

UNIVERSITY OF COLORADO AT BOULDER

CONTINUING EDUCATION

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It's all in your head



Fall 1993

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It's all in your head.

What an exciting semester! Highlighted by the introduction of a certificate program in Total Quality Management (TQM). (See page 48 for details.) Working closely with a TQM Advisory Committee made up of regional business leaders, we have built a program to guide businesses of any size through the work of designing and installing a TQM program. Initial response shows strong interest in this timely program. In addition, we have more than 25 new course offerings, centering on areas of peak demand in Evening Credit, Noncredit and Computer Applications. We can't wait to get started!

Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 57 for credit, page 59 for noncredit and certificate courses.
2. **Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 57 for credit courses. Send page 59 for noncredit and certificate courses.
3. **In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
4. **Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 59) and have your credit card information handy. Then call 492-5148 or 1-800-331-2801 between 8 a.m. and 5 p.m..

Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, Visa, Discover, cash or check.



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Catalog Production.

Catalog production is wholly self-sustaining and does not involve funds allocated by the legislature for the university at large. Recycled paper is used throughout the book. Share your catalog with friends, and recycle all appropriate materials. Thank you.



Lively Discussion and Instructors Who Love to Teach.

Evening classes attract motivated, interested learners. Expect lively discussion and instructors who love to teach. Credits may be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours (usually 12) before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

Eligibility: All you need is a high school diploma or GED. (Individuals on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science or the College of Business may not enroll.)

Residency: Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$80 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

Under 21? If you're not 22 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents live out of state, you may petition the University of Colorado for resident status as an emancipated minor. If you believe your initial classification is incorrect, talk to the Classification Coordinator at 492-5148.

Tuition: Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 4 for more information.

Privileges: As a Boulder Evening Credit student, you have access to the following services.

- Total library services at no additional charge
- Recreation Center Membership for \$73 a semester
- Wardenburg Student Health Services for \$53 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (Please bring photo identification.) Boulder campus validation stickers are not available

To sign up for these and other student benefits, simply take your registration receipt to the appropriate office.

Bob Mutaw has been teaching Anthropology in the Evening Credit program since 1986. He feels that Anthropology "helps us understand human nature and cultural conventions, a perspective that can help us learn to get along with each other." Students enjoy the observations and insights that stem from his experience in both physical anthropology and archaeology—a perspective that embraces both biology and behavior. When he's not in a class-

Counseling Services: Free academic counseling is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 492-5145 for an appointment.

Financial Aid: Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design Room 2 (492-5091). The Colorado Commission on Higher Education also provides some tuition assistance to eligible students and these applications are also available from the Office of Financial Aid.

Veteran Benefits: As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact Veterans Affairs in the Office of Financial Aid, Environmental Design, Room 2 or call 492-7322.

To Enroll: Advance registration is necessary, by mail, by FAX or in person at the Division of Continuing Education, 1221 University Avenue. See the instructions on the inside front cover of this catalog.

To Drop: To drop a credit course and ensure that you receive any tuition refund that may be due, come to the Division of Continuing Education, 1221 University Avenue and complete a drop voucher. If you don't officially withdraw from a course, you may receive a grade of "F" for that class.

Pass/Fail Option: This option is not available for Boulder Evening Credit Courses.

Special Faculty-Staff Registration: Full-time faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning August 30.

room, Bob Mutaw works as an archaeological consultant—investigating sites for signs of early human activity. One client is the company that did the Cultural Resources Survey for the Denver International Airport, a process that turned up some materials believed to be 6,000 years old. Bob earned his Ph.D. and M.S. at CU and his B.A. at Southern Illinois—all in Anthropology.

Credit Classes Calendar—Dates You Should Know

August 2	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
August 30	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.
September 3	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.
September 6	Labor Day Holiday. NO CLASSES.
September 7	Instructor's signature required to drop Session I classes.*
September 14	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. Petition required to drop Session I classes. Registration continues for Session II.
September 15	Instructor's signature required to drop Full Term classes.*
September 29	Petition required to drop Full Term classes.
October 14	SESSION I TUESDAY AND THURSDAY CLASSES END.
October 18	SESSION I MONDAY AND WEDNESDAY CLASSES END.
October 25	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
October 29	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.
November 1	Instructor's signature required to drop Session II classes.*
November 8	Petition required to drop Session II classes.
November 25-26	Thanksgiving Holiday. NO CLASSES.
November 30	FULL TERM TUESDAY CLASSES END.
December 1	FULL TERM WEDNESDAY CLASSES END.
December 6	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
December 7	FULL TERM TUESDAY AND THURSDAY CLASSES END.
December 8	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
December 9	FULL TERM MONDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
December 14	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

Refund Schedule for Credit Classes

FULL TERM	SESSION I	SESSION II
100% through Sept. 14	100% through Sept. 3	100% through Oct. 29
60% Sept. 15 through Sept. 28	60% Sept. 7 through Sept. 13	60% Nov. 1 through Nov. 5
40% Sept. 29 through Oct. 12	40% Sept. 14 through Sept. 20	40% Nov. 8 through Nov. 12
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER



Survival Tips

Tuition charges for credit courses offered by the Division of Continuing Education are determined by **program** and by the **residency** status of the student.

Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Tuition is based on the cost cited in the most recent program publication.

Non-Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the resident tuition rate cited in the most recent program publication. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division of Continuing Education, regardless of program, are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session.

Important Exception: Tuition for INDEPENDENT STUDY VIA CORRESPONDENCE is assessed at the rate cited in the catalog of The Colorado Consortium for Independent Study in effect at the time of registration. This assessment is not affected by considerations of residency.

The Board of Regents reserves the right to change tuition without prior notice.

All tuition and refund determinations are subject to audit.

Full Term Classes by Starting Date, Fall 1993

Boulder Evening
Credit Classes

Dept.	Course No. & Hours	Section	Time	Course Title
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Monday Courses, Begin August 30 and End December 6

APAS	1110-3	300	7-10 p.m.	General Astronomy: The Solar System
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	3303-2	301	6-8 p.m.	Oral Communication for Teachers
EDUC	4800-3	300	6:30-9:30 p.m.	Special Topics: Co-Emergent Creativity
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	2400-3	300	6-9 p.m.	Intermediate Small-Format Production
HIST	2117-3	300	7-10 p.m.	History of Colorado
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
THTR	1003-3	300	6:30-9:30 p.m.	Introduction to Acting for Nonmajors

Monday and Wednesday Courses, Begin August 30 and End December 6

ARAB	1010-5	300	5-7:30 p.m.	Beginning Arabic 1
FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra

Monday, Wednesday and Friday Course, Begins August 30 and Ends December 8

HEBR	1020-5	300	11 a.m.-1 p.m.	Beginning Hebrew 2
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Monday and Thursday Course, Begins August 30 and Ends December 9

MATH	1300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 1
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Tuesday Courses, Begin August 31 and End November 30

ANTH	2010-3	300	7-10 p.m.	Introduction to Physical Anthropology 1
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
ARAB	2110-3	300	2-5 p.m.	Intermediate Arabic 1
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
EDUC	4820-3	300	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)
ENGL	2600-3	300	6:30-9:30 p.m.	Introduction to World Literature 1
ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	2101-3	300	7-10 p.m.	Statistics and Research Methods in Psychology
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
SOCY	1015-3	300	6-9 p.m.	U.S. Race and Ethnic Relations

Tuesday and Thursday Courses, Begin August 31 and End December 7

CDSS	2324-3	300	5-6:30 p.m.	American Sign Language 3
FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
MATH	0990-3	300	6-7:30 p.m.	Pre-College Mathematics
MATH	1071-3	300	6-7:30 p.m.	Finite Mathematics for Social Science and Business

Wednesday Courses, Begin September 1 and End December 1

COMM	2000-3	300	6:30-9:30 p.m.	Perspectives on Human Communication
EDUC	3303-2	302	6-8 p.m.	Oral Communication for Teachers
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	1800-3	300	6:30-9:30 p.m.	American Ethnic Literatures
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
HEBR	2120-3	300	1-4 p.m.	Intermediate Hebrew 2
HIST	1015-3	300	7-10 p.m.	History of the United States to 1865
JOUR	4872-3	300	6-9 p.m.	Women and Popular Culture
MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
PHIL	1200-3	300	7-10 p.m.	Philosophy and Society
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
SOCY	4014-3	300	6:30-9:30 p.m.	Criminology

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Full Term Classes by Starting Date, Fall 1993

6

Survival Tips

Important Information for Arts and Sciences Students

Students enrolling on the Boulder Campus for the first time and who have never attended college before should contact the Arts and Sciences Dean's Office for a list of General Education Requirements. Continuing and transfer students who graduated from high school before 1988 should consult the current college list for General Education Requirements.

Once you register, you are obligated for the full amount of tuition you are assessed. Tuition is listed at the end of each course description.

Not Attending Classes Does Not Mean You Have Withdrawn.

Dept.	Course No. & Hours	Section	Time	Course Title
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Thursday Courses, Begin September 2 and End December 9

COMM	4520-3	300	6:30-9:30 p.m.	Senior Seminar: Organizational Communication
ECON	2020-3	300	5:30-8:30 p.m.	Principles of Macroeconomics
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
EPOB	1210-3	300	6:30-9:30 p.m.	General Biology 1
GEOG	2002-3	300	7-10 p.m.	World Geographic Problems
HIST	1010-3	300	7-10 p.m.	Western Civilization 1
HIST	1113-3	300	7-10 p.m.	The History of England to 1660
JOUR	4453-3	300	7-10 p.m.	Advertising and Society
LING	1500-3	300	6:30-9:30 p.m.	Basic Traditional Grammar
PSCI	1101-3	300	7-10 p.m.	The American Political System
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency
THTR	4059-3	300	7-10 p.m.	Open Topics in Theatre and Drama: Asian Theatre

Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
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Monday and Wednesday Courses, Begin August 30 and End October 18

ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
EDUC	4800-3	102	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	7-10 p.m.	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
PSYC	2303-3	100	6:30-9:30 p.m.	Psychology of Adjustment
SOCY	1003-3	100	7-10 p.m.	Ethics and Social Issues in U.S. Health and Medicine

Tuesday and Thursday Courses, Begin August 31 and End October 14

EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
EDUC	4800-3	103	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems—Climate and Vegetation
GEOL	3700-2	100	6-8 p.m.	Geology Field Techniques in the Colorado Front Range
HIST	1025-3	100	6:30-9:30 p.m.	History of the United States Since 1865
SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

Session II Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
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Monday and Wednesday Courses, Begin October 25 and End December 8

ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
CHST	1015-3	200	7-10 p.m.	Introduction to Chicano Studies
EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	7-10 p.m.	Introduction to Human Geography
PSYC	2303-3	200	6:30-9:30 p.m.	Psychology of Adjustment

Tuesday and Thursday Courses, Begin October 26 and End December 14

COMM	1010-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
EDUC	4800-3	203	5-8 p.m.	Special Topics: Special Projects in Creative Expression (SPICE)
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems—Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
SOCY	1004-3	200	7-10 p.m.	Deviance in U.S. Society
SOCY	4003-3	200	7-10 p.m.	Sociology of Aging

Anthropology

*Anthropology 1030-3 Principles of Anthropology 1

Evolution of humanity and culture from beginnings through early metal ages. Covers human evolution, race, prehistory, and rise of early civilizations.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Hale 236. \$240 (resident).

*Anthropology 1040-3 Principles of Anthropology 2

Surveys the world's major culture areas; culture and its major components such as subsistence, social organization, religion, and language.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Hale 236. \$240 (resident).

*Anthropology 2010-3 Introduction to Physical Anthropology 1

Detailed consideration of human biology, human's place in the animal kingdom, and fossil evidence bearing on human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays, 7-10 p.m.
Hale 230. \$240 (resident).

*Anthropology 3000-3 Primate Behavior

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prerequisite, ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays,
6:30-9:30 p.m. Hale 260. \$240 (resident).

Arabic

Arabic 1010-5 Beginning Arabic 1

Full Term - Section 300:
Mondays and Wednesdays, 5-7:30 p.m.
Hellems 263. \$550 (resident).

Arabic 2110-3 Intermediate Arabic 1

Advanced grammar and conversation.
Full Term - Section 300: Tuesdays,
2-5 p.m. Engineering Center CR 0-08.
\$330 (resident).

Astronomy

*APAS 1110-3 General Astronomy: The Solar System

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. APAS 1110 and 1120 may be taken in either order. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Mondays, 7-10 p.m.
Engineering Center CR 2-28. \$240 (resident).

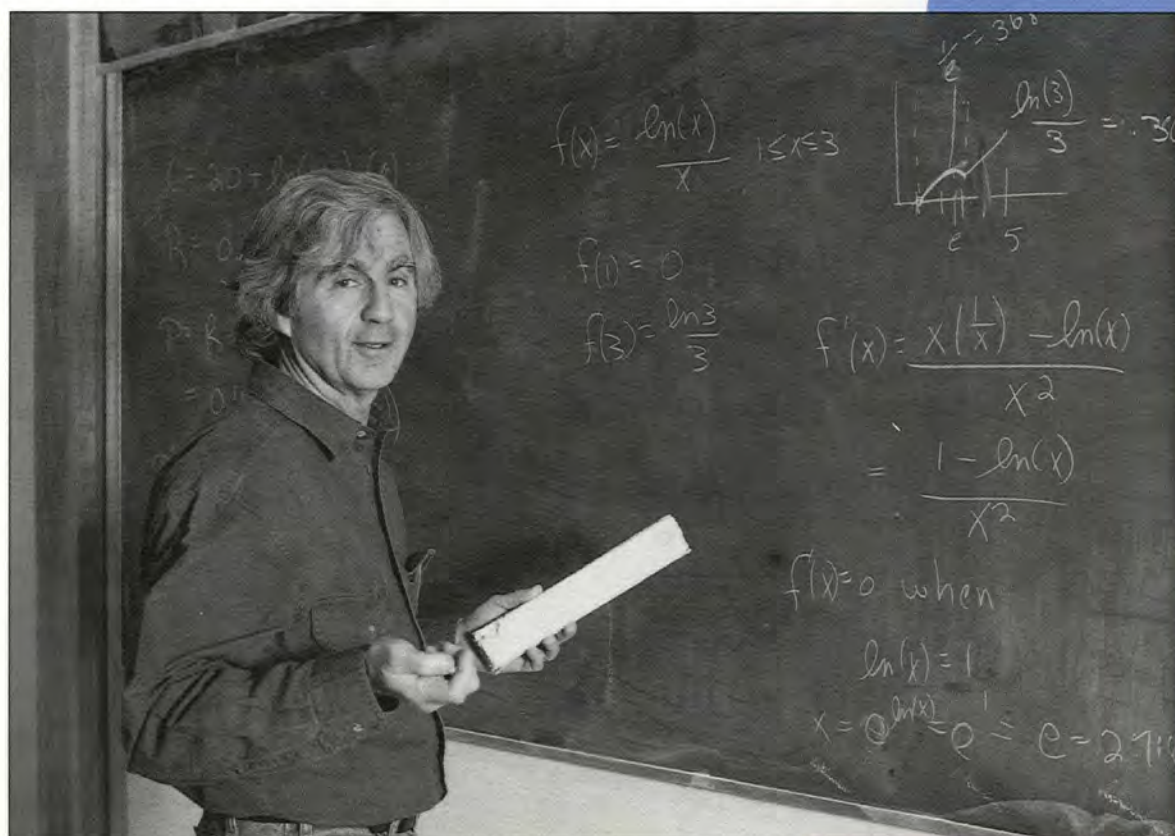
Biology

*EPOB 1210-3 General Biology 1

Concentrated introduction to molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts, and questions which receive more detailed consideration later in the core curriculum. Open to nonmajors. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Thursdays,
6:30-9:30 p.m. Hale 230. \$240 (resident).

Jim Shapiro is a mathematician and software developer who teaches trig, calculus, probability and statistics in the Evening Credit program. He says, "It brushes me up on my math skills. And I like working with students."



Chicano Studies

*Chicano Studies 1015-3 Introduction to Chicano Studies

Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Education 143. \$240 (resident).

Communication

Communication 1010-3 Public Speaking

Covers theory and skills of speaking in various public settings. Treats fundamental principles from rhetorical and communication theory and applies them to oral presentations.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Ketchum 119.
\$240 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Hellems 193. \$248 (resident).

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

Communication – cont.

*Communication 2000-3 Perspectives on Human Communication

Surveys communication in a variety of contexts and applications. Topics include basic concepts and general models of communication, ethics, language and nonverbal communication, personal relationships, group decision making, organizational communication, and impact of technological developments on communication.

Full Term - Section 300: Wednesdays,
6:30-9:30 p.m. Ketchum 119.
\$240 (resident).

*Communication 2030-3 Interpersonal Communication

Focuses on basic processes in face-to-face interaction, including verbal and nonverbal messages, coordination in conversation, messages about self and other, and communication in personal relationships. Emphasizes theory and concepts rather than skills.

Full Term - Section 300: Tuesdays,
6:30-9:30 p.m. Ketchum 120.
\$240 (resident).

Communication 4520-3

Senior Seminar: Organizational Communication

Reviews current research and theory on topics such as communication and organizational decision making, organizational culture, communication and power in organizations. Recommended prerequisite, COMM 2240.

Full Term - Section 300: Thursdays,
6:30-9:30 p.m. McKenna 112. \$240 (resident).

Communication Disorders and Speech Science

CDSS 2324-3

American Sign Language 3

Continuation of ASL 2. Emphasizes expressive sign language, storytelling, and discussions on deaf culture communicated exclusively through sign language. Covers ASL idiomatic expressions, approximately 500 vocabulary words, and 20 grammatical structures. Prerequisites, CDSS 2304 and CDSS 2314, or equivalent.

Full Term - Section 300:
Tuesdays and Thursdays, 5-6:30 p.m.
Muenzinger D439. \$240 (resident).

Economics

*Economics 2010-3 Principles of Microeconomics

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms and government. Topics include determining economic problems, how markets work and how they fail, and how government actions affect markets. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Tuesdays,
5:30-8:30 p.m. Economics 117.
\$240 (resident).

*Economics 2020-3 Principles of Macroeconomics

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:
Thursdays, 5:30-8:30 p.m.
Economics 117. \$240 (resident).

Education

Education 3303-2 Oral Communication for Teachers

Designed for prospective teachers. Deals with applications of oral communication methods in education. Fulfills the School of Education oral competency requirement.

Full Term - Section 301: Mondays,
6-8 p.m. Hellems 193. \$168 (resident).

Full Term - Section 302: Wednesdays,
6-8 p.m. Hellems 193. \$168 (resident).

Education 4800-3 Special Topics: Building Family Strengths

Family life as it impacts learning, and dynamics that promote effectiveness. We study the traits of strong families and work on skills to understand our own families and deal effectively with problems in the classroom and at home.

Session I - Section 101:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-07. \$248 (resident).

Education 4800-3 Special Topics: Co-Emergent Creativity

We will look at the teaching experience with an interest in sparking and revitalizing creativity in teachers and students. We study the various stages of the creative process and learn how to overcome creative blocks. The course requires a willingness to work spontaneously. Homework includes keeping a creativity journal and special assignments linked to each stage of the creative process.

Full Term - Section 300:
Mondays, 6:30-9:30 p.m.
Economics 13. \$248 (resident).

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Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.

Education 4800-3
Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)

Learn how to access your full creative potential as we explore ways to trigger right-brain functioning through multi-sensory learning, creative problem-solving techniques, and the conscious expansion of creative imagination and humor. See how creative learning enhances everyday life.

Session I - Section 102:
Mondays and Wednesdays, 5-8 p.m.
Ketchum 235. \$248 (resident).
Session II - Section 202:
Mondays and Wednesdays, 5-8 p.m.
Ketchum 235. \$248 (resident).

Education 4800-3
Special Topics: Creating Community in the Classroom

This class is designed to increase effectiveness and success in the classroom, as well as one's personal and professional life. Areas of exploration include motivation, learning styles, self-esteem, team building, human relations, and communication.

Session II - Section 201:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 0-08. \$248 (resident).

Education 4800-3
Special Topics: Special Projects in Creative Expression (S.P.I.C.E.)

Add some spice to your life as you taste the pleasures of five forms of creative expression: music improvisation, creative movement and dance, creative dramatics, storytelling, new games and awareness activities. Enjoy a one-hour presentation from an experienced professional in each area, followed by another hour of small-group instruction.

Session II - Section 203:
Tuesdays and Thursdays, 5-8 p.m.
Economics 119. \$248 (resident).

Education 4800-3
Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)

Theory and practice that teaches you how to revitalize your energy to create a more relaxed environment for yourself and others, for teaching or parenting.

Session I - Section 103:
Tuesdays and Thursdays, 5-8 p.m.
Economics 119. \$248 (resident).

Education 4820-3
Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)

Develop your own creativity by trying new ways to enhance learning, including: dialogs, story formats, debates, creative problem-solving, open-ended lab and research projects, scripts, movement, visual environments, music, performance, and much more. We present an innovative teaching/learning model based on creative, learning and scientific cycles that can be applied to all subject areas, from K-college.

Full Term - Section 300: Tuesdays, 6-9 p.m.
Hellems 185. \$240 (resident).

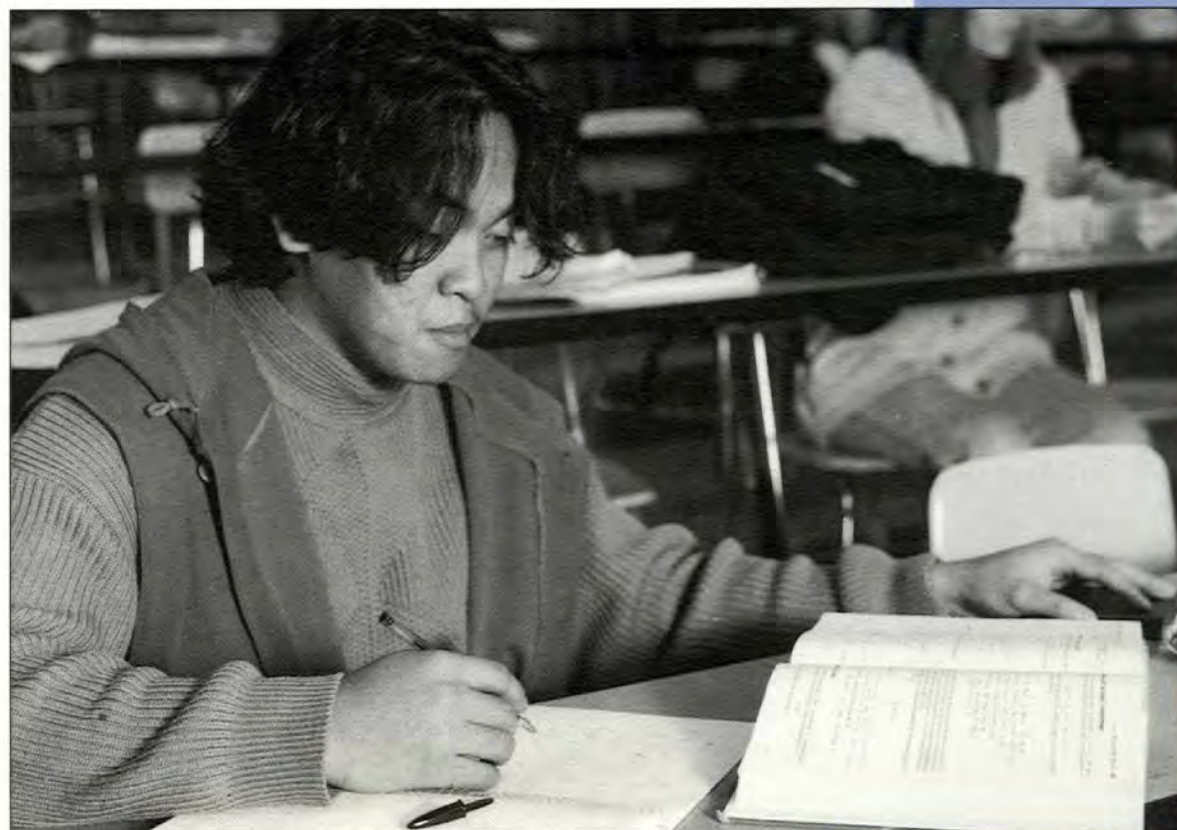
English

English 1191-3
Introduction to Creative Writing

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students.

Full Term - Section 301: Mondays,
6:30-9:30 p.m. Hellems 247. \$240 (resident).
Full Term - Section 302:
Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-26. \$248 (resident).
Session II - Section 200:
Mondays and Wednesdays, 6:30-9:30 p.m.
Engineering Center CR 1-24. \$248 (resident).

Rianto Karsono is an Economics major now in his senior year. He expects to complete his undergraduate work and earn a masters degree before returning to Indonesia to work.



***English 1500-3**
Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-twentieth century English novel, and works by Chaucer and/or Milton. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Mondays, 6-9 p.m.
Engineering Center CR 1-26. \$240 (resident).

***English 1600-3**
Masterpieces of American Literature

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300:
Wednesdays, 6-9 p.m.
Engineering Center CR 1-26. \$240 (resident).

English 1800-3
American Ethnic Literatures

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Readings may include such authors as Toni Morrison, Rudolfo Anaya and Leslie Marmon Silko. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays,
6:30-9:30 p.m. Hellems 229. \$240 (resident).

