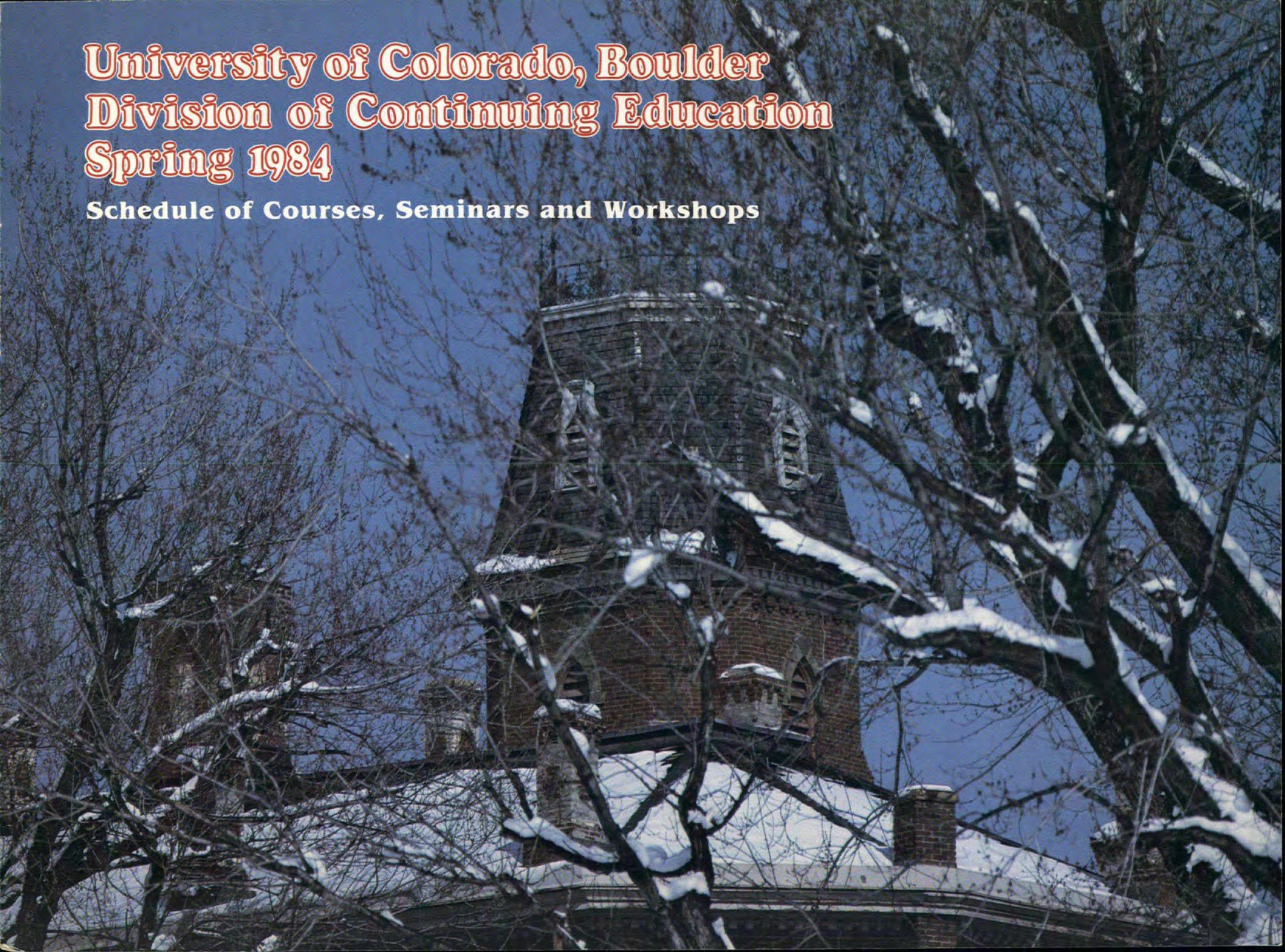


**University of Colorado, Boulder  
Division of Continuing Education  
Spring 1984**

**Schedule of Courses, Seminars and Workshops**



# **University of Colorado, Boulder**

## **Division of Continuing Education      Adult Learning Opportunities**

### **Audiovisual College Education (ACE)**

The Audiovisual College Education (ACE) Program provides graduate-level courses for off-campus students either televised live from the campus classroom or delivered by UPS on videotape to your company or agency. Selected regular campus courses are held in specially equipped TV classrooms on the campus. Classroom activities are telecast on a TV channel (similar to HBO) as well as recorded on video cassettes during the normal class time. Homework assignments, quizzes, and examinations are the same as the on-campus class. Call 492-6331 for information.

### **Boulder Evening Credit Courses**

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

### **Center for Management and Technical Programs**

The Center for Management and Technical Programs (CMT) 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. CMT 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 state and the nation. Seminars cover a broad range of secretarial, managerial, and technical areas. CMT offers team discounts for organizations sending three or more participants, CEUs (Continuing Education Units), and tailored in-company presentations. Catalogs describing CMT seminars in greater detail and brochures for individual programs are available upon request. Call CMT at 492-8666.

### **Certificate in Commercial Design**

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art, or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of evening or weekend workshops that leads to a Certificate in Commercial Design may be what you need for your professional development. Check the following pages for course descriptions or call 492-5148 for information.

### **Certificate in Computer Applications**

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

### **Certificate in Multi-Image/ Multi-Media Communications**

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training employees, motivating, educating, and selling products and services. This certificate program merges artistic concepts and technology to create a curriculum that introduces you to the rapidly expanding field of multi-image multi-media. Whether your goals are to create a successful production career or develop dynamic artistic works or chronologies, this course of study has unique value to you. Check the following pages for information or call 492-5148 for information.

### **Independent Study Program**

The Independent Study Program gives a student or anyone else in the community an opportunity to achieve skills at his own pace. Whether you seek University credit hours, certain professional license requirements, or various self-enrichment skills, this program might offer what you seek. The courses of study include Individualized Instruction, Applied Music, Independent Study through correspondence, Keyboard Musicianship community classes, as well as a new Paralegal Education series. More complete descriptions are in this brochure. Call 492-8756 for information and a catalogue.

### **Longmont Program**

The Division is now offering both credit and noncredit courses designed specifically for Longmont residents during the fall semester. Check the following pages for course descriptions or call our toll free number 1 (800) 332-5839. Boulder number is 492-5148.

### **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. The courses consist of 10 hours of concentrated study in a topic widely considered critical in the management process. All courses are conducted evenings and weekends to conform to a busy person's schedule. There are no prerequisites for any course, and a permanent record of your participation is maintained by the Division of Continuing Education. Courses are now offered in Longmont and Boulder. Check the following pages for course descriptions or call 492-5148.

### **Noncredit Courses**

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.

### **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. Persons enrolling in the program may increase their professional knowledge and skills, enhance the integrity of their profession, and attain personal scholastic achievement by qualifying for the University of Colorado Certificate of Achievement in Real Estate Education. See the following pages for more specific information or call 492-8666.

### **Space Available Voluntary Education (SAVE)**

Fall and spring semesters, the University's Division of Continuing Education offers the opportunity for non-degree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Spring 1984 SAVE registration will be conducted Thursday, January 26, 9-4, and Friday, January 27, 9-2 at the University Memorial Center Ballroom (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.

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## Message From The Director

For nearly three-quarters of a century the University of Colorado, Boulder, has been committed to the concept of lifelong education. The Division of Continuing Education is charged with the task of making a significant part of this commitment a reality.

The Division makes the intellectual resources of the University available to the larger community by providing a broad scope of educational opportunities for active, motivated adults. We continually strive to give our students full educational value through emphasis and insistence on excellent programs, expert instruction, and exceptional service.

The success of these efforts is evidenced by the large number of Coloradans who each year turn to Continuing Education to help meet their personal and professional goals. This record of success reflects the Division's responsiveness to the needs of lifelong learners and its dedication to quality.

We are proud of our tradition of excellence, and I know that our entire faculty and staff will continue to work diligently to strengthen our programs and services for the future.

*Clay N. Berg*

Clay N. Berg  
Director

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### About the Cover

September 5, 1877, was celebrated by the opening of the newly established University of Colorado in Boulder. The entire University consisted of this one building, Old Main. It housed all classrooms, departments, library, and the president's family. The building was designed by E. H. Dimick, a Boulder architect, and constructed by Denver contractors McPhee and Keating at a total cost of \$28,000. Construction on this lovely building began in 1875 while Colorado was still a territory. The 51 acres upon which it stands were donated by Boulder citizens. By 1877 the building was sitting on top of the mesa on a wind-swept plain. The newly renovated Old Main, which was designated as an historic landmark in 1980, now houses the administrative offices of the Dean of the College of Arts and Sciences.

The cover photographs are by Gregory O. Jones, University photographer.

# BOULDER EVENING CREDIT CLASSES

Spring semester 1984 will witness the continuation and expansion of the popular evening credit class program designed specifically for you, the working person (home, office, other), or adult who cannot attend classes during the daytime schedule.

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

Boulder Evening classes carry full undergraduate University credit, are fully transferable, and are taught by fully qualified and approved instructors. Credit earned in these classes is automatically shown on an official transcript. You will be registering as a special student unless you have previously been admitted to campus as a degree student.

You should be aware that each school or college has established a maximum number of credit hours that will be accepted as transfer credit applied towards graduation. **After you have accumulated the maximum number of credit hours acceptable (usually 12) you will need to apply for admission as a degree student in a school or college.** At that point, you can take classes during the daytime or continue to accumulate degree credits by enrolling in the evening credit classes. However, you should check the area requirements for your degree program to be sure you are enrolling for the proper courses.

**COUNSELING SERVICES:** Academic and career counseling services are available free of charge for anyone enrolled 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 492-5148 for an appointment.

**ELIGIBILITY:** Any person who has a high school diploma or GED equivalent may enroll. No previous college experience is necessary to enroll

in these classes. Persons on suspension from the College of Engineering and Applied Science or the College of Business and Administration may not enroll.

**HOW TO ENROLL:** Preregistration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday, 9 a.m. to 6 p.m., and Friday, 9 a.m. to 5 p.m., beginning January 9, or at the UMC Ballroom 9 a.m. to 4 p.m. on January 26 and 9 a.m. to 2 p.m. on January 27. **ABSOLUTELY NO REGISTRATIONS WILL BE ACCEPTED AFTER FEBRUARY 10 FOR FULL TERM AND SESSION I CLASSES. ATTENDANCE AT CLASS DOES NOT CONSTITUTE ENROLLMENT.** Call 492-5148 for information.

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

**NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL.**

Submission of the registration materials obligates you to pay for the full amount of tuition for the semester. Refer to calendar for refund information.

**RESIDENCY:** In order to be classified as a resident of Colorado for tuition purposes, you (or parents/guardians if you are under 22) must have been in Colorado for the full 12 months prior to application, plus have more than one of the following (also for 12 months):

1. Colorado Driver's License
2. Colorado Motor Vehicle Registration (license plates)
3. Payment of Colorado State Income Tax

Other criteria will also be used in making residency decisions. For further information, please call 492-5148.

**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 one time period for resident tuition. For example, a nonresident may enroll for one three-hour course for the Full Term **or** one three-hour course for Session I **and** one three-hour course for Session II. A nonresident may **not** enroll for a class for the full term and a class in either of the sessions for resident tuition. However, for more than one three-hour course nonresidents must pay the out-of-state tuition fee

of \$2,425. For that tuition, a nonresident student may enroll in any of the other credit courses offered through the Division of Continuing Education program, i.e. Independent Study, Individualized Instruction or Applied Music. Cash, check, or MasterCard or Visa may be used. Tuition is due and payable at time of registration. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.** Continuing Education students are not eligible for financial aid or guaranteed student loans.

**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 call 492-7322 to determine your eligibility and your benefits.

**PRIVILEGES:** Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$35 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$61 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$68. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students are available for \$6. Hours are 9:30 to noon at the Stadium, between Gates 4 and 5, beginning January 25. Students must present their registration receipt to qualify for any of the above privileges.

**CAMPUS SAFETY:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the lighted walkways and avoid walking alone at night. Two services recently instigated are **NIGHTRIDE** and **NIGHTWALK**. **NIGHTWALK** operates Sunday through Thursday from 8:00 to midnight. Escorts are available to escort you anywhere on campus. They are located in the University Memorial Center at the Test File Booth on the first floor and in Norlin Library in the lobby by the East doors. **NIGHTRIDE** will take Continuing Education students with a valid class receipt anywhere inside the Boulder city limits. The van leaves Norlin Library, East lobby doors, at 8 p.m., 9 p.m., 10 p.m., 11 p.m., and midnight.

**SNOW 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. If this should arise, local radio stations would announce the campus closing frequently during the day.

**SPECIAL COURSE FOR BOULDER EVENING STUDENTS: SURVIVAL SKILLS FOR THE NEW OR RETURNING STUDENT.** This workshop is designed to help students in the area of time management and study skills. The new or returning student often has the advantage of firm commitment and motivation. However, the challenge is to manage the unavoidable changes in priorities, daily routines and relationships that become part of choosing to take university level work. Effective time management will be an important component to your educational career. Effective study skills will help you make the most of your time spent on coursework. Development and recognition of goals; setting of priorities; organization of time; methods of note taking; and organization of notes for review will be presented. Instructor: Anna Lundberg, counselor. Wednesday, February 1 and Thursday, February 2, from 5-6:30 p.m. Location to be announced. \$10.

**SPECIAL REGISTRATION FOR FACULTY AND STAFF:** Faculty and staff of the University of Colorado, Boulder, may enroll in Boulder evening credit courses on a space available basis for one-half the regular tuition fee. Registration will be held on January 30.

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

### Calendar Dates You Should Know About

- Jan. 9** First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
- Jan. 26-27** Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m., Thursday, January 26; 9 a.m. to 2 p.m. Friday, January 27.
- Jan. 30** Full Term classes begin. Session I classes begin.  
Late registration for all sessions at the Division of Continuing Education.  
Last day for 100% refund for Full Term and Session I, if you drop a class by 5 p.m.
- Feb. 10** LAST DAY TO REGISTER FOR FULL TERM AND SESSION I CLASSES.  
Registration continues for Session II. Last day to receive 80% refund for Full Term and Session I — no signatures required.
- Feb. 21** Last day to receive 60% refund for Session I — instructor's signature required on drop voucher.\*  
Last day to receive 60% refund for Full Term — instructor's signature required on drop voucher.\*
- Feb. 28** Last day to receive 40% refund for Session I classes — instructor's signature required on drop voucher.\*  
No refund for Session I after this date.  
Registration continues for Session II classes.
- March 6** Last day to drop a Session I class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- March 13** Last day to receive 40% refund for Full Term — instructor's signature required on drop voucher.\* No refund for classes after this date.
- March 15** Session I classes end.
- March 26-30** Spring vacation — No classes.
- April 2** Session II classes begin.  
Last day to receive 100% refund if you drop a Session II class by 5 p.m.
- April 10** LAST DAY TO REGISTER FOR SESSION II CLASSES.  
Last day to drop and receive 80% refund for Session II — no signature required.
- April 17** Last day to drop a Full Term class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- April 24** Last day to drop and receive 60% refund for Session II classes — instructor's signature required on drop voucher.\*
- May 1** Last day to drop a Session II class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- May 10** Full Term ends.
- May 17** Session II ends.

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

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

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

# Boulder Evening Credit Classes

## Spring 1984 Schedule

| Mon.<br>Jan. 30  | Tues.<br>Jan. 31 |  | Wed.<br>Mar. 14 | Thurs.<br>Mar. 15 | Spring<br>Vacation<br><br>Mar. 26<br>to<br>Mar. 30 | Mon.<br>Apr. 2  | Tues.<br>Apr. 3 | Thurs.<br>May 10 | Wed.<br>May 16 | Thurs.<br>May 17 |
|--|------------------|--|-----------------|-------------------|--|---|-----------------|------------------|----------------|------------------|
| <b>Session I</b><br>Mon. & Wed. Classes begin<br>Mon., Jan. 30 — end Wed., Mar. 14     |                  |  |                 |                   |  | <b>Session II</b><br>Mon. & Wed. Classes begin<br>Apr. 2 — end May 16                 |                 |                  |                |                  |
| <b>Session I</b><br>Tues., Thurs. Classes begin<br>Tues., Jan. 31 — end Thur., Mar. 15 |                  |  |                 |                   | No<br>Classes                                      | <b>Session II</b><br>Tues., Thurs. Classes begin<br>Tues., Apr. 3 — end Thur., May 17 |                 |                  |                |                  |
| <b>Full Semester Term:</b> Classes begin Mon., Jan. 30<br>— end Thurs., May 10         |                  |  |                 |                   |  |   |                 |                  |                |                  |

### Full Term Classes by Starting Date

#### Monday Evening Classes, Begin January 30

|       |       |            |                |   |
|-------|-------|------------|----------------|---|
| A.G.  | 112-3 | ECCR 0-38  | 7-10 p.m.      | General Astronomy II  |
| Comm. | 102-3 | ECCR 1-40  | 7-10 p.m.      | Introduction to Interpersonal and Small Group Communication |
| Comm. | 426-3 | ECCR 1-24  | 7-10 p.m.      | Communication and Conflict                                  |
| Hist. | 258-3 | ECCR 1-28  | 7-10 p.m.      | History of Colorado   |
| Jour. | 480-3 | Macky 117  | 7-10 p.m.      | Magazine Article Writing                                    |
| Math. | 102-2 | ECCR 1-26  | 6-8 p.m.       | College Trigonometry  |
| Math. | 108-3 | ECCR 2-26  | 5:30-8:30 p.m. | Calculus for Social Science and Business                    |
| Math. | 313-3 | ECCR 1-03  | 7-10 p.m.      | Introduction to Linear Algebra                              |
| Phil. | 102-3 | ECCR 1-07  | 7-10 p.m.      | Ethics  |
| P.Sc. | 110-3 | ECCR 1-05  | 7-10 p.m.      | The American Political System                               |
| Psy.  | 264-3 | MUEN D-346 | 6:30-9:30 p.m. | Child and Adolescent Psychology                             |
| Psy.  | 430-3 | MUEN D-156 | 7-10 p.m.      | Abnormal Psychology   |
| Soc.  | 495-3 | Hlms 181   | 7-10 p.m.      | Criminology   |

#### Monday and Wednesday Evening Classes, Begin January 30

|        |       |            |                 |  |
|--------|-------|------------|-----------------|--|
| F.A.   | 217-3 | F.A. N-163 | 6:30-11:30 p.m. | Beginning Photography II                     |
| F.A.   | 291-3 | F.A. C-175 | 7-10 p.m.       | Beginning Animated Filmmaking                |
| F.S.   | 355-3 | F.A. C-175 | 7-10 p.m.       | Beginning Animated Filmmaking                |
| Hebrew | 212-3 | Hlms 177   | 3:30-5 p.m.     | Second Year Hebrew: Reading and Conversation |

#### Monday and Thursday Evening Classes, Begin January 30

|       |       |           |                |                                   |
|-------|-------|-----------|----------------|-----------------------------------|
| C.S.  | 210-3 | ECCR 0-30 | 7:15-8:45 p.m. | Fundamentals of Computing I       |
| Math. | 230-5 | ECCR 0-36 | 5:30-8:30 p.m. | Analytic Geometry and Calculus II |

#### Tuesday Evening Classes, Begin January 31

|         |       |           |             |                             |
|---------|-------|-----------|-------------|-----------------------------|
| Comm.   | 203-3 | Hlms 137  | 7-10 p.m.   | Interpersonal Communication |
| Engl.   | 297-2 | ECCR 0-08 | 7-8:30 p.m. | Shakespeare in Performance  |
| EPOB    | 122-3 | ECCR 1-40 | 7-10 p.m.   | General Biology II          |
| Ex. St. | 235-3 | ECCR 1-26 | 7-10 p.m.   | Exploring the 21st Century  |

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

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening credit courses will indicate whether the course satisfies one of the 1983-84 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective. Remember, these credit courses carry full undergraduate University credit and are fully transferable.

### Course Descriptions

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

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Hellem's 247. \$162.

