

DO NOT REMOVE  
FROM OFFICE

University of Colorado  
at Boulder  
Continuing Education  
Schedule of  
Courses, Seminars  
and Workshops  
Fall 1987

DESIGN COPY



The First Seventy-five Years



## 3 Easy Ways to Register



See Page 60 For Complete Registration Information

# 1.

### *In Person*

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

# 2.

### *By Mail*

Use the form on page 63 for Boulder  
Evening Credit, form on page 61 for  
Noncredit/Certificate. Three credit hour  
limit by mail, no limit on Noncredit/  
Certificate. A receipt will be mailed back  
to you promptly.

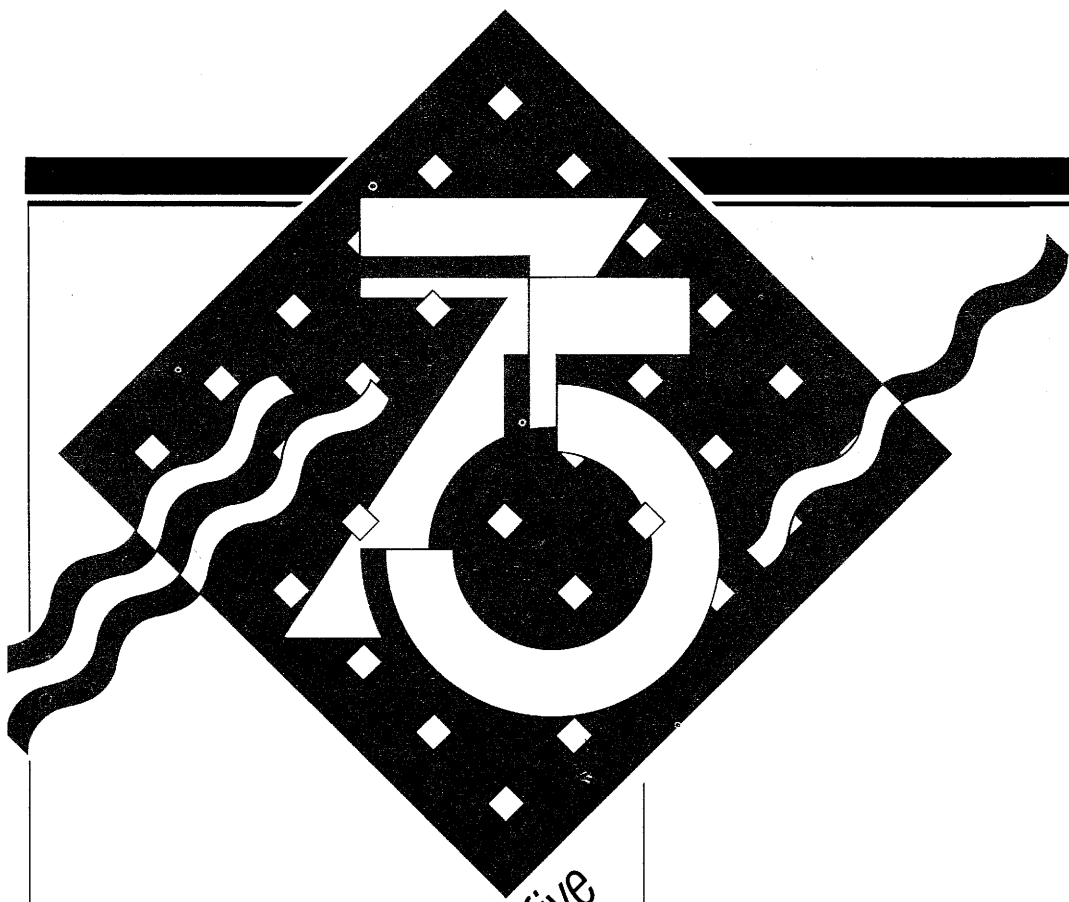
# 3.

### *By Phone*

For Noncredit/Certificate courses only,  
using VISA, MasterCard, or Choice,  
Monday, August 3 through Friday,  
September 25, call **492-2412** or  
**492-2407**. Starting September 28,  
call **492-5148**. A receipt will be mailed  
to you promptly.



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## The First Seventy-five Years

In our first 75 years we've gone from the early days of the automotive age to the beginnings of the computer era. In 1912, when we opened our doors, Woodrow Wilson was elected President of the United States and a cattle rancher named Elias Ammons became Governor of Colorado. In those days eight out of ten people in the workforce were involved in producing or manufacturing the goods society needed. Today two people out of ten do that work and the other eight are involved in the various activities of the information society. With the constant expansion of information this entails, lifelong learning is imperative. That's why we're here.

This year we will reach our one millionth registration. That's one million times that Colorado residents have signed up for the classes they need to round out their lives. In the early years it was Refresher Latin and Beginning Steam Engines and Boilers. Today it's computer graphics and videoteleconferencing.

And tomorrow? Stay with us. Wherever the cutting edge goes, we'll be right there.

On October 8 we're holding a gala event called "The Next 75 Years." We hope you can join us.



## The Next Seventy-five Years

*We're having a celebration and you're invited!*

**Thursday, October 8, 1987**  
**Events/Conference Center**

1:15 to 4:30 p.m.

- refreshments
- mementos
- historic display of 75 years of continuing education
- class demonstrations
- \$75 tuition certificate drawings (must be present to win)

**Join** us for a celebration of 75 years of learning and a preview of the next 75 years.

1:15 to 2:00 p.m.

Awards Presentation

Awards will be presented to outstanding faculty, staff and contributors to Continuing Education.

2:00 to 4:30 p.m.

Displays and on-going demonstrations.

## The Next Seventy-five Years

Help us make this day memorable for you by letting us know you would like to attend:

- Computer Applications in Business and Home
- Purchasing a Home
- Visions and Trends: Businesses of the Future
- Astronomy — The Working Frontier
- I hope to stop by and "have a cookie"

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Detach and mail to:

75th Anniversary  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80509-0178

Or call:

492-2412 or 492-2407 between August 3 and September 25.

### Featured Presentations

2:15 to 2:45 p.m.

Computer applications in Business and Home.

See what the future has brought. Learn how you can prepare to take advantage of the practical technology at your fingertips.

2:45 to 3:15 p.m.

Purchasing a home.

Buying a home may be your biggest investment. **Gino Landini** will feature market advice, ways to select your house, your broker, and your lender and his views on the future of real estate ventures.

3:30 to 4:00 p.m.

Visions and trends: businesses of the future.

Service oriented and information based — what will be the opportunities and the technological advances? **Aivars Zeidens** examines what it will take to be a successful business owner and entrepreneur.

4:00 to 4:30 p.m.

Astronomy — the working frontier.

With a "glittering" slide show, **Joe Romig** will take you to the boundaries with his views of the next 75 years of space study. What are the prospects for space exploration and its benefit to mankind?

Come to the celebration. Make a short visit or stay for the afternoon. It's free — our gift to you for your support. And it's a way for us to renew our commitment to the next 75 years of Continuing Education.

**Please note that our offices at 1221 and 1229 University Avenue will be closed all day, October 8,** so that we can be with you at the Events/Conference Center.

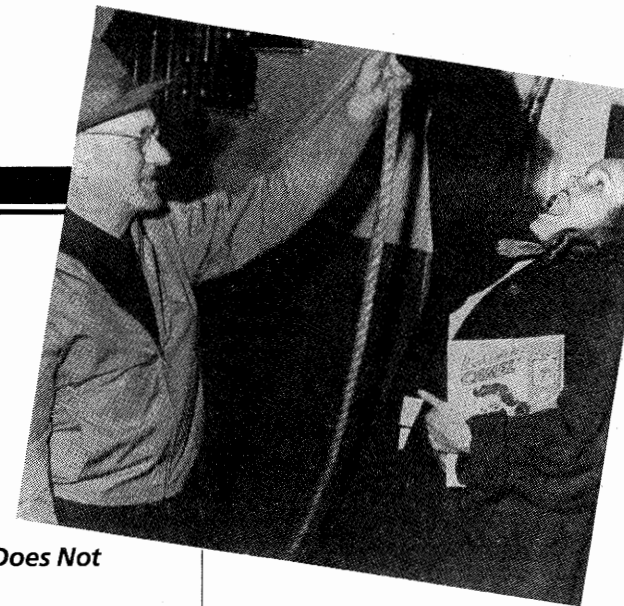


## Division of Continuing Education



<b>75th Anniversary Program Information</b> .....	1
<b>Boulder Evening Credit Classes</b> .....	3
University-level courses for the working person. Classes are offered during the early evening hours and carry full university credit.	
<b>Management Development Certificate Program</b>	
For people who want to move into management positions or increase their management skills. Evening and weekend classes to accommodate busy schedules.	
<b>Boulder</b> .....	17
<b>Longmont</b> .....	22
<b>Certificate in Computer Applications</b> .....	24
Designed to create the awareness and skills vital to success in our information age, use of computers and electronic information systems.	
<b>Computer Graphics</b> .....	31
How to use microcomputers for designing and drawing.	
<b>Certificate in Commercial Design</b> .....	35
For the new or continuing student in the growing field of graphic design. Covers skills needed in illustration, art, advertising, publishing, and other areas.	
<b>Noncredit Courses</b> .....	38
Noncredit courses to satisfy your curiosity, help you meet career or lifestyle goals, or expand your artistic skills.	
<b>Special Professional Programs</b> .....	50
Specially developed training seminars for business and industry, government agencies, and service organizations.	
<b>Video Teleconferencing</b> .....	53
Special television linkups made possible by our state-of-the-art satellite receiving dish and teleconferencing system.	
<b>Real Estate Certificate Program</b> .....	54
A statewide program in real estate administered by the University of Colorado and sponsored by the Colorado Real Estate Commission and the Colorado Association of Realtors.	
<b>Independent Study Programs</b> .....	56
College correspondence courses, Individualized Instruction, Childhood Education series, Paralegal Education series, and more.	
<b>Center for Advanced Training in Engineering and Computer Science (CATECS)</b> .....	58
Graduate-level courses for off-campus students, presented by live television broadcast or on videotape.	
<b>Registration Information</b> .....	60
<b>Noncredit/Certificate Registration Form</b> .....	61
<b>Credit Registration Form</b> .....	63
<b>Campus Map</b> .....	65
<b>Index</b> .....	68





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

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

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

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

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

Colorado must petition to prove emancipated status for the preceding year. Those who feel their initial classification is incorrect may address inquiries to the Division tuition classification coordinator.

**Tuition:** Tuition is due and payable at time of registration. Cash, check, MasterCard, Visa and Choice credit cards are accepted. Resident tuition is \$60 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may register for 1-3 semester hours in any term or session at the resident rate of \$60 per semester hour. Nonresidents who register for 4 or more hours in any term, session or combination of term and session must pay nonresident tuition of \$3420. This tuition entitles the nonresident to register for as many as 17 semester hours in courses offered by the Division of Continuing Education (Boulder Evening, Applied Music, College Correspondence, or Individualized Instruction). Eligibility requirements may vary.

**No Deferred Payment Plan is Available.**

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

**How To Enroll:** Advance registration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday 9 a.m. to 6 p.m. and Friday, 9 a.m. to 5 p.m., beginning August 3, or at the UMC Ballroom 9 a.m. to 4 p.m. on August 27 and 28. No registrations will be accepted after September 4 for Session I, September 11 for Full Term, and October 30 for Session II. Call 492-5148 for information.

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

**Nonattendance At Class Does Not Constitute Withdrawal**

**Pass/Fail Option:** This option is not available for Boulder Evening credit courses.

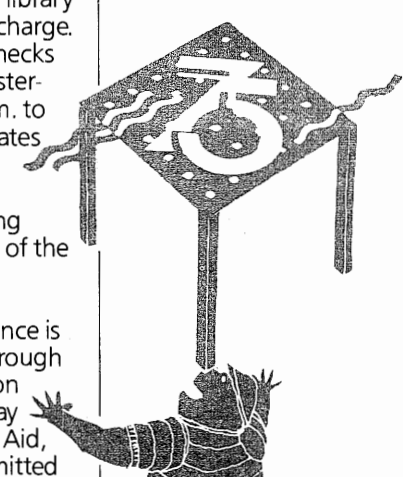
**Veterans Benefits:** Eligible veterans and dependents may enroll in these evening classes and apply the credit toward a future degree. Please contact the Veterans Affairs Office in Willard Administrative Center, Room 229, Box 139, or call 492-7322 to determine your eligibility and benefits.

**Privileges:** Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$40 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$60 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$128.00. Total library services are available at no additional charge. Photo IDs are available for \$6 (cash, checks with check guarantee card, VISA, MasterCard) beginning August 31, 11:00 a.m. to 4:00 p.m. at Stadium 129 between Gates 4 and 5.

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

**Financial Aid:** Limited tuition assistance is available to eligible credit students through a grant from the Colorado Commission on Higher Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091 and must be submitted no later than September 11, 1987 for Fall Semester consideration. Continuing Education programs do not qualify for other forms of aid, including Guaranteed Student Loans.

**Special Registration For Faculty and Staff:** Faculty and staff of the University of Colorado, Boulder can enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin August 31. Please bring a copy of PAF indicating at least a half-time active appointment.





## Credit Calendar Dates You Should Know



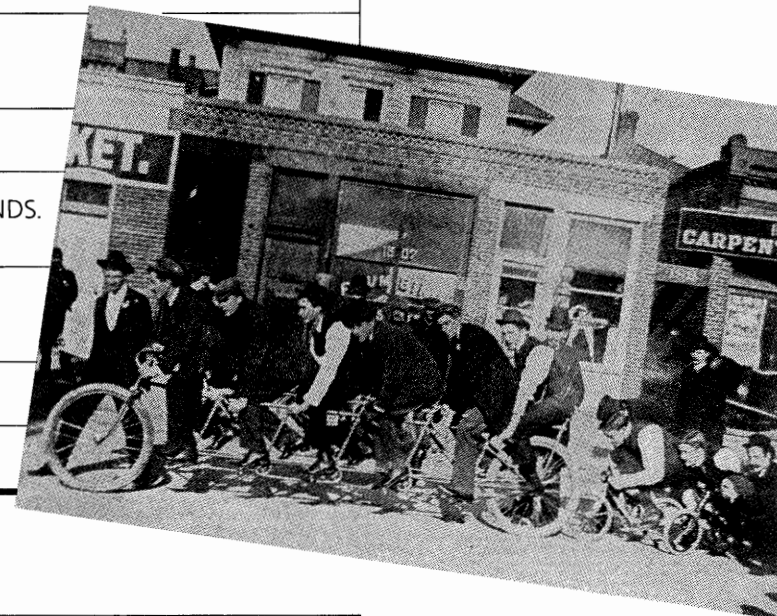
<b>August 3</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>August 27-28</b> .....	Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
<b>August 31</b> .....	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education.  FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>September 4</b> .....	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>September 7</b> .....	LABOR DAY HOLIDAY. NO CLASSES.
<b>September 8</b> .....	Instructor's signature required to drop Session I classes.*
<b>September 11</b> .....	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record.  Registration continues for Session II.
<b>September 14</b> .....	Instructor's signature required to drop Full Term classes.*
<b>September 21</b> .....	Petition required to drop Session I classes.
<b>October 12</b> .....	Petition required to drop Full Term classes.
<b>October 15</b> .....	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>October 19</b> .....	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>October 26</b> .....	Session II classes begin.  FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>October 30</b> .....	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>November 2</b> .....	Instructor's signature required to drop Session II classes.*
<b>November 16</b> .....	Petition required to drop Session II classes.
<b>November 26-27</b> .....	THANKSGIVING VACATION. NO CLASSES.
<b>December 1</b> .....	FULL TERM TUESDAY CLASSES END.

# Fall 1987 Schedule

## More Credit Calendar Dates You Should Know

<b>December 2</b> .....	FULL TERM WEDNESDAY CLASSES END.
<b>December 7</b> .....	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
<b>December 8</b> .....	FULL TERM TUESDAY AND THURSDAY CLASSES END.
<b>December 9</b> .....	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>December 10</b> .....	FULL TERM THURSDAY CLASSES END. FULL TERM MONDAY AND THURSDAY CLASSES END.
<b>December 15</b> .....	SESSION II TUESDAY AND THURSDAY CLASSES END.

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



## Refund Schedule

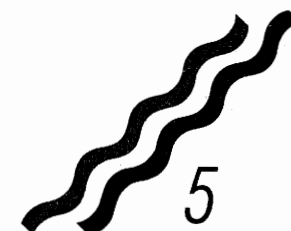
FULL TERM	SESSION I	SESSION II
100% before 2nd class	100% before 2nd class	100% before 2nd class
60% after 2nd class and through September 25	60% after 2nd class and through September 18	60% after 2nd class and through October 30
40% September 28 through October 9	40% September 21 through September 25	40% November 2 through November 6
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>

## Full Term Classes by Starting Date

Dept.	Course No.	Time	Location	Section	Course Title
<b>Monday Evening Courses, Begin August 31 and End December 7</b>					
APAS	111-3	7-10 p.m.	ECCR 2-06	Sec. 300	General Astronomy
Comm	231-3	6:30-9:30 p.m.	Hellems 81	Sec. 300	Oral Competency
Engl	126-3	6:30-9:30 p.m.	Hellems 245	Sec. 300	Intro. to Women's Literature
Hist	258-3	7-10 p.m.	Business 352	Sec. 300	History of Colorado
Jour	480-3	7-10 p.m.	Hale 104	Sec. 300	Magazine Article Writing
Math	107-3	5:30-8:30 p.m.	ECCR 2-26	Sec. 300	Mathematics for Social Science & Business
Math	108-3	6-9 p.m.	Business 249	Sec. 300	Calculus for Social Science & Business
Phil	105-3	7-10 p.m.	Hellems 229	Sec. 300	Philosophy & Religion
Psy	210-3	7-10 p.m.	Biopsychology E113	Sec. 300	Statistics and Research Methods in Psychology
Psy	445-3	6:30-9:30 p.m.	Business 250	Sec. 300	Psychology of Personality
Soc	191-3	6-9 p.m.	Ketchum 235	Sec. 300	Contemporary Social Issues
Soc	200-3	6:30-9:30 p.m.	Hellems 201	Sec. 300	Sociology of Death & Dying
<b>Monday and Wednesday Evening Courses, Begin August 31 and End December 7</b>					
F.A.	100-2	7-10 p.m.	FA C175	Sec. 300	Basic Drawing
F.A.	418-3	7-10 p.m.	FA N163	Sec. 300	New Directions in Photography: Color
Math	099-3	7-8:30 p.m.	ECCR 1-40	Sec. 301	Pre-College Mathematics
Math	101-3	7-8:30 p.m.	ECCR 1-09	Sec. 300	College Algebra
<b>Monday and Thursday Evening Courses, Begin August 31 and End December 10</b>					
C.S.	120-3	7:15-8:45 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Lecture)
Math	130-5	5:30-8 p.m.	ECCR 0-38	Sec. 300	Analytic Geometry and Calculus I

## Survival Tips

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



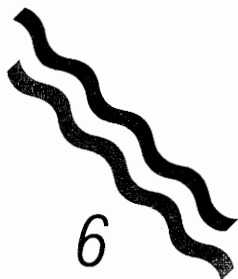
## Full Term Classes by Starting Date – con't.

Dept.	Course No.	Time	Location	Section	Course Title
<b>Monday, Wednesday and Friday Evening Course, Begins August 31 and Ends December 9</b>					
Hebr.	101-5	1-3 p.m.	Hellems 104	Sec. 300	First Year (Beginning) Hebrew I
<b>Tuesday Evening Courses, Begin September 1 and End December 1</b>					
Anth	201-3	7-10 p.m.	Hellems 237	Sec. 300	Intro. to Physical Anthropology I
Econ	202-3	6-9 p.m.	ECCR 2-26	Sec. 300	Principles of Microeconomics
Educ.	482-3	5-8 p.m.	ECCR 0-03	Sec. 300	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
Geog	306-3	7-10 p.m.	Guggenheim 205	Sec. 300	Maps & Mapping
Hist	141-3	7-10 p.m.	ECCR 0-36	Sec. 300	History of England I
Hist	466-3	7-10 p.m.	Hellems 267	Sec. 300	U.S. History, 1948 to the Present
Math	102-2	5:30-7:30 p.m.	ECCR 1-09	Sec. 300	College Trigonometry
Phil.	100-3	7-10 p.m.	Hellems 229	Sec. 300	Intro. to Philosophy
Psy	205-3	7-10 p.m.	Biopsychology E131	Sec. 300	Intro. to Biopsychology
Psy	471-3	6:30-9:30 p.m.	Biopsychology E113	Sec. 300	Survey of Clinical Psychology
Soc.	119-3	6:30-9:30 p.m.	Hellems 211	Sec. 300	Deviance
Soc.	211-3	7-10 p.m.	Ketchum 120	Sec. 300	Intro. to Sociology
W.S.	201-3	5-8 p.m.	Ketchum 234	Sec. 300	Contemporary Issues
<b>Tuesday and Thursday Evening Courses, Begin September 1 and End December 8</b>					
Arab	101-5	7-9:30 p.m.	Hellems 191	Sec. 300	First Year (Beginning) Arabic I
FA	291-3	7-10 p.m.	FA C175	Sec. 300	Special Topics: Drawing in Color
Math	099-3	3:30-5 p.m.	Hellems 267	Sec. 302	Pre-College Mathematics
<b>Wednesday Evening Courses, Begin September 2 and End December 2</b>					
Comm	203-3	6:30-9:30 p.m.	Hellems 201	Sec. 300	Interpersonal Communication
Engl	315-3	6-9 p.m.	ECCR 1-03	Sec. 300	Report Writing
EPOB	121-3	7-10 p.m.	ECCR 0-36	Sec. 300	General Biology I
Geog	199-3	7-10 p.m.	Guggenheim 205	Sec. 300	Intro. to Human Geography
Hist	151-3	7-10 p.m.	Business 352	Sec. 300	The United States to 1865
PSci	110-3	7-10 p.m.	Ketchum 235	Sec. 300	The American Political System
Psy	230-3	6:30-9:30 p.m.	Biopsychology E113	Sec. 300	Psychology of Adjustment
Psy	264-3	7-10 p.m.	Biopsychology E131	Sec. 300	Child & Adolescent Psychology
Psy	430-3	6:30-9:30 p.m.	Business 250	Sec. 300	Abnormal Psychology
Soc.	495-3	6-9 p.m.	Ketchum 234	Sec. 300	Criminology
<b>Thursday Evening Courses, Begin September 3 and End December 10</b>					
Comm	102-3	6:30-9:30 p.m.	Hellems 141	Sec. 300	Intro. to Interpersonal and Small Group Communication
C.S.	120-3	6-7 p.m.	ECCR 0-36	Sec. 300	Intro. to Programming I (Recitation)
Econ	201-3	5:30-8:30 p.m.	ECCR 2-26	Sec. 300	Principles of Macroeconomics
Educ.	480-3	6-9 p.m.	Business 352	Sec. 300	Supported Employment: Facilitating the Employment of People with Disabilities
Educ.	481-3	6:30-9:30 p.m.	ECCR 1-26	Sec. 300	Integrative Learning
Engl	120-3	6-9 p.m.	ECCR 1-40	Sec. 300	Intro. to Fiction
Engl	160-3	7-10 p.m.	Hellems 211	Sec. 300	Intro. to American Writers
F.A.	492-3	6:30-10:30 p.m.	FA N163	Sec. 300	Fine Black & White Printing
Phil.	102-3	7-10 p.m.	Hellems 229	Sec. 300	Ethics
PSci	222-3	7-10 p.m.	Hellems 177	Sec. 300	Intro. to International Relations
Psy	100-3	7-10 p.m.	Biopsychology E113	Sec. 300	General Psychology
Soc.	443-3	7-10 p.m.	Hellems 193	Sec. 300	Technology & Modernization



### Survival Tips

Nonattendance at class does not constitute withdrawal.





# Fall 1987 Schedule



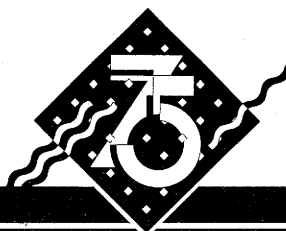
## Session I Classes by Starting Date

Dept.	Course No.	Time	Location	Section	Course Title
<b>Monday and Wednesday Evening Courses, Begin August 31 and End October 19</b>					
Anth	103-3	7-10 p.m.	Hellems 237	Sec. 100	Principles of Anthropology I
Engl	119-3	7-10 p.m.	Hellems 193	Sec. 100	Intro. to Creative Writing
Engl	140-3	7-10 p.m.	ECCR 1-05	Sec. 100	Intro. to Poetry
F.S.	460-3	7-10 p.m.	Norlin AV Room	Sec. 101	Developing Projects for the Entertainment Industry
Geog	100-3	6:30-9:30 p.m.	Guggenheim 3	Sec. 100	Environmental Systems: Climate & Vegetation
Hist	229-3	6:30-9:30 p.m.	Hellems 211	Sec. 100	Western Warfare & Society Since the 18th Century
Soc.	250-3	7-10 p.m.	Hale 205	Sec. 100	Social Problems and Social Change
<b>Tuesday and Thursday Evening Courses, Begin September 1 and End October 15</b>					
Comm	203-3	6-9 p.m.	Hellems 137	Sec. 100	Interpersonal Communication
Educ	480-3	5-8 p.m.	Hale 6	Sec. 100	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Engl	202-3	6:30-9:30 p.m.	Hellems 285	Sec. 100	Introductory Poetry Workshop
F.S.	460-3	7-10 p.m.	Norlin AV Room	Sec. 102	Developing Projects for the Entertainment Industry
P.E.	342-3	7-10 p.m.	ECCR 1-46	Sec. 100	Nutrition & Health



## Session II Classes by Starting Date

Dept.	Course No.	Time	Location	Section	Course Title
<b>Monday and Wednesday Evening Courses, Begin October 26 and End December 9</b>					
Anth	104-3	7-10 p.m.	Hellems 237	Sec. 200	Principles of Anthropology II
Engl	119-3	7-10 p.m.	ECCR 1-05	Sec. 200	Intro. to Creative Writing
EPOB	210-3	7-10 p.m.	Hellems 263	Sec. 200	Intro. to Wildlife Ecology and Conservation
Geog	101-3	6:30-9:30 p.m.	Guggenheim 3	Sec. 200	Environmental Systems: Landforms & Soils
Hist	229-3	6:30-9:30 p.m.	Hellems 211	Sec. 200	Western Warfare & Society Since the 18th Century
P.E.	342-3	7-10 p.m.	ECCR 1-46	Sec. 200	Nutrition and Health
Soc.	250-3	7-10 p.m.	Hale 205	Sec. 200	Social Problems and Social Change
<b>Tuesday and Thursday Evening Courses, Begin October 27 and End December 15</b>					
Comm	231-3	6-9 p.m.	Hellems 137	Sec. 200	Oral Competency
Educ	480-3	5-8 p.m.	Hale 6	Sec. 200	Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)
Engl	202-3	6:30-9:30 p.m.	Hellems 285	Sec. 200	Introductory Poetry Workshop
Geol	103-3	7-10 p.m.	Guggenheim 3	Sec. 200	Our Geological Environment
P.E.	401-3	7-10 p.m.	ECCR 1-46	Sec. 200	Special Aspects of Current Practices: Current Controversies in Nutrition
Soc.	211-3	6-9 p.m.	Ketchum 235	Sec. 200	Intro. to Sociology



## Survival Tips

### 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 Fall 1987 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.

## Anthropology

### Anthropology 103-3 Principles of Anthropology I

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Hellems 237. \$180.

### Anthropology 104-3 Principles of Anthropology II

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Hellems 237. \$180.

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

Detailed consideration of human biology, man's place in the animal kingdom, and fossil evidence bearing on human evolution. (Students may not receive credit for both Anth. 201 and 205.) When combined with Anth. 202, satisfies first year natural sciences requirement. Anth. 202 offered spring semester.

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Hellems 237. \$180.

## Arabic

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

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

## General Astronomy

### APAS 111-3 General Astronomy

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, the moon, planets, the sun, and the origin of life. When combined with APAS 112, satisfies first year natural sciences requirement. APAS 111 and 112 may be taken in either order. APAS 112 offered spring semester.

Full Term - Section 300: Mondays, 7-10 p.m.,  
Engineering Center CR 2-06. \$180.

## Communication

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

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

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m., Hellems 141. \$180.

### Communication 203-3 Interpersonal Communication

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.,  
Hellems 201. \$180.

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.,  
Hellems 137. \$180.

### Communication 231-3 Oral Competency

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

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.,  
Hellems 81. \$180.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.,  
Hellems 137. \$180.

## Computer Science

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

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

Full Term - Section 300:  
Lecture - Mondays and Thursdays,  
7:15-8:45 p.m.,  
Recitation - Thursdays, 6-7 p.m.  
Engineering Center CR 0-36. \$205.





## Credit Classes

### Economics

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

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

Full Term - Section 300:  
Thursdays, 5:30-8:30 p.m.,  
Engineering Center CR 2-26. \$180.

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

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

Full Term - Section 300:  
Tuesdays, 6-9 p.m.,  
Engineering Center CR 2-26. \$180.

### Education

#### **Education 480-3** **Supported Employment:** **Facilitating the Employment of People** **with Disabilities**

This course will provide human service professionals with the background, rationale, and practical skills necessary to successfully integrate employees with disabilities into the competitive work community. It is designed for people already working in the fields of rehabilitation, education or counseling as well as for people who aspire to do so. While much of the subject matter derives from technologies developed to serve people with severe disabilities, such as mental retardation, the values and concepts also apply to other traditionally devalued people. Topics covered include history, attitudinal barriers, school to work transition, job development, systematic instruction, follow up procedures, and systemic change. Field practicum with local agencies will provide hands-on experiences to students.

Full Term - Section 300: Thursdays, 6-9 p.m.,  
Business 352. \$180.

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

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

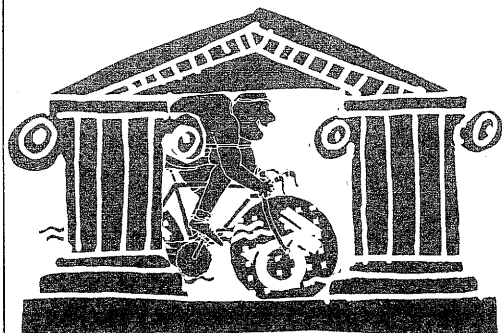
Session I - Section 100:  
Tuesdays and Thursdays, 5-8 p.m.,  
Hale 6. \$188.

Session II - Section 200:  
Tuesdays and Thursdays, 5-8 p.m.,  
Hale 6. \$188.

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

This course provides information and practical strategies designed to motivate and energize anyone interested in the teaching, learning, and communication process. Participants will learn tools which aid in creating an optimum learning environment, which encourages increased learning and retention, improves communication and thinking skills, and enhances self esteem. Included in a whole brain approach to learning are: brain research, teaching and learning styles, stress management and biofeedback techniques, and numerous other suggestions for enhancing the learning potential. Participants will increase awareness of their own learning process and have the opportunity to share and experience techniques which can be used personally and professionally.

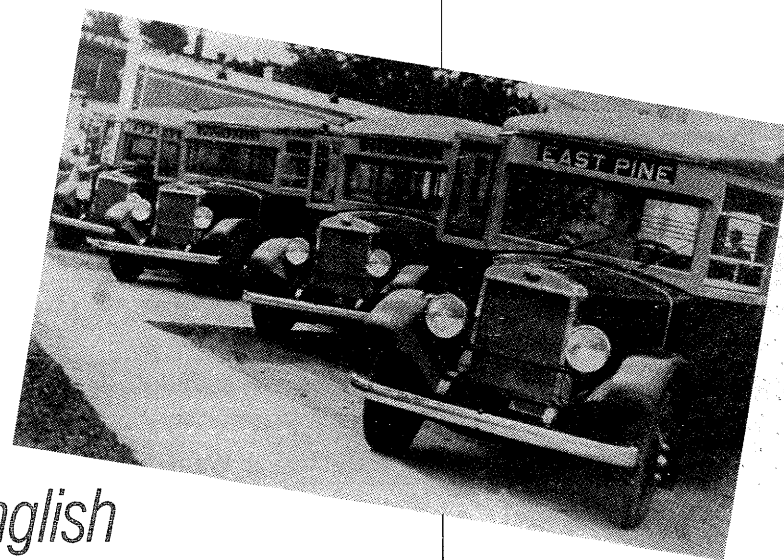
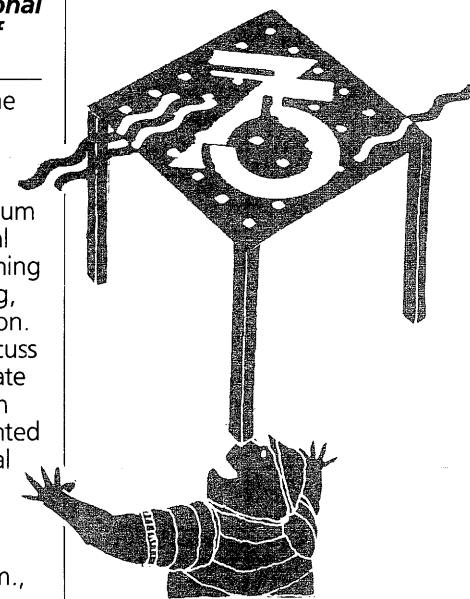
Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.,  
Engineering Center CR 1-26. \$188.



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

This course will promote awareness of the unique needs of the gifted and talented child in the classroom, on a district-wide basis, and in the community. It will focus on identification, characteristics, curriculum development, individualized instructional materials, alternative programming, teaching strategies, program evaluation, parenting, and the affective areas of gifted education. Students will have an opportunity to discuss current issues in gifted education, simulate classroom situations, and share hands-on materials appropriate for gifted and talented children. This course does not meet initial Colorado certification requirement for teaching exceptional children in the regular classroom.

Full Term - Section 300: Tuesdays, 5-8 p.m.,  
Engineering Center CR 0-03. \$180.



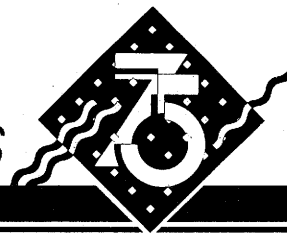
### English

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

This course is designed for students who want to learn basic techniques of writing short fiction and poetry. It is valuable for students with serious writing goals, for those who seek greater skill in self expression, and for those who want to better appreciate literature by learning to write it. Students will write stories and poems, and discuss them in a supportive, workshop atmosphere. We will also read and discuss the works of established writers, in order to develop our awareness of the elements of fiction and poetry.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 193. \$180.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Engineering Center CR 1-05. \$180.



## English - con't.

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

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

Full Term - Section 300: Thursdays, 6-9 p.m., Engineering Center CR 1-40. \$180.