Survival Tips

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

English – continued

***English 2600-3
Introduction to World Literature 1**

Close study of literary classics of Western civilization: the *Odyssey* or *Iliad*, Greek drama, and several books of the Bible. Not open to students who have credit in HUMN 1010-1020.

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m.
Engineering Center CR 1-26. \$248 (resident).

***English 3002-3
Shakespeare for Nonmajors**

Introduces students to Shakespeare's major works—the histories, comedies and tragedies—and may include the nondramatic poetry as well. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300:
Wednesdays, 6-9 p.m.
Hellems 141. \$240 (resident).

***English 3062-3
Modern and Contemporary
Literature**

Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Full Term - Section 300: Thursdays,
6-9 p.m. Hellems 241. \$240 (resident).

***English 3672-3
Jewish-American Fiction and
Old World Backgrounds**

Explores cross-cultural transitions, influences and ethnicity in the social and literary history of Europe and America through Jewish experience, expressed in the works of such writers as Heine, Sholom Aleichem, Peretz, Babel, Singer, Malamud, Roth, and Woody Allen. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Tuesdays,
6:30-9:30 p.m. Hellems 259. \$240 (resident).

Film

**Film Studies 2400-3
Intermediate Small-Format
Production**

Instruction on video including technical video basics, shooting and editing techniques and aesthetics including computer/video interfacing and visiting artists. Also instructions on video toaster. Students complete a project involving a semester of preparation, shooting, reshooting, editing, and final prints. Prerequisite, FILM 2000 or instructor consent. Students should expect to spend approximately \$200-250 to produce their projects.

Full Term - Section 300: Mondays,
6-9 p.m. Ketchum 207. \$240 (resident).

**Film Studies 3501-3
Film Production Management**

Hone production skills while learning to trim costs, using Script Breakdown and Production Boarding as a central problem-solving tool. Based on methods developed for film and TV. For students with a career interest in entertainment and filmmaking. Prerequisite: FILM 3563 or instructor consent.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Guggenheim 205. \$248 (resident).

**Film Studies 3563-3
Producing the Feature Film**

A real-world study of production, from development through distribution, for students with a career interest in film. We discuss story components, the crucial role of the script, production values, editing, music, job functions and opportunities. Analysis of current scripts and clips and feature film screenings are used throughout.

Session I - Section 101:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 205. \$248 (resident).

Session I - Section 102:
Tuesdays and Thursdays, 7-10 p.m.
Guggenheim 205. \$248 (resident).

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 205. \$248 (resident).



Jennifer Nickal is a transfer student who hasn't formally been accepted at CU yet. She says Evening Credit "is a good way to build hours." She has also taken three correspondence courses, two in psychology and one in kinesiology. She says, "I have the time right now and I want to get these done. I'm pretty motivated."

Fine Arts

Fine Arts 1012-3 Basic Drawing

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Required for B.F.A. majors; recommended for other Fine Arts majors instead of FINE 1002. May not be repeated.

Full Term - Section 300:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Fine Arts N298. \$270 (resident).

Fine Arts 1212-3 Basic Painting

General introduction to painting. Color, pictorial space, still life, landscape, figure and abstract painting. Required for B.F.A. majors; recommended for other fine arts majors instead of FINE 1202. May not be repeated.

Full Term - Section 300: Mondays and
Wednesdays, 6:30-9:30 p.m.
Fine Arts N103. \$270 (resident).

Geography

*Geography 1001-4 Environmental Systems 1— Climate and Vegetation

Introduces the atmospheric environment of the Earth: the elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100:
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 206. \$320 (resident).

*Geography 1011-4 Environmental Systems 2— Landforms and Soils

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered. Prerequisite, GEOG 1001. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session II - Section 200:
Tuesdays and Thursdays, 6-9 p.m.
Guggenheim 206. \$320 (resident).

*Geography 1982-3 World Regional Geography

Uses interrelated concepts of population, urbanization, trade resources, and development as an organizing framework to geographically analyze the world's regions and place them in global perspective.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 206. \$240 (resident).

*Geography 1992-3 Introduction to Human Geography

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.

Session II - Section 200:
Mondays and Wednesdays, 7-10 p.m.
Guggenheim 206. \$240 (resident).

*Geography 2002-3 World Geographic Problems

Set in several regions, problems include resource-use decision-making, locational analysis, third-world poverty and community development, and political and economic urban land use conflict. Small student groups take part in role-playing simulations leading to human decisions causing geographic change.

Full Term - Section 300: Thursdays,
7-10 p.m. Guggenheim 2. \$240 (resident).

Boulder Evening Credit Classes

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Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



Geology

Geology 3700-2 Geology Field Techniques in the Colorado Front Range

Field oriented approach to tracing the geologic development of the Colorado Front Range, from the Precambrian to recent times. Field observations provide a framework for discussions of current ideas concerning the geologic evolution of the Front Range. Prerequisite, 1000-level course in geology or equivalent. Two full-day field trips are planned on Sept. 26 (Rocky Mountain National Park) and Oct. 3 (Nederland and Ward).

Session I - Section 100:
Tuesdays and Thursdays, 6-8 p.m.
Geology 134. \$180 (resident).

Hebrew

Hebrew 1020-5 Beginning Hebrew 2

Prerequisite, Hebrew 1010.
Full Term - Section 300:
Mondays, Wednesdays, and Fridays,
11 a.m.-1 p.m. TBA. \$550 (resident).

Hebrew 2120-3 Intermediate Hebrew 2

Prerequisite Hebrew 2110.
Full Term - Section 300: Wednesdays,
1-4 p.m. Chemistry 1-46. \$330 (resident).

History

*History 1010-3 Western Civilization 1

Survey course on the development of Western civilization from its beginnings in the ancient Near East through the Reformation of the sixteenth century. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300:
Thursdays, 7-10 p.m.
Environmental Design 120. \$240 (resident).

*History 1015-3 History of the United States to 1865

Surveys American history from first settlement until end of the Civil War. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300: Wednesdays,
7-10 p.m. Engineering Center CR 0-38.
\$240 (resident).

*History 1025-3 History of the United States Since 1865

Surveys social, economic, political and cultural development of the United States from the close of the American Civil War to the present. Approved for Arts and Sciences Core Curriculum: United States Context.

Session I - Section 100:
Tuesdays and Thursdays, 6:30-9:30 p.m.
Engineering Center CR 1-01. \$240 (resident).

*History 1113-3 The History of England to 1660

Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300:
Thursdays, 7-10 p.m.
Engineering Center CR 1-03. \$240 (resident).

History 2117-3 History of Colorado

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

Full Term - Section 300: Mondays, 7-10 p.m.
Engineering Center CR 1-05. \$240 (resident).

History 4433-3 Nazi Germany

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Approved for Arts and Sciences Core Curriculum: Historical Context.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Hellems 199. \$240 (resident).

Journalism

Journalism 4453-3 Advertising and Society

Examines criticisms and contributions of advertising in society and the economy.

Full Term - Section 300:
Thursdays, 7-10 p.m.
Engineering Center CR 1-09. \$240 (resident).

Journalism 4872-3 Women and Popular Culture

As modern poet Wallace Stevens wrote in "The Idea of Order at Key West," each woman is the "maker of the song" she sings and is the "single artificer of the world" in which she lives. This course explores how women are perceived in contemporary Western culture, as well as how they perceive themselves. Through a story of contemporary literature, television news and programming, popular magazines, advertising and current newspaper articles, students examine how women help to create mass culture and their image in society.

Full Term - Section 300: Wednesdays,
6-9 p.m. McKenna 112. \$240 (resident).



Kinesiology

Kinesiology 3420-3 Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062.

Approved for Arts and Sciences Core Curriculum: Natural Science.

Session I - Section 100:

Mondays and Wednesdays, 7-10 p.m.

Engineering Center CR 0-30. \$240 (resident).

Session II - Section 200:

Tuesdays and Thursdays, 7-10 p.m.

Engineering Center CR 0-30. \$240 (resident).

Linguistics

Linguistics 1500-3 Basic Traditional Grammar

Presents fundamentals of grammar in the Western tradition. Emphasizes making concepts and uses of grammar (as exemplified in English and closely related foreign languages) understandable to the nonspecialist.

Full Term - Section 300: Thursdays,

6:30-9:30 p.m. Ketchum 120.

\$240 (resident).

Mathematics

Mathematics 0990-3 Pre-College Mathematics

Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade.

Full Term - Section 300:

Tuesdays and Thursdays, 6-7:30 p.m.

Engineering Center CR 1-24. \$240 (resident).

Mathematics 1011-3 Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010 and 1020. Prerequisite, placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the Arts and Science Core Curriculum quantitative reasoning and mathematical skills.

Full Term - Section 300:

Mondays and Wednesdays, 7-8:30 p.m.

Engineering Center CR 0-36. \$240 (resident).

Mathematics 1021-2 Numerical and Analytical College Trigonometry

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prerequisites MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1½ years high school algebra and 1 year high school geometry.

Full Term - Section 300:

Wednesdays, 6-8 p.m.

Engineering Center CR 1-03. \$160 (resident).

Mathematics 1071-3 Finite Mathematics for Social Science and Business

Systems of linear equations; an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060 and 1070. Prerequisite, MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1½ years of high school algebra.

Full Term - Section 300:

Tuesdays and Thursdays, 6-7:30 p.m.

Engineering Center CR 0-16. \$240 (resident).

*Mathematics 1300-5 Analytic Geometry and Calculus 1

Topics include limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration and applications of the definite integral. Students with credit in MATH 1080, 1090 and 1100 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1300 may not receive credit in APPM 1350 or APPM 1370. Prerequisite, 2 years of high school algebra, 1 year of geometry, ½ year of trigonometry or MATH 1000-1040 or MATH 1000 and 1040.

Full Term - Section 300:

Mondays and Thursdays, 5:30-8 p.m.

Hellems 251. \$400 (resident).

Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



A newcomer to Colorado, Tom Van Ripper is taking Calculus through the Evening Credit program to demonstrate calculus proficiency, in order to finalize an MBA from NYU.

Philosophy

*Philosophy 1200-3 Philosophy and Society

Introduces philosophical thought through critical analysis of our own society, its institutions, and principles. Approved for Arts and Sciences Core Curriculum: United States Context or Ideals and Values.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 267. \$240 (resident).

Political Science

*Political Science 1101-3 The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.

Full Term - Section 300: Thursdays, 7-10 p.m. Economics 13. \$240 (resident).

Psychology

*Psychology 1001-3 General Psychology

Surveys major topics in psychology: perception, development, personality, learning and memory, and the biological bases of behavior.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. \$240 (resident).

*Psychology 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Approved for Arts and Sciences Core Curriculum: Natural Science.

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 211. \$240 (resident).

Psychology 2101-3 Statistics and Research Methods in Psychology

Introduces descriptive and inferential statistics and their roles in psychological research. Topics include correlation, regression, *t*-test, analysis of variance, and selected nonparametric statistics. Prerequisite, MATH 1000 or equivalent is highly recommended.

Full Term - Section 300: Tuesdays, 7-10 p.m. Muenzinger E431. \$240 (resident).

Anthony Munoz is a sophomore majoring in Business, taking Math 1081 (Calculus) to meet his math requirement. He says, "The format is good. Two times a week is better for me than five times a week. It fits my schedule really easily."

*Psychology 2303-3 Psychology of Adjustment

Surveys concepts bearing upon processes of normal psychological adjustment, with emphasis on using the concepts to understand common human problems in personal growth and relationships with others.

Session I - Section 100:
Mondays and Wednesdays, 6:30-9:30 p.m. Woodbury 106. \$240 (resident).

Session II - Section 200:
Mondays and Wednesdays, 6:30-9:30 p.m. Woodbury 106. \$240 (resident).

Psychology 4303-3 Abnormal Psychology

Examines borderline disorders as extreme variations of the normal personality. Focuses on major functional and organic disorders, theories of mental disorders, and methods of psychotherapy. Not open for credit to those who have credit for PSYC 4313. Prerequisite, PSYC 1001.

Full Term - Section 300:
Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).

Psychology 4406-3 Social Psychology

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prerequisite, PSYC 1001. Recommended, PSYC 2101. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:
Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).

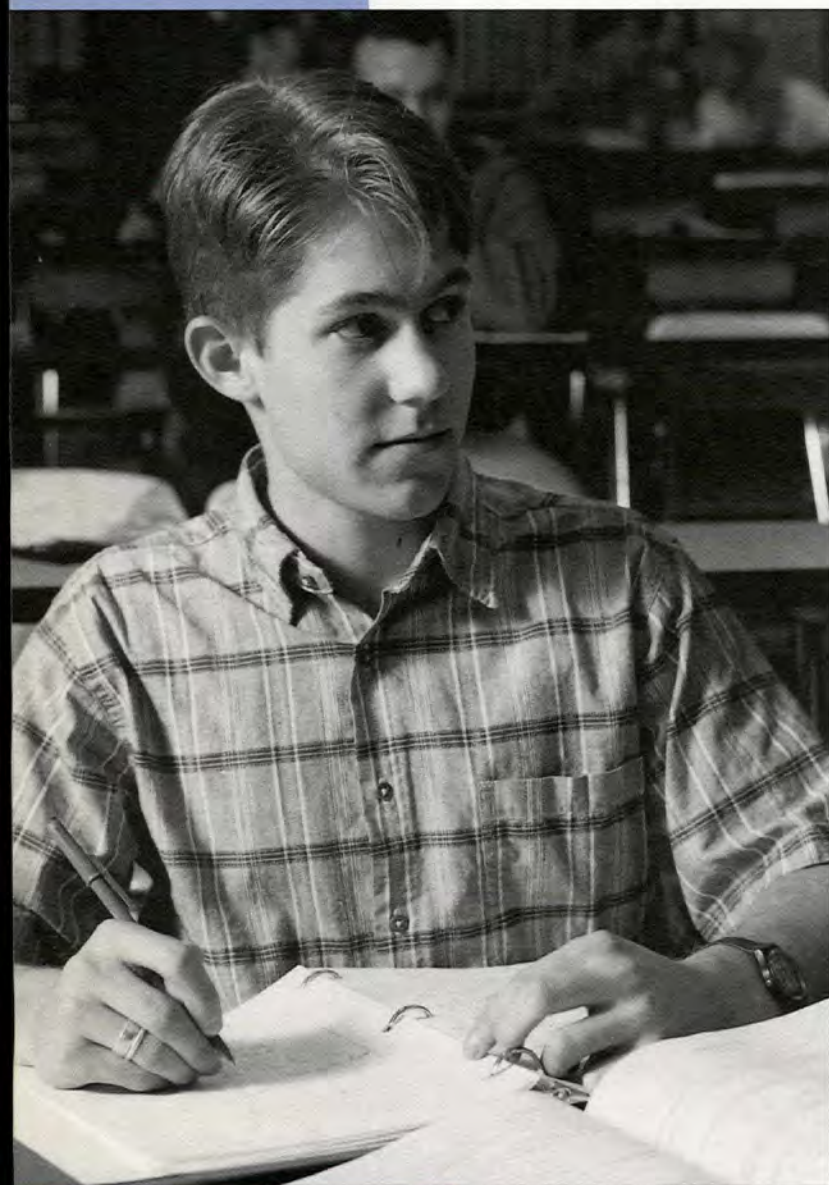
Psychology 4456-3 Psychology of Personality

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

Full Term - Section 300:
Mondays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).

Sanskrit

The Division is pleased to offer Sanskrit 1010-3 and 2020-3 through the Independent Study Program. See page 52 for details.



Sociology

*Sociology 1001-3 Analyzing Society

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.
Environmental Design 120. \$240 (resident).

Sociology 1003-3 Ethics and Social Issues in U.S. Health and Medicine

Explores current ethical and policy issues in U.S. health and medical practices. Includes such issues as alcohol and drug abuse, organ transplants and substitutes, genetic engineering, contraception, abortion, occupational safety and health, and euthanasia. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session I - Section 100:
Mondays and Wednesdays, 7-10 p.m.
Duane Physics G125. \$240 (resident).

*Sociology 1004-3 Deviance in U.S. Society

Examines deviant groups in the U.S. emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and processes of social control. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session I - Section 100:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 267. \$240 (resident).

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 267. \$240 (resident).

*Sociology 1005-3 Social Conflict and Social Values

Explores origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and use of simulation and negotiation exercises for learning conflict management skills. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or Ideals and Values.

Full Term - Section 300: Tuesdays,
6-9 p.m. Hellems 251. \$240 (resident).

*Sociology 1015-3 U.S. Race and Ethnic Relations

Examines race and minority problems in U.S. society, including psychological, social and cultural sources of prejudice and discrimination. Same as CHST 1013. Approved for Arts and Sciences Core Curriculum: United States Context.

Full Term - Section 300: Tuesdays,
6-9 p.m. Ketchum 235. \$240 (resident).

*Sociology 1016-3 Sex, Gender and Society 1

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays,
6-9 p.m. Ramaley 1B23. \$240 (resident).

*Sociology 2011-3 Contemporary Social Issues and Human Values

Explores contemporary societies on a global scale. Focuses on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace, and war. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Full Term - Section 300: Thursdays,
6-9 p.m. Education 138. \$240 (resident).

Sociology 4003-3 Sociology of Aging

Studies present and future roles of the aged in the family, the community, and the economic, political, health, and retirement systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Session II - Section 200:
Tuesdays and Thursdays, 7-10 p.m.
Hellems 141. \$240 (resident).

*Sociology 4014-3 Criminology

Scientifically studies criminal behavior with special attention given to development of criminal law and its use to define crime, the cause of law violation, and the methods used to control criminal behavior.

Full Term - Section 300:
Wednesdays, 6:30-9:30 p.m.
Economics 13. \$240 (resident).

*Sociology 4024-3 Juvenile Delinquency

Studies factors involved in causes and distribution of delinquent behavior, problems of adjustment of delinquents, and factors in treatment and in post-treatment adjustment. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Thursdays,
6-9 p.m. Education 220. \$240 (resident).

Theatre

Theatre 1003-3 Introduction to Acting for Nonmajors

Teaches the basic principles of acting to nontheatre majors, focusing on relaxation, concentration, improvisation, use of imagination, actions, objectives, initial monologue and scene work, and basic terms and concepts of process work for the actor.

Full Term - Section 300: Mondays,
6:30-9:30 p.m. Geology 311. \$240 (resident).

Theatre 4059-3 Open Topics in Theatre and Drama: Asian Theatre

Asian Theatre is an in-depth study of the theatre found in Japan, China, India and Southeast Asia. These rich performance traditions will come to life through an exploration of the history, dramatic literature, production styles and methods of each area. We will also examine the social function of those performance traditions to gain an insight into the values and beliefs of each culture we study.

Full Term - Section 300: Thursdays,
7-10 p.m. McKenna 204. \$240 (resident).

Boulder Evening
Credit Classes

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Survival Tips

*This course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.





A Chance to Stretch Your Mind and Explore New Interests.

Noncredit classes give you a chance to explore new possibilities. Contemplate a career change. Develop a hobby. Try on the idea of going back to school. Or just indulge in the kind of stimulating electives you never got around to in school. This is one way to follow your bliss.

Most classes have limited enrollment. Early registration assures your place in class.

Classes will not meet November 25 and 26.

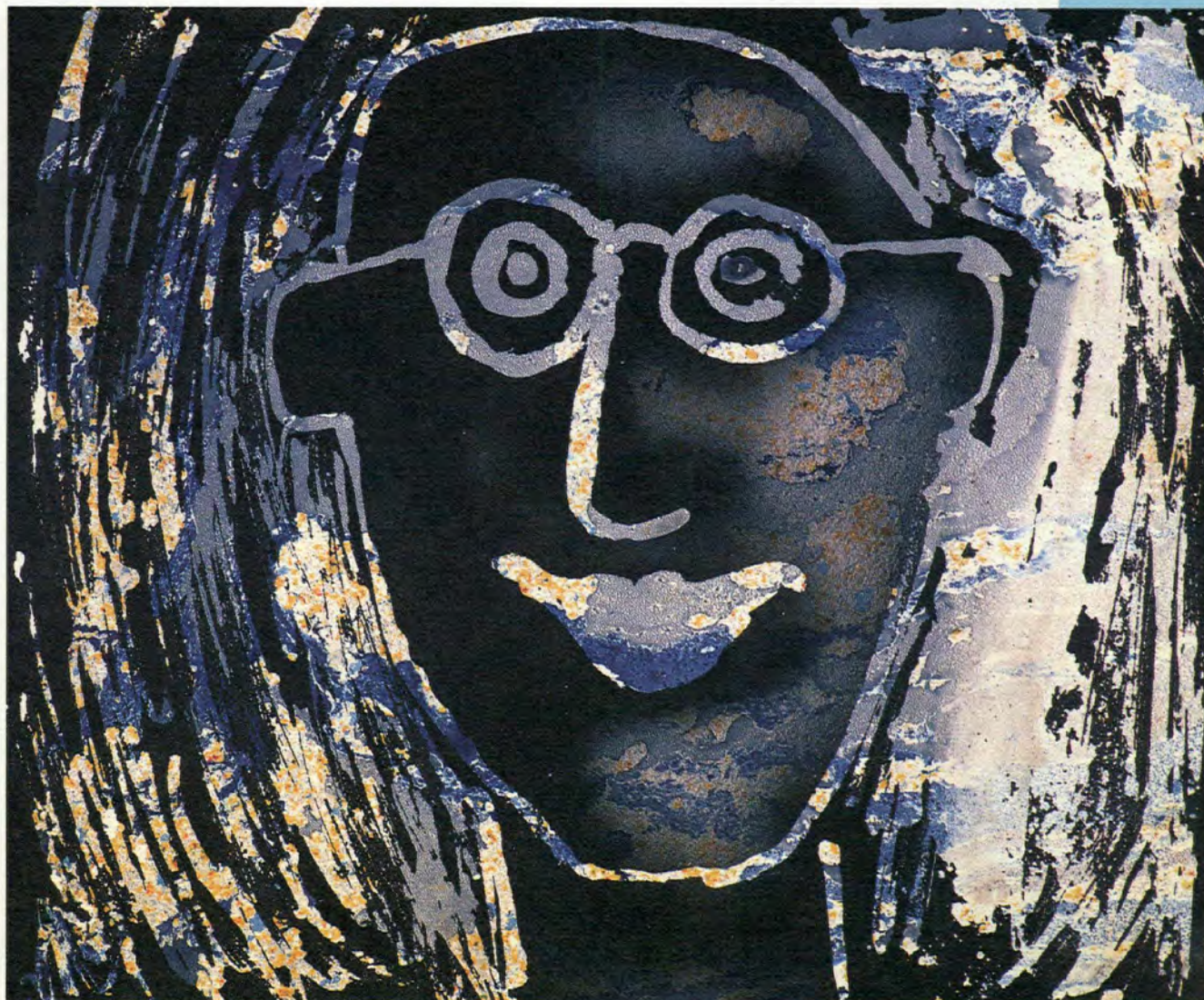
Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing

to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellem Hall, the lab provides state-of-the-art audio, video and print materials for language students. A receipt for your Continuing Education language class is all that you need to use the facility.

Aivars Ziedins teaches a course on entrepreneurship and another on tax strategies for small businesses. His qualifications in each area are outstanding, and his teaching style is at once practical and entertaining. He says, "I tell lots of stories," because it keeps concepts grounded in real-world experience. As an entrepreneur for 22 years (six different businesses), Ziedins says he has "seen it all!" He is a Certified Financial Planner with a

Masters in Financial Services and numerous professional designations. Last year he was a delegate to the environmental conference in Rio as a counselor for his homeland, the Republic of Latvia. And he was a 1992 delegate to the General Assembly of the United Nations. He has authored or co-authored several books on financial planning and written extensively for the trade press.



Noncredit Courses, Fall 1993

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Architecture and Landscape

NCAL 002 Colorado Landscape: Plants and Design

Practical help for homeowners interested in preparing their own landscape design. Learn the basics of successful growing in Colorado.

Andrew Mead, B.S., runs a landscaping and design business.

Section 300: Saturday, September 25, 9 a.m.-3 p.m. 1 session. Hellems 241. \$45.

NCAL 028 How to Design or Remodel a House with an Architect

We examine the design process, issues to be faced, and the construction process that architects and clients face. We begin with a history of the American house and move on to cover: physical characteristics of the Front Range and architectural responses to sun, wind, snow and dryness; how to evaluate a building site; zoning and code. Also, generating a building program, realistic budgets, expectations and the construction process.

Jeffrey W. Limerick, M.A., Arch., has been a practicing architect for over 20 years.

Section 300: Tuesdays, September 21-October 19, 7-9 p.m. 5 sessions. Hellems 237. \$60.

Business

Business classes are now located on pages 29 to 33.

Fine Arts

NCFA 234 Art in America

This course traces the history of art in America, including Native Americans, and United States and Canadian artists, from the colonial period to modern art. The class explores how culture and changing perceptions of America are reflected in the evolving artistic styles of American artists. A guide to examples of art works in museums across North America will be included.

David Alan, M.A. candidate, is a writer on art.

Section 300: Thursdays, October 7-28, 7-8:30 p.m. 4 sessions. Education 136. \$50.

NCFA 020 Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph, an object and work with a design). No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Please don't buy art materials until information about supplies is presented in the first class. Bring a notebook and pen to the first class.

Michael Mitchell, M.F.A., is a professional artist and has taught painting and drawing classes for many years.

Section 300: Fridays, September 24-October 22, 6-9 p.m. 5 sessions. Fine Arts N298. \$95.

