

*University
of Colorado
Boulder
Division of
Continuing
Education
Summer 1986*

*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, 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.

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

The increasing use of computers and electronic information systems in business and government has created a growing advantage in today's professional environments for those knowledgeable in computer applications. This Certificate program has been designed to create awareness and skills vital in our information age. Popular, widespread applications are emphasized for the greatest practical benefit. Computer graphics components vastly enhance computer use as a creative, efficient tool. The curriculum is constantly upgraded to meet personal and professional needs. Check the following pages for course descriptions 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 professional 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 skill. All courses are conducted evenings and weekends to conform to a busy person's schedule. Courses are now offered in Longmont and Boulder. Check the following pages for 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)

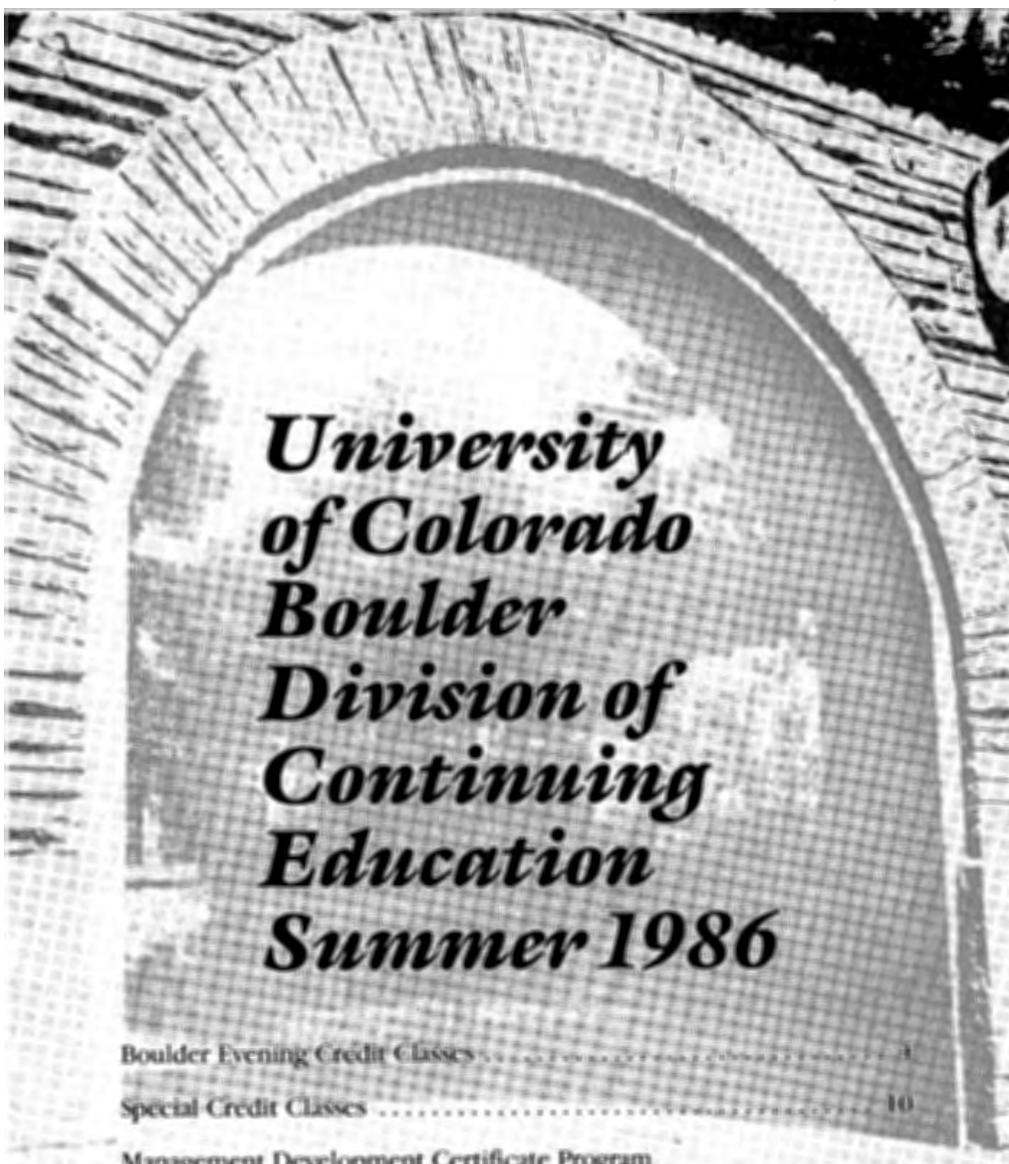
Fall and Spring semester, the University's Division of Continuing Education offers the opportunity for nondegree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Fall 1986 SAVE registration will be conducted Thursday and Friday, September 4 and 5, 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 Courses

The Division of Continuing Education also develops and produces high-quality results-oriented training seminars and executive briefings 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 for registration information.

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.



Boulder Evening Credit Classes	3
Special Credit Classes	10
Management Development Certificate Program	
Boulder	14
Longmont	17
Certificate In Computer Applications	18
Personal Enrichment Adult Courses (PEAC)	29
Certificate In Commercial Design	36
Special Noncredit Programs	38
Videoteleconferencing	40
Real Estate Certificate Program	40
Individualized Instruction/ Independent Study	41
Campus Map	Insert
Registration Information and PEAC/Certificate Form	43
Credit Registration Form	45



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 will be offering an eight-week session during the summer and you will be required to attend classes twice a week for 2-1/2 hours each.

Boulder Evening classes carry full undergraduate University credit 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.

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

during the summer for resident tuition. However, for more than one three-hour course, nonresidents must pay the out-of-state tuition rate. Summer 1986 Boulder campus non-resident rates will apply. Cash, check, MasterCard, or VISA is accepted. 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. Refer to refund schedule for information.

HOW TO ENROLL: Advance registration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday, 8:30 a.m. to 5:30 p.m. and Friday, 8:30 a.m. to 5 p.m., beginning May 5. **NO REGISTRATIONS WILL BE ACCEPTED AFTER JUNE 20 FOR EIGHT-WEEK 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 may receive an administrative grade of "F."

NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL OR REFUNDS DUE.

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 by paying a fee to the Recreation Center cashier. Students are additionally eligible for Wardenburg Student Health Services and an optional hospitalization plan. Both health program fees are payable to the Wardenburg cashier. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students are available for \$6 (cash, checks with check guarantee card only, VISA, MasterCard) beginning June 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.

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 June 9. Please bring a current copy of PAF indicating at least a half-time appointment.

Summer Semester 1986 Academic Calendar

- May 5** First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5:30 Monday through Thursday and 8:30-5 Friday.
- June 9** Classes Begin.
FACULTY/STAFF registration for Boulder Evening classes on space-available basis. 50% discount. Active PAF employment verification copy required.
- June 20** LAST DAY TO REGISTER.
All withdrawals after this date will appear as a "W" on student's academic record.
- June 23** Instructor's signature required to drop classes.*
- July 4** Holiday — No classes.
- July 7** Petition required to drop classes.
- July 31** Classes end.

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

Refund Schedule

- 100% before 2nd class
60% after 2nd class and through June 20
40% June 23 through July 3
NONE THEREAFTER

ADVANCE REGISTRATION
NECESSARY
PAYMENT DUE AT TIME OF
REGISTRATION

Boulder Evening Classes by Starting Date

Summer 1986

Monday and Wednesday Evening Courses, Begin June 9 and End July 30

Comm 102-3	Hellems 201	6:30-9 p.m.	Intro. to Interpersonal and Small Group Communication
Comm 203-3	Hellems 241	6:30-9 p.m.	Interpersonal Communication
Comm 215-3	Hellems 229	6-8:30 p.m.	Organizational and Small Group Communication
Econ 201-3	Business 301	6-8:30 p.m.	Principles of Macroeconomics
Engl 119-3	Hellems 247	6-8:30 p.m.	Intro. to Creative Writing
Engl 315-3	ECCR 1-26	5:30-8 p.m.	Report Writing
FA 391-3	Hellems 211	6:30-9 p.m.	Creativity and Problem Solving
Geog 101-3	Guggenheim 3	6:30-9 p.m.	Environmental Systems: Landforms and Soils
Math 101-3	ECCR 1-46	6:30-9 p.m.	College Algebra
P.E. 225-2	ECCR 0-38	6-10 p.m.	Advanced First Aid and Emergency Care
P.E. 342-3	Business 354	6:30-9 p.m.	Nutrition and Health
Psy 210-3	Muenzinger D144	6-8:30 p.m.	Statistics and Research Methods in Psychology
Psy 430-3	Biosciences E113	6:30-9 p.m.	Abnormal Psychology

Tuesday and Thursday Evening Courses, Begin June 10 and End July 31

Comm 426-3	Hellems 241	6:30-9 p.m.	Communication and Conflict
Econ 202-3	Business 301	6-8:30 p.m.	Principles of Microeconomics
Engl 253-3	ECCR 1-26	5:30-8 p.m.	Modern and Contemporary Literature
Engl 305-3	Ketchum 120	6:30-9 p.m.	Intermediate Fiction Workshop
Geog 100-3	Guggenheim 3	6:30-9 p.m.	Environmental Systems: Climate and Vegetation
Ger 222-4	Hellems 247	6-9 p.m.	Scientific German
Math 102-2	ECCR 1-40	7-8:45 p.m.	College Trigonometry
Math 107-3	ECCR 1-42	6-8:30 p.m.	Mathematics for Social Sciences and Business
Phil 100-3	Hellems 263	6:30-9 p.m.	Intro. to Philosophy
Psy 100-3	Biosciences E131	6-8:30 p.m.	General Psychology

Tuesday and Thursday Evening Class, Begins July 15 and Ends July 31

Span 099-0	Hellems 267	6-9 p.m.	Noncredit Review Spanish for Ph.D. Students
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Important Information About Arts and Science Degree Requirements and How Boulder Evening Credit Courses Can be Utilized to the Best Advantage

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening Credit Courses will indicate whether the course satisfies one of the 1986-87 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective. Remember, these credit courses carry full undergraduate University credit.

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

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

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Hellems 201. \$162.

**Communication 203-3
Interpersonal Communication**

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

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Hellems 241. \$162.

**Communication 215-3
Organizational and Small Group Communication**

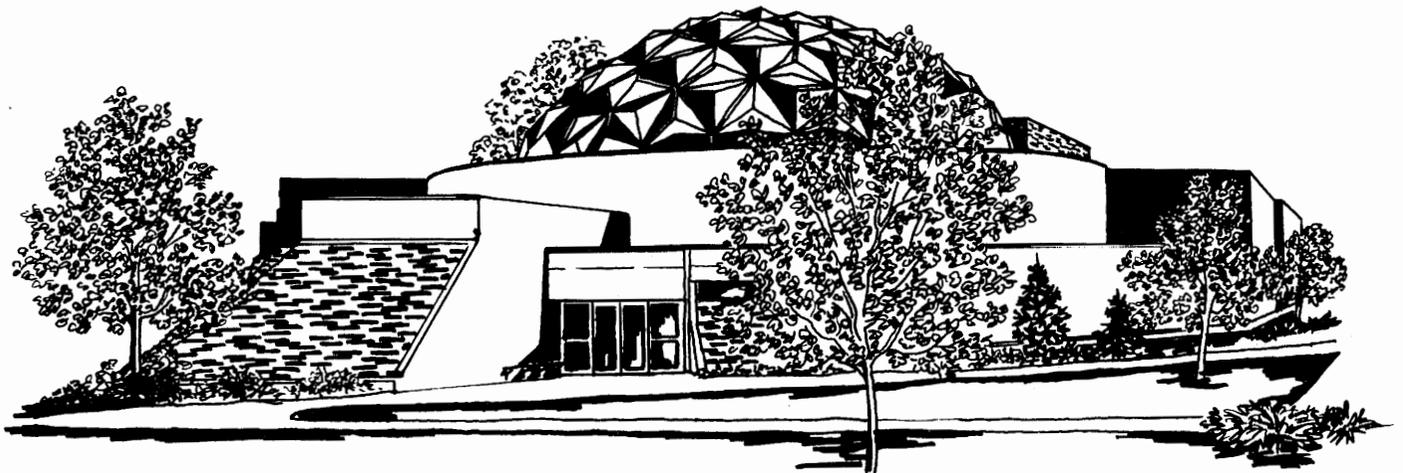
An introduction to the processes of communication/in groups with emphasis on group decision making in organizational settings. Prer., major in communication or completion of Comm. 102. Required for majors. When combined with Comm. 102 or Comm. 203, satisfies first-year social sciences requirement.

June 9 - July 30, Mondays and Wednesdays, 6-8:30 p.m., Hellems 229. \$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, 423, or 427, satisfies second year social sciences requirement.

June 10 - July 31, Tuesdays and Thursdays, 6:30-9 p.m., Hellems 241. \$162.



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.

June 9 - July 30, Mondays and Wednesdays, 6-8:30 p.m., Business 301. \$162.

Economics 202-3

Principles of Microeconomics

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

June 10 - July 31, Tuesdays and Thursdays, 6-8:30 p.m., Business 301. \$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.

June 9 - July 30, Mondays and Wednesdays, 6-8:30 p.m., Hellems 247. \$162.

English 253-3

Modern and Contemporary Literature

Close study of significant 20th century poetry, drama, and prose including Eliot, Pound, Crane, Williams, Thomas, Lorca, Miller, Ginsberg, Faulkner, Joyce, and others. Representative works of the '50s, '60s, and '70s will also be considered. Reading is supplemented by tapes, films, and recordings. Participation by discussion is encouraged. When combined with English 120, 126, 130, 140, 150, 160, 190, or 226, satisfies first year humanities requirement.

June 10 - July 31, Tuesdays and Thursdays, 5:30-8 p.m., Engineering Center CR 1-26. \$162.

English 305-3

Intermediate Fiction Workshop

This course, designed as a workshop, concentrates on the development of each student's particular writing style, as well as opening new avenues by means of various writing assignments. Students critique each other's work and submit material on a regular basis. Work load varies according to length of assignments and the amount of discussion generated. Various contemporary authors are also examined. Prior writing experience desirable.

June 10 - July 31, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 120. \$162.

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

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.

June 9 - July 30, Mondays and Wednesdays, 5:30-8 p.m., Engineering Center CR 1-26. \$162.

**Questions or concerns about a course?
Please call us.
492-5148**

Outside Denver Metro area
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

**8:30 a.m.-5:30 p.m., Monday-Thursday
8:30 a.m.-5 p.m. Fridays**

Fine Arts 391-3

Creativity and Problem Solving

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

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Hellems 211. \$170.

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. Geog. 100 and 101 can be taken in either order.

