development. The course relies on organized progressive instruction, enthusiasm, and sensible, practical techniques. Melanie Murphy. Mondays and Wednesdays, September 16-October 2, 5:30-7 p.m. 6 sessions. Hale 6. \$42.

BCEG-41

Stress Management and Biofeedback

This course focuses on the origins of stress on personal, biological, and psychosocial levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, bruxism, depression, headaches, and anxiety are the topics. Toby F. Link, M.A. Wednesdays, September 18-October 23, 6:30-8:30 p.m. 6 sessions. Hellems 241. \$42.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
August 26 — September 27
MasterCard — VISA Only

443-7968

443-8979

443-9973

For other course information:

492-5148

Make our registration office as close as your telephone.

Complete registration information, page 57.

Before August 26, after September 27, call

492-5148.

Social Dance

BCED-14

Beginner's Ballroom Dancing

Introduction to the basic steps in Foxtrot, Tango, Jitterbug Rock-n-roll, Polka, and Waltz. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Ballroom Dancing. Van F. Pool. Tuesdays, September 17-October 15, 6:30-7:45 p.m. 5 sessions. Hale 303. \$22.

BCED-16

Intermediate Ballroom Dancing

An **Intermediate Level** class (BEGINNERS IS NOT A PREREQUISITE BUT WOULD BE HELPFUL) which will review the basic steps offered in the Beginner's course. Furthermore, the instruction will expand on the various combination of routines and additional latin steps (e.g. Cha Cha and Rhumba). Van F. Pool. Tuesdays, October 22-November 19, 6:30-7:45 p.m. 5 sessions. Hale 303. \$22.

BCED-18

Advanced Ballroom Dancing

An **Advanced Level** course (SUGGESTED PREREQUISITE EITHER BEGINNER'S OR INTERMEDIATE, OR PREFERABLY BOTH) which assumes that 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, December 3-17, 6:30-7:45 p.m. 5 sessions. Hale 303. \$14.

BCED-15

Beginner's Country Swing and Texas 2-Step

Introduction to the basic steps in Texas 2-Step, Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in country Dancing. Van F. Pool. Tuesdays, September 17-October 15, 9-10:15 p.m. 5 sessions. Hale 303. \$22.

BCED-17

Intermediate Country Swing and Texas 2-Step

An **Intermediate Level** class (BEGINNERS IS NOT A PREREQUISITE BUT WOULD BE HELPFUL) which will review the basic steps offered in the Beginner's course. Furthermore, the instruction will expand on the various combination of routines and additional steps (e.g. Triple Step and 16 Count Shuffle). Van F. Pool. Tuesdays, October 22-November 19, 9-10:15 p.m. 5 sessions. Hale 303. \$22.

BCED-19

Advanced Country Swing and Texas 2-Step

An **Advanced Level** course (SUGGESTED PREREQUISITE EITHER BEGINNER'S OR INTERMEDIATE, OR PREFERABLY BOTH) which assumes the participants are comfortable with the basic steps and turns. The instruction will expand on the previous courses' combination of routines and refinements for smoothness within each movement of Country Dancing. Van F. Pool. Tuesdays, December 3-17, 9-10:15 p.m. 5 sessions. Hale 303. \$14.

BCED-

Beginner's Jitterbug Rock-N-Roll

Introduction to the basic steps in single time Jitterbug Rock-n-Roll. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Jitterbug Dancing. Van F. Pool. Tuesdays, September 17-October 15, 7:45-9 p.m. 5 sessions. Hale 303. \$22.

BCED-21

Intermediate Jitterbug Rock-N-Roll

An **Intermediate Level** class (BEGINNERS IS NOT A PREREQUISITE BUT WOULD BE HELPFUL) which will review the basic single time steps offered in the Beginner's course. Furthermore, the instruction will expand on the various combination of routines and additional steps (e.g. Triple Time Jitterbug and Double Time Jitterbug). Van F. Pool. Tuesdays, October 22- November 19, 7:45-9 p.m. 5 sessions. Hale 303. \$22.

BCED-22

Advanced Jitterbug Rock-N-Roll

An **Advanced Level** course (PREVIOUS COURSES ARE NOT PREREQUISITES BUT WOULD BE HELPFUL) which assumes the participants are comfortable with the basic steps and turns. The instruction will expand on the previous combination of routines and refinements for smoothness within each movement of Jitterbug Dancing. (Additional steps would include Lindy Jitterbug.) Van F. Pool. Tuesdays, December 3-17, 7:45-9 p.m. 3 sessions. Hale 303. \$14.

Fine Arts

BECET-10

Acting Out!-1

Acting— "But I can't get up in front of people!" Don't worry, this class takes the fear out of acting. For beginners and those with some experience, you will learn techniques of acting through improvisational exercises. In the class, we will work with mime, props, costumes, and scenework. You'll learn the basics of acting and have lots of fun as well. Garey Waters, B.A. Thursdays, September 19-November 7, 7-9:30 p.m. 8 sessions. Hale 6. \$70.

BCEF-23

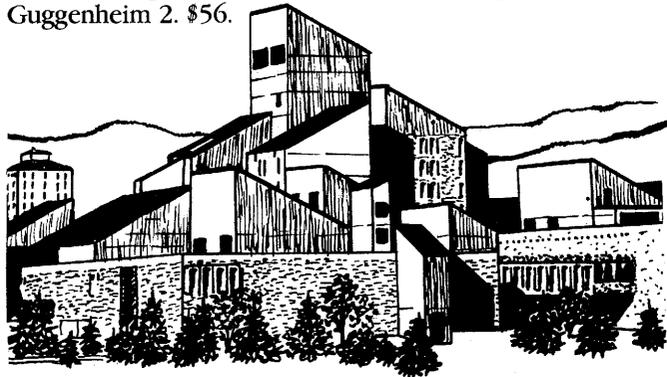
Cartooning

A basic workshop course for the person who wants to learn to draw or improve upon his present ability. The course will begin by focusing on simple methods of developing comic characters. Emphasizes individual instruction in technique, ideas, and marketing cartoons. Fred Neher, creator of the nationally syndicated newspaper cartoon, "Life's Like That," daily and Sunday, for 43 years. Tuesdays, September 17-November 7, 7-9 p.m. 8 sessions. Hellem's 81. \$56.

BCEF-26

Chinese Painting

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own material, a brush or brushes, ink, rice papers, or newsprints, covered at the first class session. Janette Lenschow, M.F.A. Thursday, September 19-November 7, 7-9 p.m. 8 sessions. Guggenheim 2. \$56.



BCEA-45

Basic Drawing

This course is designed to develop the ability to see and draw what we see as well as to tap the intellectual and emotional origins of visual expression. The basic elements of drawing will be learned through the use of still life material, the human figure, architecture, landscape, narrative and envisioned imagery. Bring nine large sheets of paper, a 4B or HB pencil, and an object. Further supply needs will be discussed. Linda E. Lowry, M.F.A. Tuesdays, 7-9 p.m. September 17-November 19. 10 sessions. Fine Arts C-135. \$70.