### **English 126-3** **Introduction to Women's Literature**

This course will serve as an introduction to the study of literature by women in England and America. Both poetry and fiction will be read, and varying historical periods will be covered. The course is designed to acquaint the student with the contribution of women writers to the English literary tradition and to investigate the nature of this contribution. When combined with English 120, 130, 140, 150, 160, 190, 226, or 253, satisfies first year humanities requirement.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.,  
Hellems 245. \$180.

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

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.,  
Engineering Center CR 1-05. \$180.

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

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

Full Term - Section 300: Thursdays, 7-10 p.m.,  
Hellems 211. \$180.

### **English 202-3** **Introductory Poetry Workshop**

An introductory course in poetry writing. Prerequisite: an A or B in English 119 or permission of the instructor. Students will employ their skills both in the field of their own work and in writing critical evaluations of other published poetry.

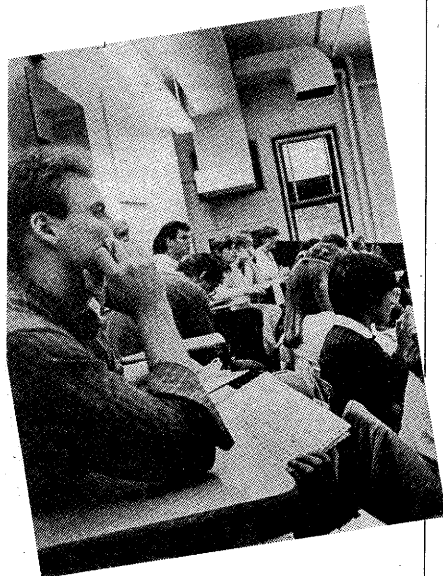
Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Hellems 285. \$180.

Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Hellems 285. \$180.

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

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

Full Term - Section 300:  
Wednesdays, 6-9 p.m.,  
Engineering Center CR 1-03. \$180.

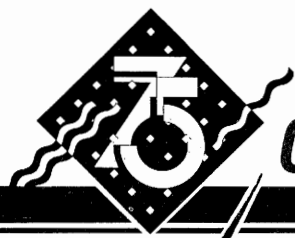


## Biology

### **EPOB 121-3** **General Biology I**

A concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasis is on fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. When combined with EPOB 122, satisfies first year natural sciences requirement. EPOB 121 and 122 can be taken in either order. EPOB 122 offered spring semester.

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Engineering Center CR 0-36. \$180.

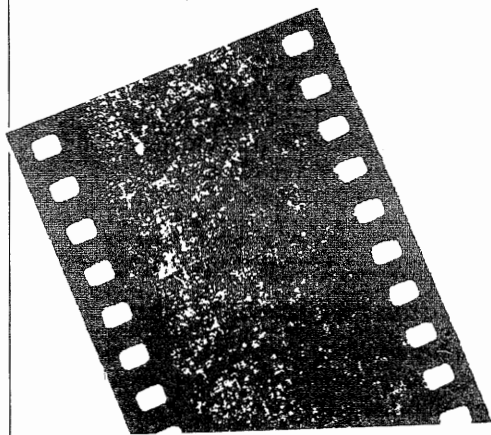


## Credit Classes

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

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Hellems 263. \$180.



### **Film Studies**

#### **Film Studies 460-3** **Developing Projects for the Entertainment Industry**

The course is designed to give the participants an understanding of the entertainment industry's formats and procedures in acquiring/developing independent video and film projects. Techniques in making effective presentations are emphasized along with elements of script writing. The class features a conditioning program in "Writing Aerobics" designed to get script writing skills in shape for the rigors of project development. Appropriate Industry screenings and scripts will also be analyzed.

Session I - Section 101:  
Mondays and Wednesdays, 7-10 p.m.,  
Norlin Library Audiovisual Room. \$188.

Session I - Section 102:  
Tuesdays and Thursdays, 7-10 p.m.,  
Norlin Library Audiovisual Room. \$188.



### **Fine Arts**

#### **Fine Arts 100-2** **Basic Drawing**

An introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. May not be repeated.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.,  
Fine Arts C175. \$140.

#### **Fine Arts 291-3** **Special Topics: Drawing in Color**

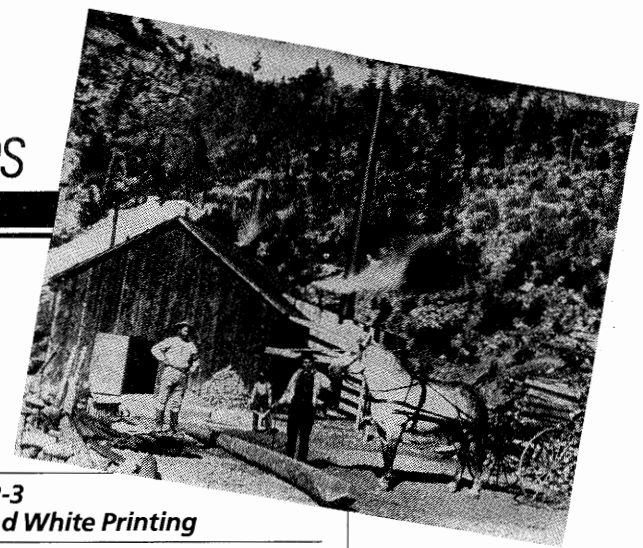
Drawing in Color builds on the technical and conceptual foundation of basic drawing classes while introducing color theory, individual media and mixed media. The development of a personal approach to color and imagery will be encouraged. Experimentation with a variety of drawing materials such as pastels, prisma color pencils, Caran d'ache Neocolor II crayons and collage is expected. Subject matter will include still life, landscape, architecture, the human figure and created imagery. Students are expected to spend a minimum of three hours outside of class drawing.

Full Term - Section 300:  
Tuesdays and Thursdays, 7-10 p.m.,  
Fine Arts C175. \$200.

#### **Fine Arts 418-3** **New Directions in Photography: Color**

Students will learn the history, theory, aesthetics and practice of color photography as a fine art medium. This class will utilize the subtraction filter method of printing color negatives on color paper (type "C"). Students should expect to spend \$150-200 during the semester outside the tuition and lab fees on paper and film. Lab fees cover facilities and chemicals.

Full Term - Section 300:  
Mondays and Wednesdays, 7-10 p.m.,  
Fine Arts N163. \$220.



#### **Fine Arts 492-3** **Fine Black and White Printing**

An intensive workshop-style course emphasizing a unified approach to the photographic process as a means of complete personal expression. Topics include: negative controls and evaluation; selection of films, papers, and chemistry; test, control, and final printing; print manipulation; archival processes, toning; portfolios, mounting and finishing; and, historical and contemporary contexts of fine printing. Techniques of concentration, critical analysis and previsualization will also be covered. Actual darkroom work is stressed heavily. The student should expect to spend about \$250 in materials and must be competent in basic darkroom procedures. Instructor consent needed prior to enrolling.

Full Term - Section 300:  
Thursdays, 6:30-10:30 p.m.,  
Fine Arts N163. \$230.

### **Geography**

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

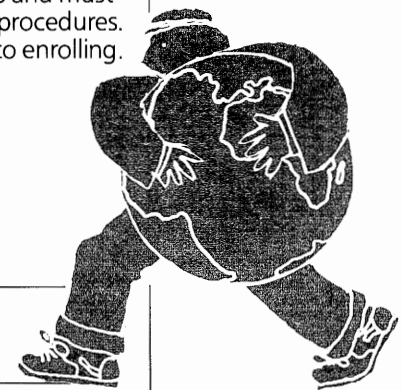
A general introduction to the atmospheric environment of the Earth; the elements and controls of climate and their implications to hydrology, vegetation, and soils. When combined with Geog. 101, satisfies first year natural sciences requirement.

Session I - Section 100:  
Mondays and Wednesdays, 6:30-9:30 p.m.,  
Guggenheim 3. \$180.

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

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

Session II - Section 200:  
Mondays and Wednesdays, 6:30-9:30 p.m.,  
Guggenheim 3. \$180.





## Credit Classes



### Geography-con't.

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

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

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Guggenheim 205. \$180.

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

An introduction to maps and their role in society, this course includes the fundamentals of reading and using both reference and special purpose maps as well as the influence of maps on attitudes toward and images of the geographic environment. Optional half-day field exercise will be available.

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Guggenheim 205. \$180.

### Geology

#### **Geology 103-3** **Our Geological Environment**

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

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.,  
Guggenheim 3. \$180.

### Hebrew

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

Full Term - Section 300: Mondays,  
Wednesdays, and Fridays, 1-3 p.m.,  
Hellems 104. \$440.



### History

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Engineering Center 0-36. \$180.

#### **History 151-3** **The United States to 1865**

A survey of American history from the first settlement until the end of the Civil War. When combined with Hist. 152, satisfies first year social sciences requirement. Hist. 152 offered spring semester.

Full Term - Section 300:  
Wednesdays, 7-10 p.m., Business 352. \$180.

#### **History 229-3** **Western Warfare and Society Since the 18th Century**

This course examines the relationship between warfare and society from "rational" war of the 18th century to "total" war of the 20th. Key areas to explore include: the role of military leaders like Frederick the Great, Napoleon, Hitler, and Eisenhower; the balance between civil and military authority; the development of military plans and doctrine; and the impact of technological change on the conduct of war. By studying the growth of military institutions, we will have a better understanding of the role of the military in the nuclear age.

Session I - Section 100:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Hellems 211. \$180.

Session II - Section 200:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Hellems 211. \$180.

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

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

Full Term - Section 300:  
Mondays, 7-10 p.m., Business 352. \$180.

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Hellems 267. \$180.

### Journalism

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

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

Full Term - Section 300: Mondays, 7-10 p.m.,  
Hale 104. \$180.

### Survival Tips

All tuition and refund assessments are subject to audit.



### Mathematics

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

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

Full Term - Section 301:  
Mondays and Wednesdays, 7-8:30 p.m.,  
Engineering Center CR 1-40. \$180.

Full Term - Section 302:  
Tuesdays and Thursdays, 3:30-5 p.m.,  
Hellems 267. \$180.

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

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prerequisite, one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See Math. 099 also.) No credit for students with credit in Math. 110. Math. 101 and 102 are equivalent to Math 110.

Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.,  
Engineering Center CR 1-09. \$180.

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

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prerequisite, 1½ years high school algebra and one year high school geometry or Math 101. No credit for students with credit in Math 110. May be taken currently with Math 130. Math 101 and 102 are equivalent to Math. 110.

Full Term - Section 300:  
Tuesdays, 5:30-7:30 p.m.,  
Engineering Center CR 1-09. \$120.

#### **Mathematics 107-3** **Mathematics for Social Science** **and Business**

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

Full Term - Section 300:  
Mondays, 5:30-8:30 p.m.,  
Engineering Center CR 2-26. \$180.

#### **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, 6-9 p.m.  
Business 249. \$180.

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

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

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

### Philosophy

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

The course focuses on several topics and issues. Among them are the existence of God, ethics, and ways of knowing. A portion of the course will be devoted to specific ethical problems; among them will be abortion, animal rights, and armaments. The student will be encouraged to participate in class discussions as a way of learning to do philosophy instead of memorizing a set of lecture notes. Readings are from primary sources, most of them traditional in the history of philosophy. Short papers are required. When combined with Phil. 102, 103, 105, 106, 107, 110 or 112, satisfies first year humanities requirement. When combined with Phil. 104, 209, or 220, satisfies first year social sciences requirement. If Phil. 100 is used for the humanities requirement, it cannot be used for the social sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Hellems 229. \$180.

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

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

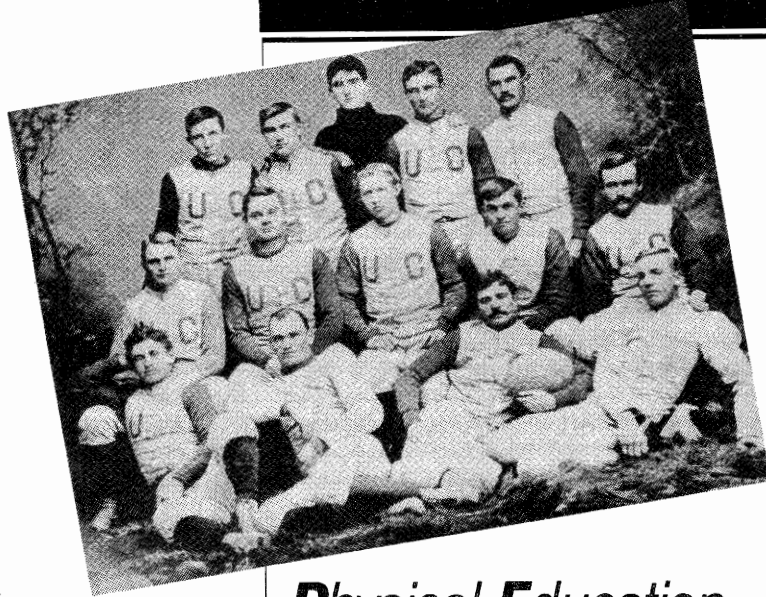
Full Term - Section 300: Thursdays, 7-10 p.m.,  
Hellems 229. \$180.

#### **Philosophy 105-3** **Philosophy and Religion**

A philosophical introduction to problems of religion, such as the existence of God, faith and reason, religious language, etc. When combined with Phil. 100, satisfies first year humanities requirement.

Full Term - Section 300: Mondays, 7-10 p.m.,  
Hellems 229. \$180.





## Physical Education

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 7-10 p.m.,  
Engineering Center CR 1-46. \$180.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.,  
Engineering Center CR 1-46. \$180.

### **Physical Education 401-3 Special Aspects of Current Practices: Current Controversies in Nutrition**

Nutrition is a rapidly changing field of knowledge. Many controversial, yet unresolved topics exist today. In this course, we will explore in depth the following issues: nutritional assessment, nutritional supplementation, food safety, nutrition and behavior, food allergies, and trace minerals and health.

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.,  
Engineering Center CR 1-46. \$180.

## Political Science

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

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

Full Term - Section 300:  
Wednesdays, 7-10 p.m., Ketchum 235. \$180.

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

The purpose of this introductory course is to introduce students to both the tools of the discipline and its contemporary issues. Therefore, this course consists of three parts: the study of tools, which deals with the concepts, methods, and theories of the discipline; conflict and peace studies, that focuses on both the conflictual and cooperative aspects of the North-South and East-West relationships; and the study of future alternatives. The breadth and changing scope of the discipline forces us to be selective in the topics of discussion. Time will be allocated to discuss topics of interest to students. When combined with Political Science 110 or 240, satisfies first year social sciences requirement.

Full Term - Section 300: Thursdays, 7-10 p.m.,  
Hellems 177. \$180.



## Psychology

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

Survey of major topics in psychology, including sensory and perceptual processes, human development, personality, frustration and conflict, learning and memory, and the biological basis of behavior. When combined with Psy. 230, 245 or 264, satisfies first year social sciences requirement. When combined with Psy. 204 or 205, satisfies first year natural sciences requirement. If Psy. 100 is used for the social sciences requirement, it cannot be used for natural sciences requirement.

Full Term - Section 300: Thursdays, 7-10 p.m.,  
Porter Biopsychology E113. \$180.

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

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

Full Term - Section 300: Tuesdays, 7-10 p.m.,  
Porter Biopsychology E131. \$180.







## Credit Classes

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

This course will explore the methods that researchers use to establish facts. Topics will include the scientific method, designing experiments to test hypotheses, evaluating experiments, and summarizing data. Emphasis will be placed on the use and misuse of statistics; especially, how to lie with statistics and how to represent data, etc. The purpose of the latter is to sharpen one's analytical skills. This course is a requirement for all psychology majors and recommended for persons planning to pursue a career in behavioral sciences.

Full Term - Section 300: Mondays, 7-10 p.m., Porter Biopsychology E113. \$180.

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

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.,  
Porter Biopsychology E113. \$180.

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

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

Full Term - Section 300:  
Wednesdays, 7-10 p.m.,  
Porter Biopsychology E131. \$180.

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

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.,  
Business 250. \$180.

### **Psychology 445-3** **Psychology of Personality**

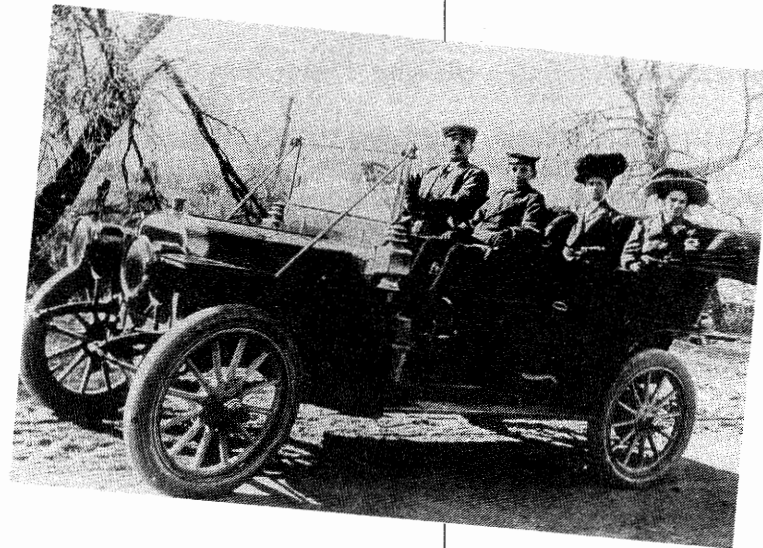
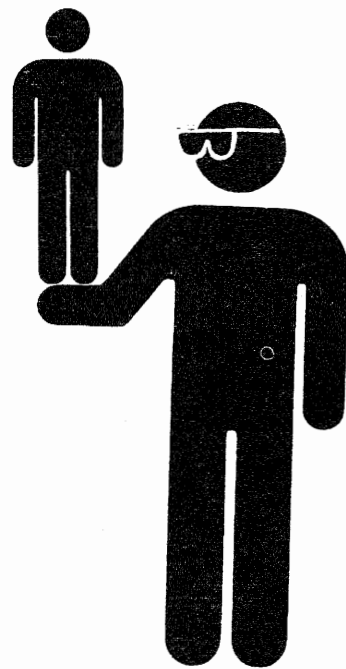
The psychological study of the structure, organization, and development of the person as a whole. Analysis of major theories, methods and research dealing with personality, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the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

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m., Business 250. \$180.

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

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.,  
Porter Biopsychology E113. \$180.



## Sociology

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

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m., Hellems 211. \$180.

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

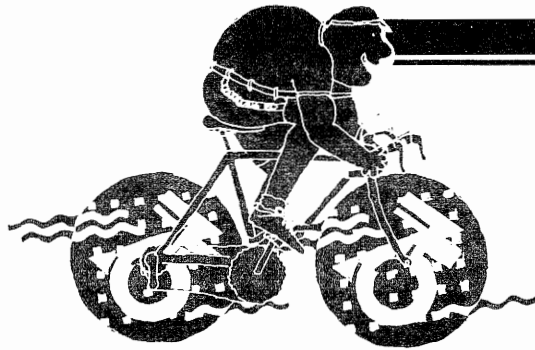
Introductory consideration of some 30 current social controversies such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term - Section 300: Mondays, 6-9 p.m., Ketchum 235. \$180.

## Survival Tips

### **Disenrollment Policy**

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



## Sociology - con't.

### **Sociology 200-3** **Sociology of Death and Dying**

The causes of death, who dies, the experience of dying (nursing homes, emergency rooms, intensive care, hospices), ethical and political issues: right to life, right to death, euthanasia, bionics, genetic engineering, cryogenics, environmental and occupational health.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m., Hellems 201. \$180.

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

An exploration of the sociological perspective and its insights into social phenomena ranging from impersonal social forces and institutional structures. Explains the major theoretical approaches to social relations and the basic methods of social scientific inquiry. Includes historical comparisons of societies and cultures, critical analysis of U.S. institutions, and an exploration of the processes of social change. When combined with Soc. 119, 128, 191, 212, 239, or 250, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays, 7-10 p.m., Ketchum 120. \$180.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m., Ketchum 235. \$180.

### **Sociology 250-3** **Social Problems and Social Change**

Deals with major theories of social change, change in major social institutions, and current social problems: distribution of power in society, unemployment, poverty, racism and sexism, the changing role of the family, sexual norms and behavior, drugs and psycho-physical methods of awareness. When combined with Soc. 211, satisfies first year social sciences requirement.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m., Hale 205. \$180.

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m., Hale 205. \$180.

### **Sociology 443-3** **Technology and Modernization**

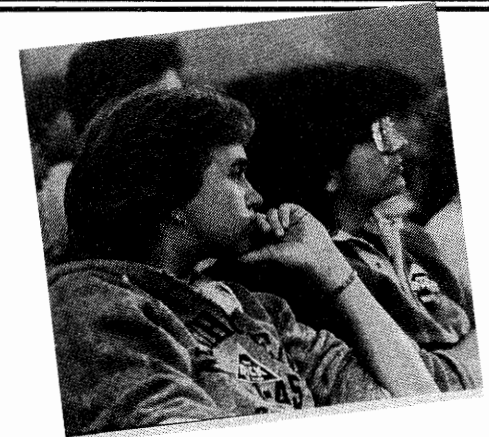
The Strategic Defense Initiative (SDI), genetic engineering, telecommunications, nuclear reactors, the space shuttle, amniocentesis, artificial intelligence (AI), etc. This course examines the human impact of technology along with the dynamics which transform promising ideas into dangerous threats which increase the chances of war, environmental destruction, massive unemployment resulting from automation, and the denial of civil liberties. When combined with any other upper division sociology course except 317, 401, 402, and 492 will complete the second year social sciences requirement provided first year combination has been completed.

Full Term - Section 300: Thursdays, 7-10 p.m., Hellems 193. \$180.

### **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. Sophomore standing is suggested, or permission of the instructor. When combined with any other upper division sociology course, except 317, 401, 402, and 492 will complete the second year social sciences requirement provided first year combination has been completed.

Full Term - Section 300: Wednesdays, 6-9 p.m., Ketchum 234. \$180.



## Women Studies

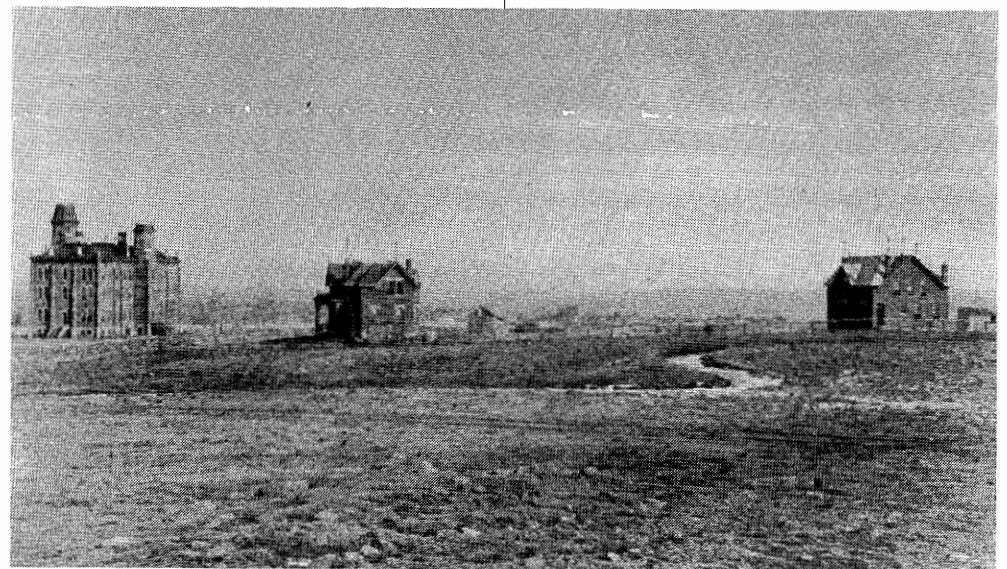
### **Women Studies 201-3** **Contemporary Issues**

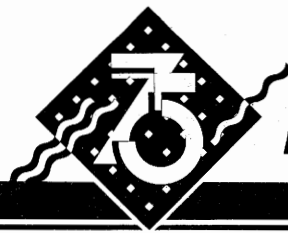
Examines current social, political, and economic issues related to women. Includes consideration of women of all social classes and ethnic backgrounds, primarily in the United States. Possible topics include violence against women, women in the labor force, reproductive freedom, women in poverty, sexuality, the women's movement. Prerequisite, Wm. St. 200 or instructor's consent. When combined with Wm. St. 200, satisfies first year social sciences requirement.

Full Term - Section 300: Tuesdays, 5-8 p.m., Ketchum 234. \$180.

## Survival Tips

Advance registration necessary. Payment due at time of registration.





## Management Development Certificate Program

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

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not

overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their professions.

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 22) are all at Longmont High School; specific room numbers will be given at registration.

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

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

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

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

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



## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Monday, September 14	Working Assertively: Effective Job Skills	Toni Scott
Monday, September 14	Updating Your Writing Skills: A Must For All Managers	Betty Brown
Tuesday, September 15	Accounting for the Non-Accounting Manager	Jack Hickey
Thursday, September 17	Basic Skills for New Supervisors	Doug Sullivan
Friday, September 18	Communicating for Results	Audrey Nelson-Schneider
Monday, September 21	Judgment and Decision Making	Thomas Stewart
Tuesday, September 22	Effective Public Speaking & Presentation Techniques	Donald Marcotte
Wednesday, September 23	Professional Image Projection for Women	Deborah Flick
Friday, September 25	How to Work Smarter	Randy Bauer
Tuesday, September 29	Managing the Manipulative Co-Worker	Audrey Nelson-Schneider
Wednesday, September 30	Customer Relations	Rob Moody
Saturday, October 3	Coping Effectively with Individual Differences	Charles A. Rice
Wednesday, October 14	Human Relations: Gaining Insight Through Communication	Barry Dawson
Wednesday, October 14	Consensus Building & Conflict Resolution	Guy Burgess
Thursday, October 15	Positive Supervision: Correcting Behavior Without Punishment	Doug Sullivan
Thursday, October 15	Skills for the Newly Appointed Supervisor	Randy Bauer
Saturday, October 17	Understanding & Using Financial Statements	Henry A. Fellman



## Courses by Starting Date, Fall 1987 - con't.

Starts	Course	Faculty
Thursday, October 22	Art of Negotiating	Donald Marcotte
Saturday, October 24	Strategic Marketing for Professionals	Johann Robbins
Monday, October 26	Project Management	Charles A. Rice
Tuesday, October 27	Supervisor/Subordinate: Overcoming Male/Female Barriers	Audrey Nelson-Schneider
Wednesday, October 28	Time Management	Rob Moody
Friday, October 30	How to Hire & Promote the Right People	Randy Bauer
Wednesday, November 4	Communication Effectiveness: Between Supervisor & Employee	Barry Dawson
Wednesday, November 4	Working Successfully with Multiple Bosses	Shelly Ann Espinosa
Friday, November 13	Motivating Groups	Audrey Nelson-Schneider
Friday, November 20	Improving Customer Relations	Randy Bauer
Tuesday, December 8	Managing People	Randy Bauer



## Management

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

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

Jack Hickey, C.P.A., M.B.A.  
Tuesdays, September 15-October 6,  
7-9:30 p.m.  
4 sessions, 1 CEU. Business 208. \$75.

### **MDB-2** **The Art of Negotiating**

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. This class format will be approximately half lecture and role-playing in various negotiating scenarios.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business financial consulting firm in Boulder. Instructor for the Small Business Administration.

Thursdays, October 22-November 19,  
6:30-8:30 p.m.  
5 sessions, 1 CEU. Business 208. \$75.

### **MDB-3** **Basic Skills for the New Supervisor**

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

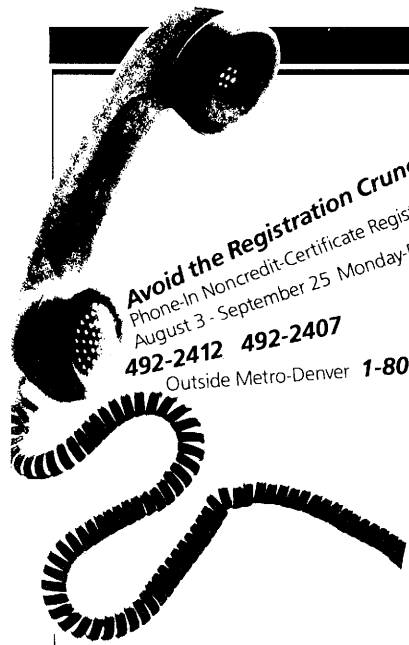
Doug Sullivan, M.B.A. at CU Boulder, President of Career Marketing and Developing Co.  
Thursdays, September 17-October 8,  
6:30-9 p.m.  
4 sessions, 1 CEU. Business 251. \$75.

### **MDB-4** **Communicating for Results**

Most of us operate on "automatic" in our everyday communication. Even when we think about what we are trying to accomplish through other people, we often lack sensitivity to the way others react to us. We may wonder how we come across to others, but we rarely have opportunities to learn precisely how we are doing. This program identifies areas that are critical to being understood and getting results. It focuses on listening skills, the choice of language, and the ability to interpret feedback accurately. Psychological dimensions of effective one-on-one communication will be addressed, in particular, empathy and male/female differences in verbal and nonverbal communication. Course fee includes lunch and refreshments.

Audrey Nelson-Schneider, Ph.D.  
Friday, September 18, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.





**Avoid the Registration Crunch**  
Phone-In Noncredit-Certificate Registration  
August 3 - September 25 Monday-Friday, 8 a.m.-5 p.m.  
492-2412 492-2407  
Outside Metro-Denver 1-800-332-5839

## **MDB-5** **Communication Effectiveness: Between Supervisor & Employee**

Productive employees are goal-oriented individuals who enjoy work, and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement, and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques.

Barry Dawson, B.S. Senior Associate with King, Chapman and Broussard, focuses on expanding client's communication and interpersonal relation skills.  
Wednesday, November 4, 7-10 p.m. &  
Wednesdays, November 11 & 18, 6:30-10 p.m.  
3 sessions, 1 CEU. UMC 158A. \$75.

## **MDB-6** **Consensus Building and Conflict Resolution**

This course will introduce students to the most effective conflict resolution and consensus building techniques. Case histories showing how specific strategies have been used in actual situations will be discussed and students will have an opportunity to practice conflict resolution techniques in classroom simulations. Course materials are included.

Guy and Heidi Burgess, Ph.D.s CU Boulder, Post-Doctoral work M.I.T. in fields related to conflict resolution. Both Guy and Heidi Burgess are Co-Directors of the Conflict Resolution Project at CU Boulder.  
Wednesdays, October 14-November 4,  
7-9:30 p.m.  
4 sessions, 1 CEU.  
Engineering Building 1-01. \$75.

## **MDB-7** **Coping Effectively With Individual Differences**

This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD a management consulting firm. Instructor at CU Denver.

Saturdays, October 3 & 10, 9 a.m.-4 p.m.  
2 sessions, 1.2 CEUs. UMC 422. \$85.

## **MDB-8** **Customer Relations**

Learn to be effective with difficult customers and manage your stress in the process. Satisfying a "problem" customer without compromising your company's, or your, needs is a challenging task. This course helps to develop effective methods in handling these situations so that all parties will feel satisfied with the outcome. Bring your concerns about dealing with customers and your own perspective on being a customer.

Rob Moody, B.S. Univ. of Illinois, business consultant, served on management development staff for Mt. States Employer's Council.

Wednesdays, September 30-October 21,  
7-9:30 p.m.  
4 sessions, 1 CEU. Duane Physics G116. \$75.

## **MDB-9** **Effective Public Speaking and Presentation Techniques**

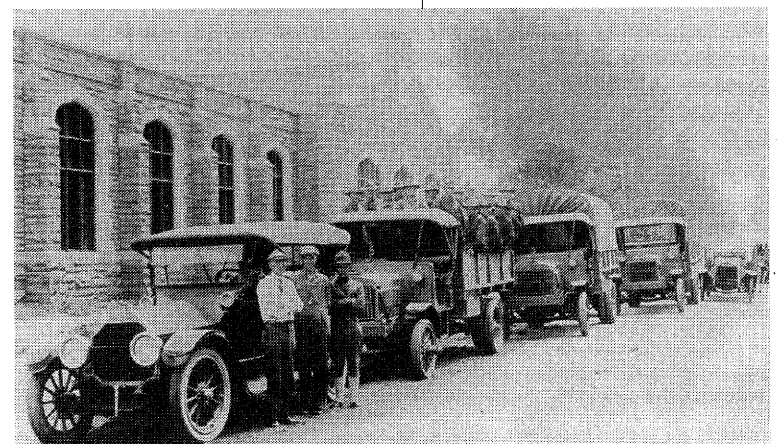
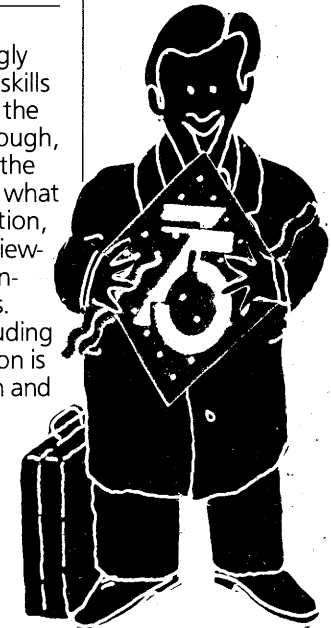
Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.

Donald O. Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmasters International. Instructor with Small Business Administration.  
Tuesdays, September 22-October 20, 7-9 p.m.  
5 sessions, 1 CEU. Business 251. \$75.

## **MDB-10** **How to Hire and Promote the Right People**

The procedures and decisions in hiring and promotion have become increasingly demanding. This program emphasizes skills and techniques you can use to identify the best available applicants, conduct thorough, nondiscriminatory interviews, and hire the most capable candidate. Topics include what to look for when reviewing the application, how to establish the appropriate interviewing atmosphere, methods to ensure consistency, and asking the right questions. Documentation of interview data, including how and when to record key information is also covered. Course fee includes lunch and refreshments.

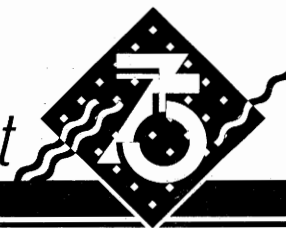
Randy Bauer, M.B.A.  
Friday, October 30, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.



## **MDB-11** **How to Work Smarter**

Improve your productivity by learning practical techniques guaranteed to eliminate time wasting behaviors, improve concentration, relax in the face of tension and stress-producing situations, and replace frustration with confidence and enthusiasm. Learn how to prevent burnout and achieve balance in your life. This seminar will also focus on skills such as delegating effectively, problem solving, and developing better working relationships. The program is designed for people at all levels in an organization. Course fee includes lunch and refreshment breaks.