June 10 - July 31, Tuesdays and Thursdays, 6:30-9 p.m., Guggenheim 3. \$162.

Geography 101-3

Environmental Systems: Landforms and Soils

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

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

German 222-4

Scientific German

Satisfies Graduate School language requirement for the Ph.D. Prer., Ger. 201 or three levels of high school German, or upon consultation.

June 10 - July 31, Tuesdays and Thursdays, 6-9 p.m., Hellems 247. \$216.

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. No credit for students with credit in Math. 110. Math. 101 and 102 are equivalent to Math. 110.

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Engineering Center CR 1-46. \$162.

<p style="text-align: center;">NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL.</p>

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.

June 10 - July 31, Tuesdays and Thursdays, 7-8:45 p.m., Engineering Center CR 1-40. \$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.

June 10 - July 31, Tuesdays and Thursdays, 6-8:30 p.m., Engineering Center CR 1-42. \$162.

Philosophy 100-3

Introduction to Philosophy

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

June 10 - July 31, Tuesdays and Thursdays, 6:30-9 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.

June 9 - July 30, Mondays and Wednesdays, 6-10 p.m., Engineering Center CR 0-38. \$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.

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Business 354. \$162.

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.

June 10 - July 31, Tuesdays and Thursdays, 6-8:30 p.m., Porter Biosciences E131. \$162.

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

**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.

June 9 - July 30, Mondays and Wednesdays, 6-8:30 p.m., Muenzinger D144. \$162.

**Psychology 430-3
Abnormal Psychology**

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

June 9 - July 30, Mondays and Wednesdays, 6:30-9 p.m., Porter Biosciences E113. \$162.

**Spanish 099-0
Noncredit Review Spanish for Ph.D. Students**

This noncredit course is designed for Ph.D. students needing an intensive review of Spanish through the 211 level before registering for Spanish 212. Students will review basic structures for speaking, reading, writing and oral comprehension. By the end of the course they will be able to pass a placement test for Spanish 212. Although the course is noncredit, the format will be very structured, with written assignments and frequent testing to ensure a 211 level of performance by the end of the course.

July 15 - July 31, Tuesdays and Thursdays, 6-9 p.m., Hellems 267. \$70.

**Spanish 212-3
Spanish for Ph.D. Students**

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

Session I: September 9 - October 23, Tuesdays and Thursdays, 6-9 p.m. \$162.



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



Special Credit Classes

Kodály: Methods and Principles of Music Education, Levels I, II and III

The certification program in the Kodály Method of music education will be offered again this summer, July 14-25. The Kodály Method, widely accepted as a means of music education in America and internationally, is taught in a series of three levels. Levels I, II and III will be offered this summer. Two hours credit is optional. Classes meet 8:30 to 11:30 a.m. and 2 to 4 p.m. Monday through Friday. Instructors will be Mary Goetze and Jean Sinor from Indiana University. Call for a free informational brochure: 492-5148 or 1-800-332-5839 toll-free in Colorado outside the Denver metro calling area.

Western Consortium for Oriental Languages

The Western Consortium for Oriental Languages is a cooperative program sponsored by the University of Colorado, Boulder, the University of Arizona and Arizona State University. It provides intensive training in Chinese and Japanese language during the summer session. Courses offered are Intermediate Chinese (CHIN 211-212) and Beginning, Intermediate, and Advanced Japanese (JPN 101-102, JPN 211-212, and JPN 301-302). Classes meet 3-1/2 hours per day (plus one hour of language laboratory work) during the 10-week summer session. Students will receive 10 credit hours for completing the course. These courses are accelerated versions of the comparable academic-year offerings; they are for serious students who wish to immerse themselves in the language and progress at the fastest pace possible. Tuition is \$750 for students of the consortium schools, \$825 for others. For further information and application, write to the Department of Oriental Languages and Literatures, Campus Box 279, University of Colorado, Boulder, Colorado 80309 or call 303-492-6639. Advance registration required. Classes begin June 9, 1986.

MOUNTAIN RESEARCH STATION

The Mountain Research Station invites you to spend an exciting summer studying in the mountains of Colorado, Wyoming, Alaska, and Hawaii. Students can look forward to long days out-of-doors at high altitudes. There will be fourteen field courses and two independent research courses in 1986 and four courses in the winter of 1986-87. Information concerning topics, instructors, credit, dates, tuition, and housing (if needed) is available separately for each course from Mark Noble, Mountain Research Station, University of Colorado, Nederland, Colorado 80466. The telephone number is (303) 492-8841.

The Station is located 25 miles west of Boulder at an altitude of 9,500 feet and only a short distance from the Continental Divide. It is situated on land owned by the University of Colorado and is surrounded by Roosevelt National Forest. Access to the Pennsylvania Mountain Field Station in central

Colorado is also available. Much research takes place in the Niwot Ridge Biosphere Reserve, which was a site of the United States contribution to the International Biological Programme, and is now a Long-term Ecological Research site of the National Science Foundation. The Indian Peaks Wilderness Area is nearby and the Station leases the Bunker Hill Preserve from The Nature Conservancy. The area is also an Experimental Ecological Reserve and is the site of ongoing atmospheric research conducted by the National Oceanic and Atmospheric Administration. Classrooms, laboratories, microcomputers, herbarium, library, and a dark-room are located in the John Marr Alpine Laboratory and this is surrounded by cabins for students, visiting scientists, course instructors, and the Station staff. Students may arrange for a cabin (apply early, they fill up quickly!) or may commute from the Boulder-Denver area with the opportunity to stay overnight (\$4.00) preceding class days. A cafeteria operates for the convenience of both the residents and commuters. For the convenience of commuters during the summer we operate a shuttle service Monday through Saturday between Boulder and the Station.

Students are encouraged, but not required, to enroll in more than one course where schedules permit. Students must send a deposit for each course to reserve a place. If low enrollment requires a class to be canceled (none have been canceled in recent years) we will notify students by phone (if possible) and return the deposit. Students that cancel will receive a full refund up to 30 days prior to the start of a course.

The cost for each course is listed at the end of the course description. You may also take most of our courses for noncredit at a slight reduction in cost. Let us know if you wish to take this option at the time you send your reservation and deposit. Textbooks for the courses may be purchased at the Station's Columbine Bookshop.

A separate application form is available for students desiring work opportunities to help defray costs; financial help is available to only a few students and so applicants should have a distinct need for aid. An application form is also available for financial aid for graduate students planning to conduct thesis research at the Station.

EPOB 410/530-3

Pollination Biology — Methods and Concepts

This course provides an introduction to the questions explored in pollination studies and the methods through which their answers can be sought. The emphasis will be on "hands on" field and laboratory experience designing, carrying out, and interpreting experiments on the relationships between flowering plants and their pollinator fauna. Topics will include: plant breeding systems, optimal and actual pollen, dispersal, pollinator effectiveness, floral re-

wards and attractants, foraging energetics, and pollinator preferences. The course will be demanding; students should be prepared to spend five full days per week in the field, and some additional evening sessions in the laboratory. During the first part of the course students will be introduced to the layout, flora, and fauna of the study area. In the days that follow, work on each topic will begin with field and laboratory demonstrations, after which students will work in teams and test hypotheses using methods demonstrated in the introductory sessions. The development of independent projects to continue after the course concludes will be encouraged. Dr. Candace Galen, Bowling Green State University.

All day Monday through Friday from July 7 through July 18. \$390 includes tuition and supplemental fees. \$50 advance deposit is required.

EPOB 411/511-2 Mathematical Ecology

This course will cover some important mathematical models used in population biology — models of population change, competition, predator-prey relations, and foraging behavior. It will also cover statistical ideas used to understand field observations of the numbers and spatial distribution of individuals and species. The course will consist of lectures, each of which will focus on a particular model or set of models. The course will emphasize the intuitive meaning of the models and will demonstrate their use in developing and testing biological ideas. Students will be given exercises that illustrate each of the models. This course is for students who have had a good course in calculus (differentiation, integration, and Taylor series) and at least an introductory course in statistics. Dr. Richard F. Green, University of Minnesota.

Evenings from 7:30 to 9:00 p.m. Mondays, Wednesdays, and Fridays from July 7 through August 8. \$295 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 430/530-3 Isozyme Genetics in Field Biology

The course will review the principles of Mendelian genetics emphasizing that isozymes are codominant Mendelian traits that can be studied with starch gel electrophoresis. Lectures will deal with the structure and classification of enzymes, principles of electrophoresis, buffers, dissociation, and reassociation. Examples of the use of isozymes to address biological problems will be given. The laboratory exercises are an integral part of the course and will focus on sample collection in the field, sample preparation, gel casting, loading, running, slicing, staining, and interpretation. Dr. Andrew M. Torres, University of Kansas.

All day Monday through Friday from July 21 through August 1. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 436/536-3 Field Studies in Evolutionary Ecology

This course will deal with current theoretical issues in evolutionary ecology. A lecture/seminar format will be used to introduce and clarify theory and to generate testable hypotheses for student research projects. These projects will be conducted in the alpine and subalpine environments of the Rocky Mountain Front Range. Major topics to be covered will include reproductive strategies, habitat selection and patterns of distribution, foraging behavior, competition, and game theory. Students will work in pairs or small groups, depending on the size of the class, in the formation of testable hypotheses, development of experimental design, gathering of data, and presentation of oral and written reports. Applicants should be enthusiastic about conducting independent field studies and should have an interest in the current theoretical issues of population, community, and/or evolutionary biology. Prerequisites: Beginning graduate or advanced undergraduate standing, courses in population and/or evolutionary biology, or permission of the instructor. Dr. Phillip Elliott, Eastern Connecticut State University.

All day Fridays and Saturdays from July 5 through August 2. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 455/555-3 Lichenology

This is an intensive field course in the principles and methodologies utilized by the lichenologist. Students will learn field collection and herbarium techniques, taxonomy, and field identification of lichens. Students will prepare a lichen collection and learn how to key lichens to species. Dr. Sam Shushan, University of Colorado.

All day Mondays and Tuesdays from June 9 through July 8. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 464/564-3 Rocky Mountain Flora

This course provides an introduction to the flowering plants and evergreens of the Rocky Mountains, with intensive field work in the upper montane, subalpine, and alpine zones. Emphasis will be given to field recognition of gymnosperms and flowering plants of ponderosa pine, Douglas fir, lodgepole pine, and spruce-fir forests and of the alpine tundra. Instruction will include basic botanical principles, the use of dichotomous keys, and methods of collecting and preserving plant specimens. Students will participate in field excursions, field discussions, and laboratory sessions and will assemble a properly prepared collection of plants. This is an ideal course for anyone wanting to learn or improve taxonomic skills or be able to recognize the plants of the high Rockies. University of Colorado students who have received credit for Plants of Colorado (EPOB 354) may take this course but not for credit.

All day Wednesdays and Thursdays from July 16 through August 14. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 481/581-3

Fish Biology and Ecology

This course is an intensive survey of the major facets of the biology and ecology of fish, with particular emphasis on Colorado fish. Through lecture, laboratory, and field work, the student will be exposed to the adaptations of fishes and the major ecological paradigms which explain the distribution, diversity, and evolutionary strategies of fish. Practical implications to aquaculture and sport fisheries will be explored. The class will go to the field to sample fish populations, observe homing movements, and study food habits. Laboratory work will involve observation of adaptations as revealed through dissection. Topics to be covered include: Classification of Colorado fishes; Anatomy: form, bionics, scales; Fish movement: locomotion, schooling, migration; Fish production: feeding, digestion, nutrition, growth, mortality, competition, predation; Fish metabolism: respiration, circulation, osmoregulation, buoyancy; Fish adaptive strategies: sensing the environment, antipredation devices, modes of reproduction, genetics and evolution. Dr. Dale Toetz, Oklahoma State University.

All day Mondays and Tuesdays from July 14 through August 12. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

EPOB 940-1 to 3 Independent Research

EPOB 961-1 to 3 Independent Research in Population Biology

We are offering independent research courses for both advanced undergraduates and graduates. These courses offer students the opportunity to develop their own field research projects in consultation with faculty members. Students will need to develop a research program, become familiar with the pertinent literature, carry out the field project, and prepare a well-written research report. There are no restrictions as to subject of research, but the project should be of a nature that it can be suitably supervised by the available faculty. General fields within which projects might be developed are population biology, animal behavior, taxonomy, community structure, herbivory, and pollination biology. Dr. Eric Bonde, University of Colorado; Dr. Phillip Elliott, Eastern Connecticut State University; Dr. Candace Galen, Bowling Green State University; Dr. Sam Shushan, University of Colorado.

Students may participate in these courses at any time during the summer session (June 9 through August 15) with instructor permission. Costs are \$115 for 1 credit hour; \$195 for 2 credit hours; \$275 for 3 credit hours. \$50 advance deposit required.

Geography 437/537-3

Forest Ecology

Students will learn the principles of forest geography and ecology including both individual tree responses to environmental factors and forest community ecology. Methods of sampling and analyzing forest composition and structure will be emphasized. Extensive field work will take place in the subalpine spruce/fir forests and in the montane lodgepole pine forests of Colorado's front range. Dr. Thomas Veblen, University of Colorado.

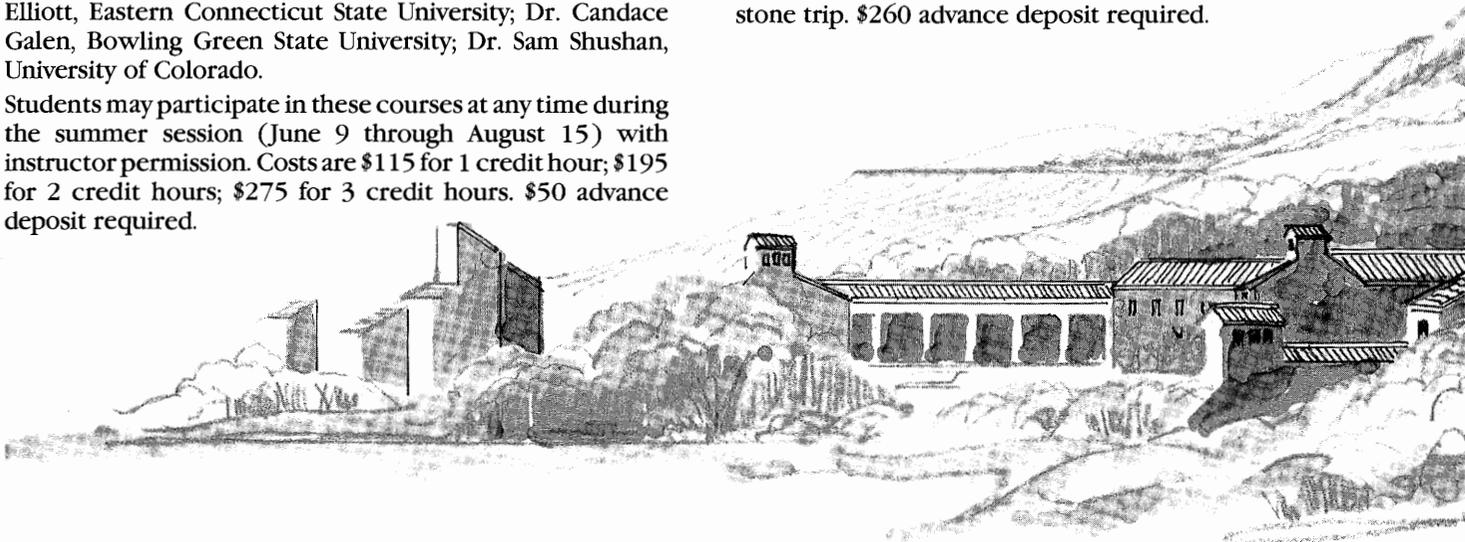
All day Wednesdays and Thursdays from June 11 through July 10. \$390 includes tuition and supplemental fees. \$50 advance deposit required. University of Colorado students who have already completed Geography 437/537 may take this course as Geography 524 with the title Topics in Physical Geography: Methods of Forest Analysis.