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

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

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Hellem's 247. \$162.

|         |       |            |                |  |
|---------|-------|------------|----------------|--|
| Ex. St. | 236-3 | Hlms 237   | 7-10 p.m.      | Vietnam: The American Experience in Literature |
| Ex. St. | 390-3 | F.A. C-175 | 6-9 p.m.       | Art Therapy                                    |
| Geog.   | 199-3 | Gugg 3     | 6:30-9:30 p.m. | Introduction to Human Geography                |
| Geog.   | 306-3 | Gugg 2     | 7-10 p.m.      | Maps and Mapping                               |
| Hist.   | 142-3 | ECCR 1-28  | 7-10 p.m.      | History of England II                          |
| P. Sc.  | 222-3 | ECCR 0-36  | 7-10 p.m.      | Introduction to International Relations        |
| Psy.    | 205-3 | MUEN D-144 | 7-10 p.m.      | Introduction to Biopsychology                  |
| Psy.    | 468-3 | MUEN D-156 | 7-10 p.m.      | Developmental Psychology                       |
| Soc.    | 191-3 | Ketch 303  | 7-10 p.m.      | Contemporary Social Issues                     |
| Soc.    | 250-3 | ECCR 1-24  | 7-10 p.m.      | Social Problems/Social Change                  |

#### Tuesday and Thursday Evening Classes, Begin January 31

|       |       |            |                 |                            |
|-------|-------|------------|-----------------|----------------------------|
| CDSS  | 371-2 | ECCR 201   | 7-8 p.m.        | Manual Communication II    |
| Econ. | 202-3 | Hlms 229   | 5:15-6:45 p.m.  | Principles of Economics II |
| F.A.  | 216-3 | F.A. N-163 | 6:30-11:30 p.m. | Beginning Photography I    |
| Jour. | 250-3 | Macky 3-C  | 6:30-8:30 p.m.  | Reporting                  |
| Math. | 101-3 | ECCR 0-38  | 7:30-9:00 p.m.  | College Algebra            |

#### Wednesday Evening Classes, Begin February 1

|            |       |           |           |   |
|------------|-------|-----------|-----------|---|
| A&S        | 110-3 | ECCR 1-28 | 7-10 p.m. | Advanced Expository Writing   |
| Anth.      | 220-3 | Hlms 81   | 7-10 p.m. | Introduction to Archaeology   |
| A.G.       | 111-3 | ECCR 0-38 | 7-10 p.m. | General Astronomy I   |
| Comm.      | 231-3 | ECCR 2-01 | 7-10 p.m. | Oral Competency   |
| Comp. Lit. | 448-3 | ECCR 1-24 | 7-10 p.m. | Contemporary Literature: German Problems as They Appear in Modern German Literature |

|         |       |            |                |  |
|---------|-------|------------|----------------|--|
| Ex. St. | 212-3 | ECCR 1-05  | 7-10 p.m.      | Addictive Behaviors  |
| Geog.   | 198-3 | GUGG 2     | 7-10 p.m.      | World Regional Geography   |
| Hist.   | 152-3 | ECCR 1-30  | 7-10 p.m.      | History of the U.S. Since 1865   |
| Math.   | 107-3 | ECCR 0-36  | 7-10 p.m.      | Algebra for Social Science and Business  |
| Phil.   | 100-3 | Hlms 267   | 7-10 p.m.      | Introduction to Philosophy   |
| Phil.   | 220-3 | Hlms 181   | 7-10 p.m.      | Major Social Theories  |
| P.Sc.   | 202-3 | ECCR 1-26  | 7-10 p.m.      | Introduction to Comparative Politics: Developing Political Systems                                       |
| Psy.    | 210-3 | MUEN D-156 | 7-10 p.m.      | Statistics and Research Methods in Psychology  |
| Soc.    | 426-3 | Ketch 303  | 7-10 p.m.      | Urban Sociology  |
| T. Ed.  | 482-3 | ECCR 1-07  | 4:30-7:30 p.m. | Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child |

#### Thursday Evening Classes, Begin February 2

|       |       |            |                |  |
|-------|-------|------------|----------------|--|
| A&S   | 100-3 | ECCR 1-30  | 7-10 p.m.      | General Expository Writing                         |
| Comm. | 215-3 | ECCR 1-24  | 7-10 p.m.      | Organizational and Small Group Communication       |
| Econ. | 201-3 | ECCR 1-40  | 5:30-8:30 p.m. | Principles of Economics I                          |
| Engl. | 282-3 | Hlms 185   | 7-10 p.m.      | Studies in Language: Writing Children's Literature |
| Engl. | 305-3 | Hlms 196   | 7-10 p.m.      | Intermediate Fiction Workshop                      |
| Engl. | 315-3 | ECCR 1-26  | 7-10 p.m.      | Report Writing                                     |
| Phil. | 104-3 | ECCR 1-28  | 7-10 p.m.      | Philosophy and Society                             |
| P.Ed. | 342-3 | ECCR 1-40  | 7-10 p.m.      | Nutrition and Health                               |
| Psy.  | 100-3 | MUEN D-156 | 7-10 p.m.      | General Psychology                                 |
| Psy.  | 440-3 | MUEN D-144 | 7-10 p.m.      | Social Psychology                                  |
| Soc.  | 119-3 | Ketch 301  | 6:30-9:30 p.m. | Deviance   |

#### Anthropology 220-3 Introduction to Archaeology

Archaeologists study a variety of different evidence to understand prehistoric cultural behavior. This course will address what archaeology is, how archaeologists find and study sites, and how archaeologists reconstruct the past. Topics of concern range from discovery and data recording methods to practical analytical techniques.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 81. \$162.

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

Emphasis on the development of a clear and interesting prose style. Working from essays, short stories, and student writing, the class will create a sensitivity to language and a critical awareness of style. When combined with A&S 110, satisfies first year humanities requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-30. \$162.

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

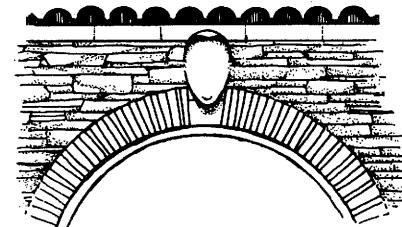
Development of more refined techniques of expository writing. Assists students with rhetorical skills and techniques with which to write articles and papers. When combined with A&S 100, satisfies first year humanities requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-28. \$162.

#### Astrogeophysics 111-3 General Astronomy I

Using Carl Sagan's *Cosmos* as supplementary material, this course explores the relationship between the planet Earth, its inhabitants, and the vast universe that surrounds them. The course summarizes present knowledge about the sun, stars, and birth and death of stars. Emphasis on solar system and recent interplanetary probes. When combined with AG 112, satisfies the first year natural sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 0-38. \$162.



## Session I Classes by Starting Date

### Monday and Wednesday Evening Classes, Begin January 30

|       |       |             |                |  |
|-------|-------|-------------|----------------|--|
| Anth. | 103-3 | Hlms 247    | 7-10 p.m.      | Principles of Anthropology I                   |
| Engl. | 120-3 | Hlms 196    | 7-10 p.m.      | Introduction to Fiction                        |
| F.A.  | 376-2 | F.A. C1B55  | 6:30-9:30 p.m. | Jewelry Design: Form Emphasis in Metalsmithing |
| Geog. | 100-3 | Geology 114 | 7-10 p.m.      | Environmental Systems: Climate and Vegetation  |
| Psy.  | 230-3 | MUEN D-144  | 7-10 p.m.      | Psychology of Adjustment                       |

### Tuesday and Thursday Evening Classes, Begin January 31

|       |       |           |           |                                  |
|-------|-------|-----------|-----------|----------------------------------|
| Engl. | 119-3 | ECCR 1-03 | 7-10 p.m. | Introduction to Creative Writing |
| Engl. | 220-3 | ECCR 1-05 | 7-10 p.m. | Modern Short Story               |
| Engl. | 260-3 | ECCR 1-07 | 7-10 p.m. | Great Books I                    |
| Soc.  | 211-3 | Hlms 181  | 7-10 p.m. | Introduction to Sociology        |

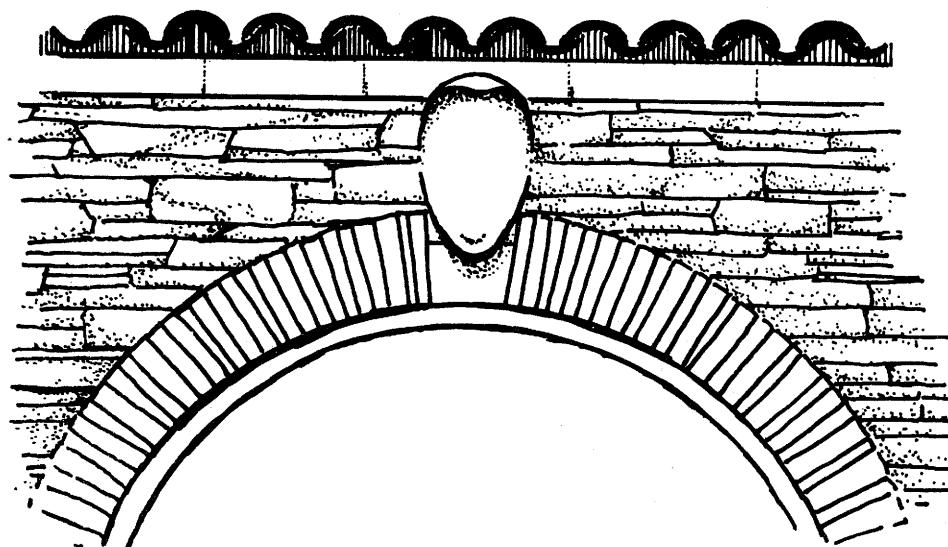
## Session II Classes by Starting Date

### Monday and Wednesday Evening Classes, Begin April 2

|       |       |             |           |   |
|-------|-------|-------------|-----------|---|
| Anth. | 104-3 | Hlms 247    | 7-10 p.m. | Principles of Anthropology II               |
| Engl. | 267-3 | Hlms 196    | 7-10 p.m. | Modern and Contemporary American Literature |
| Geog. | 101-3 | Geology 114 | 7-10 p.m. | Environmental Systems: Landforms and Soils  |
| Psy.  | 245-3 | MUEN D-144  | 7-10 p.m. | Social Psychology of Social Problems        |

### Tuesday and Thursday Evening Classes, Begin April 3

|        |       |           |                 |                                       |
|--------|-------|-----------|-----------------|---------------------------------------|
| Engl.  | 220-3 | ECCR 1-05 | 7-10 p.m.       | Modern Short Story                    |
| Engl.  | 261-3 | ECCR 1-07 | 7-10 p.m.       | Great Books II                        |
| Phil.  | 100-3 | Hlms 247  | 7-10 p.m.       | Introduction to Philosophy            |
| P. Ed. | 225-2 | Hlms 245  | 6:30-10:30 p.m. | Advanced First Aid and Emergency Care |
| Soc.   | 211-3 | Hlms 181  | 7-10 p.m.       | Introduction to Sociology             |



## Astrogeophysics 112-3 General Astronomy II

Principles of modern astronomy for non-science majors summarizing our present knowledge about the sun, stars, birth and death of stars, galaxies, and the structure and origins of the universe. A.G. 111 and A.G. 112 can be taken in either order. Full Term — Section 300: Mondays, 7-10 p.m., ECCR 0-38. \$162.

## Communication 102-3

### Introduction to Interpersonal and Small Group Communication

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

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-40. \$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 skills areas studied are listening, conflict management, assertiveness, non-verbal, and self-disclosure. When combined with Comm. 102, satisfies first year of social sciences requirement.

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

## Communication 215-3

### Organizational and Small Group Communication

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

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-24. \$162.

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

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

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 2-01. \$162.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nighthide** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 4 for details.

### **Communication 426-3 Communication and Conflict**

Examines conflict behavior as a social and interpersonal process focusing on such areas as styles, strategies, power concerns, issues clarification, communication skills, and intervention techniques. The aim is to learn how to analyze conflict in the field and develop skills for turning conflict into productive experiences.

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-24. \$162.

### **CDSS 371-2 Manual Communication II**

A continuation of CDSS 370. Examines more closely the academic, linguistic, and research aspects of manual communication, and extends the vocabulary and situational uses of sign.

Full Term — Section 300: Tuesdays and Thursdays, 7-8 p.m., ECCR 2-01. \$108.

### **Comparative Literature 448-3 Contemporary Literature: German Problems as They Appear in Modern German Literature**

In modern German literature the unique opportunity presents itself to study the effects of having grown up in a fatherless world on authors and the conflicts they see in themselves and in the society in which they live. A striking shift occurred in the nature of the problems and issues apparent in modern German literature written in the years immediately following WWII and today. Reading modern German authors in excerpts and in translations, the course will explore these problems, define their characteristics as well as the direction of the shift and attempt to correlate it with national events in the authors' lives.

Full Term — Section 300: Wednsdays, 7-10 p.m., ECCR 1-24. \$162.

### **Computer Science 210-3 Fundamentals of Computing I**

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

Full Term — Section 300: Lecture — Mondays and Thursdays, 7:15-8:45 p.m., ECCR 0-30. \$187.

#### **Recitation:**

Section 301 — Mondays, 6-7 p.m., ECCR 0-30.

Section 302 — Mondays, 9-10 p.m., ECCR 0-30.

Section 303 — Thursdays, 9-10 p.m., ECCR 0-30.

(Students must register for one of these recitation sections.)

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

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. Econ. 201 and 202 can be taken in either order. When combined with Econ. 202, satisfies first year Social Sciences requirement.

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

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

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, will satisfy the first year social sciences requirement.

Full Term — Section 300: Tuesdays and Thursdays, 5:15-6:45 p.m., Hellems 229. \$162.

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

This course is designed for students who wish to learn the basic techniques involved in the writing of poetry and short fiction. It is valuable for students with serious writing goals as well as those who seek greater skill in self expression. We will progress through discussions of work by established writers such as Hemingway, Updike, Stevens and Adrienne Rich, to in-class workshop sessions on writing submitted by the class. Each student will write in both verse and prose. Becoming a skilled reader is an integral part of developing one's writing abilities.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-03. \$162.



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

Introduction to the novel, novella, and short story, including works from the nineteenth and twentieth centuries, as well as contemporary authors. Focus will be on reading and class discussions, and the development of basic critical approaches to fiction. Authors will include European, Latin American, and Russian writers in addition to American. When combined with English 220, 130, or 140, will satisfy the first year humanities requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Hellems 196. \$162.

**English 220-3****Modern Short Story**

A close reading of modern short stories ranging from Poe to Vonnegut, including European authors as well. Emphasis will center on discussion and personal reaction to fiction with the goal of increasing enjoyment of literature. Students should purchase required text and bring it to the first session of class: *Elements of Fiction*, Robert Scholes, Oxford University Press. When combined with Engl. 120, satisfies the first year humanities requirement.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-05. \$150.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-05. \$150.

**English 260-3****Great Books I**

A comprehensive study of the beginnings of the Western literary tradition, this course will examine the parallel contributions of archaic, classical, and Hellenistic Greek and Judeo-Christian literatures. Readings will include Greek epic, lyric, drama, and the Old and New Testaments. Our approach, both analytical and comparative, will allow detailed study of individual works as well as an overview of the emerging tradition. An important background for further literary study. When combined with Engl. 261, will satisfy the first year humanities requirement.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-07. \$162.

**English 261-3**  
**Great Books II**

Great Books II will cover the major works of the Roman, Medieval and Renaissance literatures. After a brief review of the earlier tradition, we will consider the contributions of, among others, Virgil, Ovid, Dante, Chaucer, Spenser, and Shakespeare. When combined with Engl. 260, satisfies the first year humanities requirement. Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-07. \$162.

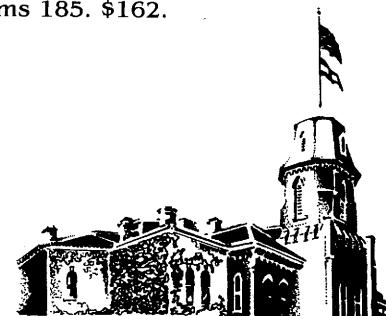
**English 267-3**  
**Modern and Contemporary American Literature**

An in-depth look at American literature in the twentieth century with an emphasis on writings of the last decade. The course will cover both the modernist tradition as well as the contemporary postrealist literature. Classes will be discussion oriented, centered on the weekly readings, with the intention of increasing both appreciation and critical awareness of recent American literature. Session II — Section 200: Monday and Wednesday, 7-10 p.m., Hellems 196. \$162.

**English 282-3**  
**Studies in Language: Writing Children's Literature**

This course will emphasize the actual writing of children's literature (stories and poems) for various age levels. The class format will be primarily a workshop situation involving the development of critical skills in the approach to one's own writing as well as others. Review and discussion of award-winning children's literature will serve as models for in-class and out-of-class assignments.

Full Term — Section 300: Thursdays, 7-10 p.m., Hellems 185. \$162.

**English 297-2**  
**Shakespeare in Performance**

This course will be based on seven high quality productions of Shakespeare's plays (from the British Broadcasting Corporation), to be shown on PBS this spring. The plays are *A Midsummer Night's Dream*, *Merchant of Venice*, *Hamlet*, *Timon of Athens*, *Antony and Cleopatra*, *All's Well That Ends Well*, and *The Winter's Tale*. As well as evaluating the television productions, the course will study the text of each play beforehand.

Full Term — Section 300: Tuesdays, 7-8:30 p.m., ECCR 0-08. \$108.

**English 305-3**  
**Intermediate Fiction Workshop**

This course will be designed as a workshop and concentrate on the development of each student's particular writing style, as well as opening new avenues by means of various writing assignments. Students will have the chance to critique each other's work, and will be expected to submit material on a regular basis. Work load will vary according to length of assignments, and the amount of discussion generated. We will also look at various contemporary authors. Prior writing experience desirable.

Full Term — Section 300: Thursdays, 7-10 p.m., Hellems 196. \$162.

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

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

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-26. \$162.

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

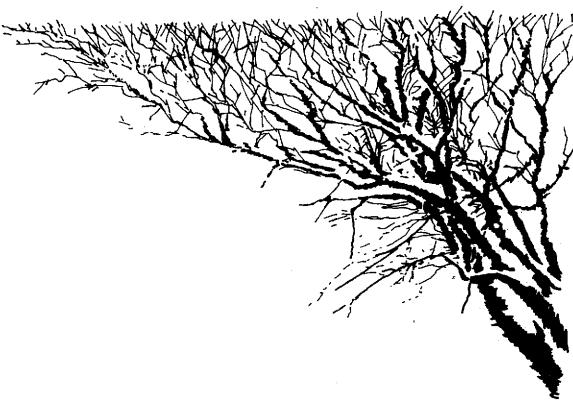
A concentrated introduction to organisms, physiology, development, behavior, and ecology. Emphasis on fundamental principles, concepts, and questions underlying modern biology. This semester covers molecular, cellular, genetic, and evolutionary biological principles. When combined with EPOB 121, satisfies first year natural sciences requirement. Not necessary to have had EPOB 121 to enroll in 122.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-40. \$162.

### **Experimental Studies 212-3 Addictive Behavior**

Never underestimate the power of addiction — smoking, abusing alcohol, overeating, compulsive spending, dependency relationships, workaholism. What do they have in common? "Addictive Behaviors" offers thought-provoking material that will help the student understand the addictive process as well as identify the high risk "addictive personality." Class participants will learn that everyone is subject to addiction. They will also learn how to cope with life in a healthier, more balanced way than by retreating to their personal addiction. For a term project, students are invited to modify or give up an addictive behavior for a month.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-05. \$162.



### **Experimental Studies 235-3 Exploring the 21st Century**

When George Orwell penned *1984*, his purpose was to halt "creeping totalitarianism," and he succeeded in creating a vision that has loomed as a future to be avoided for the last 35 years. What this early futurist did not anticipate was that his writing would help popularize studies of the future, by dramatically demonstrating the power of a future image to shape that future. With the emergence of future studies comes a shift in perspective from, "What will the future be like?" to, "What kind of future do we want to create?" "Exploring the 21st Century" will survey futures literature and learn to use basic forecasting and planning tools. Critical future issues will be studied, as well as subjects of interest to individual students.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-26. \$162.

### **Experimental Studies 236-3 Vietnam: The American Experience in Literature**

We are just beginning to realize the full impact of Vietnam's American interlude. The Tet offensive marked a milestone in America's place in the world according to Francis Fitzgerald. This course will consider Francis Fitzgerald's *FIRE IN THE LAKE* as well as fictional works which came out of the Vietnam era in order to develop an understanding of its significance.

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

### **Experimental Studies 390-3 Art Therapy**

Visual imagery will be explored in this class for the communication of feelings and inner states, as well as for personal growth and group transformation. Art Therapy spans from early origins as tribal healing ritual to contemporary application in mental health and special education settings. Through experiential group processes utilizing visual art and other creative modalities, the course will bring into action the knowledge gained from reading and lectures. This is designed as an overview of Art Therapy both for students and professionals in related fields.

Full Term — Section 300: Tuesdays, 6-9 p.m., F.A. C-175. \$162.

### **Fine Arts 216-3 Beginning Photography I**

An introduction to techniques and concepts of photography as it relates to the fine arts. Emphasis on photography as a means to formal and expressive ends. This is a studio/laboratory course. Lecture from 6:30-8 p.m. Laboratory from 8-11 p.m. Students must have access to an adjustable camera, and should expect expenses of approximately \$100 for supplies. Laboratory fees are \$26, payable at time of registration. Class size limited to 25.