Randy Bauer, M.B.A.  
Friday, September 25, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.



## **MDB-12** **Human Relations: Gaining Insight Through Communication**

For managers and potential leaders, this course teaches motivational techniques for helping personnel fulfill potential, while you gain loyalty and facilitate "other person's awareness." Topics emphasized are: organizational work climate, information on personality types, communication skills, personal and career goal planning, and job satisfaction and involvement. Course builds a sound working knowledge of practical human relation skills designed for success.

Barry Dawson, B.S., Senior Associate with King, Chapman & Broussard, focuses on expanding client's communication and interpersonal relations skills.

Wednesday, October 14, 7-10 p.m., and  
Wednesdays, Oct 21 & 28, 6:30-10 p.m.  
3 sessions, 1 CEU. UMC 158B. \$75.

## **MDB-13** **Improving Customer Relations**

The quality of customer service is the feature that most frequently distinguishes thriving businesses and organizations from those that are unsuccessful. Whether on the phone or face-to-face, it requires only seconds for a customer or client to gain a positive or negative impression of an entire organization.

Are customers always right? No, but they are always the customer and their experience with you will be relayed to numerous potential customers by word of mouth. This program focuses on identifying and satisfying customer needs, and resolving problems, by asking the right questions, listening effectively, drawing out the quiet customer and establishing rapport. Particular attention is given to handling the angry or demanding customer. What should be the first response to an angry customer? How do you convey courtesy and respect in potentially explosive situations? What are the ways to turn an angry customer into a responsive one? Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Friday, November 20, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.



## **MDB-14** **Judgment and Decision Making**

This course will be useful to anyone who must make difficult choices with inadequate information. Principles of good judgment and decision making are demonstrated through individual and group exercises involving problems to those enrolled in the course. Effective use of both intuitive and analytic thought processes is stressed.

Thomas R. Stewart, Ph.D., has been an Associate Professor in the Graduate School of Public Affairs and a researcher at the Center for Research on Judgment and Policy, both at CU.

Mondays, September 21-October 19, 7-9 p.m.  
5 sessions, 1 CEU.  
University Computing Center 123. \$75.

## **MDB-15** **Managing People**

No skill is more in demand, or more difficult to master, than getting things done through other people. In highly pressured periods, such as the approaching holidays, the ability to work effectively in order to bring out the best in other people is a major factor in professional success. This program emphasizes approaches to motivating others to reach their potential, how to keep lines of communication open, and how to determine the right approach to leading others. You will assess your personal strengths and identify ways to build on them to maximize performance. The "no-lose" method of conflict management will be addressed as a key element in building respect and trust within a system that balances individual and organizational needs. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Tuesday, December 8, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs,  
Clarion Hotel. \$75.

## **MDB-16** **Managing the Manipulative Co-Worker**

A popular form of communication in the workplace is an indirect, usually aggressive style — better known as dirty tricks (deeds). This course will identify the source of these games. Such questions as "Why do people play these tricks? How can I stay in control? What can I do to change these behaviors?" will be answered. A step-by-step procedure will be offered for disarming dirty deeds and passive-hidden aggressive behaviors. Participants will have an opportunity to practice these skills in role plays.

Audrey Nelson-Schneider, Ph.D. Communication at CU Boulder, national training leader in organizational development and interpersonal communication.

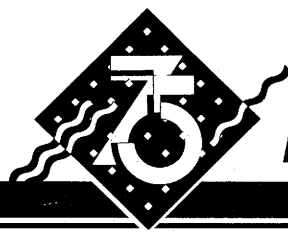
Tuesdays, September 29, October 6 & 13,  
6:30-9:30 p.m.  
3 sessions, .9 CEUs. UMC 158B. \$68.

## **MDB-17** **Motivating Groups**

Even the best one-on-one communicators need to alter their approach when working with groups. Whether you assume leadership roles or want to be a more effective member, you need to know the basics of communication in groups. This program looks at all facets of group communication, but the emphasis is on groups that make decisions through face-to-face interactions. The group decision-making process will be examined, with special attention to leadership, communication patterns, creativity, and conflict management. You will learn how to analyze groups and move them toward greater productivity. Identification of dysfunctional behaviors and roles will be addressed, along with methods for handling barriers to group effectiveness. Course fee includes lunch and refreshments.

Audrey Nelson-Schneider, Ph.D.  
Friday, November 13, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.





### **MDB-18** **Positive Supervision: Correcting Behavior Without Punishment**

This workshop is designed for any manager or supervisor who is interested in exploring alternatives to traditional disciplinary programs. Information will be provided about:

- Accessing behavior and its modification
  - Counseling for results
  - The contract for improvement
  - Documentation of agreements
  - Following up
  - Broken contracts and discharge
  - Motivational supervision
  - Handling the most difficult employee
- Doug Sullivan, M.B.A. CU Boulder, President of Career Marketing and Developing Co. Thursdays, October 15-November 5, 6:30-9 p.m.  
4 sessions, 1 CEU. Business 251. \$75.

### **MDB-19** **Professional Image Projection for Women**

Experiencing yourself as a successful person and feeling confident in your ability to set and achieve your goals is essential to projecting a professional image. You will learn: 1) to recognize and overcome internal barriers to success, 2) to establish and maintain personal power in your work setting, 3) to empower yourself and others at the same time, 4) to deal effectively with giving and receiving criticism so that work relationships are enhanced rather than strained, 5) what organizational power is, why you need it and how to get it, and 6) how gender stereotypes operate and what to do about them. Participants will receive handouts, including a bibliography of suggested reading. The format of the class will include brief lectures, discussion and opportunities to practice the skills being taught.

Deborah L. Flick, Ph.D. is an adjunct professor in the Women's Studies program at CU Boulder.  
Wednesdays, September 23-October 14, 6:30-9 p.m.  
4 sessions, 1 CEU. Business 251. \$75.

### **MDB-20** **Project Management**

Whether the project is building a house, developing a product, or providing a social service...this course will provide participants with both the concepts of sound project management and the specific tactics for effectively planning a project, leading the personnel on the project, tracking the progress of the project, and keeping the project on schedule. The human and logistical aspects of project management will be given balanced treatment.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD a management consulting firm. Instructor at CU Denver.

Mondays, October 26-November 9, 6:30-10 first sessions, 6:30-9:30 last session.  
3 sessions, 1 CEU. Business 251. \$75.

### **MDB-21** **Skills for the Newly Appointed Supervisor**

Organizations are uniquely challenged by internal and marketplace pressures that erode morale, increase errors and absenteeism, and lead to numerous restructuring activities that result in less loyalty and commitment from employees. The emphasis of this program is on identifying your supervisory style and strengths and the steps in creating an atmosphere conducive to achievement, commitment, and cooperation. Special attention will be given to winning trust, handling meetings, getting your point across to unsatisfactory performers, hiring and promoting the right people and anticipating others' behavior. You will learn techniques for perfecting your supervisory style, using your strengths effectively, heeding the warning signs when a strength can become a weakness, and asserting your influence as a supervisor to achieve acceptance of your ideas. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Thursday, October 15, 9 a.m.-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75.



### **MDB-22** **Strategic Marketing for Professionals**

This workshop is for attorneys, doctors, accountants and professionals of all types who want to improve their marketing and expand their practice. We'll start with creating a marketing plan, including ways to win with competition, create an image, identify and target your market, position and package your service, and set how to get results — from media, direct mail, brochures, networking, public relations and more. You'll learn the basics of writing copy and how to design advertising that sells. Course workbook \$7.

Johann Robbins, a marketing & business planning specialist. Partner Fellman, Robbins and Assoc.

Saturday, October 24, 9 a.m.-5 p.m.  
1 session, .7 CEUs. UMC 230. \$53.

### **MDB-23** **Supervisor & Subordinate: Overcoming the Male/Female Barriers**

With an increasing flow of women into the workplace, more men and women are becoming interested in communication between the sexes. This course will examine the communication and management style that exists between the sexes. Issues such as verbal, nonverbal differences will be identified. Conflict management between the sexes as well as improving relations. Recommendations towards a preferred style will be offered.

Audrey Nelson-Schneider, Ph.D. Communications at CU Boulder, national training leader in organizational development and interpersonal communication.  
Tuesdays, October 27, November 3 & 10, 6:30-9:30 p.m.  
3 sessions, .9 CEUs. UMC 158B. \$68.

### **MDB-24** **Time Management**

Time management theories and solutions abound — if we only have time to try them! This course will show you how to diagnose your time problems and how to choose the right solutions for your time management needs.

Rob Moody, B.S. Univ. of Illinois, Business Consultant, served on Management Development Staff for Mt. States Employer's Council.  
Wednesdays, October 28-November 18, 7-9 p.m. 4 sessions, .8 CEUs.  
Duane Physics G116. \$60.





**MDB-25**  
**Understanding and Using Financial Statements**

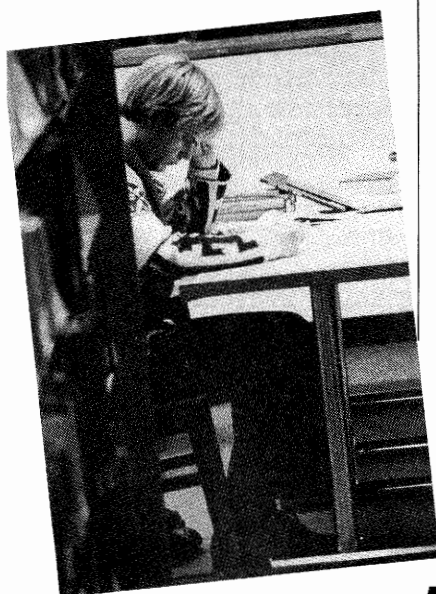
Do you pay a bookkeeper or accounting service and not use what you get? Learn to read and interpret accounting statements and reports, and how to use the information they contain to manage your business for higher profits and lower costs. We'll cover basic financial ratios and indicators and explain accounting concepts in plain English. Course workbook \$7.

Henry Aiy'm Fellman, J.D., Partner, Fellman, Robbins and Assoc. (small business consulting and accounting firm).  
Saturday, October 17, 9 a.m.-5 p.m.  
1 session, .8 CEUs. UMC 158B. \$60.

**MDB-26**  
**Updating Your Writing Skills: A Must For All Managers**

Maintain and strengthen your credibility on paper. Review proven writing strategies. Apply these strategies to your job-related writing. Bring work-in-progress if you wish. Course emphasizes your sending clear, coherent messages—memos, lab reports, minutes, letters or reports that go outside your organization. Composition of the group will determine the formats covered. Betty Brown, writer and editor, Partner of B.C.A. Resources, designs specialized seminars for businesses and professional organizations.

Mondays, September 14-October 5,  
6:30-9 p.m.  
4 sessions, 1 CEU. Business 207. \$75.



**MDB-27**  
**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.  
Mondays, September 14-October 12,  
7-9:30 p.m.  
5 sessions, 1.2 CEUs. Business 251. \$90.



**MDB-28**  
**Working Successfully With Multiple Bosses**

Based on the book *Working Solutions From Working Secretaries*, this seminar features field-tested ideas collected from secretaries around the country. It is led by an instructor with ten years of secretarial experience. This program doesn't stop at solutions for prioritizing time and staying on top of the job. It also presents methods for managing many different personalities, assessing office roles, and avoiding office politics. You will leave with the tools to gain respect and recognition, increase your job satisfaction, and renew your effectiveness. Topics also include team-building and self-presentation techniques. You will receive a summary sheet and an action plan based on: 1) tips from experienced secretaries; 2) educational theory, with applications steps; and 3) real-life illustrations and self-assessment tools. Course fee includes materials, lunch and refreshment breaks. Textbook is optional.

Shelly Ann Espinosa, M.S.W.  
Wednesday, November 4, 9-4 p.m.  
One all-day session, .6 CEUs.  
Clarion Hotel. \$75. Optional text \$11.95.

## Longmont Management Development Certificate Program

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

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

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

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

## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Thursday, September 17	The Art of Negotiating	Donald Marcotte
Thursday, September 17	Technical Writing Seminar	Mike Gannon
Monday, September 28	Building Productive Work Teams	Charles A. Rice
Monday, October 26	Accounting for the Non-Accounting Manager	Jim Young
Tuesday, October 27	Effective Public Speaking & Presentation Techniques	Donald Marcotte
Wednesday, November 11	Dealing With Risk & Uncertainty	Guy Burgess
Thursday, November 12	Marketing Overview	Doug Sullivan





## Management

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

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

Jim Young, C.P.A.

Mondays, October 26-November 16,  
7-9:30 p.m.

4 sessions, 1 CEU.

Longmont High School. \$75.

### **MDL-2** **The Art of Negotiating**

A successful negotiator must learn the basic techniques which come into play in every negotiation. It is important to develop the ability to recognize strategy, tactics, and reverse strategy and, in the process, still satisfy the opposition's needs. This course is designed to equip the participant with the psychological skills and strategies that will increase the probability of successful bargaining results in business and personal negotiations. The class format will be approximately half lecture and half role-playing in various negotiating scenarios.

Donald O. Marcotte, M.B.A. in Management, B.S.B.A. in Marketing and Finance, has own business and financial consulting firm in Boulder. Is an instructor for the Small Business Administration.

Thursdays, September 17-October 15,  
6:30-8:30 p.m.

5 sessions, 1 CEU.

Longmont High School. \$75.

### **MDL-3** **Building Productive Work Teams**

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, problems and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, the behavior sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this team building workshop is to increase the flow of useful information throughout the organization to achieve business goals.

Chuck Rice, M.B.A., Management, University of Denver; President of IMPOD — a management consulting firm. Instructor at CU Denver. Mondays, September 28-October 12, 6:30-10 p.m. (6:30-9:30 last session) 3 sessions, 1 CEU. Longmont High School. \$75.

### **MDL-4** **Dealing With Risk and Uncertainty**

This introductory course explains the basic strategies for making decisions involving risk and uncertainty. Key points will emerge from a class discussion of case histories of individual, government and business decisions.

Guy Burgess, Ph.D. CU Boulder, Post doctoral work M.I.T. in fields related to risk and uncertainty.

Wednesdays, November 11, 18,  
December 2, 9, 7-9:30 p.m.

4 sessions, 1 CEU.

Longmont High School. \$75.

### **MDL-5** **Effective Public Speaking and Presentation Techniques**

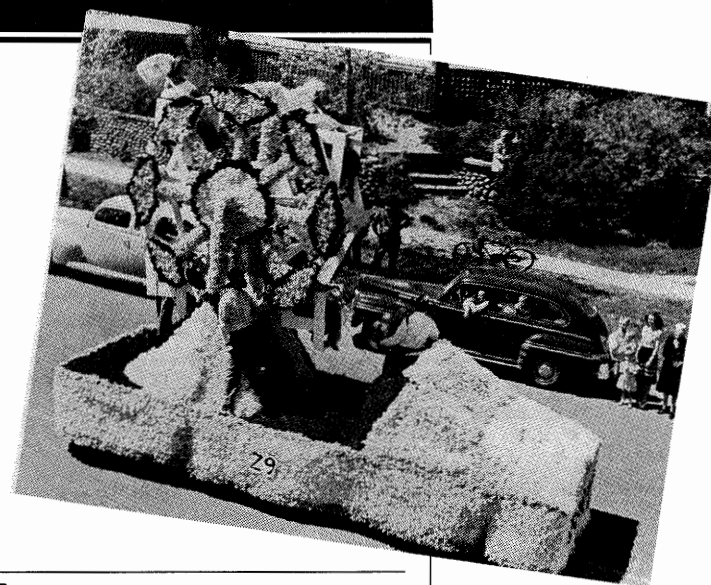
Effective oral communications make it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communications skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.

Donald O. Marcotte, M.B.A. in Management, has own business and financial consulting firm. Past area governor for Toastmaster's International. Instructor with Small Business Administration.

Tuesdays, October 27-November 24, 7-9 p.m.

5 sessions, 1 CEU.

Longmont High School. \$75.



### **MDL-6** **Marketing Overview**

Includes analyzing the product or service offered, pinpointing the target market, developing a customer profile, analyzing the competition, advertising and professional sales planning, distribution, and marketing management. Theoretical concepts will be briefly reviewed, with emphasis on applying them to the manager's unique business or institution.

Doug Sullivan, M.B.A. CU Boulder, President Career Marketing and Developing Company. Thursdays, November 12, 19, December 3, 10, 6:30-9 p.m. 4 sessions, 1 CEU. Longmont High School. \$75.

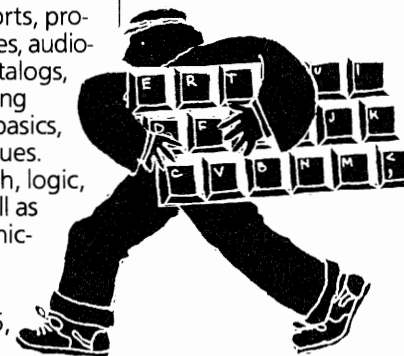
### **MDL-7** **Technical Writing Seminar**

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

Mike Gannon, B.A., Author. Thursdays, September 7-October 15, 7-9:30 p.m.

5 sessions, 1 CEU.

Longmont High School. \$75.





## Certificate in Computer Applications

### Computer Skills for Today and Tomorrow

Being familiar with computer systems can enhance anyone's professional development. While personal computers, automated offices, and electronic information systems are facts of modern life, the nature of our work and leisure activities is changing dramatically. If you understand computer applications you have the skills for today's marketplace and the fundamentals for tomorrow's.

Our Computer Applications instruction seeks not to create programmers (though the Certificate requires useful introductory work in programming) but to develop up-to-date computer users with practical skills. Some people elect to take only a course or two to enhance present skills. If you do go for the Certificate, there are required courses in computer literacy (optional if you're experienced), data processing, information technology, systems, and software, plus the above-mentioned introduction to programming languages, such as BASIC or C. Practical knowledge also comes with the many electives. Get to know word processing, data management, or financial applications. Say hello to your PC. Explore the vast potential of personal telecommunications or local area networks (LANs). Or boldly plunge into the creative realm of computerized graphics and dynamic computer-aided design (CAD).

It's a big and advancing world out there in the information age. We're here to help you slip into the mainstream or forge ahead to the leading edge. This is your chance to learn in a supportive noncommercial environment. And, with access to our upgraded computers outside of class, you can take the time you need to get fully prepared for present realities and future trends.

Continuing Education Units (CEUs) are awarded for successful completion of any course, giving you a permanent record of your participation.

Performance Certificates are awarded for completion of any given course.

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

The Certificate requirements are the following three:

1. Completion of four required courses:
  - Computer Literacy\*
  - Concepts of Data Processing and Information Technology
  - Introduction to Computer Applications Systems
  - Software Operations and Maintenance

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

2. Completion of at least two elective courses, featuring different applications. Elective courses are offered regularly and encompass a wide range of computer-related topics. Any course which is not from the above list, and is not a programming language, qualifies as an elective.

3. Completion of at least two different programming courses. Plans are to offer courses in BASIC, PASCAL, C, and other languages over the next year. Languages are added as industry demands dictate.

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

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

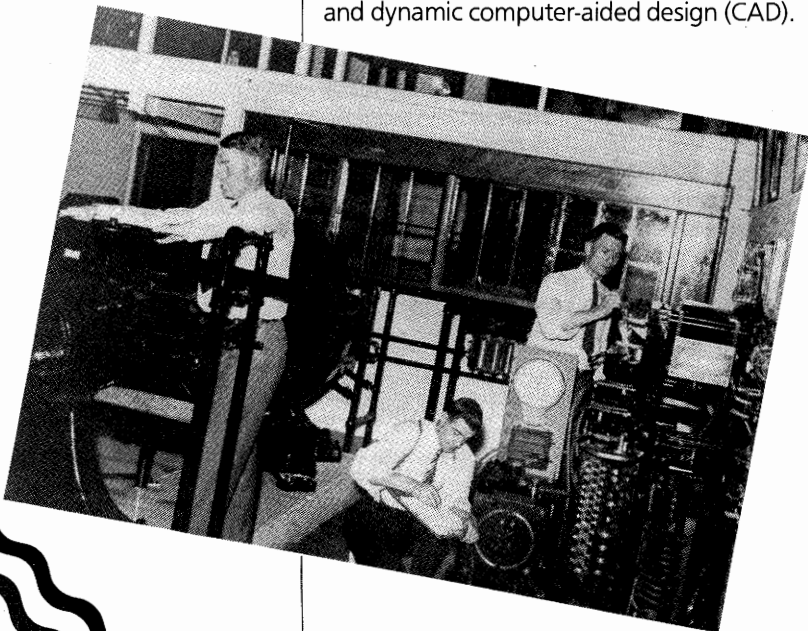
**Refunds for all certificate programs are given only before the start of a course, none later.**

**Please note that no classes are conducted November 25-28 (Thanksgiving break).**

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

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

If the number **2** appears below the skill level designation of a course, there will be a maximum of 2 students per computer workstation. All other courses (unless lecture) feature one student per computer.

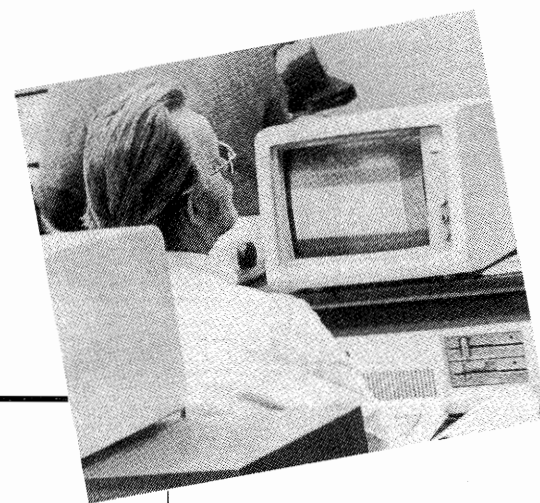


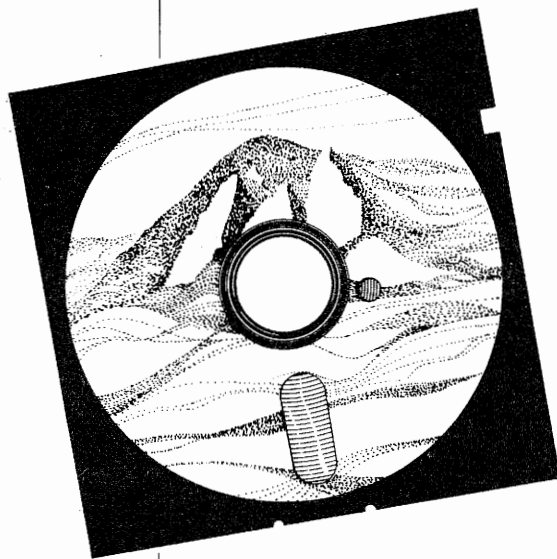


## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Saturday, August 22	Beginning Using Lotus 1-2-3	Nancy Mangun
Monday, August 31	Beginning Microsoft Word	Yvonne Kristy
Wednesday, September 2	Introduction to the IBM Personal Computer	Valerie Parker
Thursday, September 3	Introduction to the IBM Personal Computer	Valerie Parker
Tuesday, September 8	Database Management: Applying dBase III/III+	Clyde Getty
Tuesday, September 8	Beginning Word Processing: WordStar	Bruce Pollock
Wednesday, September 9	Introduction to UNIX	Carol J. Meier
Wednesday, September 9	BASIC Programming	Scott Dixon
Wednesday, September 9	Artificial Intelligence and Expert Systems in Business	Judith A. Barlow
Thursday, September 10	Introduction to Local Area Networks (LANs)	Larry G. Lankford
Saturday, September 12	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, September 12	Using MS-DOS: Intermediate	Peggy Purvis
Monday, September 14	*Computer Literacy	Bob Carlisle
Monday, September 14	Introduction to C Programming	Carol J. Meier
Tuesday, September 15	*Introduction to Computer Application Systems	Robert L. Allen
Tuesday, September 15	Introduction to C Programming	Carol J. Meier
Wednesday, September 16	Introduction to the IBM Personal Computer	Valerie Parker
Thursday, September 17	Computer Algorithms and Data Structures	Steven A. Johnson
Thursday, September 17	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, September 19	Using MS-DOS: Intermediate	Peggy Purvis
Saturday, September 19	Introduction to Personal Telecommunications	Valerie Parker
Saturday, September 26	Managing Your Hard Disk	Valerie Parker
Monday, September 28	Intermediate MicroSoft Word	Yvonne Kristy
Wednesday, September 30	Programming in Pascal	Steven A. Johnson
Saturday, October 3	Managing Your Hard Disk	Valerie Parker
Saturday, October 10	Using MS-DOS: Intermediate	Peggy Purvis
Tuesday, October 13	Intermediate WordStar	Bruce Pollock
Tuesday, October 13	Database Management: Applying dBase III/III+	Clyde Getty
Thursday, October 15	*Software Operations and Maintenance	Pat Felz
Thursday, October 15	Beginning Using Lotus 1-2-3	Nancy Mangun
Saturday, October 17	Managing Your Hard Disk	Valerie Parker
Saturday, October 24	Using MS-DOS: Intermediate	Peggy Purvis
Wednesday, October 28	Intermediate UNIX	Carol J. Meier
Wednesday, October 28	Designing and Implementing Expert Systems	Judith A. Barlow
Saturday, October 31	Intermediate Lotus 1-2-3	Nancy Mangun
Saturday, October 31	Managing Your Hard Disk	Valerie Parker
Tuesday, November 3	Intermediate C Programming	Carol J. Meier
Saturday, November 7	Intermediate Lotus 1-2-3	Nancy Mangun
Monday, November 9	Beginning WordPerfect Word Processing	Peggy Purvis
Tuesday, November 10	Advanced WordStar	Bruce Pollock
Saturday, November 14	Advanced Lotus 1-2-3	Nancy Mangun
Tuesday, November 17	Advanced dBase III/III+ Applications	Clyde Getty
Monday, November 30	Intermediate WordPerfect	Peggy Purvis
Tuesday, December 1	dBase III/III+ for Programming	Clyde Getty
Saturday, December 12	Advanced WordPerfect	Peggy Purvis

\* = Required Certificate Courses





## Skill Level Guide

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

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

#### Beginner

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

#### Novice

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

#### Intermediate

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

#### Specialized

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

#### Advanced

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

**2** below the skill level designation indicates 2 students maximum share 1 computer workstation. Other courses (except lecture) dedicate one computer per student.

## Getting Started

### CCA-100 Computer Literacy

Beginner  
2

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

Bob Carlisle, M.A.

Monday, September 14, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (A or B) at registration:

Lab Section A: Mondays, September 21-November 2, 6-8 p.m.

Lab Section B: Mondays, September 21-November 2, 8-10 p.m.

8 sessions, 1.6 CEUs. University Computing Center 123. Note - locations change after the first class session; please contact Continuing Education if you are unable to attend the first class. \$90.

### CCA-120 Introduction to the IBM Personal Computer

Beginner  
2

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

Valerie Parker, M.Ed.

Section I: Wednesdays, September 2 & 9, 6:30-9:30 p.m.

Section II: Thursdays, September 3 & 10, 6:30-9:30 p.m.

Section III: Wednesdays, September 16 & 23, 6:30-9:30 p.m.

All sections: 2 sessions, .6 CEUs.

Norlin Library S419. \$55.

### CCA-130 Introduction to Personal Telecommunications

Novice

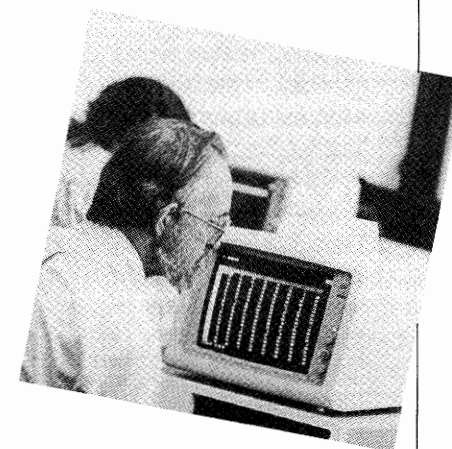
This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible,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

Valerie Parker, M.Ed.

Saturday, September 19, 9 a.m.-4 p.m.

1 all-day session, .6 CEUs.

University Computing Center 123. \$35.



## Programming

### CCA-200 BASIC Programming

Novice  
2

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10.

Scott Dixon, M.A.

Wednesdays, September 9-November 11, 6:30-9 p.m.

10 sessions, 2.5 CEUs.

Engineering Center CR 2-3. \$135.



# Computer Applications



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

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

Carol J. Meier, M.S.  
Section I: Mondays,  
September 14-October 26, 6:30-9:30 p.m.  
Section II: Tuesdays,  
September 15-October 27, 6:30-9:30 p.m.  
Both sections: 7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$195.

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

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

Carol J. Meier, M.S.  
Tuesdays, November 3-December 15,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$195.

## **CCA-240** *Intermediate* **Programming in Pascal** **2**

Pascal is a commonly used and versatile programming language, especially in business applications. This course presents the principal features of Pascal, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Topics include conventional Pascal compilers, but in-class computer time utilizes Turbo Pascal. Bring to class a double-sided/double-density 5¼ inch diskette, available at all computer stores. Steven A. Johnson, B.S.  
Wednesdays, September 30-December 9,  
7-9:30 p.m.  
10 sessions, 2.5 CEUs. Ketchum 119. \$140.

## **Systems**

### **CCA-320** *Intermediate* **Introduction to Computer Application Systems**

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

Robert L. Allen, B.S.  
Tuesdays, September 15-November 3,  
7-9:30 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$135.

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

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

Pat Felz, M.A.  
Thursdays, October 15-December 10,  
6:30-9 p.m.  
8 sessions, 2.0 CEUs.  
University Computing Center 123. \$135.

### **CCA-350** *Intermediate* **Using MS-DOS: Intermediate**

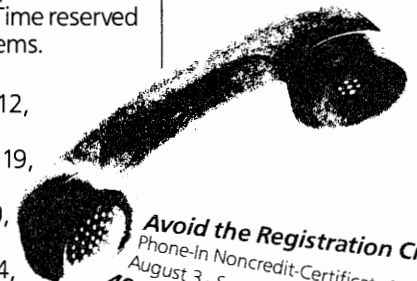
MS-DOS, or PC-DOS, is the most widely used personal computer operating system for business applications. This course reviews the most often used DOS commands and utilities, including the advanced features of DOS 3.X. Topics include: Use of EDLIN line editor, writing system configuration and batch files, DOS enhancements, and disk/file comparisons and checking. Time reserved for special questions and problems.

Peggy Purvis  
Section I: Saturday, September 12,  
9 a.m.-5 p.m.  
Section II: Saturday, September 19,  
9 a.m.-5 p.m.  
Section III: Saturday, October 10,  
9 a.m.-5 p.m.  
Section IV: Saturday, October 24,  
9 a.m.-5 p.m.  
All sections: 1 all-day session, .7 CEUs.  
University Computing Center Room 137. \$70.

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

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

Valerie Parker, M.Ed.  
Section I: Saturday, September 26,  
9 a.m.-5 p.m.  
Section II: Saturday, October 3,  
9 a.m.-5 p.m.  
Section III: Saturday, October 17,  
9 a.m.-5 p.m.  
Section IV: Saturday, October 31,  
9 a.m.-5 p.m.  
All sections: 1 all-day session, .7 CEUs.  
University Computing Center 137. \$70.



**Avoid the Registration Crunch**  
Phone-In Noncredit-Certificate Registration  
August 3 - September 25 Monday-Friday, 8 a.m.-5 p.  
492-2412 492-2407  
Outside Metro-Denver 1-800-332-5839





## Systems - con't.

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

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

Carol J. Meier, M.S.  
Wednesdays, September 9-October 21,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$195.

### CCA-375 *Specialized* Intermediate UNIX

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Borne and C shells will be discussed. About half of the course will be hands-on. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if an appropriate command already existed, you will find this a valuable course!

Carol J. Meier, M.S.  
Wednesdays, October 28-December 9,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs.  
Engineering Center CR 0-01. \$195.

### CCA-380 *Intermediate* Artificial Intelligence and Expert Systems in Business

An introduction to the field of applied artificial intelligence/expert systems and its importance in the business environment. Topics include human intelligence and business problem solving, knowledge representation strategies, expert system design, the knowledge engineering process, robotics, voice recognition systems, and the future of applied artificial intelligence/expert systems in business and industry. Become familiar with the field of applied artificial intelligence/expert systems and gain an understanding of how this new technology can be applied to problems in the business environment.

Judith A. Barlow, M.S.  
Wednesdays, September 9-October 21,  
6:30-9:30 p.m.  
7 sessions, 2.1 CEUs. Business 101. \$195.

## Please Note

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

### CCA-385 *Intermediate* Designing and Implementing Expert Systems

An applications course in artificial intelligence and expert systems. We will go through the process of designing, developing, implementing and evaluating expert systems. Topics include defining and refining problem specifications, knowledge base design, knowledge engineering, rapid prototyping, marketing expert systems, legal issues, and integrating expert systems with traditional software in the business data processing environment. Gain practical experience in applying artificial intelligence/expert systems technologies to the solution of realistic problems in the business environment and see a prototype evaluation and marketing. Prerequisite for this course is enrollment in the previously listed CCA-380 Artificial Intelligence and Expert Systems in Business (starts September 9), or significant AI/ES experience.

Judith A. Barlow, M.S.  
Wednesdays, October 28-December 16 (no  
class session November 25), 6:30-9:30 p.m.  
7 sessions, 2.1 CEUs. Business 101. \$195.

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

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

Larry G. Lankford, M.S.  
Thursdays, September 10-October 8,  
6:30-9 p.m.  
5 sessions, 1.3 CEUs.  
University Computing Center 123. \$125.

### CCA-470 *Advanced* Computer Algorithms and Data Structures

This course is designed to compare and contrast various sorting and searching methods. Included will be the necessary data structure to support the algorithms. Lab time will be spent on a VAX run VMS and solutions to homework will be accepted in Pascal or C. The required text is *Algorithms and Data Structures = Programs* by Niklaus Wirth, available at the University Book Center, UMC 10. This course is not designed to teach programming, but instead the practical application of computer enhancement skills. Experience in Pascal or C required.