Geography 440/541-3

American Wildland Management

This course is an intensive survey of the ecologic, economic, and recreation principles relating to the management of wildlands. Discussions will focus on major wilderness management issues, including reconciling natural ecosystem change with preservation policies, setting the carrying capacity for on-site recreation, and evaluating the impacts of development activities near wildlands. The first week will be spent in the classroom at the Mountain Research Station and will include trips to nearby wilderness areas. For the second week we will be flown to the Yellowstone Ecosystem to become familiar with a different wilderness management problem. We will camp one night in the Washakie Wilderness, but this is not a wilderness survival course. Each student that registers will receive specific information on what to bring. You will be asked to pack only essential items for the trip to Yellowstone. When you send your deposit please indicate if you can bring a lightweight 2 or 3 person tent. Dr. Kenneth A. Barrick, University of Alaska.

Every day (except Sunday) from June 9 through June 21. \$925 includes nearly all costs, including tuition, housing, land transportation, and round-trip airfare between Denver and Jackson; does not include meals while on the Yellowstone trip. \$260 advance deposit required.



**Geography 498/598-3
Remote Sensing – Field Applications**

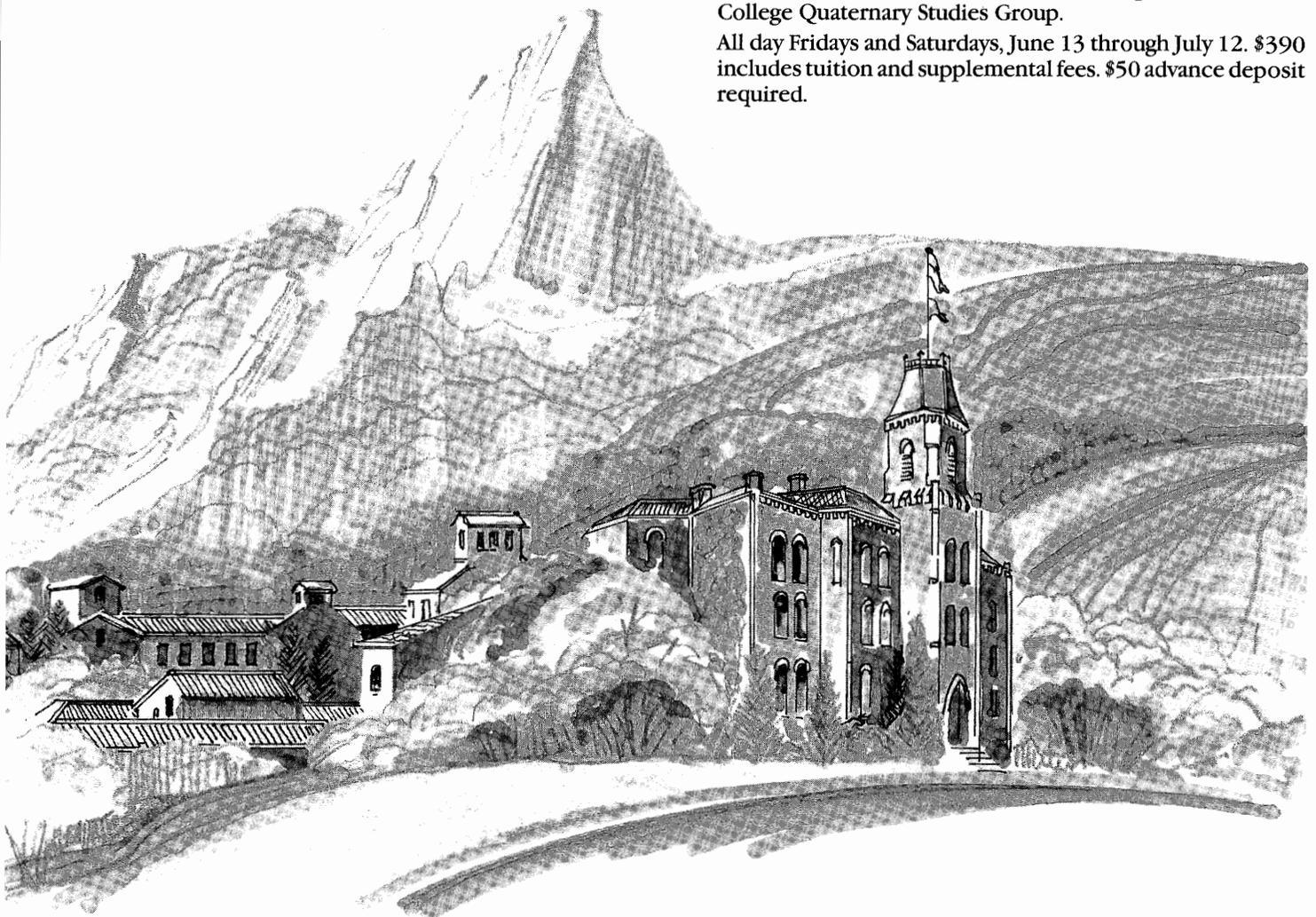
Techniques in image analysis will be used to study phenomena of the alpine and subalpine environments in the Indian Peaks region of the Colorado Front Range. Micro-computer-based digital image processing and interpretation, employing geographic information systems software, will be used in conjunction with field site visits and extensive ground mapping of reference data. Students will be asked to process remotely sensed data in such a way as to best enhance, and most accurately map, specific phenomena of their projects. The course will make use of Landsat multi-spectral data, plus available aerial photography and spectrally digitized photography. Dr. Ray Lougeay, State University of New York.

All day Monday through Friday from July 21 to August 1. \$390 includes tuition and supplemental fees. \$50 advance deposit required.

**Geology 460/560-3 or Geography 432/532-3
Mountain Geomorphology**

This field-oriented course explores some of the complex surficial processes and physical features of mountain environments. We begin with a study of snow including its physical characteristics, hydrology, stratigraphy, and avalanche potential. We then analyze a variety of landslide types, including ice/snow avalanches, debris avalanches, debris flows, slumps, and rockfalls. Periglacial features, such as cryoplanation terraces, tors, solifluction lobes, patterned ground, block streams, block fields, talus slopes, and rock glaciers will be examined. We will study alpine glaciers, including their growth and decay through time and their erosional and depositional landforms. Physical and weathering processes, alpine soils, and lichenometry provide some relative dating methods of alpine deposits. Finally, we will measure alpine streams for velocity, discharge, and suspended load, which we will compare with the sediment accumulation rates in alpine lakes. Two recurring themes will be climatic changes and erosion rates as controls for landscape evolution. Aerial photographs and topographic maps will be used throughout the course. Prerequisite: Introductory course in geology or physical geography. Dr. P. Thompson Davis, Mount Holyoke College and the Five College Quaternary Studies Group.

All day Fridays and Saturdays, June 13 through July 12. \$390 includes tuition and supplemental fees. \$50 advance deposit required.





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 17) 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.

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

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

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

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).

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area

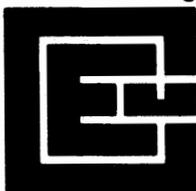
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

The Continuing



Education Unit®



Management Development Certificate Program

Courses by Starting Date, Summer, 1986

Starts	Course	Faculty
Monday, June 9	Practical Problem Solving for the New Supervisor or Manager	Tony Hopper
Tuesday, June 10	M & M: Management and Marketing — Survival in the '80s and Beyond	Teri Wenz Betty Brown Gail Thomason
Wednesday, June 11	Update for Technical Writers	Audrey Nelson-Schneider Thomas B. Cross
Tuesday, June 17	Public Speaking	Orvel Ray Wilson
Wednesday, June 18	Strategic Planning: The Competitive Edge	Audrey Nelson-Schneider
Thursday, June 19	Art of Persuasion	Randy M. Bauer
Friday, June 20	Conflict Management and Negotiation	Sandra L. Paulson
Friday, June 27	Managing People in the Automated Office	Randy M. Bauer
Monday, June 30	Managing for Performance	Charles A. Rice
Friday, July 11	Improving Customer Relations	
Wednesday, July 23	Building Productive Work Teams	

BMDS-20

Practical Problem Solving for the New Supervisor or Manager

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

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

Tony Hopper, M.B.A., Ph.D. Monday, June 9, 6:30-9 p.m., and Mondays, June 16 and 23, 6:30-10 p.m. 3 sessions, 1 CEU. Business 211. \$75.

BMDF-25

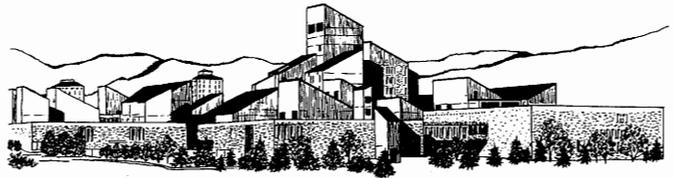
M & M: Management and Marketing — Survival in the '80s and Beyond

Presented via live teleconference, this program will be of special interest to owners, management, and staff of all retail specialty shops who want to discover how a well-defined store image can lead to greater sales. The program will address the topics of marketing, management, and promotion in relation to store image. Participants will learn how to: project a consistent promotional message; improve operations and management; develop and implement exceptional marketing strategies; and promote a positive store image. Teri Wenz, M.A. Tuesday, June 10, 5:30-9 p.m. (Optional brown bag.) One session, .4 CEUs. Events/Conference Center, Room 4. \$45.

BMDM-30

Update for Technical Writers

People who write technical, specialized, or exacting documents often need to update their skills to increase their perspective and best use their expertise. This course will increase the writer's ability to best meet the readers needs. Strategies include determining purpose and audience; completeness; cutting passives and unnecessary wordage; and increasing reader comprehension. Current technical writers as well as newcomers will gain a keen insight to the profession. Betty Brown, M.A., and Gail Thomason, M.A.T. Wednesdays, June 11-June 25, 6:30-9:50 p.m. 3 sessions, 1 CEU. Business 211. \$75.



BMDM-35

Public Speaking

An effective presentation workshop before a group has been the turning point of many careers. Increasingly, professionals are called on to make these "public" presentations. This course helps you make a powerful impression in that critical time before a group, regardless of your experience or anxiety. Topics include guidelines for delivery, persuasive vs. informative speaking, key word choices, stage fright, visual aids, and developing your topic. Audrey Nelson-Schneider, Ph.D. Tuesday, June 17, 6:30-9:30 p.m. and Tuesdays, June 24-July 1, 6:30-10 p.m. 3 sessions, 1 CEU. University Club. \$85.

BMDT-40

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, and refreshments breaks are included in the course tuition. Park at Visitors Lot, Euclid and 18th, next to the University Club (see campus map I-13). Thomas B. Cross, M.S. Wednesday, June 18, 9 a.m.-4:30 p.m. One all-day session, .7 CEUs. University Club. \$70.

BMDF-45

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, June 19-July 17 (no class session July 3), 7-9:30 p.m. 4 sessions, 1 CEU. Business 211. \$75.

BMDP-50

Conflict Management and Negotiation

All of us experience conflict in the workplace. However, very few of us manage our conflicts productively. The purpose of this course will be to provide participants with skills for improving conflict management and negotiation skills in any business setting (even over the telephone). 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. Course fee includes lunch and refreshment breaks. Audrey Nelson-Schneider, Ph.D. Friday, June 20, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

BMDP-55

Managing People in the Automated Office

Increasing use of automation and data processing technology in the professional environment often leaves management with powerful tools, but without the matching people-oriented skills to achieve the full potential of these tools. This special program develops specific skills and techniques that can be used immediately to build teamwork, motivate, manage change, and improve communication in the automated office of today and the future. If you're involved, or soon to be involved, in the "information age" workplace, this program will be of unique and lasting value. Emphasis is on getting the highest achievement from a staff

to get the greatest potential from technology. Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, June 27, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

BMDM-60

Managing for Performance

This course is designed for any person who manages other employees and is responsible for productivity levels of his/her staff. Each session will focus on the practical application of good management techniques to employee performance issues. The topics covered will include communicating performance expectations, confirming good performance, confronting poor performance, the performance evaluation process, legal issues, and issues of termination for poor performance. Sandra L. Paulson, M.Ed. Monday, June 30, 6:30-9:30 p.m., and Mondays, July 7 and 14, 6:30-10 p.m. 3 sessions, 1 CEU. Business 211. \$75.

BMDA-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 to the customer 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, July 11. 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

BMDP-98

Building Productive Work Teams

This one-day seminar is aimed at executives, managers and supervisors responsible for managing work groups at any level. The focus of this seminar is on the development and maintenance of productive teamwork including: understanding, acceptance and support of organizational goals and objectives; enhancing the flow of useful information throughout the organization; and promoting specific work behaviors that facilitate cooperation of individuals and groups that have some degree of interdependence. Special topics also included are: constructive conflict resolution; productive leadership practices; building high morale, orientation of new employees; and modern motivational concepts and applications. Course fee includes luncheon, materials, and refreshment breaks. Charles A. Rice, M.B.A. Wednesday, July 23, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.



Longmont Management Development Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Summer Semester of 1986. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and will continue this series as a complement to the Longmont business community.