BCEF-15

Life Drawing

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class 18"x24" newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, September 19-November 7, 7-9 p.m. 8 sessions. Fine Arts C-135. \$62.

BCEM-17

Introduction to the Highland Bagpipe

Basic history of the highland bagpipe and its role in the world today. Basic music theory as it applies to the bagpipe, and the playing of the bagpipe. Instruction will begin on the practice chanter and will include proper finger position and the basic scales and gracenote movements. Depending on the progress, tunes will be taught. Introduction to the classical music for the bagpipe: Piobaireachd or Ceol Mor. Each enrollee will be required to buy a tutor book (at the first class session, \$7) and a practice chanter (discussed at the first class session, between \$27 and \$60). Mark E. Ryan, M.A. Thursdays, September 19-November 21, 7-9 p.m. 10 sessions. Hale 205. \$70.

BCEM-10

The Music Business

The music that reflects our life and times is the product of a creative and dynamic (and sometimes devastating) industry. If you're involved in music, this course is essential; if you enjoy music, this course is enlightening. Topics include how the music business operates, contracts, unions, the value of the agent, personal manager, commercials, careers and opportunities, music in the video age. Individual questions will be solicited and answered in detail. Tuition includes a copy of the industry book, *The Music Business: Career Opportunities and Self-Defense*, Dick Weissman. Saturday, October 26, 1-5 p.m. 1 session. Guggenheim 2. \$32.

BCEF-10

Beginning Photography

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, compositions, and the variety of film types available. There will be a field trip and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. The course will help you develop a solid technical background, as well as help you get the most from your most important images (field trip arranged in class). John Dziadecki, M.F.A. Tuesday, October 8-November 19, 7-9 p.m. 8 sessions. Ketchum 118. \$56.

BCEA-42

Creative Photography Workshop

A unique photography course for the beginning and intermediate photographer. It's designed to help you make more exciting photographs by exposing you to the ideas and works of the masters; teaching over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work. Harry Boyd. Saturdays, September 28-October 5, 9 a.m.-4 p.m. 2 sessions. Ketchum 206. \$42.

BCEF-51

Basics of Printing: Using a Handpress

Have you enjoyed beautiful, unique, old-fashioned printing? Have you wanted to learn more about it? If so, this course is for you. The course introduces the novice to typesetting, type styles, printing a keepsake, press runs, and managing materials, using a turn-of-the-century Chandler and Price press at the Colorado Typographical Society in Norlin Library. Bring an apron to each class. Enrollment is limited. Nora J. Quinlan, M.S., M.A. Saturdays, October 5, 19, and 26 (no class session October 12), 10-1 p.m. 3 sessions. Norlin Library Rare Books Room N345. \$37.

BCEF-32**Selling Your Photography**

This is a seminar for the amateur or "semiprofessional" photographer who wishes to make extra money from his or her 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. Saturday, October 19, 9 a.m.-3 p.m. One all-day session. Hellems 247. \$32.

BCEM-11**Songwriting for Fun and Profit (But Mostly Profit)**

While nothing can replace creative talent and energy in writing great songs, this workshop can help you direct your talent to its highest potential. We will explore how to write melodies and lyrics, dealing with writer's block, merchandising your songs, copywriting your song's collaboration, and writing songs for the new film and video markets. Includes publisher contracts and copyrights for sheet music, records, and performing rights. We'll also discuss writing commercials. Bring your songs, ideas, tapes, or lyric sheets. Tuition includes book & materials. Dick Weissman. Saturday, October 19, 1-5 p.m. 1 session. Guggenheim 2. \$32.

BCEF-16**Watercolor Techniques**

Watercolor techniques will be taught utilizing techniques of Transparent and Opaque watercolor, with an emphasis in Basic Color Theory, learning how to use the color wheel and develop individual painting style. Still-life composition and ink resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left brain-right brain exercises are also included in the course, along with specific drawing assignments, in order to stimulate and facilitate learning a variety of methods. Gail Marr, B.F.A. Wednesdays, September 18-November 8, 7-9 p.m. 8 sessions. Guggenheim 2. \$56.

BCEA-44**Woodcarving Sculpture**

Create a sculpture in wood using mallet, chisels, and gouges. Basic carving techniques and instructions will focus on three dimensional projects, becoming familiar with the beginning steps of blocking out the form. The use of a clay model will facilitate the process in learning to set a form in three dimensions. Discussion of different wood types, the use and maintenance of tools, and a slide show of wood sculptures are included. Cost of wood and tools \$10-15 discussed at the final class session. Class size limited. Barbara Cox, B.F.A. Mondays, September 16-November 4, 7-9 p.m. 8 sessions. Fine Arts C-122. \$56.

Languages**BCEL-25****Beginner's Conversational French**

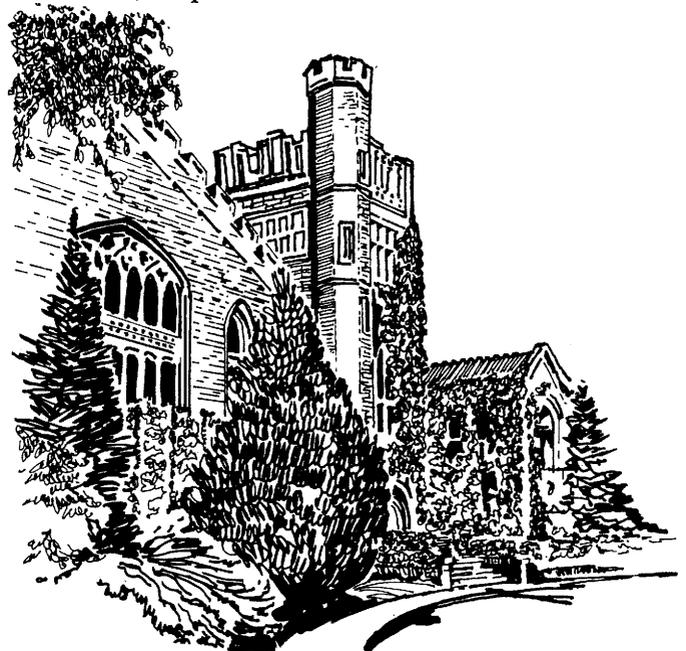
This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Required textbook is *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on Campus. Nadia Turk, Ph.D. Mondays, September 16-November 18, 7-9 p.m. 10 sessions. Hellems 181. \$70.

BCEL-26**Advanced Beginners Conversational French**

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Nadia Turk, Ph.D. Wednesdays, 7-9 p.m., September 18-November 20. 10 sessions. Hellems 191. \$70.