NCFA 028 Introduction to Painting

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience necessary. This is not a technique demonstration class. We will work with acrylics and canvas panels (cost estimate \$50-\$100). Do not buy art supplies until information on materials is presented in the first class. Bring a notebook and pen to the first class.

Michael Mitchell, M.F.A., is a professional artist and has taught painting and drawing classes for many years.

Section 300: Fridays, November 5-December 10, 6-9 p.m. 5 sessions. Fine Arts N298. \$95.

NCFA 005 Life Drawing

Using exercises in learning to see and respond, drawing the figures will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft compressed charcoal, eraser, 18" x 24" newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayon, pen holder and point, soft pastels (optional). Tuition includes fees for a model, present at every session.

Barbara Preskorn, M.F.A., is a professor of Fine Arts.

Section 300: Wednesdays, September 22-November 10, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

NCFA 033 Continued Figure Drawing

This course is designed to give further direction to those with preliminary figure drawing experience. The class focuses on alternative materials, techniques, approaches to composition, and explores exercises that develop personal interpretation of the subject matter. Class time includes viewing slides and critiques of final drawings. There will also be opportunity for outside projects. Bring charcoal, pencils, india ink, pen and brush, conte crayon, color pastels or pencils, erasers, and 18x24" newsprint pad to each class. Further materials and suggestions for paper will be discussed in class. Tuition includes fees for model, present at every class.

Rebecca Ramos, M.F.A., majored in printmaking and drawing. She has had shows in Colorado and California.

Section 300: Wednesdays, September 22-November 10, 6:30-8:30 p.m. 8 sessions. Fine Arts N298. \$105.

Kathleen O'Connor is enjoying "getting back into the learning mode" through Nadia Turk's conversational French class. Kathleen has traveled to France a couple of times and also has relatives there, so she's really excited about developing practical speaking skills.



Fine Arts – continued

NCFA 009

Watercolor Workshop

Learn basic techniques to capture the splendor of the turning aspen. Meet at the Boulder Public Library and car pool from there. Dress appropriately and bring lunch. Materials list available from Continuing Education.

Barbara Cox, M.A., has taught art classes since 1971.

Section 300: Saturday, October 2,
10 a.m.-3 p.m. 1 session.
Boulder Public Library. \$30.

NCFA 001

Basic Photography

Learn to know and love your 35mm SLR camera. We cover mechanical functions, lenses and film, accessories, proper exposure (even nighttime and fireworks), good composition and portraiture techniques. No lab work. One field trip. Slides, lecture and discussion with helpful handouts. Optional text is *Black and White Photography*, Henry Horenstein.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987 and has exhibited in Colorado and Virginia.

Section 300: Tuesdays,
September 21-November 9, 7-9 p.m.
8 sessions. Fine Arts C175C. \$90.

NCFA 002

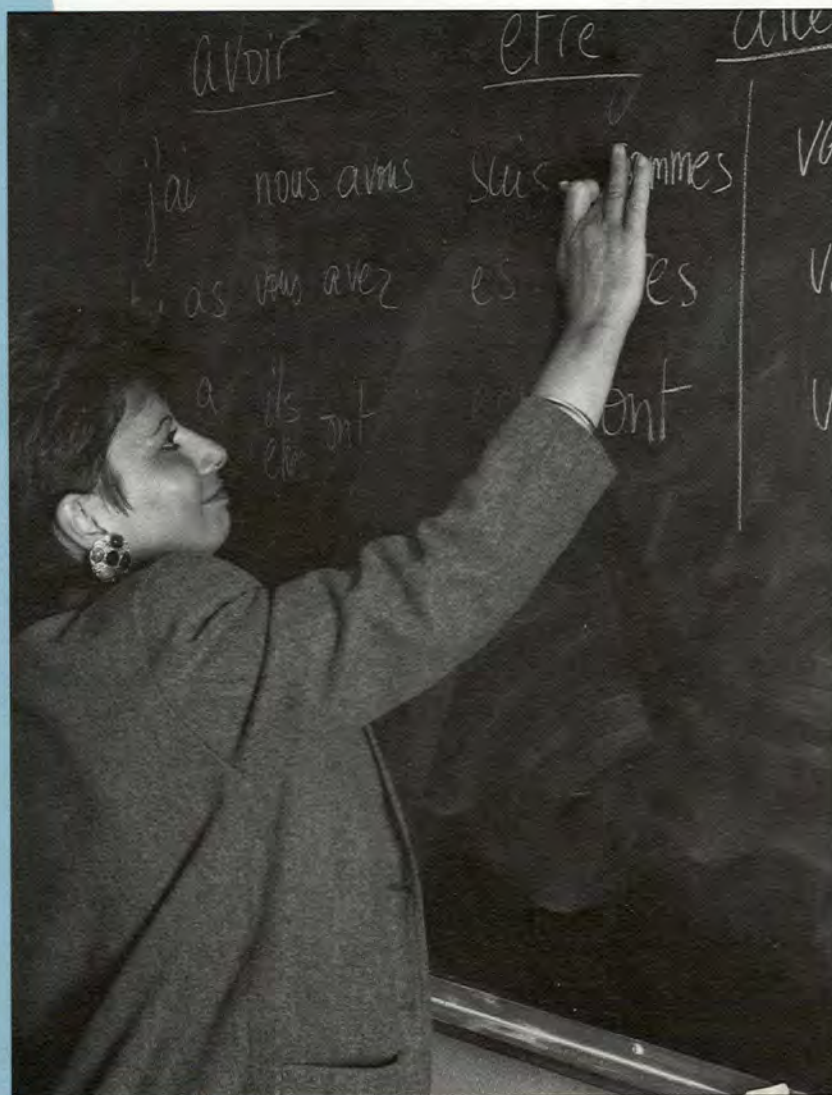
Creative Photography Workshop

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Dark-room work covers B&W print making, color enlargements from negatives, and Cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks darkroom work. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

Don Oberbeck is a professional photographer and runs a photo center.

Section 300: Thursdays, September 23-
November 18, 7:30-9:30 p.m.
9 sessions. Ketchum 33. \$110.

Nadia Turk is a member of the CU faculty who also teaches French and Arabic for Continuing Education. In the 12 years she's been teaching, her classes have become so popular that waiting lists are a common occurrence. She says that teaching for Continuing Ed is "a very rewarding experience—and fun. It's a very nice ambiance. Students get to know each other very well."



NCFA 617

Intermediate Field Photography and Alternative Processes

This course is for those with a good general knowledge of photography, who want to fine-tune their technical and compositional and creative skills. Lectures provide students with various techniques and styles. Slide shows illustrate other photographers' work and increase your knowledge of photography as a medium. Topics include nighttime "available light" shooting; indoor and outdoor lighting techniques using a flash; portraiture; use of some filters; photo collage; chinecolle; liquid light; cyanotypes and other nontraditional photo techniques. Prerequisite: 35 mm SLR camera with manual override capabilities; tripod; shutter/cable release; tiltable bounce head flash; polarized filter; three sheets of BFK or Reaves printing paper, 5 pieces of acetate and other materials depending on student projects. Additional costs approximately \$60 for processing and film. Students may elect to purchase darkroom privileges, which includes darkroom chemistry for \$80.

Elizabeth Cantrell, M.F.A. candidate, has studied photography since 1987 and has exhibited in Colorado and Virginia.

Section 300: Wednesdays, September 22-
November 24, 7-9:30 p.m.
10 sessions. Fine Arts C175C. \$135.

NCFA 032

Humor in the Visual Arts: A Hands On Process

This class helps students develop their innate sense of humor, satire and parody, using drawing as an expressive tool. The visual elements of communication: line, shape, value, volume, space and texture will be studied and applied to humor related art projects. Exercises develop a heightened awareness of one's own intuitive and personal fantasy in relation to the visual world. The class also explores how humor has been used in art throughout history.

Terry Maker, M.Ed., M.F.A., is a conceptual artist, art instructor and art conservator.

Section 300: Thursdays, September 30-
November 18, 6:30-8:30 p.m.
8 sessions. Fine Arts N275. \$90.

Foreign Languages

NCFL 100

Beginning Conversational French

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class.

Nadia Turk, Ph.D., has taught at CU Boulder for 12 years.

Section 300: Mondays,
September 20-November 22, 7:30-9:30 p.m.
10 sessions. Hellem 81. \$125.

NCFL 200
Intermediate Conversational French

Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Text to be announced at first class.

Nadia Turk, Ph.D., has taught at CU Boulder for 12 years.

Section 300: Wednesdays,
September 22-November 24, 7:30-9:30 p.m.
10 sessions. Hellem 81. \$125.

NCFL 300
Advanced Conversational French

If you're comfortable with basic French grammar (present and past tense) and want to work on real fluency, this class is for you. Future tense, conditional and subjunctive are introduced, and short texts are distributed at each class for discussion at the next class meeting. Emphasis is on building vocabulary and on using French more easily.

Nadia Turk, Ph.D., has taught at CU Boulder for 12 years.

Section 300: Fridays,
September 17-November 19, 5:30-7:30 p.m.
10 sessions. Hellem 137. \$125.

NCFL 101
Beginning Conversational German

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text to be announced at first class.

Simone Schellen, M.A., is a German language instructor.

Section 300: Tuesdays,
September 21-November 23, 7-9 p.m.
10 sessions. Hellem 137. \$120.

NCFL 201
Intermediate Conversational and Written German

Conversation stressed building on previous experience. Students should be able to use the present tense before taking this class. Some reading and writing.

Jorg Waltje, M.A., is a native German speaker.

Section 300: Thursdays,
September 16-November 18, 7-9 p.m.
10 sessions. Ketchum 207. \$120.

NCFL 102
Beginning Conversational Italian

Designed for beginners, we will stress conversation and useful vocabulary and explore Italian culture. Required text is *Buongiorno Italia* by Cremona, available at the University Bookstore.

Sussanna Saurini, M.A., is a native speaker.

Section 300: Mondays,
September 20-November 22, 7-9 p.m.
10 sessions. Hellem 137. \$120.

NCFL 203
Intermediate Conversational Italian

For students who have taken Beginning Italian and would like to learn more vocabulary, tenses and build speaking skills. Required text is *Buongiorno Italia*, by Cremona, available at the University Bookstore.

Susanna Saurini, M.A., is a native speaker.

Section 300: Wednesdays,
September 22-November 24, 7-9 p.m.
10 sessions. Hellem 185. \$120.

NCFL 104
Beginning Conversational and Written Japanese

This class is for students with no knowledge of Japanese. We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese* at the University Bookstore or Colorado Bookstore.

Douglas H. Gordon, M.A., has taught Japanese language classes since 1981.

Section 300: Fridays,
September 3-October 15, 6-9 p.m.
7 sessions. Economics 119. \$135.

NCFL 204
Intermediate Conversational and Written Japanese

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese* at the University Bookstore or Colorado Bookstore.

Douglas H. Gordon, M.A., has taught Japanese language classes since 1981.

Section 300: Fridays,
October 22-December 10 (no class Nov. 26),
6-9 p.m. 7 sessions. Economics 119. \$135.

NCFL 103
Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary.

Elizabeth Medina, Ph.D., has taught for 16 years at CU Boulder.

Section 300: Tuesdays,
September 21-November 23, 7-9 p.m.
10 sessions. Education 155. \$120.

NCFL 202
Intermediate Conversational Spanish

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent.

Elizabeth Medina, Ph.D., has taught for 16 years at CU Boulder.

Section 300: Thursdays,
September 16-November 18, 7-9 p.m.
10 sessions. Education 155. \$120.



History

NC H 007

A Field Trip: Exploring the Colorado Midland Railroad

This field trip entails a drive and some hiking to explore the tunnels and railroad grade of the Colorado Midland Railroad. It involves a leisurely 4-6 hour hike with a modest 500 foot elevation gain. The group will meet at the home of the tour guide at 7 a.m. and then carpools to the site of the railroad beyond Leadville, about a two hour drive. The class explores the abandoned townsite of Busk and the Busk/Ivanhoe railroad tunnel. The group then hikes the abandoned railroad grade past a fallen trestle and the ghost town of Douglass City to the Haggerman railroad tunnel. Bring a lunch and enjoy the magnificent view of the Rockies. The tour concludes with a tour of the museum in Leadville.

Bob Rothe, Ph.D., has been interested in trains most of his life and has explored over 300 miles of railroad grades.

Section 300: Saturday, October 23,
7 a.m.-6 p.m. 1 session.

Meet at 3965 Britting Avenue, Boulder. \$65.

Mary Fran Myers is taking conversational French in preparation for a vacation in Paris. She says Nadia Turk "makes it fun. She makes us believe we might actually learn to speak French." Mary Fran works at the Natural Hazards Center in Boulder, a national clearinghouse for information on social science aspects of natural disasters.



NC H 618

Native American Belief Systems

This class provides an overview of Native North Americans' religious beliefs. Students will explore cultural and societal frameworks for religious beliefs.

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology.

Section 300: Thursdays,
September 30-November 4, 7-9 p.m.
6 sessions. Hellems 137. \$70.

Investments and Personal Finance

NC I 008

Basic Investing

Complete, understandable explanations for beginners covering terminology, products and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Suggested text is *How to Buy Stocks and Bonds* by Louis Engle, at the University Bookstore.

Mary Wright, B.A., First Vice President with a large investment firm, with 12 years experience in the field.

Section 300: Wednesdays,
September 22-October 13, 6:30-8:30 p.m.
4 sessions. Duane Physics G116. \$50.

NC I 007

Advanced Investment Strategies

Learn how world economics affects your investments. We examine actual fund portfolios to show how assets are allocated. Learn how to build your own portfolio using the valuative rating system.

Arnold Hart, M.A. Economics, is an investment advisor, has taught for 13 years.

Section 300: Tuesdays,
October 26-November 16, 6:30-8:30 p.m.
4 sessions. Duane Physics 0021. \$50.

NC I 001

Investing for Income

How much income can you make from investments? Learn to evaluate income-producing investments, from CDs through government and tax-free bonds, based on your personal tolerance for risk and need for liquidity.

Arnold Hart, M.A. Economics, is an investment advisor, has taught for 13 years.

Section 300: Thursdays,
October 28-November 18, 6:30-8:30 p.m.
4 sessions. Duane Physics 0047. \$50.

NC I 014

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, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A., is a speaker and writer, who was appointed to the Women's Economic Development Council.

Section 300: Tuesdays,
September 21-October 12, 6-8:30 p.m.
4 sessions. Hale 240. \$60.

NC I 015

Financial Planning for Couples

Find out what blocks "money harmony" in your family and develop strategies to plan your future together. Learn to set goals that make it possible to create an investment portfolio and plan for retirement.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 300: Tuesdays, October 5-12,
7-9 p.m. 2 sessions. Woodbury 106.
\$35/person, \$50/couple.

NC I 005
Investing in Art and Antiques

Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value. How to build a collection. Terminology. Questions to ask. Traps to avoid. How to protect your art and your investment.

Ruth Linton, M.A., formerly curator at Nemour museum and mansion, is a consultant in contemporary art and runs an art gallery.

Section 300: Tuesdays, October 5-26, 7-9 p.m. 4 sessions. Muenzinger D439. \$50.

NC I 013
Tracking Your Investments on a P.C.

Learn how to track your investments efficiently and insightfully. Find out what kind of information to track. Sources for collecting data on line and otherwise, and how to interpret it. We also compare the merits of various software packages.

Issy Kilbride, B.A., has been teaching people in the Boulder area for 10 years to use their computers. She works with many investment counselors.

Section 300: Tuesday and Thursday, October 19-21, 7-9 p.m. 2 sessions. Ketchum 206. \$30.

NC I 011
Retirement Planning

To retire comfortably, start planning now. This class helps you set goals, determine capital needs, monthly savings required, and identify appropriate investment strategies.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 300: Wednesdays, October 20-27, 7-9 p.m. 2 sessions. Hale 240. \$35.

NC I 016
Estate Planning Techniques

This class helps you plan for a "hassle free" legacy. It discusses these common concerns: "How do I decide between a will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney?"

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 300: Tuesday, November 2, 7-9 p.m. 1 session. Woodbury 106. \$20.

Lifestyles

NC L 035
**Hands On Physiology:
What People with Bodies Need
To Know About Them**

A basic view of human physiology as it pertains to our own health and fitness. Lecture and discussion work toward a general understanding of basic processes, focusing on bones, muscles, breathing, circulation and more.

Barbara Kelly, M.S. Kinesiology, instructor of Anatomy and Physiology.

Section 300: Thursdays, September 23-October 28, 7-8:30 p.m. 6 sessions. Ketchum 234. \$55.

NC L 002
Eating As If Your Life Depended On It

We will explore the latest research on nutrition and the prevention of disease and aging. Learn about antioxidants, cancer prevention, the benefits of vitamin and mineral supplements, and how to eat low fat and high fiber for optimal health.

Peggy Phillips, M.Ed., is a nutrition consultant.

Section 300: Saturday, October 2, 10 a.m.-4 p.m. 1 session. Hellems 245. \$45.

NC L 018
Diet, Emotions and Behavior

Explore the interaction of diet and behavior, focusing on hyperactivity, depression, food sensitivities and mood swings, and PMS. Gain an understanding of nutrients needed for a healthy nervous system and the link between diet and mental health.

Peggy Phillips, M.Ed., is a nutrition consultant.

Section 300: Saturday, October 23, 10 a.m.-4 p.m. 1 session. Hellems 245. \$45.

NC L 014
How Intimate Relationships Work

An experiential workshop that tackles core issues—why relationships are hard to maintain; how and why people repeat old patterns with new partners; stages of intimacy; the function of power struggles, arguments, conflicts and affairs; falling out of love; how to evaluate a partner or potential partner.

Neil Rosenthal, Licensed Marriage and Family Therapist, and is a columnist for the *Denver Post*, which is syndicated nationally and internationally.

Section 300: Saturday, October 16, 10 a.m.-5 p.m. 1 session. UMC 235. \$50.



Lifestyles – continued

NCL 024 Changing the Patterns in Your Relationships

The same attitudes that once protected you as a child may now be blocking your ability to form happy adult relationships. These childhood stances can create a chronic lack of self-esteem and sabotage your capacity for intimacy. This is a hands-on experiential workshop for people who want to understand self-defeating behavior patterns. Learn how to keep yourself healthy and fulfilled while in or out of a relationship, and learn what you might do to improve your relationships. Neil Rosenthal, Licensed Marriage and Family Therapist, is a columnist for the *Denver Post*, which is syndicated nationally and internationally.

Section 300: Saturday, November 6,
10 a.m.-5 p.m. 1 session. UMC 235. \$50.

NCL 031 Organizing for Social Change

This seminar is intended for anyone that wants to establish a grass-roots organization that focuses on a common interest in bringing about positive change in their communities. Topics covered include: the context of organizing; defining and acquiring power; defining issues; leadership; recruiting and maintaining membership; and developing a strategy and initiating an action process. The workshop utilizes lecture, role-playing, and exercises to illustrate the different topics.

Steven Moss, M.S.W., has 15 years of experience in community organizing and development in Colorado.

Section 300: Saturday, October 2,
9 a.m.-4 p.m. 1 session. Ketchum 234. \$50.

NCL 034 Study Smarter

Learning that takes place in college is self-directed not teacher directed. This course focuses on learning strategies that cut your study time in half and increase effectiveness. Topics covered are: note taking, reading strategies, test preparation, concentration, time management and motivation/procrastination. Students should be high school graduates.

Sherry Snyder, M.A., is an academic coordinator with the University Learning Center.

Section 300: Tuesdays and Thursdays,
September 21-October 12, 6-6:50 p.m.
7 sessions. Duane Physics 0041. \$45.

Science

NCSO 023 A Guide to the Ecology of Boulder County

Boulder County, though one of Colorado's smaller counties, is one of the most ecologically diverse, ranging from 5,000 to over 14,000 feet in elevation. This class examines the natural ecosystems of Boulder County from the alpine tundra to the short-grass prairie on the plains. Saturday field trips will enhance the classroom sessions, and include a visit to krummholz and alpine communities, forests and the role of fires in the development of these ecosystems, and short-grass prairie and wetland communities on the plains.

Joyce G. Gellhorn, Ph.D. Botany, is Director of Project LEARN, a NSF-sponsored teacher enhancement program.

Section 300: Thursdays, 7-9 p.m.,
and Saturdays, 9 a.m.-4 p.m.,
September 23-October 28
(no class Sept. 25 and Oct. 9). 9 sessions.
Duane Physics G125. \$155.

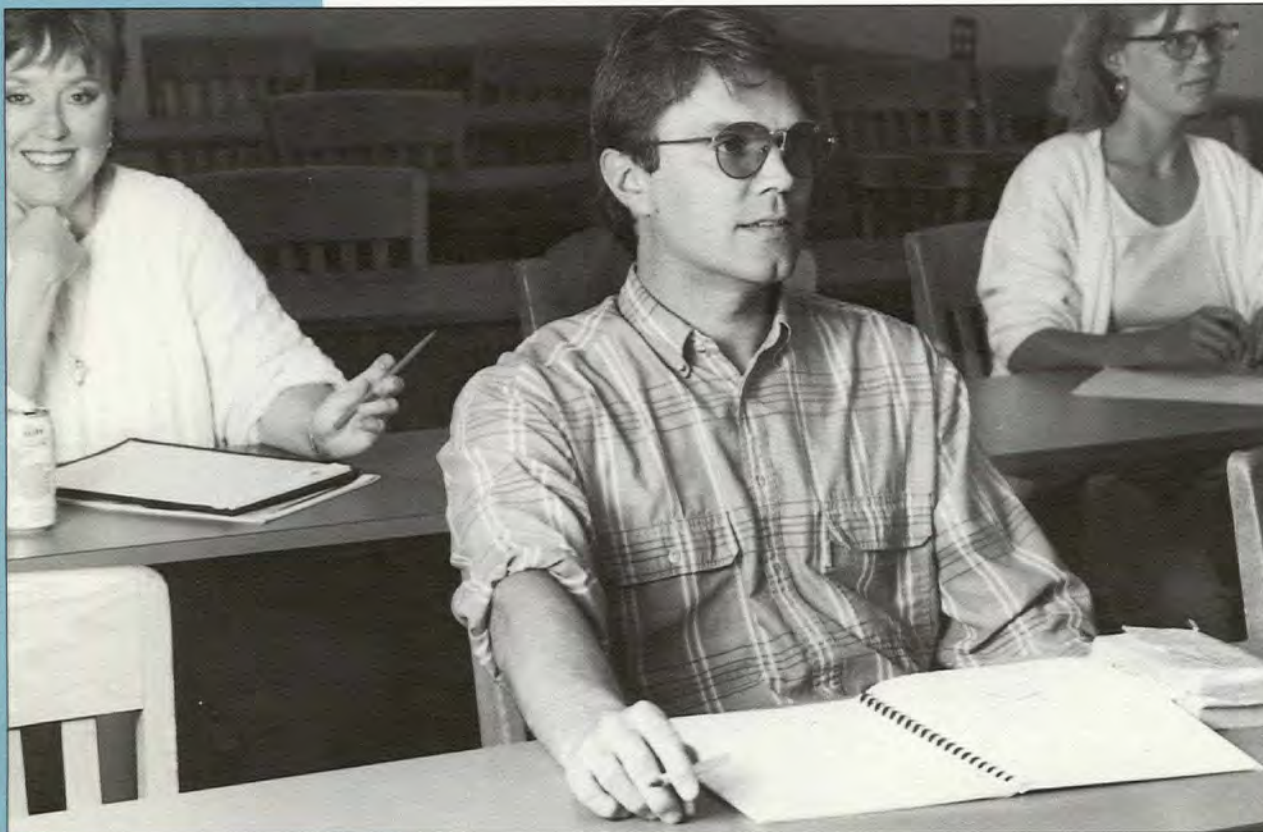
NCSO 024 Plants and People

There has always been an inter-relationship between plants and people throughout human history. This course examines how plants have shaped our history and continue to be important for food, building materials, medicines, and drugs, amongst other uses.

Joyce G. Gellhorn, Ph.D. Botany, is Director of Project LEARN, a NSF-sponsored teacher enhancement program.

Section 300: Tuesdays, November 2-23,
7-9 p.m. 4 sessions. Ketchum 234. \$50.

Bill Witman is a technical writer for Visual Numerics, a software company in Boulder. He's taken a noncredit conversational French class, a credit course in Philosophy and some work-related Computer Applications classes.



Testing

NC T 200 Preparing for the ACT/SAT

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development and reading comprehension work to reinforce students' skills. Practice tests are provided. Texts not included in the fee. Students register separately for the exam.

Bob Daniel, B.A., is a math and computer instructor.

Section 300: Tuesdays and Thursdays, 6-8:30 p.m., and Saturdays, 9-11:30 a.m., October 5-21, 8 sessions.
Muenzinger D144. \$110.

NC T 300 Prepare for the Graduate Management Admission Test (GMAT)

Be "test wise" to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with time-test practice. Texts included in the tuition. We cover problem solving, data sufficiency, reading comprehension, sentence correction and critical reasoning. Students register separately for the exam.

Bobrow Test Preparation Services

Section 300: Saturdays,
September 18-October 9 (no class Sept. 25),
9 a.m.-3:30 p.m. 3 sessions.
Economics 119. \$175.

NC T 301 Preparing for the Graduate Record Exam (GRE)

Analyze and review basic skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need GRE Prep Book 9 for the first class. Students register separately for the exam.