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

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

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area

1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

Longmont Management Development Certificate Program

Courses by Starting Date, Summer, 1986

Starts	Course	Faculty
Monday, June 2	The Power of Information for Managers	Carol Krisman Cassandra Geneson
Monday, June 16	Managing Individuals Effectively	Charles A. Rice
Tuesday, June 17	Technical Writing Seminar	Mike Gannon

LMDM-77

The Power of Information for Managers

The key to success for business and professional people is having information so that educated decisions can be made. Often, getting facts and figures can be a very frustrating experience. In an era frequently called the Information Age, we often find ourselves in the midst of an information pollution. The greatest challenge of these times is getting the RIGHT information. This seminar uses a practical, how-to-do-it approach that shows how to find the information you need whatever your topic. Learning research techniques will allow you to make the most efficient use of your research time. Participants leave the seminar armed with insights on the vast array of data available and equipped with sophisticated research techniques on how to get that data. Carol Krisman, Cassandra Geneson. Mondays, June 2 and 9, 6:30-9:00 p.m. 2 sessions, .5 CEUs. Longmont High School. \$65.

LMDP-95

Managing Individuals Effectively

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar will present the six psychological levels of existence developed by Dr. Clare Graves and provides

specific guidance on how best to communicate, evaluate, and "motivate" each level. Also, guidance will be provided on which levels mix productively on the same team and which levels do not mix well together. Participants will leave this seminar with a much deeper insight into how to develop more effective working relationships with each type. Charles A. Rice, M.B.A. Mondays, June 16, 23, and 30, 6:30-10:00 p.m. 3 sessions, 1 CEU. Longmont High School. \$75.

LMDM-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, June 17-July 15, 7:00-9:00 p.m. 5 sessions, 1.3 CEUs. Longmont High School. \$95.



Certificate In Computer Applications

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

The Certificate in Computer Applications is a comprehensive series of courses designed to give participants important skills with hardware and software from the mainstream, as well as the leading edge, of computer applications. Emphasis is not on creating computer programmers, but on developing practical skills with courses that feature instructors who are expert practitioners as well as skilled teachers. You need not formally apply for program participation, nor commit to taking the entire series. You may take any number of courses to solve problems or satisfy general curiosity. Continuing Education Units (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 non-commercial 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, including computer graphics courses.
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.

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

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

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

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area

1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

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.



CERTIFICATE IN COMPUTER APPLICATIONS

Courses by Starting Date, Summer, 1986

Date	Course	Faculty
Monday, June 2	Beginning Computer Aided Design	Philip W. Morrow
Monday, June 2	Computer Aided Design: Level I	Philip M. Kreiker
Thursday, June 5	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Saturday, June 7	Framework: An Introduction to Interactive Software	Valerie Parker
Saturday, June 7	Lotus 1-2-3 Update to Version 2.0	Nancy Mangun
Monday, June 9	Beginning Computer Aided Design	Philip W. Morrow
Monday, June 9	Beginning Word Processing: WordStar	Bruce Pollock
Monday, June 9	*Software Operations and Maintenance	Pat Felz
Tuesday, June 10	*Computer Literacy	Scott Dixon
Tuesday, June 10	Beginning Lotus 1-2-3	Nancy Mangun
Wednesday, June 11	Computer Graphics Art I	Cynthia J. Rudy
Wednesday, June 11	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Thursday, June 12	BASIC Programming	Scott Dixon
Thursday, June 12	Beginning Computer Aided Design	Dan Myers
Thursday, June 12	Computer Aided Design: Level II	Philip M. Kreiker

*required certificate courses

Starts	Course	Faculty
Saturday, June 14	Beginning Lotus 1-2-3	Nancy Mangun
Saturday, June 14	Introduction to Personal Telecommunications	Valerie Parker
Saturday, June 14	Computer Graphics Art I	Cynthia J. Rudy
Monday, June 16	Beginning Computer Aided Design	Philip W. Morrow
Tuesday, June 17	Computer Aided Design: Level II	T.B.A.
Tuesday, June 17	C Programming	Carol J. Meier
Saturday, June 21	Advanced Personal Telecommunications	Valerie Parker
Thursday, June 26	Engineering Computing on the IBM PC	David E. Clough
Thursday, June 26	Computer Aided Design: Level III	Dan Myers
Saturday, June 28	Intermediate Lotus 1-2-3 for Version 1-A	Nancy Mangun
Monday, June 30	Computer Aided Design: Level I	David E. Clough
Monday, July 7	Intermediate WordStar	Bruce Pollock
Wednesday, July 9	Database Management: Applying DBase II/III	Clyde Getty
Thursday, July 10	Introduction to Local Area Networks	Larry G. Lankford
Saturday, July 12	Beginning Lotus 1-2-3	Nancy Mangun
Saturday, July 12	Computer Graphics Art: Level II	Cynthia Rudy
Wednesday, July 16	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Saturday, July 26	Intermediate Lotus 1-2-3 for Version 2.0	Nancy Mangun
Saturday, July 26	Lotus 1-2-3: Creating Dynamic Business Graphics	Armstead Feland
Tuesday, July 29	Computer Aided Design: Level I	T.B.A.
Wednesday, July 30	Using MS-DOS: Intermediate	Janet Goodrich-Spear
Saturday, August 2	Advanced WordStar	Bruce Pollock
Monday, August 4	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Tuesday, August 5	Lotus 1-2-3 Update to Version 2.0	Nancy Mangun
Saturday, August 9	Advanced dBase III Applications	Clyde Getty
Saturday, August 16	dBase III for Programmers	Clyde Getty

BCAC-90 Computer Literacy

Beginner

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

Tuesdays, June 10 & 17, 6:30-8:30 p.m., and lab sections—please indicate at registration:

Lab Section 1: Tuesdays, June 24-July 29, 6-8 p.m.

Lab Section 2: Tuesdays, June 24-July 29, 8-10 p.m.

Two 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 Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10. Scott Dixon, B.S. Thursdays, June 12-August 7, 6:30-9:30 p.m. 8 sessions, 2.5 CEUs. Norlin Library S419 (directions given at registration). \$125.

BCAC-77

Introduction to the IBM Personal Computer

Beginner

This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. This course is conducted on IBM microcomputers and enrollment is strictly limited. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC hardware. Especially recommended for those needing a review of the IBM DOS operating system. Bring to class one double-sided/double-density 5¼-inch diskette, available at most computer supply locations. Janet Goodrich-Spear, M.A.

Section I: Thursday and Friday, June 5 & 6, 1:30-4:30 p.m.

Section II: Mondays, June 9 & 16, 6:30-9:30 p.m.

Section III: Mondays, August 4 & 11, 6:30-9:30 p.m.

All Sections: 2 sessions, .6 CEUs. Norlin Library \$419 \$50.

BCAC-47

Using MS-DOS: Intermediate

Intermediate

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

Section I: Wednesdays, July 16 & 23, 6:30-9:30 p.m.

Section II: Wednesdays, July 30-August 6, 6:30-9:30 p.m.

Both Sections: 2 sessions, .6 CEUs. University Computing Center Graphics Lab, Room 137. \$50.

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. Mondays and Wednesdays, June 9-July 2, 6:30-9 p.m. 8 sessions, 2.0 CEUs. University Computing Center 123. \$120.

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 emphasized and supplemented by lectures and demonstrations. Some programming experience is recommended as C is not a beginner's language. Experience in almost any language is adequate, although PASCAL, ALGOL, or a similar language is preferable. Course fee includes text and extensive handout materials in notebook format. Carol J. Meier, M.S. Tuesdays, June 17-August 5, 6:30-9 p.m. 8 sessions, 2 CEU's. Engineering Center ST 2-2. \$195.

BCAC-43

Introduction to Local Area Networks (LAN)

Intermediate

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LAN's available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Larry G. Lankford, M.S. Thursdays, July 10-August 7, 6:30-9 p.m. 5 sessions, 1.2 CEUs. University Computing Center 123. \$125.

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, June 14, 9 a.m.-4 p.m. One all-day session, .6 CEUs. University Computing Center 123. \$30.

BCAC-79
**Advanced Personal
Telecommunications**

Intermediate

This course is intended for those who are familiar with basic hardware and concepts of telecommunications or who have completed Introduction to Personal Telecommunication (BCAC-71) and want to master the more advanced applications involved. This hands-on course highlights a variety of communication software and hardware and a problem-solving clinic. Communication will be performed with the IBM-PCs setup within the classroom. Please bring your IBM-compatible communication software, with documentation and a 5¼-inch double-sided/double-density diskette. Valerie Parker, M.Ed. Saturdays, June 21 and 28, 9 a.m.-1 p.m. Two half-day sessions, .8 CEUs. University Computing Center 123. \$45.

**Questions or concerns about a course?
Please call us.
492-5148**

Outside Denver Metro area
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

**8:30 a.m.-5:30 p.m., Monday-Thursday
8:30 a.m.-5 p.m. Fridays**

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

Novice

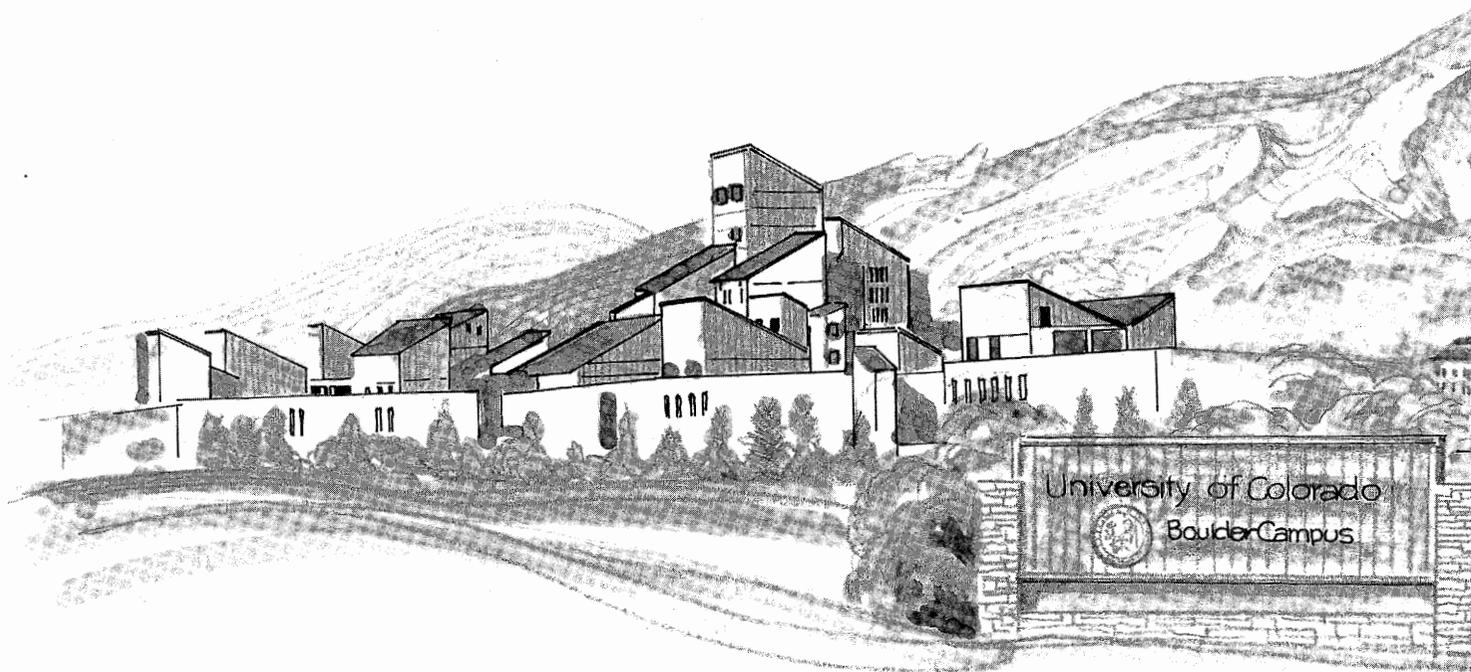
This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 123 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 123 and be able to build and print spreadsheets. Manuals are provided. Bring to class an IBM formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited. Nancy Mangun, B.S., B.A., MBA.

Section I: Tuesdays, June 10-July 1, 6:30-9:30 p.m. 4 sessions.

Section II: Saturdays, June 14 and 21, 10:15 a.m.-5 p.m. 2 all-day sessions.

Section III: Saturdays, July 12 and 19, 10:15 a.m.-5 p.m. 2 all-day sessions.

All Sections: 1.4 CEUs. Norlin Library S419 (directions given at registration). \$99.



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

Intermediate

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

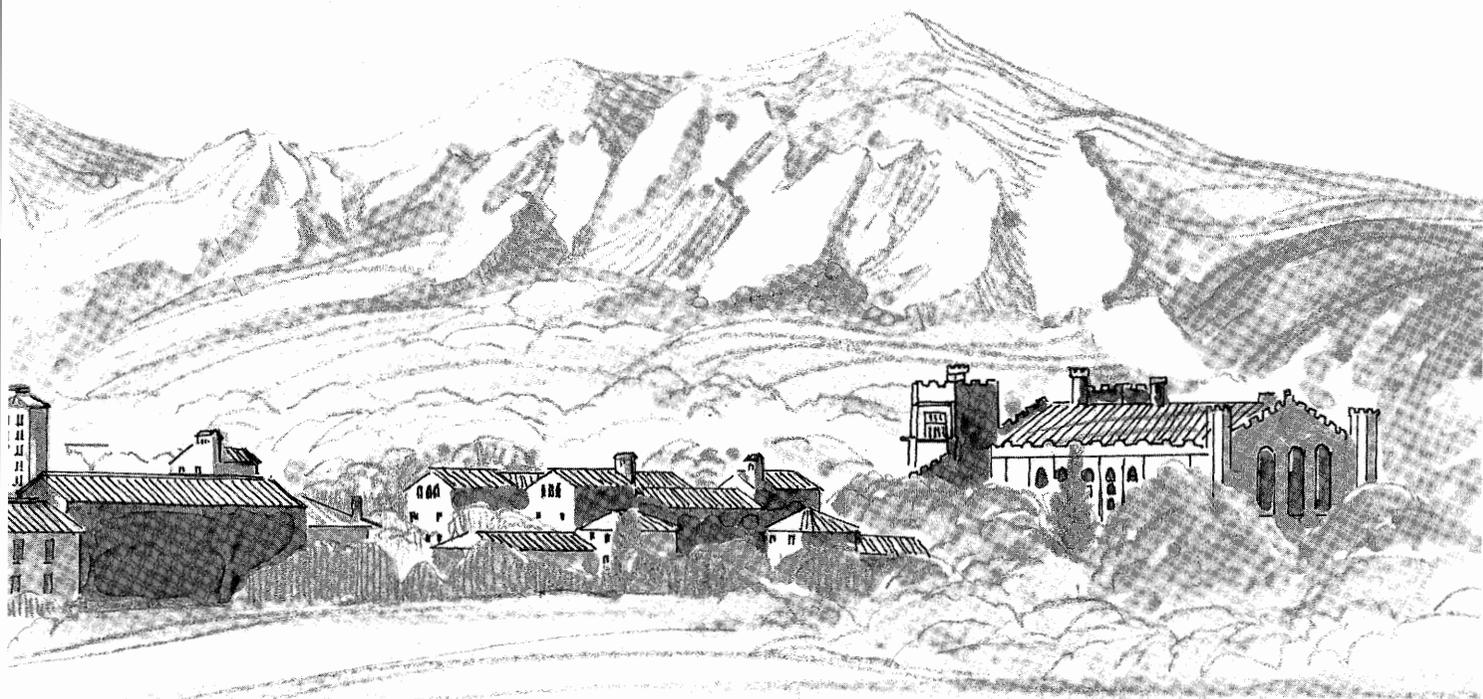
Section I: Saturday, June 7, 9:00 a.m.-4:00 p.m. One all-day session, .7 CEUs. University Computing Center 137. \$70.