BCEL-41**Intermediate Conversational French**

A more advanced course for the student with a good French background. Keeping grammar to a minimum, we will concentrate on vocabulary, idiomatic expressions, and conversation. Emphasis is put on improving conversational skills. The topics discussed will often be based on texts read in class or prepared at home; and on reports made by the students themselves, supplemented by class hand-out materials. Marie-Christine Joslyn. Tuesdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 245. \$70.



Noncredit/Certificate Registration

Phone-In Registration

443-7968

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Details on page 57.



BCEL-30

German for Beginners and Travelers

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria, waltzing to its original music? Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Text to be used is sold at the first class session, \$15. Eva Ohrner, B.A. Tuesdays, September 17-November 19, 7-9 p.m., 10 sessions. Hellem 255. \$70.

BCEL-31

Intermediate German

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversational skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text to be used is sold at the first class session, \$15. Eva Ohrner, B.A. Wednesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellem 255. \$70.

BCEL-12

Beginning Conversational Italian

This course, designed for students with minimal or no knowledge of Italian, will offer an introduction to the basic skills of speaking, listening, reading and writing, with emphasis on the first two. Grammatical concepts will be taught through dialogues, songs, and conversations, so that students may ultimately enjoy speaking simple Italian. Required text is *Italiano Parlato*, by Norman Hilton, available at the University Book Center, UMC 10. Maris Gaudiano, M.A. Mondays, September 16-November 18, 7-9 p.m. 10 sessions. Hellem 229. \$70.

BCEL-27

Advanced Beginners Italian Discussion Group

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Required text is *Panorama Italiano*, by Spironi and Golino, available at the University Book Center, UMC 10. Maris Gaudiano, M.A. Wednesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellem 245. \$70.

BCEL-37

Speaking Mandarin—Beginning Chinese

Thinking of a trip to mainland China or Taiwan? Chinese people tend to feel a great deal of affinity, appreciation, and fascination toward foreigners who speak (some) Chinese. This intensive class is conducted in an atmosphere that encourages both the intellect and the intuition. We will take part in games, role playing, guided imageries, and also sessions with classical and baroque music, the basic structure of "Suggestology." *The China Traveler's Phrasebook* by Lee and Barme, Eurasia Press, \$6, is required. This is also an excellent pocket-size book to take with you on your Chinese journey. The companion tape (\$6) is highly recommended. Available at CU Bookstore. Yunn Pann, M.S. Tuesdays and Thursdays, November 5-November 21, 6:30-9:30 p.m. 6 sessions. Ketchum 119. \$63.

BCEL-42

Beginning Sanskrit

An introduction to the "Mother Language" of world culture. The alphabet, the basic grammar, vocabulary and syntax. Introduction to "Sanskrit" linguistics and glottochronology, semantics and philology. The history of the development of the language illustrated by passages from the scriptures, epics and literary works of Hindu and Buddhist India. Teaching of basic reading and writing skills. Comparisons and connections with Greek, Latin, and modern Indo-European languages. Côme Carpentier, B.A.C. Mondays, September 16-November 18, 7-9 p.m. 10 sessions. Hellem 185. \$70.

BCEL-15

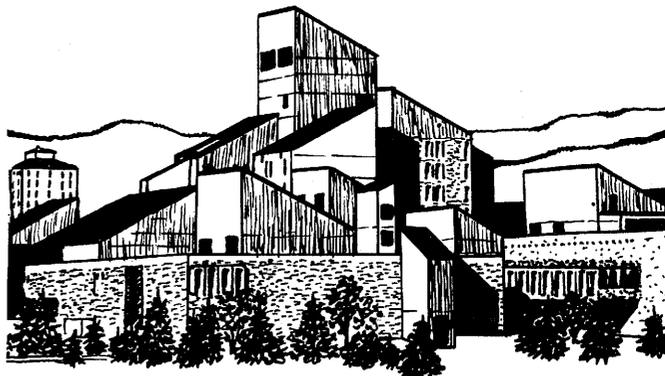
Beginning Conversational Spanish

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary. Elizabeth Medina, Ph.D. Tuesdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellem 137. \$70.

BCEL-16

Intermediate Conversational Spanish

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent. Elizabeth Medina, Ph.D. Thursdays, September 19-November 21, 7-9 p.m. 10 sessions. Hellem 193. \$70.



Sports & Outdoors

BCEG-38

Beginning Birdwatching

Learn how to identify birds. We will cover flight patterns, bird calls, and bird coloration. Students will learn how to pick out specific bird characteristics such as tail and wing shapes, eye rings, and wing bar markings. Ecology and behavior of the birds seen will also be mentioned, plus class will learn how the specific birds interact with their environment. Fall is a good time for unusual migrating species, plus waterfowl. Binoculars needed. Tina Jones, naturalist. Thursday, September 19, 7-9 p.m. Sundays, September 22, 1 p.m.-5 p.m., and Sunday, October 20, 9 a.m.-4 p.m. 3 sessions. Hellems 267. \$36.

BCEG-32

Bringing Bird Life Naturally To Your Environment

This is a slide/lecture presentation showing wild plants in Colorado that birds feed on while migrating or while being a resident here. Wild berry shrubs will be shown, plus discussion of which ones are best planted for cover, shade, and food source for birds. Dried plants will be shown and identified, and we will learn which are the most used by birds. Time permitting, certain plants used for nesting material will also be discussed. Tina Jones, naturalist. Thursday, October 24, 7-9:30 p.m. One session. Hellems 267. \$12.

BCEG-30

Fall in the Rockies: Elk Courtship and Golden Aspen

Learn about elk behavior and their courtship. Fall is the time of year to hear elk bugle, a beautiful flute-like whistle which the bull cries out to claim his territory. We hope to hear this sound plus, with luck, see the animals. Big game behavior of other mammals will be discussed including bear and deer. The group will also observe and study beaver evidence. Fall botany will be touched upon. Carpooling/Bring money for dinner in Rocky Mt. National Park area. Tina Jones, naturalist. Friday, October 11, 6-7:30 p.m. and Sunday, October 13, 11 a.m.-11 p.m. 2 sessions. Guggenheim 2. \$32.

BCEG-18

The Romance and Adventure of Hot Air Ballooning

An introductory course in Colorado's sport of the Eighties. Did you know that this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a hands-on opportunity in rigging and inflating a balloon. Wear comfortable clothes for this Sunday celebration of the most exotic sport afloat. Joyce VandeHoef. Sunday, October 20, 1-6 p.m. One session. Engineering Center CR1-05. \$25.