Full Term — Section 300: Tuesdays and Thursdays, 6:30-11:30 p.m., F.A. N-163. \$188 (includes lab fees).

### **Fine Arts 217-3 Beginning Photography II**

Exploration of possibility of relating more sophisticated technical and conceptual possibilities to the creative process. Students must have an adjustable camera and should anticipate expenses of approximately \$100 for supplies. A lab fee of \$26 is payable at registration. Prerequisite: F.A. 216 or permission of instructor.

Full Term — Section 300: Mondays and Wednesdays, 6:30-11:30 p.m., F.A. N-163. \$188 (includes lab fees).

### **Fine Arts 291-3 / Film Studies 355-3 Beginning Animated Filmmaking**

Exploring a wide range of animated film techniques. Geared to the individual student's interests and abilities, possible projects will range from flip books, paper cut-out films, films animated with clay or sand and drawing directly on film surfaces to films made from pencil, pastel, watercolor or ink drawings and cell animation (classic cartooning). No previous drawing or filmmaking experience is necessary. For anyone who wishes to explore their visual imagination and bring it to life. Students can expect to complete their own super-8 animated film during the course. Film equipment will be made available through the Film Studies Dept. at a minimal rental cost. Screenings of a variety of vintage and contemporary animated films.

Full Term — Section 300: Mondays and Wednesdays, 7-10 p.m., Fine Arts C-175. \$162.

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

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

Session I — Section 100: Mondays and Wednesdays, 6:30-9:30 p.m., F.A. C1B55. \$108.

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

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Geology 114. \$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, tutorials, and field trips.

Session II — Section 300: Mondays and Wednesdays, 7-10 p.m. Geology 114. \$162.

**Geography 198-3****World Regional Geography**

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

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

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

Human geography is a fascinating mixture of economics, sociology, political science, and philosophy and studies the interaction between humans and their landscape from these perspectives. In particular, it examines how humans affect the natural environment and how the land influences human spatial patterns. This course includes population studies, the development and pattern of urban areas, the influence of economic and political systems on urban and rural spatial patterns. Finally, the various philosophical perspectives in human geography, including positivist, behavioral, humanist and Marxist philosophies, will be covered. Lectures will be supplemented with guest speakers, discussion, and in-class field trips.

Full Term — Section 300: Tuesdays, 6:30-9:30 p.m. Guggenheim 3.

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

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

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

**Hebrew 212-3****Second year Hebrew: Reading and Conversation**

The course is intended to supply students with sufficient grammatical, lexical and semantic tools to permit them to deal with intermediate and advanced Modern Hebrew texts written by contemporary journalists and writers.

Full Term — Section 300: Mondays and Wednesdays, 3:30-5 p.m., Hellems 177. \$162.

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

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

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-28. \$162.

**History 152-3****History of the U.S. Since 1865**

Major political, social and intellectual trends in U.S. since the Civil War with emphasis on late 19th and 20th century reform movements. When combined with Hist. 151, satisfies first year social sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-30. \$162.

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

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

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-28. \$162.

**Journalism 250-3****Reporting**

Fundamentals of news gathering and writing including interviewing skills, good listening, careful note-taking, common sense grammar, newspaper style, and computerized writing and editing. Minimal typing skills required.

Full Term — Section 300: Tuesdays and Thursdays, 6:30-8:30 p.m., Macky 3-C. \$162.

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

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

Full Term — Section 300: Mondays, 7-10 p.m., Macky 117. \$162.

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

Simplifying algebraic expression, 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.

Full Term — Section 300: Tuesdays and Thursdays, 7:30-9 p.m., ECCR 0-38. \$162.

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

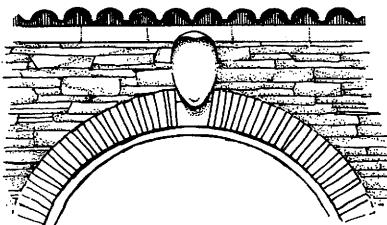
Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines.

Full Term — Section 300: Mondays, 6-8 p.m., ECCR 1-26. \$108.

### **Mathematics 107-3 Algebra for Social Sciences and Business**

A review of beginning algebra; systems of linear equations; an introduction to matrices, linear programming, counting problems, and probability. Does not prepare students for Math. 110 or Math. 130.

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



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

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

Full Term — Section 300: Mondays, 5:30-8:30 p.m., ECCR 2-26. \$162.

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

Continuation of Math 130. Applications of the definite integral, transcendental functions, methods of integration, plane analytic geometry, polar coordinates, vectors, and parametric equations.

Full Term — Section 300: Mondays and Thursdays, 5:30-8:30 p.m., ECCR 0-36. \$270.

### **Mathematics 313-3 Introduction to Linear Algebra**

Introduction to basic properties of systems of linear equations, vector spaces, linear independence, dimension, linear transformations, matrices, determinants, eigenvalues and eigenvectors. Prerequisite: Calculus 3 or consent of instructor.

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-03. \$162.

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

Three classic works in philosophy will be studied with the aim of emphasizing the student's overall appreciation of the preciousness of his or her life. At the conclusion of the course, the student will be thoughtfully conversant with many of the fascinating issues of the modern world. When combined with Phil. 102, satisfies first year humanities requirement.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 247. \$162.

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

Three classic works in philosophy will be studied with the aim of emphasizing the student's overall appreciation of the preciousness of his or her life. At the conclusion of the course, the student will be thoughtfully conversant with many of the fascinating issues of the modern world. When combined with Phil. 102, satisfies first year humanities requirement.

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

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

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

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

### **Philosophy 104-3 Philosophy and Society**

One misconception about philosophy is that it deals with strictly esoteric matters that have no real bearing on our day-to-day lives. This course will deal with fundamental societal issues that affect us. We will read some of the great social and political thinkers such as Rousseau, Locke, Mill, Marx, and consider their thoughts in light of current pressing social issues. This will result in an understanding of classic social and political ideas, and a more thoughtful perspective on our own social setting. When combined with Phil. 100, satisfies first year social sciences requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-28. \$162.

**Philosophy 220-3**  
**Major Social Theories**

This course will center on the three major social movements of the last century: Communism, Democracy, and Fascism. We will read the classic works in each of the areas and attempt to tie in the "original theories" with recent revisions and applications. Further, we will relate the theories to other important social, political, economic, and ideological issues.

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

**Physical Education 225-2**  
**Advanced First Aid and Emergency Care**

A 64-hour training program in emergency health care skills and theory taught from a beginning level. Structured around lecture presentation utilizing audiovisual materials to convey the realities of trauma and sudden illness. Also included will be in-depth lectures with practicing health care specialists. Two half-day Saturday sessions will simulate practice exercises.

Session II — Section 200: Tuesdays and Thursdays, 6:30-10:30 p.m., Hellems 245. \$108.

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

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

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-40. \$162.

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

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

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-05. \$162.

**Political Science 202-3**  
**Introduction to Comparative Politics:  
Developing Political Systems**

This course is designed to introduce students to the politics of the Third World — the countries of Latin America, Africa and Asia which are generally poor, only slightly industrialized, socially heterogeneous and politically weak, but which, in varying degrees, are attempting to develop their societies in ways which will eliminate these characteristics. While the major focus of the course is on factors which hinder or facilitate such development, we will specifically examine three case studies.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-26. \$162.

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

Emphasizing the scope and complexity of some of the major contemporary global problems, the class will be primarily concerned with exploring useful ways of thinking about and analyzing contemporary international political and economic problems. In order to do this we will consider several of the contending theoretical approaches to the study of international relations, examine some of the major problems of conflict and cooperation in the international system, and apply analytical perspectives to selected current global issues.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 0-36. \$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, it satisfies the first year social sciences requirement. When combined with Psy. 205, satisfies the first year natural sciences requirement. If Psy. 100 is used for social sciences requirement, it cannot be used for the natural sciences requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., Muenzinger D-156. \$162.

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

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

Full Term — Section 300: Tuesdays, 7-10 p.m., Muenzinger D-144. \$162.

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

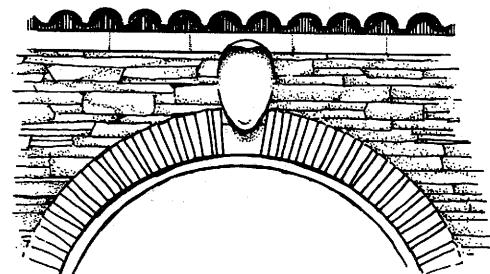
This course will explore the methods that researchers use to establish facts. Topics will include the scientific method, designing experiments to test hypotheses, evaluating experiments, and summarizing data. Emphasis will be placed on the use and misuse of statistics; especially, how to lie with statistics and how to misrepresent 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 the behavioral sciences. When combined with Psy. 205, satisfies first year natural science requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., Muenzinger D-156. \$162.

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

Survey of concepts bearing upon the processes of normal psychological adjustment with emphasis upon using the concepts to understand common human problems in personal growth and relationships with others. When combined with Psy. 100, satisfies first year social sciences requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Muenzinger D-144. \$162.



**Psychology 245-3****Social Psychology of Social Problems**

An explanation of social psychological aspects of a variety of social issues and problems in contemporary society. Issues will be very diverse, ranging from problems of poverty or minority status to topics such as prejudice, drug use, student protest, and patterns of sexual behavior. Psychological theory and research relevant to these areas will be considered as will be the processes involved in defining social behavior as a problem.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Muenzinger D-144. \$162.

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

This course is designed to explore the principles of development throughout the lifespan, from conception (prenatal development) through old age. The course will cover a wide variety of topics, including language development and development of sex roles, as well as a discussion of developmental theories. Class participation will be encouraged.

Full Term — Section 300: Mondays, 6:30-9:30 p.m., Muenzinger D-346. \$162.

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

An examination of the dynamics of psychopathology and psychotherapy, with emphasis on understanding the ways people go wrong and what can be done about it.

Full Term — Section 300: Mondays, 7-10 p.m., Muenzinger D-156. \$162.

**Psychology 440-3****Social Psychology**

General psychological principles underlying social behavior. An overview and analysis of the major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite: at least 12 hours of psychology including Psy. 100.

Full Term — Section 300: Thursday, 7-10 p.m., Muenzinger D-144. \$162.

**Psychology 468-3****Developmental Psychology**

Most fields of study can be divided into three areas: theory, research and application. This class will discuss these areas as they relate to child development. Course will cover: (1) several theories of child development including Freud, Piaget, and Social Learning Theorists, (2) research related to child development and what we know about children at different ages, (3) how theory and research can be applied to issues that are important to both parents and children such as day care, child abuse and education. Students will be expected to participate actively in class discussion. While psychology does not have the answers to many questions it asks, discussion will help us think productively about those questions.

Full Term — Section 300: Tuesdays, 7-10 p.m., Muenzinger D-156. \$162.

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

Devoted to a consideration of the processes of social differentiation which confirm a conventional normality within certain sectors of the population, while simultaneously producing and maintaining deviant forms against which conventional normality assumes its moral meaning and significance. When combined with Soc. 211, satisfies the first year social sciences requirement.

Full Term — Section 300: Thursdays, 6:30-9:30 p.m., Ketchum 301. \$162.

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

Introductory consideration of some 30 current social controversies, such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 201, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., Ketchum 303. \$162.

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

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., Hellums 181. \$162.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellums 181. \$162.

**Sociology 250-3****Social Problems / Social Change**

An introduction to a variety of contemporary social problems such as poverty, alienation on the job, problems of race and sex discrimination, and nuclear war. This course develops a critical approach to American Society with consideration of the dynamics of social change. Emphasis is placed on open discussion and debate with a respect for individual views.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-24. \$162.



**Sociology 426-3  
Urban Sociology**

The city in terms of its social structure, residential and institutional patterning, processes of interaction, demographic process.

Full Term — Section 300: Wednesdays, 7-10 p.m., Ketchum 303. \$162.

**Sociology 495-3  
Criminology**

An exploration of the social processes involved in producing and perpetuating crime. Includes a critical examination of the operations of the criminal justice system as well as an analysis of the causes of criminal behavior. Provides a survey of various criminological theories and a critical assessment of conventional explanations of crime. Broadens the inquiry into the nature of crime beyond a focus on individual streetcrime and white-collar crime to include consideration of corporate crime and crime by the state. When combined with Soc. 497, satisfies the second year requirement for social sciences. Sophomore standing is suggested, or permission of instructor.

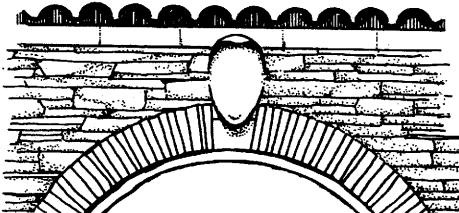
Full Term — Section 300: Mondays, 7-10 p.m., Hellems 181. \$162.

**Teacher Education 482-3**

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

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

Full Term — Section 300: Wednesdays, 4:30-7:30 p.m., ECCR 1-07. \$162.



# UNIVERSITY OF COLORADO IN LONGMONT

The University of Colorado, Boulder, Division of Continuing Education is offering a series of credit and noncredit courses in Longmont during the winter semester 1984. The University is proud to be invited to offer these high-quality courses and hopes to continue in the future.

Questions regarding these credit and noncredit courses and requests for future courses in Longmont should be directed to the Division of Continuing Education's toll free number 1-800-332-5839, Monday through Friday, from 9 a.m. to 5 p.m. All classes are held at Longmont High School, 1040 Sunset, Longmont.

## Credit Program

### Spring 1984

These credit classes 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 of Colorado credit, are fully transferable and are taught by fully qualified and approved instructors. Any person with a high school degree or equivalent may enroll and there are no prerequisites. This is a good opportunity to try University-level work and accumulate credits toward a degree. Generally, after 12 semester hours of credits, students need to apply for admission as a degree student in a school or college since every institution has a limit on the number of transfer credits they will accept. However, after being accepted as a degree student, one can still enroll in these classes and accumulate degree credits.

Advance paid registration is necessary and needs to be accomplished at least five days before the class is due to begin. Registrations are presently being accepted for these courses at the Boulder Continuing Education Office, 1221 University, in Boulder. Mail-in registrations are also being accepted; call 1-800-332-5839 and request an application. A special registration will be held at the Longmont High School cafeteria from 5 to 7 p.m., Wednesday, January 18. An academic counselor will be available. Last day to register for a credit class is Friday, February 10, 1984. Spring tuition for each Longmont credit class is \$162.

### Longmont Credit Classes by Starting Date

| Schedule   | Class  | Instructor      |
|--|--|-----------------|
| Mondays and Wednesdays, Jan. 30 through March 14, 6:30-9:30 p.m. | English 119-(3 cr hr) INTRODUCTION TO CREATIVE WRITING   | Pat Carrothers  |
| Mondays and Wednesdays, Jan. 30 through March 14, 6:30-9:30 p.m. | Geography 100-(3 cr hr) ENVIRONMENTAL SYSTEMS — CLIMATE AND VEGETATION   | Claudia Grow    |
| Mondays and Wednesdays, Jan. 30 through March 14, 6:30-9:30 p.m. | Philosophy 100-(3 cr hr) INTRODUCTION TO PHILOSOPHY  | Lee Speer       |
| Tuesdays and Thursdays, Jan. 31 through March 15, 5:30-8:30 p.m. | Teacher Education 482-(3 cr hr) WORKSHOP IN CURRICULAR DEVELOPMENT: MEETING THE NEEDS OF THE GIFTED AND TALENTED CHILD | Dorothy Knopper |
| Tuesdays and Thursdays, Jan. 31 through March 15, 6:30-9:30 p.m. | Psychology 264-(3 cr hr) CHILD AND ADOLESCENT PSYCHOLOGY   | Connie Eppich   |

# Course Descriptions

## English 119-3

### Introduction to Creative Writing

This course is designed for students who wish to learn the basic techniques involved in the writing of poetry and short fiction. It is valuable for students with serious writing goals as well as those who seek greater skill in self-expression. We will progress through discussions of work by established writers such as Hemingway, Updike, Stevens and Adrienne Rich, to in-class workshop sessions on writing submitted by the class. Each student will write in both verse and prose. Becoming a skilled reader is an integral part of developing one's own writing abilities. Our text for close reading will be selections from *A Geography of Poets*, by Ed Field, and *The Norton Anthology of Short Fiction*, by R. V. Cassill. Instructor: Pat Carothers, M.A. Mondays and Wednesdays, 6:30-9:30 p.m., Longmont High School. \$162.

## Geography 100-3

### Environmental Systems – Climate and Vegetation

This course is designed to provide a basic understanding of the processes of climate and weather patterns and the relationship between these patterns and vegetation. The main points of the course include interpreting and understanding weather patterns and conditions, knowledge of various climates and earth-sun relationships and their effect on climate and vegetation patterns. The goal of the class is to allow the student to apply knowledge gained in this class to interpreting physical phenomena in his or her environment. When combined with Geog. 101, satisfies first year natural science requirement. Instructor: Claudia Grow, M.S. Mondays and Wednesdays, 6:30-9:30 p.m., Longmont High School. \$162.

## Philosophy 100-3

### Introduction to Philosophy

An introduction to some topics, issues, and problems that have been the core of the traditions in western philosophy. The course will focus on ethics; the question of the existence of God, including the problem of evil; freedom versus determinism; and the mind-body problem. Distinctions in logic will be introduced whenever the readings and discussions require a pause to clarify the distinctions. Short selections from the most prominent thinkers in each field will be used as reading material. Classroom sessions will be devoted to exploring these writings and discussion on the issues. The final aim of the course is not the memorization of material but the development of an ability to see arguments, issues, distinctions, and to think critically about problems. The course is an introductory invitation to do philosophy, not just to know what others have said. Instructor: Lee Speer, M.A. Mondays and Wednesdays, 6:30-9:30 p.m., Longmont High School. \$162.

## Psychology 264-3

### Child and Adolescent Psychology

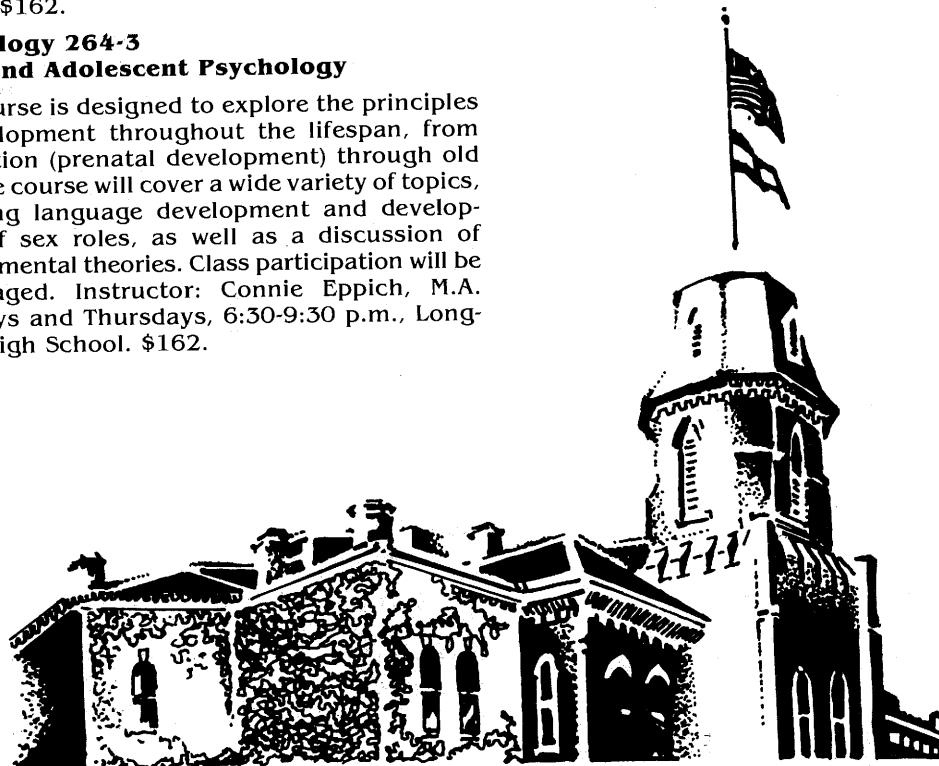
This course is designed to explore the principles of development throughout the lifespan, from conception (prenatal development) through old age. The course will cover a wide variety of topics, including language development and development of sex roles, as well as a discussion of developmental theories. Class participation will be encouraged. Instructor: Connie Eppich, M.A. Tuesdays and Thursdays, 6:30-9:30 p.m., Longmont High School. \$162.

## Teacher Education 482-3

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

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

Instructor: Dorothy Knopper, M.A. Tuesdays and Thursdays, 5:30-8:30 p.m., Longmont High School. \$162.



# 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 strong 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 business 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. Please check the campus map at the back of this brochure for the nearest parking. Locations for Longmont courses (see following section, page 22) are all at Longmont High School; specific room numbers will be given at registration.