Section II: Tuesdays, August 5 and 12, 6:30 p.m.-9:30 p.m. 2 sessions, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

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

Intermediate

This course is intended for those who have a working knowledge of spreadsheet Lotus (and/or completed Beginning Using Lotus 1-2-3, BCAC-76) and want to master more advanced applications and techniques. This one-day, hands-on course features file and database manipulation, multiple file design and use, memory optimization, macro design, as well as other file and data handling concepts. Each student generates and completes exercises of all functions. Practical problems and questions are welcomed. Manuals are provided. Bring to class an IBM DOS formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited. Nancy Mangun, B.A., B.S., MBA. Saturday, June 28, 10:15 a.m.-5:00 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.



Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday
8:30 a.m.-5 p.m. Fridays

BCAC-22

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

Intermediate

This course is intended for those who have a working knowledge of spreadsheet Lotus (and/or completed Beginning Using Lotus 1-2-3, BCAC-76) and want to master more advanced applications and techniques with the emphasis on version 2.0. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. It is MANDATORY to bring to class an IBM DOS formatted 5¼-inch double-sided/double-density diskette. Class size is strictly limited. Nancy Mangun, B.A., B.S., MBA. Saturday, July 26, 10:15 a.m.-5:00 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

BCAC-46

Lotus 1-2-3:

Creating Dynamic Business Graphics

Specialized

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

Level II (BCAC-74), or a strong basic familiarity with Lotus 1-2-3 software are recommended prerequisites. Armstead Feland, M.S.E.E. Saturday, July 26, 9 a.m.-4:30 p.m. One all-day session, .7 CEUs. University Computing Center Graphics Lab, Room 137. \$85.

BCAC-75

**Database Management:
Applying dBase III/III+**

Intermediate

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and III+ are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and the dBase III+ upgrade. Bring to class two double-sided/double-density 5¼-inch diskettes, available at most computer supply stores. Clyde Getty, B.S. Wednesdays, July 9-August 6, 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Norlin Library S419 (directions given at registration). \$125.

BCAC-70

**Advanced dBase II/III+
Applications**

Intermediate

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III+ (BCAC-75). Topics include multiple files, using functions, total system design, and time permitting, automatic command file generation. Bring to class a double-sided/double-density 5¼-inch diskette. Clyde Getty, B.S. Saturday, August 9, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419. (Directions given at registration.) \$85.

BCAC-85

**dBase III/III+
for Programming**

Specialized

This course gives the opportunity to use the powerful dBase III and dBase III+ software for special custom applications. Emphasis is on dBase III+, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase III+. Bring to class a double-sided/double-density 5¼-inch diskette. Clyde Getty, B.S. Saturday, August 16, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$85.

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

Specialized

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. Fee includes lunch both days. David E. Clough, Ph.D. Thursday, June 26, 8:30 a.m.-5:30 p.m. and Friday, June 27, 8:00 a.m.-3:00 p.m. Two all-day sessions, 1.4 CEUs. Norlin Library S419 (directions given at registration). \$325.

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. Topics include the new framework upgrade. Participants should have a good working knowledge of the IBM PC or compatibles. Valerie Parker, M.Ed. Saturday, June 7, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

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 most computer stores. Bruce Pollock, Ph.D. Mondays, June 9-June 30, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-65
Intermediate WordStar

Intermediate

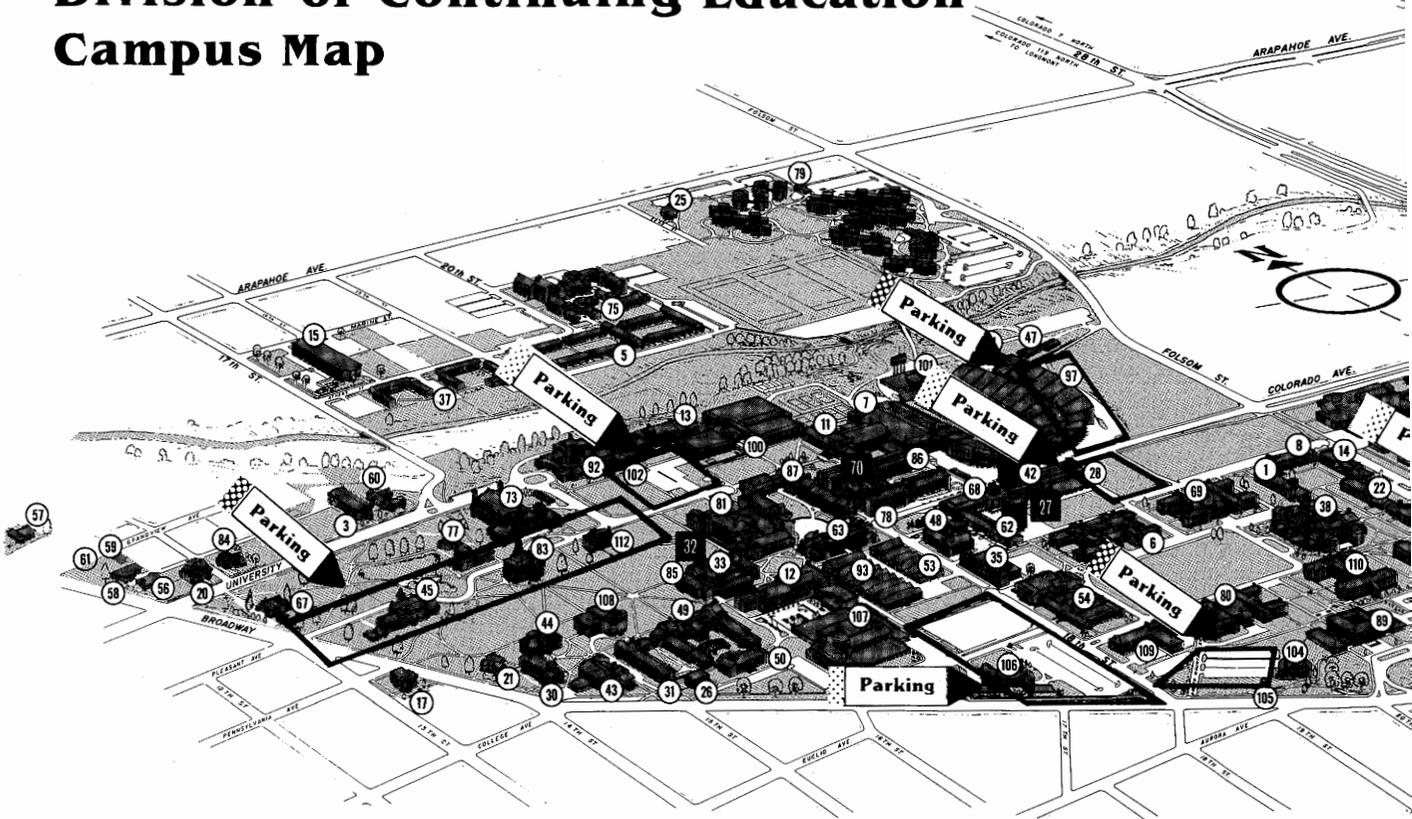
We have found people using WordStar require some time to become comfortable with their basic word processing skills. Then they want to perform more complicated operations — preparation of tables, complex print formulas, columns in newsletters, and repetitive computer operations. They also discover they 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. Topics include various word processing enhancements. 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, July 7-28, 6:30-9:30 p.m. 4 sessions, 1.2 CEUs. Norlin Library S419 (directions given at registration). \$99.

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 most computer supply stores. Bruce Pollock, Ph.D. Saturday, August 2, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$70.

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 17

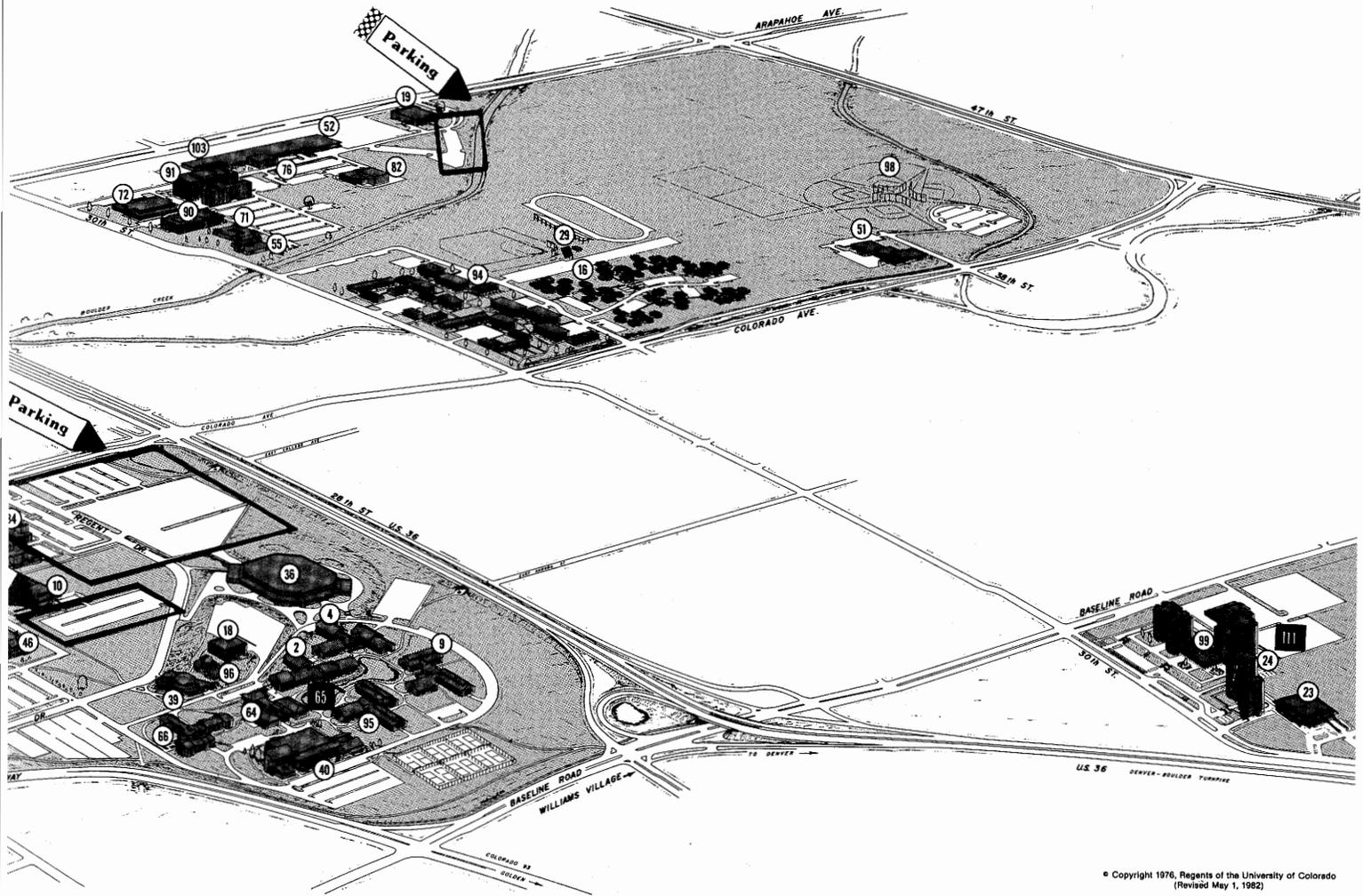
☒ = indicates parking where 50 cents is charged for parking after 5:00 p.m. and on weekends. Bring 2 quarters. Only attended lot is next to University Club (#106) for change.

☒☒☒ = 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. Hellams Arts and Sciences I-1
3. Armory (1511 University) H-5	21. Cottage No. 1 I-7	33. Ekeley Chemistry H-9	50. Henderson Museum I-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-2
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-2
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 I-1
8. Brackett Hall G-16	26. Denison Laboratory I-9	38. Farrand Hall H-16	55. Institute for Behavioral Genetics (1220 Grandview) H-1
9. Buckingham Hall (Kittredge Complex) H-23	Distribution Center (2000 Central Ave.) not shown	39. Fiske Planetarium I-20	56. Institute of Behavioral Science No. 1 (1416 Broadway) H-1
10. Business G-18	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	40. Fleming Law I-21	57. Institute of Behavioral Science No. 2 (1546 Broadway) H-1
11. Carlson Gymnasium G-11	28. Duane Physics and Astrophysics G-13	41. Folsom Stadium F-12	58. Institute of Behavioral Science No. 3 (1424 Broadway) H-1
12. Chemistry H-10	29. East Campus Ski Building D-25	42. Gamow Tower (Duane Physical Laboratories Complex) G-13	59. Institute of Behavioral Science No. 4 (1220 Grandview) H-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.



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

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

Computer Graphics Computer Aided Design

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

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

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

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

About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. The classroom is a laboratory equipped with an IBM PC/AT microcomputer, with plotter and printer for each station, so course time can be utilized to the maximum extent. The participant/instructor ratio is small to facilitate an effective learning experience. Participants also have access to the computer lab and software outside of class time so that new skills can be practiced.

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

BCAD-38 Beginning Computer Aided Design

Novice

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

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

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

Who Should Attend: Especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Also for those who interface with CAD personnel and need basic information.

Section I: Monday and Tuesday, June 2 & 3, 6:30-9 p.m. Philip W. Morrow, B.A.

Section II: Monday and Tuesday, June 9 & 10, 6:30-9 p.m. Philip W. Morrow, B.A.

Section III: Thursdays, June 12 & 19, 6:30-9 p.m. Dan Myers, B.A.

Section IV: Mondays, June 16 & 23, 6:30-9 p.m. Philip W. Morrow, B.A.