BCEG-17

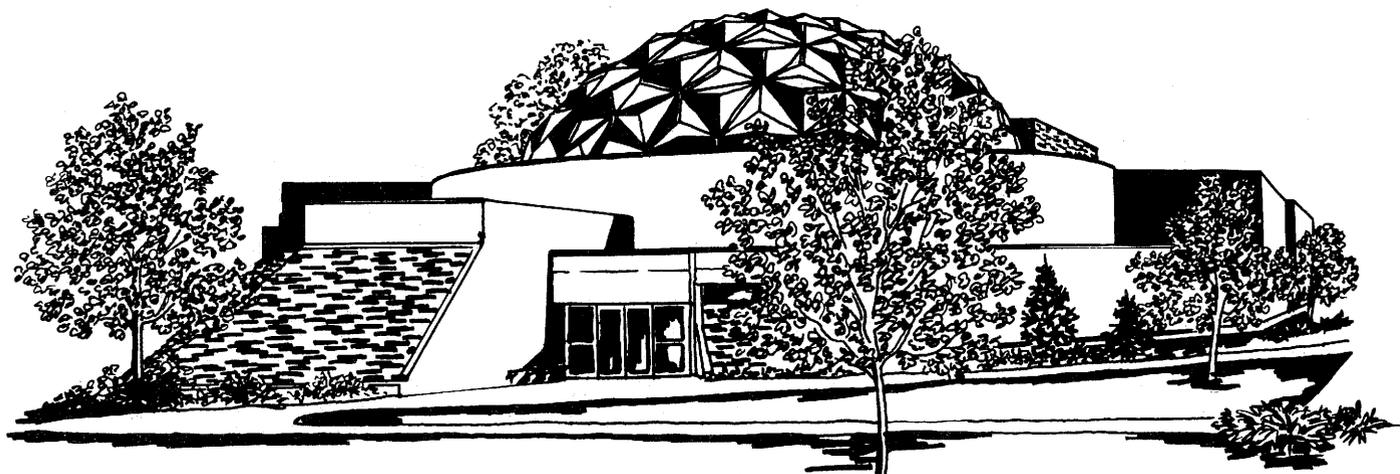
Pawnee Grasslands Ecology

See the magnificent "Pawnee Buttes" where Golden Eagles reside. Learn about the natural history of Pawnee Grasslands, including the plants and animals that live there, and their specific adaptations to a drought environment. Geology of the bluffs and buttes will be discussed, plus pronghorn antelope behavior will be talked about. We also hope to see migrating hawks. Come enjoy a lesser known beauty of Colorado with its own unique ecology. Bring binoculars, and be ready to carpool. Tina Jones, naturalist. Friday, September 20, 6-7:30 p.m., and Sunday, October 6, 7:30 a.m.-5:30 p.m. 2 sessions. Hellems 241. \$28.

BCEG-20

Private Pilot Ground School

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Several airport field trips and an opportunity for a flight will be scheduled. David Nichols, B.S. Wednesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 287. \$95.





BCEG-74
Psychology & Sports

This course is designed to offer participants a high level of involvement in developing a mental training program for improved performance in athletic or other personal endeavors. Primary components include applied stress management, handling anger, motivation and training, mental rehearsal, neuromuscular memory training, concentration, centering, injury prevention and rehabilitation, and the acquisition of optimal poise. This course is applicable to general concerns regarding personal effectiveness as well. The emphasis in this program will be on skills acquisition, and material will be covered for a variety of settings. If you are interested in performance enhancement, this investment will serve you well. Stephen E. Walker, Ph.D. Wednesdays, September 11 - October 2, 7-10 p.m. 4 sessions. Hellems 185. \$45.

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

Fall is a good time to work for the ideal landscaping you've always wanted. A private yard can provide recreation, privacy, food production, and beauty. It can also require relatively little water for maintenance if properly designed. After several slide show talks on design principles and plant materials, course participants analyze their own site and design a suitable landscape with the instructor's guidance. Well-thought-out landscaping and the thorough preparation that starts now add beauty and value to your property. Bring to class a site plan of your yard or a reasonable scale drawing of the area you plan to landscape; also, if possible, some slides or photographs. Jim Knopf, M.L.A. Saturdays, September 28 and October 5, 9 a.m.-4:30 p.m. 2 all-day sessions. Ketchum 207. \$45.

BCEG-72
Sailing Seamanship: Cruising Under Sail

Comprehensive, practical course for all beginning sailors, armchair adventurers, and barnacle-encrusted old salts. The classes stress safe sailing skills, with opportunities to learn sailing. The course topics include sailing safety, design and performance of sailing craft, right of way—rules and regulations, adverse weather handling and tactics, handling emergencies at sea, and related special topics of interest to all sailors. Navigation also emphasized. The "hands-on" on-water portion of this course is optional and can be flexibly scheduled by arrangement at an additional fee, with details at the first class. The materials fee for the ground school portion of this course is \$6.85 (payable in class), which includes text and handouts. Bill Plywaski, Ph.D. Thursdays, September 26-November 21, 7-9:15 p.m. 9 sessions. Hellems 191. \$72.

BCEG-39
In Search of Outstanding American Bird Species

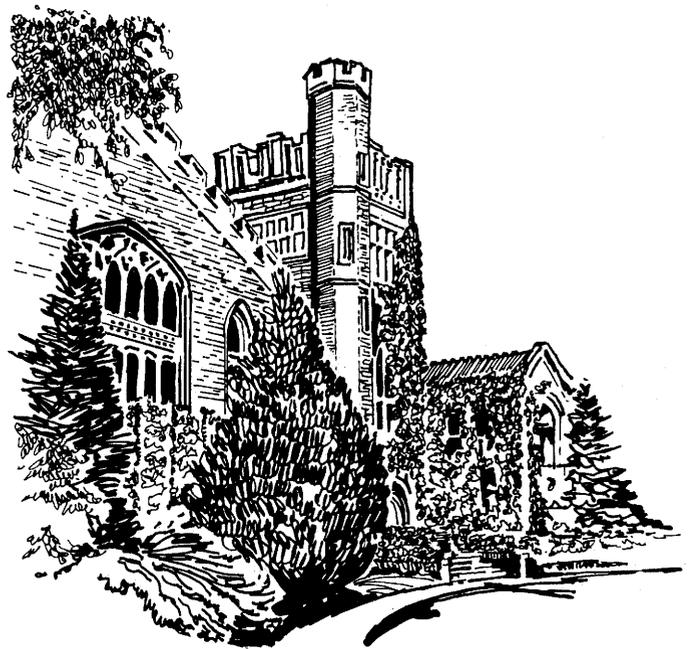
Using slides and topographical discussions, we will discover certain bird species and learn their habitat locations. Students will learn identification of out-of-state birds found in the warbler, thrush, puffin, hawk, finch and sandpiper families (plus other families). Many bird species in the U.S. will be discussed, but the class will emphasize western birds plus the more common species. Good birding areas such as Audubon, Nature Conservancy, and wildlife refuge sites will be included. Bring a North American bird field guide to the first class. Tina Jones, naturalist. Mondays, November 4-18, 6:30-8:30 p.m. 3 sessions. Ketchum 118. \$20.