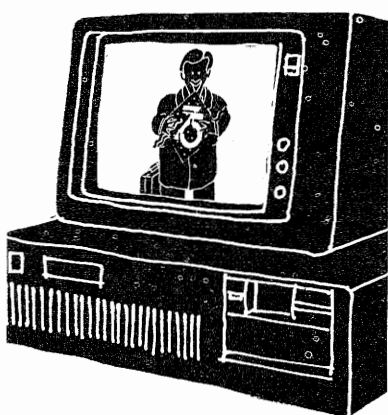
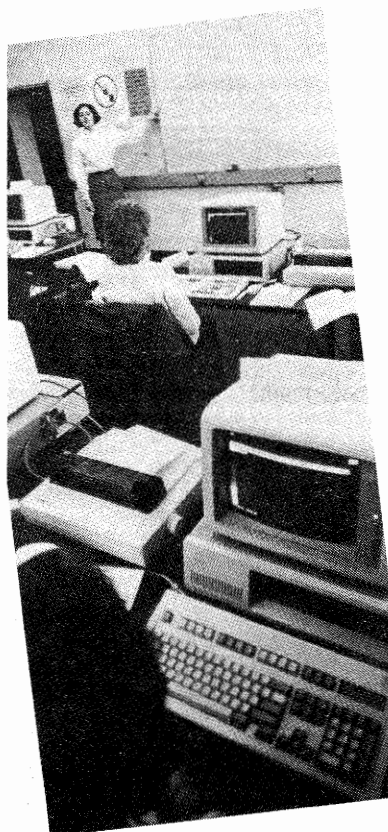
Steven A. Johnson, B.S.  
Thursdays, September 17-November 5,  
7-9:30 p.m.  
8 sessions, 2.0 CEUs.  
Engineering Center CR 2-24. \$145.

## Software Applications

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

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III and III+ are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III and the dBase III+ upgrade. Bring to class two double-sided/double-density 5 1/4 inch diskettes, available at all computer supply stores.

Clyde Getty, B.S.  
Section I: Tuesdays, September 8-October 6,  
6:30-9:30 p.m.  
Section II: Tuesdays, October 13-November 10,  
6:30-9:30 p.m.  
Both sections: 5 sessions, 1.5 CEUs.  
Norlin Library S419. \$140.





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

This course is designed around the more advanced features of the powerful dBase III and dBase III+ software. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase III/III+ (CCA-530). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5 1/4 inch diskette.

Clyde Getty, B.S.  
Tuesdays, November 17 and 24,  
6:30-9:45 p.m.  
2 sessions, .7 CEUs. Norlin Library S419. \$90.

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

This course gives the opportunity to use the powerful dBase III and dBase III+ software for special custom applications. Emphasis is on dBase III+, but dBase III users will be accommodated. Course is recommended for the experienced dBase user. Some programming experience is recommended, as well as familiarity with dBase commands. Topics include upgrade for dBase III to dBase III+. Bring to class a double-sided/double-density 5 1/4 inch diskette.

Clyde Getty, B.S.  
Tuesdays, December 1 and 8, 6:30-9:45 p.m.  
2 sessions, .7 CEUs. Norlin Library S419. \$90.

## **CCA-550** *Novice* **Beginning Using Lotus 1-2-3**

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. The first day covers spreadsheet generation while giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second day covers a review of spreadsheet skills and techniques, databases, graphics, and printing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of

1-2-3 and be able to build and print spreadsheets. Manuals are provided. Bring to class a double-sided/double-density 5 1/4 inch diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.  
Section I: Saturdays, August 22 and 29,  
10:15 a.m.-5 p.m. 2 sessions.  
Section II: Saturdays, September 12 and 19,  
10:15 a.m.-5:00 p.m. 2 sessions.  
Section III: Thursdays,  
September 17-October 8, 6:30-9:30 p.m.  
4 sessions.  
Section IV: Thursdays,  
October 15-November 5, 6:30-9:30 p.m.  
4 sessions.  
All sections: 1.2 CEUs.  
Norlin Library S419. \$120.

## **CCA-565** *Intermediate* **Intermediate Lotus 1-2-3**

This course is intended for those who have a working knowledge of spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA-550) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special version 2.0 macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5 1/4 inch double-sided/double-density diskette. Class size is strictly limited.

Nancy Mangun, B.S., M.B.A.  
Section I: Saturday, October 31,  
10:15 a.m.-5 p.m.  
Section II: Saturday, November 7,  
10:15 a.m.-5 p.m.  
Both sections: 1 all-day session, .7 CEUs.  
Norlin Library S419. \$70.

## **CCA-570** *Intermediate* **Advanced Lotus 1-2-3**

Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one-day advanced seminar:

- data matrices
- data regression
- data tables

Various "at" (@) functions will also be covered in detail, as well as looping between macros. A review section will focus on principles and practices of combining files, data and file import/export, and combine options.

Nancy Mangun, M.B.A.  
Saturday, November 14, 10:15 a.m.-5 p.m.  
1 all-day session, .6 CEUs.  
Norlin Library S419. \$70.

## **CCA-580** *Beginner* **Beginning Microsoft Word**

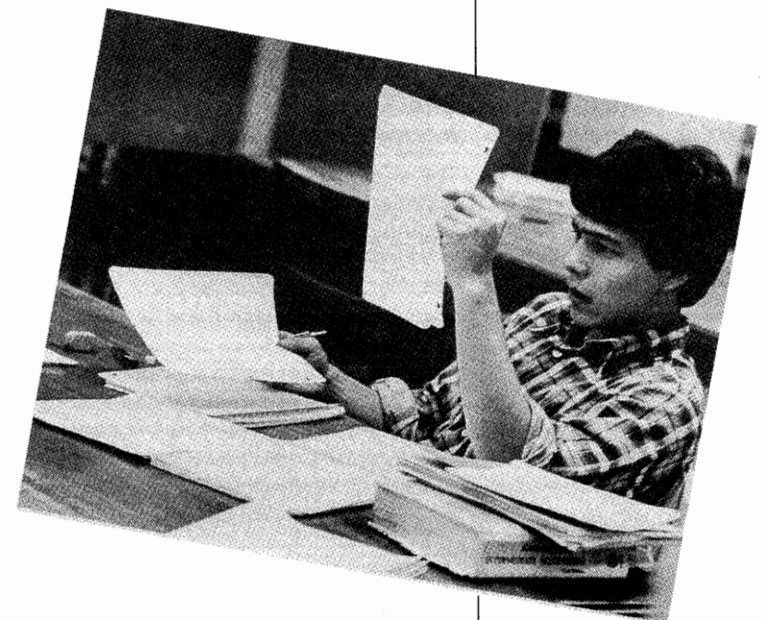
This class will teach the fundamentals of word processing through learning the very powerful word processing package, Microsoft Word. We will cover the basics of word processing such as editing and filing documents, cursor movement, deleting, simple formatting, using the help system, special effects, and printing; everything you would need to know to create a simple document or letter. Typing skills are necessary. Bring one double-sided/double-density 5 1/4 inch diskette to class.

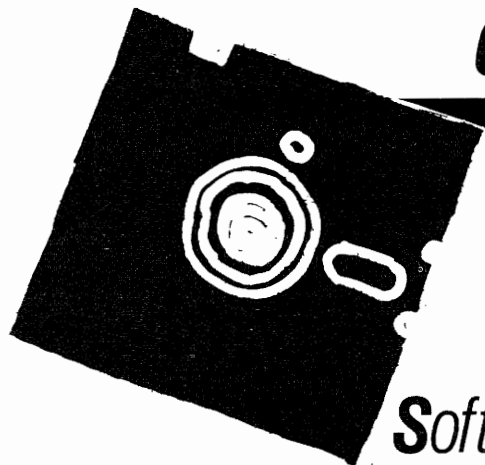
Yvonne Kristy, M.S.W.  
Mondays, August 31-September 21 (no class session September 7), 6:30-9:30 p.m.  
3 sessions, .9 CEUs. Norlin Library S419. \$90.

## **CCA-590** *Intermediate* **Intermediate Microsoft Word**

This class is a continuation of the Beginning Microsoft Word Class or for people who are familiar with the basics of Microsoft Word. The class covers formatting, using windows, creating headers and footers, footnotes, using the glossary, changing defaults, file manipulation, searching and replacing, hyphenating, and checking spelling. Bring one double-sided/double-density 5 1/4 inch diskette to class.

Yvonne Kristy, M.S.W.  
Mondays, September 28 and October 5,  
6:30-9:30 p.m.  
2 sessions, .6 CEUs. Norlin Library S419. \$70.





## Software Applications – con't.

### **CCA-610** *Novice* **Beginning Word Processing: WordStar**

Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is the most widely used word processing program; understanding WordStar will provide students with the introduction they need to interpret other word processing programs. This course will provide the beginner with enough hands-on experience with WordStar to prepare standard letters, term papers, and manuscripts. No previous word processing experience required, but students should understand DOS including logged drives, and how to load and copy files. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer stores. Pre-class help sessions available after the first class session to reinforce course and DOS concepts.

Bruce Pollock, Ph.D.  
Tuesdays, September 8-October 6,  
6:30-9:30 p.m. 5 sessions, 1.5 CEUs.  
Engineering Center CR 2-3. \$120.

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

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

Bruce Pollock, Ph.D.  
Tuesdays, October 13-November 3,  
6:30-9:30 p.m.  
4 sessions, 1.2 CEUs.  
Engineering Center CR 2-3 \$99.

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

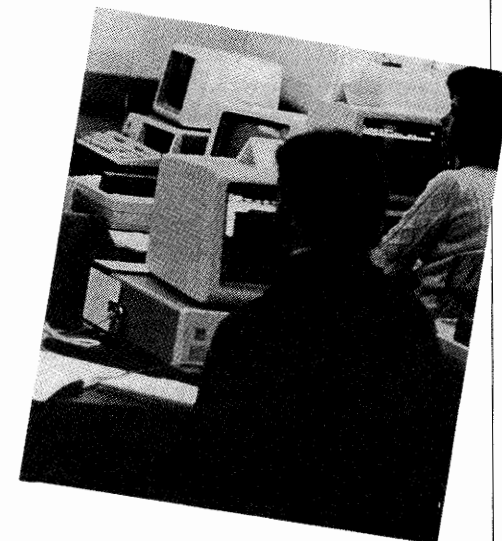
WordStar integrates with other programs to prepare form letters (MailMerge), check spelling, and compile indexes of books and other documents. These are core procedures in many offices and contain pitfalls which need to be anticipated and mastered because of the size of the operations involved. Also,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

Bruce Pollock, Ph.D.  
Tuesdays, November 10-24, 6:30-9:30 p.m.  
3 sessions, .7 CEUs.  
Engineering Center CR 2-3. \$70.

### **CCA-660** *Novice* **Beginning WordPerfect Word Processing**

This introductory WordPerfect class is designed as an introduction to word processing as well as an opportunity to learn the fundamentals of WordPerfect. No previous word processing experience is required, but some basic computer knowledge and typing skills will help. WordPerfect is emerging as a word processing software leader because of its ease of use, speed, and its impressive advanced features as a powerful tool for the office or author. This course will provide the beginner with the basic skills necessary to create, edit, and print documents with hands-on experience during class. Bring one double-sided/double-density 5¼ inch diskette, available at all computer stores, to class.

Peggy Purvis  
Mondays, November 9-23, 6:30-9:30 p.m.  
3 sessions, .9 CEUs. Norlin Library S419. \$90.



### **CCA-670** *Intermediate* **Intermediate WordPerfect**

This class is intended for those who have a beginning knowledge of WordPerfect or have completed Beginning WordPerfect and want to investigate the more complicated applications. During this session we will cover all of the formatting menus, headers and footers, search and replace, how to use the thesaurus, spellcheck, typing in columns, understanding the printer control screen, word processing on forms and generating merge letters from mailing lists. Bring a double-sided/double-density 5¼ inch diskette, available at all computer stores, with you to this session.

Peggy Purvis  
Mondays, November 30 and December 7,  
6:30-9:30 p.m.  
2 sessions, .6 CEUs. Norlin Library S419. \$70.

### **CCA-690** *Intermediate* **Advanced WordPerfect**

WordPerfect is a complete office tool capable of far more than most word processing software packages. This course will provide the student with the skills to automate repetitious tasks with macros; interchange information from other software packages; accomplish minimal database tasks such as sort; create footnotes, tables of contents and indexes; write scientific equations; draw lines and charts and manage files in subdirectories on a fixed disk. Bring to class several double-sided/double-density 5¼ inch diskettes, available at all computer stores.

Peggy Purvis  
Saturday, December 12, 10:15 a.m.-5 p.m.  
1 all-day session, .7 CEUs.  
Norlin Library S419. \$70.





## Computer Graphics, Computer Aided Design, Desktop Publishing

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

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

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

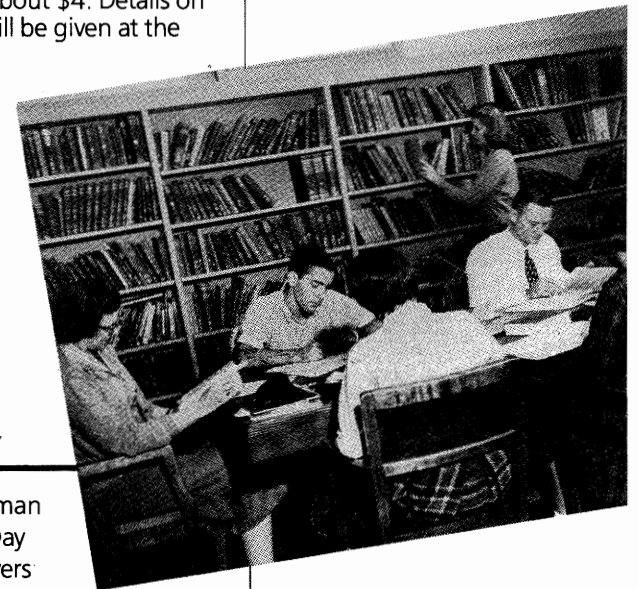
Gaining proficiency on a microcomputer-based graphics system will provide you with the skills to increase productivity and produce superior results without design errors. Additionally, as a proficient microcomputer-based graphics system user, you can learn to use a larger conventional system in far less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

### About the Program

These computer graphics courses have been developed to provide participants with extensive hands-on experience. All graphics courses fill elective requirements for the Certificate in Computer Applications. The classroom is

a laboratory equipped with IBM PC/AT microcomputers, with plotters and printers provided, so course time can be utilized to the maximum extent. The participant/instructor ratio is small to facilitate an effective learning experience. Participants also have access to the computer lab and software outside of class time so that new skills can be practiced.

**Bring to the first class a 5¼ inch, double-sided double-density diskette. For CAD courses, you will need to buy a plotter pen (for HP 7470 plotter) and 8½" x 11" plotter paper for the second class session.** Cost is about \$4. Details on these added supplies will be given at the first class session.



## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Monday, August 31	Computer Graphics Art I	Pat Lehman
Tuesday, September 1	Beginning Computer Aided Design	Becky Day
Wednesday, September 2	Computer Aided Design: Level I	Dan Myers
Thursday, September 3	Beginning Computer Aided Design	David E. Clough
Tuesday, September 15	Computer Aided Design: Level I	Becky Day
Thursday, September 17	Computer Aided Design: Level I	David E. Clough
Saturday, September 26	Introduction to Desktop Publishing	Cynthia J. Rudy
Tuesday, September 29	Computer Aided Design: Level I	Philip M. Kreiker
Saturday, October 10	Introduction to Desktop Publishing	Cynthia J. Rudy
Monday, October 12	Computer Graphics Art I	Pat Lehman
Wednesday, October 14	Computer Aided Design: Level II	Dan Myers
Wednesday, October 21	Computer Aided Design: Level II	Philip M. Kreiker
Saturday, October 24	Advanced Desktop Publishing	Cynthia J. Rudy
Tuesday, October 27	Computer Aided Design: Level II	Becky Day
Thursday, October 29	Computer Aided Design: Level I	David E. Clough
Saturday, November 7	Computer Graphics Art I	Cynthia J. Rudy
Thursday, November 12	Computer Aided Design: Level III Customizing AutoCAD	Philip M. Kreiker
Monday, November 16	Computer Graphics Art II	Pat Lehman
Wednesday, November 18	Computer Aided Design: Level III Customizing AutoCAD	Dan Myers
Saturday, November 21	Introduction to Desktop Publishing	Cynthia J. Rudy
Wednesday, December 2	AutoLISP	Philip M. Kreiker
Saturday, December 12	Computer Graphics Art II	Cynthia J. Rudy



## Computer Aided Design

### CAD-110 Novice Beginning Computer Aided Design

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

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

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

**Who Should Attend:** Especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Also for those who interface with CAD personnel, and need basic information, and have no CAD background.

Section I: Becky Day, M.A.  
Tuesdays, September 1 and 8, 6:30-9:30 p.m.

Section II: David E. Clough, Ph.D.  
Thursdays, September 3 and 10,  
6:30-9:30 p.m.

Both sections: 2 sessions, .6 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$60.

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

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

- Loading AutoCAD
- disk management
  - file naming conventions
  - main menu options

#### Drawing Editors

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

#### New Drawing Set-Up

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

#### Text Specifications and Editing Commands

- fonts and text style specifications

#### MIRROR Commands

- dynamic dragging
- FILLETS and curve contours

#### Display Commands

- ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands
- Producing Hardcopy
- scale the annotation, not the drawing
- preparing the plotter
- pen number and speed assignments
- changing specifications

#### Layering

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

#### Putting it all together

Required text is *Applying AutoCAD*, by Terry T. Wohlers, available at the University Book Center, UMC 10.

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

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

Section I: Dan Myers, M.S.  
Wednesdays, September 2-October 7,  
6:30-9:30 p.m. 6 sessions.

Section II: Becky Day, M.A.  
Tuesdays, September 15-October 20,  
6:30-9:30 p.m. 6 sessions.

Section III: David E. Clough, Ph.D.  
Thursdays, September 17-October 22,  
6:30-9:30 p.m. 6 sessions.

Section IV: Philip M. Kreiker, M.S.E.E.  
Tuesday, Wednesday, Thursday,  
September 29-October 1, 9 a.m.-4 p.m.  
3 all-day sessions.

Section V: David E. Clough, Ph.D.  
Thursdays, October 29-December 10,  
6:30-9:30 p.m. 6 sessions.

All Sections: 1.8 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$225.





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

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

- Semiautomatic DIMensioning
- linear and angular dimensions
- dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- control E to switch planes
- STATUS Utility
- purpose and components overview
- SKETCHing
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTEXT
- wireframe construction and viewpoint selection
- advanced file management

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

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

Section I: Dan Myers, M.S.  
Wednesdays, October 14-November 11,  
6:30-9:30 p.m. 5 sessions.

Section II: Philip M. Kreiker, M.S.E.E.  
Wednesday and Thursday, October 21  
and 22, 8 a.m.-4 p.m. 2 all-day sessions.

Section III: Becky Day, M.A.  
Tuesdays, October 27-November 24,  
6:30-9:30 p.m. 5 sessions.

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

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

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

- Custom Libraries and Menus
- creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and Modifying Text Fonts
- compiling shape/font styles
- macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- creative presentations and future options
- system variables

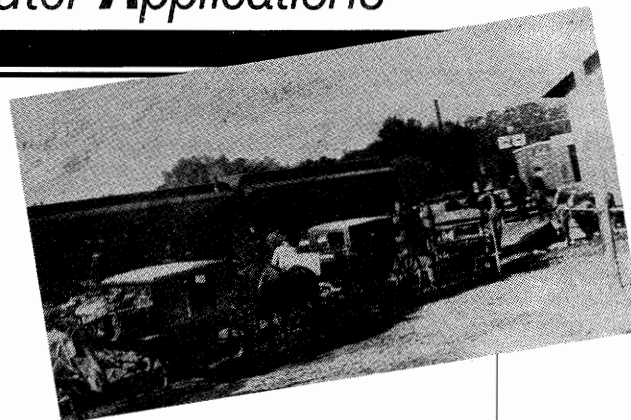
Recommended prerequisites are Computer Aided Design Level II or very extensive AutoCAD use.

**Who Should Attend:** Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system.

Section I: Philip M. Kreiker, M.S.E.E.  
Thursday and Friday, November 12 and 13,  
8 a.m.-4 p.m. 2 all-day sessions.

Section II: Dan Myers, M.S.  
Wednesdays, November 18-December 16,  
6:30-10 p.m. 4 sessions.

Both Sections: 1.5 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$195.



## **CAD-160** *Specialized* **AutoLISP**

For advanced AutoCAD users who wish to enhance or extend the capabilities of AutoCAD. Knowledge of a programming language (Pascal, BASIC, C, FORTRAN) is recommended, but not required. Extensive examples are provided in class to highlight concepts. Course outline includes:

Introduction to LISP

- Atoms and Lists, Evaluation and Manipulation
- Prefix (Polish) Notation
- Conditional Statements

Variables

- Assigning values to variables
- System Variables
- Executing AutoCAD COMMANDs

Computing with AutoLISP

- Arithmetic Functions
- Boolean Functions
- Trigonometric Functions
- Geometric Functions
- Conversion Functions

Functions

- DEFUN
- Global and Local Variables

List Processing

- List Manipulation and Building
- Search and Replace
- Evaluation

Looping and Recursion

- Iteration
- List-based looping

Accessing the Drawing Database

- Selection Sets
- Searching for Entities
- Modifying Entities
- Computations from Entities

Accessing the Graphic Screen and Input Devices

- Graphics Clear and Draw
- Graphics Text and Read

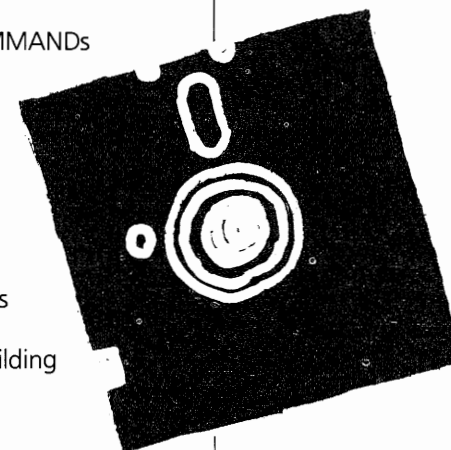
ASCII File Input/Output

Parametric Design Concepts

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

Wednesday, Thursday, Friday, December 2-4,  
9 a.m.-4 p.m.

3 all-day sessions, 1.8 CEUs.  
University Computing Center Graphics Lab,  
Room 137. \$225.





## Computer Graphics Art

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

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

- True 3-Dimensional object rotation
- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Collage, combine, rotate, reposition, and distort pictures
- Kinetics business graphics

In-class projects include using the computer to design projects for portfolio development (a slide is made of your best work), and we'll see some great slides and videos of outstanding new computer art. This course is recommended for those desiring computer graphic professional advancement, those involved in graphic presentations or design, eager to develop new skills, or explore microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5 1/4 inch diskette to the first class, available at all computer stores.

Section I: Pat Lehman, M.F.A.  
 Mondays, August 31-October 5 (no class session September 7), 6:30-9:30 p.m., 5 sessions.

Section II: Pat Lehman, M.F.A.  
 Mondays, October 12-November 9, 6:30-9:30 p.m. 5 sessions.

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

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

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

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

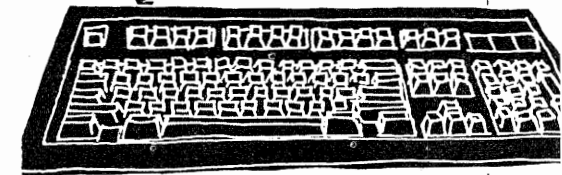
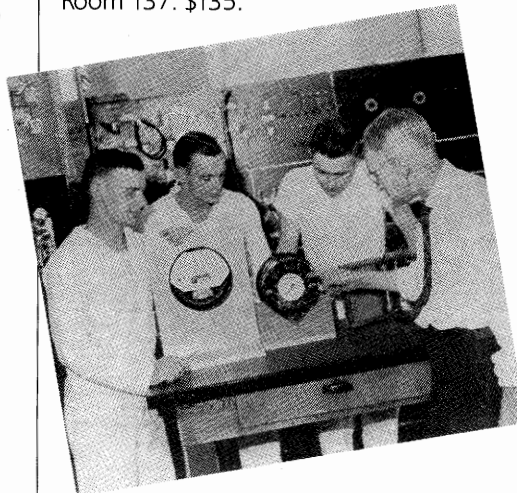
- Object design and change in 3-D
- Making your own fill pattern
- Combining picture files
- Using grid as a tool
- Advanced illustration techniques
- Storyboard and layout techniques
- Production steps from start to finish
- Advanced business graphics with Kinetics

Hardcopy options are covered extensively. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5 1/4 inch diskette to the first class.

Section I: Pat Lehman, M.F.A.  
 Mondays, November 16-December 14, 6:30-9:30 p.m. 5 sessions.

Section II: Cynthia J. Rudy, B.F.A.  
 Saturdays, December 12 and 19, 9 a.m.-5 p.m. 2 all-day sessions.

Both Sections: 1.5 CEUs.  
 University Computing Center Graphics Lab, Room 137. \$135.



## Desktop Publishing

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

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs Pagemaker software extensively, with interactive demonstrations of other software, like Ventura Publisher. Laser printing of finished projects done in class. Bring a double-sided/double-density or high density diskette to class.

Cynthia J. Rudy, B.F.A.

Section I: Saturdays, September 26 and October 3, 10:15 a.m.-5:30 p.m.

Section II: Saturdays, October 10 and 17, 10:15 a.m.-5:30 p.m.

Section III: Saturdays, November 21 and December 5, 10:15 a.m.-5:30 p.m.

All sections: 2 all-day sessions, 1.5 CEUs.  
 Norlin Library S419. \$135.

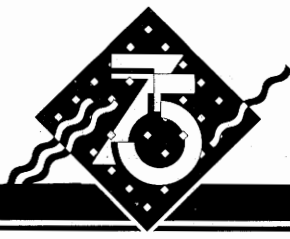
**CCG-391** **Intermediate**  
**Advanced Desktop Publishing**

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the over-all polished look of your work. Bring a 5 1/4 inch double-sided/double-density or high density diskette to class.

Cynthia J. Rudy, B.F.A.

Saturday, October 24, 10:15 a.m.-5:30 p.m.

1 all-day session, .7 CEUs.  
 Norlin Library S419. \$70.



## Certificate in Commercial Design

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

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

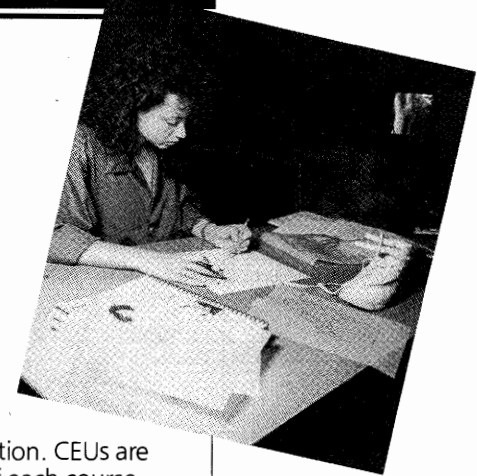


The Certificate requirements are threefold:

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

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

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level



noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available upon request, without fee.

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

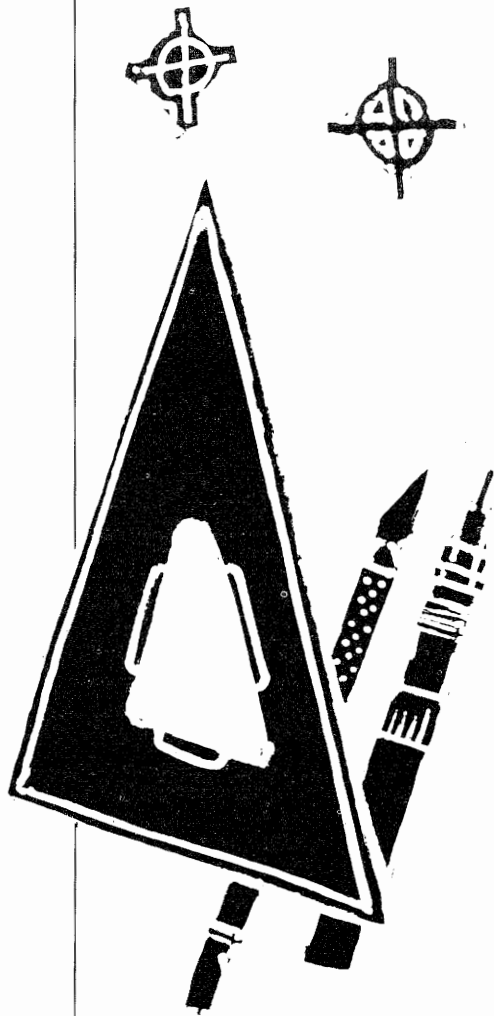
Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. **Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before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

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

## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Saturday, October 3	*The Commercial Artist I: Layout, Paste-up, and Design	Jill Thayer O'Hara
Monday, October 5	Commercial Hand Lettering and Logo Design	Jill Thayer O'Hara
Thursday, October 15	The Mental Picture: Professional Cartooning	Eric Teitelbaum
Saturday, October 17	*Professional Illustration Techniques	Eric Teitelbaum
Monday, October 19	Entrepreneurial Art: Successful Business Strategies for the Commercial Artist	Eric Teitelbaum
Saturday, November 7	*Commercial Art II	Roy Walden
Saturday, November 21	Air Brush Illustration Techniques	Bill Teitelbaum
Saturday, December 5	Felt-Tip Marker Rendering Techniques	Roy Walden

\* = Required Certificate Courses



## Commerical Art

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

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

Jill Thayer O'Hara  
Saturday and Sunday, October 3 and 4,  
9 a.m.-5 p.m.  
Two all-day sessions. 1.4 CEUs.  
Geology 114. \$110.



## Hand Lettering

### **BCDA-93** **Professional Hand Lettering** **and Calligraphy**

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

Jill Thayer O'Hara  
Monday, Tuesday, Wednesday, October 5-7,  
5:30-10 p.m.  
3 sessions. 1.2 CEUs. Geology 114. \$110.

## Cartooning

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

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

Eric Teitelbaum  
Thursday and Friday, October 15 and 16,  
5:30-10 p.m.  
2 sessions. .9 CEUs. Geology 114. \$80.

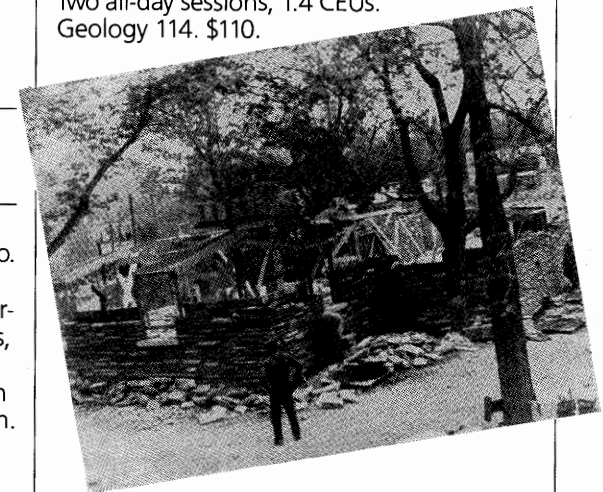


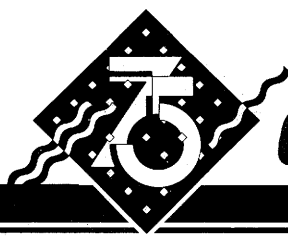
## Illustration

### **BCDA-83** **Professional Illustration Techniques**

The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, air brush procedures, and photo retouching. Attendees complete final drawing samples for presentation to various markets.

Eric Teitelbaum  
Saturday and Sunday, October 17 and 18,  
9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$110.





## Entrepreneurial Art

### BCDA-79 Entrepreneurial Art: Successful Business Strategies for the Commercial Artist

Beyond getting a portfolio and business card together, today's artist must know how and where to find reputable clients that pay and how to avoid those that don't. With the growing importance of image making and communications in today's business/industry environment today's artist must also realize that the market for creative output has extended far beyond the mere selling of art to magazines and book publishers. This program is intended to expand the artists' awareness of today's commercial art marketplace and build a portfolio of skills that will enable the designer to set strategies for success in motion.

Key topics will include:

- Packaging graphic design services for the small business client.
- How to hire the services of other freelance artists.
- Why you say "no" to some clients.
- Markets you should be aware of and probably aren't.
- Studio management techniques.
- Handling clients that don't have ad agencies.
- Indirect art agents.
- Media trade-outs.
- Developing strategies for a successful art career.

This program is important for professional illustrators, currently employed designers seeking job changes, or for anyone who must buy or sell art as part of business activities.

Eric Teitelbaum  
Monday and Tuesday, October 19 and 20,  
5:30-10 p.m.  
2 sessions, .7 CEUs. Geology 114. \$80.

## Commercial Art

### BCDA-82 Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Intensive workshop activities will focus on developing entire professional-level identity packages, including corporate collateral pieces. Discussions also cover understanding current printing processes and details for making valuable camera-ready art. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Roy Walden  
Saturday and Sunday, November 7 and 8,  
9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$110.



## Air Brush

### BCDA-90 Air Brush Illustration Techniques

Air brush is one of the most widely used and popular illustration media in commercial art today, especially in editorial and advertising formats. This intensive two-day program will treat the subject of air brush in its entirety, exploring the intricacies of color, texture, decoration, frisket papers, acrylic dyes, inks, mixed media, prisma, and an array of appropriate paper surfaces — hot/cold press, bristol boards, etc. Other current-day techniques will be covered.

Bill Teitelbaum  
Saturday and Sunday, November 21 and 22,  
9 a.m.-5 p.m.  
Two all-day sessions, 1.4 CEUs.  
Geology 114. \$110.



## Markers

### BCDA-77 Felt-Tip Marker Rendering Techniques

Before a conceptual concept can be commissioned by the client, art director or media buyer it must be effectively communicated by the artist in "final rough" stages. This all important phase of graphic communication and presentation calls for versatility in felt marker rendering techniques. This in-depth two day workshop program will cover the how-to's of using the felt marker in a variety of visual applications including mock-ups for brochure design, advertising layouts for the small business client, poster and album cover design, book illustration and film/tv. Topics include:

- Understanding the importance of felt marker comp techniques as they relate to professional commercial design.
- Appropriate materials in completing a variety of b&w assignments.
- Knowledge of b&w application to effectively solve felt marker problems in color.
- Both editorial and advertising finished assignments to given high-level graphic problems.

Workshop and drawing activities will include selecting and evaluating materials, gradation of tone, mass and illusion, negative space, mixing color and mixing mediums.

Roy Walden  
Saturday and Sunday, December 5 and 6,  
9 a.m.-5 p.m.  
2 all-day sessions, 1.4 CEUs.  
Geology 114. \$110.