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

BCAD-36**Novice****Computer Aided Design: Level I**

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

Loading AutoCAD

- disk management
- file naming conventions
- main menu options

Drawing Editors

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

New Drawing Set-Up

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

Text Specifications and Editing Commands

- fonts and text style specifications
- MIRROR commands
- dynamic dragging
- FILLETs and curve contours

Display Commands

- ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands

Producing Hardcopy

- scale the annotation, not the drawing
- preparing the plotter
- pen number and speed assignments
- changing specifications

Layering

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

Utility Commands

Required text is *Inside AutoCAD*, by Raker and Rice, available at the University Book Center, UMC 10.

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

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

Section II: Tuesdays, June 17-July 22, 6:30-9:30 p.m. 6 sessions. T.B.A.

Section III: Mondays, June 30-August 4, 6:30-9:30 p.m. 6 sessions. David E. Clough, Ph.D.

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

BCAD-34**Intermediate****Computer Aided Design: Level II**

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

Semiautomatic DIMENSIONING

- linear dimensions
- angular dimensions
- dimensioning variables

Object Snap and Aperture Commands**Calculating specific characteristics of an entity or drawing**

- 3-D drawings

Highly useful, but less frequently used commands

- compatibility with other software

Isometric Drawing Aids

- ISOPLANE command
- control E to switch planes

STATUS Utility

- purpose and components overview

SKETCHING**Attributes**

- ATTDEF, CHANGE, ATTEDIT, ATTEXT

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

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

Section I: Thursday & Friday, June 12-13, 8 a.m.-4 p.m. Two all-day sessions. Philip M. Kreiker, M.S.E.E.

Section II: Tuesdays, July 29-August 19, 6:30-9:30 p.m., with 1 session Wednesday, August 13, 6:30-9:30 p.m. 5 sessions. T.B.A.

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

Questions or concerns about a course?**Please call us.****492-5148**

Outside Denver Metro area
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday**8:30 a.m.-5 p.m. Fridays**

BCAD-32**Specialized****Computer Aided Design:
Level III - Customizing AutoCAD**

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

Custom Libraries and Menus

- creating sets of shapes, symbols, and/or drawings, text
- MENU command

Creating Text Fonts

- compiling shape/font styles
- modifying text fonts

Adding Commands to AutoCAD**Creating SCRIPT files**

- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands

Presentation-Quality Materials

- creative presentations and future options

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

Who Should Attend: Lead draftspersons, lead engineers, those with specifics of unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system. Dan Myers, M.S. Thursdays, June 26-July 31, 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. University Computing Center Graphics Lab, Room 137. \$185.

BCAD-24**Novice****Computer Graphics Art I**

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

- Creative use of Paint, Airbrush, and Fill Media
- Effective Font Selection and Mixes
- Dynamic Color Manipulations

A brief history of computer graphics will be covered, followed by a video presentation of state-of-the-art work by leading computer companies and artists. In-class projects include using the computer to design logos, ads, brochures, and other print projects for portfolio development. The class will manipulate images on the screen to produce finished images from sketches or rough art. The course is designed to prepare students for the drawing board of the future, the computer. Please note that this course will not deal extensively with Computer Aided Design (CAD) or engineering graphics topics. Course is recommended for those desiring basic computer graphics skills, oriented toward professional advancements. Also recommended for those involved in graphic presentations or art displays, eager to develop new skills or explore microcomputer-based graphic capabilities. Course also counts as elective credit in Certificate in Commercial Design.

Section I: Wednesdays, June 11-July 9, 6:30-9:15 p.m. 5 sessions.

Section II: Saturdays, June 14 & 21, 9 a.m.-5 p.m. Two all-day sessions.

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

BCAD-22**Intermediate****Computer Graphics Art: Level II**

For those familiar with computer functions based on Computer Graphics Art I, this course advances to expanded professional graphics applications skills. Hands-on time will be spent solving design problems using several complex images combined into one layout. Hardcopy options are covered extensively. The course is primarily directed to the artist or designer seeking to include computer graphics into their career, but is helpful for anyone wishing to develop expertise in this dynamic field. Portfolio preparation and presentation skills are covered, as well as interview/presentation role-playing oriented toward successful interactions with prospective clients or employers. Course is designed for anyone considering entering fields requiring computer graphics knowledge, preferably currently active in the art/design professions. Participants should be comfortable with basic computer graphics functions and should have taken Computer Graphics Art I or some equivalent. Course also counts as elective credit in Certificate of Commercial Design. Cynthia J. Rudy, B.F.A. Saturdays, July 12 & 19, 9 a.m.-4:30 p.m. Two all-day sessions, 1.3 CEUs. University Computing Center Graphics Lab, Room 137. \$135.





PEAC

Personal Enrichment Adult Courses

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

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

Preregistration is required at least five days before the starting date of any course, regardless of its starting early or

late in the semester. If you must register late, please notify the Continuing Education Office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff. Complete registration information is on page 43.

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 Thursday evening, July 3. Also, for makeup sessions on religious holidays, please consult your instructor.

The University welcomes you to the PEAC experience!

PEAC

Courses by Starting Date, Summer, 1986

Date/Course	Faculty
Saturday, May 31 Preparing for the SAT/ACT	Scott Hatch
Friday, June 6 Preparing for the Law School Admissions Test (LSAT)	Scott Hatch
Saturday, June 7 Residential Landscape Design	Jim Knopf
Tuesday, June 10 Beginner's Ballroom Dancing Beginner's Country Swing and Texas 2-Step Beginner's Jitterbug Rock-N-Roll	Van F. Pool Van F. Pool Van F. Pool
Monday, June 16 Stock Market Profits Beginner's Conversational French Intermediate German Parents, Children, and Books Weight Training for Adults	Peter J. Poletti Nadia Turk Eva Ohrner Deidre Elliott Mark Larson
Tuesday, June 17 Conversational Spanish for Beginners and Travelers German for Beginners and Travelers Advanced Beginners Conversational French Starting and Succeeding in Your Own Business Sailing Seamanship Beginning Photography Forest Crossen's Colorado Weight Training for Youth Parenting the Gifted/Talented Child	Elizabeth Medina Heike Gumpel Nadia Turk Tony Hopper Bill Plywaski Lyn Lickteig Forest Crossen Mark Larson Dorothy Knopper

PEAC

Wednesday, June 18

Law for Everyday Use

Journal Keeping

Creativity and Right Brain Activities for Writers

Investment Strategies

Watercolor Techniques

Bird Courtship and Nesting and Feeding of the Young

Thursday, June 19

Life Drawing

Saturday, June 21

Acting out! - I

Selling Your Photography

Monday, June 23

Beginning Conversational Italian

Tuesday, June 24

Intermediate Conversational Italian

Monday, July 7

Making College Affordable

Tuesday, July 8

Intermediate Ballroom Dancing

Intermediate Country Swing & Texas 2-Step

Intermediate Jitterbug Rock'n Roll

Saturday, July 12

Bill Downey on Channeling Your Creative Self: A Workshop for Writers

Karen Burns,
 Sherri Vincent
 Barbara Steiner
 Barbara Steiner
 Peter J. Poletti
 Gail Marr
 Tina Jones

Barbara Preskorn

Garey Waters
 Harry Boyd

Maris Gaudiano

Maris Gaudiano

Peter J. Poletti

Van F. Pool
 Van F. Pool
 Van F. Pool

Bill Downey

Academe

BCEE-25**Creativity and Right Brain Activities for Writers**

Creativity lagging? Learn how to tap into your right brain for increased productivity, innovate ideas, direction and techniques to help you become a more successful writer. You can develop insight into writing problems, nurture ideas, eliminate writer's block. Your writing can become more effective, more enjoyable. Barbara Steiner, Professional Writer. Wednesdays, June 18-July 23, 6:30 to 8:00 p.m. 6 sessions. Helms 81. \$35.

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

This intensive two-day course provides test-taking skills and techniques which are essential for improving performance on the "SAT" and "ACT." Each of the test question areas will be analyzed extensively, with special consideration given to a math and verbal refresher. The course is designed to reinforce a student's ability to deal skillfully with basic and advanced math concepts (including fractions, decimals, percentages, ratio, proportion), as well as algebraic and geometric concepts. Appropriate and effective word usage will also be covered as well as logical presentation of ideas. Lectures will also discuss techniques of evaluation and analysis of the readings in social and natural sciences which appear on the tests. Scott Hatch, M.A., J.D. Saturday and Sunday, May 31 and June 1, 9:00 a.m.-5 p.m. Two all-day sessions. Guggenheim 2. \$75.

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. Scott Hatch, M.A., J.D. Friday, June 6, 6-10 p.m., and Saturday and Sunday, June 7 and 8, 9 a.m.-5 p.m. 3 sessions. Guggenheim 3. \$140.

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 looseleaf notebook to class. Barbara Steiner, Professional Writer. Wednesdays, June 18-July 23, 8:00-9:30 p.m. 6 sessions. Helms 81. \$35.

BCEE-62

Bill Downey on Channeling Your Creative Self: A Workshop for Writers

Bill Downey's extensive research and experience in working with writers and teachers has convinced him that writing is fundamentally a natural process if we learn to channel the natural rhythms of the hemispheres of the brain. Whether you are interested in fiction, nonfiction, children's books, plays or poetry, this summer writer's program will help you discover your natural ability to write. Through a series of intensive exercises, Downey will help you dissolve barriers to self-expression and produce writing that has heightened coherence-reflecting sharpened ideas and images. Santa Barbara, California-based Downey has authored several books including the highly praised *Right Brain Write-On* (Prentice-Hall) and recently co-taught a national satellite program on how to avoid writer's block, with famed author Sidney Sheldon.

Program Activities Include:

- Finding the natural self
- Exercises in unlocking creativity
- Understanding the hemispheres
- Rules that inhibit creativity
- Tapping your teeming creativity
- Applications for fiction, nonfiction, and an array of writing disciplines

Course complements Barbara Steiner's "Right Brain and Creativity for Writers" (BCEE-25, starts June 18) very well. Participants also receive a videocassette of course-related materials for future reference, included in class materials. Bill Downey. Saturday and Sunday, July 12-13, 9:30 a.m.-5 p.m. Two all-day sessions. Duane Physics G-125. \$95.

Business

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 will 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. Wednesdays, June 18-July 16, 6:30-8:30 p.m. 5 sessions. Hellems 267. \$39.

BCEB-30

Law for Everyday Use

This course is designed to provide its students with knowledge of basic legal concepts, in order to enable them to recognize and avoid potential legal problems in their own lives. Areas to be covered include: contracts, consumer protection, real estate, small claims courts, employment, criminal, domestic and probate law. Course is conducted independent of the University Law School. Sherri Vincent, J.D. and Karen Burns, J.D. Wednesdays, June 18-July 30, 6:30-8:30 p.m. 7 sessions. Hellems 137. \$49.

BCEB-11

Starting and Succeeding in Your Own Business

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tuition includes handouts and materials. Tony Hopper, M.B.A., Ph.D. Tuesdays, June 17-July 15, 6:30-9:30 p.m. 5 sessions. Business 211. \$53.

BCEB-65

Stock Market Profits

This course covers insights, tools, and strategies for success in the stock market:

- How to find the big winners
- How to be in phase with the market
- How and when to sell
- How to handle psychological pressures and emotion
- How to do effective fundamental analysis
- How to apply technical analysis and charting
- How to develop an overview that leads to profit.

Peter J. Poletti, M.B.A. Mondays, June 16-30, 6:30-8:30 p.m. 3 sessions. Hellems 267. \$25.

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area
1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

Colorado

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. Tuesdays, June 17-July 15, 7-8:30 p.m. 5 sessions. Hellems 137. \$27.

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 will include the necessary turns and animations to provide every participant an immediate gratification in Ballroom Dancing. Van F. Pool. Tuesdays, June 10-July 1, 6:30-7:45 p.m. 4 sessions. Hale 303. \$18.

BCED-16

Intermediate Ballroom Dancing

An Intermediate Level class (Beginner's 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, July 8-July 29, 6:30-7:45 p.m. 4 sessions. Hale 303. \$18.

BCED-15

Beginner's Country Swing and Texas 2-Step

Introduction to the basic steps in Texas 2-Step, Country Swing, Country Waltz, and various line dances (e.g. Cotton-eyed Joe and 10 Count Shuffle). The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Country Dancing. Van F. Pool. Tuesdays, June 10-July 1, 9-10:15 p.m. 4 sessions. Hale 303. \$18.

BCED-17

Intermediate Country Swing and Texas 2-Step

An Intermediate Level class (Beginner's 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, July 8-July 29, 9:00-10:15 p.m. 4 sessions. Hale 303. \$18.

BCED-20

Beginner's Jitterbug Rock-N-Roll

Introduction to the basic steps in single time Jitterbug Rock-n-Roll. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Jitterbug Dancing. Van F. Pool. Tuesdays, June 10-July 1, 7:45-9 p.m. 4 sessions. Hale 303. \$18.

BCED-21

Intermediate Jitterbug Rock-N-Roll

An Intermediate Level class (Beginner's 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, July 8-July 29, 7:45-9 p.m. 4 sessions. Hale 303. \$18.

Fine Arts

BCET-10

Acting Out! - I

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. Bring a sack lunch both days. Garey Waters, B.A. Saturdays, June 21 and 28, 9:30 a.m.-4:00 p.m. Two all-day sessions. Hale 6. \$42.

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. Barbara Preskorn, M.F.A. Thursdays, June 19-July 31, 7-9 p.m. 6 sessions. Fine Arts C-175. \$49.

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.) Lyn Lickteig, B.F.A. Tuesdays, June 17-July 22, 7-9 p.m. 7 sessions. Hellems 285. \$49.