Refreshments are provided at classes in the University Club only; this is included in the course tuition. Lunches for all-day sessions are not included in the course tuition.

**All courses cost \$75.** All consist of a minimum of 10 hours of instruction. One Continuing Education Unit is awarded per course completion. Continuing Education Units are awarded for completion of a course, giving the student a permanent record of achievement. Ten hours of participation is the national standard for achieving a Continuing Education Unit. Please note that **refunds** are given only before the start of a course, none after.

**Achievement Certificates** are awarded for completing a total of six courses encompassing at least three of the five noted subject areas. This program is 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.

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).

**All questions** concerning the program may be answered by calling the Division of Continuing Education at 492-5148 (or outside the Denver Metro dialing area, 1-800-332-5839).



## Supervision in Management

### BMDS-97

#### Practical Problem Solving for the New Supervisor or Manager

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

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

Tony Hopper, M.B.A., Ph.D. Thursday, February 9, 7-10 p.m., and Saturday, February 11, 9 a.m.-5 p.m. University Club.

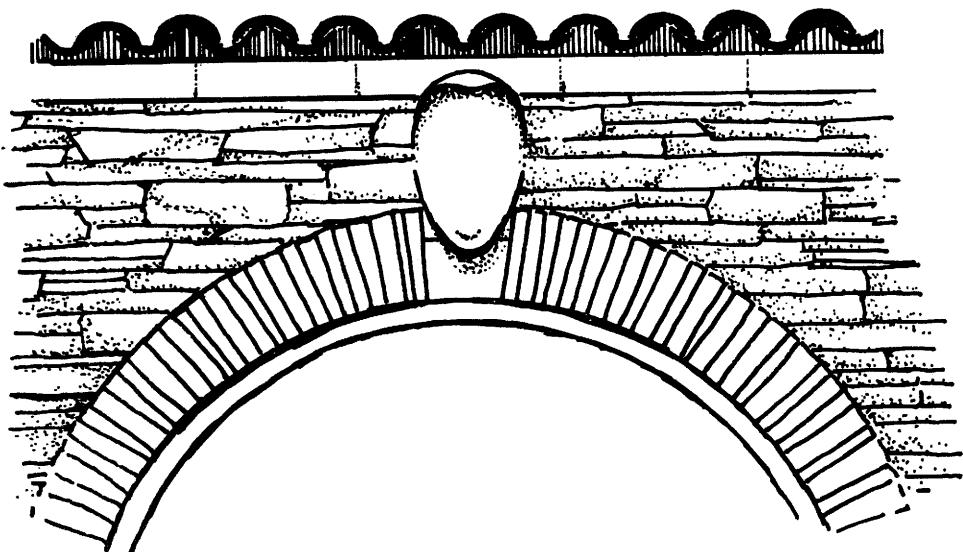
### BMDS-93

#### Working Assertively: Effective Job Skills

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others; to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes. Toni Scott, M.A. Wednesdays, April 4-25, 7-9:30 p.m. Business 125.

## Boulder Management Development Certificate Program Courses by Starting Date, Spring 1984

| <b>Starts</b>          | <b>Course</b>   | <b>Faculty</b>          |
|------------------------|---|-------------------------|
| Monday, February 6     | Computer Literacy for Executives and Professionals                | Keith Wilhoit           |
| Thursday, February 9   | Practical Problem Solving for the New Supervisor or Manager       | Tony Hopper             |
| Tuesday, February 14   | Accounting for the Non-Accounting Manager                         | Jim Young               |
| Tuesday, February 14   | Nonverbal Communication   | Audrey Nelson-Schneider |
| Wednesday, February 15 | Technical Writing Seminar   | Mike Gannon             |
| Thursday, February 16  | Managing Individuals Effectively                                  | Charles A. Rice         |
| Wednesday, February 22 | Meditation for Managers: A Seminar in Effective Stress Management | John V. Davis           |
| Friday, February 24    | Effective Time Management   | Randy Bauer             |
| Thursday, March 1      | Strategic Planning  | Tony Hopper             |
| Thursday, March 8      | Solving Job Performance Problems                                  | Charles A. Rice         |
| Monday, March 12       | Employee Communications   | Marc Raizman            |
| Thursday, March 15     | Increasing Productivity: Human Relations and Enthusiasm           | Barry T. Dawson         |
| Tuesday, April 3       | Conflict Management Skills  | Audrey Nelson-Schneider |
| Wednesday, April 4     | Working Assertively: Effective Job Skills                         | Toni Scott              |
| Thursday, April 5      | Exerting Leadership and Making Decisions                          | Glen Grosslight         |
| Wednesday, April 11    | Executive Writing Skills  | Susan Kaye              |
| Monday, April 16       | Financial and Shareholder Relations                               | Marc Raizman            |
| Wednesday, April 18    | Speed Reading for Managers  | Anne Gookin             |
| Thursday, April 19     | Practical Business Applications for the Microcomputer             | Doyle Smith             |



## BMDS-91 Exerting Leadership and Making Decisions

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Glen Grosslight, M.A. Thursdays, April 5-26. 7-9:30 p.m. Business 124.

## Financial and Marketing Management

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

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Jim Young, C.P.A., M.B.A. Tuesdays, February 14 — March 6, 7-9:30 p.m. University Club.

### BMDF-84 Financial and Shareholder Relations

This special seminar covers a corporation's communications with the financial and regulatory communities (i.e., SEC, stock exchanges, investment houses and banks, stockbrokers, financial analysts and business media) and those who own stock in the company (i.e., individuals, funds and pension plans). It also covers what to do in takeovers, raising capital, speaking before financial analysts, planning annual meetings and issuing annual and quarterly reports. Marc Raizman, M.S. Mondays, April 16 — May 7, 7-9:30 p.m. University Club.

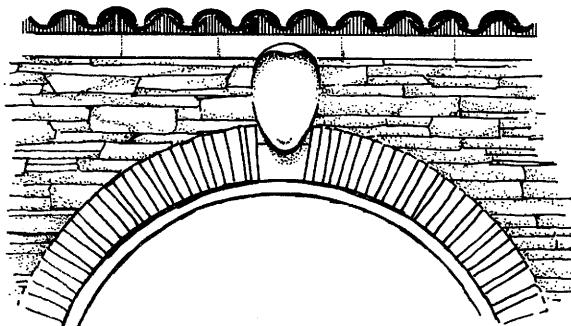
**BMDF-75****Practical Business Applications for the Microcomputer**

This course is primarily for actual or prospective owners of microcomputers with relatively little knowledge of hardware and software. The goal will be to provide you with an introduction and comfort level to encourage you to pursue computers and what they can do for you. A portion of the course will be "hands on" experience and topics will include budgeting, payroll, inventory and depreciation. Doyle Smith, L.L.B., C.P.A. Thursdays, April 19 — May 10, 7-9:30 p.m., University Computing Center 123.

## **Management: An Overview**

**BMDM-78****Computer Literacy for Executives and Professionals**

For managers or professionals who wish to use computer systems to improve their personal productivity and effectiveness as they manage resources. Computer concepts, terminology, and potential applications in the business environment will be discussed, including financial analysis, decision tools, data management, project management, graphics, word processing and communications with other computer systems. The effect of computers on profitability will be examined. Hands-on microcomputer activities are emphasized. Class size limited. Keith Wilhoit, M.B.A. Mondays, February 6 — March 5, 7-9 p.m. Location given at registration.

**BMDM-72****Technical Writing Seminar**

With our economy rapidly evolving from one that produces primarily wares to one that produces primarily information, there is a growing need for writers who can express technical information in easily-understood language for those who need to know. Among the many types of documents which need to be produced are reports, catalogs, proposals, manuals, trade journal articles, audio-visual and instructional material, and much more. This Technical Writing Seminar details the learnable skills of top-down organizing in a step-by-step, modular fashion. Following this seminar, you should be able to immediately generate a useful document in your field of specialty. Speed and accuracy will come as these skills become habitual through writing experience. Mike Gannon, B.A. Wednesdays, February 15 — March 7, 7-9:30 p.m. Business 124.

**BMDM-97****Strategic Planning**

Strategic planning must be done by those with an overall perspective of the organization in concert with those with more narrow but functional responsibility. The senior management of the organization must have the perspective to make decisions that affect the entire organization, balance the needs of today against the needs of tomorrow, and procure and allocate critical resources of money and manpower to key results for the organization. This seminar is aimed at those managers or supervisors with significant responsibility for the function of an organization or a major subset of that organization. Participants should leave this seminar with a strategic planning framework for their own organizations and an understanding of the necessary steps to implement their strategic planning. Tony Hopper, M.B.A., Ph.D. Thursday, March 1, 7-10 p.m., and Saturday, March 3, 9 a.m.-5 p.m. University Club.

**BMDM-86****Executive Writing Skills**

Good writing is good business. Executive Writing Skills is an activity-based workshop that presents all elements of successful business writing: brevity, organization, clarity, and correctness. Participants receive a manual developed by the instructor to meet the needs of Colorado's Front Range business community. All examples and practice writings are compatible with current research in powerful technique. A glossary is given to each participant to identify easily confused, misused, and overused words common to business communications. Susan Kaye, M.A. Wednesday, April 11, 7-10 p.m., and Saturday, April 14, 9 a.m.-5 p.m. University Club, except first session in UMC 158B.

## **Office Management**

**BMDO-91****Meditation for Managers: A Seminar in Effective Stress Management**

Training in meditation can be the foundation for a personal stress management program with beneficial effects on personal productivity and the climate throughout an organization. In this course you will learn how to use a basic, non-dogmatic meditation technique, how organizations such as New York Telephone Co. and Converse Rubber Co. have successfully used meditation training, how meditation fits into a broader context of stress management, how to improve your chances of using meditation regularly, and how to integrate your practice into a busy schedule. This course is an excellent follow-up to a basic stress management course. John V. Davis, Ph.D. Wednesday, February 22, 7-10 p.m. and Wednesdays, February 29 and March 14, 6:30-10 p.m. University Club, except March 14 (last session) at UMC 158B.

**BMDP-90****Effective Time Management**

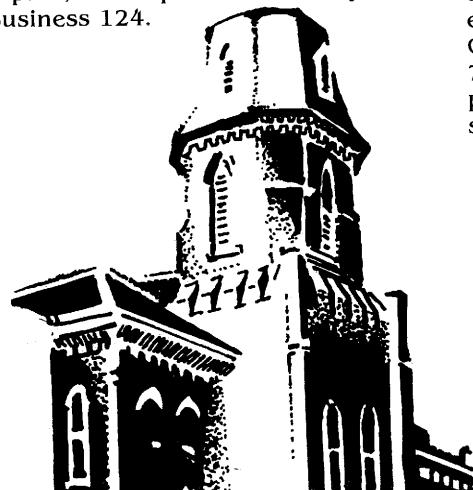
Time is a scarce and unique resource which cannot be saved or accumulated. This course enables participants to manage activities in respect to the 168 hours in every week by becoming aware of how time is spent, establishing goals, determining priorities, and formulating a plan of action. This course covers methods to reduce interruptions, overcome procrastination, set deadlines, and make effective use of every moment. Randy Bauer, L.L.D., M.B.A. Friday, February 24, 7-10 p.m., and Saturday, February 25, 9 a.m.-5 p.m. University Club.

**BMDO-76**  
**Employee Communications**

Employee morale is key to an organization's performance and profit-ability. Yet, many companies ignore the need for a professional, credible employee communications program. Without such a program, company policies are misunderstood, employees' loyalty is lacking and absenteeism is rampant. Furthermore, without such a program, employees aren't equipped to present their company in the best possible light in the community and before their peers. Course participants will study the latest development in this field, from staging open houses to publishing internal newspapers. Marc Raizman, M.S. Mondays, March 12 — April 9 (no class session March 26), 7-9:30 p.m. University Club.

**BMDO-98**  
**Speed Reading for Managers**

The knowledge gathered through reading both necessary and leisure materials provides the keystone for professional and personal development. Reading is essential to managerial effectiveness. Moreover, there's a definite correlation between reading and comprehension abilities and career advancement. In this course, students will work on total reading efficiency and learn to make speed reading work for the different types of material covered in their work and in keeping up with the world. The seminar shows the way to efficient reading — speed reading — as developed through the effective but simple techniques of a fascinating experience in learning called Dimensional Reading. Anne Gookin, B.A. Wednesdays, April 18, 7-10 p.m., and April 25 and May 2, 6:30-10 p.m. Business 124.



# Personnel Management

**BMDP-89**  
**Nonverbal Communication**

According to several researchers, nonverbal behavior is the primary determinant of meaning in an interaction. This subtle area of behavior has powerful implications for the workplace. Several areas of nonverbal communication will be examined: kinesics (body movement such as posture, gestures and eye-contact behavior), proxemics (personal space and territory), touch, paralinguistics and dress. Special focus will be given to small group interaction as well as public speaking situations. All participants will participate in role plays and have the chance for self-assessment. Audrey Nelson-Schneider, Ph.D. Tuesdays, February 14 — March 6, 7-9:30 p.m. Business 124.

**BMDP-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 provide 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. Thursday, February 16, 7-10 p.m., and Saturday, February 18, 9 a.m.-5 p.m. Thursday session in Business 125, Saturday session at University Club.

**BMDP-77**  
**Solving Job Performance Problems**

Designed for those who manage the work of others. The focus is on supervisor behavior in specific work situations. Specific situations to be covered include motivating the poor performer, handling a complaining employee, discussing personal work habits, and discussing potential disciplinary action, plus other situations of interest to participants. Requires active involvement of participants, with role playing and discussion an integral part of the process. Charles A. Rice, M.B.A. Thursday, March 8, 7-10 p.m., and Saturday, March 10, 9 a.m.-5 p.m. University Club.

**BMDP-93**  
**Increasing Productivity: Human Relations and Enthusiasm**

Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques. Barry T. Dawson. Thursday, March 15, 7-10 p.m., and Saturday, March 17, 9 a.m.- 5 p.m. Business 125.

**BMDP-92**  
**Conflict Management Skills**

This course focuses on four basic areas in conflict management: (1) assessing your conflict style and exploring alternative styles; (2) using experiential techniques to learn practical communication behaviors, both verbal and nonverbal, which are appropriate to handling conflict productively; (3) experiencing strategies and tactics for managing your own conflicts as well as intervening in others' conflicts; and (4) analyzing and role playing actual conflicts which you have experienced in order to determine how they might have been managed more productively. Audrey Nelson-Schneider, Ph.D. Tuesdays, April 3 — April 24, 7-9:30 p.m. University Club, except first session, April 3, in UMC 158-B.

# Longmont Management Development Certificate Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1984. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and hopes to continue this series as a compliment to the Longmont business community.

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

The University of Colorado, Boulder, Division of Continuing Education will also offer a special program for secretaries during Professional Secretaries Week.



## Management Development Certificate Program Courses by Starting Date, Spring 1984

| Date                                     | Course  | Faculty           |
|--|---|-------------------|
| Monday, January 30                       | Managing Individuals Effectively                              | Charles A. Rice   |
| Monday, January 30                       | Executive Writing Skills                                      | Kaye Bache-Snyder |
| Monday, February 6                       | Designing the Future  | Leanna Skarnulis  |
| Monday, February 27                      | Building Productive Work Teams                                | Charles A. Rice   |
| Monday, April 2                          | The Management of Morale                                      | Charles A. Rice   |
| Monday, April 9                          | Building Your Organization with Professional Public Relations | Kaye Bache-Snyder |
| Monday, April 23                         | Accounting for the Non-Accounting Manager                     | Jim Young         |
| Wednesday, April 25<br>(One day Seminar) | Communication Skills for Secretaries                          | Randy Bauer       |

### 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 provide 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, January 30, February 6 and 13, 1984. 6:30-10 p.m. Longmont High School.

### LMDM-86

#### Executive Writing Skills

A short course designed to give upwardly-mobile individuals an activity-based workshop to improve and polish their business communications. Class instruction will focus on principles of modern writing style: readability, clarity and interest. Activities will include polishing sessions on basic writing units — the sentence and the paragraph — and on business forms, such as the bio, introduction, business letter, memoranda, report, abstract, news release and fact sheet. The formats covered will depend upon the composition of the group. Kaye Bache-Snyder, Ph.D. Mondays, January 30, February 6 and 13, 6:30-10 p.m. Longmont High School.

### LMDO-77

#### Designing the Future

It's been said that people approach the future in one of three ways: They let it happen, make it happen, or say, "What Happened?" Designing the Future is for people who want to make it happen. As a result of this course, you will learn to:

- See the future as something yet to be invented and determine steps that lead to desired futures
- Make decisions today not out of habit but according to probable consequences
- Use the futurist's tools, such as futures wheel, decision tree, scenario writing, to apply both imaginative and rational thinking to decision-making
- Know when to resist and when to promote change and how to overcome knee-jerk resistance to change
- Consider long-term effects so as to avoid ransoming the future
- Get greater control of the future through use of goal-setting and group consensus.

The class format is equal parts lecture and participation. Leanna Skarnulis, M.A. Mondays and Wednesdays, February 6, 8, 13, 15, 7-9:30 p.m. Longmont High School.

## **LMDM-98 Building Productive Work Teams**

To realize a greater proportion of untapped human resources, today's manager and supervisor must have a deeper understanding of individual differences and how best to manage each basic type. The research of Dr. Clare Graves now provides us with realistic models of human personality that can be used to select, place, coach, counsel, and "motivate" individuals more effectively. This seminar is an extension of LMDP-95, MANAGING INDIVIDUALS EFFECTIVELY, and taking both courses creates a powerful management tool. Neither is a prerequisite for the other, but it is recommended to take both. This seminar should be particularly valuable to managers and supervisors who must put together work groups, task forces, new departments, and temporary projects. Charles A. Rice, M.B.A. Mondays, February 27, March 5 and 12, 6:30-10 p.m. Longmont High School.

## **LMDP-88 The Management of Morale**

This workshop/seminar focuses on developing and maintaining productive, cohesive work teams utilizing modern motivation concepts and responsive management — especially at the first level. Communication and conflict resolution will also be presented as it relates to good morale management. Early warning systems for sensing declining morale will also be presented. Course will provide a strong base for office management. Charles A. Rice, M.B.A. Mondays, April 2, 9, 16, 6:30-10 p.m. Longmont High School.

## **LMDM-92 Building Your Organization with Professional Public Relations**

An activity-based workshop, designed for up and coming leaders, either in business or in volunteer and community organizations. Members of the class will discuss professional public relations theory, tailor a written public relations plan for individual organizations, develop a concept of target publics and take home some practical tools for achieving their goals. Depending on the needs of participants, these written models may include a public relations plan, news release, fund-raising piece, membership flyer or brochure, fact sheet and newsletter. Kaye Bache-Snyder, Ph.D. Mondays, April 9, 16, 23, 6:30-10 p.m. Longmont High School.

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

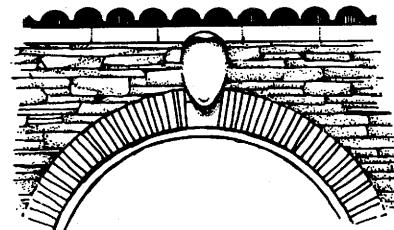
Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Paperback book is sold at class. Jim Young, C.P.A., M.B.A. Mondays, April 23, 30, May 7, 14, 7-9:30 p.m. Longmont High School.

## **LMDO-76 Communication Skills for Secretaries**

We are pleased to announce this special one day seminar to be held on Professional Secretaries Day. The program will examine these skills necessary for effective communication on the job:

- The art of listening
- Communicating more assertively
- Managing conflict productively
- Time Management

Participants will be actively involved in the learning process. A combination of lecturette, small group discussions, group exercises and self-awareness activities promises to make this a meaningful, productive and exciting learning experience. Course fee includes luncheon, materials and coffee breaks. In addition, there will be a complimentary reception after the seminar for all participants and their bosses. Randy Bauer, M.B.A. Wednesday, April 25, 9 a.m. to 4 p.m. Plaza Hotel, 1900 Diagonal Highway 119, Longmont. \$55.



# **CERTIFICATE IN COMPUTER APPLICATIONS**

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

**The Certificate in Computer Applications** is a series of courses recommended to prepare participants for the ever-growing necessity of basic skills with computer functions and applications in today's information age. Emphasis is not on creating computer programmers, but on helping create in participants a wide-angle, versatile, and useful adaptability to technology which is today becoming vitally important. Whether you wish a general knowledge of "what it's all about," or seek a solid professional background for potential career advancement, this program is for you. *You need not formally apply for program participation, nor commit to taking the entire series.* You may take any number of courses to solve problems or satisfy general curiosity. Continuing Education Units (CEUs) are awarded for successful completion of any course, giving you a permanent record of your participation. The courses represent an opportunity to learn in a low-pressure noncommercial environment.