## Please Note

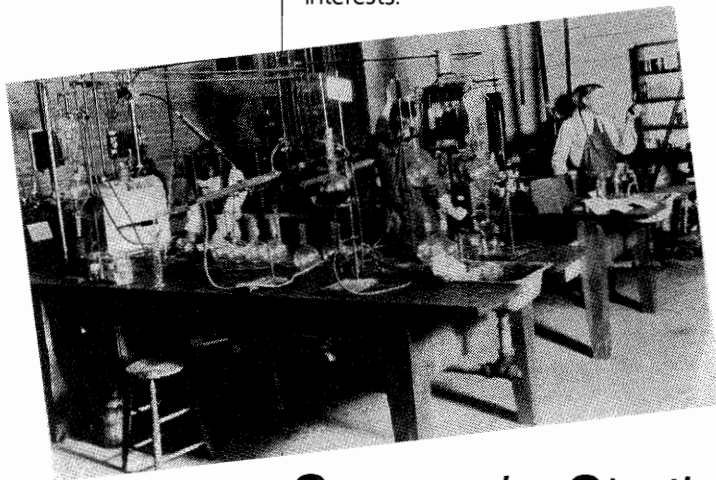
Two courses in Computer Graphics Art qualify for elective credit in the Certificate in Commercial Design. These are listed on page 34 with Computer Applications courses.

# Noncredit Adult Courses



## Noncredit Adult Courses

What a wonderful way to fill your leisure time. Learning for learning's sake. A large variety of topics are introduced by instructors who really enjoy sharing their special interests.



Our noncredit courses meet evenings and weekends to accommodate your working schedule. There are no tests, no grades and no prerequisites. If your reason behind taking a class is to brush up on academic areas like basic algebra or test preparation or to learn a language like French, Italian, or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest quality courses in areas of professional and personal interest. Are you in a transition in your life, are you facing stress, do you want to be intro-

duced to the scenic wonder of Colorado outdoors, learn more of Colorado history or have a passionate interest in trains or sailing? We carefully choose courses to meet the interests expressed by most adults. Since we've been doing this for 75 years, we feel we have a good thing going.

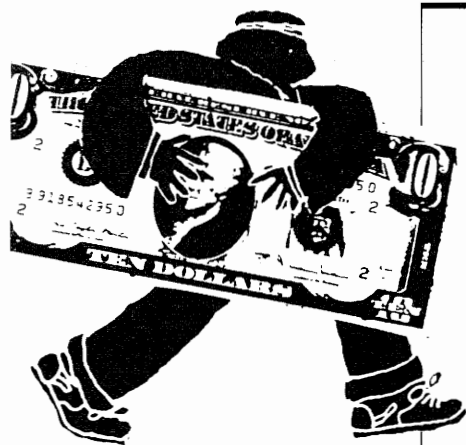
Full refunds are given up to the second class session.

No classes are held November 26 and 27.

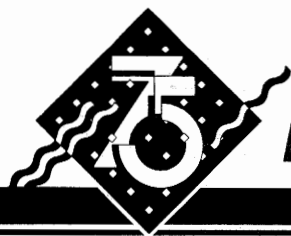
**Please register early** (at least 5 days in advance) to insure that your course isn't cancelled due to insufficient enrollment! To register, call 492-5148 or 1-800-332-5839.

## Courses by Starting Date, Fall 1987

Date	Number	Course	Faculty
Monday, September 14	NCF-10	Beginning Photography	Lynn Lickteig
	NCF-16	Woodcarving Sculpture	Barbara Cox
	NCFL-1	Beginning Conversational French	Nadia Turk
	NCFL-4	Beginning Conversational German	Benita Luttcher
	NCFL-6	Beginning Conversational Italian	Luigina Cerri
	NCW-7	Writing for Magazines	Deidre Elliott
	Tuesday, September 15	NCA-1	Algebra Review
NCD-1		Beginning Ballroom Dancing	Van Pool
NCD-4		Beginning Country Swing and Texas 2-Step	Van Pool
NCD-7		Beginning Jitterbug Rock-N-Roll	Van Pool
NCI-3		Investing Without Your Emotions	In Sue Kim
NCL-6		Learning How to Learn	Gloria Frender
NCT-3		Preparing for the GRE	Roe Willis, Terri Bodhaine
NCFL-7		Intermediate Conversational Italian	Fanny Santona Madronich
NCFL-8		Beginning Conversational Spanish	Elizabeth Medina
NCL-2		The Dynamics of Working with Others	Ernest Porps
Wednesday, September 16	NCA-2	Exploring the Universe	Joe Romig
	NCB-1	Accounting for Non-Accountants	Tom Edmonds
	NCF-1	Art in Europe: Seeing the Sights	Robin Branstator
	NCF-6	Drawing Techniques	Gail Marr
	NCF-13	Storytelling for Everyone	Kay Negash
	NCF-14	Watercolor Techniques	Gail Marr
	NCFL-2	Advanced Beginning Conversational French	Nadia Turk
	NCFL-3	Intermediate Conversational French	Anna Cohen
	NCW-1	Creative Writing	Barbara Steiner
	NCW-5	Novel Writing	Barbara Steiner
	NCW-6	Poetry—Creative Writing	Victor Pearn

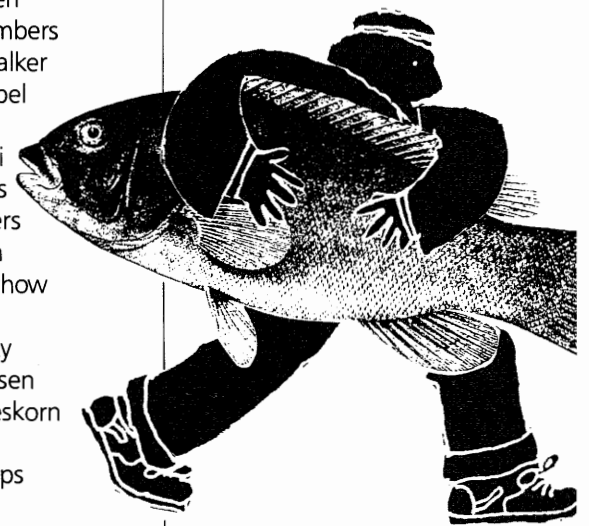






## Noncredit Adult Courses

Date	Number	Course	Faculty
Thursday, September 17	NCB-3	Entrepreneurism—Are You Ready?	Aivars Ziedins
	NCH-2	Fascinating History of Colorado Railroads	Bob Rothe
	NCF-7	The World of Gemstones	Jaqui Thier Cooper
	NCF-15	Watercolor/Pastel Mixed Media	Mary Ellen Lake
	NCFL-5	Intermediate German	Ed Maier-Heym
	NCFL-9	Intermediate Conversational Spanish	Elizabeth Medina
Saturday, September 19	NCW-3	English Writing Made Simple	Jean Thyfault
	NCL-5	Inner Power—Making Your Life and Career Work	Shale & Candy Paul
	NCT-1	Preparing for the ACT/SAT	Scott Hatch
Monday, September 21	NCT-2	Preparing for the Graduate Management Admission Test (GMAT)	Bobrow Testing Services
	NCF-2	The Art of Piano Improvisation	Brian Golden
	NCF-3	Acting Basics	Susan Chambers
Tuesday, September 22	NCL-9	Psychology & Sports Performance	Stephen Walker
	NCL-11	You and Your Aging Parent	Shelley Karpel
Wednesday, September 23	NCL-4	Handwriting Analysis: An Aid to Learning	Carol Ford
Thursday, September 24	NCI-2	Investment Strategies	Peter Poletti
	NCB-7	The International Businessperson	Pamela Bliss
Friday, September 25	NCF-4	Acting Out II	Garey Waters
	NCT-4	Preparing for the Law School Admission Test (LSAT)	Scott Hatch
Tuesday, September 29	NCF-5	Chinese Painting	Janet Lenschow
	NCF-11	Creative Photography	Harry Boyd
	NCO-1	Cruising Under Sail: Sailing, Seamanship, Navigation	Bill Plywasky
Wednesday, September 30	NCH-1	Forest Crossen's Colorado	Forest Crossen
	NCF-9	Life Drawing	Barbara Preskorn
	NCL-10	Understanding and Developing Your Creative Self	Bette Griff
Saturday, October 3	NCL-3	Eating As If Your Life Depended On It	Peggy Phillips
Monday, October 5	NCL-1	Biofeedback Stress Management	Toby F. Link
Friday, October 9	NCO-2	Elk Behavior	Tina Jones
Saturday, October 10	NCW-4	How to be a Successful Travel Writer	Jacquelyn Peake
Monday, October 12	NCB-6	How to Market Your Product or Service	Teri Wenz
Tuesday, October 13	NCD-2	Intermediate Ballroom Dancing	Van Pool
	NCD-5	Intermediate Country Swing and Texas 2-Step	Van Pool
	NCD-1	Beginning Ballroom Dancing (II)	Van Pool
	NCI-4	Stock Market Investments	Arnold Hart, Mary Wright
Tuesday, October 20	NCB-2	Business Diagnostics—Analyzing Your Business for Expansion or Turnaround	Don Webb
Wednesday, October 21	NCB-5	Financial Planning for Women	Corline Carstens
Thursday, October 22	NCB-9	Writing a Business Plan	Johann Robbins
	NCB-8	Resort Condominium Management	Gerald Hewey
Saturday, October 24	NCL-8	Psychology of Intimate Relationships	Neil Rosenthal
	NCW-2	Editing	Linda Loewenstein
Tuesday, October 27	NCB-4	Financial Planning for Businesses	Henry Aiy'm Fellman
Wednesday, October 28	NCI-5	Stock Market Profits	Peter Poletti
Thursday, October 29	NCF-8	Jewelry and Gems: The Art of Adornment	Jaqui Thier Cooper
Saturday, October 31	NCT-1	Preparing for the ACT/SAT	Scott Hatch
Tuesday, November 3	NCF-12	Selling Photography	Harry Boyd
Tuesday, November 10	NCT-3	Preparing for the GRE	Roe Willis, Terri Bodhaine
Wednesday, November 11	NCO-4	Waterfowl, Loons and Geese	Tina Jones
Tuesday, November 17	NCD-3	Advanced Ballroom Dancing	Van Pool
	NCD-6	Advanced Country Swing and Texas 2-Step	Van Pool
	NCD-2	Intermediate Ballroom Dancing (II)	Van Pool
Wednesday, November 18	NCI-1	Investing for Income	Peter Poletti
Friday, November 20	NCT-4	Preparing for the Law School Admission Test (LSAT)	Scott Hatch
Saturday, November 21	NCL-7	Parenting the Gifted and Talented Child	Dorothy Knopper
	NCL-3	Eating As If Your Life Depended On It	Peggy Phillips
Thursday, December 3	NCO-3	Hawks, Bald Eagles	Tina Jones



# Noncredit Adult Courses



## Algebra

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

Designed for students who want to learn or relearn algebraic concepts in a relaxed, low-pressure atmosphere. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of students in the class. A sensitivity of those with math anxieties will be maintained. Required text *Intermediate Algebra* (workbook only) available at UMC bookstore.

Mary Brooks, M.A. mathematics Utah State  
Tuesdays, September 15-November 17,  
6:30-8:30 p.m. 10 sessions.  
Engineering Building 1-03. \$75.



## Astronomy

### **NCA-2** **Exploring the Universe**

This basic astronomy course is designed for those of you who want to learn more about our earth, sun, planets, the birth and death of stars, the galaxy, the origin and evolution of the universe, and the development of life on earth. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observation of the constellations and planets (weather permitting). In addition there will be one planetarium session and one telescope session (to be arranged). No prior scientific background is assumed. Recommended text (optional) is *The Universe and Life* by G.S. Kutter, available at the University Bookstore on campus. Joe Romig, M.Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radiophysics, Consultant, Pondarosa Assoc.  
Wednesdays, September 16-November 4,  
6:30-8:30 p.m.  
8 sessions. Duane Physics G125. \$60.



## Business

### **NCB-1** **Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. Tom Edmonds, C.P.A., M.S.  
Wednesdays,  
September 16-November 4, 7-9 p.m.  
8 sessions. Business 354. \$60.

### **NCB-2** **Business Diagnostics — Analyzing Your Business for Expansion or Turnaround**

This course will be conducted as a workshop, and is for existing businesses with less than 20 employees who are having difficulty evaluating how well their businesses are performing. The objective is to provide small businesses with a useful, analytical framework for keeping their businesses in a growth pattern. Through the use of extensive examples, worksheets, and an interactive learning scenario, the course will cover management skills, marketing effectiveness, pricing, cash flow, and financial strength. Don Webb, Ph.D., S.M.U.; Consultant with CU's Small Business Assistance Center  
Tuesdays, October 20-November 10,  
7-8:30 p.m.  
4 sessions. Business 354. \$23.

### **NCB-3** **Entrepreneurism — Are You Ready?**

What does it take to be an entrepreneur? Not everyone has what it takes. Most businesses fail within five years and 50% of businesses fail in the very first year. Some of the most common causes of failure in businesses include under capitalization, lack of preparation, failure to test the market, lack of financial control, and too much too soon. This class will help you determine if you have what it takes to make it in business as an entrepreneur. The class will cover the design of a business plan, setting up a basic budget, cash flow analysis and other essential activities. In addition, the class will discuss personal financial planning and the preservation of wealth for the successful entrepreneur and his or her family.

Aivars Ziedins, C.F.P., M.S. in financial services; an entrepreneur with six businesses, a general partner in 30 real estate partnerships and is President of Ziedins & Co.  
Thursdays, September 17-October 15, 7-9 p.m.  
5 sessions. Business 208. \$38.

### **NCB-4** **Financial Planning for Businesses**

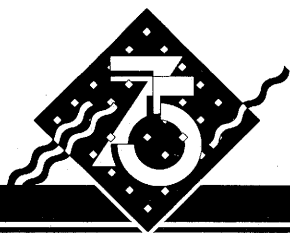
Financial plans and budgets help you manage and direct the growth of your business, and give you control over cost and risks. In addition, financial projections are an integral part of a business plan. Learn to use these essential management tools in this straightforward, understandable workshop. Topics include how to set up realistic budgets, cash flows, breakeven points, and sales and cost projections. Course workbook \$7.

Henry Aiy'm Fellman, J.D.; Partner, Fellman, Robbins & Associates (Small Business consulting and accounting firm).  
Tuesdays, October 27-November 17,  
7-9:30 p.m.  
4 sessions. Business 251. \$38.

### **NCB-5** **Financial Planning for Women**

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, create your own personal financial plan step by step as we identify the reasons women often fail. Learn how to set specific goals and how to implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Carstens, M.B.A., Vice President of Marketing for Ziedins and Company.  
Wednesdays, October 21-November 11,  
6-8:30 p.m.  
4 sessions. Business 251. \$38.



## Noncredit Adult Courses

### **NCB-6** **How to Market Your Product or Service**

Are there more ways to develop your marketing? The class will cover what you need to know and do in terms of positioning, competition, research, trends, customer service, new products, sales, advertising and other factors. Examples, hands-on work and orientation toward participants are stressed.

Teri Wenz, M.A. Consultant with CU's Small Business Assistance Center.

Mondays, October 12-November 2.

6:30-8:30 p.m.

4 sessions. Business 207. \$30.

### **NCB-7** **The International Businessperson**

Learn how to function in an international arena by becoming broadly aware of culturally sensitive areas. Focusing chiefly on Japanese culture, topics will include etiquette, conversation (suitable topics, gestures, forms of speech) and using a translator. Also included will be the most common questions about the U.S. and how to answer them.

Pamela Bliss, worked for Japanese trading company for five years, speaks Japanese proficiently, led two business trade missions to P.R.C.

Thursdays, September 24-October 29,  
7-9 p.m.

6 sessions. Business 354. \$45.

### **NCB-8** **Resort Condominium Management**

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

Gerald G. Hewey, C.H.A.

Thursday, October 22, 9 a.m.-5 p.m.,  
Friday, October 23, 9 a.m.-4 p.m., and  
Saturday, October 24, 9 a.m.-12 p.m.

Two all-day and one half-day sessions.

Events Conference Center. \$150.

Additional registrations from same company \$100 each.

### **NCB-9** **Writing a Business Plan**

There are many types of business plans, and many reasons for writing one. In this workshop you'll identify the kind of plan you need, and learn how to research and write it. You'll design the form and contents, and then learn the keys to writing plans that generate loans and investments, and help grow and expand your business. Course workbook \$7. Note: "Financial Planning for Businesses" listed in this section is additionally recommended for business plan writers.

Johann Robbins, marketing and business planning specialist, Partner of Fellman, Robbins & Associates (a Small Business consulting and accounting firm).

Thursdays, October 22-November 12,  
7-9:30 p.m.

4 sessions. Engineering Building 1-01. \$38.



## Social Dance

### **NCD-1** **Beginning Ballroom Dancing**

Introduction to the basic steps in Foxtrot, Tango, Jitterbug Rock-n-Roll, Polka, and Waltz. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Ballroom Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

Section I: Tuesdays,  
September 15-October 6, 6:30-7:45 p.m.

Section II: Tuesdays,  
October 13-November 3, 9-10:15 p.m.

Both Sections: 4 sessions. Hale 205. \$20.



### **NCD-2** **Intermediate Ballroom Dancing**

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

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

Section I: Tuesdays,  
October 13-November 3, 6:30-7:45 p.m.

Section II: Tuesdays,  
November 17-December 8, 9-10:15 p.m.

Both Sections: 4 sessions. Hale 205. \$20.

### **NCD-3** **Advanced Ballroom Dancing**

An Advanced Level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with most of the basic steps and turns. The instruction will expand on the previous courses combination of routines and refinements for smoothness within each movement of Ballroom Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

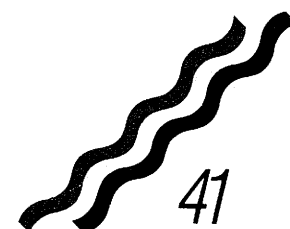
Tuesdays, November 17-December 8,  
6:30-7:45 p.m. 4 sessions. Hale 205. \$20.

### **NCD-4** **Beginning Country Swing and Texas 2-Step**

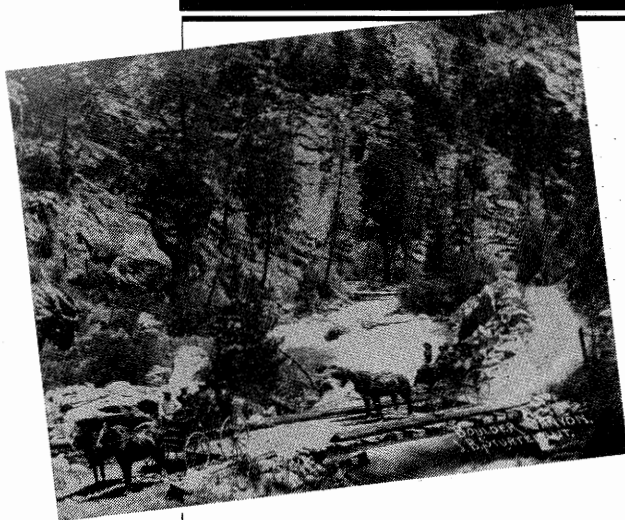
Introduction to the basic steps in Texas 2-Step, Country Swing, Country Waltz, and various line dances (e.g., Cotton-eyed Joe and 10 Count Shuffle). The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Country Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios.

Tuesdays, September 15-October 6,  
7:45-9 p.m. 4 sessions. Hale 205. \$20.



# Noncredit Adult Courses



## **NCD-5** **Intermediate Country Swing and Texas 2-Step**

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

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, October 13-November 3, 7:45-9 p.m. 4 sessions. Hale 205. \$20.

## **NCD-6** **Advanced Country Swing and Texas 2-Step**

An Advanced Level course (suggested prerequisite either beginning or intermediate, or preferably both) which assumes the participants are comfortable with the basic steps and turns. The instruction will expand on the previous courses combination of routines and refinements for smoothness within each movement of Country Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, November 17-December 8, 7:45-9 p.m. 4 sessions. Hale 205. \$20.

## **NCD-7** **Beginning Jitterbug Rock-N-Roll**

Introduction to the basic steps in single time Jitterbug Rock-n-Roll. The instruction shall include the necessary turns and animations to provide every participant an immediate gratification in Jitterbug Dancing.

Van Pool, professional dance instructor for eight years. Has worked with Arthur Murray, Brad Morris and Fred Astair Studios. Tuesdays, September 15-October 6, 9-10:15 p.m. 4 sessions. Hale 205. \$20.



## **Fine Art**

### **NCF-1** **Art in Europe: Seeing the Sights**

For the traveler who wishes to make the most of sightseeing, this class focuses on the architecture, church art and museums of the major cities of Europe. Via slides we will walk through these cities, considering the style and history of the art works found there. Take this tour without leaving Colorado or use this course to prepare for your next trip abroad.

Robin A. Branstator, M.L.A., M.A., for past year lived and studied in Brussels. Wednesdays, September 16-November 4, 7-9 p.m., 8 sessions. Porter Biosciences E130. \$60.

### **NCF-2** **The Art of Piano Improvisation**

Improvisation is a state of mind. Music is initially and essentially "sound." We will explore "raw sound" and relate it to rhythm, melody and harmony. We will develop and refine "musical language." This is a class that will unlock the music in you and give you the tools to create your own music. (Some piano background helpful.)

Brian Golden, concert pianist, performing for Arvada Center, Chautauqua, and the Boulder Public Library Concert Series. Mondays, September 21-November 9, 7:30-9 p.m. 8 sessions. Muenzinger E0046. \$45.

### **NCF-3** **Acting Basics**

"All the world's a stage"...and rather than putting on a character, the actor searches for the variety in every one of us, the every-one in each of us. Whether the stage is your world or you simply wish to know and be more comfortable with yourself and others, this exploration of the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Emphasis is on class attendance and participation. No required text.

Susan Chambers, M.F.A., Penn State Univ., has taught acting and movement for actors to nonmajors and theater students. Mondays and Wednesdays, September 21-October 29, 7-8:30 p.m. 12 sessions. Hunter 208. \$68.

### **NCF-4** **Acting Out II**

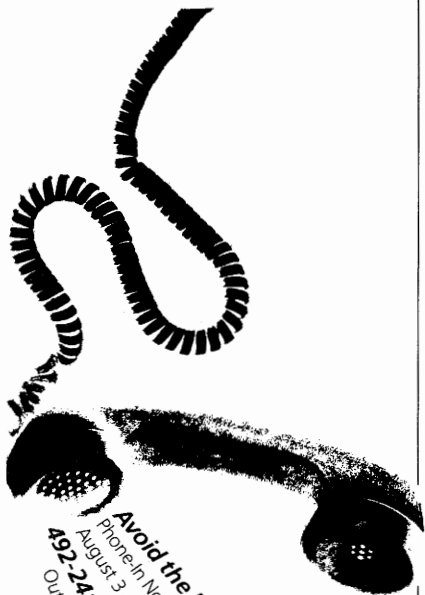
For people who have taken a beginning acting class and have some acting experience, this class will use improvisation to improve and expand acting skills. Subject areas will include better communication with fellow actors and the audience, character development, physical theater skills and improvisational scenework. A field trip to see a play will be scheduled and the class will do an informal performance at the end of the 8 week session. This class will emphasize a serious approach to acting but it will also be a fun and exciting evening as well.

Garey Waters, B.A., professional actress and director with Imagination Makers Theater Company. Thursdays, September 24-November 12, 7-9:30 p.m., 8 sessions. Hale 205. \$75.

### **NCF-5** **Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own materials, a brush or brushes, ink, rice papers, or newsprints, covered at the first class session.

Janet Lenschow, M.F.A. Tuesdays, September 29-November 17, 7-9 p.m., 8 sessions. Fine Arts C153. \$60.



**Avoid the Registration Crunch**  
Phone-In Noncredit-Certificate Registration  
August 3 - September 25 Monday-Friday, 8 a.m.-5 p.m.  
492-2412 492-2407  
Outside Metro-Denver 1-800-332-5839



## Noncredit Adult Courses

### **NCF-6** **Drawing Techniques**

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

Gail Marr, B.F.A. Studio Painting, artist, instructor.

Wednesdays, September 16-November 4, 5:30-7 p.m., 8 sessions.  
Fine Arts C153. \$45.

### **NCF-7** **The World of Gemstones**

Myth, Magic and Reality. Glass or diamond? Gemstone or imitation? This course will give the student a basic knowledge of gemstones including history and lore, geography, mining and distribution, cutting and enhancement, color, crystalline structure and other physical and optical properties of diamonds and colored stones. The focus is on consumer awareness. (Suggested text: *Gemstones of the World*, Walter Schumann.)

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist. Owner of appraisal lab and design studio.

Thursdays, September 17-October 22, 7-9:30 p.m., 6 sessions.  
Ketchum 119. \$57.

### **NCF-8** **Jewelry and Gems: The Art of Adornment**

Addresses the primary function of gemstones, their use in jewelry for personal adornment. Includes the history and lore of jewelry through the ages as well as a survey of jewelry today covering styles and trends, manufacturing and design techniques, precious metals, and popular gems in women's and men's jewelry. Also addresses the wear, care and protection of fine jewelry including appraisal and insurance. This course is

designed to complement the World of Gemstones class but is open to anyone who loves fine gems and jewelry.

Jaqui Thier Cooper, M.A., designer and goldsmith, GIA graduate gemologist, owner of appraisal lab and design studio.

Thursdays, October 29-November 19, 7-9:30 p.m. 4 sessions. Ketchum 119. \$38.



### **NCF-9** **Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class charcoal, eraser, 18" x 24" newsprint pad and pencils (2H, HB and 2B). Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A. CU Boulder, Instructor at Front Range Comm. College  
Wednesdays, September 30-November 18, 7-9 p.m. 8 sessions. Fine Arts N-298. \$60.

### **NCF-10** **Beginning Photography**

This introductory course is designed for those who have a camera but don't really feel that they know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including nighttime and fireworks) and good composition and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality. Numerous handouts; optional text is Henry Horestein's *Black and White Photography*.

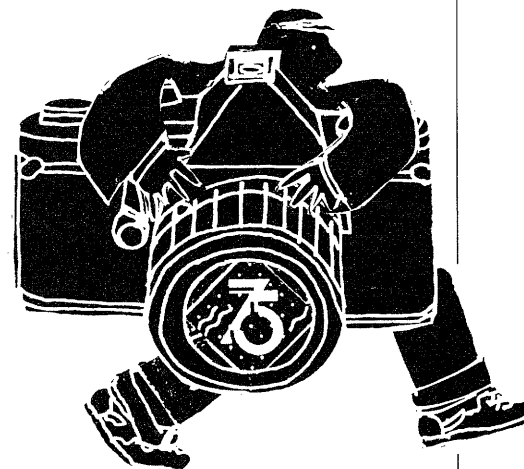
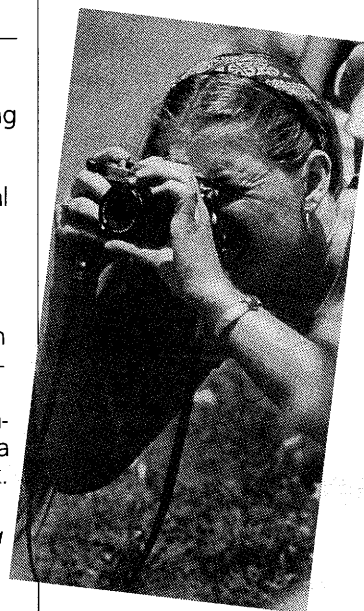
Lynn Lickteig, B.F.A. CU Boulder, Photographer  
Mondays, September 14-November 2, 7-9 p.m. 8 sessions.  
Environmental Design 122. \$60.

### **NCF-11** **Creative Photography Workshop**

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

Harry Boyd, professional photographer, author of *Creative Approach to Controlling Photography*.

Tuesdays, September 29-October 27, 7-10 p.m. 5 sessions. Ketchum 118. \$57.



### **NCF-12** **Selling Your Photography**

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

Harry Boyd, professional photographer, author of *Creative Approach to Controlling Photography*.

Tuesdays, November 3-December 1, 7-10 p.m. 5 sessions. Ketchum 118. \$57.

# Noncredit Adult Courses



## **NCF-13** **Storytelling for Everyone**

Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myth, fairy tales, and folktales. Learn how to become a better storyteller, which stories are good for you, techniques for preparation and performance.

Kay Negash, professional storyteller, winner in 1986 to represent this five state area at the National Storytelling Festival in Jonesboro, Tenn.

Wednesdays, September 16-October 14, 6:30-8:30 p.m. 5 sessions. Hale 6. \$38.

## **NCF-14** **Watercolor Techniques**

Watercolor techniques will be taught utilizing techniques of transparent and opaque watercolor, with an emphasis in basic color theory, learning how to use the color wheel and develop individual painting styles. Still-life composition and ink-resist watercolor will also be taught. The first class will include materials list and exercise lessons in color theory and composition. Notebook and pen needed for color theory notes. Left-brain, right-brain exercises are also included in the course, along with specific drawing assignments, in order to stimulate and facilitate learning a variety of methods. Campus landscape included. Note: advanced students will learn to reproduce masters paintings, critique, and conceptualize.

Gail Marr, B.F.A. Studio Painting.  
Wednesdays, September 16-November 4, 7-9 p.m. 8 sessions. Fine Arts C153. \$60.

## **NCF-15** **Watercolor/Pastel — Mixed Media**

A unique class that adds diversity to the watercolor technique. This class is mainly involved with mixing paint with pastels using watercolor and oil pastel. It would be to the advantage of the student to have had some previous art background and preferably in painting with water media. Looseness with color is the main objective. List of materials available at first class meeting.

Mary Ellen Lake, B.A. Art Education, artist specializing in commercial and fine art, currently represented by two galleries.  
Thursdays, September 17-November 5, 6:30-8:30 p.m. 8 sessions. Fine Arts C153. \$60.



## **NCF-16** **Woodcarving Sculpture**

Create a sculpture in wood. Basic carving techniques and instructions will focus on three dimensional projects. Beginning and intermediate students will experience carving in the round and explore the first steps of blocking out the form. The use of clay model will facilitate the process of working in three dimensions. Discussion of different wood types, finishing techniques and a slide show of wood sculptures are included. Cost of wood and tools \$25 payable at first class. Barbara Cox, B.F.A., studied Woodcarving-Sculpture in Innsbruck, Austria and continued at the Fine Arts Academie in Munich.  
Mondays, September 14-November 9, 7-9 p.m. 9 sessions. Fine Arts C102. \$68.

## **Foreign Languages**

### **NCFL-1** **Beginning Conversational French**

This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Work with small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Required textbook is *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature  
Mondays, September 14-November 16, 7-9 p.m. 10 sessions. Hellems 255. \$75.

### **NCFL-2** **Advanced Beginning** **Conversational French**

This course is designed for students who have had one course in beginning French and would like to learn more about the language: vocabulary, other tenses, and practice what they already know. Students should be able to use the present tense before entering this class. Conversational French will be stressed. Working with small groups will emphasize the practice of the language. Required textbook is *Le Francais, Depart-Arrivee* (second edition) by John A. Rassias, available at the University Bookstore on campus.

Nadia Turk, Ph.D. French Literature  
Wednesdays, September 16-November 18, 7-9 p.m. 10 sessions. Hellems 255. \$75.

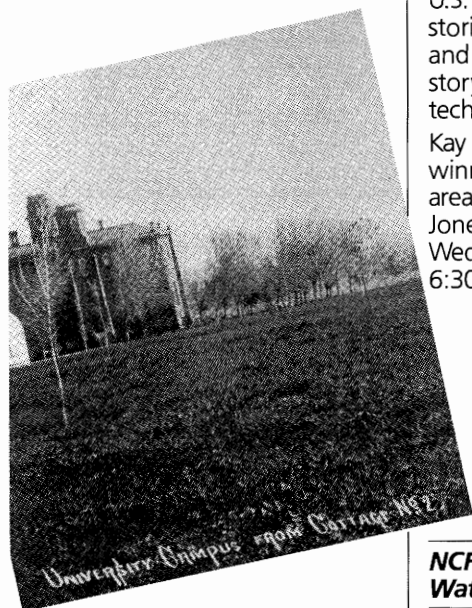
### **NCFL-3** **Intermediate Conversational French**

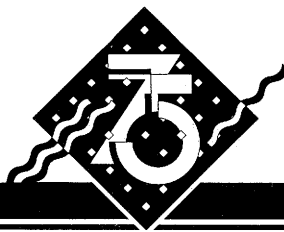
A more advanced course for the student with a good French background. Keeping grammar to a minimum, we will concentrate on vocabulary, idiomatic expressions, and conversation. Emphasis is put on improving conversational skills. The topics discussed will often be based on texts read at home or in class; and on reports made by the students themselves. Required textbook is *College Varietes Culturelles* (second edition), available at the University Bookstore on campus. Anna Cohen, M.A., instructor at CU Boulder  
Wednesdays, September 16-November 18, 6:30-8:30 p.m. 10 sessions.  
Hellems 271. \$75.

### **NCFL-4** **Beginning Conversational German**

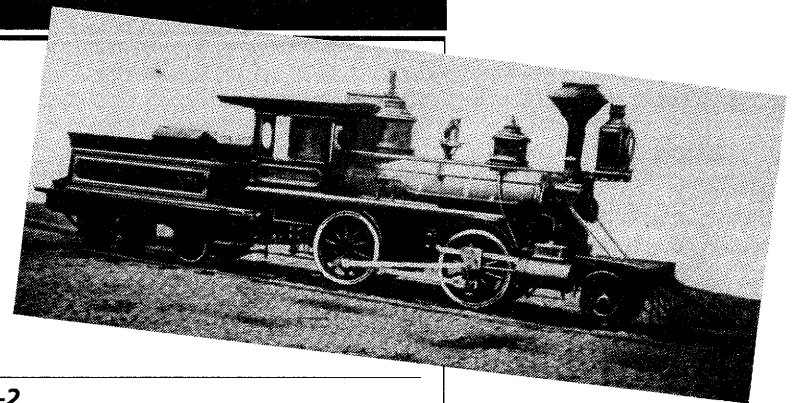
This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German-speaking countries, we will emphasize practice in practical conversation. Text to be used is sold at the first class session, \$16.

Benita Luttcher  
Mondays, September 14-November 16, 7-9 p.m. 10 sessions. Hellems 181. \$75.





## Noncredit Adult Courses



### **NCFL-5** **Intermediate German**

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversation skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text is *Lesen, Lachen, Lernen* and is available at the University of Colorado Bookstore.

Ed Maier-Heym, M.A. German, Instructor at CU Boulder.

Thursdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 185. \$75.

### **NCFL-6** **Beginning Conversational Italian**

This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, songs, dialogues, pictures and small group activities in the classroom will make learning a more enjoyable experience. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri, has taught both Italian and French in several different schools including CU Boulder.

Mondays, September 14-November 16, 6:30-8:30 p.m. 10 sessions. Hellems 271. \$75.

### **NCFL-7** **Intermediate Conversational Italian**

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

Fanny Santana Madronich, M.A., instructor at CU Boulder.

Tuesdays, September 15-November 17, 7-9 p.m. 10 sessions. Hellems 271. \$75.

### **NCFL-8** **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, Full Professor, Loretto Heights College.

Tuesdays, September 15-November 17, 7-9 p.m. 10 sessions. Hellems 255. \$75.