BCEF-32

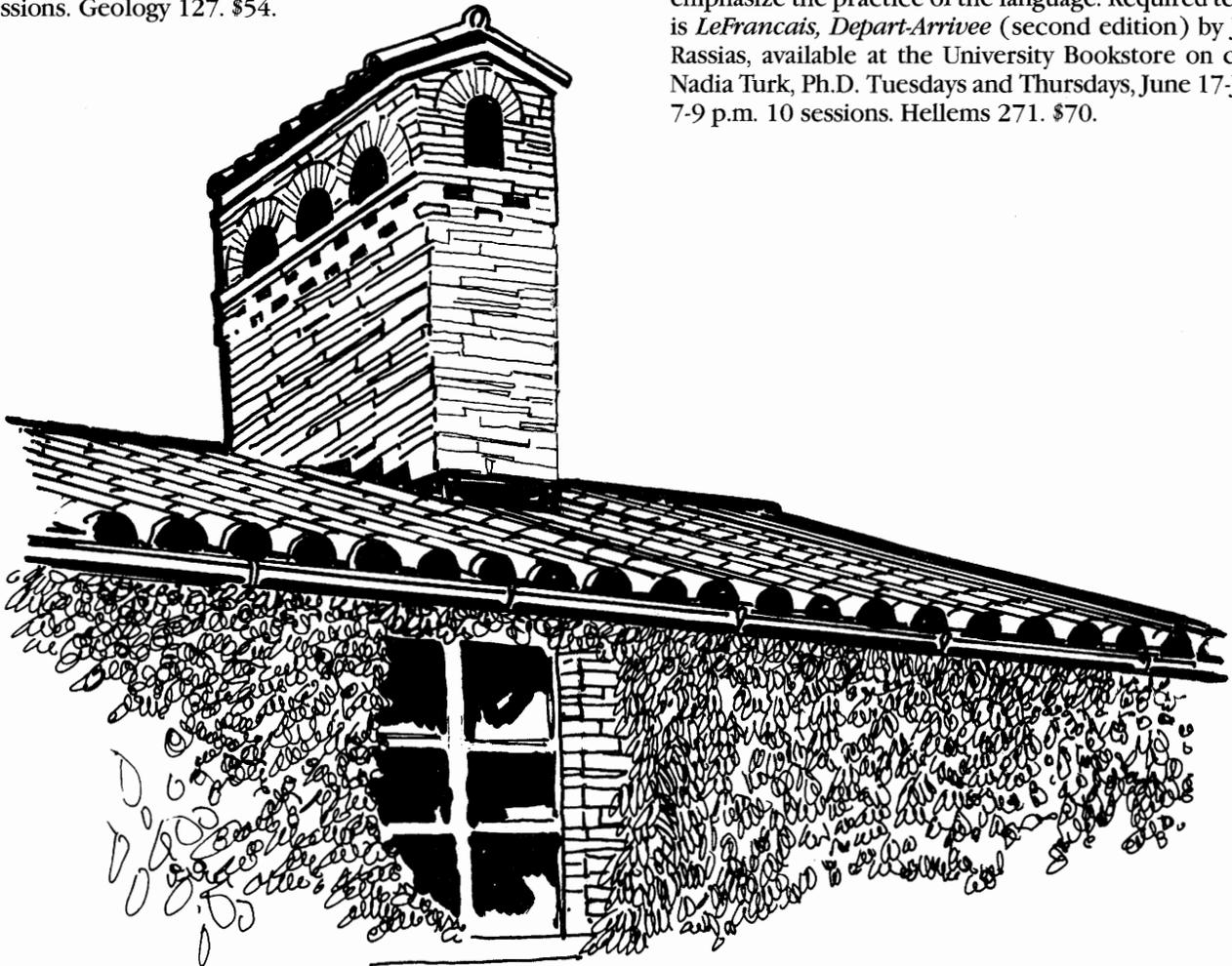
Selling Your Photography

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. Saturdays, June 21 and June 28, 9 a.m.-4 p.m. Two all-day sessions. Ketchum 120. \$45.

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, which also includes landscape study on campus. Gail Marr, B.F.A. Wednesdays, June 18-July 23, 6:30-9:00 p.m. 6 sessions. Geology 127. \$54.



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 and Wednesdays, June 16-July 16, 7-9 p.m. 10 sessions. Hellem 271. \$70.

BCEL-26

Advanced Beginners Conversational French

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is *LeFrancais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus. Nadia Turk, Ph.D. Tuesdays and Thursdays, June 17-July 22, 7-9 p.m. 10 sessions. Hellem 271. \$70.

BCEL-30

German for Beginners and Travelers

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria, waltzing to its original music? Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Text to be used is sold at the first class session, \$15. Heike Gumpel, B.A. Tuesdays and Thursdays, June 17-July 22, 7-9 p.m. 10 sessions. Hellems 251. \$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. Mondays and Wednesdays, June 16-July 16, 7-9 p.m. 10 sessions. Hellems 251. \$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 and Wednesdays, June 23-July 23, 5:30-7:30 p.m. 10 sessions. Hellems 255. \$70.

BCEL-28

Intermediate Conversational Italian

A more advanced course for students who have had beginning Italian or equivalent and would like to complete the textbook, learn more vocabulary, tenses and moods, and improve their conversational skills. Hand-outs provided in class. Required text is *Italiano Parlato*, available at the University Book Center, UMC 10. Maris Gaudiano, M.A. Tuesdays and Thursdays, June 24-July 29, 5:30-7:30 p.m. 10 sessions. Hellems 255. \$70.

BCEL-15

Conversational Spanish for Beginners and Travelers

Designed to develop vocabulary and conversation ability for travelers. Cultural and social aspects are introduced. There are no prerequisites for this course. Elizabeth Medina, Ph.D. Tuesdays and Thursdays, June 17-July 22, 7-9 p.m. 10 sessions. Hellems 229. \$70.

Parent and Teacher

BCEB-66

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
- Investments for safety and growth

Peter J. Poletti, M.B.A. Monday, July 7, 6:30-8:30 p.m. One session. Hellems 267. \$19.

BCEG-35

Parenting the Gifted/Talented Child

Parents of the gifted and talented, like their special children, have distinct needs and often need direction and support. The sessions will include effective parenting, emotional/social development, resources and materials, current issues such as the gifted female, and discussion of individual children. This seminar is especially designed for parents of gifted/talented children, although educators are welcome. Dorothy Knopper, M.A. Tuesdays, June 17 & 24, 6:00-9:00 p.m. 2 sessions. Hellems 252. \$27.

BCEE-27

Parents, Children, and Books

Should you choose books based on story integrity? Entertainment value? Because it's a "classic"? Analysis of exceptional books emphasizing language, illustration, structure, and theme. Survey of preschool through young adult literature, fiction and non-fiction, according to participants' interests. Guest speakers include teachers, librarians, and bookstore owners. Hints on reading aloud, storytelling, and making your own books. Deidre Elliott, President, Society of Children's Book Writers, Rocky Mountain chapter, and professional writer. Mondays, June 16-July 21, 7-9 p.m. 6 sessions. Hellems 81. \$42.

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area

1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

Sports and Outdoors

BCEG-38

Bird Courtship and Nesting and Feeding of the Young

In this class we will actually observe nesting birds and their young. Late June is the best time for Colorado's montane birds to be rearing their chicks. We will go to several different mountain habitats to hopefully see chickadees, nuthatches, mountain bluebirds, sapsuckers, swallows, pewees, tanagers, and more birds that will be caring for the newly hatched chicks. Rules of caution will be observed so that the feathered friends will not be disturbed. Cameras are suggested since viewing of the birds is fairly close. Courtship behavior, plus feeding habits will be discussed about the different avian species. Binoculars helpful. The introductory session is about nest building, plus learning about different nest shapes and forms. Carpooling. Tina Jones, Naturalist. Wednesday, June 18, 7-8:30 p.m., and Sunday, June 22, 7:30 a.m.-4:30 p.m. One class session and one field trip. Hellems 177. \$29.

BCEO-15

Residential Landscaping for Beauty, Water Conservation, and Low Maintenance

Now is a good time to work for the ideal landscaping you've always wanted. A private yard can provide recreation, privacy, food production, and beauty. It can also require relatively little water for maintenance if properly designed. After several slide show talks on design principles and plant materials, course participants analyze their own site and design a suitable landscape with the instructor's guidance. Well-thought-out landscaping and the thorough preparation that starts now adds beauty and value to your property. Bring to class a site plan of your yard or a reasonable scale drawing of the area you plan to landscape. Jim Knopf, M.L.A. Saturdays, June 7 and June 14, 9 a.m.-4:30 p.m. Two all-day sessions. Guggenheim 2. \$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. 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. Tuesdays and Thursdays, June 17-July 22, 7-9:15 p.m. 10 sessions. Hellems 245. \$78.

BCES-24

Weight Training for Adults

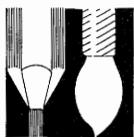
Will introduce the individual to resistance exercise and focus on a variety of equipment training concepts, and theories designed for both the aspiring athlete and the weekend competitor interested in establishing higher levels of muscular fitness. Individualization of training will be stressed. Course is for both men and women. Mark Larson, CSCS. Mondays and Wednesdays, June 16-July 16, 7-8:30 p.m. 10 sessions. Team House Weight Room (enter Stadium at Gate 14 (North), enter Team House at field level). \$53.

BCES-23

Weight Training for Youth

Introduction to resistance exercise using a variety of equipment and training concepts designed for the aspiring athlete 7th grade and above. Individualization of training will be stressed, as well as proper, safe techniques for future weight training. Course is co-educational. Mark Larson, CSCS. Tuesdays and Thursdays, June 17-July 22, 7-8:30 p.m. 10 sessions. Team House Weight Room (enter Stadium at Gate 14 (North), enter Team House at field level). \$53.





Certificate In Commercial Design

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

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

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
 - * The Commercial Artist: Design, Layout, and Paste-up
 - * Commercial Art II
 - * Professional Illustration Techniques
 - * The Artist Goes to Market
2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.
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.

Questions or concerns about a course?

Please call us.

492-5148

Outside Denver Metro area

1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

Certificate In Commercial Design

Courses by Starting Date, Summer, 1986

Starts	Course	Faculty
Saturday, June 28	The Commercial Artist I: Design, Layout, Paste-up	Jill Thayer O'Hara
Monday, June 30	Professional Hand Lettering and Calligraphy	Jill Thayer O'Hara
Saturday, July 12	*Commercial Art II	Roy Walden
Saturday, July 19	Children's Book Illustration Techniques	Kathleen McCord
Saturday, August 2	Advertising Illustration Techniques: Featuring Airbrush	Van Valencia

Two new courses in Computer Graphics Art qualify for elective credit in the Certificate in Commercial Design. These are listed on page 28 with Computer Applications 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, June 28 and 29, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$110.

BCDA-93

Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O'Hara. Monday, Tuesday, Wednesday, June 30-July 2, 5:30-10:00 p.m. 3 sessions, 1.4 CEUs. Geology 134. \$110.

BCDA-82

Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Roy Walden. Saturday and Sunday, July 12 and 13, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$110.

BCDA-86

Children's Book Illustration Techniques

Illustrating children's books plays a significant role in the vast empire of children's literature publishing. This program introduces the writer/artist to current techniques used within the children's book format: black and white camera-ready technique, half tones, color separation, registration and overlay, color gouache techniques, color screen, Martin's dyes, and litho crayon/textured board surfaces. Students will follow a visualization technique actually developing and eliciting art concepts from written concepts provided. Program will include developing individualized style, character development, and rough and final presentation. Assignments include completion of a "rough" completed book and a finished plate, camera-ready art separation for presentation to a publisher. Professional presentation to the publishing industry will also be covered. Kathleen McCord. Saturday and Sunday, July 19 and 20, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$110.

BCDA-90

Advertising Illustration Techniques: Featuring Airbrush

Airbrush is one of the most widely used and popular illustration mediums in advertising art today. This intensive black and white, two-day program will treat the subject of airbrush in its entirety, exploring the intricacies of this fascinating medium. An array of techniques and procedures will be explored, including frisket overlays, acrylic paints, dyes, inks, grease pencil, utilizing varied board surfaces, including hot and cold press, watercolor, and bristol board surfaces. The workshop will also cover other current day techniques. Van Valencia. Saturday and Sunday, August 2 and 3, 9 a.m.-5 p.m. Two all-day sessions, 1.4 CEUs. Geology 134. \$110.



Special Noncredit Programs

The Division of Continuing Education also develops and produces high-quality results-oriented training seminars for business and industry, government agencies, and service organizations. Learning in a seminar format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. The faculty excel in their fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the nation. Programs cover a broad range of executive, secretarial, managerial, and technical

areas. Many of these courses qualify for the Certificate Programs listed elsewhere in this catalog. Course descriptions include the page number where information can be found on the corresponding Certificate Program. Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Brochures describing Special Noncredit Programs in greater detail are available upon request. Advance registration is necessary and must be accomplished at least two full weeks prior to the first day of the program. Call 492-5148 or toll free in Colorado, 1-800-332-5839 for registration information.

Special Noncredit Programs

By Starting Date, Summer, 1986

Date	Course	Faculty
June 20	Conflict Management and Negotiation	Audrey Nelson-Schneider
June 26	Engineering Computing on the IBM PC	David E. Clough
June 27	Managing People in the Automated Office	Randy M. Bauer
July 11	Improving Customer Relations	Randy M. Bauer
July 23	Building Productive Work Teams	Charles A. Rice

BMDP-50

Conflict Management and Negotiation

All of us experience conflict in the workplace. However, very few of us manage our conflicts productively. The purpose of this course will be to provide participants with skills for improving conflict management and negotiation skills in any business setting (even over the telephone). 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. This course also qualifies for the Management Development Certificate Program. See page 14 for details. Course fee includes lunch and refreshment breaks. Audrey Nelson-Schneider, Ph.D. Friday, June 20, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

BCAC-68

Engineering Computing on the IBM PC

The IBM PC has become the standard of the personal computer market; yet its use in engineering applications is still in its infancy. Explore the capabilities and limitations of the PC for engineering computing during this two-day

course. Learn about the software tools which can facilitate your numerical work, and improve your own personal computer skills.

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

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. This course qualifies for the Certificate in Computer Applications. Please see page 17 for details. Fee includes lunch both days. David E. Clough, Ph.D. Thursday, June 26, 8:30 a.m.-5:30 p.m. and Friday, June 27, 8:00 a.m.-3:00 p.m. Two all-day sessions, 1.4 CEUs. Norlin Library S419 (directions given at registration). \$325.

BMDP-55

Managing People in the Automated Office

Increasing use of automation and data processing technology in the professional environment often leaves management with powerful tools, but without the matching people-oriented skills to achieve the full potential of these tools. This special program develops specific skills and techniques that can be used immediately to build teamwork, motivate, manage change, and improve communication in the automated office of today and the future. If you're involved, or soon to be involved, in the "information age" workplace, this program will be of unique and lasting value. Emphasis is on getting the highest achievement from a staff to get the greatest potential from technology. This course also qualifies for the Management Development Certificate Program. See page 14 for details. Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, June 27, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

Questions or concerns about a course?

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492-5148

Outside Denver Metro area

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8:30 a.m.-5:30 p.m., Monday-Thursday

8:30 a.m.-5 p.m. Fridays

BMDA-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 also qualifies for the Management Development Certificate Program. See page 14 for details. Course fee includes lunch and refreshment breaks. Randy M. Bauer, M.B.A. Friday, July 11. 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.