**Performance Certificates** are awarded for completion of any given course.

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



**The certificate requirements** are the following three:

1. Completion of four required courses:

- Computer Literacy\*
- Concepts of Data Processing
- Introduction to Computer Application Systems
- Operating and Maintaining Software Systems

\*Computer Literacy must be completed first or taken concurrently with another course. Because of its beginning nature, it may be omitted if formal petition is submitted to and approved by the Division of Continuing Education.

2. Completion of at least two elective courses. Elective courses are offered regularly and encompass a wide range of computer related topics.

3. Completion of at least two different programming language courses. Plans are to offer courses in BASIC, PASCAL, COBOL, and LOGO over the next year. Others may be added as industry demand dictates.

**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 are provisions for out-of-class computer use, if necessary for a particular course. Except for specially arranged computer lab time for your course, there is limited out-of-class computer access at this time. 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. 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. However, please be aware that these arrangements may be changed to allow the best use of available computer facilities.



## **Certificate in Computer Applications**

### **Courses by Starting Date, Spring 1984**

#### **Starts**

Tuesday, February 7  
 Wednesday, February 8  
 Thursday, February 9  
 Thursday, February 9  
 Thursday, February 9  
 Saturday, February 11  
 Monday, February 13  
 Tuesday, February 14  
 Monday, March 12  
 Saturday, March 17

\*Required certificate courses.

#### **Course**

Introduction to the IBM Personal Computer  
 Programming in PASCAL  
 \*Operating and Maintaining Software Systems  
 Data Base Management: Applying dBase II  
 COBOL Structured Programming  
 Word Processing: WordStar and the IBM PC.  
 \*Computer Literacy  
 Understanding BASIC  
 The Electronic Spreadsheet  
 Using Lotus 1-2-3

#### **Faculty**

|               |
|---------------|
| Ron Kauffman  |
| Jeff Osborn   |
| Pat Felz      |
| Clyde Getty   |
| Bruce Pollock |
| Eric Martell  |
| Wayne Trzyna  |
| Eric Martell  |
| Doug Serillo  |

#### **BCAC-90**

##### **Computer Literacy**

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and what lies ahead. Time will be made available for hands-on experience and learning some simple programming skills using different computer systems. Eric Martell, Ph.D.

Section I: Mondays, February 13 — April 23, 6:30-8 p.m.

Section II: Mondays, February 13-27, then Tuesdays, March 6 — April 24, 6:30-8 p.m. Both sections: 10 sessions, 1.6 CEUs. University Computing Center 123. \$75.

#### **BCAC-91**

##### **Understanding BASIC**

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 BASIC*, is available at the University Book Center, UMC 10. Wayne Trzyna, B.A. Tuesdays, February 14 — April 24, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 117. \$120.

#### **BCAC-88**

##### **COBOL Structured Programming**

COBOL, Common Business Oriented Language, is a very widely used programming language in business. This course is a comprehensive, hands-on approach to help become familiar with the COBOL language and can aid in the mastery of other higher level computer languages. At the conclusion of this course participants should be able to write simple COBOL programs that include table handling and basic I/O operations. Thursdays, February 9 — April 19, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 118. \$125.

#### **BCAC-75**

##### **Data Base Management: Applying dBase II**

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision-making purposes. DBase II is a powerful and productive data management system specifically intended for this use. Participants in this class will learn the concept of a data base, the many different ways of organizing, accessing, and reporting information, and how to develop personally designed applications for specific needs. Some computer experience is recommended, but none is required. DBase II text is available at the University Book Center, UMC 10, and is required. Bring to class 2 double sided-double density 5 $\frac{1}{4}$  inch diskettes, also available at the University Book Center. Clyde Getty, B.S. Thursdays, February 9 — March 8, 7-10 p.m. 5 sessions, 1.5 CEUs. Location given at registration. \$95.

**BCAC-79****The Electronic Spreadsheet**

This class is oriented around the use of today's modern micro-computer as an aid in practical accounting. Designed for the complete novice, the class serves as an introduction to the world of computer spreadsheet programs. Topics of discussion will include Visicalc, Multiplan, and Lotus 1-2-3. Most of the class time is hands-on lab time. Lab time will emphasize the spreadsheet aspect of Lotus 1-2-3, with demonstrations of other software packages, on the IBM Personal Computer and will take users from their first keystroke through entry of a number of sophisticated models. Eric Martell, Ph.D. Mondays, March 12 — May 7, 8-9:30 p.m. 8 sessions, 1.6 CEUs. Location given at registration. \$95.

**BCAC-77****Introduction to the IBM Personal Computer**

This course covers important computer vocabulary, architecture, and configurations of 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 will be included. Much of this course is conducted at microcomputers and enrollment is strictly limited. Ron Kauffman, B.B.A. Tuesdays, February 7 — March 13, 6-8 p.m. 6 sessions, 1.2 CEUs. Location given at registration. \$65.

**BCAC-76****Using Lotus 1-2-3**

The first portion of this two-day course is a general overview of the capabilities and uses of 1-2-3. It is intended to give the student a basic knowledge of the 1-2-3 commands, an introduction to various modeling techniques and practices. The second segment of the course is a workshop, designed to give students enough practice to feel comfortable working with 1-2-3 by building a financial model based upon their own needs. Because of the many capabilities of 1-2-3, it is impossible to cover every facet of the package. However, enough material can be presented in two days to give the student a thorough understanding of the power of 1-2-3, and build practical applications. Class size is strictly limited. Bring to class a 5 $\frac{1}{4}$  inch double side/double density diskette. Doug Serillo, B.S. Saturdays, March 17 and 24, 10 a.m.-5 p.m. 2 sessions, 1.4 CEUs. Location given at registration. \$95.

**BCAC-95****Operating and Maintaining Software Systems**

The course provides methods and procedures for operating your system smoothly and efficiently. Topics include preparing for a computer installation; training employees; dealing with change and resistance; integrating the office information; data conversions; developing and documenting procedures; understanding computer documentation; identifying and communicating errors; and developing a relationship with your support representatives. Class participants will gain experience in effectively communicating, organizing, and documenting their operation for co-workers and management. Pat Felz, M.A. Thursdays, February 9 — April 19, 7-9 p.m. 10 sessions, 2.0 CEUs. University Computer Center 123. \$115.

**BCAC-89****Programming in PASCAL**

PASCAL is a commonly used and versatile programming language, especially in business applications. This course presents the principal features of PASCAL, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Bring to class a 5 $\frac{1}{4}$  inch, double sided-double density diskette, available at the University Book Center, or most computer stores. Jeff Osborn, B.A. Wednesdays, February 8 — April 18, 7-9:30 p.m. 10 sessions, 2.5 CEUs. Location given at registration. \$120.

**BCAC-78****Word Processing: WordStar and the IBM PC**

Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is frequently called the "Cadillac" of word processing programs — the program to which other word processors are compared; the IBM personal computer is the most popular microcomputer sold. This course will provide theory and "hands-on" experience with WordStar and the IBM PC. No previous computer or word processing experience required. Please bring to class two double sided /double density, 5 $\frac{1}{4}$  inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Enrollment is limited. Bruce Pollock, Ph.D. Saturday, February 11 — March 10, 10 a.m.-1 p.m. 5 sessions, 1.5 CEUs. Location given at registration. \$85.

**CERTIFICATE IN****COMMERCIAL DESIGN**

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

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

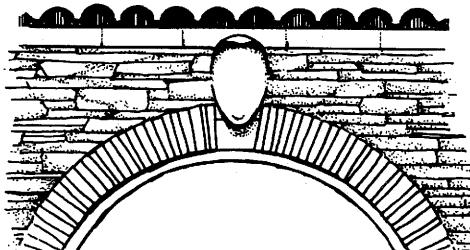
**You need not** formally apply for any program nor must you be seeking a certificate to enroll. Conversely, you need not stop participation in the courses once you have achieved certification. Many people take only a few courses to update certain skills and many others take several courses beyond requirements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

**Continuing Education Units** and performance certificates are awarded for each class. 1.4 Continuing Education Units are awarded per course. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level course participation. CEUs are awarded by the instructor at the end of each course, and this generates a permanent transcript for you, no matter how many courses you've taken. A transcript copy is available by request, without fee.

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

**Learning and polishing** the basic skills and techniques of commercial art and developing a professional-quality portfolio are only the first steps. The program will help give you a sophisticated understanding of the world of commercial art itself — a glimpse of the highly competitive atmosphere in which professionals live and work. You will learn about the changing field and explore new aesthetic and technical horizons that are expanding as you acquire an awareness of just how important new opportunities and the changing job market can be. And you will learn from successful professionals who work in the field and will give practical, pragmatic advice and information that could come only from active, working artists. Novices will also learn whether or not they're suited to this kind of work — and this insight is achieved without entering a full-scale design school curriculum.

**Course tuitions** are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-



#### The Continuing



Education Unit®

related expenses. Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time. Course enrollments are limited and pre-registration is required. Please note that **refunds** are given only before the course starts, none later.

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

### Certificate in Commercial Design Courses by Starting Date, Spring 1984

#### Starts

Saturday, January 28  
Monday, January 30  
Thursday, February 16  
Saturday, February 18  
Saturday, March 10  
Saturday, March 24  
Saturday, May 12

\*Required certificate courses.

#### Course

\*The Commercial Artist I: Design, Layout, Paste-Up  
\*Commercial Art II  
The Mental Picture: Professional Cartooning Techniques  
\*The Artist Goes to Market  
Record and Album Cover Design and Illustration  
Computer Graphics: Art Technology  
Children's Book Illustration Techniques

#### 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. Marc D'Antoni. Saturday and Sunday, January 28 and 29, 9 a.m.-5 p.m. Geology 134. \$95.

#### BCDA-82

#### Commercial Art II

This design 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. Marc D'Antoni. Monday, Tuesday, Wednesday, January 30, 31, February 1, 5:30-10 p.m. Geology 134. \$95.

#### BCDA-94

#### The Mental Picture: Professional Cartooning Techniques

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials, and their application to illustrating the verbal caption in magazine, editorial, newspaper, and multipanel cartooning. Humor writing, market research, and portfolio presentation pertinent to newspaper, magazine, book and advertising illustration are covered. Eric Teitelbaum. Thursday and Friday, February 16 and 17, 5:30-10 p.m. Geology 114. \$75.

#### BCDA-84

#### The Artist Goes to Market

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly. Eric Teitelbaum. Saturday and Sunday, February 18 and 19, 9 a.m.-5 p.m. Geology 134. \$95.

**BCDA-89****Record and Album Cover Design and Illustration**

This intensive seminar examines the specialized world of art within the music industry. The learner is introduced to the peripheral skills needed in this art form — illustration, lettering, label design, and color application. A listening/visualization approach is followed as the designer/illustrator listens to actual, completed recordings and music in progress. Visual concepts are elicited from musical scores. Students design and illustrate jacket cover concepts and also billboard art, posters, and eight-track cassette design. Roy Walden. Saturday and Sunday, March 10 and 11, 9 a.m.-5 p.m. Geology 134. \$95.

**BCDA-99****Computer Graphics: Art Technology**

A two-day, 14-hour, hands-on seminar highlighting the latest technology/innovations/principles in today's computer graphics field. Instructional activities feature an outstanding computer graphics talent/instructor working with class members in solving actual visual problems on the latest computer graphic terminals. Class activities will illuminate upon current computer graphic directions and apply problem-solving devices in actual work-oriented situations. Art Durinsky. Saturday and Sunday, March 24 and 25, 9 a.m.-5 p.m. Location given at registration. \$185.

**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 surface. 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 Garry McCord. Saturday and Sunday, May 12 and 13, 9 a.m.-5 p.m. Geology 134. \$95.

# **BOULDER NONCREDIT COURSES**

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of noncredit courses each semester to the adult community since 1912. Topics cover a wide range of 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 life-style 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 of quality.

**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.

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

**Refunds** for Noncredit Courses are given up to the second class session only, none after.

**Please note** that no classes are conducted the week of Spring Semester break, March 25-31, unless specifically indicated in the course description.

## **Boulder Noncredit Courses By Starting Date, Spring 1984**

**Date****Tuesday, January 24**

Scuba Diving

**Saturday, January 28**

Personal Tax Planning

**Saturday, February 11**

Preparing for the Law School Admissions Test (LSAT)

**Monday, February 13**

German for Beginners and Travelers

English as a Second Language (Intermediate)

Conversational French (Advanced Beginners)

Conversational French (Beginners)

English as a Second Language Discussion Group

Effective Customer Service

Making Money at Home in Boulder

Stock Market Investment

Planning for Financial Success

**Tuesday, February 14**

Accounting for Non-Accountants

Estate Planning

Speed Reading

Short Story Writing

Writing for Children &amp; Teens

Beginning Conversational Spanish

Spoken Arabic for Travelers

**Faculty**

Rocky Mountain Diving Center

Scott Hatch and Arthur Requa

Scott Hatch

Erwin Tschirner

Jean Nichols

Sylvaine Montaudouin

Jane E. Backer

Phyllis Mathews

Lyn Roberts

Doris Long

Arnold Hart

Dana Alford

Bob Armstrong

David B. Price

John O'Flahavan

Barbara Steiner

Barbara Steiner

Elizabeth Medina

Nadia Turk

## Academe

### BCEM-15

#### Algebra Review

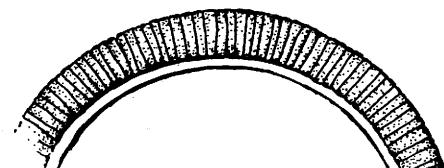
Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of the students in the class. Problems and techniques relevant to practical application will be emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions will be set up in a lecture format, questions of an individual nature will be given attention. Jeffrey Feerer, M.S. Wednesdays, February 15-April 11, 7-9 p.m. 8 sessions. Engineering Center 1-3. \$48.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nighthide** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 4 for details.

### BCEE-21

#### Editing

Practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion of how to find freelance jobs, how much to charge. Linda Loewenstein, freelance editor. Wednesdays, February 15 - April 18. 7-9 p.m. 9 sessions. Hellems 141. \$54.



#### Being Creative with Your Life

Beginning Photography  
Creative Darkroom Procedures  
Printmaking: Intaglio Workshop

#### Wednesday, February 15

Black and White Darkroom Photography for Beginners  
Introduction to Scenic Photography  
Creative Photography Workshop  
Forest Crossen's Colorado  
Do It Better: Effective Methods of Personal Improvement  
Intermediate German  
English Writing Made Simple  
Writing the Popular Novel  
Editing  
Algebra Review  
Starting and Succeeding in Your Own Business  
Private Pilot Ground School  
Bicycle Touring in France

#### Thursday, February 16

National Parks, Wildlife Refuge Areas, and Natural Wonders of the West

The Word Problem Problem  
Intermediate Conversational Spanish  
French For Reading

Beginning Conversational Italian  
Advanced Beginners Italian Discussion Group

Advanced Photography  
Calligraphic Arts  
Life Drawing  
Chinese Painting  
Stress Management and Biofeedback  
American West: Symbol and Experience

#### Friday, February 17

Bald Eagles and Hawks of the Plains, Plus Winter Animal Signs Tina Jones

#### Saturday, February 18

A Global Perspective in a Crowded World  
Preparing for the Graduate Management Admissions Test (GMAT)  
On Being Single  
Moving Towards Change: Life Dynamics

Burnout: Cause and Prevention of Stress-Related Disorders

**Monday, February 20**  
Creative Art/Design Improvisation

Jenny Cook and Bette Griff

J. Michael Blocher  
Marga Querin  
Tim Diffenderfer

Marga Querin  
Steve Tohari  
Harry Boyd  
Forest Crossen  
Mark Meredith  
Erwin Tschirner  
Jean Thyfault  
Jerry E. Brown  
Linda Loewenstein  
Jeffrey Feerer  
Tony Hopper  
Lisa Applebaum  
Steve Crossen

Tina Jones

Jeffrey Feerer  
Elizabeth Medina  
Jane E. Backer and Sylvaine Montaudouin  
Steven Hughes  
Gianfranco and Pamela Marcantonio  
J. Michael Blocher  
Marcia Marfia  
Susan Licini  
Janette Lenschow  
Toby F. Link  
Douglas Watson

Adelaide Furman  
James Fleming, Dorothy Gleberman, and Cecelia Lang  
Neil Rosenthal  
Peggy Lichter and David DiDominico  
Donna Duckman

Shirley Brodersen

**BCEE-61****English Writing Made Simple**

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English which is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper form and grammar review. Jean E. Thyfault, B.A. Wednesdays, February 15 — April 11, 6:30-8:30 p.m. 8 sessions. Hellems 193. \$48.

**BCEG-27****Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Graduate Record Exam Test Questions*, published by Educational Testing Service, available at the University Book Center, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is not a general review of text-related material, but completely test oriented and intended for those taking the GRE (preferable April 28 GRE). Terri Bodhaine, M.A. and Roe Willis, Ph.D. Tuesdays and Thursdays, April 3 — April 26. 6:30-9 p.m. 8 sessions. Engineering Center CR 0-3. \$65.

**BCEL-36****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 reasoning, and analytical reasoning. Emphasis will be placed on taking verisimilar exams with full explanations and interpretations provided by highly skilled testing and legal faculty. The course fee includes extensive materials covering all aspects of the exam. Scott Hatch, M.A., J.D.

Section I — (for March 3 LSAT): Saturday and Sunday, February 11 and 12, 9 a.m.-5 p.m.

Section II — (for June 18 LSAT): Saturday and Sunday, May 19 and 20, 9 a.m.-5 p.m.

Both sections: two all-day sessions. Guggenheim 3. \$115.

**Tuesday, February 21**

Rock 'N Roll Jitterbug ('50's Style)  
General Ballroom Dancing  
Country Western Swing

**Saturday, February 25**

Romance and Adventure of Hot Air Ballooning

**Saturday, March 3**

How to Become a Consultant  
How to Write and Sell Your Screenplay  
Chinese Character

**Wednesday, March 7**

Qualified Retirement Plans

**Saturday, March 10**

How to Buy A Personal/Business Computer

**Wednesday, March 14**

Planning for Independent Business

**Saturday, March 31**

Personal Tax Planning

**Tuesday, April 3**

Planning for Financial Success  
Preparing for the Graduate Record Exam (GRE)

Earth Shelter Design

Scuba Diving

**Wednesday, April 4**

Investment Strategies

**Thursday, April 5**

Speaking Mandarin — Beginning Chinese

**Tuesday, April 17**

The Insect World

**Thursday, April 26**

Resort Condominium Management

**Thursday, May 10**

Spring Wildflowers: Their Uses and Identification

**Friday, May 11**

Spring Birdwatching

**Saturday, May 12**

Preparing for the Graduate Management Admissions Test (GMAT)

**Saturday, May 19**

Preparing for the Law School Admissions Test (LSAT)

Van Pool

Van Pool

Van Pool

Joyce VandeHoef

Neil Rosenthal

Michael Hauge

Yunn Pann

Peter Poletti

Orvel Wilson

Peter Drake

Scott Hatch and Arthur Requina

Dana Alford

Terri Bodhaine and

Roe Willis

Pamm McFadden

Rocky Mountain Diving Center

Peter Poletti

Yunn Pann

Cyndra Dietz

Jerry Hewey

Tina Jones

Tina Jones

James Fleming, Dorothy Gleberman,  
and Cecelia Lang

Scott Hatch

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

A special course offered for those individuals pursuing a graduate degree in Business. Test taking strategies and short-cut techniques are offered for the Math Ability, Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgement, and English Usage sections. A short review of Arithmetic Algebra, and Geometry is also included. James Fleming, M.A., Dorothy Gleberman, M.S., Cecelia Lang, M.A.

Section I (for GMAT on March 17): Saturdays, February 18 — March 10, 9 a.m. - 1:30 p.m. (Saturday, March 3, session meets in ECCR 1-40).

Section II (for GMAT on June 16): Saturdays, May 12, 19, June 2, 9 (no session May 26), 9 a.m.-1:30 p.m. 4 sessions. Engineering Center CR 0-38. \$115.

**BCEE-28****Short Story Writing**

All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating it. Help with individual projects and with marketing. Barbara Steiner, professional writer. Tuesdays, February 14 — April 24, 8-9:30 p.m. 10 sessions. Hellems 185. \$45.

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

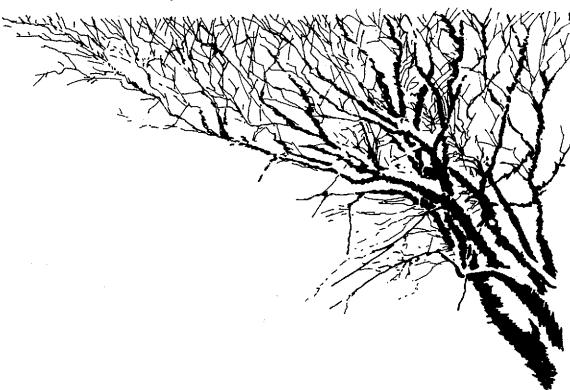
Or use this number to conveniently call in any noncredit registration using your VISA or Mastercard. Make our registration office as close as your telephone.