Roe Willis, Ph.D., is a retired math teacher.
Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 301: Tuesdays and Thursdays,
September 7-30, 6:30-9:30 p.m.
8 sessions. Hellem 252. \$165.

Section 302: Tuesdays and Thursdays,
November 2-December 2 (no class Nov. 23
and 25), 6:30-9:30 p.m.
8 sessions. Hellem 255. \$165.

NC T 490 Preparing for the Law School Admission Test (LSAT)

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class. Call Continuing Education for textbook information. Students register separately for the exam.

Michelle Philip, J.D., is a practicing attorney.

Section 301: Saturdays and Sundays,
September 11-25, 9 a.m.-2 p.m.
5 sessions. Hellem 193. \$195.

Section 302: Saturdays and Sundays,
November 6-20, 9 a.m.-2 p.m.
5 sessions. Hellem 185. \$195.

NCTH 005 Shakespeare: From Page to Stage

This course focuses on the creative process of moving a classical play from the page to the stage. Drawing on the plays of the 1994 Colorado Shakespeare Festival, participants examine the texts in both historical and contemporary contexts, and explore how these texts are translated in performance. Participants will also have an opportunity to meet with members of the artistic and administrative staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 300: Wednesdays, October 6-27,
7-9 p.m. 4 sessions. Hellem 237. \$50.

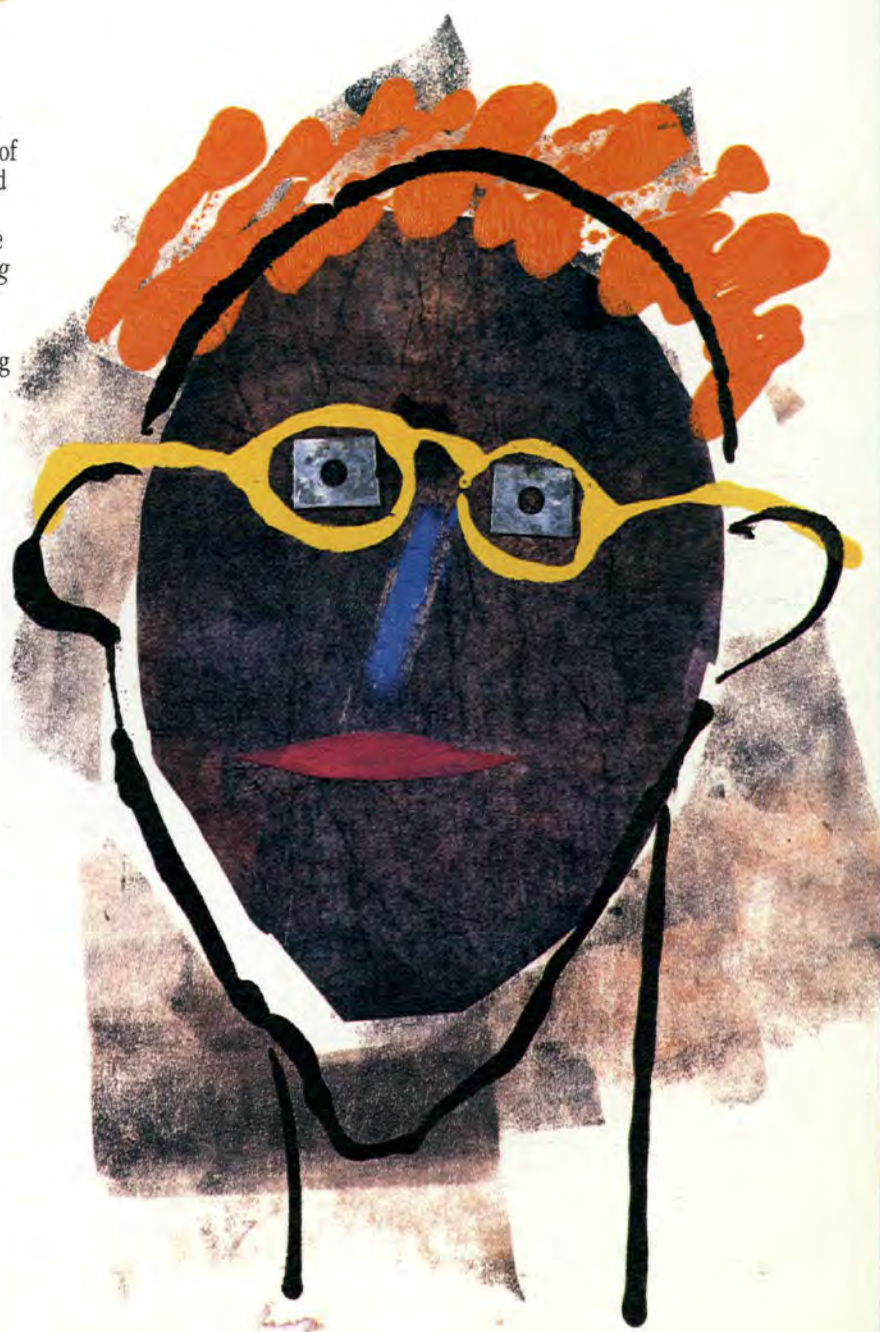
Theatre and Music

NCTH 017 Acting Basics

All the world's a stage . . . rather than putting on a character, the actor searches for the variety in every one of us, the every one in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text: *Respect for Acting* by Uta Hagen, at the Colorado Bookstore and University Bookstore.

Susan Chambers, M.F.A. Acting, is an acting instructor.

Section 300: Tuesdays,
September 28-November 16, 7-9 p.m.
8 sessions. Geology 311. \$90.



Writing and Literature

Business Writing classes are on page 33.

NC W 038

Recent Notable Novels

Have you been longing to read some good novels and discuss them with other book lovers? Join us in enjoying four recent novels that have been very well received by both the critics and the reading public. We will meet every two weeks to allow time for reading. (Sept. 22) *The Bean Trees*—B. Kingsolver, (Oct. 6) *City of the Mind*—P. Lively, (Oct. 20) *A Soldier of the Great War*—M. Helprin, (Nov. 3) *A Thousand Acres*—J. Smiley.

Suzanne Gerson, M.A., M.Ed., has been an instructor of literature in Canada and the United States.

Section 300: Wednesdays,
September 22-November 3, 7-9 p.m.
4 sessions. Duane Physics G131. \$50.

NC W 050

The Power of the Family

This course explores family relationships and literary style in contemporary novels by three acclaimed writers: Melvin Dixon's *Trouble the Water*; Marilynne Robinson's *Housekeeping*; and Wole Syinka's *Isara*. Class will meet on alternate weeks to allow time to discuss the novels in-depth.

Ann Armstrong Scarboro, Ph.D., is an assistant professor.

Section 300: Wednesdays,
September 22-November 17, 7-8:30 p.m.
5 sessions. Hellems 285. \$50.

NC W 049

The World of Toni Morrison

Morrison says being a "Black woman writer" makes her world larger. By exploring her novels, essays, and interviews of her, the class will deepen our understanding of her world and our own. We'll look at social standards in terms of religious, economic, racial, ethnic, gender and systems in language and culture.

Novels: *The Bluest Eye*, *Sula*, *Song of Solomon*, *Beloved*, *Jazz*.

Robin Jones, Ph.D. candidate in English Literature.

Section 300: Mondays,
September 20-November 15, 6:30-8:30 p.m.
5 sessions. Hellems 237. \$55.

Gail Hytner is a Total Quality Management trainer for StorageTek® in Boulder. She's brushing up on her French because she expects to be on assignment in Toulouse next year.

NC W 051

Understanding Disability Through Literature

Intended for those who work with or come into contact with the disabled, and those interested in the literature of the disabled community and culture. Some themes covered include: children with disabilities; punitive notions of disease; deafness and language arts; transformed images of the human body; names, labels and terms associated with war injuries; AIDS; and aging and illness. The course analyzes the theme of disability in the historical western literary canon, in World Literature, and in the modern American Disability Literature. Students will be encouraged to challenge long-standing social norms about disabilities.

Jim Cohn, M.S.Ed., has worked for a number of years in various positions with the disabled community and has written extensively on disability literature.

Section 300: Tuesdays,
September 21-October 26, 7-9 p.m.
6 sessions. Hellems 191. \$75.

NC W 003

English Writing Made Simple

Clear communication is a must in the business world and in the classroom. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing.

Jean Thyfault is an editor, managing journal publications.

Section 300: Thursdays,
September 23-November 11, 7-9 p.m.
8 sessions. Hellems 263. \$90.

NC W 029

Usage and Grammar: Guidelines and Rules for Everyday Use

In a workshop setting, learn simple rules for avoiding spelling, punctuation and usage errors in writing. Review grammar rules and when to break them. Improve your speaking skills as well as your ability to write clear, concise memos, letters and business documents.

Michael Foley, M.A., has been teaching for CU Boulder since 1991 and enjoys the opportunity of teaching adult learners.

Section 300: Saturday, October 16,
9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

NC W 037

Keeping a Creative Notebook

Learn why and how to keep a creative notebook. Learn a process for gleaning writing ideas from the notebook and shaping them into short literary pieces that are popular in today's writing market, such as "sudden fiction," brief essays and short poems.

Kaye Bache-Snyder, Ph.D. English, is a professional writer with credits in national and regional publications.

Section 300: Thursdays,
September 23-October 28, 6:30-8:30 p.m.
6 sessions. Hellems 229. \$70.



**NC W 006
Creative Writing**

Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more through series of imaginative exercises. Emphasis is on finding your individual voice. For beginners or more experienced writers.

Trace Reddell, A.B.D. in English Literature, has published short stories and has a novel in progress.

Section 300: Thursdays,
September 23-November 11, 7-9 p.m.
8 sessions. Hellems 237. \$90.

**NC W 042
Poetry Workshop**

This class is designed to work on the process of poetry writing. Format includes in-class writing exercises and discussion of work done in and out of class. No experience necessary—only an interest in poetry. Class limited to 15.

Sally Green, M.A., is a teacher and published poet.

Section 300: Tuesdays and Thursdays,
September 28-October 21, 7-9 p.m.
8 sessions. Muenzinger E118. \$90.

**NC W 008
Short Story Workshop**

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A., has been published in numerous literary journals.

Section 300: Thursdays,
October 7-November 11, 7-9 p.m.
6 sessions. Muenzinger E126. \$70.

**NC W 052
Writing Fun Fiction: Westerns,
Science Fiction, Mysteries,
Horror and Romance**

This class is for those who enjoy westerns, science fiction, mysteries, horror and romance, and other entertaining "reads" and want to explore writing in these genres. The class emphasizes strong storytelling, character creation, fast-paced writing techniques, and ways to blend research and technical elements into fiction. A workshop format will allow both beginners and experienced writers to receive helpful reactions to stories-in-progress. Suggested exercises will be assigned. Professional preparation will be encouraged through thinking about markets and audiences as you write, and developing not only saleable manuscripts but selling tools such as brief descriptions of projects, summaries and synopses.

Jerrie Hurd, M.F.A., is a professional author of books, a play, short fiction, essays and articles.

Section 300: Thursdays,
September 23-November 11, 7-9:30 p.m.
8 sessions. Hellems 259. \$110.

Anne Guilfoile is the Adult Health Program Manager for the Boulder County Health Department. Retirement Planning is her first Continuing Education class. "I thought it was very helpful," Anne said. "The instructor was well prepared and the handouts were very good."

**NC W 004
Novel Writing Basics Seminar**

Tackle the fundamental challenges of the novel. Class sessions focus on vital concepts. Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility.

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.

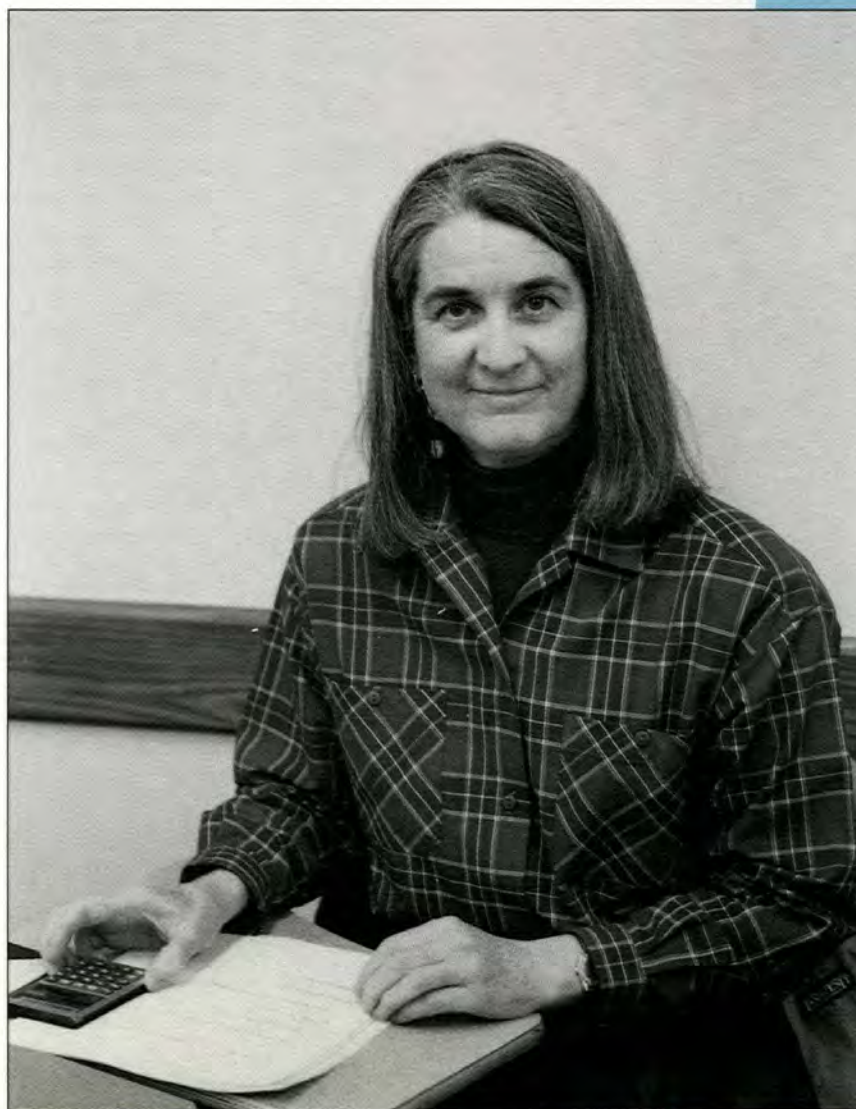
Section 300: Thursdays,
September 23-December 2, 7-9 p.m.
10 sessions. Hale 240. \$110.

**NC W 010
Basic Playwriting: Principles of
Character, Dialog and Structure**

Learn to create stories that come to life in performance. We address character, language, play structure, monolog and dialog, focusing on key scenes in your play. We work on the fundamentals of basic craft but also analyze dramaturgy of some existing plays, and talk about production. Actors may join us periodically to read selections of student work.

Judy GeBauer, M.F.A., is an instructor and playwright, who has had a number of her plays produced.

Section 300: Wednesdays,
October 6-November 10, 7-9 p.m.
6 sessions. Hale 260. \$75.



NC W 005
Selling and Writing Magazine
Non-Fiction

This class emphasizes discovering and developing your areas of interest and expertise and then targeting magazines appropriate to your writing interests. Topics covered include finding ideas, preparing manuscripts, research, writing query letters, targeting markets and interviewing.

Kathryn Black was an editor at *Women's Day* and *Better Homes and Gardens*. For the past five years she has been a professional freelance writer for magazines.

Section 300: Tuesdays,
September 21-November 9, 7-9 p.m.
8 sessions. McKenna 112. \$90.

NC W 035
Is There a Book in You?

For people who have a promising idea for a nonfiction book. We work on developing your nonfiction book idea and talk about how to research and write a book proposal. Other important issues: how to approach a publisher, whether you need an agent, source material, rights and contracts.

Pamela Novotny has been a newspaper reporter, public information officer and a published author.

Section 300: Saturday, October 2,
9 a.m.-4 p.m. 1 session. Hellems 229. \$50.

NC W 041
Telling True Stories

All around us are stories worth telling. In this seminar, we use fiction techniques to enhance nonfiction writing. Learn the elements of dramatic narrative and how to use them in short pieces or books. Also, how to spot a good idea, ways to engage the reader and keep the story moving, dialogue, plot and character development.

Pamela Novotny has been a newspaper reporter, public information officer and a published author.

Section 300: Wednesdays, October 13-27,
7-9 p.m. 3 sessions. Hellems 191. \$40.

NC W 034
Publishing Your Book

For anyone interested in publishing their own work. Learn how the publishing industry works. Also, how to hone your ideas, develop effective query letters, fine tune your manuscript and develop marketing strategies. Self-publishing options are covered, as well as book production and publicity tips.

David Rye, M.B.A., Ph.D. candidate, is an author and runs his own home business.

Section 300: Saturday, October 2,
9 a.m.-4 p.m. 1 session. Hellems 137. \$45.

Longmont
Noncredit Classes

NCFA 020
Introduction to Drawing

No prior art experience necessary. Study basic concepts, line, value, texture and composition to learn skills of observation that teach you the art of drawing. Bring pencil and small sketch pad to first class. Emphasis is on realism.

Rebecca Ramos, M.F.A., majored in printmaking and drawing. She has had shows in Colorado and California.

Section 30L: Tuesdays,
September 21-October 26, 7-9 p.m.
6 sessions. Longmont High School. \$85.

NCFL 103
Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Richard Sayers, B.A., is a language instructor.

Section 30L: Wednesdays,
October 6-December 8, 7-9 p.m.
10 sessions. Longmont High School. \$110.

NC W 008
Short Story Workshop

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A., has been published in numerous literary journals.

Section 30L: Wednesdays,
September 22-October 27, 7-9 p.m.
6 sessions. Longmont High School. \$70.

See also:

Creativity in the Work Place
Crisis Management
in the Business Section.



Relevant Instruction to Make You More Effective Now.

Businesses today need people with a broad range of skills who can communicate up, down and across the organizational chart. This is instruction designed to make you more effective and more valuable at work. With this in mind, please note:

- All Continuing Education noncredit business classes are now in one section arranged by topic, so it's easier to find what you're looking for.
- The Management Development Certificate remains in place, representing a serious commitment to professional development.
- The Business and Technology Leadership Certificate is discontinued, but the course work remains available.
- New classes are added to make certain our program meets your changing needs. Watch for new classes and instructors.

Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the New Supervisor is recommended as a starting point.

Refunds are granted any time before a course begins, none later. To withdraw from a course, you must contact the Division of Continuing Education.

Classes will not meet November 25 and 26.

Business Courses, Fall 1993

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Skill Level Guide

A Guide to Business Courses' Recommended 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. If you have questions about a course level, please call the Division of Continuing Education at 492-5148.

Beginning

No previous experience necessary.

Intermediate

Assumes completion of Basic Skills for the New Supervisor or equivalent experience.

Specialized

Intermediate skills but specific on-the-job application.

Advanced

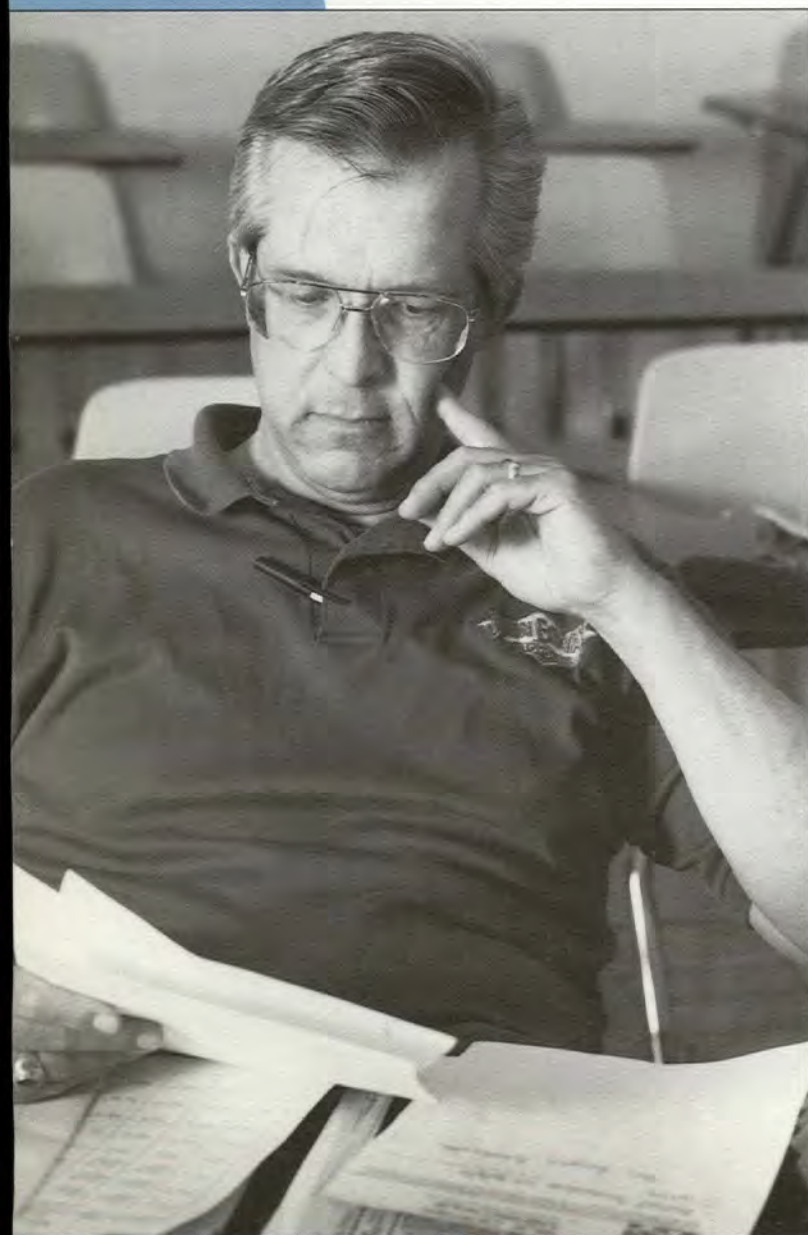
Assumes experience in many areas of management.

All Levels

Course encompasses varied levels of experience.

Michael Farnsworth is assistant manager for the Parts Department, John Elway Toyota, in Denver. He says Mary Wright's Basic Investing class is giving him a foundation he can build on. "She's working on the basics," he says, "and that's what I need."

30



Getting Started

NC B 100

Basic Skills for the New (and Newly Promoted) Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. For new managers and anyone preparing for a management position. We cover: understanding individual differences, motivational concepts and how to use them, leadership theories and how to use them, building productive work teams, managing change and conflict, and managerial problem solving. A prerequisite to other Management Development Certificate classes. Optional final exam. Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 300: Mondays, September 20-October 25, 7:30-9:30 p.m.
6 sessions. Business 250. \$110.

Accounting/Finance

NC B 110

Accounting for the Non-Accountant*

Beginning Level

Accounting provides feedback to guide decisions. This course is vital for people who need to understand where numbers come from, and what they really mean. Learn how individual transactions are reported, summarized and compiled into financial statements. Learn accounting principles, focusing on the decision-making process and skills to help you make important decisions on insightful analysis of financial information.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 300: Saturday, October 2, 9 a.m.-4:30 p.m. 1 session.
University Computing Center 123. \$75.

NC B 112

A Budget That Works

Intermediate Level

Succeed where Congress fails. In one day you can learn to make a budget you can live with. Learn the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue. Prerequisite: Accounting for the Non-Accountant or equivalent experience.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 300: Saturday, October 16, 9 a.m.-4:30 p.m. 1 session.
University Computing Center 123. \$75.

NC B 015

Understanding and Using Financial Statements

Beginning Level

When you look at your company's financial statements, do you feel confused, or informed? Learn to use accounting information to manage your business and increase your profits. Learn basic financial ratios to help you spot trends. We also cover income and cash projections and working capital management.

Donald Kaniecki, M.P.A., has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Tuesdays, September 28-October 5, 6-8:30 p.m.
2 sessions. Duane Physics G035. \$55.

NC B 330

Quicken! An Accounting Program for the IBM and Compatibles

Specialized Level

Learn to get the most from this popular software package, to manage money, keep a budget, simplify year-end tax preparation, manage rentals; track investments, bank accounts and credit card use. Prerequisite: Computer Literacy or equivalent experience.

Donald Kaniecki, M.P.A., has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 301: Thursday, September 30.
Section 302: Saturday, September 25.
Both Sections: 9 a.m.-3 p.m. 1 session.
University Computing Center 114. \$90.

NC B 331

Quicken for Windows! An Accounting Program for the IBM and Compatibles

Specialized Level

Learn to get the most from this popular windows-based software package, to manage money, keep a budget, simplify year-end tax preparation, manage rentals; track investments, bank accounts and credit card use. Prerequisite: Computer Literacy or equivalent experience.

Donald Kaniecki, M.P.A., has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Thursday, October 21, 9 a.m.-3 p.m. 1 session.
University Computing Center 114. \$100.

Entrepreneurism/ Small Business

NC B 400 Entrepreneurism—Are You Ready?

All Levels
What does it take to be an entrepreneur? Businesses fail for many reasons: under-capitalization, lack of preparation, failure to test the market, lack of financial control and doing too much too soon. This class gives you a smart start. We cover business plans, budgeting, cash flow and other essential aspects, including personal financial planning.

Aivars Ziedins, M.S. Financial Services, has been working in financial planning since 1971.