BMDP-98

Building Productive Work Teams

This one-day seminar is aimed at executives, managers and supervisors responsible for managing work groups at any level. The focus of this seminar is on the development and maintenance of productive teamwork including: understanding, acceptance and support of organizational goals and objectives; enhancing the flow of useful information throughout the organization; and promoting specific work behaviors that facilitate cooperation of individuals and groups that have some degree of interdependence. Special topics also included are: constructive conflict resolution; productive leadership practices; building high morale; orientation of new employees; and modern motivational concepts and applications. This course also qualifies for the Management Development Certificate Program. See page 14 for details. Course fee includes luncheon, materials, and refreshment breaks. Charles A. Rice, M.B.A. Wednesday, July 23, 9 a.m.-4 p.m. One all-day session, .6 CEUs. Hilton Harvest House. \$75.





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.

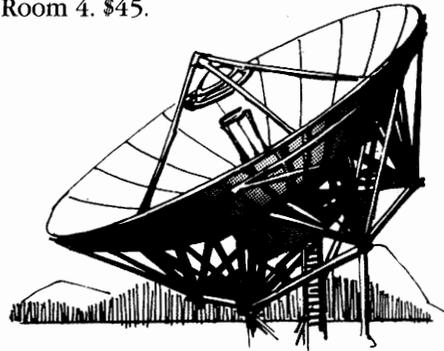
For more information, please call the Division at 492-5148, or if you are out of the Denver Metro area but in Colorado, call toll free 1-800-332-5839. Please send requests for written information to the Division of Continuing Education, Campus Box 178, University of Colorado, Boulder, Colorado 80309-0178.

The Division of Continuing Education and the Events/Conference Center announces 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 492-5148 or 1-800-332-5839 toll free in Colorado, outside the Denver metro area.

BMDF-25

M & M: Management and Marketing — Survival in the '80s and Beyond

Presented via live teleconference, this program will be of special interest to owners, management, and staff of all retail specialty shops who want to discover how a well-defined store image can lead to greater sales. The program will address the topics of marketing, management, and promotion in relation to store image. Participants will learn how to: project a consistent promotional message; improve operations and management; develop and implement exceptional marketing strategies; and promote a positive store image. Teri Wenz, M.A. This course also qualifies for the Management Development Certificate Program. See page 14 for details. Tuesday, June 10, 5:30 p.m.-9 p.m. (Optional brown bag). One session, .4 CEUs. Events/Conference Center, Room 4. \$45.



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

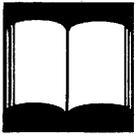
RE-5 Practice and Law (48 hours)

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.

Daytime class: 6 sessions. Wednesday, Thursday, Friday, Monday, Tuesday, Wednesday, May 28, 29, 30, June 2, 3, 4, 8:30 a.m. to 5:30 p.m. **Location:** Holiday Inn, 800 28th St., Boulder. Instructor: Gino Landini, Metro Brokers, Lakewood. Tuition: \$225 plus books.

Nighttime class: 16 sessions. Tuesday and Thursday, June 10 to August 7, 6:30 p.m. to 9:30 p.m. **Location:** University of Colorado College of Business Building, Room 216, Boulder. Instructor: Fred Kroll, Arvada. Tuition: \$225 plus books.



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 multimedia materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 17 academic areas:

accounting	anthropology	arts and sciences
business	economics	education
engineering	English	fine arts
geology	history	mathematics
philosophy	physical education	political science
psychology	sociology	

Individualized Instruction

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

Professional Certification Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. Noncredit courses are also offered for those who want to develop or improve skills in the paralegal field. All courses carry Continuing Education Units (CEUs). All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education

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

Childhood Education

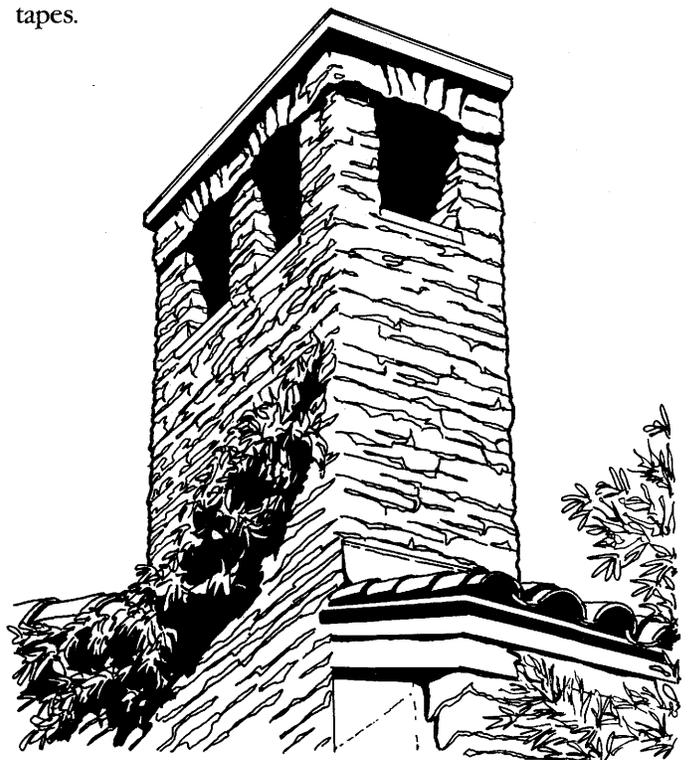
Courses meet the standards established by Colorado law for Preschool Teachers and Preschool Administrators. Certificates are awarded to those who complete a specified series of courses. Courses are open to all who are interested in the growth, development, and education of young children. These courses are especially helpful to childcare center personnel, nurses, social workers, daycare home workers and parents of young children.

Paralegal Education

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

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

Each course includes a study guide, textbooks and audiotapes.



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.

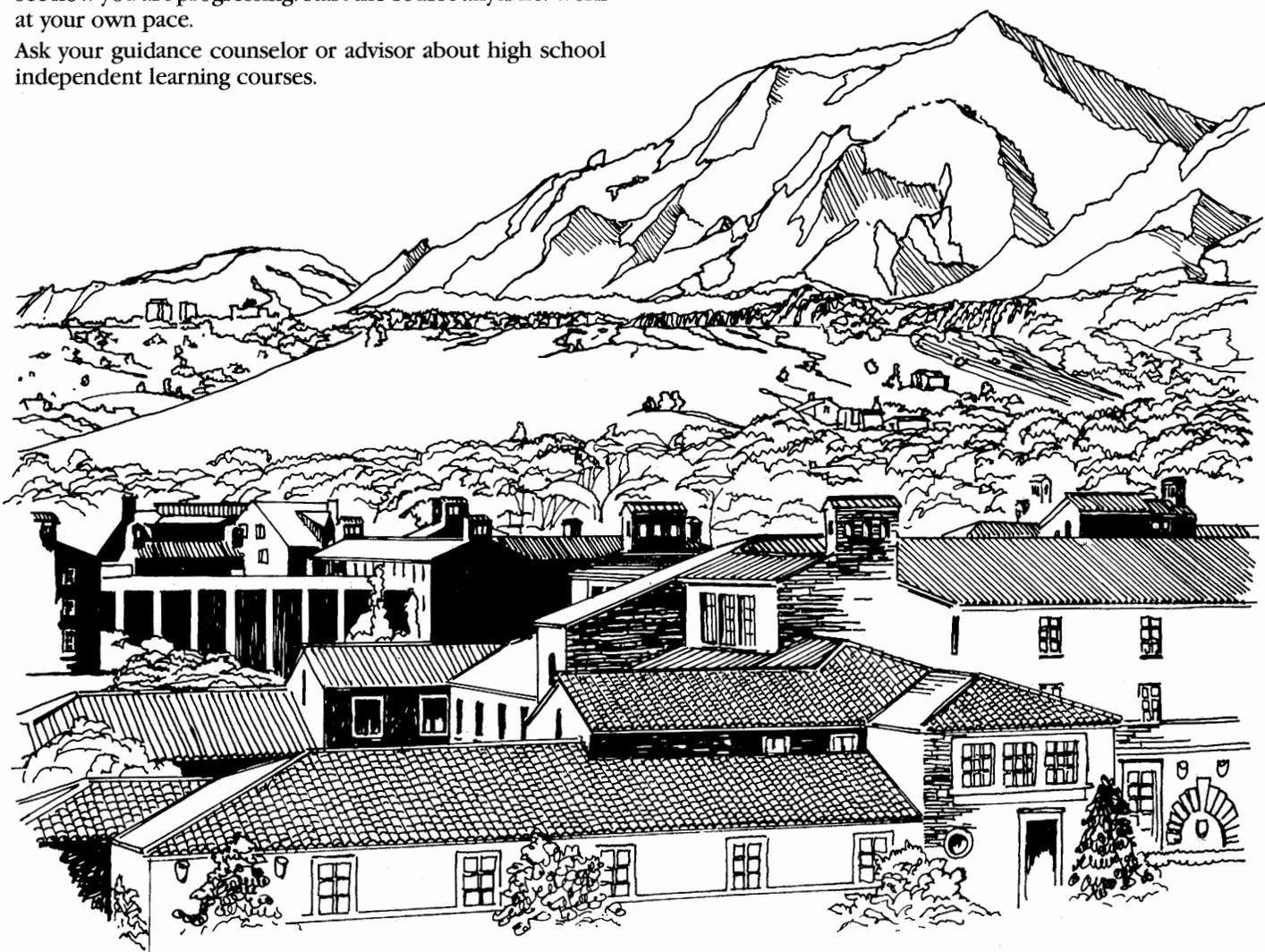
Concurrent Registration in College Credit Courses

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 or accepted for college credit (special student) at the University of Colorado.

FOR A COURSE CATALOG CALL OR WRITE:

**INDEPENDENT STUDY PROGRAMS
DIVISION OF CONTINUING EDUCATION
UNIVERSITY OF COLORADO
CAMPUS BOX 178
BOULDER, COLORADO 80309-0178
303-492-8756
1-800-332-5839 (TOLL FREE IN COLORADO)**



REGISTRATION INSTRUCTIONS FOR CREDIT, PEAC, AND CERTIFICATE COURSES

Registration begins Monday, May 5

Preregistration is Necessary and Can Be Accomplished:

- In person:** Monday through Thursday, 8:30 a.m.-5:30 p.m.; Friday, 8:30 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby.
- By mail:** To enroll for courses, please fill out the appropriate forms (below for PEAC/Certificate — on page 45 for credit) completely, and send them to:
 University of Colorado
 Division of Continuing Education
 Campus Box 178
 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.
- 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.** Preregistration is mandatory for all courses and programs.

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 or the Buffalo Chip Electronics store, 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, at 1221 University.

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

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

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

Registration for Certificate and PEAC Courses

Mr. _____
 Ms. _____
Last First

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Social Security Number _____

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

Attach additional sheet if needed Total Enclosed _____

Tuition Payment by Mail

Please send a check, payable to University of Colorado, to: Division of Continuing Education Campus Box 178 University of Colorado Boulder, CO 80309-0178 If using MasterCard or VISA, enclose the following information:	Charge VISA _____ / _____ / _____ / _____ Expiration Date _____ / _____ _____ Cardholder's name, as it appears on the charge card. Please print.	Charge MasterCard _____ / _____ / _____ / _____ Expiration Date _____ / _____ _____ Cardholder's name, as it appears on the charge card. Please print.
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Note that credit card enrollments can be made by phone (see Registration Information).

Registration

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM

**REGISTRATION
DATE**

Last Name	First Name	Middle Name	Maiden Name	Suffix
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If changed, give name under which you were last registered _____

Mailing address _____

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

- C = U.S. Citizen
- P = Non-U.S. Citizen/permanent status—List alien registr. No. _____
- T = Non-U.S. Citizen—List Type of Temporary Visa _____

MILITARY SERVICE:

- Non-veteran
- Veteran
- Active Duty
- Veteran Eligible for VA benefits

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

FORMER STUDENT NUMBER:

--

BIRTHDATE

Month	Day	Year
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Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

ALL APPLICANTS

1. Do you have a high school diploma or a G.E.D. Certificate? No (Submit HS Concurrent Form) Yes
High School Name/City/State _____ Graduation Date _____
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?
No Yes Campus _____ Term _____ Year _____ of most recent attendance as a Degree Student or Special Student
3. Are you currently on suspension from any Campus/School of CU? No Yes School _____
4. Do you owe a debt to any University of Colorado campus? No Yes
5. Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
College Name/City/State _____
6. Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)
7. Do you have any serious health conditions/limitations which should be brought to the attention of the University? No Yes (Attach statement)

DO NOT WRITE IN THIS COLUMN

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

THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION
Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

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

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

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

	You	Your Parent/Guardian (if you are under 22)
Dates of continuous physical presence in Colorado (mo/yr)	_____ / _____ to _____ / _____	_____ / _____ to _____ / _____
Dates of employment in Colorado (mo/yr)	_____ / _____ to _____ / _____	_____ / _____ to _____ / _____
List exact years Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr)	_____ / _____ to _____ / _____	_____ / _____ to _____ / _____
Date of marriage, if applicable (mo/yr)	_____ / _____	_____ / _____
Date current Colorado Driver's License was issued (mo/yr)	_____ / _____	_____ / _____
Have you had a previous Colorado Driver's License?	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr)	_____	_____
Date of Colorado Voter Registration (mo/yr)	_____ / _____	_____ / _____
Date of purchase of any Colorado residential property (mo/yr)	_____ / _____	_____ / _____
Dates of military service, if applicable, (mo/yr)	_____ / _____ to _____ / _____	_____ / _____ to _____ / _____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: _____

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM

**REGISTRATION
DATE**

Last Name	First Name	Middle Name	Maiden Name

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

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

Home Phone _____ SEX: Male Female RACE: American Indian or Alaskan Native Asian or Pacific Islander Black Caucasian/White Hispanic I do not wish to provide this information

Work Phone _____ RESIDENCY: Colorado Other State Abbr. _____ MARITAL STATUS: Single Married

CITIZENSHIP:
 C = U.S. Citizen
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MILITARY SERVICE:
 Non-veteran Veteran
 Active Duty Veteran Eligible for VA benefits

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

FORMER STUDENT NUMBER:

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BIRTHDATE

Month	Day	Year

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

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Citz	TRC 1
Birth Date Mo/Day/Yr	
Hours	
School	Major
Class	Grad Stat
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Adm Stat	Adm Type
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Dates of continuous physical presence in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
Dates of employment in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
List exact years Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr)	____/____ to ____/____	____/____ to ____/____
Date of marriage, if applicable (mo/yr)	____/____	____/____
Date current Colorado Driver's License was issued (mo/yr)	____/____	____/____
Have you had a previous Colorado Driver's License?	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr)	_____	_____
Date of Colorado Voter Registration (mo/yr)	____/____	____/____
Date of purchase of any Colorado residential property (mo/yr)	____/____	____/____
Dates of military service, if applicable, (mo/yr)	____/____ to ____/____	____/____ to ____/____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for dismissal.

Student's Signature: _____

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University of Colorado, Boulder
Division of Continuing Education
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Boulder, Colorado 80309-0178



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