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 443-8979
 443-9973
 For other course information:
 492-5148
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 Complete registration information, page 57.
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PEAC

Special Noncredit Programs

The Division of Continuing Education also develops and produces high-quality results-oriented training seminars for business and industry, government agencies, and service organizations. Learning in a seminar format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. The faculty excel in their fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the nation. Programs cover a broad range of executive, secretarial, managerial, and technical areas. Many of these courses qualify for the Certificate Programs listed elsewhere in this catalog. Course descriptions include the page number where information can be found on the corresponding Certificate Program. Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Brochures describing Special Noncredit Programs in greater detail are available upon request. Advance registration is necessary and must be accomplished at least two full weeks prior to the first day of the program. Call 492-8666 or toll free in Colorado, 1-800-332-5839 for registration information.



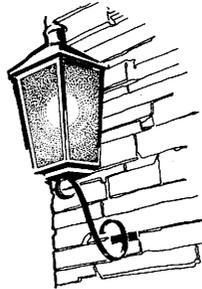
Special Noncredit Programs

By Starting Date, Fall 1985

Date	Course	Faculty
Friday, October 4 Monday, October 7	Communication Skills for Secretaries and Office Support Staff Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer Randy Bauer Nancy Dixon T. P. Hall Brian Hawkins Charles A. Rice Gerald G. Hewey
Thursday, October 10 Friday, October 18 Friday, November 1 Wednesday, November 13	Resort Condominium Management How To Work Smarter Improving Customer Relations Engineering Computing on the IBM PC	Randy Bauer Randy Bauer Randy Bauer David Clough

Communication Skills for Secretaries and Office Support Staff

This seminar will examine those skills necessary for effective communication on the job. Participants will learn listening, human relations, conflict management, and assertiveness techniques that can be used to improve the communication process with superiors, coworkers, and the public. A combination of lectures, small group discussions, group exercises, and self-awareness activities promises to make this a meaningful, productive, and exciting learning experience. This course qualifies for the Management Development Certificate Program. Please see page 17 for details. Fee includes lunch and refreshment breaks. Randy Bauer, M.B.A. Friday, October 4, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$65.



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 17 for details. Course fee includes lunches and refreshments. Randy Bauer, M.B.A.; T. P. Hall, M.S.; Brian Hawkins, Ph.D.; Nancy Dixon, Ph.D.; Charles A. Rice, M.B.A. Monday through Friday, October 7-11. Five all-day sessions, 3.2 CEUs. Hilton Harvest House. \$695.

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, October 10, 9 a.m.-5 p.m.; Friday, October 11, 9 a.m.-4 p.m.; and Saturday, October 12, 9 a.m.-12 p.m. Two all-day and one half-day sessions. Events/Conference Center, Room 3, Boulder Campus. \$155.

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. Though no prerequisites are required, this course is a follow-up to "Communication Skills for Secretaries and Office Support Staff" and "Productive Communication in the '80s." This course qualifies for the Management Development Certificate Program. Please see page 17 for details. Fee includes lunch and refreshment breaks. Randy Bauer, M.B.A. Friday, October 18, 9 a.m.-4 p.m. One all-day session. .6 CEUs. Hilton Harvest House. \$65.

Improving Customer Relations

An organization's success can be greatly enhanced by maintaining positive customer or client relations. This program is designed to help participants more effectively identify customer needs and concerns, better handle angry and demanding customers and present an image which commands courtesy, trust, and respect. The skills learned will benefit anyone who interfaces with an organization's clients or customers whether the organization is public or private. This course qualifies for the Management Development Certificate Program. Please see page 17 for details. Fee includes lunch and refreshment breaks. Randy Bauer, M.B.A. Friday, November 1, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$65.

Engineering Computing on the IBM PC

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

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

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. This course qualifies for the Certificate in Computer Applications. Please see page 23 for details. Fee includes lunch both days. David E. Clough, Ph.D. Wednesday, November 13, 10 a.m.-5:30 p.m. and Thursday, November 14, 8 a.m.-5:30 p.m. Two all-day sessions. Location given at registration. \$325.

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. Our new satellite receiving facility will ensure continual availability of various educational programs received through the National University Teleconferencing Network, WE Productions, and other sources. This teleconferencing venture will provide convenient and thorough coverage of broad subject areas including health, communication skills, high technology, business, and many other areas of professional development.

For more information, please call the Division at 492-8666, 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.

BCEB-67

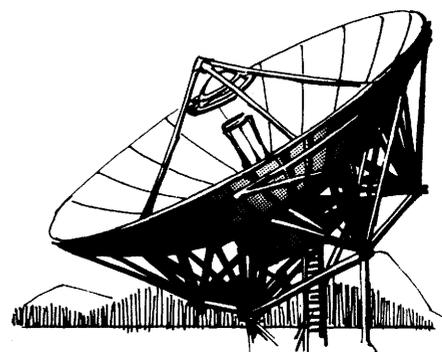
Bulls, Bears, and T. Boone Pickens: Corporate Restructuring and Corporate Growth

All businesses, large or small, face a similar problem in the marketplace: how to succeed in a business atmosphere where growth is the bottom line. In this program, including a live nationwide teleconference emanating from Los Angeles, national and local experts will address practical considerations for business expansion in today's financial marketplace.

In one part a live satellite teleconference will feature Mesa Petroleum's T. Boone Pickens in live discussion/dialogue covering the merger methods he uses for corporate expansion, the effects on such oil giants as Gulf, Phillips, and Unocal, and the ramifications for industry stockholders and lending institutions. From "golden parachutes" to "shark repellents" participants will gain invaluable insights into his progressive formulas for corporate expansion.

In the local "wrap-around" session, current local market conditions for acquisitions, mergers, divestitures and leveraged buyouts will be discussed as they relate to natural resources, real estate, high technology, manufacturing, retail and distribution, and service companies. Included in this presentation will be a brief summary of the seven generally accepted corporate valuation techniques and a detailed discussion of how to enter into a letter of intent for a business combination transaction.

An unparalleled learning experience for business owners, entrepreneurs, investors, managers, attorneys, bankers, loan officers, accountants, business brokers, professional appraisers and financial planners. Course fee includes lunch and refreshments. Fred Jager, Friday, October 25, 10 a.m.-4 p.m. One all-day session. Events/Conference Center, Room 4. \$65.



BCDA-73

Photographing the *National Geographic* Way

The pro and hobbyist alike often miss the "exact moment" because of a poor sense of timing—the shot may be too soon or too late. This workshop features master photographer Albert Moldvay live via satellite. Moldvay, staff photographer with *National Geographic* magazine for over fifteen years, will discuss and demonstrate techniques to develop a rhythm of action and how to anticipate peak action periods in gaining the proper psychology of shooting. The teleconference will focus on understanding the environment through people. Learn the eight sequential steps to successful environmental people photography and participate in the "hands-on" portion of the workshop to practice skills learned in the teleconference. Students should bring a 35mm SLR camera, film, and a sack lunch. Beverages will be provided. This course also qualifies for the Certificate in Commercial Design. Please see page 30 for details. Gary Huibregtse, M.F.A. Saturday, October 26, 8:30 a.m.-4:30 p.m. One all-day session. Events/Conference Center, Room 4. \$50.