Section 300: Saturday, October 16-23, 8 a.m.-12 p.m. 2 sessions.
Duane Physics G116. \$75.

NC B 120 Writing Business Plans

Beginning Level
Learn to write a plan that clarifies financial, marketing and operational plans and becomes a valued guide in running a profitable business. We cover sales and cost projections, cash flow, marketing research and facilities management. Emphasis is on a formal business plan for lenders/investors and as a management tool.

Donald Kaniecki, M.P.A., has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Tuesdays, October 12-19, 6-8:30 p.m. 2 sessions.
Duane Physics G116. \$55.

NC B 270 New Venture Financing and Financial Management

Intermediate Level
Explore the difficult process of obtaining capital, identifying capital sources, developing and using financial statements, and managing working capital. This is a nuts-and-bolts exercise in cash budgeting and cash cycle analysis, financial ratio analysis, and management reports.

Jeffrey R. Sauter, M.B.A., is a consultant in strategic positioning, market analysis, growth financing, and working capital management.

Section 300: Thursdays,
November 4-December 9, 6-9 p.m.
5 sessions. Ketchum 235. \$110.

NC B 280 New Venture Strategic Analysis and Competitive Positioning

Intermediate Level
Learn how to develop appropriate strategic plans that reflect changing business conditions. Subjects addressed: organizational size and structure; external business forces; recognized opportunities and threats; organizational strengths and weaknesses; and monitoring, quality and accountability in total quality management.

Jeffrey R. Sauter, M.B.A., is a consultant in strategic positioning, market analysis, growth financing, and working capital management.

Section 300: Thursdays,
September 23-October 21, 6-9 p.m.
5 sessions. Economics 205. \$110.

NC B 300 Tax Strategies for Small Businesses

Specialized Level
For corporate owners, partnerships, sole proprietors, consultants or individuals this class covers "qualified" plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Learn what is possible, how the concepts work and the implications for your heirs. Be in a position to begin financial planning with sound insight.

Aivars Ziedins, M.S. Financial Services, has been working in financial planning since 1971.

Section 300: Saturday, November 20,
9 a.m.-5 p.m. 1 session.
Muenzinger E113. \$75.

NC B 402 How to Start and Run Your Own Home Business

All Levels
Do you have what it takes? Learn to avoid 101 mistakes that plague most new businesses. A step-by-step guide to getting a successful home-based business up and running.

David Rye, M.B.A., Ph.D. candidate, is an author and runs his own home business.

Section 300: Saturday, October 9,
9 a.m.-4 p.m. 1 session.
Duane Physics G116. \$70.

Professional Development

NC B 014 Beyond Difficult: Handling the Challenge of Difficult People

All Levels
You can't escape them. They are customers, co-workers, bosses, subordinates and family members. Learn to handle the difficult people in your life with confidence, humor and satisfying results.

Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.

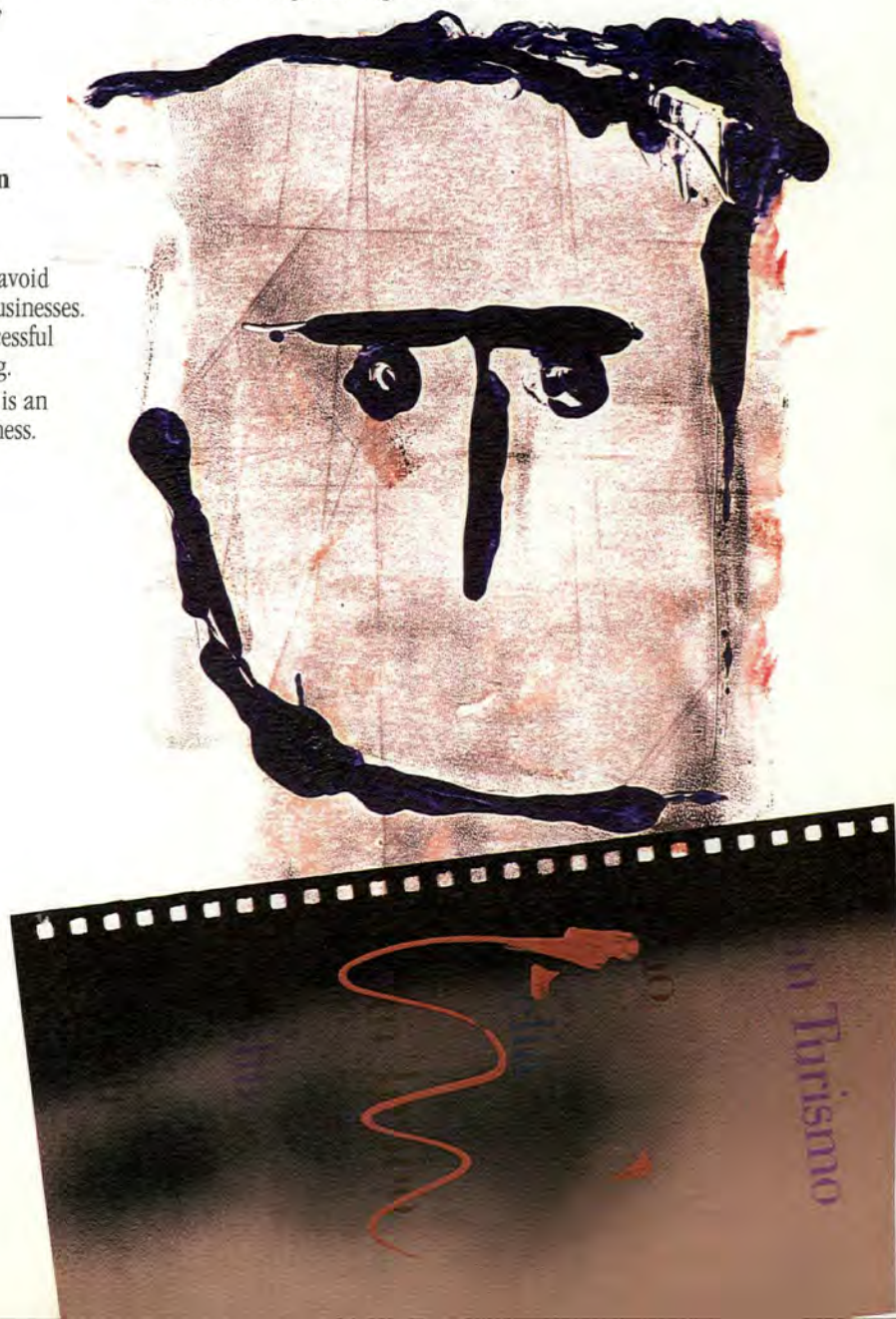
Section 300: Tuesday, September 28, 6-9 p.m.
1 session. Duane Physics G116. \$35.

NC B 255 Creativity in the Work Place

Intermediate Level
Increase your personal creativity and promote a creative work environment. Understand the inhibitors to creative thinking and how to overcome these barriers. Creative problem solving will be presented for both individuals, and in groups.

Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 30L: Tuesdays, September 21-
October 12, 7:30-9:30 p.m.
4 sessions. Longmont High School. \$80.



Professional Development – cont.

NC B 165 Improving Your Listening and Communication Skills

Beginning Level

“That’s not what I said,” is a thought we all have at times. Learn and practice techniques for clear communication, including nonverbal and Neuro-Linguistic Programming skills. Improve your professional relations as you improve your listening and communication skills. Assess the auditory part of our communication style and accept half the responsibility in the communication process.

Sharon Hoery, B.A., runs a speaking and training company and was previously in outside sales.

Section 300: Tuesdays, September 21-October 19, 7-9 p.m. 5 sessions. Hellems 245. \$70.

Mary Wright teaches Basic Investing for Continuing Education and the course content is something that has evolved through nine years of teaching a variety of investment classes. She says, “I enjoy teaching. I get a nice cross-section of students—people who are here voluntarily and really want to learn.” In her work as First Vice President, Investments, for Prudential Securities, Mary is a financial advisor on a broad range of personal and corporate matters. Student Leonard W. Peck is a roofing contractor in Lyons, who feels that Mary’s class is giving him exactly what he needs to learn.



NC B 160 When Women Work Together: Using Our Strengths to Overcome Challenges

Intermediate Level

At work, women’s expectations of their relationships with women, is different from working with men. Learn how to work positively and productively with other women, building connections, caring, cooperation and competence. Topics include: “taking it personally,” liking and being liked, the friendship dilemma, mothers and daughters, and options for mentoring.

Carolyn Duff, M.A., runs a writing communications company, and does training programs nationally.

Section 300: Saturday, October 2, 8:30 a.m.-12 p.m. 1 session. Duane Physics G116. \$50.

Sales/Marketing

NC B 210 Understanding Marketing: Matching Products and Services for Profit*

Intermediate Level

Marketing is a vital part of building a successful business. Learn the important techniques which will help your efforts be successful. We cover terminology, functions, forces and opportunities. We discuss marketing on a macro (societal) and micro level, using examples from individual firms, and look at the dynamics of the marketing environment.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on the development of marketing plans, project management and writing.

Section 300: Tuesdays, September 21-October 26, 6:30-8:30 p.m. 6 sessions. Hellems 247. \$110.

NC B 220 Developing the Market Plan Through the Creative Process

Intermediate Level

Learn how to develop a plan to create virtually anything, using a mix of innovative conceptual approaches and traditional principles. This gives you the pragmatic essence of several excellent books you haven’t had time to read: *The Path of Least Resistance—Learning to Become the Creative Force in Your Own Life (Business)*; *Selling the Dream, The Macintosh Way*; *Guerrilla Marketing*, and more.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on the development of marketing plans, project management and writing.

Section 300: Saturdays, October 9-30 9 a.m.-12 p.m. 4 sessions. Hellems 247. \$110.

NC B 350 How To Know When You Need Public Relations

Specialized Level

Public relations is essential for enhancing your company’s image, launching a new product or increasing your business. Topics covered: what is public relations; p.r. and marketing; critical elements of a successful p.r. program; why most p.r. programs don’t work; basic do’s and don’ts of media relations; special events and newsletters; fitting p.r. activities into your schedule; and evaluating your p.r. effort.

Chuck Gross, A.P.R., is vice president-account services of a public relations, advertising and market research firm.

Section 300: Tuesdays, October 5-12, 6-9 p.m. 2 sessions. Duane Physics 0047. \$65.

NC B 295 Marketing for Professional Services

Intermediate Level

Take the mystery out of marketing your professional service and avoid costly mistakes with these practical hands on strategies. Evaluating consumer needs, low cost growth strategies, maximizing referrals, when and how to use advertising, and developing your personalized marketing plan will be covered.

Sharon Houck, M.B.A., is president of a national training and marketing company.

Section 300: Saturday, October 16, 9 a.m.-4 p.m. 1 session. Business 250. \$85.

Supervision/Management

NC B 230 Critical Issues in Current Management*

Intermediate Level

Confront high priority management issues in this challenging workshop. Obtain in-depth understanding of critical issues, and the tools, tactics, and strategies to successfully resolve them in any business setting. Topics include, but are not limited to managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; changing “problem” employees to success stories; merging work groups for accomplishments; creating a positive, productive corporate culture; analyzing problems to promote achievement. We use lecture/discussion, role-playing, demonstrations, small group discussion and case studies to study these issues.

Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 300: Mondays, November 1-29, 7:30-9:30 p.m. 5 sessions. Business 250. \$99.

**NC B 245
Managing People***

Intermediate Level

A unique class teaches practical skills related to motivation, communication, leadership and time management, to improve work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing and editorial staffs.

Section 300: Tuesdays,
September 16-October 14, 7-9 p.m.
5 sessions. Hellems 245. \$95.

**NC B 340
Shifting to Self-Managed Work Teams**

Specialized Level

Fortune Magazine called self-managed teams "the productivity breakthrough of the 90s," estimating 90% of U.S. organizations will use them by 1999. This course, designed for CEOs, senior management, team coaches, leaders and members, presents theory in terms of application: What is a self-managed team? Relationship to TQM? And how to establish and support effective self-managed teams (compensation and support, peer performance appraisals and on-going training).

Loren Ankarlo, B.A., is president of his own training company.

Section 300: Saturday, October 23,
9 a.m.-4 p.m. 1 session. Hellems 237. \$65.

**NC B 290
Crisis Management**

Intermediate Level

An organization's ability to respond to man-made or natural crises depends on preplanning, and smooth management and execution. Potential problem analysis, anticipating problems, and taking both preventive and contingent actions will be discussed. Recent real-life crises will be used as illustrations.

Charles Rice, M.B.A., instructor at CU Denver College of Business Administration, specializes in executive training and development.

Section 30L: Tuesdays, October 19-
November 9, 7:30-9:30 p.m.
4 sessions. Longmont High School. \$80.

**NC B 320
Developing a Performance
Evaluation**

Intermediate Level

Learn how to design and use a performance plan for evaluation and employee counseling. Elements of a performance plan and appraisal; the role of counseling; job enrichment and employee satisfaction; evaluating participation in the evaluation process; and implementing the plan in the workplace will be covered. Students will develop a performance evaluation to use in their own offices.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing and editorial staffs.

Section 300: Saturday, October 16,
9 a.m.-1 p.m. 1 session. Hellems 229. \$50.

**Organizational
Development/
Human Resources
Management****NC B 260
Organizational Development**

Intermediate Level

Different aspects of organizational structure, including leadership, teams and team building, change management, organizational development and culture will be discussed. Learn how to facilitate communication, develop systems thinking, human resources management, and conduct research to find solutions to organizational problems. Also, the skills and competencies necessary to be an organizational development practitioner.

Karen Becker, M.A., is Manager of Training and Organization Development at a high-tech firm.

Section 300: Thursdays,
September 23-October 28, 7-9 p.m.
6 sessions. Hellems 247. \$110.

**NC B 250
Basics of Human Resources
Management**

Beginning Level

In today's competitive climate, human resources management is an important business component. Recruitment and the selection process, equal employment opportunity laws and harassment issues; the compensation process; benefits, human resources issues; and careers in human resources will be discussed.

Paul Terry, M.B.A., SPHR, is Director of Human Resources at a major engineering company.

Section 300: Tuesdays and Thursdays,
October 19-28, 7-9:30 p.m.
4 sessions. Business 251. \$90.

**NC B 604
Five Critical Success Factors in
Individual Leadership**

Intermediate Level

To take your business from where it is, to wherever you want it to go, you must command and employ five critical success factors. These factors are: defining the vision, mission and organizational structure of your firm; staff and resource planning; and setting performance management criteria. Also, what are the external factors that you need to plan for and react to. Real-world examples and participants' experiences and problems will be used.

George Crochet, SPHR, M.S., is Director of Human Resources at a fast growing engineering company.

Section 300: Wednesdays, October 6-20,
6:30-9:30 p.m. 3 sessions. Business 251. \$80.

Writing**NC B 475
How to Write Better Business Letters,
Memos and Reports**

All Levels

Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap dialog, brainstorm, freewrite to define audience and purpose, and develop collaborative efforts between writers and editors.

Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.

Section 300: Saturday, October 2,
9 a.m.-4:30 p.m. 1 session.
Duane Physics G025. \$70.

**NC B 470
Technical Writing**

All levels

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. Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audiovisual and instructional materials, catalogs, and much more in a clear, readable way. 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, M.B.A., author of the bestseller *Workbench Guide to Electronic Circuits* and is a consultant with major engineering and research firms.

Section 300: Tuesdays, October 5-26,
6:30-9 p.m. 4 sessions.
Duane Physics G027. \$99.



When Keeping Up Is a Must. An Efficient, Affordable Solution.

Software gets better and better and computers get faster and more powerful. But finding time to keep up is a challenge. Courses in Computer Applications make it easy. You can earn a certificate, or just learn some shortcuts. Either way, you can count on individual attention from outstanding instructors who will help you learn what you need to know as painlessly as possible—whether you're a veteran or a cautious latecomer.

Certificate in Computer Applications

You may earn a Certificate in Computer Applications in roughly three or four semesters, but there is no time limit. As you complete appropriate courses, credit is automatically applied toward Certificate requirements. The requirements are straightforward.

- A. Four required core courses:
1. Computer Literacy* (CCA 100)
 2. Concepts of Data Processing and Information Technology (CCA 335)
 3. Computer Application Systems Overview (CCA 340)
 4. Software Development and Maintenance (CCA 350)

*Computer Literacy, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers, you may omit it.* Simply submit a letter to the Division of Continuing Education requesting an exemption from CCA 100 Computer Literacy, if you plan on achieving the Certificate.

- B. At least one course in programming. Programming languages offered include BASIC, Pascal, C and C++. Others are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

Lisa Kelly teaches a number of courses for Continuing Education, with special emphasis on WordPerfect. She is one of a select group of trainers certified by WordPerfect, based on a national test. And she has written several courses for specialized work environments, now being piloted through the university. An experienced instructor who is sensitive to the learning styles favored by her students, she says, "It's a challenge and a reward to explain things in a way that applies to individual needs." Outside of the classroom, she's an independent consultant (Software Application Services) who works with groups and individuals. In 1987-88 she spent nine months training the White House staff on WordPerfect (Reagan people, followed by the Bush transition team). New to this area, she loves the outdoor lifestyle and the friendly, responsive style of Colorado business.

Leading-Edge Courses and Equipment

We offer leading-edge courses in:

- Basic computer skills
- Operating Systems such as: DOS, UNIX, MAC System 7
- Graphical user interfaces such as: Windows, X Windows, MAC
- Computer Aided Design—AutoCAD Release 12
- Desktop Publishing—PageMaker, QuarkXPress, Ventura
- Computer Graphics—All the leading-edge graphics applications on both PC and Macintosh platforms
- Programming Skills—C, C++, Pascal, BASIC and UNIX

We instruct on leading-edge equipment:

- New Zenith workstations for most PC-based courses—486/50MHz systems with high speed display adapters.
- Quadras, Ilci, Ilsi systems for most Macintosh-based courses.

Recommended Skill Levels

Beginner

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

Novice

Elementary computer knowledge; have taken CCA 100 Computer Literacy or some introductory courses.

Intermediate

Familiarity with specific software applications and/or systems.

Specialized

Intermediate skill level, seeking specific applications procedures as in systems, documentation, or management.

Advanced

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

Essential Information

Registration for most courses is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class.

Tuition and Refunds

Cost varies from class to class. Tuition is listed at the end of each course description. Full refunds are given on request before a course starts, none later.

Questions?

If you have any questions about this program, please call the Division of Continuing Education at 492-5148, or outside the Denver Metro area, 1-800-331-2801.

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Understanding Computers Getting Started

CCA 100 Computer Literacy

Beginner Level

This is a vital introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for seven hands-on labs: three on IBM PCs, three on Macintosh (Apple), one on the campus mainframe (UNIX) system. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you. Take the mystery out of basic computer jargon and learn start-up skills that open the door to more targeted learning.

Section 301: John Dick, Ph.D.
Tuesday, August 31, 6:30-8:30 p.m.
plus lab sections. Please indicate lab section preference (30A or 30B) at registration:
Lab Section 30A: Tuesdays,
September 7-October 19, 6-8 p.m.
Lab Section 30B: Tuesdays,
September 7-October 19, 8-10 p.m.

Section 302: Beth Montano, M.S.
Wednesday, September 22, 6:30-8:30 p.m.
plus lab sections. Please indicate lab section preference (30C or 30D) at registration:
Lab Section 30C: Wednesdays,
September 29-November 10, 6-8 p.m.
Lab Section 30D: Wednesdays,
September 29-November 10, 8-10 p.m.

Section 303: John Dick, Ph.D.
Thursday, October 21, 6:30-8:30 p.m.
plus lab sections. Please indicate lab section preference (30E or 30F) at registration:
Lab Section 30E: Thursdays,
October 28-December 16, 6-8 p.m.
Lab Section 30F: Thursdays,
October 28-December 16, 8-10 p.m.

All Sections: 8 sessions.
Ketchum 234. \$105.

Note: Location changes after the first class session. Please contact Continuing Education if you are unable to attend the first class.

The Computer System

CCA 335 Concepts of Data Processing and Information Technology

Intermediate Level

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

Ron Clarke, M.S.
Section 300: Thursdays,
September 9-October 28, 6:30-9:30 p.m.
8 sessions. Computing Center 123. \$170.

CCA 350 Software Development and Maintenance

Intermediate Level

Develop effective tools to monitor and organize computer systems that are critical to efficient computer operations. We cover: systems and analysis, configuration options, software design and selection, installation, data conversion, logging and file maintenance, documentation, support contracts, training, and error identification. Lab session included.

Pat Melton, M.A.
Section 300: Wednesdays,
September 29-November 17, 6:30-9 p.m.
8 sessions. Computing Center 123. \$170.



CCA 354 Introduction to Networks

Intermediate Level

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices about implementing a network in your business depends on an understanding of the basic concepts of networks, a grasp of the "lingo," and an accurate evaluation of various networking configurations. Learn what you need to know to make a good decision about networking your business computers. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems to small to medium sized businesses. Prerequisite: CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.

Valerie Parker

Section 300: Mondays,
September 13-27, 6:30-9:30 p.m.
3 sessions. Computing Center 123. \$95.

IBM and Compatible Systems

The DOS System

CCA 120 Introduction to the IBM and Compatible Personal Computer

Beginner Level

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions, with hands-on practice. Learn to use specific DOS commands. A survey of easy software programs will be presented.

Section 301: Pat Melton, M.A.
Tuesday, Wednesday and Thursday,
August 31-September 2, 6:30-9:30 p.m.
3 sessions. Engineering Center CR 2-1.

Section 302: Michelle Sharon, B.S.
Tuesdays, September 7-21, 6:30-9:30 p.m.
3 sessions. Engineering Center CR 2-1.

Section 303: Dale Heuer, MBA
Thursdays, September 9-23, 6:30-9:30 p.m.
3 sessions. Engineering Center CR 2-1.

Section 304: Verlene Leeburg, M.A.
Saturdays, October 2-9, 9 a.m.-2:30 p.m.
2 sessions. Computing Center 114.

All Sections: \$90.

CCA 200 Using MS-DOS

Novice Level

File management and DOS commands are emphasized in this class. We cover: practical commands like copy, delete, disk format; hard disk commands to create, remove, and back up directories; and an introduction to batch files. Prerequisite: CCA 100 Computer Literacy, CCA 120 Introduction to the IBM and Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/DD diskette.

Section 301: Pat Melton, M.A.
Tuesdays, September 28-October 12,
6:30-9:30 p.m. 3 sessions.

Engineering Center CR 2-1
Section 302: Dale Heuer, MBA
Thursdays, September 30-October 14,
6:30-9:30 p.m. 3 sessions.

Engineering Center CR 2-1.
Section 303: Michelle Sharon, B.S.
Saturdays, October 16-23, 9 a.m.-2:30 p.m.
2 sessions. Engineering Center CR 2-1.

Section 304: Valerie Parker
Mondays, November 1-15, 6:30-9:30 p.m.
3 sessions. Engineering Center CR 2-1.

Section 305: Michelle Sharon, B.S.
Wednesdays, November 3-17, 6:30-9:30 p.m.
3 sessions. Engineering Center CR 2-1.

All Sections: \$90.

CCA 203 Intermediate DOS

Intermediate Level

Learn to write your own DOS commands, take control of your system and create "smart" commands. We begin with I/O redirection, pipes, and filter commands for customizing DOS, leading to creation of smart commands that allow you to develop other powerful commands tailored to your specific needs. Prerequisite: CCA 200 Using MS-DOS or equivalent.

Valerie Parker

Section 300: Saturday, November 20,
9 a.m.-5 p.m. 1 session.
Engineering Center CR 2-1. \$90.

CCA 303 Advanced DOS/Windows

Specialized Level

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system with DOS and Windows. Learn the differences between True Type and Adobe Type Manager. Learn how to specify your computer: know the differences between ISA, EISA, and MCA. Learn the real differences between a 386 and 486 system; determine how much RAM and hard drive to purchase for what applications. Learn how to optimally scan an image using the latest level image editing applications. Use some of the latest Shareware utilities and applications. Prerequisite: CCA 203 Intermediate DOS, CCA 210 Introduction to Windows, or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays,
November 16-December 14, 6:30-9:30 p.m.
5 sessions. Computing Center 142. \$165.

CCA 210 Introduction to Windows (Version 3.1)

Novice Level

Microsoft Windows (with IBM Presentation Manager and other desktop accessories) is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement.

Section 301: Verlene Leeburg, M.A.
Tuesdays, August 31-September 7,
6:30-9:30 p.m. 2 sessions.

Section 302: Lisa Kelly, B.A.
Wednesday and Thursday, September 1-2,
6:30-9:30 p.m. 2 sessions.

Section 303: Dennis Taylor, M.S.
Saturday, November 13,
9 a.m.-4 p.m. 1 session.

All Sections: Computing Center 114. \$80.

Cherie Porterfield says taking this class "has given me the confidence to get into PageMaker and experiment. The instructor is just great. He has a strong background and he is patient." Cherie is an administrative assistant for the Colorado Department of Personnel, working in employee benefits. She needs PageMaker to produce educational materials.



Word Processing

CCA 375 Word for Windows (Version 2.0)

Novice Level

Learn all the fundamentals of Microsoft Word for the IBM/compatible Windows environment—a powerful package. We cover everything you need to create a simple document: editing and filing documents, cursor movement, deleting, simple formatting, the help system, special effects, and printing. Some experience with Windows is required. Bring a 5¼ inch DS/DD diskette. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 300: Mondays, September 13-October 4, 6:30-9:30 p.m. 4 sessions. Computing Center 114. \$135.