**BCEE-20****Speed Reading**

Speed Reading is a sub-skill of reading, much like a backhand stroke is a component of the "total" tennis game. Without it, you're not achieving full potential. Speed Reading is also flexibility; it allows you to increase reading rate and retain comprehension at the same time. Speed Reading is for everyone who reads and loves to read. This course builds rate and comprehension while also improving retention over longer periods of time. Knowledge of the reading process, skimming, scanning, preview and prediction strategies, organizational patterns, and notetaking skills are components of the "total" reading package upon which this course touches. The material the class reads is included in the required text, *Sack-Yourman Speed Reading Course*, available at the University Book Center. In addition, other thought provoking articles from various sources help make each class interesting and lively. John O'Flahavan, M.A., Tuesdays, February 14 — April 10, 7-9 p.m. 8 sessions. Hellems 191. \$48.

**BCEM-18****The Word Problem Problem**

Often students who are comfortable solving conventional algebra or geometry problems using letter and symbols are very uncomfortable when similar problems are posed in a "story" format. This course will develop a unified and systematic approach to solving common word problems which arise in basic mathematics and science courses as well as those appearing on standardized achievement tests such as the MCAT and GRE. Mathematical concepts will be reviewed if needed. A sensitivity to those with math anxieties will be maintained. Jeffrey Feerer, M.S. Thursdays, February 16 — April 12, 7-9 p.m. 8 sessions. Hellems 141. \$48.

**BCEE-63****How to Write and Sell Your Screenplay**

A complete two-day seminar on the art, craft, and business of screenwriting. Each student will get the tools and information necessary to write and market an original screenplay for a feature film, movie for television, series episode or short dramatic film. Emphasis will be on the current Hollywood film industry, practices, standards, and procedures. Topics covered will include: story selections, artistry vs. commerciality, character development, plot structure, dialogue, proper screenplay format, pursuing a literary agent, the Writers Guild of America, evaluating and writing your own work, the development deal, working as a screenwriter outside of Southern California. Class members will each be given a copy of a screenplay for a current feature film (optional showing Saturday evening) which will be examined in depth. Michael Hauge, M.Ed., independent producer and story editor. Saturday and Sunday, March 3 and 4, 9 a.m.-5 p.m. Engineering Center CR 0-30. \$75.

**BCEE-29****Writing for Children and Teens**

Instruction and practice in writing stories, articles, books, verse and plays for children from tots through teens. Detailed help in producing manuscripts that will meet the needs of this active market. Both beginning and more experienced writers may enroll and concentrate on the age groups, subject matter, and media that interest them most. Barbara Steiner, professional writer. Tuesdays, February 14 — April 24, 6:30-8 p.m. 10 sessions. Hellems 185. \$45.

**BCEE-30****Writing the Popular Novel**

This course will cover the basics of novel writing. Classroom topics will include: manuscript presentation, plotting and dramatic structure, viewpoint control, characterization and dialogue, narrative style and story theme. Also covered will be the preparation of an outline or synopsis of a novel, plus one or two sample chapters to be critiqued by the instructor. Jerry Earl Brown. Wednesdays, February 15 — April 25 7-9 p.m. 10 sessions. Hellems 177. \$60.

## **Business**

### **BCEB-15**

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

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. A recommended textbook, *Financial Accounting Concepts and Uses*, is available at the University Book Center. Bob Armstrong, M.A. Tuesdays, February 14 — April 10, 7-9 p.m. 8 sessions. Business 125. \$48.

### **BCEB-17**

#### **Effective Customer Service**

Effective customer service can mean the difference between profit and loss for a business. The customer service person acts as a communicator and expeditor to ensure client satisfaction. This general, non-technical course is designed to help the service person define his/her position within the company and to organize the job in a professional manner. Areas to be covered include: functions of the customer service person, how to organize your work flow, how to handle inquiries and complaints, setting up policies and procedures, ways to measure and evaluate the department's effectiveness. If you are involved in customer service, or would like to be, this course could help you to do a better job. Lyn Roberts, B.A. Mondays, February 13 — March 5, 6:30-8 p.m. 4 sessions. Hellems 137. \$21.

### **BCEB-24**

#### **Estate Planning**

Definition, analysis, and planning of estate assets. Understanding a variety of tools used in planning. Discussion of methods of funding estate liquidity needs. Method of problem determination and solution selection. Outline of pre-retirement planning. Outline of business ownership or control planning. David B. Price, C.L.U. Tuesdays, February 14 — March 13, 7-9 p.m. 5 sessions. Hellems 81. \$30.

### **BCEB-64**

#### **A Global Perspective in a Crowded World**

Using a special briefing book of Foreign Policy Association called "1984 Great Decisions," you can participate in informal discussions on the following eight issues, considering specific U.S. options, filling in opinion ballots on each that go to Washington, D.C. policy makers (from all 50 states) on the topics: USSR Under Andropov — Hard Choices for Moscow and Washington; Mexico and the U.S. — Discord Over Immigration and Central America; U.S. Security and World Peace — Allies, Arms, Diplomacy; S. Africa — Can U.S. Policies Influence Change?; International Debt Crises — Borrowers, Banks and the I.M.F.; Saudi Arabia and Jordan — Kingdoms at the Crossroads; China and the U.S. — Five Years after Normalization; International Drug Traffic — Can It Be Stopped? Texts available at University Book Center are *Briefing Book — 1984 Great Decisions* (Foreign Policy Association) and *An Attainable Global Perspective*, Robert B. Harvey. Optional texts discussed in class. Adelaide H. Furman, M.Ed. Saturdays, February 18 — April 14 (no class session March 31), 10 a.m.-noon. 8 sessions. Environmental Design 122. \$52.

#### **Computer in Your Future?**

There probably is. The Division of Continuing Education now offers a Certificate in Computer Applications, but it's not just for professionals seeking a certificate. Computer Literacy, and the several other courses offered, can be for anyone seeking to enhance their computer background. Courses feature uniquely qualified instruction and can provide a wealth of information for work or self-enrichment. Read over the courses offered on Page 23.

### **BCEB-54**

#### **How to Become a Consultant**

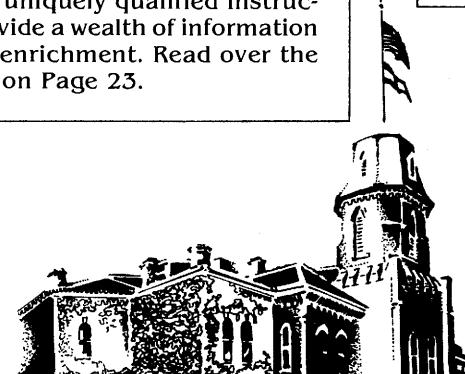
A wealth of ideas about beginning your own consulting practice focusing on teaching, advertising, public relations, how to get started, and the risks involved. An excellent introduction to those considering entrance to this potentially rewarding career. Neil Rosenthal. Saturday, March 3, 9 a.m.-5 p.m. 1 all-day session. Business 124. \$35.

### **BCEB-25**

#### **How to Buy a Personal/Business Computer**

This class could save you thousands of dollars, months of research, and dozens of headaches. Whether you're considering computerizing a small business, using a personal computer for management functions, or setting up a terminal to talk to a main frame, this overview will help you make the best possible choice. We'll explore what microcomputers can and cannot do, what you want your computer to do for you, examine common sales practices of computer dealers, and suggest alternate sources of information, equipment, software, and service. Orvel R. Wilson is the Director of Sales Training Institute and trains salespeople for companies such as IBM, Xerox, and Computerland. Saturday, March 10, 9 a.m.-4:30 p.m. 1 all-day session. Engineering Center CR 0-30. \$45.

**Career in Real Estate?** Or curious about the market and the many skills it demands? Please see a brief description of our Real Estate Certificate Program on Page 41 or call 492-8666 for a free course catalogue.



**BCEB-28****Investment Strategies**

Demystify the wide range of investment opportunities and learn how to structure your own financial plan. Understand how the proper mix of investments can benefit you. This course will include exercises and discussions designed to sharpen your skills in choosing appropriate investments. Emphasis is on money growth, stock market, bonds, tax shelters, limited partners slips, tax-deferred annuities, unit trusts, and retirement planning. Peter Poletti. Wednesdays, April 4 — May 2, 6:30-8:30 p.m. 5 sessions. Engineering Center CR 0-3. \$45.

**BCEB-20****Making Money at Home in Boulder**

Course designed to provide knowledge of home business opportunities peculiar to Boulder; how to recognize immediately available opportunities and begin turning them into a lucrative and personally satisfying venture. Includes examples of people beating inflation and doing this now in Boulder's expanding home industries. Doris Long, B.A. Mondays, February 13 — March 12, 6:45-8:45 p.m. 5 sessions. Engineering Center CR 0-3. \$30.

**BCEB-63****Personal Tax Planning**

Would you like to legally keep more of your money and give Uncle Sam less? This comprehensive two-day seminar is designed to familiarize the individual taxpayer with the basics of personal tax planning. This course is intended to provide the individual with both the financial and tax methods needed to evaluate tax-sheltered investments. Individual Retirement Accounts (IRAs), SEPs, Keogh, and other tax planning vehicles are examined as part of an individual's tax planning program. Various gift and estate planning techniques are reviewed with emphasis on "income splitting" techniques to reduce taxes. Scott Hatch, M.A., J.D., and Arthur Requina, B.A., C.P.A. Saturday and Sunday, March 24 and 25, 9 a.m.-5 p.m. 2 all-day sessions. \$115.

Section I: Saturday and Sunday, January 28 and 29, 9 a.m.-5 p.m. Business 124.

Section II: Saturday and Sunday, March 31 and April 1, 9 a.m.-5 p.m. Guggenheim 2.

Both Sections: Two all-day sessions. \$115.

**BCEB-41****Planning for Financial Success**

A comprehensive overview of personal financing planning, this course includes goal setting, financial management, investments, risk management, tax strategies, retirement and estate planning, and more. A fee of \$10 is due at the first class session for a text and extensive financial planning material. Recommended, but not required, reading is *Money Dynamics of the '80s*, by Venita Vancaspel. Dana Alford, C.F.P.

Section I: Mondays and Wednesdays, February 13, 15, and 20.

Section II: Tuesdays and Thursdays, April 3, 5, and 10.

3 sessions. Hellems 247. \$25.

**BCEB-31****Planning for Independent Business**

Important for those involved in, or soon to be involved in, small business start ups, this course focuses on a planning process leading to the development of a strategic vision. This is a clear vision of what you want to achieve, which then organizes and instructs every step toward that goal. It is the map which clearly demonstrates to the entrepreneur, his/her investors, and all players on the start-up team how the organization intends to get from where they are to where they want to be one to three years from now. This process consists of four steps: (1) developing a statement of purpose using a performance specification rather than a description; (2) developing strategies in the area of marketing, finance, law, accounting, support, and production (goods or services); (3) planning administrative methods and goals which will enable the entrepreneur to use effective evaluation standards and feedback mechanisms to measure results; (4) producing a map that graphically represents the relationship and sequence of a series of benchmarks, cusp points, and events which need to occur over the next one to three years in order for the strategies to manifest. These four steps and several other topics create this valuable course. Peter Drake. Wednesdays, March 14 — April 18, 6:30-9:30 p.m. 5 sessions. Engineering Center CRO-8. \$48.

**BCRE-20****Resort Condominium Management**

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Jerry Hewey. Thursday, April 26, 9 a.m.-5 p.m., and Friday, April 27, 9 a.m.-4 p.m. 2 sessions. Williams Village, Room 400 (30th and Baseline).

**BCED-53****Qualified Retirement Plans**

Tax-favored retirement plans for business, which provide tax deductions, and tax-deferred growth of retirement funds which can be used for sole ownership, partnership, or corporation. Course will cover types of plans, rules and contribution limits, establishment, investments, investment management, and changes for 1984. Will cover IRA, IRA Rollover, Defined Contribution Keogh, Defined Benefit Keogh, Money Purchase Pension, Profit Sharing, Defined Benefit Pension, IRA-SEP, ESOP, 403 (Little B), lump sum distribution, withdrawal at retirement, etc. Peter Poletti, M.B.A. Wednesdays, March 7-21, 6:30-8:30 p.m. 3 sessions. Business 125. \$30.

**BCEB-11****Starting and Succeeding in Your Own Business**

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tony Hopper, M.B.A., Ph.D. Wednesdays, February 15 — March 7, 6:30-9:30 p.m. 4 sessions. Engineering Center CR-0-8. \$39.

**BCEB-22****Stock Market Investment**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs. The course is oriented toward those concerned with penny stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds*, by Louis Engle, available at the University Book Center. Arnold Hart, M.A. Mondays, February 13 — April 9, 7-9 p.m. 8 sessions. Business 124. \$48.

**Culture and Society****BCEE-75****The American West: Symbol and Experience**

Frederick Jackson Turner stated that western expansion explained the American psyche. Historical and literary texts will be examined to test Turner's hypothesis. The main text will be *Virgin Land* by Henry Nash Smith. Other books will include Fitzgerald's *The Great Gatsby*, Dana's *Two Years Before the Mast*, Leonard's *The Narrative Adventures of Zenas Leonard*, Muir's *To Yosemite and Beyond*, Norris' *The Octopus*, Steinbeck's *The Grapes of Wrath*, Brown's *Bury My Heart at Wounded Knee*, Kerouac's *On the Road*, Twain's *Roughing It* (Chapters 1 through 20). Film and outside speakers will also be presented. At the end of the course students will have a greater appreciation for the symbol of the West in relation to the practicalities of economic development which is an important current issue. W. Douglas Watson, M.A., J.D. Thursdays, February 16 — April 12, 7-9 p.m. 8 sessions. Engineering Center CR 1-01. \$48.

**BCEG-12****Being Creative With Your Life**

This class will give individuals who are in transition an awareness of where their main strengths and abilities lie in order to get their lives in better balance. Part of reaching that balance is understanding the whole brain and stimulating

creativity and decision making. Creating and designing a job, becoming self-employed, or working as a volunteer are part of this "parachute process." This class will help both men and women emerge from "stuckness" by unlocking their creative potential and enhancing their relationships. Textbooks for the course are available at the University Book Center. They are *The Aquarian Conspiracy: Personal and Social Transformation in the 1980s* by Marilyn Ferguson; *What Color Is Your Parachute?* by Richard Bolles; and *The Quick Job Hunting Map (Advanced Version)* by Richard Bolles. Jenny Cook, B.A., and Bette Griff, B.A. Tuesdays, February 14 — April 24, 6:30-9:30 p.m. 10 sessions. Environmental Design 122. \$90.

**BCEE-22****Burnout: Cause and Prevention of Stress-Related Disorders**

Some medical researchers are concluding that stress today causes or is related to 75 to 90 percent of illnesses that we are now experiencing. This course presents a synthesis of techniques that facilitate the reduction and prevention of physical and emotional stress reactions. The learning process is experienced within a framework of support, self-responsibility, and creativity, centered around the assumption that all individuals are able to control their reactions to the stressors in life even when they may not be able to control the stressors themselves. The effect of diet and exercise on the body/mind is also discussed. Some experiences are conducted lying down, so bring a floor mat or blanket to lie on. Donna Duckman, M.A. Saturday, February 18, 9 a.m.-4 p.m. 1 all-day session. Business 125. \$22.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 4 for details.

**BCEF-28****Chinese Character**

We will see how easy it is to recognize and also to write these beautiful and exotic Chinese symbols. The apparent complexity changes into simplicity, order and richness in association and philosophy. This is an introductory course for people who want greater appreciation of Chinese language, Chinese mind in a holistic way, and also for people who want to get more in touch with themselves through studying these powerful visual symbols of a culture so different from the western culture in many ways. These symbols, probably more than anything else, are responsible for uniting the culture and people for about 4,000 years. A Chinese-English dictionary (approximately \$13) which uses Pinyin, the official romanization in China, is required. This is available at CU Bookstore. *The Learners Chinese-English Dictionary*, by Nanyang Siang Pau, Umum Publisher, is recommended for its inclusion of sentences as examples. Yunn Pann, M.S. Saturdays, March 3-24, 9 a.m.-1 p.m. Guggenheim 2. \$48.

**BCEG-72****Do It Better: Effective Methods of Personal Improvement**

This course provides over a hundred methods and techniques for improving personal capabilities in all areas of life. You will discover many approaches and ideas not found in other improvement programs. These principles and techniques can lead to greater growth and development, satisfaction, health, wealth, esteem, awareness, confidence, or whatever goals you set. Topics include: new ways of reaching out; a framework for examining life endeavors; accelerated learning; comparative life systems; thought enhancement; kinds and levels of information; varieties of language; assessing your values; predicting consequences; flexible rhythms; and other practical subjects. This class is for people interested in optimizing and enhancing the attainment of personal objectives and interests. Mark Meredith, Ph.D. Wednesdays, February 15 — March 7, 6:30-9:30 p.m. 4 sessions. Hale 6. \$39.

**BCEG-40**  
**Earth Shelter Design**

This course is designed as an introductory course covering definitions, site analysis and evaluation, solar application, structural systems, floor plans, daylighting, waterproofing insulation, and any class requested topics. Almost 300 buildings will be shown and evaluated for the ideas that apply to each class member's particular circumstance. Pamm McFadden. Tuesdays, April 3, 10 and 16, 7-10 p.m. 3 sessions. Hellems 193. \$35.

**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, western historian and local oral historian. Wednesdays, February 15 — March 14, 7-8:30 p.m. 5 sessions. Hellems 185. \$23.

**BCEG-62**  
**Moving Towards Change: Life Dynamics**

Does change deal with you or have you learned to effectively deal with change? When change deals with you, you become susceptible to stress, physical and psychological tension, illness and discontent. Through a practical format combined with experiential methods and focus on movement based on the Feldenkrais Method of Awareness Through Movement, you will work with tools to attain control over change in your life, to realize choice and make desired changes possible. We will explore the body-mind relationship, awareness and change, stress management, habits, breathing and body self-image. This workshop is for anyone who wants to change but doesn't know how, and for those who assist others in change in their profession or in the course of their daily lives. Course is approved to meet Continuing Education requirements for Social Workers (Program #82419). Peggy Lichter, M.S.W., and David Di Dominico, M.A. Saturday, February 18, 9 a.m.-5 p.m. 1 all-day session. Hale 6. \$24.

**BCEG-59**  
**On Being Single**

We will focus on how to develop social involvements with others at various levels, with more rewarding and more meaningful relationships. Participants will have the opportunity in a relaxed, safe and informal environment to: (a) Interact with each other going beyond superficial exchanges and leading to genuineness, trusting, and emotionally honest patterns of communicating; (b) Cope with feelings of aloneness, loneliness, rejection, and moving on; (c) Work on your own individual concerns relating to being single. We will have the opportunity to interact with each other on a more informal basis during the course of the session. Neil Rosenthal. Saturday, February 18, 9 a.m.-5 p.m. 1 all-day session. Business 124. \$26.

**BCEG-41**  
**Stress Management and Biofeedback**

This course focuses on the origins of stress on personal, biological and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, bruxism, depression, headaches, and anxiety are the topics. Toby F. Link, M.A. Thursdays, February 16 — April 12, 6:30-8:30 p.m. 8 sessions. Hale 6. \$48.

**Social Dance**

**BCED-14**  
**General Ballroom Dancing**

A basic course in the fundamentals of ballroom dancing which should give the student a strong foundation in a variety of dances to fit any social dance situation. Dances include swing, foxtrot, cha cha, rhumba. Van F. Pool. Tuesdays, February 21 — March 20, 7:15-8:30 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$22.

**BCED-20**  
**Country Western Swing**

This course will focus on the more useful, practical, and widely performed dance steps to the tunes of new and traditional country and country-rock music. Emphasizes individual style and practical skill. Van F. Pool, Tuesdays, February 21 — March 20, 8:30-9:45 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$22.

**BCED-15**  
**Rock 'n Roll Jitterbug ('50s Style)**

Come jitterbug to all the oldies but goodies as well as the newest hits. Basic step, pretzel, sweetheart, and guys-left-pass are some of the steps to be taught. You will surely Rock Around the Clock in this class! Van F. Pool, Tuesdays, February 21 — March 20, 6-7:15 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$22.

**Fine Arts**

**BCEF-22**  
**Calligraphic Arts**

The art of beautiful writing discovered through creative lettering and pen-and-ink techniques. An introduction to the basics of letter proportion and spacing, alphabet designs, and ornamental lettering. Writing instruments and papers will cost about \$10, as outlined at the first session. Marcia Marfia, M.F.A. Thursdays, February 16 — April 12, 7-9 p.m. 8 sessions. Guggenheim 2. \$48.

**BCEF-26**  
**Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments and rice papers. Composition and design will also be discussed. Students will bring their own material, a brush or brushes, ink, rice papers, or newsprints. Janette Lenschow, M.F.A. Thursdays, February 16 — April 12, 7-9 p.m. 8 sessions. Geology 108. \$48.