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BCEE-62

I Can't Help It. I Love To Write!

A writer's technique workshop via live satellite featuring the renowned Sydney Sheldon presents an unparalleled learning opportunity for writing aspirants covering creative techniques and problem-solving approaches to the professional marketplace. Via a live teleconference, Sheldon will engage in live directional dialogue with participants and demonstrate a fine-tuning technique that changes a strong concept into a powerful finished product capable of being published. In addition to the teleconference, the local hands-on workshop will include discussion of Mr. Sheldon's novels with regard to plot, character, tone, pace, and structure. "You have to go into training to write," says Sheldon, and this workshop will address effective formulas to begin the training process. It is suggested that participants read one or more of Sheldon's novels in preparation for this workshop. Please bring a sack lunch. Beverages will be provided. Barbara Steiner, professional writer. Saturday, October 26, 10 a.m.-5 p.m. One all-day session. Events/Conference Center, Room 3. \$50.

The Division of Continuing Education and the Events Center announce the premier of a major video teleconferencing facility, available for public use, on the Boulder Campus. Combining sophisticated satellite receiving capabilities with a convenient and flexible meeting site provides the foundation for a successful teleconference. Find out how your group, large or small, can take advantage of the unique opportunities to receive programming via satellite by calling Leigh Anne Youngren at 492-8666 or 1-800-332-5839 toll free in Colorado, outside the Denver metro area.

Certificate In Multi-Image And Multi-Media Communications

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training employees, motivating, educating, and selling products and services. This certificate program merges artistic concepts and technology to create a curriculum that introduces you to the rapidly expanding field of multi-image multi-media. Whether your goals are to create a successful production career or develop dynamic artistic works or chronologies, this course of study has unique value to you.

Course offerings cover the various aspects of industry standard, electronically controlled audiovisual communications media. The dynamic, hands-on approach of the workshops creates great career value for writers, photographers, programmers, artists, and designers. The technique lies in the control of the following equipment with a touch of a button: slide projectors, film projectors, audiotape recorders, electronically controlled programmers—including microprocessor programmers—and electronic projector dissolve controls.

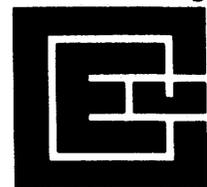
The courses are conducted to develop an audiovisual practitioner's skills, knowledge and personal capability to communicate his or her messages quickly and accurately. This course of study makes it possible for the beginner, intermediate, and advanced student to get "hands-on"

experience with the latest tools and techniques in training and information dissemination. Each course builds the student's AV and photography base, allowing the individual to respond quickly to the demands of the marketplace.

There are no strict prerequisites for the program and no formal application is required. However, the course of study is most beneficial to the technician or artist looking to expand his work to include new horizons in portfolio presentations, and to apply his skill in advertising, product promotion, multi-media artistic exhibitions, "road shows," campaigns and convention work. Special attention is always paid to develop a realistic hands-on professional experience by the use of lecture, sample presentations, expert actual projects, and extensive student use of studio equipment. The technology involved is also helpful to graduates of the Certificate in Commercial Design. The program is generally structured so that participants can achieve a Certificate in one year or three semesters.

Continuing Education Units are awarded for course completion and a transcript is maintained. Transcript copies are available at no charge upon request. 1.6 Continuing Education Units are awarded per course completed.

The Continuing



Education Unit ®

Faculty feature Raymond G. Otis. After 22 years experience as creative art director working on national advertising accounts in the area of corporate and consumer motivation, Mr. Otis is offering training in multi-media with emphasis on job skills for career entry into the corporate communication industry.

Certificate requirements may be completed in two or three semesters. Performance Certificates are awarded upon completion of an individual class. An Achievement Certificate is awarded only upon successful completion of the following three requirements:

1. Successful completion of four of the following six courses:

- Storyboarding and Scriptwriting
- Multi-Media Photography

- Telecommunications, Tradeshows, Video Concepts
- Advertising and Promotional Campaigns
- Multi-Image Graphic Design
- The Recording Session

2. At least four elective courses, which are offered regularly.

3. The presentation of a final show demonstrating advanced producer's skills and acquired visual and oral presentations abilities.

Locations and Tuitions are listed in the course descriptions. For Stadium 350, enter at Gate 11 stairway, up two flights. Please note that refunds are permitted only before the start of the course.

Certificate in Multi-Image and Multi-Media Communications

Courses by Starting Date, Fall 1985

Starts	Course
Friday, September 27	Video Workshop
Saturday, September 28	*Storyboarding and Scriptwriting
Friday, October 25	Advanced Multi-Image and Computer Graphics
Saturday, October 26	Survey of Multi-Media/Computer Communications
Friday, November 15	*The Recording Session
Saturday, November 16	*Multi-Media Photography
Friday, December 6	*Advertising and Promotional Campaigns
Saturday, December 7	Multi-Image Programming Workshop

* = required Certificate courses

BMMA-97 Video Workshop

This course is a functional introduction to Multi-Media communications. The basics of Videography as applied to bia-media productions, conventions, and teleconferencing needs. Special knowledge, skills and techniques are studied and then applied to a series of class exercises designed to prepare students for assignments in business, industry, and governmental videocassette production. Friday, Monday, Tuesday, September 27, 30, October 1, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$125.

BMMA-81 Storyboarding and Scriptwriting

This course examines the various creative efforts needed to produce a multi-image presentation, beginning with research and scriptwriting, two basic skills that form the foundation of a production. Students will benefit from the scripts of writers who have successfully worked with clients in varied industries and businesses, such as telecommunications, travel, general consumer goods and automotives. The four variations of the storyboard-animated action, live action, abstract (graphic), and combinations will be discussed, demonstrated, and practiced through a workshop series of exercises in the context of preproduction, budgeting, and creative visual styles. Saturday and Sunday, September 28 and 29, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$105.