CCA 352 Word for Windows: Styles and Formats

Intermediate Level

Word for Windows has incredible formatting and design capabilities built into it. Learn how to develop "styles" and "templates" that can be used to prepare "master documents". Projects in which several documents need to have the same look are accomplished in a fraction of the time! Prerequisite: CCA 375 Word for Windows or equivalent. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 300: Thursdays, October 14-21, 6:30-9:30 p.m. 2 sessions. Computing Center 142. \$80.

CCA 353 Word for Windows: Merging and Linking Files

Intermediate Level

The Windows environment and the power of Word combine to allow merging files of different types, i.e., word processing documents with spreadsheets with databases. A dynamic linking of files is also possible. In the dynamic linking, a spreadsheet, for example, is linked with a word processing document; editing the spreadsheet information while in the word processor causes the original spreadsheet to be edited as well. Your efficiency and accuracy are dramatically increased. Prerequisite: CCA 375 Word for Windows or equivalent. Text: *Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 300: Wednesday and Thursday, October 27 and 28, 6:30-9:30 p.m. 2 sessions. Computing Center 142. \$80.

CCA 380 Beginning WordPerfect 5.1 Word Processing (DOS)

Novice Level

Learn to use WordPerfect 5.1 to produce and edit simple documents. Learn to set margins and tabs, copy and move blocks of text, check spelling, use the thesaurus, and print documents. An understanding of file save and disk management principles is assumed. Prerequisite: CCA 120 Introduction to IBM and Compatible Computers, CCA 100 Computer Literacy or equivalent. Bring a 5¼ inch DS/DD diskette.

Section 301: Lisa Kelly, B.A., WordPerfect Certified Instructor
Thursdays, October 7-21, 6:30-9:30 p.m. 3 sessions.

Section 302: Nancy Van Wechel, MBA
Saturdays, October 16-23, 9 a.m.-2:30 p.m. 2 sessions.

Both Sections: Computing Center 114. \$120.

CCA 382 Intermediate WordPerfect 5.1 (DOS)

Intermediate Level

If you like WordPerfect 5.1, this course helps you use it to full advantage. We cover file management, merge and sort functions, headers and footers, and macro generation. Prerequisite: CCA 380 Beginning WordPerfect 5.1 Word Processing or equivalent. Bring a 5¼ inch DS/DD diskette.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 300: Saturdays, October 30-November 6, 9 a.m.-2:30 p.m. 2 sessions. Computing Center 114. \$120.

CCA 384 Advanced WordPerfect 5.1 (DOS)

Intermediate Level

Take advantage of WordPerfect 5.1's formatting capabilities! Learn how to work with different styles and sizes of fonts; create and edit document styles, work with multiple columns, embed picture and text graphics in a document, and develop a table of contents for a document. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 300: Saturday, November 20, 9 a.m.-4 p.m. 1 session. Computing Center 114. \$80.

CCA 392 WordPerfect 5.1 in the Business Office

Intermediate Level

This course focuses on specific applications of WordPerfect 5.1 (DOS) for use in an office environment. Learn handy shortcuts that will help speed up and automate your daily use of WordPerfect. Use the Tables feature to create useful forms such as invoices, brochures, resumes, even a mileage tracking form! Use some of the advanced macro techniques to create business letterhead with graphic lines, create an envelope with your return business address, and develop an interoffice memorandum form that types in standard information and pauses for the variable information. You'll leave this class knowing how to tailor WordPerfect 5.1 to your specific office needs. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 300: Saturday, September 25, 9 a.m.-4 p.m. 1 session. Computing Center 142. \$80.

CCA 391 WordPerfect 5.1 Legal Clinic

Intermediate Level

Learn to use the advanced functions and capabilities of WordPerfect 5.1 (DOS) in the legal office environment. Create tables of authorities and generate subsequent tables; mark text for redline and strikeout; create line numbering within a document; create time saving macros for envelopes and signature lines; and use right-aligned paragraph numbering and pleading paper. **Note:** This course is designed for the experienced WordPerfect 5.1 user.

Lisa Kelly, B.A., WordPerfect Certified Instructor

Section 300: Wednesdays, November 3-10, 6:30-9:30 p.m. 2 sessions. Computing Center 142. \$80.



CCA 394
Beginning WordPerfect 5.2
for Windows

Novice Level

Tap into the power of WordPerfect 5.2 for Windows by learning the special functions available in the Windows environment. Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Some experience with Windows is required.

Michelle Sharon, B.S.

Section 300: Thursdays,
October 28-November 11, 6:30-9:30 p.m.
3 sessions. Computing Center 114. \$120.

Spreadsheets**CCA 345**
Beginning Excel for Windows
(Version 4.0)

Novice Level

Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Some experience with Windows is required.

Section 301: Peggy Purvis
Wednesdays, September 8-15,
6:30-9:30 p.m. 2 sessions.

Section 302: Dennis Taylor, M.S.
Saturday, September 11,
9 a.m.-4 p.m. 1 session.

Both Sections: Computing Center 114. \$80.

CCA 346
Intermediate Excel for Windows
(Version 4.0)

Intermediate Level

Expand your abilities with Excel by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Excel's wealth of graphics features! Prerequisite: CCA 345 Beginning Excel for Windows or equivalent.

Peggy Purvis

Section 300: Wednesdays, September 22-29,
6:30-9:30 p.m. 2 sessions.
Computing Center 114. \$80.

CCA 348
Advanced Excel for Windows
(Version 4.0)

Intermediate Level

Maximize Excel's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisites: CCA 346 Intermediate Excel for Windows or equivalent.

Dennis Taylor, M.S.

Section 300: Tuesdays,
October 26-November 2, 6:30-9:30 p.m.
2 sessions. Computing Center 114. \$80.

CCA 330
Beginning Lotus 1-2-3 (Version 2.4)

Novice Level

Boost your productivity by learning to use Lotus efficiently. Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Other topics include file management, formulas, functions, worksheet editing, formatting and printing. Hands-on exercises reinforce learning. Bring a 5¼ inch DS/DD diskette.

Section 301: Dennis Taylor, M.S.
Tuesdays, September 14-21,
6:30-9:30 p.m. 2 sessions.

Section 302: Peggy Purvis
Saturday, September 18,
9 a.m.-4 p.m. 1 session.

Both Sections: Computing Center 114. \$80.

CCA 332
Intermediate Lotus 1-2-3
(Version 2.4)

Intermediate Level

Expand your abilities with Lotus 1-2-3 by using the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore Lotus 1-2-3's wealth of graphics features! Prerequisite: CCA 330 Beginning Lotus 1-2-3 or equivalent.

Dennis Taylor, M.S.

Section 300: Wednesdays, October 6-13,
6:30-9:30 p.m. 2 sessions.
Computing Center 114. \$80.

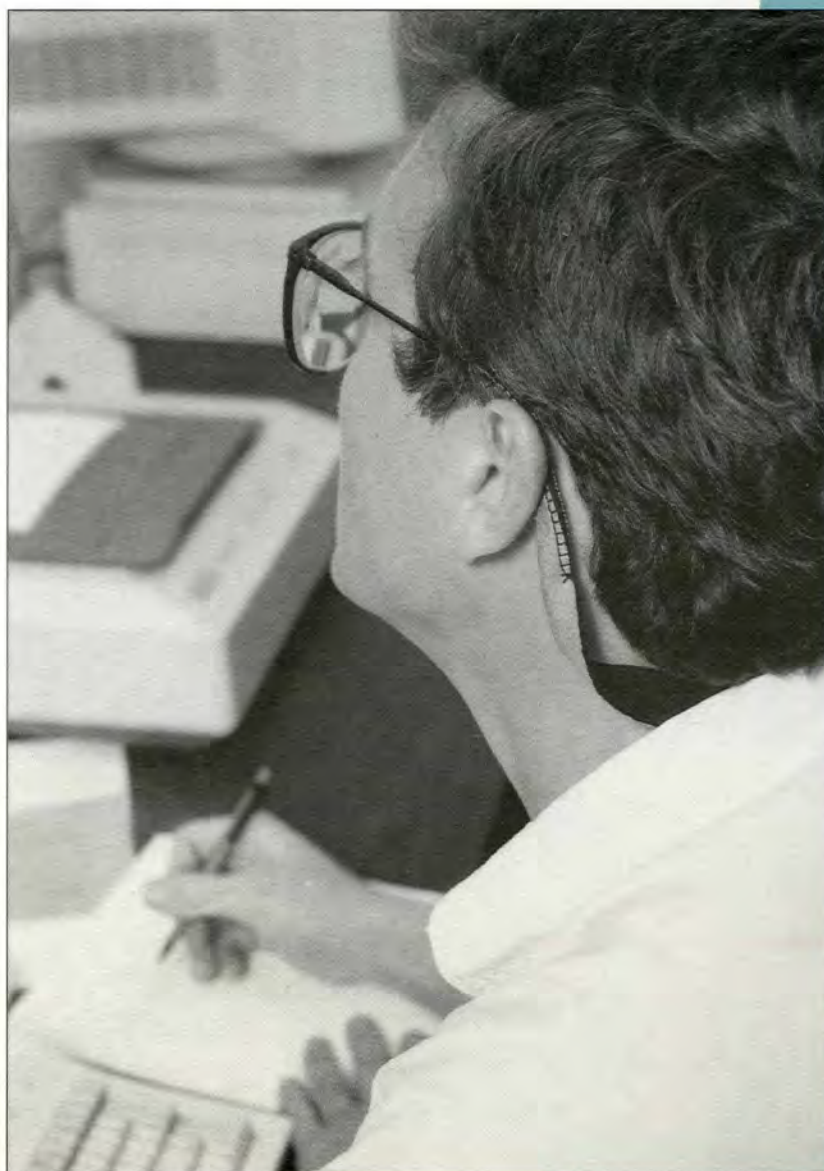
CCA 334
Advanced Lotus 1-2-3 (Version 2.4)

Intermediate Level

Maximize Lotus 1-2-3's efficiency and power by learning to write macros, developing string functions, and using such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. Prerequisite: CCA 332 Intermediate Lotus 1-2-3 or equivalent.

Dennis Taylor, M.S.

Section 300: Tuesdays, November 9-16,
6:30-9:30 p.m. 2 sessions.
Computing Center 114. \$80.



"It was a great class." Mechanical engineer Steve Johnston took an AutoCAD class "to strengthen my background in this area." A newcomer to Boulder, Steve said that the class exceeded his expectations. "The computers are up to date. The software is the latest version. I was impressed."

Spreadsheets - cont.

CCA 347 Introduction to Quattro Pro (Version 4.0 DOS)

Novice Level
Quattro Pro is attracting attention and gaining in popularity among spreadsheet users. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro.

Peggy Purvis
Section 300: Saturday, October 30, 9 a.m.-4 p.m. 1 session.
Computing Center 142. \$80.

CCA 349 Intermediate Quattro Pro (Version 4.0 DOS)

Intermediate Level
If you have experience designing and building spreadsheets using Quattro Pro, increase your efficiency and power by using ranges, date functions, search and replace, absolute referencing, hiding columns, and protecting cells. Explore the use of database commands and graphics. Prerequisite: CCA 347 Introduction to Quattro Pro or equivalent.

Peggy Purvis
Section 300: Saturday, November 6, 9 a.m.-4 p.m. 1 session.
Computing Center 142. \$80.

CCA 344 Introduction to Quattro Pro for Windows (Version 4.0)

Novice Level
The Windows version of Quattro Pro offers the user access to the special functions available in the Windows environment. Learn how to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet using Quattro Pro for Windows. Discover the power of "The Notebook," a Quattro Pro for Windows feature that allows a link between files: eg. four quarterly reports with an end-of-year report. Some experience with Windows is required.

Samten Nagarajan, B.A.
Section 300: Mondays, November 8-29, 6:30-9:30 p.m. 4 sessions.
Computing Center 114. \$135.

CCA 351 Introduction to FoxPro 2.5 for Windows

Novice Level
The Windows version of FoxPro adds even more versatility to this popular database management software. Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. The graphic interface provided by Windows quickens your ability to begin useful data management projects! Some experience with Windows is required.

Bill Devenney
Section 300: Mondays, October 11-November 1, 6:30-9:30 p.m. 4 sessions. Computing Center 114. \$135.

Databases

CCA 371 Introduction to Paradox 2.5 for Windows

Novice Level
Design and construct efficient databases for maximum data management using Paradox for Windows. Record, organize, access, and report volumes of data using readily learned techniques built into this powerful data manager. Discover the efficiency of relational databases. Some experience with Windows is required.

Samten Nagarajan, B.A.
Section 300: Wednesdays, November 17-December 15, 6:30-9:30 p.m. 5 sessions. Computing Center 142. \$165.

CCA 356 Introduction to Access 1.0 for Windows

Novice Level
Combine the utility of Windows with the data management capabilities of Access 1.0 for Windows. Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Some experience with Windows is required.

Chris Mattson
Section 300: Thursdays, September 9-23, 6:30-9:30 p.m. 3 sessions.
Computing Center 114. \$120.

Computer Aided Design

CAD 311 Beginning Computer Aided Design

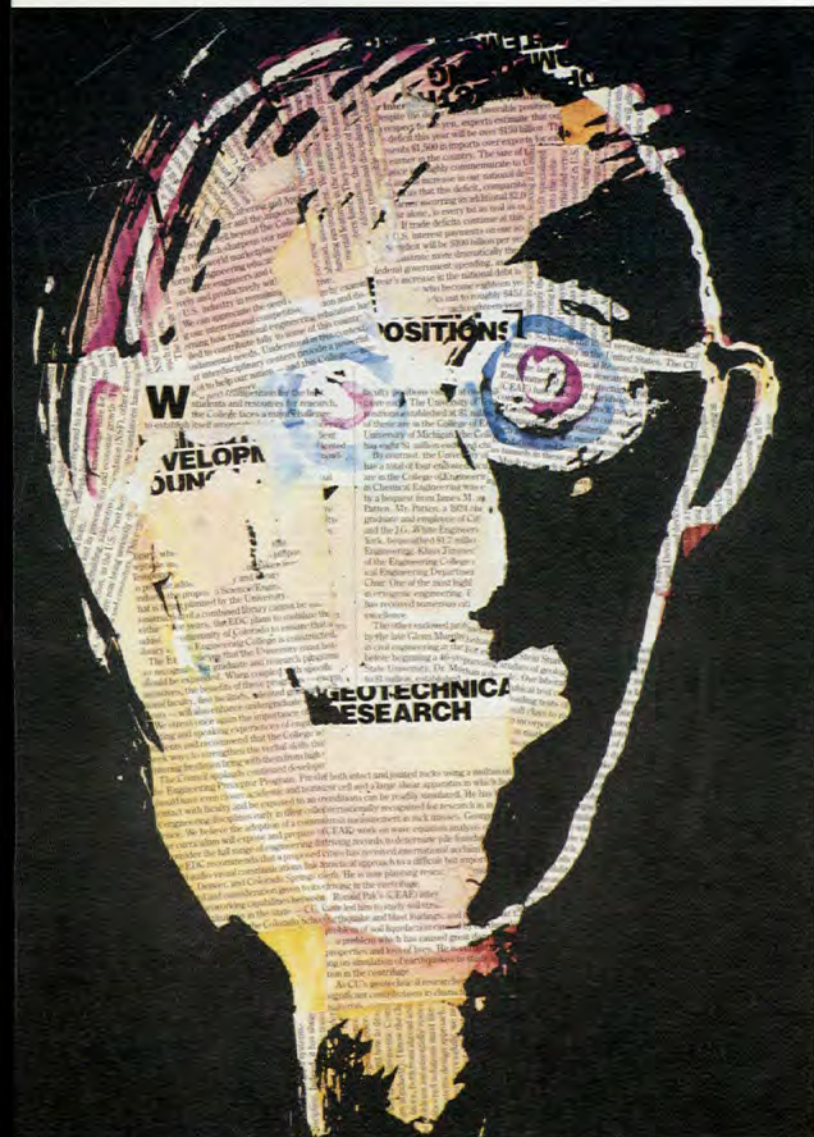
Novice Level
Once associated with extensive programming knowledge and large, expensive computer systems, Computer Aided Design (CAD) is now an affordable tool for anyone interested in drafting and design. This intensive, two-session lecture course covers the basics of systems start-up and a review of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

- Overview of CAD applications in engineering, design, drafting, and architecture
• Overview of AutoCAD third-party 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 microcomputers is helpful. This introductory course is highly recommended for those who have no CAD background, but have a desire to learn more about this rapidly expanding field.

Who Should Attend: Beginning CAD is especially helpful for those who wish to enroll in, or learn more about, upcoming courses in computer graphics or Computer Aided Design. Those who interface with CAD personnel, need basic information, and have no CAD background will benefit, too.

David W. Clafin, M. Arch.
Section 300: Monday and Tuesday, August 30-31, 6:30-9:30 p.m. 2 sessions. Computing Center 142. \$80.





CAD 322
Computer Aided Design: Level I

Novice Level

Explore the capabilities of computer aided design, using AutoCAD Release 12 on a 486/50 MHz PC. We cover drawing set-up, creating and editing points—all the skills you need to create, edit and plot your own drawings. Topics include:

- Loading AutoCAD
- Drawing editors
- New drawing set-up
- Text specifications and editing commands
- Display commands
- Producing hardcopy
- Layering
- Dialogue Box
- Interface
- Grip editing
- Putting it all together

Who Should Attend: Level I is for anyone involved, or who plans to be involved, in technical drawing or drafting. It is helpful for architects, engineers, or designers who need these skills to upgrade their work, anyone interested in the dynamic CAD field. Text: *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Section 301: Brad Strong, M.A.
Wednesdays, September 1-October 20,
6:30-9:30 p.m. 8 sessions.

Section 302: Philip M. Kreiker, MSEE
Tuesday-Friday, September 7-10,
9 a.m.-4 p.m. 4 sessions.

Section 303: Dan Myers, M.S.
Mondays, September 13-November 1,
6:30-9:30 p.m. 8 sessions.

All Sections: Computing Center 142. \$295.

CAD 323
**Computer Aided Design:
Level I for Windows**

Novice Level

The availability of AutoCAD Release 12 for Windows brings the functionality of Windows to the power of AutoCAD. This course covers all of the topics included in CAD 322 Computer Aided Design: Level I while focusing attention on the specifics of this release for Windows. Some experience with Windows is required.

Dan Myers, M.S.

Section 300: Monday-Thursday,
September 13-16, 9 a.m.-4 p.m.

4 sessions. Computing Center 142. \$295.

CAD 333
Computer Aided Design: Level II

Intermediate Level

Level II is an expert instruction for people seeking advanced CAD drafting capabilities. The class will be using AutoCAD Release 12 on 486/50 MHz PCs. Topics include:

- Semiautomatic dimensioning
- Dimensioning variables
- Isoplanar grids
- 3-D and prototype drawings
- Highly useful, less known commands
- Compatibility with other software
- Purpose and components overview
- Attributes
- Wireframe construction and viewpoint selection
- Advanced file management

Prerequisite: CAD 322 Computer Aided Design: Level I or equivalent hands-on experience.

Who Should Attend: Level II is helpful for engineers, architects, and designers seeking to advance computer applications in their fields. Skills also apply to a variety of other fields. Text: *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Section 301: Philip M. Kreiker, MSEE
Tuesday-Thursday, September 28-30,
9 a.m.-4 p.m. 3 sessions.

Section 302: Dan Myers, M.S.
Mondays, November 8-December 13,
6:30-9:30 p.m. 6 sessions.

Section 303: David W. Clafin, M. Arch.
Saturdays, December 4-18,
9 a.m.-4 p.m. 3 sessions.

All Sections: Computing Center 142. \$275.

CAD 345
**Computer Aided Design: Level III
Customizing AutoCAD**

Specialized Level

Level III is designed for professionals who are customizing a microcomputer-based CAD system to modify drawings and handle routine tasks more quickly. Generating slide shows and presentation-quality hardcopy are covered. The class will be using AutoCAD Release 12 on 486/50 MHz PCs. Topics include:

- Custom libraries and menus
- Creating sets of shapes, symbols, and/or drawings, text
- MENU command
- Creating and modifying text fonts
- Macros and custom menus
- Adding commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions
- Creating SCRIPT files
- System variables

Prerequisite: CAD 333 Computer Aided Design Level II or very extensive AutoCAD use.

Who Should Attend: Lead draftspersons, lead engineers, those with specific or unique applications for CAD should register for CAD Level III; it will be very helpful for any advanced user who wants to maximize system benefit.

David W. Clafin, M. Arch.

Section 300: Thursdays,
November 4-December 16, 6:30-9:30 p.m.
6 sessions. Computing Center 142. \$275.

CAD 355
AutoCAD 3D and Solids Modeling

Specialized Level

Work with AutoCAD's Advanced Modeling Extension Release 2.1 in a 3D environment. Work will be done on both wire frames and solids modeling. 3D commands and techniques will be explained and applied in class. Topics include:

- 3D lines, faces, surfaces
- UCS
- DVIEW, VPOINT, MVIEW commands
- MODELSPACE and PAPERSPACE
- Modifying and interrogating solids
- Boolean operations

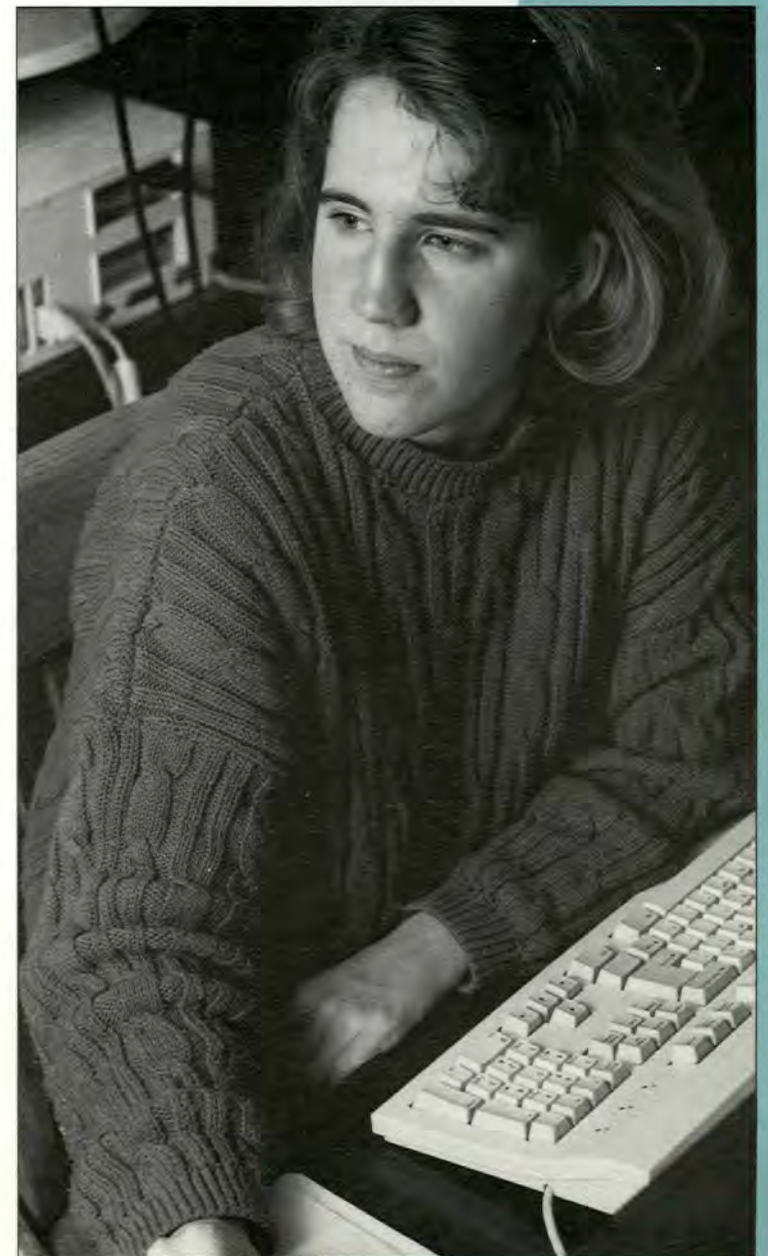
Prerequisites: CAD 322 and CAD 333 Computer Aided Design Level I and II, or equivalent.

Brad Strong, M.A.

Section 300: Fridays, October 1-29,
6:30-9:30 p.m. 5 sessions.

Computing Center 142. \$240.

Jennifer Watson liked the practical emphasis of the course materials in her first Computer Applications class. As an editorial assistant at Westview Press, an academic publishing firm, computer competence is an important part of her skill set.



Desktop Publishing

CCG 377 Introduction to PageMaker Desktop Publishing for the PC (Version 4.0)

Novice Level

This intensive workshop addresses the basics of desktop publishing, including page layouts, creative formats, and type font styles. Forget the scissors and tape, all work is done with a computer. We cover innovative type management and style issues, building art into page construction, and scanner technology in graphics and text. This hands-on course uses PageMaker extensively, with interactive demonstrations of other software. PageMaker will be of great value whether you publish a club newsletter, restaurant menu or financial statements. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, October 2-9,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.

CCG 386 Advanced PageMaker Desktop Publishing for the PC (Version 4.0)

Intermediate Level

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 overall polished look of your work. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, October 16-23,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.