### **NCFL-9** **Intermediate Conversational Spanish**

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent.

Elizabeth Medina, Full Professor, Loretto Heights College.

Thursdays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 255. \$75.



## History

### **NCH-1** **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, historian and writer.

Wednesdays, September 30-October 28, 7-8:30 p.m. 5 sessions. Hellems 185. \$30.

### **NCH-2** **The Fascinating History of Colorado Railroads**

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

Bob Rothe, a railroad hobbyist for 40 years and a "student" of American railroads and their history, has hiked about 300 miles of railroad grades in Colorado and elsewhere. Thursdays, September 17-October 29, 7-9 p.m. 7 sessions. Geology 108. \$53.

## Investments

### **NCI-1** **Investing for Income**

Seminar presents methods of investing for income in today's changing economic and investment environment. Covers guarantees, safety, risk, and tax implications. Anybody needing income should be interested: CDs, money market funds, banks, savings and loans, cash management accounts, U.S. Government securities, GNMA's, zero coupon bonds, municipal bonds, income-producing limited partnerships, oil and gas production, rental real estate, leasing, Blue chip stocks, utility stocks, covered call writing, mutual funds, corporate bonds, preferred stocks, tax-free investments, fixed annuities, variable annuities, immediate annuities.

Peter J. Poletti, M.B.A. in Economics and Finance, First Vice President at Dean Witter Reynolds

Wednesday, November 18, 6:30-8:30 p.m. 1 session. Business 208. \$15.

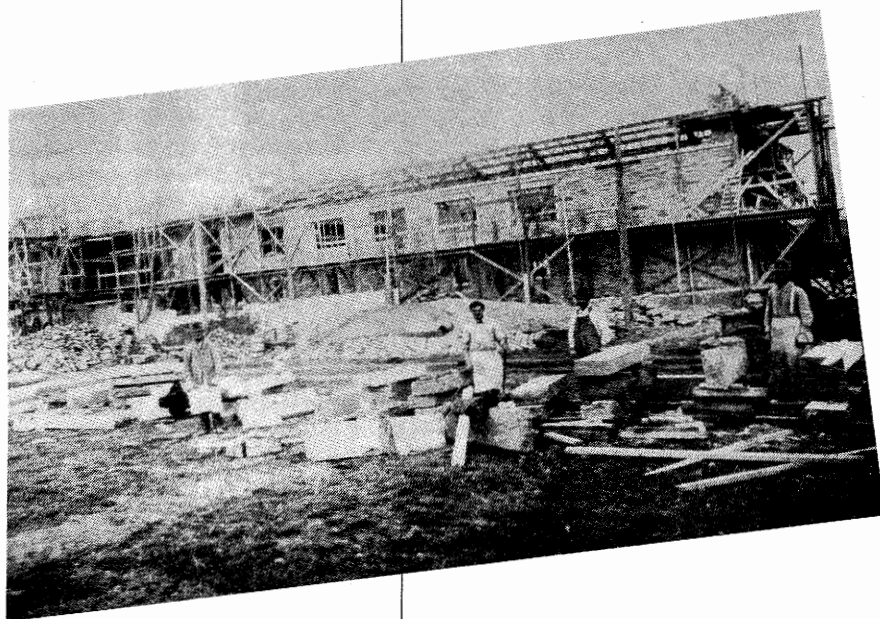
# Noncredit Adult Courses



## **NCI-2** **Investment Strategies**

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

Peter J. Poletti, M.B.A. Economics and Finance, First Vice President at Dean Witter Reynolds. Wednesdays, September 23-October 21. 6:30-8:30 p.m. 5 sessions. Business 208. \$38.



## **NCI-3** **Investing Without Your Emotions**

An interactive seminar addressing the topic of investing in the securities industry and the psychological implications involved. The sessions will bring into light the emotional tug-of-wars that arise from both new and experienced investors while investing. Basic fundamental and technical analyses will be studied and discussed for their effectiveness. No previous investment experience will be necessary. Book required *When To Sell*, Justin Mamis, available at the University Bookstore. In Sue Kim, B.S. Rice University. Investment broker, A.G. Edwards & Sons. Tuesdays, September 15-October 13, 6:30-8 p.m. 5 sessions. Business 354. \$30.

## **NCI-4** **Stock Market Investments**

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

Arnold Hart, B.A. Cornell, M.A. Syracuse and Vice President of Investments at Prudential-Bache and Mary Wright, B.A. University of Colorado, investment broker at Prudential-Bache. Tuesdays, October 13-December 1, 7-9 p.m. 8 sessions. Business 208. \$60.

## **NCI-5** **Stock Market Profits**

This course covers insights, tools, and strategies for success in the stock market: how to find the big winners; how to be in phase with the market; how and when to sell; how to handle psychological pressures and emotion; how to do effective fundamental analysis; how to apply technical analysis and charting; how to develop an overview that leads to profit.

Peter J. Poletti, M.B.A. Economics and Finance; First Vice President at Dean Witter Reynolds. Wednesdays, October 28-November 11, 6:30-8:30 p.m. 3 sessions. Business 208. \$23.

## **Lifestyle**

### **NCL-1** **Biofeedback Stress Management**

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

Toby F. Link, Ph.D. University of Michigan, Psychotherapist. Mondays, October 5-November 2, 7-9 p.m. 5 sessions. Hale 6. \$38.

### **NCL-2** **The Dynamics of Working with Others**

The basis of a workable relationship with others is the understanding of the stylistic tendencies of the people that we deal with throughout our personal and professional lives. We will examine various people skills and strategies to help ourselves and others maximize clarity and creativity while minimizing the confusion and habitual tendencies associated with the basic styles manifest in human personality. Lab fee \$5 for hand-out material.

Ernest Porps, M.A. Architecture, M.F.A., registered architect, Professor of Fine Arts at CU Denver.

Tuesdays, September 15-November 13, 6:30-8:30 p.m. 5 sessions. Duane Physics G116. \$38.



### **NCL-3** **Eating As If Your Life Depended On It**

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

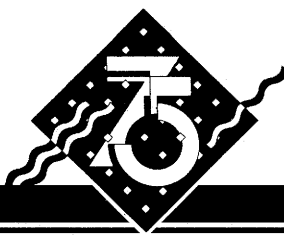
Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; registered dietitian/nutritional consultant.

Section I: Saturday, October 3, 9:30 a.m.-5 p.m., UMC 230.

Section II: Saturday, November 21, 9:30 a.m.-5 p.m., UMC 235.

Both Sections: 1 session. \$32.





## Noncredit Adult Courses

### **NCL-4** **Handwriting Analysis: An Aid to Learning**

You are what you write. Handwriting reflects your real personality — how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them. This course provides an introduction to Graphoanalysis, the only scientific method of handwriting analysis. You will learn specific principles and techniques and then apply them to strokes of actual handwriting for a better understanding of yourself and others. Course materials will cost approx. \$15 and will be available at the first class. Carol Ford, B.S. nursing, certified Graphoanalyst, has private practice in handwriting analysis. Tuesdays, September 22-October 13, 6:30-9 p.m. 4 sessions. Geology 127. \$38.

### **NCL-5** **Inner Power — Making Your Life and Career Work**

If you're not getting all you can from your life and work; if you've reached a transition or are uncertain where to go next; or if you don't feel totally in control of your life — this ten session course will help you address these key issues. It will give you an awareness of where your many strengths and abilities lie in order to get your life in better balance. Part of reaching this balance is understanding how brain integration affects decision making. In addition, this course will help you discover the inner qualities that enable you to deal with change in your life. The *Myers Briggs Type Indicator* will be used as an assessment vehicle and is included in the course fee. Texts: *The Three Boxes of Life*, by Richard Bolles; and *The Warrior Within: A Guide to Inner Power*, by Shale Paul. Shale and Candy Paul, authors, management consultants. Saturdays, September 19-November 21, 9 a.m.-noon. 10 sessions. Duane Physics G131. \$125.

### **NCL-6** **Learning How to Learn**

Designed for anyone interested in how to make the most from their particular learning style, this course offers successful, life-long tools with practical application for home, school and business. Enthusiastic instruction includes time management, organizational skills, reading, notetaking, memory, test-taking strategies, etc. Students of any ability will identify their specific strengths and learn to apply a variety of techniques to enhance learning and make it fun. Instruction includes lecture and class discussion. Course materials will cost approximately \$20.

Gloria Frender, author, editor, educational consultant. Tuesdays, September 15-October 20, 7-9 p.m. 6 sessions. Engineering Building 1-26. \$45.

### **NCL-7** **Parenting the Gifted/Talented Child**

Parents of the gifted and talented, like their special children, are often in need of direction and support. The course will include effective parenting, emotional/social development, resources for children and parents, appropriate issues such as the gifted girl, preschool, adolescence, underachievement. This seminar is especially designed for parents of gifted/talented children, although educators are welcome. Bring a brown bag lunch, and we will share concerns about individual children.

Dorothy Knopper, M.A. Consultant in Gifted Education to parents and schools. Saturday, November 21, 9:30 a.m.-3:30 p.m. 1 session. Duane Physics G-025. \$23.

### **NCL-8** **Psychology of Intimate Relationships**

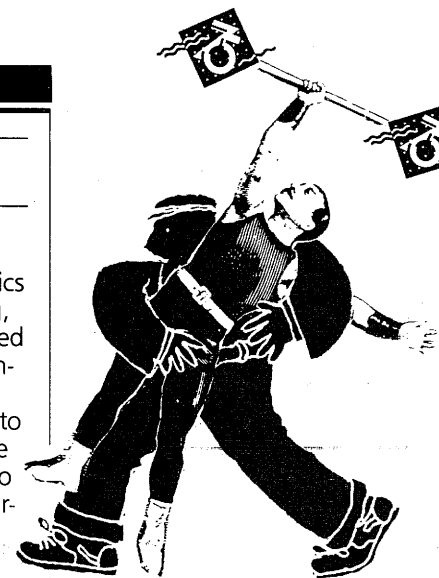
What goes wrong in intimate relationships and why? Why intimate relationships are so hard to find and maintain; the function of power struggles, arguments, conflicts and affairs; how to evaluate a potential partner before you get too emotionally involved. This seminar will preview the instructor's forthcoming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

Neil Rosenthal, Psychotherapist/Marriage Therapist. Saturday, October 24, 10 a.m.-5 p.m. 1 session. UMC 422. \$27.

### **NCL-9** **Psychology and Sports Performance**

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

Stephen E. Walker, Ph.D., consultant to the Human Performance Lab at CU Boulder, Director of the Rocky Mountain Institute for Health and Performance and T.C. North, M.S. Mondays, September 21-October 19, 6:30-9:30 p.m. 5 sessions. Duane Physics G-025. \$57.



### **NCL-10** **Understanding and Developing Your Creative Self**

The goal of this experiential course is to free up untapped energy, explore it, develop it, and discover enriching and innovative applications in our everyday lives. Using imagination, visualization and humor, we can dissolve mental blocks and limiting beliefs which act as barriers to our creative self-expression. Fun, yet practical, exercises will involve communication skills, goal setting, problem solving, self-awareness, and creative mind expansion. Then, through understanding and integrating both sides of the brain, we can learn to make whole brain decisions in order to create more joy and balance in our lives. Finally, guest speakers from diverse fields will inspire and motivate us all, while providing valuable resources for further creative endeavors. Textbook: *The Brain User's Guide* by Tony Buzan, available at the University Bookstore. Bette Griff, B.S. Business, gives workshops on creativity in the Boulder/Denver area. Wednesdays, September 30-November 18, 7-9 p.m. 8 sessions. Porter Biosciences 123. \$60.

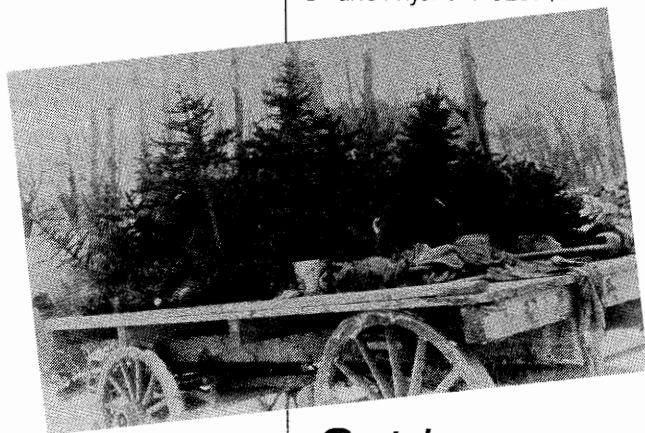


## NCL-11

### *You and Your Aging Parents*

You've always been dependent upon your parents, now they're dependent upon you. How do you cope with this new role and make effective decisions while at the same time meeting your own needs? This three-week course will cover the emotional components, communication skills, as well as recognizing problems (normal vs. pathological aging), and knowing how and when to intervene. Community resources and the topic of placement (alternatives and when it's appropriate) will be reviewed.

Shelley Karpel, M.S.W. University of Houston.  
Tuesdays, September 22-October 6,  
6:30-8:30 p.m. 3 sessions.  
Duane Physics G-025. \$23.



## Outdoors

### NCO-1

#### *Cruising Under Sail: Sailing, Seamanship, Navigation*

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

Bill Plywasky, Ph.D. physics, master navigator, sailed large and small boats all over world.  
Tuesdays, September 29-October 17,  
6:45-9:15 p.m. 8 sessions.  
Hellems 245. \$75.

### NCO-2

#### *Elk Behavior*

Learn about elk behavior and their courtship. Fall is the time of year to hear elk bugle, a beautiful flute-like whistle which the bull cries out to claim his territory. We hope to hear this sound plus, with luck, see the animals. Big game behavior of other mammals will be discussed including bear and deer. The group will also observe and study beaver evidence. Fall botany will be touched upon. Carpooling. Bring money for dinner in Rocky Mountain National Park area.  
Tina Jones, B.S. University of Denver.  
Naturalist/biologist.  
Friday, October 9, 6-7 p.m.,  
Saturday, October 10, 11:30 a.m.-10:30 p.m.  
2 sessions. Hale 105. \$30.

### NCO-3

#### *Hawks, Bald Eagles*

Do you realize that Colorado rates high in the nation for number of wintering bald eagles? The eagles are found out east along the Platte River, and in the surrounding Boulder area. Class emphasizes specific raptor and hawk identification beyond the normal bird field guides. Owl identification will be stressed also. Carpooling. Binoculars helpful. Trip dependent upon weather.  
Tina Jones, B.S. University of Denver.  
Naturalist/biologist.  
Thursday, December 3, 7-9 p.m.,  
Saturday, December 5, 8:30 a.m.-4 p.m.  
2 sessions. Hale 105. \$28.

### NCO-4

#### *Waterfowl, Loons and Geese*

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

Tina Jones, B.S. University of Denver.  
Naturalist/biologist.  
Wednesday, November 11, 7-9 p.m.,  
Sunday, November 15, 8:30 a.m.-4 p.m.  
2 sessions. Hale 104. \$28.



## Testing

### NCT-1

#### *Preparing for the SAT/ACT*

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

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

Section I: Saturday & Sunday,  
September 19 & 20, 9 a.m.-5 p.m.

Section II: Saturday & Sunday,  
October 31 & November 1, 9 a.m.-5 p.m.

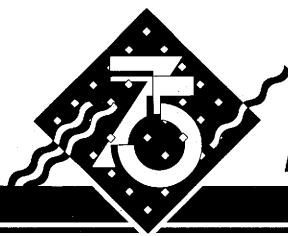
Both Sections: 2 sessions.  
Guggenheim 2. \$79.

### NCT-2

#### *Preparing for the Graduate Management Admission Test (GMAT)*

A special course offered to prepare students for the GMAT. Areas covered include: Math Ability (Problem Solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment (Analysis of Situations), and Critical Reasoning. A short review of algebra and geometry is also included.

Bobrow Testing Services  
For October 17 exam — Saturdays,  
September 19-October 10, 9 a.m.-1 p.m.  
4 sessions. Porter Biosciences E113. \$135.



## Noncredit Adult Courses

### **NCT-3** **Preparing for the** **Graduate Record Exam (GRE)**

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

Roe Willis, Ph.D. and Terri Bodhaine, M.A.

Section I: (For October 10 test) Tuesdays and Thursdays, September 15-October 8, 6:30-9 p.m.

Section II: (For December 12 test) Tuesdays and Thursdays, November 10-December 10 (no classes Thanksgiving week), 6:30-9 p.m.

Both Sections: 8 sessions.  
Duane Physics G131. \$75.

### **NCT-4** **Preparing for the Law School** **Admission Test (LSAT)**

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

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

Section I: Friday, September 25, 6-10 p.m., and Saturday & Sunday, September 26 & 27, 9 a.m.-5 p.m.

Section II: Friday, November 20, 6-10 p.m., and Saturday & Sunday, November 21 & 22, 9 a.m.-5 p.m.

Both Sections: 3 sessions.  
Guggenheim 2. \$145.



## Writing

### **NCW-1** **Creative Writing**

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

Barbara Steiner, professional writer.  
Wednesdays, September 16-November 18, 6:30-8 p.m. 10 sessions.  
Hellems 229. \$57.

### **NCW-2** **Editing**

A brief overview of the practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion on how to find freelance jobs, how much to charge. Hands-on editing experience is limited, but extensive hand-out material is provided.

Linda Loewenstein, freelance editor.  
Saturdays, October 24 & 31, 9 a.m.-noon.  
2 sessions. Ketchum 234. \$23.

### **NCW-3** **English Writing Made Simple**

Correct, clear communication is mandatory in the business world and in the classroom. Advancement, promotions, and top grades depend upon it. Learn correct grammar, punctuation, and sentence structure as basic fundamentals of improved writing. Emphasis is given to correct usage. Textbook is about \$20.

Jean Thyfault, editor, conducts writing seminars for businesses.  
Thursdays, September 17-November 5, 7-9 p.m. 8 sessions.  
Hellems 271. \$60.

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

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

Jacquelyn Peake, M.A. Journalism,  
Professional lecturer & writer.  
Saturday, October 10, 9 a.m.-4 p.m.  
1 session. UMC 235. \$72.

### **NCW-5** **Novel Writing**

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

Barbara Steiner, professional writer.  
Wednesdays, September 16-November 18, 8-9:30 p.m. 10 sessions.  
Hellems 229. \$57.

### **NCW-6** **Poetry — Creative Writing**

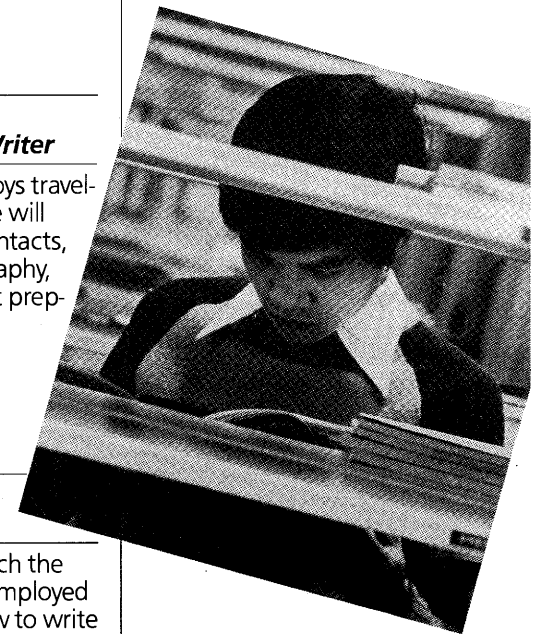
If you write poems, or would like to write a poem, this course is designed for you. Come prepared to share your work in a constructive atmosphere. Information on how and where to submit your poems for publication will be available for the more serious poets.

Victor Pearn, M.A., Creative Writing.  
Published poems in several literary magazines since 1976.  
Wednesdays, September 16-November 4, 7-9 p.m. 8 sessions.  
Ketchum 118. \$60.

### **NCW-7** **Writing for Magazines**

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

Deidre Elliott, professional writer.  
Mondays, September 14-November 2, 7-9 p.m. 8 sessions. Ketchum 207. \$60.





## Special Professional Programs

A university that aspires to achieve lasting stature seeks out — and attracts — unusually talented individuals. Special Professional Programs provides an intensive arena designed to bring lively minds to bear on uniquely conceived, compelling subjects of topical currency. For the instructor/facilitator, or the presentation team, the attraction of presenting these programs is their forward-looking or interdisciplinary nature as well as the opportunity to apply knowledge in real-life terms. For practitioners, these special programs provide contact with specialists and subject matter that can be unique in several respects. These programs are distinguished by their dynamic approach to a field. Often

presenting an unusual combination of specialists, they strive to bring significant depth to subjects that deserve more intensive treatment than they usually receive.

Special Professional Programs can help you progress in fast-evolving fields because they adopt a more applications-oriented approach than is possible in less-intensive formats. They offer you the opportunity to study under conditions conducive to here-and-now outcomes. Drawing on case study and personal applications approaches, these highly-interactive one and two-day seminars can help you stay on top of new information and provide you with fresh ideas to achieve personal and organizational goals. At their best, such programs can galvanize audiences and instructors in

ways that are exhilarating, mind-expanding, and conducive to enduring intellectual value as well as to real-world applications.

This results-oriented training, intended for business and industry, government, and non-profit organizations, is frequently applicable to certificate programs described and cross-listed in this catalog. Specially-tailored programming for your own organization can also be arranged. Advance registration is necessary and should be completed two weeks prior to the program date. Group discounts are available for some seminars. Call 492-5148 or toll free in Colorado, 1-800-332-5839 to register.



## Courses by Starting Date, Fall 1987

Starts	Course	Faculty
Friday, September 18	Communicating for Results	Audrey Nelson-Schneider
Friday, September 25	How to Work Smarter	Randy Bauer
Thursday, October 15	Skills for the Newly Appointed Supervisor	Randy Bauer
Thursday, October 22	Resort Condominium Management	Gerald G. Hewey
Friday, October 23	Achieving Professional Independence: How to Enter the Consulting and Seminar Industry	Lynda C. Falkenstein
Friday, October 30	How to Hire and Promote the Right People	Randy Bauer
Wednesday, November 4	Working Successfully With Multiple Bosses	Shelly Ann Espinosa
Friday, November 13	Motivating Groups	Audrey Nelson-Schneider
Friday, November 20	Improving Customer Relations	Randy Bauer
Tuesday, December 8	Managing People	Randy Bauer

## Special Professional Programs

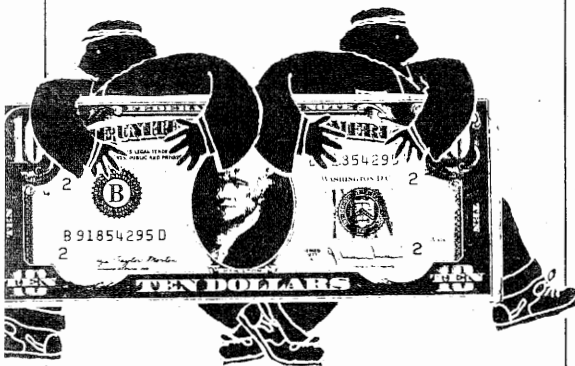
### **Achieving Professional Independence: How to Enter the Consulting and Seminar Industry**

Consulting is one of the fastest growing professions in the country. Is this an option for you? This two-day program will take you step-by-step through the process of entering professional consulting and "seminaring" successfully. The emphasis will be on proven techniques for getting started: methods for assessing and documenting your ability, knowledge, and experience; data about the consulting and seminar markets; the economics of consulting; setting your fees; and contracting for your services. You will receive

a manual with detailed guidelines on becoming a professional consultant, and you will have opportunities for individual conversations with Dr. Falkenstein to develop your own model for entering this field. Course fee includes all materials, course manual, lunch and refreshment breaks.

Lynda C. Falkenstein, Ph.D.  
Friday and Saturday, October 23 and 24,  
9:00 a.m.-4:00 p.m.  
Two all-day sessions. 1.2 CEUs.  
Clarion Hotel. \$250.

# Special Professional Programs



## **MDB-4** **Communicating for Results**

Most of us operate on "automatic" in our everyday communication. Even when we think about what we are trying to accomplish through other people, we often lack sensitivity to the way others react to us. We may wonder how we come across to others, but we rarely have opportunities to learn precisely how we are doing. This program identifies areas that are critical to being understood and getting results. It focuses on listening skills, the choice of language, and the ability to interpret feedback accurately. Psychological dimensions of effective one-on-one communication will be addressed, in particular empathy and male/female differences in verbal and nonverbal communication. This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Audrey Nelson-Schneider, Ph.D.  
Friday, September 18, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

## **MDB-10** **How to Hire and Promote the Right People**

The procedures and decisions in hiring and promotion have become increasingly demanding. This program emphasizes skills and techniques you can use to identify the best available applicants, conduct thorough, nondiscriminatory interviews, and hire the most capable candidate. Topics include what to look for when reviewing the application, how to establish the appropriate interviewing atmosphere, methods to ensure consistency, and asking the right questions. Documentation of interview data, including how and when to record key information is also covered. This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Friday, October 30, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

## **MDB-11** **How to Work Smarter**

Improve your productivity by learning practical techniques guaranteed to eliminate time wasting behaviors, improve concentration, relax in the face of tension and stress-producing situations, and replace frustration with confidence and enthusiasm. Learn how to prevent burnout and achieve balance in your life. This seminar will also focus on skills such as delegating effectively, problem solving, and developing better working relationships. The program is designed for people at all levels in an organization. This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshment breaks.

Randy Bauer, M.B.A.  
Friday, September 25, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

## **MDB-13** **Improving Customer Relations**

The quality of customer service is the feature that most frequently distinguishes thriving businesses and organizations from those that are unsuccessful. Whether on the phone or face-to-face, it requires only seconds for a customer or client to gain a positive or negative impression of an entire organization. Are customers always right? No, but they are always the customer and their experience with you will be relayed to numerous potential customers by word of mouth. This program focuses on identifying and satisfying customer needs, and resolving problems, by asking the right questions, listening effectively, drawing out the quiet customer and establishing rapport. Particular attention is given to handling the angry or demanding customer. What should be the first response to an angry customer? How do you convey courtesy and respect in potentially explosive situations? What are the ways to turn an angry customer into a responsive one? This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Friday, November 20, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

## **MDB-15** **Managing People**

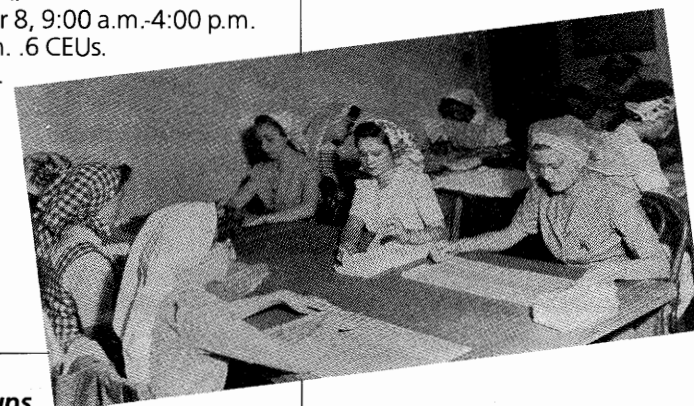
No skill is more in demand, or more difficult to master, than getting things done through other people. In highly pressured periods, such as the approaching holidays, the ability to work effectively in order to bring out the best in other people is a major factor in professional success. This program emphasizes approaches to motivating others to reach their potential, how to keep lines of communication open, and how to determine the right approach to leading others. You will assess your personal strengths and identify ways to build on them to maximize performance. The "no-lose" method of conflict management will be addressed as a key element in building respect and trust within a system that balances individual and organizational needs. This program also qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Tuesday, December 8, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

## **MDB-17** **Motivating Groups**

Even the best one-on-one communicators need to alter their approach when working with groups. Whether you assume leadership roles or want to be a more effective member, you need to know the basics of communication in groups. This program looks at all facets of group communication, but the emphasis is on groups that make decisions through face-to-face interactions. The group decision-making process will be examined, with special attention to leadership, communication patterns, creativity, and conflict management. You will learn how to analyze groups and move them toward greater productivity. Identification of dysfunctional behaviors and roles will be addressed, along with methods for handling barriers to group effectiveness. This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Audrey Nelson-Schneider, Ph.D.  
Friday, November 13, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.





**NCB-8**  
**Resort Condominium Management**

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

Gerald G. Hewey, C.H.A.  
Thursday, October 22, 9:00 a.m.-5:00 p.m.,  
Friday, October 23, 9:00 a.m.-4:30 p.m. and  
Saturday, October 24, 9:00 a.m.-12:00 p.m.  
Two all-day and one half-day sessions.  
2.0 CEUs. Events/Conference Center. \$150.  
Additional registrations from same company \$100 each.

**MDB-21**  
**Skills for the Newly Appointed Supervisor**

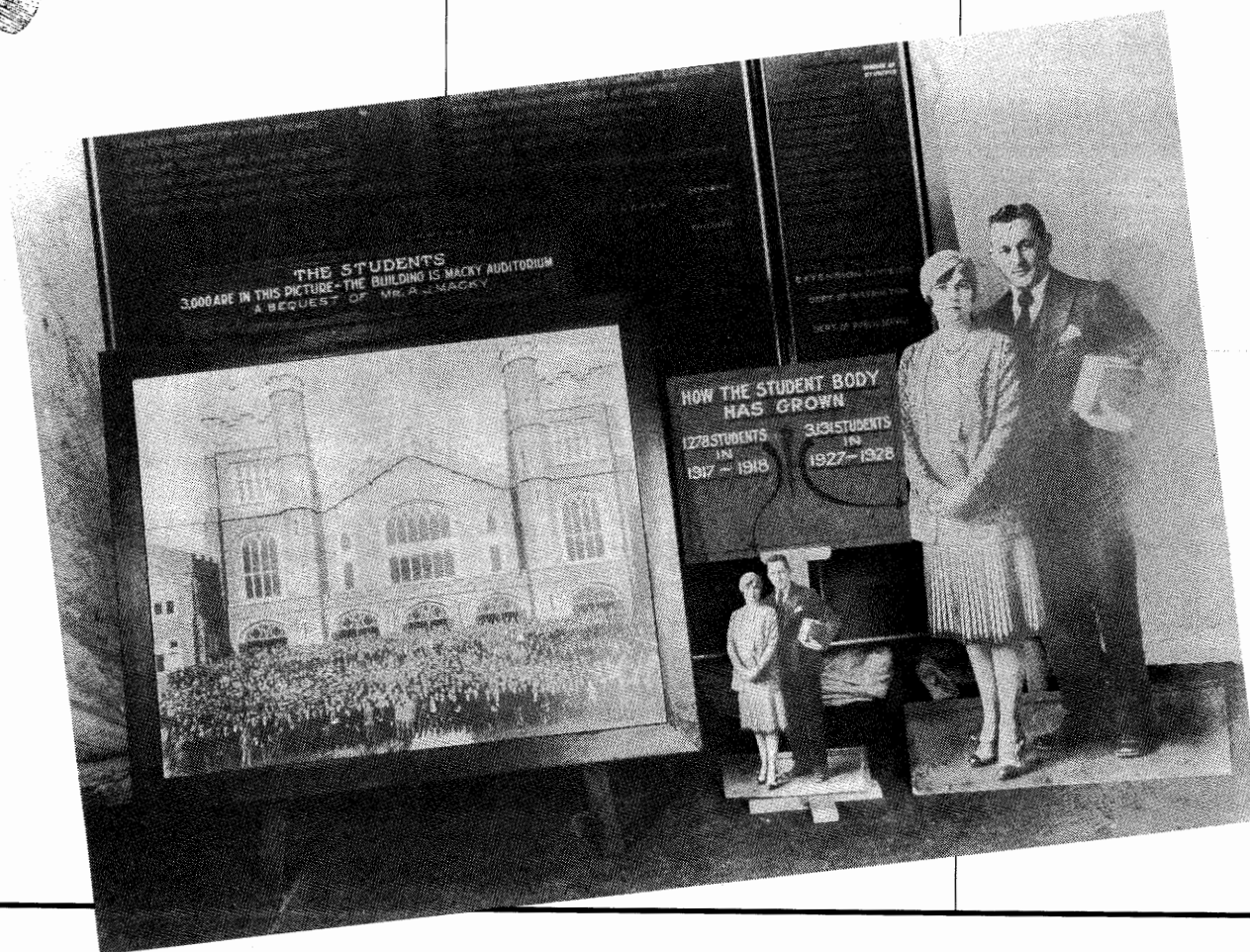
Organizations are uniquely challenged by internal and marketplace pressures that erode morale, increase errors and absenteeism, and lead to numerous restructuring activities that result in less loyalty and commitment from employees. The emphasis of this program is on identifying your supervisory style and strengths and the steps in creating an atmosphere conducive to achievement, commitment, and cooperation. Special attention will be given to winning trust, handling meetings, getting your point across to unsatisfactory performers, hiring and promoting the right people and anticipating others' behavior. You will learn techniques for perfecting your supervisory style, using your strengths effectively, heeding the warning signs when a strength can become a weakness, and asserting your influence as a supervisor to achieve acceptance of your ideas. This program qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes lunch and refreshments.

Randy Bauer, M.B.A.  
Thursday, October 15, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75.

**MDB-28**  
**Working Successfully With Multiple Bosses**

Based on the book *Working Solutions From Working Secretaries*, this seminar features field-tested ideas collected from secretaries around the country. It is led by an instructor with ten years of secretarial experience. This program doesn't stop at solutions for prioritizing time and staying on top of the job. It also presents methods for managing many different personalities, assessing office roles, and avoiding office politics. You will leave with the tools to gain respect and recognition, increase your job satisfaction, and renew your effectiveness. Topics also include teambuilding and self-presentation techniques. You will receive a summary sheet and an action plan based on: 1) tips from experienced secretaries; 2) educational theory, with applications steps; and 3) real-life illustrations and self-assessment tools. This program also qualifies for the Management Development Certificate Program. See page 17 for details. Course fee includes materials, lunch and refreshment breaks. Textbook is optional.

Shelly Ann Espinosa, M.S.W.  
Wednesday, November 4, 9:00 a.m.-4:00 p.m.  
One all-day session. .6 CEUs.  
Clarion Hotel. \$75. Optional text \$11.95.