BMMA-86

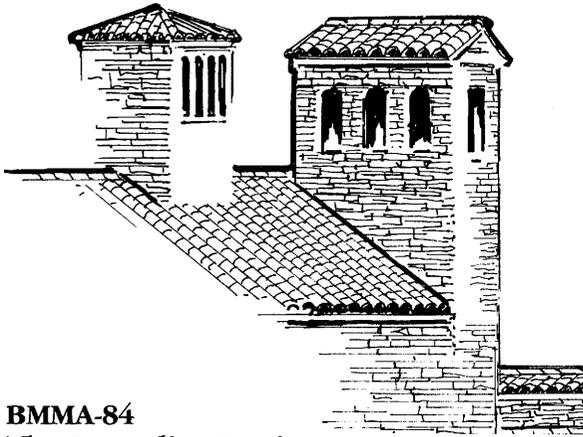
Advanced Multi-Image and Computer Graphics

Topics include the fast-growing computer-generated and computer-assisted graphics industry. Students will get demonstrations with a hands-on multi-image camera field trip and demonstration, with hands-on computer graphics keyboard during a field trip, held second class session. This advanced seminar presents a developed series of exercises to demonstrate how simple art is used to create a wide range of sophisticated images on film chips and CRT terminals. Students will be taught to manipulate images, to animate, and to integrate special effects, producing automatically controlled, consistently repeatable multi-image supergraphics. Field trip information is given at first class session. Friday, Monday, Tuesday, October 25, 28, 29, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$150.

BMMA-80

Survey of Multi-Media/Computer Communications

This course is an excellent way to get a first-hand look at the state of the art in slide design; from computer graphics to tradeshows . . . how the graphic specialists design to the requirements of visual style, and how photographers, videographers, cinematographers, and camera-services work together and use computer graphics to create supergraphics of the '80s. Saturday and Sunday, October 26 and 27, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$105.



BMMA-84

The Recording Session

Creating a multi-image/multi-media production, like scriptwriting and photography, is a specialized field, requiring study, workshops, and on-the-job experience to master. This course opens that opportunity up to persons with an entry-level curiosity as well as provides a valuable "wrap-up" for continuing students and professionals. Topics focus on:

1. The Recording Session. The contributions that sound people make to the pacing of a show are critical. A careful study of the recording techniques used in building a sound track will enable the students to make good audiotracks themselves or to learn to work with good sound engineers who can.
2. Rehearsals. Students will learn to put it all together as we examine the steps for programming equipment, rehearsing for the client, and transporting materials to the show site.

Friday, Monday, Tuesday, November 15, 18, 19, 5:30-10 p.m. 3 sessions. Stadium 350. \$125.



BMMA-82

Multi-Media Photography

The visual style of a multi-image presentation grows out of two factors: the artistic sensibilities of the photographer, animator, or illustrator, and the underlying theme of the presentation. This course focuses on the creative multi-media photography process from the artist's concept to project completion. Topics cover cinematography, video, stage and lighting considerations, multi-image computer programming requirements, as well as photographic and artistic skills for the industry. Special emphasis is given to proper visual techniques highlighting the presentations theme. Saturday and Sunday, November 16 and 17, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$105.

BMMA-96

Advertising and Promotional Campaigns

This course provides what most students and professionals seek—practical, hands-on experience with a solid, realistic critique of their efforts. Total emphasis of this weekend course will be an intensive series of preparation tasks leading to an in-class project completion. A full review of ideas, techniques, methods, and suggestions by faculty and students will allow everyone enrolled to produce a multi-image presentation: on a small scale if a beginner, with greater sophistication if experienced, and by stretching the imagination of the professional to the limits by using all available audiovisual equipment. Friday, Monday, Tuesday, December 6, 9, 10, 5:30-10 p.m. Stadium 350. \$105.

BMMA-92

Multi-Image Programming Workshop

From punch tape to microprocessor computer programming techniques, you will learn how to put together rehearsals and presentations as we examine the steps followed for programming equipment, rehearsals for the client, and transportation to the show site. This is where you stage and present your first show and where we look at the staging of the extravaganzas produced by our staff. Saturday and Sunday, December 7 and 8, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$125.

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.

Real Estate License Preparation Course in Boulder

RE-5

Practice and Law (48 hours)

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

Evening section: 16 sessions. Tuesday and Thursday evenings, October 1-November 21, 6:30-9:30 p.m. Location: University of Colorado Engineering Building, Southwest Classroom Wing, CR-1-46. Instructor: Fred Kroll, Westminster. \$225.

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.

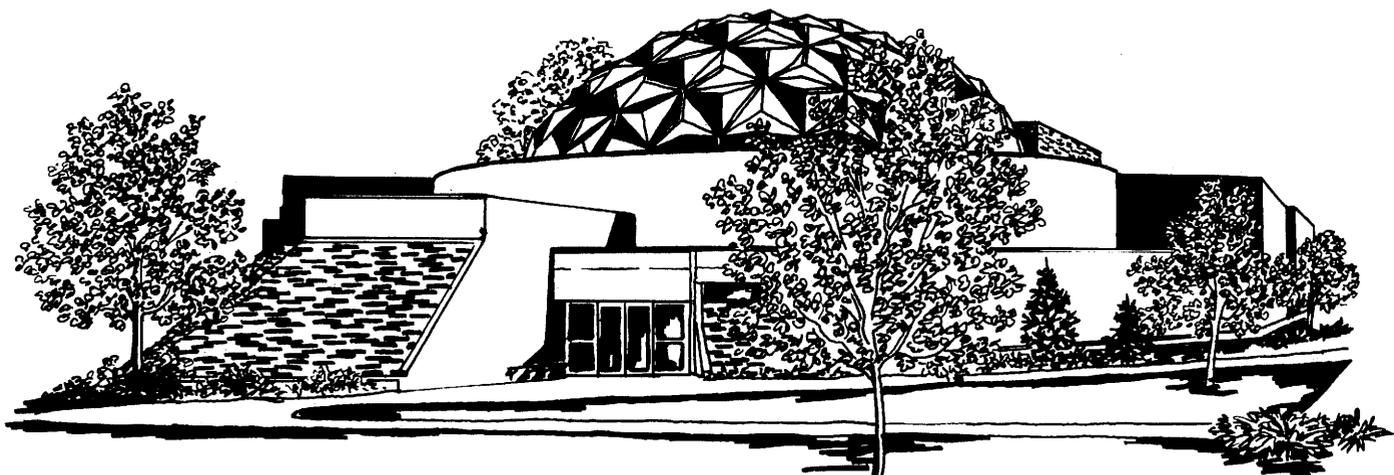
In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments:

Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violoncello and Voice.

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

Independent Study Programs

Independent Study Programs at the University of Colorado provide special opportunities for learning without interrupting family or career activities. Guided study allows you to work at your own pace, wherever you are. Courses are available to help you pursue your learning goals for college credit, professional certification, high school credit or enrichment.



College Credit Opportunities

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 multi-media 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

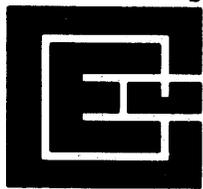
Individualized instruction provides an opportunity to earn college credit for course work by meeting with a faculty member in a nonclassroom setting. It may be used when you cannot enroll on the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department or school and the appropriate dean.

Professional Certification Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. Non-credit courses are also offered for those who want to develop or improve skills in the paralegal field. All courses carry Continuing Education Units (CEUs).