CCG 387 Ventura Desktop Publishing (Version 4.1 for Windows)

Novice Level

Learn to use this popular software to enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished products is done in class. Bring a 5¼ inch DS/DD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, September 11-18,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.

Bruce Frehner has been teaching Computer Applications for Continuing Education about six years. He says, "I love working with people who are so attentive, responsive and excited about learning something new." As publishing manager for Rocky Mountain Translators, Bruce works with all kinds of software, in four different languages. Student Dara Houlston is personnel administrator for New Hope Communications. Bruce's PageMaker class is her first applications class. She said, "My husband took the certificate program and always said how good the instructors are. And I agree—I felt I walked away with information I could use immediately."

Computer Graphics

CCG 351 Computer Graphics Art: Level I

Novice Level

The drawing board of the future is a computer screen. Hands-on understanding begins here. See what's new, and do in-class work that lets you use the computer as a creative tool. Three of the top rated object-oriented application packages are introduced. Software packages include: CorelDRAW!, Micrografx Designer, and Aldus FreeHand. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes, and special effects using 3-D and airbrush with fountain fills are introduced. We cover creative use of graphic tools, font manipulation, layout, design considerations for logos and illustrations, and the production of business graphics. Do some exciting leading-edge work. You will be more comfortable in this course if you have some knowledge of DOS and Windows. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 301: Tuesdays,
September 7-October 5.

Section 302: Tuesdays,
October 12-November 9.

Both Sections: 6:30-9:30 p.m. 5 sessions.
Computing Center 142. \$165.

CCG 361 Computer Graphics Art: Level II

Intermediate Level

This progressive course takes you to the next level of computer graphics skill. Gain hands-on experience solving design problems. We cover: making a logo, fill patterns, advanced illustration, grids, production from start to finish, and portfolio preparation using color laser prints. We focus on drawings for high resolution output. Software used is an ideal tool for creating professional-quality art work, business graphic presentations, and technical illustrations. We learn how to produce slides from artwork. This course is ideal for people in the visual arts, or anyone interested in this dynamic field. Prerequisite: CCG 351 Computer Graphics Art: Level I, comparable experience or instructor approval. Bring a 3.5 inch DS/DD diskette.

Jerry Reynolds, MSEE

Section 300: Saturdays, November 13-20,
9 a.m.-4:30 p.m. 2 sessions.
Computing Center 142. \$165.



Apple Macintosh System

The Macintosh System

CCA 105 Introduction to the Macintosh

Beginner Level

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses.

Section 301: Bob Carlisle, M.A.
Mondays, September 13-October 11,
6:30-9:30 p.m. 5 sessions.

Section 302: Joan Cook
Tuesdays, September 28-October 26,
6:30-9:30 p.m. 5 sessions.

Section 303: Scott Dixon
Wednesdays, October 20-November 17,
6:30-9:30 p.m. 5 sessions.

All Sections: Fine Arts C1B53. \$100.

Word Processing

CCA 378 Beginning Microsoft Word (Version 5.1)

Novice Level

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents: editing, text/graphic interfaces, use of key features. Bring a 3.5 inch DS/DD diskette.

Steven A. Johnson, B.S.

Section 300: Mondays,
October 18-November 8, 6:30-9:30 p.m.
4 sessions. Fine Arts C1B53. \$135.

CCA 381 Advanced Microsoft Word (Version 5.1)

Intermediate Level

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking text. Prerequisite: CCA 378 Beginning Microsoft Word or equivalent. Bring a 3.5 inch DS/DD diskette.

Steven A. Johnson, B.S.

Section 300: Mondays,
November 15-29, 6:30-9:30 p.m.
3 sessions. Fine Arts C1B53. \$120.

Spreadsheets

CCA 336 Beginning Excel for the Macintosh (Version 4.0)

Novice Level

Discover features that make Excel a powerful and easy-to-use productivity tool for the Macintosh and see how it works with other software. Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We will study formulas and functions, the database, charting and graphing, and macros. Bring a 3.5 inch DS/DD diskette.

J. Burke Taft, M.Ed.

Section 300: Wednesdays, September 1-22,
6:30-9:30 p.m. 4 sessions.
Fine Arts C1B53. \$135.

CCA 341 Intermediate Excel for the Macintosh (Version 4.0)

Intermediate Level

Expand on the capabilities of Excel by writing more advanced macros, adding menus or commands, customizing menus and dialog boxes, and running automatically executed macros.

J. Burke Taft, M.Ed.

Section 300: Tuesdays, November 2-9,
6:30-9:30 p.m. 2 sessions.
Fine Arts C1B53. \$80.

Database

CCA 215 Beginning HyperCard (Version 2.1)

Novice Level

HyperCard is a self-contained programming environment designed to allow "non-programmers" to create their own customized database applications that can run on Macintosh. HyperCard allows you to design and create databases with the same ease and facility that word processing programs permit you to create documents. In this beginning class, we examine the tools used by HyperCard, how to use them, and how to make the basic elements of HyperCard (stacks) work together. We will work together to create a special stack that shows you many of HyperCard's unique features. You should be familiar with the Macintosh interface (e.g., using a mouse, using pull down menus, etc.), but you do not need to know or have had any experience in a programming language. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 300: Saturday, November 20,
9 a.m.-4 p.m. 1 session.
Fine Arts C1B53. \$80.

CCA 216 Intermediate HyperCard (Version 2.1)

Intermediate Level

Using the tools associated with this creative database application, we will explore its use in designing and creating interactive relational databases. We will begin to use the HyperTalk scripting language to illustrate the power and versatility of this programming environment. More time will be spent on stack design, interface issues, data management, and control features that make your stacks really interesting and useful. Special attention will be given to the scripting of Buttons, Fields, and Cards. Some prior knowledge of a programming language would be useful but is not necessary to participate. Completion of CCA 215 Beginning HyperCard would be very useful. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 300: Saturday, December 4,
9 a.m.-4 p.m. 1 session.
Fine Arts C1B53. \$80.

CCA 217 Advanced HyperCard (Version 2.1)

Advanced Level

In this class, we will focus primarily on the use of HyperTalk in programming your database. We will cover message handlers, trapping, HyperTalk commands, functions, and operators. The aim of this course is to give you a complete understanding of how HyperCard works. You should be able to script your own stacks after taking this course. Knowledge of Pascal or some other programming language would be helpful, or completion of CCA 215 Beginning HyperCard and CCA 216 Intermediate HyperCard. Bring a 3.5 inch DS/DD diskette.

Greg McArthur, Ph.D.

Section 300: Thursdays, December 9-16,
6:30-9:30 p.m. 2 sessions.
Fine Arts C1B53. \$80.

Desktop Publishing

CCG 371 Introduction to Aldus PageMaker (Version 4.2)

Novice Level

Easy enough for the novice, yet comprehensive enough for the professional designer, PageMaker streamlines design, layout and production of any material, while putting the standard Macintosh interface to excellent use. Hands-on time is spent getting to know PageMaker, using the electronic drawing board, creating formats and master pages, placing text and graphics, editing your documents and creating your own masterpiece. Finished work is laser printed in class. Bring a 3.5 inch DS/DD diskette.

Joan Cook

Section 300: Saturdays, November 6-13,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$165.

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CCG 373 QuarkXPress for the Designer (Version 3.11)

Novice Level

QuarkXPress is a versatile, precise and comprehensive page layout software package for the Macintosh. It automates almost all of the functions of graphic design and production, making you, the designer, more efficient and more effective. The focus of this class is to introduce you to the basics of using QuarkXPress. By the end of the course you'll be able to create page layouts quickly and easily, manipulating graphics and text in basic page composition functions that are easy to understand and use. The class will address issues of typography, graphic image file formats and camera-ready production. Recommended text:

QuarkXPress 3.1 by Example, University Book Center, UMC 10.

Section 301: Sharon Pike, M.S.
Thursdays, September 16-October 21,
6:30-9:30 p.m. 6 sessions.

Section 302: Tim Meehan
Saturdays, October 23-30,
9 a.m.-5 p.m. 2 sessions.

Both Sections: Fine Arts C1B53. \$165.

CCG 374 Advanced QuarkXPress (Version 3.11)

Intermediate Level

QuarkXPress is an advanced publication design and graphic production software package that incorporates remarkable precision and broad versatility, making it the ideal software tool for the professional graphic designer. This course is an extension of the beginning QuarkXPress course, CCG 373. Focus will be on professional use of QuarkXPress and how to exploit its unique features and precision in higher-end pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks that only QuarkXPress can accomplish will be discussed. Recommended text:

QuarkXPress 3.1 by Example, University Book Center, UMC 10.

Tim Meehan

Section 300: Saturdays, December 11-18,
9 a.m.-4 p.m. 2 sessions.
Fine Arts C1B53. \$165.

Computer Graphics

CCG 356 Basic Macintosh Computer Art

Novice Level

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover colorful, easy-to-grasp SuperPaint with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in the aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. Work on MacII/Quadra series computers with color screens and laser output. Prerequisite: CCA 105 Introduction to the Macintosh, or some Macintosh experience. Bring a 3.5 inch DS/DD diskette.

Barry Ratliff, M.F.A.

Section 300: Saturdays, September 11-18,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$150.

CCG 362 Ray Dream Designer (Version 2.0)

Intermediate Level

Take your Macintosh designs and art into the third dimension with Ray Dream's 3D modeling software, Designer. By using many familiar Mac drawing tools you will learn how to create objects with depth, shape and volume and place them in scenes that you can control and edit with ease. We will explore how multiple light sources, realistic surface reflections, textures and transparencies can give your work a new dimension, the third dimension. It is suggested that you have some experience with a Macintosh illustrations and/or paint program such as FreeHand, Illustrator, Painter, or Photoshop. Bring several 3.5 inch diskettes to class.

Michael Nash, M.F.A.

Section 300: Thursdays,
August 26-September 9, 6:30-9:30 p.m.
3 sessions. Fine Arts C1B53. \$120.

CCG 365 Adobe Photoshop (Version 2.5)

Intermediate Level

Course focuses on the image processing capabilities of Adobe Photoshop. Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations. Course is project oriented to allow hands-on experience. Prerequisite: some familiarity with a Macintosh paint program or photographic experience. Bring a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.

Section 301: Fridays, September 10-
October 8, 6:30-9:30 p.m. 5 sessions.

Section 302: Saturdays, September 25-
October 2, 9 a.m.-5 p.m. 2 sessions.

Both Sections: Fine Arts C1B53. \$165.

UNIX Systems

The UNIX Operating System

CCA 360 Introduction to UNIX

Intermediate Level

Become a proficient user of the UNIX operating system. This is a course for anyone who needs to use UNIX, program in its environment, manage UNIX users, or obtain sufficient knowledge to evaluate it. No prior UNIX experience is required, but computer literacy is assumed. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, I/O redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel.

Ed Zucker, M.S.

Section 300: Tuesdays,
August 31-October 12, 6:30-9:30 p.m.
7 sessions. Computing Center 123. \$250.

Tom Conlon is an electronics engineer who does equipment and package design for Granville-Phillips in Boulder. His goal in taking a computer class? "To get me up to speed as fast as possible."

CCG 363 Fractal Design Painter (Version 2.0)

Intermediate Level

There is something about drawing a line with a pencil, making a paint stroke with a brush full of richly colored paint, or using pastel chalks on a rough paper that creates a satisfying experience. With Painter, it is now possible to have this same experience using electronic pencils, brushes, and chalk along with a vast array of other artmaking tools. In this class you will learn how to use Painter to create effects such as paint on canvas, watercolor, markers, and pen and ink. Produce original works or base your art on photographs scanned and cloned in Painter. It is helpful to have some experience in software such as Photoshop, or other Macintosh paint programs. Bring several 3.5 inch diskettes and a continuous tone photograph to class.

Michael Nash, M.F.A.

Section 300: Wednesdays and Mondays,
December 1-15, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$165.

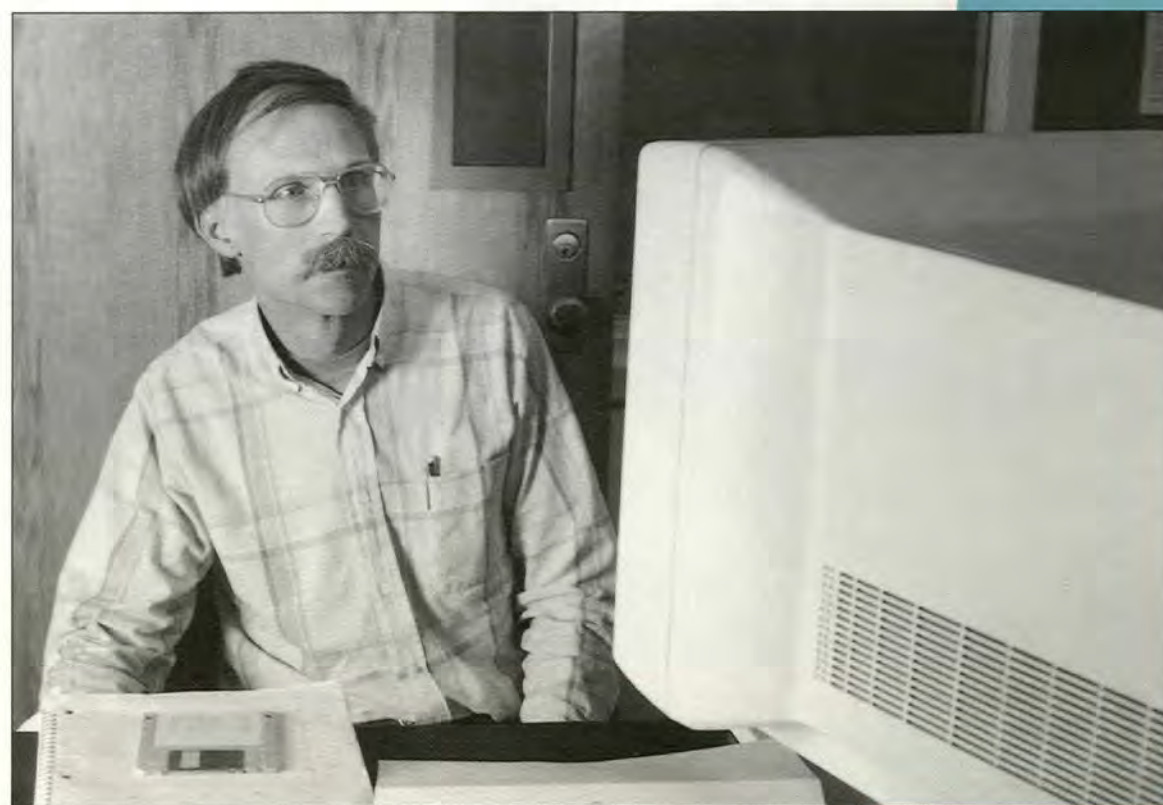
CCG 368 Electronic Pre-Press and Desktop Color Workshop

Specialized Level

This class will focus on preparing your files for final output on image setters, offset presses, and short run color printers. Methods for achieving predictable and consistent color from your Macintosh will be explored; page layout and illustration files for film and paper output from a service bureau will be discussed; and project planning for desired results will be outlined. A tour of a service bureau is included! A background in Photoshop, Illustrator, FreeHand or QuarkXPress is recommended.

Michael Nash, M.F.A.

Section 300: Mondays and Wednesdays,
August 23-September 1, 6:30-9:30 p.m.
4 sessions. Fine Arts C1B53. \$135.



CCG 370 Creative Photoshop

Specialized Level

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! You must have access to a Macintosh with Photoshop installed and have some experience with the software. It isn't necessary to be an expert, though! A good background for the course can be obtained in CCG 365 Adobe Photoshop.

Michael Nash, M.F.A.

Section 300: Fridays, October 15-
November 12, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$165.

CCG 367 Aldus FreeHand (Version 3.1)

Intermediate Level

MacWeek calls this the most powerful one-page layout program there is—a bit daunting until you realize how easy it is to use. Creative potential is wide open, for producing anything from your own holiday card to a 4-color ad for publication. It exports to all page layout programs via EPS format, does its own separations and imports TIFF images from paint/image processing applications. Light up your board and learn how much fun FreeHand can be. Prerequisite: CCA 105 Introduction to the Macintosh or its equivalent. Familiarity with other graphic software is helpful. Bring a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.

Section 300: Saturdays, October 9-16,
9 a.m.-5 p.m. 2 sessions.
Fine Arts C1B53. \$165.

CCG 369 Creative FreeHand/Illustrator

Specialized Level

Here is an opportunity for all FreeHand and Illustrator users to get together for some creative, friendly problem-solving. A weekly assignment will be discussed in class, looking at the diverse ways in which each class member handles the assignment. You will find that your knowledge of the software will greatly increase and you will gain many useful ideas from classmates. You must have access to a Macintosh with either FreeHand or Illustrator installed. Assignments are designed so that they can be approached from either a basic or more advanced level of experience. A good background can be obtained in CCG 366 Adobe Illustrator or CCG 367 Aldus FreeHand.

Michael Nash, M.F.A.

Section 300: Tuesdays,
November 16-December 14, 6:30-9:30 p.m.
5 sessions. Fine Arts C1B53. \$165.

The UNIX Operating System - cont.

CCA 364

Intermediate UNIX

Specialized Level

This is the perfect next step for advancing your use of UNIX, to create your own tools, or do system administration. We cover advanced use of UNIX commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. Note: A thorough knowledge of UNIX fundamentals is required.

Ed Zucker, M.S.

Section 300: Tuesdays,
October 19-November 16, 6:30-9:30 p.m.
5 sessions. Computing Center 123. \$235.

CCA 358

Programmer's Introduction to the X Window System and OSF/Motif

Advanced Level

The X Window System is one of today's most important window systems, and it is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) for X. This course provides a technical overview of X and the programming fundamentals for the X library, the X Toolkit, and OSF/Motif. Topics include:

- window system concepts and event-driven programming;
- X fundamentals: client/server model, windows, events, graphics, and window managers;
- toolkit fundamentals: callback style programming, widgets, classes, resources;
- the Motif widget set.

Examples given in C. Prerequisite: CCA 325 Intermediate C Programming or equivalent and experience with complex, multi-layered software systems.

Geoff Thompson, M.S.

Section 300: Tuesday, October 12,
8:30 a.m.-5 p.m. 1 session.
Computing Center 123. \$150.

CCA 374

UNIX Programming Tools

Specialized Level

Programmers need to know more than the syntax of the C language to successfully write quality C programs—they need to know the tools for making programs, libraries, and multi-directory projects, the tools for checking source code for bugs, debugging executables, and controlling versions of source code. This course presents the tools for doing C software development in the UNIX programming environment. These tools are essential in the development of small programs or large multi-programmer projects. Topics include: understanding executables; linking; libraries; using *cc*, *ar*, *nm*, *strings* and *strip*; checking source code with *lint*; using *make* to automate building programs, libraries, and projects; maintaining source code with *SCCS* and *RCS*; and debugging with *dbx* and *sdb*. Prerequisite: CCA 320 Introduction to C Programming, CCA 360 Introduction to UNIX, or equivalent. Jeff Haemer, M.S., and David Brown

Section 300: Thursdays,
November 4-December 16, 6:30-9:30 p.m.
6 sessions. Computing Center 123. \$200.

Programming

Programming Languages

CCA 300

BASIC Programming

Novice Level

Learn the basics of BASIC (Beginners All-purpose Symbolic Instruction Code), quite possibly the easiest language to learn to program a computer. Hands-on experience takes you through searching and sorting methods, data structures and use of general programming skills. Text: *BASIC: Fundamentals and Styles*, Quasney and Maniotes, University Book Center, UMC 10.

Bob Carlisle, M.A.

Section 300: Wednesdays,
September 8-October 27, 6:30-9:30 p.m.
8 sessions. Engineering Center CR 2-1. \$170.

CCA 305

Introduction to Programming I

Novice Level

This is an excellent first programming course. Learn common logic patterns used for programming algorithms. Programs in Pascal will be presented as students learn to write top-down code, modularize programs, and apply if statements and loops. Develop good structured programming habits and write top-down, elegant, well-documented code! Required text: *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 300: Thursdays and Tuesdays,
September 2-23, 6:30-9:30 p.m. 7 sessions.
Engineering Center CR 1-30. \$170.

CCA 306

Introduction to Programming II

Intermediate Level

This is a follow-up course to CCA 305 Introduction to Programming I for those who want a chance to do more hands-on programming. We will work with sample programs and consider approaches to debugging. Students will write many of their own Pascal programs using nested loops, nested ifs and subroutines. Prerequisite: CCA 305 Introduction to Programming I or permission of the instructor.

Charry Stover, M.S.

Section 300: Mondays, October 18-
November 1, 6:30-10 p.m. 3 sessions.
Engineering Center CR 1-34. \$115.



CCA 315
Introduction to Programming Using Pascal

Novice Level
This introductory Pascal programming course is structured after the University's CS-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include structured programming; types: records, arrays, files and sets; and dynamic data structures using pointers. It is designed to provide a sound background for entering a computer science degree program or for a course in "C" programming. The programming language used is Turbo Pascal 6.0. No programming experience is required. Bring a 3.5 inch DS/DD diskette. Recommended text: *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10.
Tom Harrold, MBS, Ed.D.
Section 300: Tuesdays and Thursdays, September 7-October 7, 6:30-9:30 p.m. 10 sessions. Engineering Center CR 1-28. \$250.

CCA 320
Introduction to C Programming

Intermediate Level
Master the fundamentals of C programming, including: data types, control structures, functions and parameter passing, program structure, separate compilation, the pre-processor, basics, arrays, strings, pointers, and structures. We strongly emphasize portability, readability, efficiency, and maintenance issues. Format is lecture with homework exercises to reinforce lecture concepts. Some programming experience required. Fluency in almost any language will suffice; Pascal, ALGOL, or a similar language preferred. Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.
Carol J. Meier, M.S.
Section 300: Mondays, September 13-November 1, 6:30-9:30 p.m. 8 sessions. Hale Science 270. \$265.

CCA 325
Intermediate C Programming

Specialized Level
First, we examine the ANSI changes to the language. Then, each week we explore a particular topic in more detail, delving into more complex data structures, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Also covered: techniques for writing portable code, and ANSI enhancements to the language. Prerequisite: CCA 320 Introduction to C Programming or 6 months C programming experience and comfort with introductory topics (including pointers). Text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.
Carol J. Meier, M.S.
Section 300: Mondays, November 8-December 13, 6:30-9:30 p.m. 6 sessions. Hale Science 270. \$235.

CCA 324
Advanced Topics in C Programming

Specialized Level
This advanced course is a one-day tutorial for intermediate C programmers who want to explore more powerful features. We emphasize ANSI changes to the language, portability techniques, and object-oriented programming. We begin with a quick review and progress to advanced preprocessor features. We cover data structures used for special purposes, and look at a technique for writing and reading portable binary data files that can be moved to other platforms. We explore functions and pointers, to extend a portable file I/O example. We conclude with examples that illustrate data encapsulation and dynamic binding as basic techniques for object-oriented programming in C.
Carol J. Meier, M.S.
Section 300: Saturday, October 16, 9 a.m.-4:30 p.m. 1 session. Hale Science 230. \$150.

CCA 327
Introduction to C++ Programming

Intermediate Level
C++ is an extension of C that supports object-oriented (O-O) programming. This course addresses the essential concepts of O-O programming (classes, objects, inheritance and polymorphism), showing how these are supported in C++ (member functions, public and private, virtual functions). The course also covers parts of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions). Prerequisite: CCA 325 Intermediate C Programming or equivalent. CCA 324 Advanced Topics in C Programming is also preferred.
Tom Cargill, Ph.D.
Section 300: Mondays, September 13-October 18, 6:30-9:30 p.m. 6 sessions. Hale Science 240. \$235.

CCA 328
Intermediate C++ Programming

Specialized Level
This course continues the treatment of C++ and object oriented programming. First, it covers features of C++ that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting C++ programmer. Prerequisite: CCA 327 Introduction to C++ Programming or equivalent.
Tom Cargill, Ph.D.
Section 300: Mondays, November 1-December 6, 6:30-9:30 p.m. 6 sessions. Hale Science 240. \$235.

CCA 329
Advanced Topics in C++ Programming

Specialized Level
This course completes the treatment of C++ covering multiple inheritance and templates in detail, and introducing exceptions. We address the subtle question of which kind of problems really need multiple inheritance, and the language complexities of virtual base classes. Templates (generic types) are more straightforward, but also require skill for their effective use. Exceptions are introduced; they are not yet supported by production compilers. Prerequisite: CCA 328 Intermediate C++ Programming or equivalent.
Tom Cargill, Ph.D.
Section 300: Saturday, October 16, 9 a.m.-4:30 p.m. 1 session. Hale Science 236. \$150.



Michelle LeBlanc Hynden just graduated from the Journalism School at CU. She decided to take a computer course "to develop skills—to be more marketable." She said, "I loved it. It was really helpful!"

Total Quality Management: An American Imperative.

Professional Certificate Program in Total Quality Management.

Total Quality Management (TQM) has become much more than a slogan used in advertising campaigns. The rules of the marketplace have changed, and quality has become a key factor in determining a company's success. The demand for qualified professionals competent in implementing and managing successful strategies of Total Quality Management continues to grow as does the impact of TQM on all aspects of American business.