### *Live-via-Satellite Teleconferences: Events combining national and regional expertise*

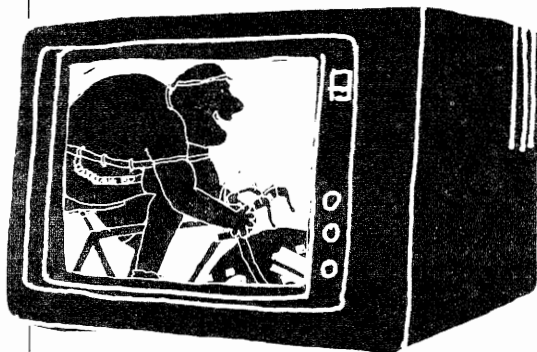
#### **A MEDIUM FOR STATE-OF-THE-ART INFORMATION**

Video teleconferencing is the newest, most economical way to stay current in fields and activities where the pace of change outruns any individual's ability to keep up. CU-Boulder teleconferencing is "live" — teams of presenters and panels are put together representing the cutting edge of a field. These are "how to" specialists who can speak to the future authoritatively, with practical, here-and-now answers to the questions that Colorado audiences and others across the country can ask satellite presenters directly throughout the teleconference day.

#### **A MEDIUM THAT PUTS THE AUDIENCE FIRST, USING STATE-OF-THE-ART EQUIPMENT**

Staff of the Division of Continuing Education and of the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and a 5,000 seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent, one block west of 28th Street, the facility offers easy access and ample parking.

A large screen General Electric Talaria projection system is supported by a permanent antenna capable of receiving from virtually all of the present generation of educational satellites. In addition, a portable antenna capable of receiving presentations via the newer KU-band is available for off-campus sites.



#### **A MEDIUM FOR PRACTICAL APPLICATIONS AND DYNAMIC COMMUNICATION**

The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, on-site interviews and case studies that allow audiences to translate information into practical applications on the spot. Its visual quality and "liveness" attracts experts who like the combination of dialogue with audiences around the country and the potential to demonstrate ideas in a visual laboratory in which everyone has a front row seat. The dynamic intensity of national teleconferencing sets it apart from traditional face-to-face meetings in its scale and the power of the medium to focus attention.

#### **A MEDIUM FOR TRAINING & DEVELOPMENT**

Teleconferencing has several key features that are combined dynamically. A typical teleconference will commence with an on-site team of experts who introduce and set the stage for the topic. Live-via-satellite presentations are reinforced by detailed agendas, workbooks, and sometimes texts and worksheets in a take-home packet. Throughout the day there are live question/answer sessions interspersed with presentations and demonstrations. The on-site team wraps up the day with a local and regional perspective on the subject — and answers remaining questions.

Colorado audiences rate teleconferencing to be as good or better than traditional conferencing, pointing to the convenience and quality of teleconferences and to the currency and credibility of information via satellite. Teleconferencing is a transparent medium that puts a premium on real-world expertise that is replicable in many settings.

Teleconference fees for participants are all-inclusive, covering materials, parking, and catered meals.

#### **A MEDIUM FOR DIVERSE TOPICS**

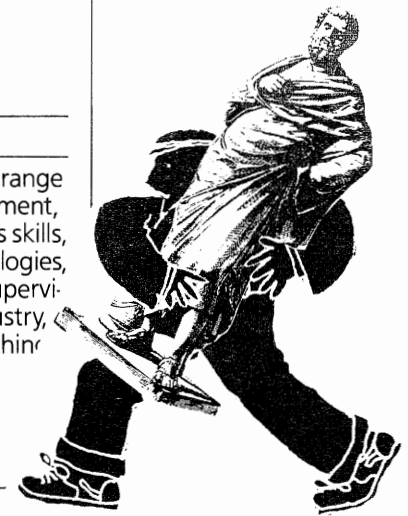
Teleconferences are suited to a global range of topics, including: business management, marketing, global trade, small business skills, new industrial and information technologies, advances in engineering, personnel supervision, productivity, the health care industry, physical fitness, new directions in teaching and student affairs, and professional development skills.

#### **A MEDIUM THAT IS PROFESSIONALLY STAFFED**

Through its charter membership in the 200-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cosponsorship of teleconferences is frequent, enabling organizations and associations to use their training and development resources more effectively by drawing on Division staff and by taking advantage of opportunities to lend their name to teleconference events.

#### **PLEASE CONTACT US TO TAKE ADVANTAGE OF TELECONFERENCING**

To be placed on our mailing list or for more information, write: Becky Duning, Teleconferencing, Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839.





## Cooperative Real Estate Certificate Program

Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

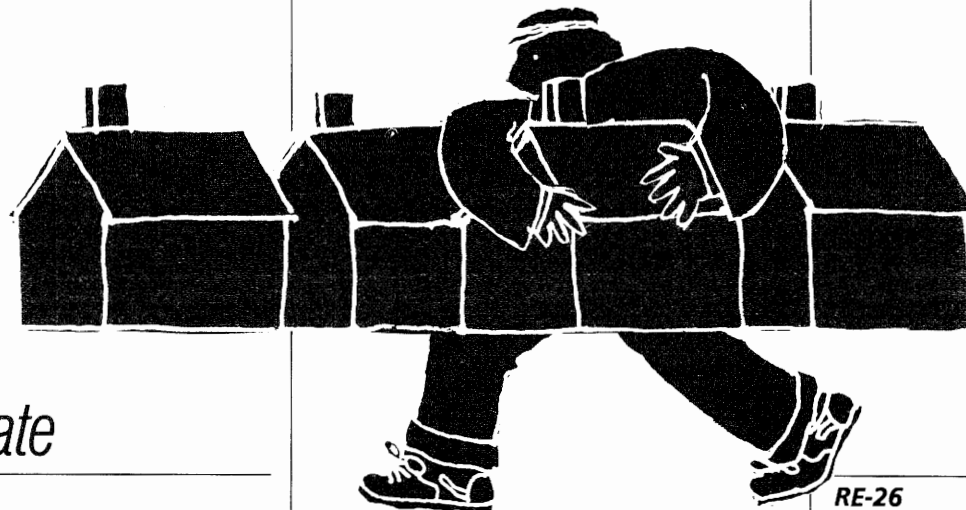
The Certificate Program offers over 25 courses in subjects including appraisal, closings, finance, law, property management, commercial and tax factors. All of the required Colorado real estate licensing courses are available through the program. These col-

lege level courses are open to all persons and can provide you with valuable information related to this important field.

For more information and course registration, call the Division of Continuing Education, Real Estate Education, 492-8666, 8:30 a.m.-5 p.m., Monday through Friday. If you are out of the Denver-Boulder local calling zone, please dial 1-800-332-5839.

For additional information about courses offered and cities served in Colorado by this statewide program, call 492-8666 for a detailed real estate brochure.

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



### Real Estate

#### RE-7 Practice and Law

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

Night Course. 14 sessions.  
Tuesday and Thursday, September 29 to November 12, 6:30 p.m. to 9:55 p.m.  
Location: Engineering Building, Boulder Campus.

Tuition: \$225 plus textbooks.  
Daytime Course. 6 sessions.  
Friday, Saturday, Monday, Tuesday, Thursday, Friday, January 8, 9, 12, 13, 15, 16, 8:30 a.m. to 5:30 p.m.  
Location: Holiday Inn, 800 28th Street, Boulder.  
Tuition: \$225 plus textbooks.

#### RE-18 Colorado Contracts and Law

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

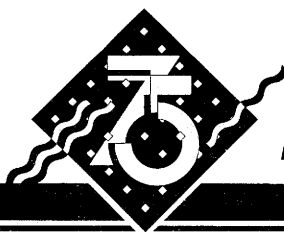
Night course. 7 sessions.  
Tuesday and Thursday, November 17 to December 10, 6:30 p.m. to 9:55 p.m.  
Location: Engineering Building, Boulder Campus.  
Tuition: \$110.

#### RE-26 Finance and Advanced Law

Course is designed to provide the real estate professional with an understanding of the institutions and instruments important to the financing of real estate. Subjects covered include the mortgage and deed of trust, various sources of funds (conventional, V.A., and F.H.A., the owner-seller, etc.) and a number of alternative financing methods. Recent Colorado court decisions will be studied with an eye toward understanding the court's interpretation of Colorado statutes and the implications for real estate practice.

Daytime Course. 3 sessions.  
Wednesday, Thursday, Friday, September 16, 17, 18, 8:30 a.m. to 5:30 p.m.  
Location: Holiday Inn, 800 28th Street, Boulder.  
Tuition: \$110.





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

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

Night course. 7 sessions.

Thursday and Tuesday, October 22 to November 12, 6:30 p.m. to 9:55 p.m.

Location: Boulder Board of Realtors Meeting Room, 4885 Riverbend Road, Boulder.

Tuition: \$110.

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

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

Daytime Course. 3 sessions.

Monday, Wednesday, Saturday, October 5, 7, 10, 8:30 a.m. to 5:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$110.

## **RE-35** **Listing and Selling Real Estate**

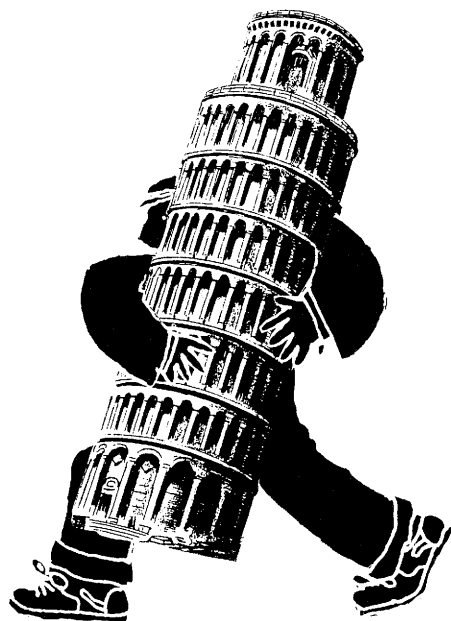
The object of this course is to help the real estate agent become more effective in servicing the buyers and sellers by studying successful and workable listing and selling techniques. This includes planning, prospecting, goal-setting, and organization of the agent's time. The course is taught by successful practicing real estate professionals who can relate to the problems that face sales agents.

Daytime Course. 3 sessions.

Thursday, Friday, Saturday, November 19, 20, 21, 8:30 a.m. to 5 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition: \$110.



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

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

Night course. 7 sessions.

Tuesday and Thursday, September 22 to October 15, 6:30 p.m. to 9:30 p.m.

Location: Boulder Board of Realtors Meeting Room, 4885 Riverbend Road, Boulder.

Tuition: \$110.

## **CONSUMER EDUCATION IN REAL ESTATE**

Mini-seminars designed for you, the consumer. Learn to be a more effective participant in the real estate transaction. Become informed on how to use the services and opportunities that the professional real estate industry can provide for you. Discover the advantages of property ownership. Gain an understanding of the tax benefits for the income earner and the retiring person. Those and other real estate topics are being developed into mini-seminars to aid the consumer. The seminars currently available are listed below. Call 492-8666 for registration or additional information about this new program.

## **Everything You've Always Wanted to Know About Buying a House**

How should you proceed in buying your house or condo? This purchase may be the largest investment you make in your lifetime. We have designed a mini-seminar to lead you through your residential purchase process.

- Choosing and working with a real estate agent/Realtor.
- What does the agent do and does the agent work for the buyer or seller?
- Selecting your residence — style, size, cost, area, amenities, and absolute must-haves.
- Learn about the qualification, types of loans, and owner financing.
- Preview the legal documents — the contract, deed of trust, title insurance.
- Analyze the closing costs, review settlement sheets.
- Handouts of the various Colorado forms are provided.

Night Course. 2 sessions.

Tuesday, Wednesday, October 6, 7, 6:30 p.m. to 9:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition (6 hours): \$45.

## **Tax Implications of Residence Buying and Selling**

Through the income tax process, Congress has long encouraged citizens to become home owners. What is deductible for the home buyer? Learn about moving expenses (direct and indirect), interest deductions, exceptions, prepaid interest, points and loan fees. Establish the adjusted sale price and basis of a new residence. Review the sale before and after age 55, governing roll-over of a gain or permanent avoidance. A tax notebook is included in this seminar.

Night Course. 1 session.

Tuesday, October 20, 6:30 p.m. to 9:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

Tuition (3 hours): \$25.

## **Real Estate as a Career**

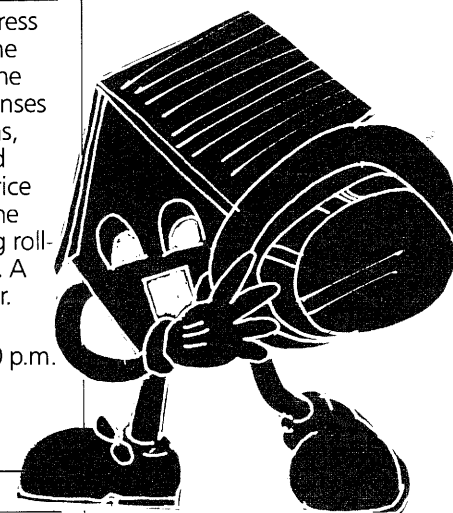
Why real estate? In business for yourself, low investment, control your destiny...does this sound interesting? Success and failure rates, reasons and aspects of a real estate career will be discussed. Where's my Mercedes? What is really required in the people business. Choosing a broker. What does he do? Big company vs. small. Where do I look, and what do I ask about? What's a Realtor?

Night Course. 1 session.

Tuesday, September 22, 6:30 p.m. to 9:30 p.m.

Location: Holiday Inn, 800 28th Street, Boulder.

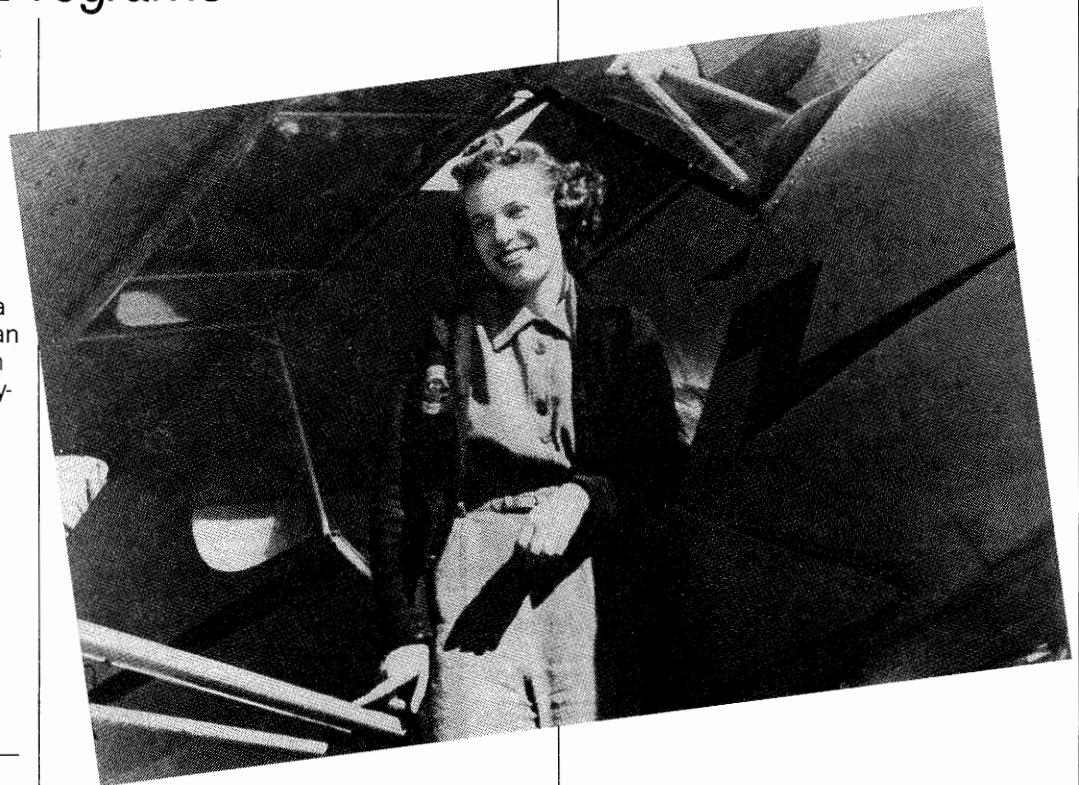
Tuition (3 hours): \$15.



## *Independent Study Programs*

### **Independent Study Puts You Ahead of the Crowd.**

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



### **Guided Correspondence Study**

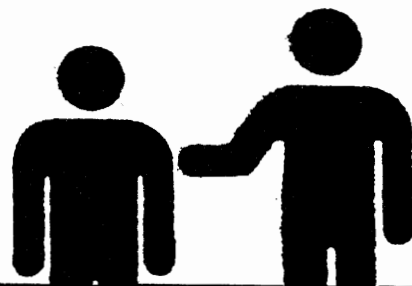
Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multimedia materials. Many of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

More than 70 college credit courses, approved by the University, are offered in 16 academic areas:

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

### **Individualized Instruction**

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



### **PROFESSIONAL CERTIFICATION OPPORTUNITIES**

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

### **Real Estate Education**

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



## Childhood Education

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

## Paralegal Education

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

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

Each course includes a study guide, textbooks, and audiotapes.



## HIGH SCHOOL CREDIT OPPORTUNITIES

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

### High School Correspondence

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

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

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

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

### Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence. If approved by your school, courses can be used for high school graduation or accepted for college credit (special student) at the University of Colorado.

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

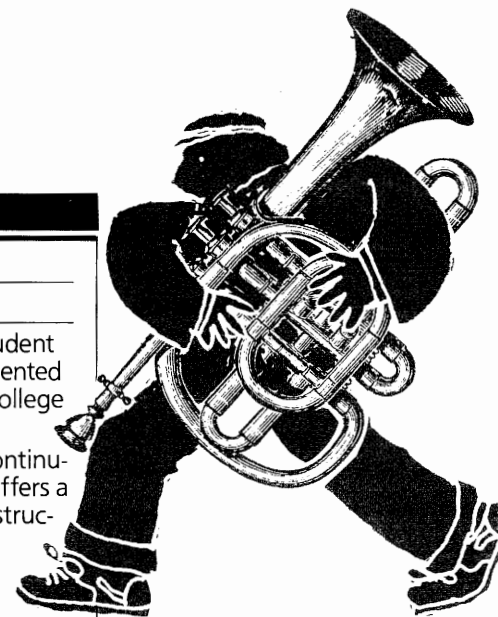
## APPLIED MUSIC PROGRAM

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

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

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

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





## CATECS

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

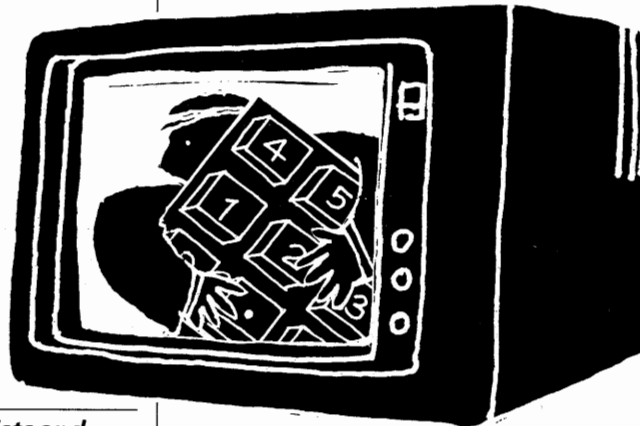
The Center for Advanced Training in Engineering and Computer Science (CATECS) delivers graduate-level courses directly to 45 off-campus sites. Transmitted live from the CU Boulder College of Engineering and Applied Sciences, two-way audio allows learners at their worksites to be an active part of the campus class.

Currently, 500 students are selecting from 40 graduate courses to advance their professional development. Students may obtain a Master of Engineering (M.E.) degree in computer science, most engineering disciplines and Engineering Management on-the-job. Most courses may also apply to the Master of Science in Engineering and Telecommunications and to the MBA.

The M.E. in Engineering Management (ENM) begins a new 2-year sequence Spring 1988. The curriculum includes a six-course core on engineering management, productivity and quality control, project management, financial accounting, leadership and a capstone case study-project. An additional 15 credits of technical engineering course work completes this 30 credit hour program. Students may apply for the graduate degree now, enroll in a technical course this fall, then plan to begin the Engineering Management core sequence in January.

## Tuition

Most CATECS students are sponsored by employers. Students should contact their education officer for company registration or sponsorship procedures. Tuition for business and technical courses is \$750. ENM courses are \$950. Students without company affiliation may enroll in CATECS courses for a reduced rate.



## Dates to Remember

August 1 — Registration begins.

August 18 — Registration to EO's highly recommended.

August 21 — Registration deadline. Late fee \$25 after August 21.

August 26 — Classes begin.

September 7 — Labor Day Holiday

September 11 — Last day to add or drop (without a "W" on transcript). No tuition refund after this date.

October 6 — Last day to drop without petitioning the Dean. Circumstances must be documented.

December 9 — Last day of class.



## Fall Graduate Credit Courses

### Aerospace

- 517 Macroscopic Physics of Fluids  
 MW 0830-0945  
 Birngen  
 596 Spacecraft Attitude Dynamics  
 TTh 1530-1645  
 Xinh

### Business

- 501 Fundamentals of Accounting  
 TTh 1400-1515  
 Frederick  
 665 Systems Analysis and Design I  
 TTh 1230-1345  
 Kozar

### Chemical

- 566 Cryogenic Engineering  
 TTh 1600-1715  
 Timmerhaus

### Civil

- 553 Numerical Methods for Engineers with PC Applications  
 MWF 1300-1350  
 Chapra

### Computer Science

- 553 Fundamental Concepts of Programming Languages  
 MWF 0900-0950  
 Heuring  
 (ECE 553)  
 557 Operating Systems  
 MWF 1200-1250  
 Nutt  
 560 Principles of Numeric Computation  
 MWF 1500-1550  
 Fosdick  
 582 Software Engineering  
 MWF 1100-1150  
 Osterweil



### **Electrical and Computer**

- 513 Electromagnetic Radiation  
and Antennas  
MW 1600-1715  
Johnk
- 553 Fundamental Concepts of  
Programming Languages  
MWF 0900-0950  
Heuring  
(CS 553)
- 559 Advanced Computer Architecture  
TTh 1400-1515  
Jordan
- 571 Power Systems Analysis I  
TTh 0800-0915  
Hanna
- 575 Power Systems Stability  
Videotape Only  
Sen
- 576 Power Distribution Systems  
TTh 0930-1045  
Fuller
- 579 Power Electronics  
TTh 1100-1215  
Erickson

### **Engineering Management**

- 503 Project Management Systems  
M 1600-1830

### **Mechanical**

- 521 Methods of Engineering Analysis  
TTh 1100-1215  
Datta
- 573 Theory of Vibration  
TTh 0930-1045  
Geers
- 593 Linear Finite Element Methods  
TTh 1230-1345  
Felippa

### **Telecommunications (EETL)**

- 596 Data and Computer Networks  
M 1230-1530  
Mercer

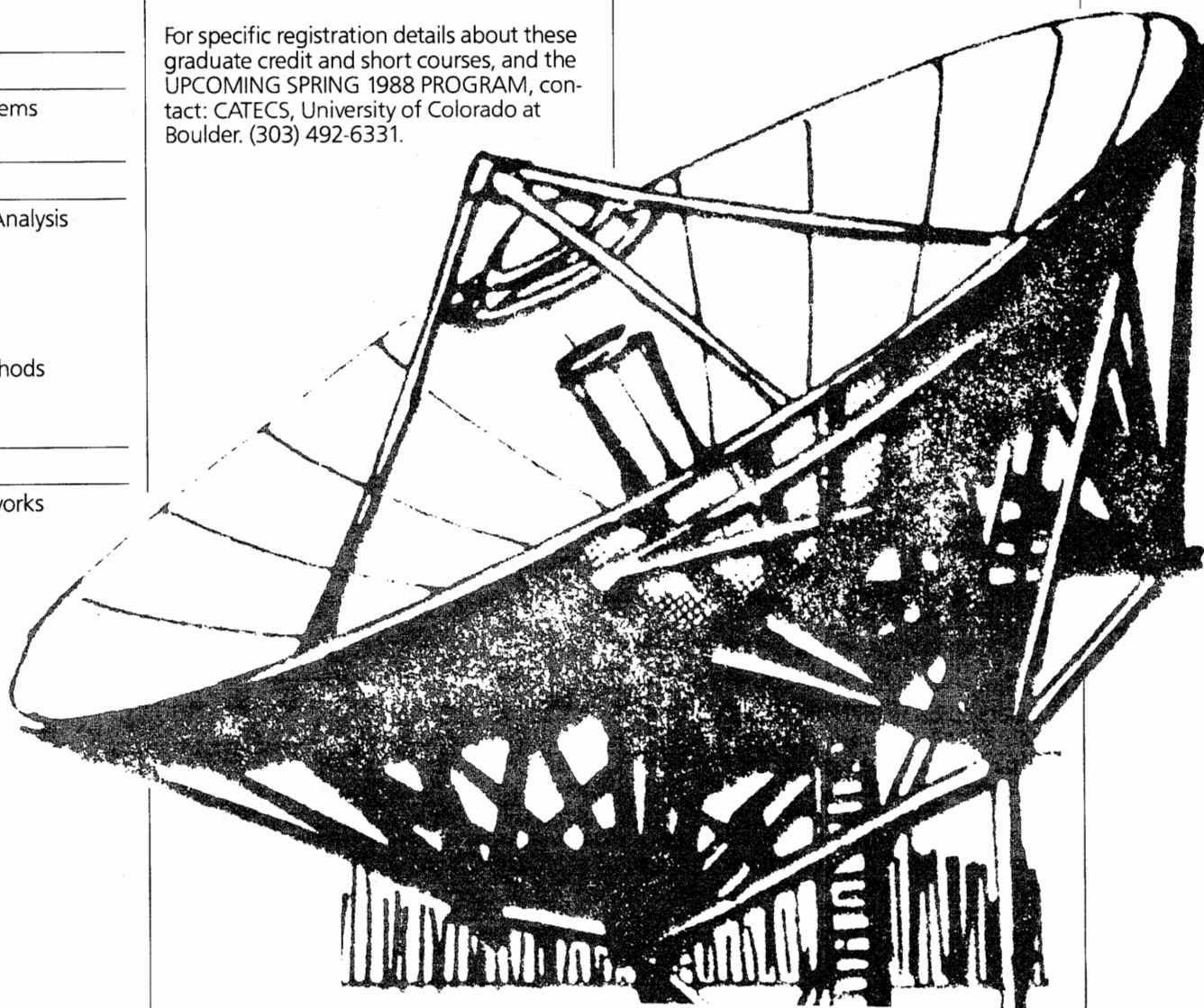
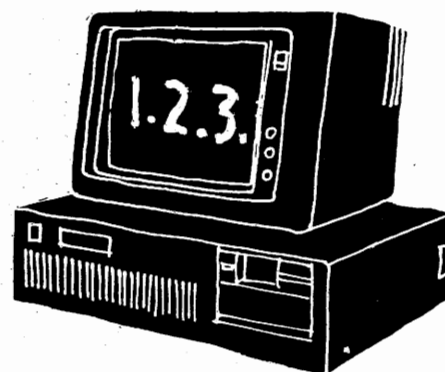
## **Short Courses**

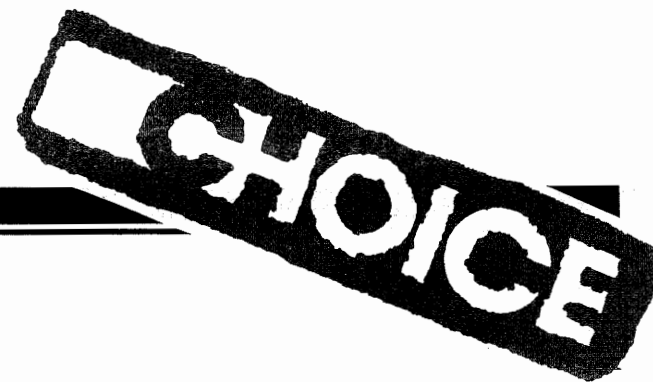
### **Lotus 1-2-3 for Engineers and Scientists (October 23-24)**

Registration Deadline October 16  
Fee \$325.00

This course will provide hands-on experience in solving engineering and scientific problems using the spreadsheet program Lotus 1-2-3. Topics will include 1-2-3 fundamentals, macro language programming, numerical and statistical methods, and advanced applications. Participants should have an engineering or scientific background with some experience in at least one programming language. Some knowledge of personal computers and Lotus 1-2-3 is desirable also. **Same course will be repeated January 8-9, 1988, with a January 2 deadline.**

For specific registration details about these graduate credit and short courses, and the UPCOMING SPRING 1988 PROGRAM, contact: CATECS, University of Colorado at Boulder. (303) 492-6331.





## 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 near-  
by. Also, Thursday and Friday August 27 &  
28 9 a.m.-4 p.m., University Memorial  
Center Ballroom.

### **By mail:**

To enroll for courses, please fill out the appro-  
priate forms (Noncredit/Certificate on page  
57 — on page 59 for credit) completely, and  
send them to:

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

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

### **Please:**

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

**Please call 492-5148** with any questions  
on your registration procedure. From Long-  
mont or outside Denver metro area, call  
1-800-332-5839.

### **Compliance with Colorado House Bill**

**1021** requires that course enrollees verify  
their Selective Service registration status.  
Your mail-in registration form contains this  
information. In-person registrants will be  
given this form at our office. Phone-in  
registrants may give information over  
the phone.

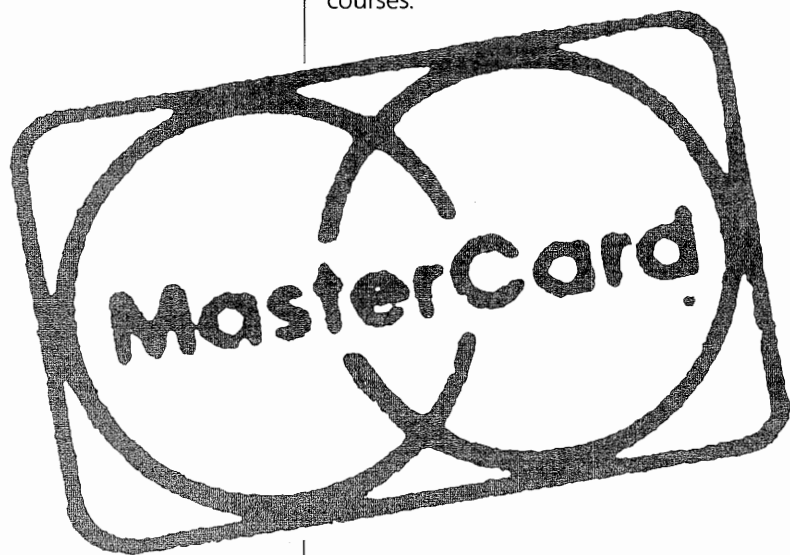
**Disabled individuals** who would like to  
register, please call our registration staff at  
492-5148 and we will make special arrange-  
ments to assist you.

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

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

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

**The University of Colorado** is an affir-  
mative action/equal opportunity institution.  
The Continuing Education facility is accessi-  
ble to the handicapped.



### **By phone:**

If you are enrolling for Noncredit or Cer-  
tificate courses, you may register by phone  
with payment made by MasterCard, VISA,  
or Choice credit cards. Call 492-5148. Long-  
mont or outside Denver Metro area, call  
1-800-332-5839. From Monday, August 3  
through Friday, September 25, there are extra  
telephone lines available to facilitate Non-  
credit and Certificate phone-in registration.  
These numbers are 492-2412 and 492-2407,  
Monday-Friday, 8 a.m.-5 p.m. Starting Sep-  
tember 28 please use 492-5148 or the 800  
number listed above.





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

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Birthdate \_\_\_\_\_  
Month/Day/Year

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial

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

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

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

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

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

### SELECTIVE SERVICE REGISTRATION CERTIFICATION

Information on Selective Service registration must be provided in order to comply with Colorado law. Male students born after December 31, 1959, must complete this form in order to be permitted to register.

\_\_\_\_\_ I certify that I am registered with the Selective Service.

I am not required to register with the Selective Service because:

\_\_\_\_\_ I am a female.

\_\_\_\_\_ I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

\_\_\_\_\_ I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)

\_\_\_\_\_ I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.

\_\_\_\_\_ I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

(NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector statement does not exempt one from completing this form.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

### Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178

If using MasterCard, VISA, or Choice enclose the following information:

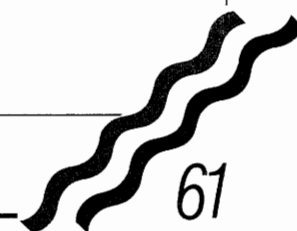
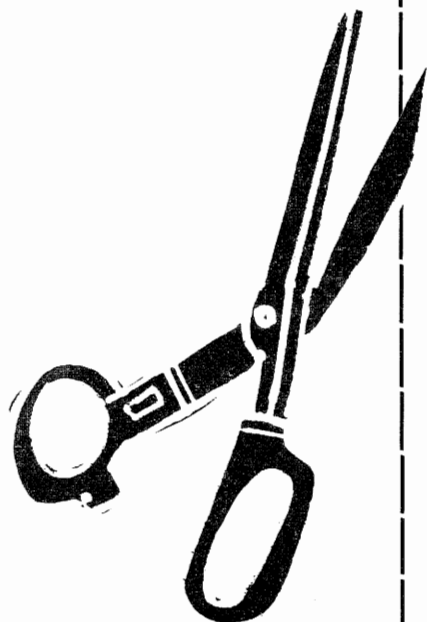
Charge: VISA  MasterCard  Choice  (check one)

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

Expiration Date \_\_\_\_/\_\_\_\_

Print cardholder's name, as it appears on the charge card.

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



1395102



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

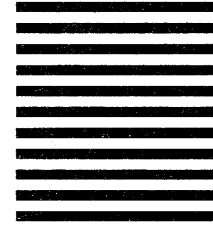
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**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 165 BOULDER, CO

Postage will be paid by addressee

*Continuing Education*  
*Campus Box 178*  
*University of Colorado*  
*Boulder, Co 80302-9973*



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Tape here to close fold. Do not staple.