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

The Continuing



Education Unit ®



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 audio-tapes. Materials are adapted to the state in which the student lives.

High School Credit Opportunities

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

High School Correspondence Study

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 and 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)



Special Opportunity

A new college credit correspondence course is being offered for the first time in the fall of 1985. Geology 103-3, Introduction to Physical Geology for Nonmajors, has been developed to parallel the broadcasts of THE EARTH EXPLORED. In keeping with the correspondence method of study, viewing the broadcasts is an optional activity, and you can complete the course at your own pace, independent of the broadcast schedule. The programs do provide a supplemental view of the methods and practices of geology.



REGISTRATION INSTRUCTIONS FOR CREDIT, PEAC, AND CERTIFICATE COURSES

Registration begins August 12

Preregistration is Necessary and Can Be Accomplished:

In person: Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby. Also, Thursday and Friday, September 5 & 6, 9 a.m.-4 p.m., University Memorial Ballroom.

By mail: To enroll for courses, please fill out the appropriate forms (below for PEAC/Certificate — on page 00 for credit) completely, and send them to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado
 Boulder, Colorado 80309-0178

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

By phone: If you are enrolling for PEAC or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839. From Monday, August 26 through Friday, September 27, there are extra telephone lines available to facilitate PEAC and Certificate phone-in registration. These numbers are 443-7968, 443-8979, and 443-9973. Before August 26 and after September 27, please use the above listed numbers.

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

Please call 492-5148 with any questions on your registration procedure. From Longmont or outside Denver Metro area, call 1-(800)-332-5839.

Disabled individuals who would like to register, please call our registration staff at 492-5148 and we will make special arrangements to assist you.

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

Refund information is listed with the specific program information. In all cases, if a course is cancelled or rescheduled at an inconvenient time, a full refund is given. Credit course cash and credit card tuition refunds are processed within two weeks of completing a Drop Voucher in the Division Registration Office, 1221 University Avenue. PEAC/Certificate course drops may be phoned in. If payment was made by check, the refund will take 4-6 weeks. That time can be cut considerably by presenting a copy of both front and back of your cancelled check when dropping.

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

The University of Colorado is an affirmative action/equal opportunity institution. The Continuing Education facility is accessible to the handicapped.

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

Registration for Certificate and PEAC Courses

Mr. _____
 Ms. _____
Last First

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Social Security Number _____

Course No.	Course Title and (if applicable) Section Number	Tuition

Attach additional sheet if needed

Total Enclosed _____

Tuition Payment by Mail

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

Charge VISA
 _____ / _____ / _____ / _____
 Expiration Date _____ / _____

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).

REGISTRATION FOR CREDIT COURSES

APPLICATION/REGISTRATION DATE _____

Last Name	First Name	Middle Name	Maiden Name	Suffix

If changed, give name under which you were last registered _____ Home Phone _____ Work Phone _____

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

Mailing address _____
 No. and Street _____ City _____ State _____ Zip Code _____

CITIZENSHIP CODE:
 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:
 N = Non-veteran
 V = Veteran
 E = Veteran Eligible for VA benefits
 If you are a veteran, dates of your active duty
 From _____ To _____

FORMER STUDENT NUMBER:
 (U. of Colo., IEC, Econ. Institute)

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SEX CODE: M = Male F = Female MARITAL CODE: S = Single M = Married RESIDENCY CODE: 1 = Colorado 2 = Other

BIRTHDATE:

Month	Day	Year

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Course(s) for which you are enrolling	Location	Tuition

Total tuition due _____

1. I have a high school diploma or a G.E.D. Certificate of Equivalency: Yes No
2. High School from which you graduated Name _____ Location _____ Graduation date _____
3. Have you ever attended a college or university? Yes No
4. Name of last college degree received (if any) and college awarding degree
 Degree _____ College _____ Degree Date _____
5. Have you ever enrolled for credit at UC Boulder, Denver, Medical Center, Colorado Springs, or Division of Continuing Education?
 Yes No Campus _____ Most Recent Term/Year _____ Degree Student Special Student

COMPLETE THIS SECTION IF YOU ARE CLAIMING IN-STATE TUITION CLASSIFICATION <small>FAILURE TO COMPLETE EACH QUESTION FULLY MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT</small>	Your Parent (if you are under 22)
You	
Dates of continuous physical presence in Colorado (mo/yr) _____ / _____ to _____ / _____	_____ / _____ to _____ / _____
Date Colorado Motor Vehicle 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 _____	_____
Date of Colorado Voter Registration (mo/yr) _____ / _____	_____ / _____
Date of purchase of any Colorado residential property (mo/yr) _____ / _____	_____ / _____
Dates of employment in Colorado (mo/yr) _____ / _____ to _____ / _____	_____ / _____ to _____ / _____
Dates of military service, if applicable (mo/yr) _____ / _____ to _____ / _____	_____ / _____ to _____ / _____
List exact years Colorado income taxes have been filed _____	_____
Date of marriage (mo/yr) _____ / _____	_____ / _____
Are your parents separated or divorced? Yes _____ No _____	
Dates of extended absences from Colorado of more than one month (mo/yr) _____ / _____ to _____ / _____	_____ / _____ to _____ / _____
Students who claim a change in tuition classification must petition the Office of Records prior to registration.	

DO NOT WRITE IN THIS COLUMN

Sex	Ethnic		
Citz.	TRC	1	
Birth Date Mo/Day/Yr			
Hours			
School	Major		
Class	Grad Stat		
Res.	Res. State		
Adm. Stat.	Adm. Type		
Mar.			
			Ret.
Prev. Term/yr. Campus			

Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

ALL APPLICANTS IMPORTANT: You must answer questions 6 and 7 below. Question 8 is optional and is used by the University to identify the special health needs, if any, of students.

6. Have you ever been convicted of a felony? (Traffic violations are exempt) Yes No
7. Are you eligible to return to all collegiate institutions previously attended? Yes No NA
8. Do you have any serious health conditions or limitations which should be brought to the attention of the college or university? Yes No

If you answered "Yes" to question 6 or 8 and/or "No" to question 7 above, please attach a statement of explanation.
 I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for rejection or dismissal. I also understand that if I have not been classified a resident by the University of Colorado and have not petitioned for such a change before registration that my University classified status will not change until the next semester after the proper petition is approved. Proof of age and proof of local employment or additional information may be required by an admissions officer.

As recommended by the U.S. Department of Education, race information is collected and reported by collegiate institutions. This information is not used in the admission decision and may be provided at the option of the applicant:

- American Indian or Alaskan Native
 Black/Negro, not of Hispanic origin
 Hispanic
 Asian or Pacific Islander
 Caucasian/White, not of Hispanic origin
 I do not wish to provide this information

Date: _____ Applicant's Signature: _____

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



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

Or Current Resident