**BCEA-41**  
**Creative Art Design Improvisation**

An evolving series of art/design "exercises" that allows your inherent originality of art expression to become visible in the world of form. This course is based on Ilonka Karasz's teachings regarding unconditioned creativity — an "inside-out" approach. Former student, Janice Jenson, a stained glass designer, says: "Whereas formerly I used to sit down and 'think out' a composition, now the design seems to unfold by itself onto the grid. It's an extremely creative methodology." Although the course has been advantageously applied by professionals in varied art/design fields, *no previous art experience is necessary*. To begin: bring 11 x 14" sketch pad, ruler and eraser. Shirley Brödersen. Mondays, February 20 — April 9, 7-9 p.m. 7 sessions. Hellems 81. \$43.

**BCEA-43****Creative Darkroom Procedures**

This class is to allow any type of photographer to advance his or her photographic experience by developing and printing his or her own black and white work. Those of you who don't think you are creative, let this class prove you wrong. We will learn techniques such as Kodalith Printing and Solarizing Prints, as well as direct printing. There will be a \$25 darkroom use fee collected at the first class. Other costs can be expected, \$10-up, depending on students' needs and ambitions. Marga Querin, B.F.A. Tuesdays and Thursdays, February 14 — March 8, 7:30-9:30 p.m. 8 sessions (additional sessions by arrangement). Engineering Center CR 0-9. \$48.

**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" x 24" newsprint pad and pencils (2H, HB, and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, February 16 — April 12, 7-9 p.m. 8 sessions. Fine Arts C-135. \$54.

**BCEF-25****Printmaking: Intaglio Workshop**

Designed to teach the fundamentals of intaglio. Intaglio is a printing process in which an image is either cut directly or bitten by acid into a metal plate. Ink is forced into this cut or bitten image, the plate is wiped clean, and a print is made when plate and paper are run together under pressure through an etching glass. Techniques including engraving, dry-point, mezzotint, hard and soft-ground etching, aquatint, and relief printing will be demonstrated. The course is open to beginners as well as more experienced artists. There will be a \$10 fee payable at the first class for nitric acid, solvents, etc. Tim Diffenderfer, M.F.A. Tuesdays, February 14 — April 10, 7-9:15 p.m. 8 sessions. Fine Arts C-125. \$54.

**BCEF-10****Beginning Photography**

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, composition, and the variety of film types available. There will be two field trips 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. Class size is limited. J. Michael Blocher, M.A. Tuesdays, February 14 — March 20, 7-9 p.m., plus 2 field sessions, Saturday, February 25 and March 3. 8 sessions. Engineering Center CR 1-1. \$48.

**BCEF-21****Advanced Photography**

An advanced photography course designed to improve your camera skills, help formulate your style, and develop your "eye" for seeing. Emphasis will be given to dynamic composition, light and lighting techniques, special effects, and themes. If you have a good working knowledge of your camera, but have greater ambitions for your results, then this is the class for you. Class size is limited. J. Michael Blocher, M.A. Thursdays, February 16 — March 22, 7-9 p.m. 6 sessions. Engineering Center CR 0-8. \$36.

**BCEA-42****Creative Photography Workshop**

A unique photography course for the beginning and intermediate photographer. It's designed to help you take more exciting photographs by exposing you to the ideas and works of the masters; teachings covering over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work. Harry Boyd. Wednesdays, February 15 — April 11. 7-9 p.m. 7 sessions. Engineering Center CR 1-1. \$48.

**BCEF-11****Black and White Darkroom Photography for Beginners**

An intensive darkroom course in the basic techniques of processing and printing black and white film. Students will begin with processing a roll of exposed film. Negatives will be analyzed and composition discussed. Sessions will also cover choice of contrast papers, filters, and darkroom techniques. A 35mm camera and a basic understanding of working with a camera required. Some lab time is by special arrangement. There is a lab fee (generally the maximum is \$30), which will be discussed at the first class. Marga Querin, B.F.A. Wednesdays, February 15 — April 11, 7-9 p.m. 8 sessions. Engineering Center CR 0-9. \$48.

**BCEA-44****Introduction to Scenic Photography**

For beginning and advanced students, this course will show you simple, effective techniques to better capture the beauty of Colorado's varied scenery. If you have ever been disappointed getting your slides or prints back after you took what you thought was a picture-perfect mountain scene, then this course is for you. Weekly field assignments will be given, with follow-up critiques; how to organize a scenic picture around an interesting foreground, and how to get everything in focus, will be emphasized. Selecting pictures to enlarge and frame will be covered so that at the end of the course, students will have calendar-quality photographs to hang on their walls. Steve Tohari, B.S. Wednesdays, February 15 — April 11, 7-9 p.m. 8 sessions. Hellem's 267. \$48..

**Questions or concerns about a course?**

**Please call us.**

**492-5148**

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.

## Languages

### BCEL-35

#### **Spoken Arabic for Travelers**

This course will emphasize spoken Arabic, since it is quite different from the written Standard Arabic. No previous Arab language experience is necessary (though it would help). The class will give students the basic skills and help them manage if they travel in an Arab country using the daily vocabulary. Nadia Turk, M.A. Tuesdays, February 14 — April 24, 7-9 p.m. 10 sessions. Hellems 141. \$60.

### BCEL-23

#### **English as a Second Language: Discussion Group**

This class offers students an opportunity to discuss topics of current interest. Using various resources, such as magazine articles and reports from radio and television, students can exchange information, ideas, and opinions in American English. Time will be given to clarification and pronunciation of new vocabulary. Phyllis Mathews, M.A. Monday and Wednesday, February 13 — April 16, 4-5:30 p.m. 17 sessions. Ketchum 301. \$78.

### BCEL-29

#### **English as a Second Language: Intermediate Level**

This is basically a structure class, with emphasis on understanding and using basic English grammar. The student will be encouraged to use English in speaking and in writing. Material will be presented using a textbook and various hand-outs. There will be various assignments and weekly quizzes. Some time will be spent on vocabulary and pronunciation. Former students welcome. Jean Nichols, B.A. Mondays, Tuesdays, and Thursdays, February 13 — March 20, 7-8:30 p.m. 17 sessions. Hellems 271. \$78.

### BCEL-27

#### **French for Reading**

This course is designed to help the student acquire a reading knowledge of French. The course will teach recognition of major grammatical points and successful use of a bilingual dictionary, to best comprehend reading materials in any particular field. Highly recommended for researchers, graduate students, and lovers of the French language. Texts required for class are *French for Reading*, and a good bilingual dictionary, available at the University Book Center. Jane E. Backer, M.A. and Sylvaine Montaudouin, M.A. Thursdays, February 16 — April 26, 6:30-8:30 p.m. 10 sessions. Hellems 137. \$60.

### BCEL-25

#### **Conversational French (Beginners)**

French for travelers. Students will speak, understand, and write simple French. Course includes occasional laboratory use of tape recordings and an introduction to French culture and customs. Jane E. Backer, M.A. Mondays, February 13 — April 23, 7-9 p.m. 10 sessions. Hellems 193. \$60.

#### **Learning French for your bicycle tour?**

Bicycle touring has become very popular world-wide as a means of touring many countries, especially France and England. Please see the course *Bicycle Touring in France*, in the following Sports and Outdoors section, page 37.

### BCEL-26

#### **Conversational French (Advanced Beginners)**

A more advanced course for the student with some French background. Occasional use of University language laboratory is included. Use of a text will be discussed at the first class. Sylvaine Montaudouin, M.A. Mondays, February 13 — April 23, 7-9 p.m. 10 sessions. Hellems 191. \$60.

### 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. Course utilizes extensive hand-out materials. Erwin Tschirner, B.A. Mondays, February 13 — April 23, 7-9 p.m. 10 sessions. Hellems 245. \$60.

### 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. Erwin Tschirner, B.A. Wednesdays, February 15 — April 25, 7-9 p.m. 10 sessions. Hellems 245. \$60.

### BCEL-12

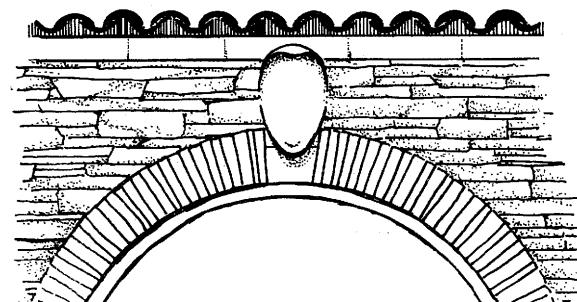
#### **Beginning Conversational Italian**

The immediate goal of the course is effective oral communication. This objective is reinforced by learning to read and write the language and by understanding and appreciating the culture. Classes follow a sequential pattern, utilizing individualized handout material. Required text is *Spoken Italian for Students and Travelers*, by Speroni and Kany, available at the University Book Center. Steven Hughes, M.A. Thursdays, February 16 — April 26, 7-9 p.m. 10 sessions. Hellems 193. \$60.

### BCEL-27

#### **Advanced Beginners Italian Discussion Group**

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Required text is *Teatro Prosa Poesia*, by Reynolds and Brunette, available at the University Book Center. Gianfranco and Pamela Marcantonio, M.A. Thursdays, February 16 — April 26, 7-9 p.m. 10 sessions. Hellems 191. \$60.



## **Speaking Mandarin – Beginning Chinese**

Thinking of a trip to mainland China or Taiwan? Chinese people tend to feel a great deal of affinity, appreciation, and fascination toward foreigners who speak (at least some) Chinese. This intensive class is conducted in an atmosphere that encourages both the intellect and the intuition. We will take part in games, role playing, guided imageries, and also sessions with classical and baroque music, the basic structure of "Sugestology." *The China Traveler's Phrasebook* by Lee and Barne, Eurasia Press, \$6, is required. This is also an excellent pocket-size book to take with you on your Chinese journey. The companion tape (\$6) is highly recommended. Available at CU Bookstore. Yunn Pann, M.S. Thursday, April 5, 7-9 p.m., Saturday and Sunday, April 7 and 8, 9 a.m.-noon and 2-5 p.m. 3 sessions. Engineering Center CR 0-3. \$42.

### **BCEL-15**

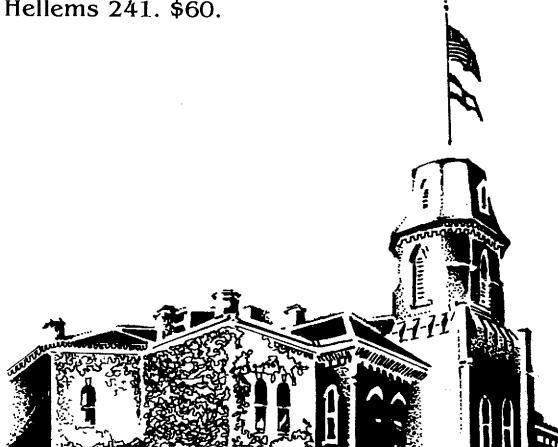
#### **Beginning Conversational Spanish**

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary. Elizabeth Medina, Ph.D. Tuesdays, February 14 — April 24, 7-9 p.m. 10 sessions. Hellems 241. \$60.

### **BCEL-16**

#### **Intermediate Conversational Spanish**

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prer., beginning Spanish or equivalent. Elizabeth Medina, Ph.D. Thursdays, February 16 — April 26, 7-9 p.m. 10 sessions. Hellems 241. \$60.



## **Sports and Outdoors**

### **BCEG-32**

#### **Bald Eagles and Hawks of the Plains, Plus Winter Animal Signs**

Do you realize that Colorado rates tenth in the nation for number of wintering bald eagles? The eagles are found out east, along the Platte River, and on a good day up to 60 bald eagles have been seen. We will identify owls, hawks, and waterfowl, with added information on winter animal tracks and signs, when we see them. Be prepared for cold. Binoculars helpful. Trips may be changed when weather is inclement. Carpooling out east and around the Boulder area for a half-day trip. Tina Jones, Naturalist. Friday, February 17, 6-7:30 p.m., Sunday, February 19, 8 a.m.-4 p.m., and Sunday, February 26, 9 a.m.-1 p.m. 3 sessions. Engineering Center CR 0-1. \$27.

### **BCEG-87**

#### **Bicycle Touring in France**

Cycle in France without fear, and save hundreds of dollars by learning how to plan your own trip and find bargain accommodations and meals in every region. Learn about your options on how to get there, when and where to go, what to see and do, and places to stay, eat, and drink. Includes valuable tips on getting around on trains with your bike, and on surviving in French without being fluent. The instructor organized and co-led a group tour for 24 in September, 1983. England can also be discussed. Guest lecturers will be Hartley Alley of the Touring Cyclist Shop and Bob Joselyn of Free Spirit Travel. Steve Crossen. Wednesdays, February 15 — March 21, 7-9 p.m. 6 sessions. Hellems 241. \$36.

### **BCEG-18**

#### **The Romance and Adventure of Hot Air Ballooning**

An introductory course in Colorado's sport of the '80s. Did you know this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a hands-on opportunity in rigging and inflating a balloon. Everyone will take a tethered balloon ride, weather permitting, during the field session. Joyce VandeHoef. Saturday, February 25, 12:30-5:30 p.m. 1 all-day session. Engineering Center CR 0-3. \$40.

### **BCEG-35**

#### **The Insect World**

Over half the species of animals in the world are insects. Learn about these fascinating and sometimes bizarre creatures that are all around us, and upon which all life depends. This course will enable the layman to identify insects as encountered in daily life. Evening sessions will be lecture/discussion/lab format using insect specimens, microscopes, and slide shows. Insect evolution, anatomy, life history, behavior, ecology, and insect relatives (spiders, scorpions, etc.) will be discussed. Field trips to Sawhill Ponds and Boulder mountain parks will explore varied habitats for insect life (will be conducted in small groups). Cyndra Dietz, Naturalist. Tuesdays, April 17 — May 8, 7-9:30 p.m., and Saturdays, May 5 and 12, by arrangement. 6 sessions. Ramaley N1B-76. \$48.

### **BCEG-39**

#### **National Parks, Wildlife Refuge Areas, and Natural Wonders of the West**

You can visit and travel throughout the U.S. even though it is winter. Come learn about the natural history, flora and fauna, and geology of such areas as Glacier National Park, Bryce, Zion, Tetons, Yellowstone, Sonora desert, ruins of New Mexico, and wildlife refuge areas that are lesser known. This class is great for those planning trips, or for those who want to learn where to go, what time of year, and to see big game and photograph wildlife. This is a *slide presentation* from a naturalist's point of view. The everglades and some eastern parks will also be shown. Tina Jones, Naturalist. Thursdays, February 16 — March 1, 7-9 p.m. 3 sessions. Engineering Center CR 0-1. \$19.

**Questions or concerns about a course?**

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**BCEG-20****Private Pilot Ground School**

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Field trips and an opportunity for a flight will be scheduled. Materials may cost about \$40. Lisa Apblebaum, B.S. Wednesdays, February 15 — April 25, 7-9 p.m. 10 sessions. Engineering Center CR 0-1. \$60.

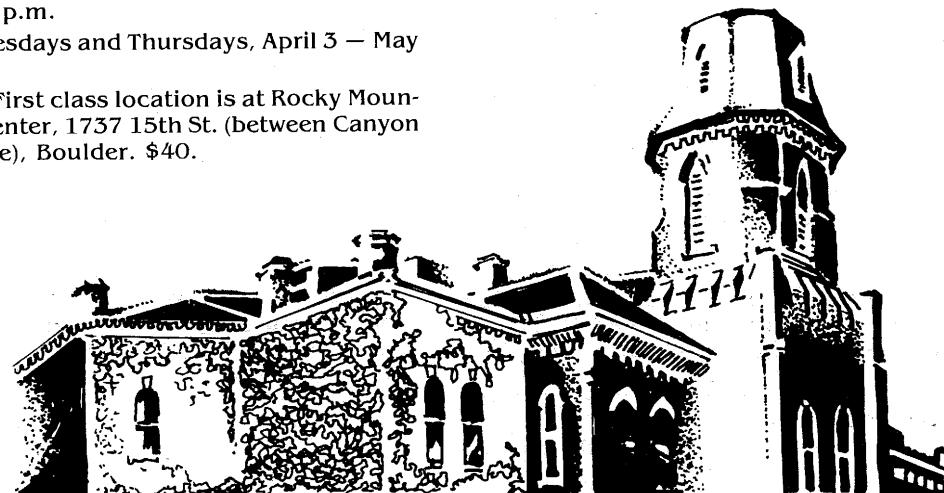
**BCEG-19****Scuba Diving**

A special course offered evenings at the Carlson Gymnasium pool. Topics include basic skin diving and scuba skills, equipment handling and maintenance, first aid and rescue skills, and basic human physiology as it relates to scuba divers. Instructors are all NAVI, PADI, and SSI certified. After the course, an open-water dive will be made with Rocky Mountain Divers' Center. Recommended text is *Sport Diving Manual*, available at the University Book Center. First class consists of a lecture followed by work in the water; bring a bathing suit and towel. Note: a \$110 materials fee is collected at the first class session, making the total cost for this course \$150. Class size is limited.

Section I: Tuesdays and Thursdays, January 24 — March 6, 7-9 p.m.

Section II: Tuesdays and Thursdays, April 3 — May 10, 7-9 p.m.

12 sessions. First class location is at Rocky Mountain Diving Center, 1737 15th St. (between Canyon and Arapahoe), Boulder. \$40.

**BCEG-38****Spring Birdwatching**

Spring is the best time for birding because of migration and precourtship behavior. The class is geared for beginners and intermediates. We will learn about bird identification, nesting behavior, habitat requirements, migration routes, and food sources. One all-day trip to Pawnee Grasslands, and another trip around the Boulder area. Trips may be changed when weather is inclement. Binoculars helpful. Tina Jones, Naturalist. Friday, May 11, 6-8 p.m., and Sundays, May 13 and 27, 7:30 a.m.-4 p.m. 3 sessions. Engineering Center CR 0-3. \$42.

**BCEG-37****Spring Wildflowers: Their Uses and Identification**

Enjoy Boulder's surrounding foothills beauty by knowing what grows there. This is a one-day field trip, with one evening introduction, on Boulder County wild plants and flowers. Flower parts, stems, and leaf shape, soil content, altitude where found, and edible and medicinal uses of the plants will all be discussed. Use of a botanical key will be touched upon. Some flowers that bloom in spring do not bloom again until the next year, or at higher elevation, so some can be quite specific in their locality. Trip may be changed if weather is inclement. Hand-lens useful. Tina Jones, Naturalist. Thursdays, May 10 and 17, 7-9 p.m.; Saturday, May 12, 1-4 p.m., and Saturday, May 26, 9 a.m.-4 p.m. 4 sessions. Engineering Center CR 0-3. \$39.

# **CERTIFICATE IN MULTI-IMAGE AND MULTI-MEDIA COMMUNICATIONS**

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

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

**The courses are conducted to develop** an audio-visual practitioner's skills, knowledge and personal capability to communicate his or her messages quickly and accurately. This course of study makes it possible for the beginner, intermediate, and advanced student to get "hands-on" experience with the latest tools and techniques in training and information dissemination. Each course builds the student's AV and photography base, allowing the individual to respond quickly to the demands of the marketplace. There are no strict prerequisites for the program and no formal application is required. However, the course of study is most beneficial to the technician or artist looking to expand his work to include new horizons in portfolio presentations, and to apply his skills in advertising, product promotion, multi-media artistic exhibitions, "road

shows," campaigns and convention work. Special attention is always paid to develop a realistic hands-on professional experience by the use of lecture, sample presentations, expert actual projects, and extensive student use of studio equipment. The technology involved is also helpful to graduates of the Certificate in Commercial Design. The program is generally structured so that participants can achieve a Certificate in one year or three semesters.

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

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

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

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

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

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

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

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

## **Certificate in Multi-Image and Multi-Media Communications Courses by Starting Date**

### **Starts**

Friday, February 24  
Saturday, February 25  
Friday, March 23  
Saturday, March 24  
Friday, April 27  
Saturday, April 28

### **Course**

Multi-Media Survey and Video Workshop  
\*Storyboarding and Scriptwriting Techniques  
Animation Kinestasis  
\*Multi-Media Photography  
Advanced Programming Workshop  
Advanced Multi-Image and Computer Graphics

*\*Required certificate courses.*

### **BMMA-97**

#### **Multi-Media Survey and Video Workshop**

This course is a functional introduction to Multi-Media communications. The basics of Videography as applied to bia-media productions, convention and telecommunications needs, special knowledge, skills and techniques are studied and then applied to a series of class exercises designed to prepare students for assignments in business, industry, and governmental video cassettes. Friday, Monday, Tuesday, February 24, 27, 28, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$95.