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



**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM**

**REGISTRATION  
DATE**

Last Name	First Name	Middle Name	Maiden Name

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

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

Home Phone \_\_\_\_\_ SEX:  Male  Female RACE:  American Indian or Alaskan Native  Asian or Pacific Islander  Black  Caucasian/White  Hispanic  I do not wish to provide this information RESIDENCY:  Colorado  Other State Abbr. \_\_\_\_\_ MARITAL STATUS:  Single  Married

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

MILITARY SERVICE:  Non-veteran  Veteran  Active Duty  Veteran Eligible for VA benefits

**SOCIAL SECURITY NUMBER:**

--	--	--

for record-keeping and identification of students only

**FORMER STUDENT NUMBER:**

--

**BIRTHDATE**

<small>Month</small>	<small>Day</small>	<small>Year</small>

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

**ALL APPLICANTS**

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

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

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

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

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

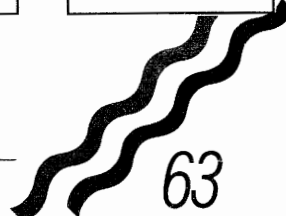
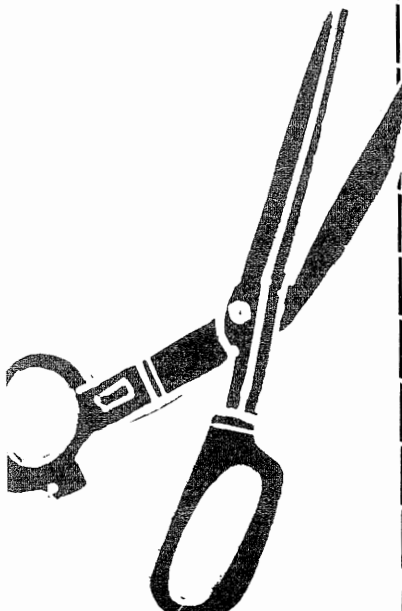
**DO NOT WRITE IN THIS COLUMN**

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

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

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

Student's Signature: \_\_\_\_\_





NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

## BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 165 BOULDER, CO

Postage will be paid by addressee

*Continuing Education*  
*Campus Box 178*  
*University of Colorado*  
*Boulder, Co 80302-9973*



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

### *Tuition Payment by Mail*

— For 3 Credit Hours Only.

Charge: VISA  MasterCard  Choice

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

Expiration Date \_\_\_\_\_/\_\_\_\_\_

Print cardholder's name, as it appears on the charge card.

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

#### SELECTIVE SERVICE REGISTRATION CERTIFICATION

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\_\_\_\_\_ I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)

\_\_\_\_\_ I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.

\_\_\_\_\_ I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

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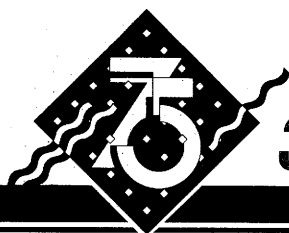
Printed name — last, first, middle \_\_\_\_\_

Student # (SSN) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Form approved by The Regents of the University of Colorado.



## 3 Easy Ways to Register

See *Page 60* For *Complete Registration Information*

# 3.

### *By Phone*

For Noncredit/Certificate courses only, using VISA, MasterCard, or Choice, Monday, August 3 through Friday, September 25, call **492-2412** or **492-2407**. Starting September 28, call **492-5148**. A receipt will be mailed to you promptly.

# 2.

### *By Mail*

Use the form on page 63 for Boulder Evening Credit, form on page 61 for Noncredit/Certificate. Three credit hour limit by mail, no limit on Noncredit/Certificate. A receipt will be mailed back to you promptly.

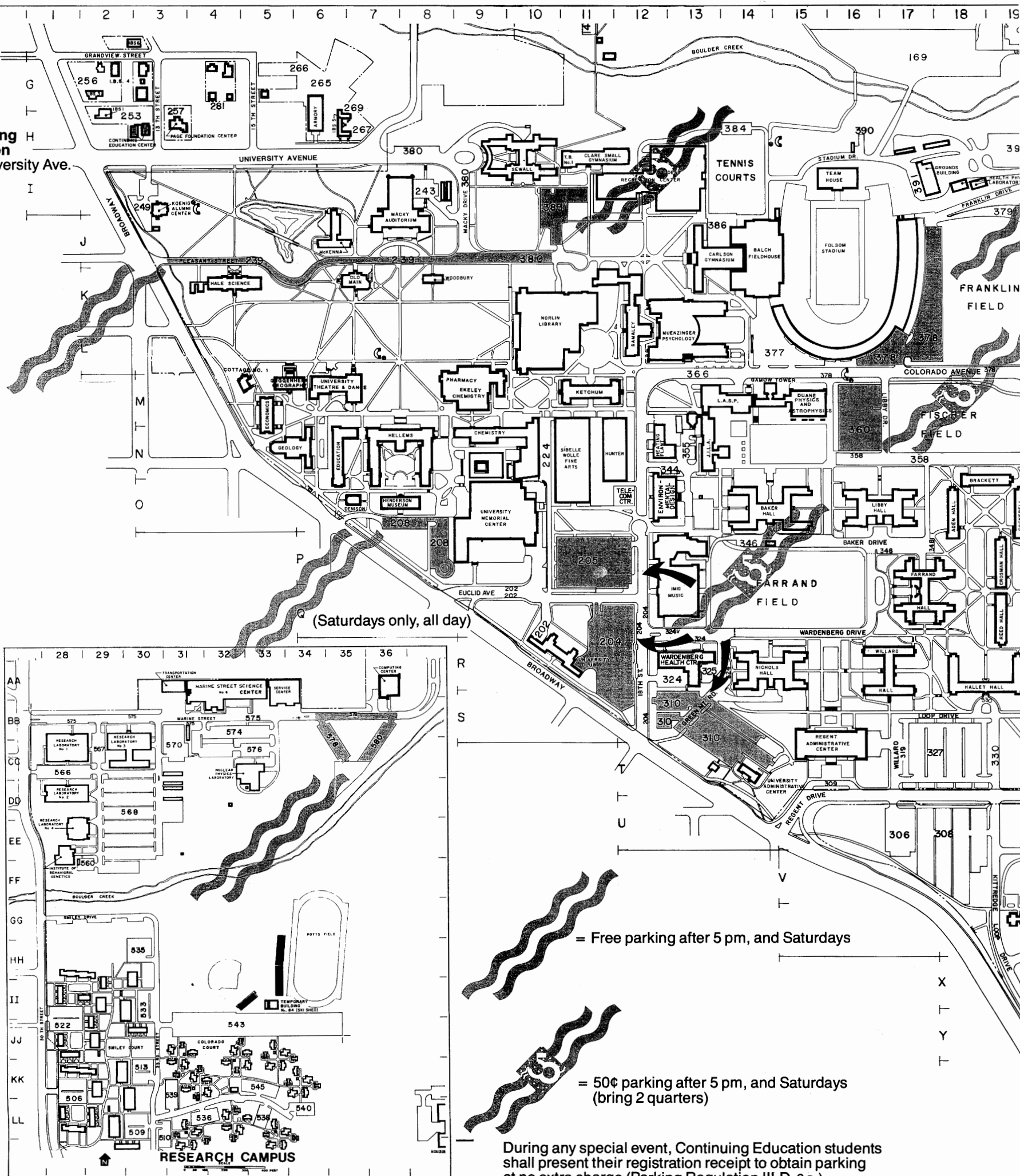
# 1.

### *In Person*

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



**Continuing Education**  
1221 University Ave.

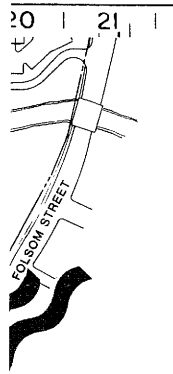


(Saturdays only, all day)

= Free parking after 5 pm, and Saturdays

= 50¢ parking after 5 pm, and Saturdays  
(bring 2 quarters)

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)

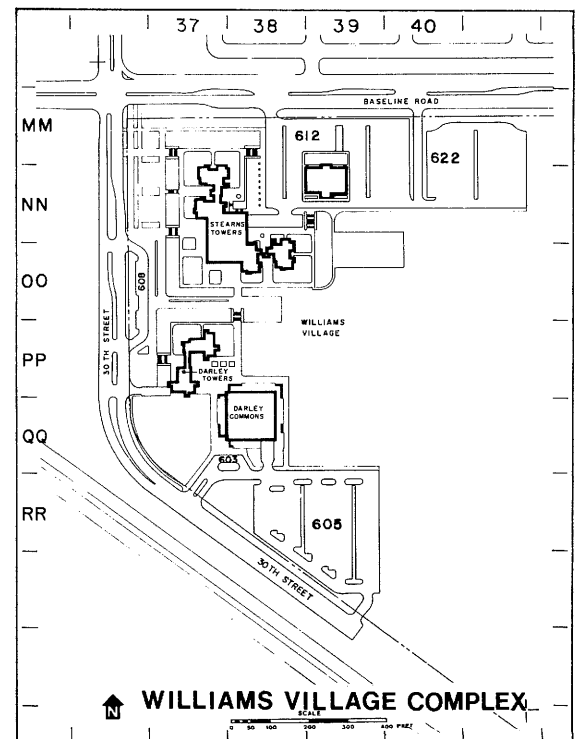
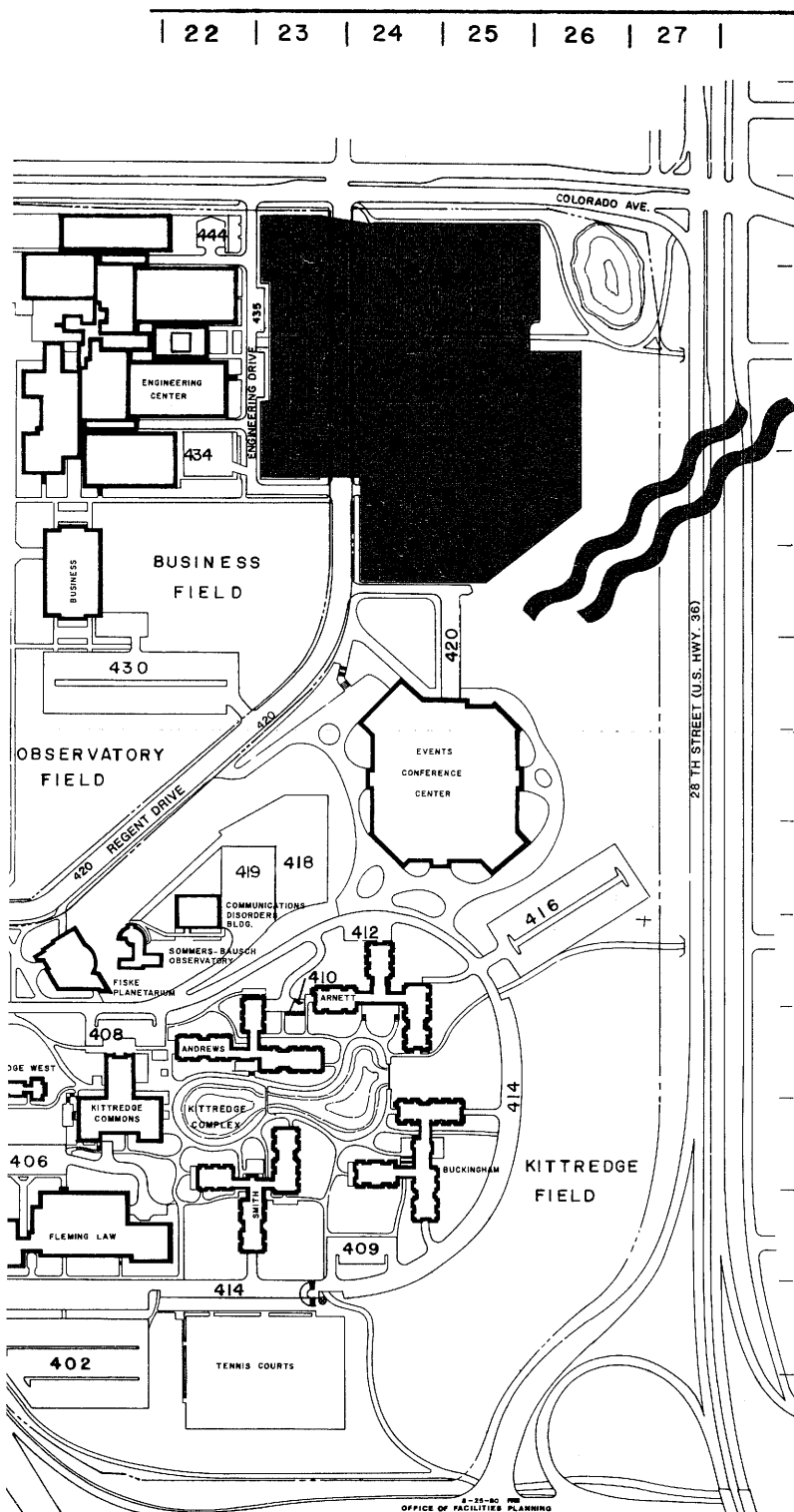


**Free campus walking tours** are given twice daily, at 10:30 AM and 2:30 PM, Monday through Friday, except when campus is closed (holidays). Tours start at the Office of Admissions, Regent 125. More information is available by calling 492-6301. This is a good opportunity to learn more about the beautiful CU campus, and gain familiarity with your class locations.

## BUILDING KEY

Academy Center (not shown) (970 Aurora)—O-2  
 Academy/Conservatory—O-2  
 Aden Hall—O-18  
 Andrews Hall—V-23  
 Armory (1511 University)—H-6  
 Arnett Hall—V-24  
 Athens Court—E-14  
 Baker Hall—O-14  
 Balch Fieldhouse—J-14  
 Biosciences (Life Science Laboratories)—K-12  
 Brackett Hall—O-11  
 Buckingham Hall—W-24  
 Business—Q-21  
 Carlson Gymnasium—J-13  
 Chemistry—N-9  
 Clare Small Gymnasium—H-11  
 Cockerell Hall—O-19  
 College Inn Conference Center—D-8 (17th and Athens) not shown  
 Colorado Court—KK-32  
 Communication Disorders Bldg.—T-22  
 Computing Center—AA-36  
 Continuing Education—H-3, 1221-1229 University  
 Cottage No. 1—M-5  
 Crosman Hall—P-19  
 Darley Commons—QQ-38  
 Darley Towers—PP-37  
 Day Care Center (2202 Arapahoe)—B-17  
 Denison Laboratory—O-7  
 Distribution Center (not shown) 2000 Central Ave  
 Duane Physical Laboratories (includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA—Laboratory and Tower)—M-14  
 Duane Physics and Astrophysics—M-15  
 Economics—M-5  
 Education—N-6  
 Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8  
 Ekeley Chemistry—M-8  
 Engineering Center—M-21, O-20, O-22, P-21  
 Environmental Design—O-12  
 Events/Conference Center—S-24  
 Faculty-Staff Court—E-10  
 Farrand Hall—Q-17  
 Fiske Planetarium—U-20  
 Fleming Law—X-20  
 Folsom Stadium—K-16  
 Gamow Tower—M-14  
 Geology—N-5  
 Grounds and Service Center—I-17  
 Guggenheim Geography—M-5  
 Hale Science—K-4  
 Hallett Hall—R-18  
 Health Physics Laboratory—I-18  
 Heating Plant—N-12  
 Hellems Arts and Sciences—N-7  
 Henderson Museum—O-7  
 Hunter Science—N-11  
 Imig Music—Q-13  
 Institute of Behavioral Genetics—EE-28  
 Institute of Behavioral Science No. 1—H-2 (1416 Broadway)  
 Institute of Behavioral Science No. 2—E-1 (1546 Broadway)  
 Institute of Behavioral Science No. 3—G-2 (1424 Broadway)  
 Institute of Behavioral Science No. 4—G-2 (1220 Grandview)  
 Institute of Behavioral Science No. 5—H-6 (1201 17th)  
 Institute of Behavioral Science No. 6—F-2 (1243 Grandview)  
 Joint Institute for Laboratory Astrophysics—N-13 (JILA—Laboratory and Tower)  
 Ketchum Arts and Sciences—M-11  
 Kittredge Commons—W-21  
 Kittredge (includes Andrews Hall, Arnett Hall, Buckingham Hall, Smith Hall, and Kittredge Commons, Kittredge West)—W-22  
 Kittredge West—V-19  
 Koenig Alumni Center—I-3  
 Laboratory for Atmospheric and Space Physics (LASP)—M-13  
 Libby Hall—O-16

Life Sciences Laboratories—(includes Ramaley Biology, Biosciences, and Muenzinger Psychology) L-13  
 Macky Auditorium—I-7  
 Marine Court—D-14 not shown  
 McKenna Languages—J-6  
 Muenzinger Psychology (Life Sciences Laboratories)—L-13  
 Newton Court—E-19  
 Nichols Hall—R-14  
 Norlin Library—L-10  
 Nuclear Physics Laboratory—CC-33  
 Old Main—K-7  
 Page Foundation Center—H-4  
 Pharmacy (Ekeley Chemical Laboratories)—M-9  
 Ramaley Biology (Life Sciences Laboratories)—L-12  
 Reed Hall—Q-19  
 Regent Administrative Center—S-15  
 Research Laboratory No. 1—BB-28  
 Research Laboratory No. 2—DD-28  
 Research Laboratory No. 3—BB-30  
 Research Laboratory No. 4—DD-28  
 Research Laboratory No. 6—AA-32 (Marine St. Sciences Center)  
 Service Center—AA-33  
 Sewall Hall—H-10  
 Sibell Wolle Fine Arts—N-11  
 Smiley Court—JJ-29  
 Smith Hall—X-22  
 Sommers-Bausch Observatory—U-21  
 Stearns Towers—NN-38  
 Student Recreation Center—I-13  
 Team House—I-19  
 Temporary Building No. 1—H-11  
 Temporary Building No. 84 (Ski Shed)—GG-33  
 Transportation Center—AA-31  
 University Administrative Center—T-14 (914 Broadway)  
 University Club—R-10  
 University Memorial Center—O-9  
 University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29  
 University Theatre—M-7  
 Wardenburg Student Health Center—R-13  
 Willard Administrative Center (north side) and Willard Hall (south side)—R-16  
 Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—OO-39  
 Woodbury Arts and Sciences—K-8





<b>A</b>	<b>C</b>		<b>H</b>
Abnormal Psychology . . . . . 15	C Programming . . . . . 27	dBase III/III+ for Programming . . . . . 29	Handwriting Analysis: An Aid to Learning . . . . . 47
Accounting for Nonaccountants . . . . . 40	Calculus for Social Science and Business . . . . . 13	Dealing with Risk and Uncertainty . . . . . 23	Hawks, Bald Eagles . . . . . 48
Accounting for the Nonaccounting Manager . . . . . 18, 23	Calendar . . . . . 4, 5	Designing and Implementing Expert Systems . . . . . 28	Hebrew . . . . . 12
Achieving Professional Independence: How to Enter the Consulting and Seminar Industry . . . . . 50	Campus Map . . . . . 66-67	Desktop Publishing . . . . . 31, 34	High School Correspondence Classes . . . . . 57
ACT . . . . . 48	CATECS . . . . . 58-59	Developing Projects for the Entertainment Industry . . . . . 11	High School Credit Opportunities . . . . . 57
Acting Basics . . . . . 42	Center for Advanced Training in Engineering and Computer Science . . . . . 58-59	Deviance . . . . . 15	History . . . . . 12, 45
Acting Out II . . . . . 42	Certificate in Commercial Design . . . . . 35-37	Drawing . . . . . 11, 43	History of Colorado . . . . . 12
Advanced Ballroom Dancing . . . . . 41	Certificate in Computer Applications . . . . . 24-30	Drawing Techniques . . . . . 43	History of England I . . . . . 12
Advanced Beginning Conversational French . . . . . 44	Certification . . . . . 56-57	Drop Procedures . . . . . 3	How to Be a Successful Travel Writer . . . . . 49
Advanced Computer Architecture . . . . . 59	Chemical Engineering . . . . . 58	Dynamics of Working with Others . . . . . 46	How to Hire and Promote the Right People . . . . . 19, 51
Advanced Country Swing and Texas 2-Step . . . . . 42	Child and Adolescent Psychology . . . . . 15	<b>E</b>	How to Market Your Product or Service . . . . . 41
Advanced dBase III/III+ Applications . . . . . 29	Childhood Education . . . . . 57	Eating As If Your Life Depended On It . . . . . 46	How to Work Smarter . . . . . 19, 51
Advanced Desktop Publishing . . . . . 34	Chinese Painting . . . . . 42	Economics . . . . . 9	Human Relations: Gaining Insight through Communication . . . . . 20
Advanced Lotus 1-2-3 . . . . . 29	Civil Engineering . . . . . 58	Editing . . . . . 49	<b>I</b>
Advanced WordPerfect . . . . . 30	College Algebra . . . . . 13	Education . . . . . 9	IBM PC . . . . . 26
Advanced WordStar . . . . . 30	College Correspondence Classes . . . . . 56	Effective Public Speaking and Presentation Techniques . . . . . 19, 23	Improving Customer Relations . . . . . 20, 51
Aerospace . . . . . 58	College Trigonometry . . . . . 13	Electromagnetic Radiation and Antennas . . . . . 59	Independent Study Programs . . . . . 56-57
Air Brush Illustration Techniques . . . . . 37	Colorado Contracts and Law . . . . . 54	Eligibility . . . . . 3	Individualized Instruction . . . . . 56
Algebra Review . . . . . 40	Commercial Art II . . . . . 37	Elk Behavior . . . . . 48	Inner Power — Making Your Life and Career Work . . . . . 47
American Political System . . . . . 14	Commercial Artist I: Design, Layout, Paste-up . . . . . 36	Engineering . . . . . 58-59	Intermediate Ballroom Dancing . . . . . 41
Analytic Geometry and Calculus I . . . . . 13	Commercial Design . . . . . 35-37	Engineering Management . . . . . 59	Intermediate C Programming . . . . . 27
Anthropology . . . . . 8	Communicating for Results . . . . . 18, 51	English . . . . . 9-10, 49	Intermediate Conversational French . . . . . 44
Applied Music Program . . . . . 57	Communication . . . . . 8	English Writing Made Simple . . . . . 49	Intermediate Conversational Italian . . . . . 45
Arabic . . . . . 8	Communication Effectiveness: Between Supervisor and Employee . . . . . 19	Enrolling . . . . . 3, 60-65	Intermediate Conversational Spanish . . . . . 45
Art . . . . . 11	Computer Aided Design . . . . . 31-33	Entrepreneurial Art: Successful Business Strategies for the Commercial Artist . . . . . 37	Intermediate Country Swing and Texas 2-Step . . . . . 42
Art in Europe: Seeing the Sights . . . . . 42	Computer Aided Design: Level I . . . . . 32	Entrepreneurism — Are You Ready? . . . . . 40	Intermediate German . . . . . 45
Art of Negotiating . . . . . 18, 23	Computer Aided Design: Level II . . . . . 33	Environmental Systems: Climate and Vegetation . . . . . 11	Intermediate Lotus 1-2-3 . . . . . 29
Art of Piano Improvisation . . . . . 42	Computer Aided Design: Level III — Customizing AutoCAD . . . . . 33	Environmental Systems: Landforms and Soils . . . . . 11	Intermediate Microsoft Word . . . . . 29
Artificial Intelligence and Expert Systems in Business . . . . . 28	Computer Algorithms and Data Structures . . . . . 28	Ethics . . . . . 13	Intermediate UNIX . . . . . 28
Astronomy . . . . . 8, 40	Computer Applications — Skill Level Guide . . . . . 26	Everything You've Always Wanted to Know About Buying a House . . . . . 55	Intermediate WordPerfect . . . . . 30
AutoLISP . . . . . 33	Computer Graphics . . . . . 31, 34	Exploring the Universe . . . . . 40	Intermediate WordStar . . . . . 30
<b>B</b>	Computer Graphics Art I . . . . . 34	<b>F</b>	International Businessperson . . . . . 41
Ballroom Dancing . . . . . 41	Computer Graphics Art: Level II . . . . . 34	Fascinating History of Colorado Railroads . . . . . 45	Interpersonal Communication . . . . . 8
Basic Drawing . . . . . 11	Computer Literacy . . . . . 26	Felt-Tip Marker Rendering Techniques . . . . . 37	Introduction to American Writers . . . . . 10
BASIC Programming . . . . . 26	Computer Programming . . . . . 26-27, 58	Film Studies . . . . . 11	Introduction to Biopsychology . . . . . 14
Basic Skills for the New Supervisor . . . . . 18	Computer Science . . . . . 8, 58	Finance and Advanced Law . . . . . 54	Introduction to C Programming . . . . . 27
Beginning Ballroom Dancing . . . . . 41	Concurrent Registration in College Credit Courses . . . . . 57	Financial Aid . . . . . 3	Introduction to Computer Application Systems . . . . . 27
Beginning Computer Aided Design . . . . . 32	Consensus Building and Conflict Resolution . . . . . 19	Financial Planning for Businesses . . . . . 40	Introduction to Creative Writing . . . . . 9
Beginning Conversational French . . . . . 44	Consumer Education in Real Estate . . . . . 55	Financial Planning for Women . . . . . 40	Introduction to Desktop Publishing . . . . . 34
Beginning Conversational German . . . . . 44	Contemporary Issues (Women Studies) . . . . . 16	Fine Arts . . . . . 11, 42-44	Introduction to Drama . . . . . 10
Beginning Conversational Italian . . . . . 45	Contemporary Social Issues . . . . . 15	Fine Black and White Printing . . . . . 11	Introduction to Fiction . . . . . 10
Beginning Conversational Spanish . . . . . 45	Cooperative Real Estate Certificate Program . . . . . 54-55	First Year (Beginning) Arabic I . . . . . 8	Introduction to Human Geography . . . . . 12
Beginning Country Swing and Texas 2-Step . . . . . 41	Coping Effectively with Individual Differences . . . . . 19	First Year (Beginning) Hebrew I . . . . . 12	Introduction to International Relations . . . . . 14
Beginning Jitterbug Rock-N-Roll . . . . . 42	Correspondence Classes . . . . . 56, 57	Foreign Languages . . . . . 8, 12, 44-45	Introduction to Interpersonal and Small Group Communication . . . . . 8
Beginning Microsoft Word . . . . . 29	Counseling Services . . . . . 3	Forest Crossen's Colorado . . . . . 45	Introduction to Local Area Networks (LANs) . . . . . 28
Beginning Photography . . . . . 43	Country Swing . . . . . 41-42	French . . . . . 44	Introduction to Personal Telecommunications . . . . . 26
Beginning Using Lotus 1-2-3 . . . . . 29	Creative Photography Workshop . . . . . 43	Fundamental Concepts of Programming Languages . . . . . 58, 59	Introduction to Philosophy . . . . . 13
Beginning Word Processing: WordStar . . . . . 30	Creative Writing . . . . . 9, 49	Fundamentals of Accounting . . . . . 58	Introduction to Physical Anthropology I . . . . . 8
Beginning WordPerfect Word Processing . . . . . 30	Criminology . . . . . 16	<b>G</b>	Introduction to Poetry . . . . . 10
Biofeedback Stress Management . . . . . 46	Cruising Under Sail: Sailing, Seamanship, Navigation . . . . . 48	General Astronomy . . . . . 8	Introduction to Programming I . . . . . 8
Biology . . . . . 10-11	Cryogenic Engineering . . . . . 58	General Biology I . . . . . 10	Introduction to Sociology . . . . . 16
Boulder Evening Credit Classes . . . . . 3-16	Customer Relations . . . . . 19	General Psychology . . . . . 14	Introduction to the IBM Personal Computer . . . . . 26
Building Productive Work Teams . . . . . 23	<b>D</b>	Geography . . . . . 11-12	Introduction to UNIX . . . . . 28
Business . . . . . 40-41, 50-52, 58	Dance . . . . . 41-42	Geology . . . . . 12	Introduction to Wildlife Ecology and Conservation . . . . . 11
Business Diagnostics — Analyzing Your Business for Expansion or Turnaround . . . . . 40	Data and Computer Networks . . . . . 59	German . . . . . 44-45	Introduction to Women's Literature . . . . . 10
	Database Management: Applying dBase III/III+ . . . . . 28	GMAT . . . . . 48	Introductory Poetry Workshop . . . . . 10
	dBase . . . . . 28-29	GRE . . . . . 49	Investing . . . . . 45-46



**J**

Jewelry and Gems: The Art of Adornment . . . . . 43  
 Jitterbug Rock-N-Roll . . . . . 42  
 Journalism . . . . . 12  
 Judgment and Decision Making . . . . . 20

**L**

Learning How to Learn . . . . . 47  
 Life Drawing . . . . . 43  
 Linear Finite Element Methods . . . . . 59  
 Listing and Selling Real Estate . . . . . 55  
 Longmont Management Development Certificate Program . . . . . 22  
 Lotus 1-2-3 . . . . . 29, 59  
 Lotus 1-2-3 for Engineers and Scientists . . . . . 59  
 LSAT . . . . . 49

**M**

Macroscopic Physics of Fluids . . . . . 58  
 Magazine Article Writing . . . . . 12  
 Management . . . . . 17-23, 58, 59  
 Management Development Certificate Program . . . . . 17-23  
 Managing People . . . . . 20, 51  
 Managing the Manipulative Co-Worker . . . . . 20  
 Managing Your Hard Disk . . . . . 27  
 Map . . . . . 66-67  
 Maps and Mapping . . . . . 12  
 Marketing Overview . . . . . 23  
 Mathematics . . . . . 13  
 Mathematics for Social Science and Business . . . . . 13  
 Mechanical Engineering . . . . . 59  
 Mental Picture: Professional Cartooning . . . . . 36  
 Methods of Engineering Analysis . . . . . 59  
 Microsoft Word . . . . . 29  
 Motivating Groups . . . . . 20, 51  
 MS-DOS . . . . . 27  
 Music . . . . . 57

**N**

New Directions in Photography: Color . . . . . 11  
 Noncredit Adult Courses . . . . . 38-49  
 Novel Writing . . . . . 49  
 Numerical Methods for Engineers with PC Applications . . . . . 58  
 Nutrition and Health . . . . . 14

**O**

Operating Systems . . . . . 58  
 Oral Competency . . . . . 8  
 Our Geological Environment . . . . . 12  
 Outdoors . . . . . 48

**P**

Painting . . . . . 42, 44  
 Paralegal Education . . . . . 57  
 Parenting the Gifted/Talented Child . . . . . 47  
 Pascal . . . . . 27  
 Pass/fail option . . . . . 3  
 Philosophy . . . . . 13  
 Philosophy and Religion . . . . . 13  
 Photography . . . . . 11, 43  
 Physical Education . . . . . 14

Piano Improvisation . . . . . 42  
 Playwriting Workshop . . . . . 10  
 Poetry — Creative Writing . . . . . 49  
 Political Science . . . . . 14  
 Positive Supervision: Correcting Behavior Without Punishment . . . . . 21  
 Power Distribution Systems . . . . . 59  
 Power Electronics . . . . . 59  
 Power Systems Analysis I . . . . . 59  
 Power Systems Stability . . . . . 59  
 Practice and Law . . . . . 54  
 Pre-College Mathematics . . . . . 13  
 Preparing for the Graduate Management Admission Test (GMAT) . . . . . 48  
 Preparing for the Graduate Record Exam (GRE) . . . . . 49  
 Preparing for the Law School Admission Test (LSAT) . . . . . 49  
 Preparing for the SAT/ACT . . . . . 48  
 Principles of Anthropology I . . . . . 8  
 Principles of Anthropology II . . . . . 8  
 Principles of Macroeconomics . . . . . 9  
 Principles of Microeconomics . . . . . 9  
 Principles of Numeric Computation . . . . . 58  
 Professional Certification . . . . . 56-57  
 Professional Hand Lettering and Calligraphy . . . . . 36  
 Professional Illustration Techniques . . . . . 36  
 Professional Image Projection for Women . . . . . 21  
 Programming in Pascal . . . . . 27  
 Project Management . . . . . 21, 59  
 Project Management Systems . . . . . 59  
 Property Management . . . . . 55  
 Psychology . . . . . 14-15, 46-48  
 Psychology and Sports Performance . . . . . 47  
 Psychology of Adjustment . . . . . 15  
 Psychology of Intimate Relationships . . . . . 47  
 Psychology of Personality . . . . . 15

**R**

Real Estate . . . . . 54-55  
 Real Estate Appraisal I — Residential . . . . . 55  
 Real Estate as a Career . . . . . 55  
 Real Estate Closings and Trust Accounts . . . . . 55  
 Real Estate Education . . . . . 56  
 Registration . . . . . 3, 60-65  
 Report Writing . . . . . 10  
 Residency . . . . . 3  
 Resort Condominium Management . . . . . 41, 52

**S**

SAT . . . . . 48  
 Sculpture . . . . . 44  
 Selling Your Photography . . . . . 43  
 Skills for the Newly Appointed Supervisor . . . . . 21, 52  
 Social Problems and Social Change . . . . . 16  
 Sociology . . . . . 15-16  
 Sociology of Death and Dying . . . . . 16  
 Software Engineering . . . . . 58  
 Software Operations and Maintenance . . . . . 27  
 Spacecraft Attitude Dynamics . . . . . 58  
 Spanish . . . . . 45  
 Special Aspects of Current Practices: Current Controversies in Nutrition . . . . . 14  
 Special Professional Programs . . . . . 50-52

Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.) . . . . . 9  
 Special Topics: Drawing in Color . . . . . 11  
 Special Topics: Integrative Learning . . . . . 9  
 Starting Dates . . . . . 5-7  
 Statistics and Research Methods in Psychology . . . . . 15  
 Stock Market Investments . . . . . 46  
 Stock Market Profits . . . . . 46  
 Storytelling for Everyone . . . . . 44  
 Strategic Marketing for Professionals . . . . . 21  
 Supervisor and Subordinate: Overcoming the Male/Female Barriers . . . . . 21  
 Support Employment: Facilitating the Employment of People with Disabilities . . . . . 9  
 Survey of Clinical Psychology . . . . . 15  
 Systems Analysis and Design I . . . . . 58

**T**

Tax Implications of Residence Buying and Selling . . . . . 55  
 Technical Writing Seminar . . . . . 23  
 Technology and Modernization . . . . . 16  
 Telecommunications . . . . . 59  
 Teleconferencing . . . . . 53  
 Test Preparation . . . . . 48-49  
 Texas 2-Step . . . . . 41-42  
 Theory of Vibration . . . . . 59  
 Time Management . . . . . 21

**U**

U.S. History, 1948 to Present . . . . . 12  
 Understanding and Developing Your Creative Self . . . . . 47  
 Understanding and Using Financial Statements . . . . . 22  
 United States to 1865 . . . . . 12  
 UNIX . . . . . 28  
 Updating Your Writing Skills: A Must for All Managers . . . . . 22  
 Using MS-DOS: Intermediate . . . . . 27

**V**

Veterans Benefits . . . . . 3  
 Video Teleconferencing . . . . . 53

**W**

Watercolor Techniques . . . . . 44  
 Watercolor/Pastel — Mixed Media . . . . . 44  
 Waterfowl, Loons and Geese . . . . . 48  
 Western Warfare and Society Since the 18th Century . . . . . 12  
 Withdrawal . . . . . 3  
 Women Studies . . . . . 16  
 Woodcarving Sculpture . . . . . 44  
 WordPerfect . . . . . 30  
 WordStar . . . . . 30  
 Working Assertively: Effective Job Skills . . . . . 22  
 Working Successfully with Multiple Bosses . . . . . 22, 52  
 Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child . . . . . 9  
 World of Gemstones . . . . . 43

Writing . . . . . 12, 49  
 Writing a Business Plan . . . . . 41  
 Writing for Magazines . . . . . 49

**Y**

You and Your Aging Parents . . . . . 48



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