To meet the challenge, the University of Colorado at Boulder, Division of Continuing Education is proud to address this timely subject. In cooperation with local business and industry, the Division is developing and implementing a Professional Certif-

icate Program in Total Quality Management. This program will provide the knowledge and skills requisite to promote and implement TQM successfully in the workplace. Although anyone may take as many or as few courses as they wish, to earn the Professional Certificate in Total Quality Management, individuals must apply for admission to the certificate program, complete the seven core courses and two approved elective courses of their choice, and complete a team/individual project demonstrating total quality management skills and concepts. Participants with prior training/work experience may be allowed to substitute advanced elective courses for some of the required introductory core courses.

Required Courses

Introduction to Quality Management Fundamentals and Philosophy

Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Taguchi. This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

Managing the Transition to TQM

Understanding and promoting the tools of quality are requisite to implementing TQM but are insufficient as "stand alone steps" to that process. To implement TQM successfully, one must also understand and address organizational systems, culture, and power blocks. Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

Basic Tools for Improving Quality and Productivity

For most American companies, the cost of quality runs to approximately 25-40% of the costs of goods sold. This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

Building High Performance Work Teams

This course will focus on techniques for building and maintaining high performance, continuous improvement work teams. Topics will include how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills. Participants will also be introduced to problem solving and decision making techniques using the Kepnoe-Trago models.

Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

Using statistical methods to improve quality will be the focus of this course. The key to improved quality is measurement. Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

Measuring and Achieving Customer Satisfaction

An introduction to the specific tools and techniques needed to build and measure a service culture and improve service levels within an organization. Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

Quality Function Deployment (QFD): A Structured Approach to Planning

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.

Elective Courses

Manufacturing Electives

Introduction to World Class Manufacturing
Practical Reliability Analysis Methods
Advanced Statistical Process Control (SPC)

Service Electives

Implementing TQM in a Service Environment
Improving Customer Services Processes

Management Electives

Organizing for Total Quality Management
Total Quality Management and Strategic Planning

Open Electives

Understanding and Using the Malcolm
Baldrige Criteria for Improving Quality
Managing Quality in a Small Company
Introduction to ISO 9000
Benchmarking for Quality Excellence

Total Quality Management is a proven process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Fall Semester course information, telephone Dr. Susie Benson at 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.

Commercial Design With a Career Emphasis.

Courses are designed for people with a serious interest in graphic and environmental design, publishing and illustration, advertising or cartooning. Instructors are accom-

plished working professionals who can tell you what you need to know about getting work, doing work and marketing your skills.

Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This program is designed to not only introduce you to the world of commercial design, but also give you a basic background on how the computer can be a tool in this dynamic, growing field. There are three parts to the program:

A. Required Courses:

- CCD 210 The Commercial Artist: Design, Layout, Paste-up
- CCD 310 Commercial Art II
- CCD 330 Professional Illustration Techniques
- CCD 230 The Artist Goes to Market

B. Elective Courses

Four elective courses to introduce you to design trends.

C. Portfolio

You must complete your own fully developed professional portfolio and have it professionally reviewed. Call 492-5148 to schedule your portfolio review.

Special Notice

The Certificate in Commercial Design program will be discontinued at the end of Fall semester, 1993. The four required courses are being offered for the last time this semester. Students who have taken all four required courses by the end of this semester will still be able to complete the elective courses by taking Computer Graphics courses or special seminars in Commercial Design topics during the Spring semester.

Special seminars in commercial design topics will continue to be offered as part of the general noncredit course offerings, but the required courses will not be available as certificate courses after Fall, 1993.

After certification, many designers continue to take classes to update skills. A transcript of your record is always available, free of charge.

Tuition varies according to the materials used and the length of time of each class. Tuition is listed at the end of each course description.

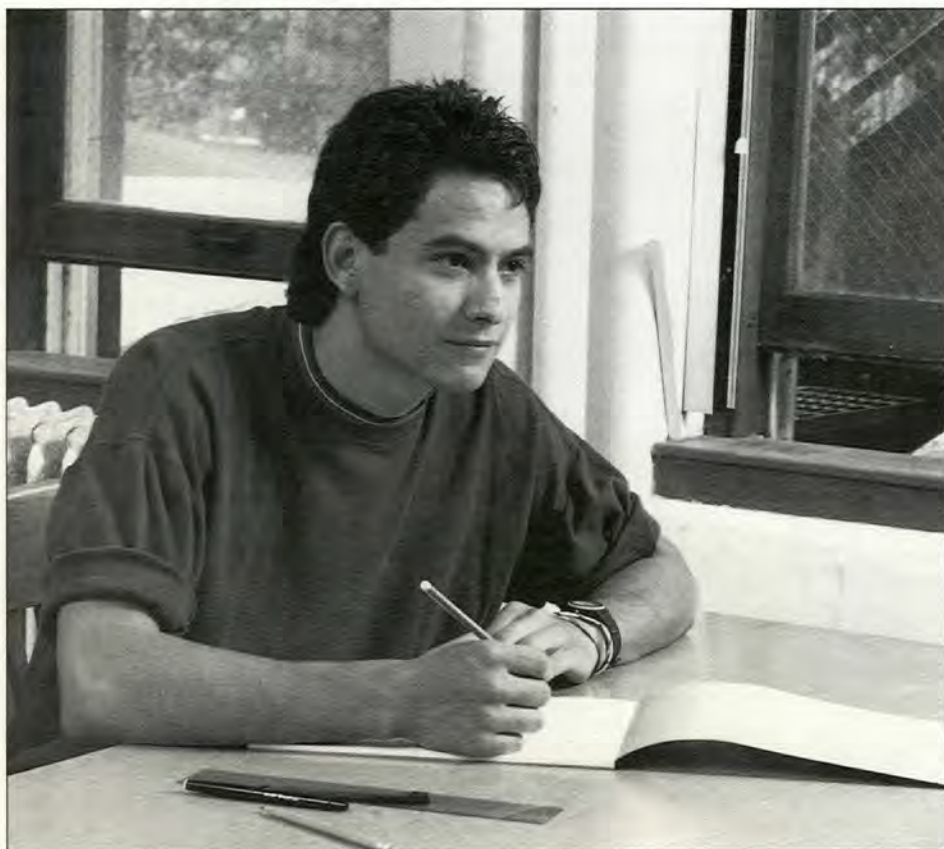
Course enrollments are limited, and advance registration is required.

Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.

Bring to class: a pencil, a ruler, a fineline pen, X-acto knife, note paper, tracing paper, several sheets of 9" x 12" bristol board—plate finish, a 4-ounce can of rubber cement, and a non-photo blue pencil. Other materials and workbooks are provided. If possible, you'll also find it useful to bring work samples from your portfolio.

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Adult students like Mike Rivera take Commercial Design classes through Continuing Education because of the individual attention they receive from instructors who are successful design professionals. So you learn design skills and you learn about the design business.



Commercial Art

CCD 210

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

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

For beginners, an introduction to important commercial art concepts and applied techniques, stressing how to break into the profession. We cover rough composition, layout, type selection, production of camera-ready art, choice of materials and basic illustration processes used in marketing and publishing. We emphasize development of finished commercial-quality work, portfolio presentation, and client interviews.

Jill Barton

Section 300: Saturday and Sunday,
October 9 and 10, 9 a.m.-5 p.m.
2 all-day sessions. Geology 114. \$140.

Commercial Art – cont.

CCD 310 Commercial Art II

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

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 Artist I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills.

Jill Barton

Section 300: Monday, Tuesday, and Wednesday, October 11, 12, 13, 5:30-10 p.m. 3 sessions. Geology 114. \$140.

Illustration

CCD 330 Professional Illustration Techniques

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

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

Section 300: Wednesday, Thursday and Friday, October 27, 28, 29, 5:30-10 p.m. 3 sessions. Geology 114. \$140.

CCD 230

The Artist Goes to Market

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly.

Eric Teitelbaum

Section 300: Saturday and Sunday, October 30-31, 9 a.m.-5 p.m. 2 all-day sessions. Geology 114. \$140.

CCD 290

The Business of Greeting Cards: Writing, Drawing and Selling

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

A unique two-day program taught by a successful artist/entrepreneur covers every vital aspect. Writing styles: short two-liners, cute humor, poetic and humorous verse, teaser ideas. Art styles: line, neon, black border, and design psychology. Business strategies: selling your work, starting a company, licensing and selling rights, manufacturing and distribution. Take home finished concepts to start your portfolio.

Eric Teitelbaum

Section 300: Thursday and Friday, December 2-3, 5:30-10 p.m. 2 sessions. Geology 114. \$100.

CCD 250

Children's Book Illustration Techniques

***Offered for the final time as part of the Certificate in Commercial Design program, which will be discontinued at the end of Fall semester, 1993.**

An introduction to current techniques in the real world of publishing. We cover black and white camera-ready technique, halftones, color separation, registration and overlay, color gouache techniques, color screen, Martin's dyes, and litho crayon/textured board surface. Learn a visualization technique to extract art concepts from a written text. Discussion covers finding your style, character development, rough and final presentation, and marketing your work. Assignments include completion of a "rough" book and a finished plate, and camera-ready art separation for presentation to a publisher.

Eric Teitelbaum

Section 300: Saturday and Sunday, December 4-5, 9 a.m.-5 p.m. 2 all-day sessions. Geology 114. \$140.



Computer Graphic courses are accepted as elective courses in the Commercial Design Program. See pages 42 and 44.

Workshops and Programs for the Colorado Business Community.

*Special
Professional
Programs*

*Video
Teleconferences*

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Workshops are designed for people in rapidly evolving fields who need up-to-the-minute information on policies and procedures, research and analysis, presented in practical terms. Each workshop is designed to stimulate fresh thinking and support the fulfillment of personal and organizational goals. Programs are designed for people concerned about productivity and results—in business, industry, government and nonprofit organizations.

For More Information: For information about upcoming seminars call: (303) 492-5148, outside the Denver metro area 1-800-331-2801 or come by our offices at 1221 University, Boulder or write us: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80309-0178.

NCL 031 Organizing for Social Change

Section 300: Saturday, October 2,
9 a.m.-4 p.m. 1 session. Ketchum 234. \$50.
See page 24 for detailed description.

NCB 295 Marketing for Professional Services

Section 300: Saturday, October 16,
9 a.m.-4 p.m. 1 session. Business 250. \$85.
See page 32 for detailed description.

Teleconferencing: Quality, Convenience and Value.

With increasing fares and tighter budgets, business leaders from coast to coast are trimming travel budgets through creative use on video teleconferencing to train or retrain their workforce. The teleconference solutions gives you live, inter-

active access to the best people in your field, via satellite communications. A growing body of enthusiastic users cite the unparalleled efficiency and value this approach provides.

Must-Know Topics

Teleconferences cover a wide range of topics, providing useful information for people whose livelihood depends on current knowledge and effective training. Topics include business management, marketing, small business skills, new industrial and information technologies, human resources issues, health care issues, and professional development skills.

Excellent Facilities

Most teleconferences are presented during daytime hours at the Coors Events/Conference Center on the Boulder campus, near the corner of Colorado Avenue at Regent, one block west of 28th Street. Featuring six large meeting rooms and an 11,000 seat arena, the Events Center can accommodate a variety of groups. Program registration fees include parking at the Events Center, materials, refreshment breaks and lunch.

Upcoming Teleconferences

- September 14... A Ten Step Action Plan for Making ISO 9000 the Bedrock of Quality Improvement
- October 20... American Management Association's 2nd Annual Conference for Working Women
- October 21... Managing Organizational Change
- November 2... The Great Game of Business
- November 3... American Management Association's 1st Annual Conference on Increasing Competitiveness: Rethinking the Organization
- November 18... Peter Drucker on Where Are the New Growth Markets and Your Effectiveness as an Executive

Scheduling Information

Because they are live, teleconferences are often scheduled just a few weeks in advance. We are continually adding events to our schedule. To stay current, please write: 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. You may call toll free from outside the Denver/Boulder area by dialing 1-800-331-2801.

Real Estate Education Programs

These college level courses can give you a useful overview of the real estate field, or help you acquire knowledge to advance your real estate career. Instruction, open to all interested individuals, covers the following areas of study:

- Continuing Education courses for renewing your Real Estate License
- Real Estate Sales and Broker Licensing courses

- Licensed Appraiser courses
- Courses in Property Management, Closings, Water Law, Commercial and Investment Properties, Computer, Foreclosure, and other real estate subjects.

For information about the complete statewide real estate schedule call 492-8666 and ask for the current Real Estate Brochure.

Real Estate Continuing Education Law—1990

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salespersons. The law requires that each licensee complete an 8-hour mandatory course with exam and fulfill the remaining 16-hour requirement with qualified elective courses. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period. January 1, 1994 24 hours (8 mandatory—16 elective)

NCRE 07 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. Section 401: Night Course. 14 sessions. (48 hours) Mondays and Wednesdays, September 27-November 10, 6:30-9:55 p.m. Location: Engineering Center CR 1-46, Boulder Campus. Tuition: \$270 plus textbooks.

NCRE 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. Section 401: Night Course. 7 sessions. Mondays and Wednesdays, November 15-December 8, 6:30-9:55 p.m. Location: Engineering Center CR 1-46, Boulder Campus. Tuition: \$135 plus text \$16.

Independent Study

Independent Study offers unique opportunities for learning. Correspondence Instruction and Individualized Instruction allow you to choose your own time and place for learning,

freedom not offered in other academic situations. No need to wait for a term to begin. Register anytime. Work at your own pace.

College Credit

Independent Study through correspondence allows you to begin courses at any time. You work directly with an instructor by mail. More than 70 college credit courses, approved by the University, are offered in 19 academic areas.

Individualized Instruction provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus.

Applied Music Program

In conjunction with the Division of Continuing Education, the College of Music offers private instruction for most popular instruments and voice.

Lesson times are by arrangement. For further information, call 492-5149 or 492-5737.

Sanskrit

Sanskrit 1010-3 Introductory Sanskrit 1

An introduction to Sanskrit preparatory to reading classical texts. Section 008: Mondays and Wednesdays, September 1-December 15, 1-2:30 p.m. 1338 Grandview, Room 2. \$240 (resident).

Sanskrit 2110-3 Intermediate Sanskrit 1

An intermediate course in Sanskrit including reading classical texts. This course will be conducted as individualized instruction. Section 008: Meeting times by arrangement. An organizational meeting will be held September 8, 11 a.m. in Room 2, 1338 Grandview. \$378 (resident).

Call 492-6409 for information.

Real Estate Education

Noncredit independent study courses are offered through correspondence to meet the educational requirements for licensing for real estate salespeople.

High School

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

For a Course Catalog Call or Write:

Independent Study Programs
Division of Continuing Education
University of Colorado at Boulder
Campus Box 178
Boulder, Colorado 80309-0178
303-492-8756
1-800-331-2801 (Toll Free)

International English Center

English as a Second Language (ESL)

For speakers of English as a second language, whether new Boulder residents or temporary visitors, the International English Center offers evening classes in speaking, reading, and

writing today's English. At each level of proficiency, these classes are designed to facilitate effective interpersonal exchange on the job and in the community.

NCEL 900, 910, and 920 English as a Second Language (ESL)

This combined-skills course at three different proficiency levels emphasizes practical English for the English-speaking workplace and for daily communication. The classes are taught by experienced professionals under the Coordinator, Ellen Polsky, M.A. A UCB faculty member now completing a Ph.D. in Linguistics, Ellen currently holds a full-time appointment as an academic coordinator for the intensive program at the IEC.

For registration information, write or call the IEC, or visit the Center's offices, just one block north of the Division of Continuing Education buildings, at 1333 Grandview Avenue.

NCEL 900 Beginning ESL

Section 300: Mondays and Wednesdays, September 13-October 20, 6:30-8:30 p.m. IEC Classroom 105, 1320 Grandview Avenue. 12 sessions. \$150.

Section 301: Mondays and Wednesdays, November 1-December 8, 6:30-8:30 p.m. IEC Classroom 105, 1320 Grandview Avenue. 12 sessions. \$150.

NCEL 910 Intermediate ESL

Section 300: Mondays and Wednesdays, September 13-October 20, 6:30-8:30 p.m. IEC Classroom 106, 1320 Grandview Avenue. 12 sessions. \$150.

Section 301: Mondays and Wednesdays, November 1-December 8, 6:30-8:30 p.m. IEC Classroom 106, 1320 Grandview Avenue. 12 sessions. \$150.

NCEL 920 Advanced ESL

Section 300: Mondays and Wednesdays, September 13-October 20, 6:30-8:30 p.m. IEC Classroom 111, 1320 Grandview Avenue. 12 sessions. \$150.

Section 301: Mondays and Wednesdays, November 1-December 8, 6:30-8:30 p.m. IEC Classroom 111, 1320 Grandview Avenue. 12 sessions. \$150.

International English Center

Campus Box 63
Division of Continuing Education
University of Colorado at Boulder
Boulder, Colorado 80309-0063
Telephone: (303) 492-5547
Fax: (303) 492-5515

If you have questions about these evening classes, you may call the Coordinator, Ellen Polsky, at the IEC at 492-5547.

CATECS

10 Years of Graduate Engineering Education at the Workplace Via TV and Videotape

For ten years, the Center for Advanced Training in Engineering & Computer Science (CATECS) has delivered graduate courses via live TV broadcast with two-way audio or videotapes sent directly to your work site. You can take courses for professional development or work toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer Engineering, Software Engineering, Mechanical Engineering, Telecommunications, or Engineering Management.

Tape Library (primarily noncredit)

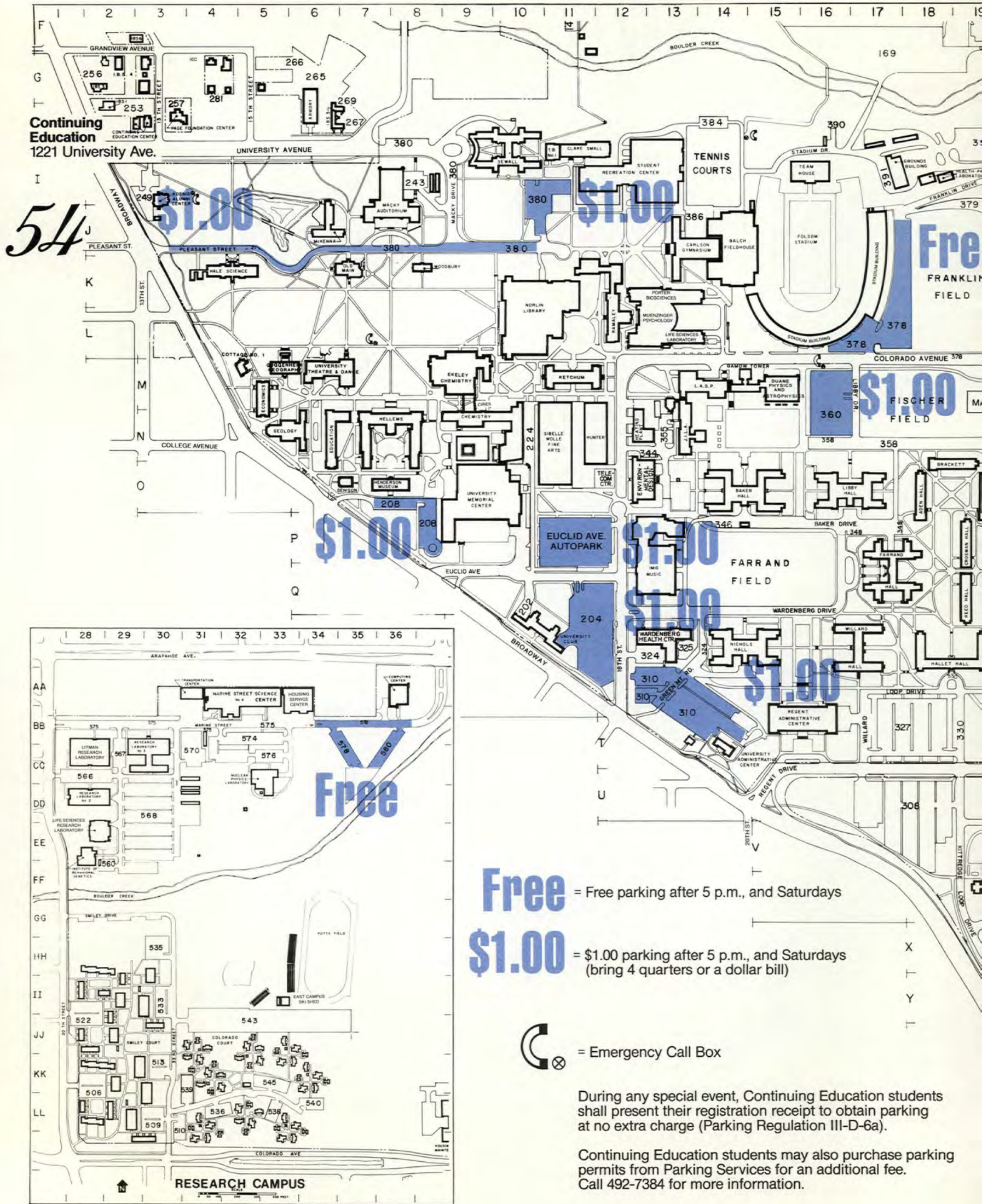
Tapes of nearly 80 courses taught in past semesters are available for rent or purchase.

Proposed Fall 1993 Courses (credit or noncredit)

Aerospace: Operations Research Models for Systems Engr., Experimental Space Science, H-Infinity Control. **Civil/Environmental:** Environmental Engr. Chemistry, Finite Element Analysis, Adv. Wastewater Treatment. **Computer Science:** Operating Systems, Formal Software Engr. **Electrical & Computer:** Electronic Devices, Adv. Linear Systems, Software System Engr., Info. Theory & Coding, Fourier Optics & Holography, Adj. Speed AC Drives, Power Electronics 1, Neural Signals. **Engineering Management:** Project Mgmt. Systems, Applied Statistics. **Mechanical:** Methods of Engr. Analysis 1, Ultrasonics. **Telecommunications:** Strategic Planning & Mgmt. for Telecom, Telecom Theory & App., Telecom Systems, Data Communications 1 & 2, Cable TV/Video/Imaging, ISDN: Digital Networks. **Special Offerings:** Intro to Environmental Engr., Numerical Methods.

Fall registration July 19-August 6 (late registration: \$25 fee through September 10). Classes begin August 25.

For catalogs/registration, contact CATECS: (303) 492-6331 or fax 492-5987.




Continuing Education
1221 University Ave.

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Free = Free parking after 5 p.m., and Saturdays

\$1.00 = \$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters or a dollar bill)

 = Emergency Call Box

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).

Continuing Education students may also purchase parking permits from Parking Services for an additional fee. Call 492-7384 for more information.

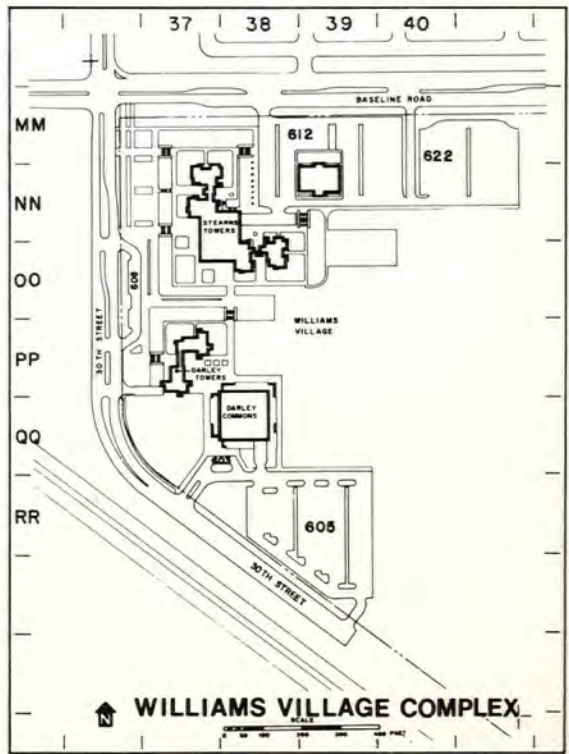
BUILDING KEY

- Aden Hall—O-18
- Andrews Hall—V-23
- Armory (1511 University)—H-6
- Arnett Hall—V-24
- Athens Court—E-14 (not shown)
- Baker Hall—O-14
- Balch Fieldhouse—J-14
- Biopsych—K-12
- Brackett Hall—O-11
- Buckingham Hall—W-24
- Business—Q-21
- Carlson Gymnasium—J-13
- Chemistry—N-9
- Cheyenne Arapaho Hall—R-14
- Clare Small Arts & Sciences Building—H-11
- Cockerell Hall—O-19
- College Inn Conference Center—D-8 (not shown) 29th and Athens

- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University
- Cooperative Institute for Research in Env. Sci. (CIRES)—M-9
- Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Tower—PP-37
- Day Care Center (not shown) 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
- East Campus Ski Bldg.—GG-33
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories Complex—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 (not shown)
- Farrand Hall—Q-17
- Fine Arts—N-11
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Guggenheim Geography—M-5
- Hale Science—K-4
- Hallett Hall—R-18
- Health Physics Laboratory (TB-9)—I-18
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Change Your Mind? Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

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Student Name (Print): _____

Student #: _____ Date: _____

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Registration for Certificate and Noncredit Courses

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PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthdate _____
Month/Day/Year

Mr. Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado? No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed

Total Enclosed _____

Please register me for the course(s) listed above.

Signature _____ Date _____

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- I certify that I am registered with the Selective Service
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 - I am in the U.S. Armed Forces on active duty.
 - I have not yet reached my 18th birthday.
 - I am age 26, or older, as of the date of the first day of class.
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Student Name (Print): _____

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