### **BMMA-81**

#### **Storyboarding and Scriptwriting Techniques**

This course examines the various creative efforts needed to produce a multi-image presentation, beginning with research and scriptwriting, two basic skills that form the foundation of a production. Students will benefit from the scripts of writers who have successfully worked with clients in varied industries and businesses, such as telecommunications, travel, general consumer goods and automotives. The four variations of the storyboard-animated action, live action, abstract (graphic), and combinations will be discussed, demonstrated, and practiced through a workshop series of exercises in the context of preproduction, budgeting, and creative visual styles. Saturday and Sunday, February 25 and 26, 9 a.m.- 5 p.m. 2 all-day sessions. Stadium 350. \$105.

### **BMMA-90**

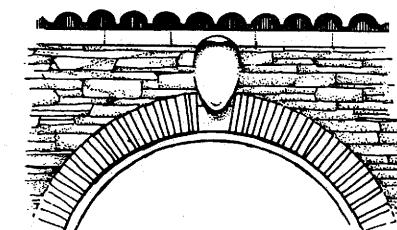
#### **Animation Kinestasis**

This animation workshop covers the many "how-to's" necessary for achieving the motion-picture-like animation of slides. Demonstrations and hands-on animation slide programming will give students added flexibility and skill in this important subject area. Topics include computer-generated graphics to create animation sequences, special color to those images, and vital experimentation with the images. Friday, Monday, Tuesday, March 23, 26, 27, 5:30-10 p.m. 3 sessions. Stadium 350. \$105.

### **BMMA-82**

#### **Multi-Media Photography**

The visual style of a multi-image presentation grows out of two factors: the artistic sensibilities of the photographer, animatographer, or illustrator, and the underlying theme of the presentation. This course focuses on the creative multi-media photography process from the artist's concept to project completion. Topics cover this style and theme process, developing treatment, theme, and execution, as well as photographic and artistic skills for the industry. Special emphasis is given to proper visual techniques highlighting the presentations theme. Saturday and Sunday, March 24 and 25, 9 a.m.-5 p.m. 2 all-day sessions. Stadium 350. \$105.



**BMMA-94****Advanced Programming Workshop**

This advanced workshop defines the programmed presentation of visual images to convey information and create an impression. Students will be taught to manipulate images, to dissolve from one image to another at any of a number of rates, to animate, and to integrate slides, motion pictures, light displays, and other special effects, producing an automatically controlled, consistently repeatable production. Special examples of productions will be examined, including permanent pavillions, programmed classroom presentations in education, and some popular advertising and sales promotion vehicles. Friday, Monday, Tuesday, April 27, 30, May 1, 5:30-10 p.m. 3 sessions. Stadium 350. \$150.

**BMMA-86****Advanced Multi-Image and Computer Graphics**

Topics include the fast-growing computer generated and computer assisted graphics industry. Students will get demonstrations with a hands-on multi-image camera field trip and demonstration, with hands-on computer graphics keyboard during a field trip, held second class session. This advanced seminar presents a developed series of exercises to demonstrate how simple art is used to create a wide range of sophisticated images on film chips and CRT terminals. Students will be taught to manipulate images, to animate, integrate special effects, producing automatically controlled, consistently repeatable multi-image supergraphics. Field trip information is given at the first class session. Saturday and Sunday, April 28 and 29, 9 a.m.-5 p.m. 2 all-day sessions. Stadium 350. \$150.

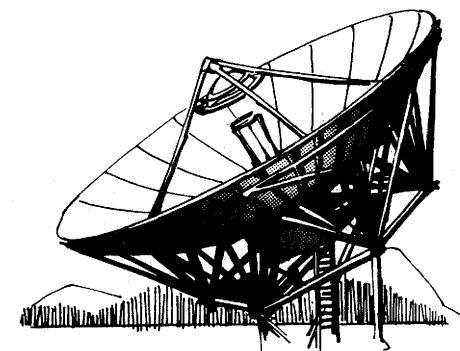
## **VIDEO- TELECONFERENCE PROGRAMS**

The Division is very pleased about its plans to present timely and relevant programs by satellite in 1984. This electronic means of receiving and presenting high quality programs produced at prestigious universities is a new venture at the University of Colorado. Presenting programs by this means is becoming popular and well accepted.

Teleconferences scheduled for 1984 are:

- **Strength and Conditioning** originating at the University of Nebraska, Lincoln, on Saturday, February 25.
- **John Naisbitt**, March 29.
- **Strategic Planning and Communication for Improved Productivity and Employee Morale** originating at Wichita State University on May 1.
- **Sexual Abuse of Children** originating at the University of Minnesota in September.

For more information about these programs, please call the Division at (303) 492-8666, or if you are out of the Denver Metro area but in Colorado, call toll free 1-800-332-5839. Please send requests for written information to the Division of Continuing Education, Campus Box 178, University of Colorado, Boulder, Colorado 80309.



# **AUDIOVISUAL COLLEGE EDUCATION PROGRAM**

The Audiovisual College Education Program (ACE) provides graduate-level courses for off-campus students either televised live from the campus classroom or delivered by United Parcel Service (UPS) on videotape to your company or agency. You can save the time and effort it would take to attend a campus class and increase your productivity by taking courses through ACE at your work place. We encourage a minimum of five students at the off-campus location; however, a smaller number can be authorized. The class size is important to the learning process since students can learn from one another.

Questions can be coordinated and telephoned to the instructor during established telephone office hours. Open telephone lines directly into the classroom serve questions from students studying by live TV.

A company education officer will be the monitor for the off-campus classroom at the company location to handle the receiving and returning of video cassettes, homework assignments and to proctor examinations. This individual may not be one of the students taking the course. The education officer sets the viewing times, sees that the tapes are returned within the three-week limit, is the coordinator for the students and the key person for all contact with the ACE Program staff.

Anyone with a background adequate for coping successfully with a given course is eligible to enroll. If you question your ability to handle a particular course, it is suggested that you call the instructor. However, if you intend to work on a degree program, you must obtain approval from the appropriate department of the College of Engineering and Applied Science at the University of Colorado. Permission to take a course without credit must be obtained from the class instructor.

Equipment for playback is needed at your location. A video cassette player for viewing three-quarter-inch color cassettes and one color television monitor are needed as minimum equipment. This equipment can be rented from a local audiovisual supply firm if not available at the company. If using live television, a parabolic antenna, a down-converter, and a television monitor are needed as minimum equipment.

**Enrollment:** Preregistration is necessary. Call the ACE Program office at 492-6331.

**Tuition:** Resident tuition is \$375 per three-hour course. Nonresidents may take one three-hour course for the same tuition as a resident. For more than one three-hour class, nonresidents must pay the prevailing out-of-state tuition rate.

## **ACE Courses, Spring, 1984**

### **C.E. 581-3 Engineering Properties of Soils**

1-1:50 p.m. MWF

### **C.E. 589-3 Dynamics of Soils and Foundations**

3-4:15 p.m. MW

### **C.S. 445-3 Data Structures**

3:30-4:45 p.m. TTH

### **C.S. 582-3 Software Engineering**

2-2:50 p.m. MWF

### **E.E. 556-3 Translation of Programming Languages**

10-10:50 a.m. MWF

### **E.E. 565-3 Detection and Estimation Theory**

1-1:50 p.m. MWF

### **E.E. 572-3 Energy Systems Analysis II**

8-9:15 a.m. TTH

### **E.E. 577-3 Power System Protection**

9:30-10:45 a.m. TTH

### **E.E. 580-3 Synchronous Machines**

11-12:15 p.m. MW

### **B.Ad. 502-3 Fundamentals of Accounting**

11-11:50 a.m. MWF

### **B.Ad. 503-3 Fundamentals of Marketing**

11-12:15 p.m. TTH

All classes will meet in CRO-12 or CRO-14.

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.

## **Courses for Spring 1984 By Starting Date**

### **Special Real Estate Preparation Course in Boulder**

#### **RE-5 Practice and Law (48 hours)**

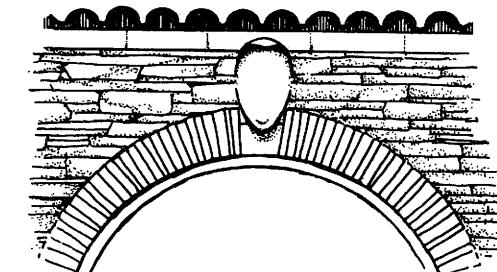
Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, 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 counter-offers.

Daytime section: 6 sessions. Mon., Tues., Thurs., Fri., Mon., Tues., Jan. 9, 10, 12, 13, 16, 17, 8:30 a.m. to 5:30 p.m. Location: University of Colorado Business Building, Room 125. Instructor: Gino Landini, Metro Brokers, Lakewood. Tuition: \$220. Textbooks available at the class.

Evening section: 16 sessions. Tues., Thurs., Jan. 31 to March 22, 6:30 to 9:30 p.m. Location: University of Colorado Engineering Building, Southwest Classroom Wing, CR-1-46. Instructors: Fred Kroll, Arvada; Don Sederberg, Wheatridge. Tuition: \$220. Textbooks available at the class.

## **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.



## **RE-52 Real Estate Closings**

This course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of the closing statements of the various types of transactions. Instructor: Lorraine Roemer, C.R.S., C.R.B., Broker Associate, the Pratt Agency, Longmont. Tuition: \$110. Text: Real Estate Closings, Schreiner, \$34. Wednesday, Thursday, Friday, January 18, 19, 20, 8:30 a.m. to 5 p.m. For information call 492-8666 or 1-800-332-5839.

## **RE-20 Advanced Real Estate Law**

The course offers a case study of recent court decisions involving contract law and agency law. Cases are taken primarily from Colorado courts, with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice. Instructor: Lee Fusilier, Professor of Business and Real Estate Law, University of Colorado. Wednesday, Friday, Wednesday, January 25, 27, February 1, 8:30 a.m. to 4:30 p.m. Tuition: \$110. Text: Real Estate Law, \$16. Held in Longmont. For information call 492-8666 or 1-800-332-5839.

## **RE-72 Property Management**

This course demonstrates the methods of applying the principles of real estate management and covers such areas as rent collection, purchasing, bookkeeping, physical maintenance, leases and contracts, and many other day-to-day skills. In addition to operating techniques, the course attempts to give the student a deeper insight into the long-range welfare of the property as an investment. Sessions on real estate economics and finance, neighborhood and property analysis, depreciation, obsolescence, and deferred maintenance enable the student to learn the meaning of "highest and best use" of investment property. Instructors: Lyn Hummel, C.P.M., C.C.I.M., Denver; Julia Banks, C.P.R., Broker, Denver. Tuition: \$110. Text: Property Management, \$22. Monday, Thursday, Saturday, February 13, 16, 18, 8:30 a.m. to 4:30 p.m. For information, call 492-8666 or 1-800-332-5839. Held in Longmont.

## **RE-61 Tax Factors in Real Estate**

A basic study of the income tax and its effect on real property transactions and operation.

estate, treatment of capital and ordinary gains, basis, installment sales, depreciation, and postponement of income tax. Instructor: Rex Martin, C.P.A. Tuition: \$110. Text: Marketing Investment Real Estate, \$23. Tuesday, Thursday, Monday, March 6, 8, 12, 8:30 a.m. to 4:30 p.m. Held in Longmont. For information, call 492-8666 or 1-800-332-5839.

## **RE-60 Commercial and Investment Properties**

This is a study of the commercial and investment side of the real estate market. This course covers the marketing of commercial property, agent-client relationships, and factors affecting investment property. Instructor: Bob Brougham, Broker, C.C.I.M., Denver. Tuition \$110. Text: Marketing Investment Real Estate, \$23. Wednesday, Friday, Monday, March 28, 30, April 2, 8:30 a.m. to 4:30 p.m. For information, call 492-8666 or 1-800-332-5839.

## **RE-15 Real Estate Contracts**

A practical course analyzing the standard listing contract, the sales contract, the extension agreement, and counter-proposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract. Instructor: Don Sederberg, Broker, G.R.I., C.R.S., Westminster. Tuition: \$110. Text: Real Estate Sales Contracts, \$28. Monday, Wednesday, Friday, April 16, 18, 20, 8:30 a.m. to 5:30 p.m. For information, call 492-8666 or 1-800-332-5839.

# **PARALEGAL EDUCATION THROUGH CORRESPONDENCE INSTRUCTION**

Core areas have been developed in paralegal education for goal- and/or career-oriented individuals. Designed for the beginning law-office worker, all courses serve equally well to upgrade skills and abilities of those already working in law or to introduce the general public to the process of law.

Each noncredit course is equivalent to 45 hours of classroom instruction and carries 4.5 CEUs. Study materials have been prepared by the United

Paralegal Systems, Inc., and consist of texts, workbooks, study guides, and audio-tapes. Students are directed to methods of annotating these materials to cover the law of their particular state. Upon satisfactorily passing a course, students receive certificates of completion and can apply for the recording of CEUs at no additional cost. Call 492-8756 for more information.

## **PL.ED.-10 Evidence and Investigation**

Students will learn to understand basic principles of evidence (such as categories of evidence and the exclusionary rules), the application of the rules of evidence to factual situations, the techniques of investigation (skip tracing, interviewing, developing evidence, utilizing demonstrative evidence, marshalling evidence, etc.). Students will learn to use the Federal Rules of Evidence. Tuition: \$105.

## **PL.ED.-11 Litigation, Civil Procedures, and Discovery**

Based on the Federal Rules of Civil Procedure, this course teaches the history, structure, and operation of the court system. At completion of study, students should be able to trace the progress of a civil suit and the nature of litigation; understand the function of process (how a lawsuit is commenced and the significance of jurisdiction); distinguish between types of parties, pleadings, and motions; prepare pleadings from factual situations; understand the nature of discovery. Tuition: \$105.

## **PL.ED.-12 Legal Research and Writing**

Students will learn to identify specific law books necessary to conduct legal research; use law books utilizing the descriptive-word method of research; conduct legal research from given factual problems; analyze and brief cases, statutes, regulations, etc.; Shepardize cases, statutes, regulations, etc.; use secondary authorities; compile research into legal memoranda and briefs; understand principles of and learn how to conduct computer-assisted legal research. Tuition: \$105.

## **PL.ED.-13 Probate and Property (Real and Personal)**

In the property section, students will study personal property with emphasis on real property — estates and interests in land, water, oil and gas, boundaries and descriptions, conveyances, landlord and tenant, liens. In the probate section, study will be on intestacy, wills, rights of spouses, trusts, and administration of estates. Both sections entail the paralegal's "doing" the tasks involved as well as reviewing the law. Tuition: \$105.

**REGISTRATION  
INSTRUCTIONS FOR CREDIT,  
NONCREDIT, AND CERTIFICATE COURSES**

### **Advance Registration is Necessary and Can Be Accomplished:**

**In person:** Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby.

**In person:** Thursday, January 26 from 9 a.m.-4 p.m.; Friday, 9 a.m.-2 p.m., University Memorial Ballroom.

**In person:** Longmont will have a special registration at the Longmont school cafeteria from 5-7 p.m., Wednesday, January 17. Watch the *Times-Call* for announcement.

**By mail:** To enroll for courses, please fill out the appropriate forms (below for non-credit — on page 45 for credit) completely, and send them to:  
University of Colorado  
Division of Continuing Education  
Campus Box 178  
Boulder, Colorado 80309

**By phone:** If you are enrolling for noncredit or certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

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

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

**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).

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

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

**Snow 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. Or call 492-5500.

## **Registration for Certificate and Noncredit Courses**

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_

**Mailing Address**

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

**Business Address** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_ **Office Telephone** \_\_\_\_\_

**Social Security Number** — Computer courses only \_\_\_\_\_

| <b>Course No.</b> | <b>Course Title</b> | <b>Tuition</b> |
|-------------------|---------------------|----------------|
|-------------------|---------------------|----------------|

## **Tuition Payment by Mail**

Please send a check, payable to University of Colorado, to University of Colorado, Campus Box 178, Division of Continuing Education, Boulder, CO 80309; or 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** \_\_\_\_\_/\_\_\_\_\_

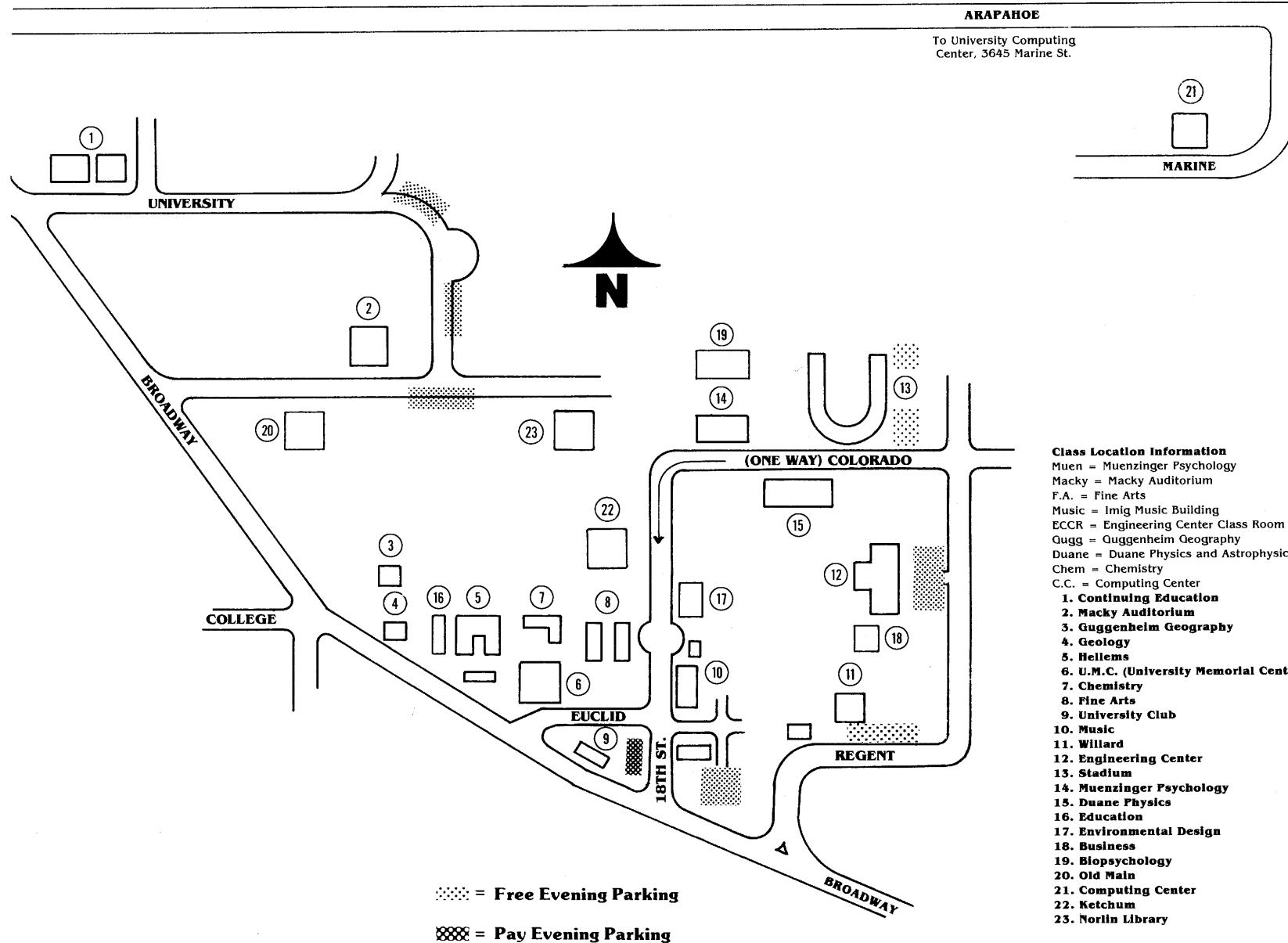
Cardholder's name, as it appears on the charge card.  
Please print.







# Campus Map



## ARAPAHOE

To University Computing  
Center, 3645 Marine St.

(21)

□

MARINE

## Class Location Information

- Muen = Muenzinger Psychology  
Macky = Macky Auditorium  
F.A. = Fine Arts  
Music = Imig Music Building  
ECCR = Engineering Center Class Room  
Gugg = Guggenheim Geography  
Duane = Duane Physics and Astrophysics  
Chem = Chemistry  
C.C. = Computing Center
- 1. Continuing Education
  - 2. Macky Auditorium
  - 3. Guggenheim Geography
  - 4. Geology
  - 5. Hellums
  - 6. U.M.C. (University Memorial Center)
  - 7. Chemistry
  - 8. Fine Arts
  - 9. University Club
  - 10. Music
  - 11. Willard
  - 12. Engineering Center
  - 13. Stadium
  - 14. Muenzinger Psychology
  - 15. Duane Physics
  - 16. Education
  - 17. Environmental Design
  - 18. Business
  - 19. Biopsychology
  - 20. Old Main
  - 21. Computing Center
  - 22. Ketchum
  - 23. Norlin Library



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



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