

# CONTINUING EDUCATION

FALL 1994 UNIVERSITY OF COLORADO AT BOULDER



BEGINNINGS  
BECOMINGS

real  
dream  
wish  
promise  
yes



fresh



# Beginnings, endings and middles.

Some people read magazines backwards, or start in the middle. Some people know, at 20, what they want to be when they grow up. Others are still experimenting at 60. Because today's 20-year-old is predicted to change careers four times over a lifetime, experts say the most important thing to learn is *how* to learn. But you know that. Continuing Education students tend to be open and adaptive people who take a proactive approach to career planning. **What's new now:** The Internet courses piloted last semester were extremely well received—they continue this fall. In addition, we are introducing two Business courses in the Evening Credit program—Principles of Marketing and Introduction to Management and Organization. Plus a sprinkling of new offerings under Noncredit and Computer Applications. Lots of ways to turn endings and middles into promising beginnings.

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## Four Ways to Register

1. **Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 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 53 for credit courses. Send page 55 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 55) and have your credit card information handy. Then call 492-8668 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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# Contents

<b>Boulder Evening Credit Classes</b> .....	<b>3</b>
University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, Economics, English, Geography, Mathematics, Philosophy and Psychology.	
<b>Noncredit (Personal Development) Courses</b> .....	<b>17</b>
A lively, relevant approach to the arts, languages, lifestyles, testing and writing.	
<b>Business Classes</b> .....	<b>27</b>
Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development Certificate also available.	
<b>Computer Applications Certificate Program</b> .....	<b>33</b>
Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.	
<b>Professional Certificate Program in Total Quality Management</b> .....	<b>47</b>
Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.	
<b>Additional Opportunities Available Through Continuing Education</b> .....	<b>49</b>
The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.	
<ul style="list-style-type: none"> <li>Independent Study</li> <li>Real Estate Education</li> <li>On-Site Training</li> <li>Center for Advanced Training in Engineering and Computer Science (CATECS)</li> <li>International English Center</li> </ul>	
<b>Campus Map</b> .....	<b>50</b>
<b>Registration Information</b> .....	<b>52</b>
Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.	
<b>Credit Registration Form</b> .....	<b>53</b>
<b>Noncredit/Certificate Registration Form</b> .....	<b>55</b>
<b>Index</b> .....	<b>56</b>

## 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.





## Pick up credits you need to begin or complete a degree. Or take one course to test the waters in a new field.

**E**vening credit students are here by choice. They like the informal atmosphere, the give and take of class discussions. 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 9 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 \$74 a semester
- Wardenburg Student Health Services for \$52.80 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.

**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).

**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 Services 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:** 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 29.

*David Spires teaches Nazi Germany for the Evening Credit program. Even when it's not the 50th anniversary of D-Day, this three-credit History course attracts large numbers of students. Dr. Spires says that he treats the material as a course in political morality. What was Hitler's appeal? How could a nation allow this to happen? Many students, understandably, begin with superficial knowledge of World War II and the Holocaust and are shocked to learn "How bad it really was." He says that, while time has a way of dulling the senses, he believes that*

*"the Holocaust will not fade." David earned a B.A. in Political Science and a Masters in History at the University of Illinois, and a Ph.D. in German History at the University of Washington during a 20-year career in the Air Force. He taught at the Air Force Academy in the 1970s and '80s and has been teaching for CU for several years. He has authored four history books for the Air Force, including Air Power for Patton's Army: The XIX Tactical Air Command in the Second World War, an upcoming release. A fifth book, on the Air Force in space, is already in progress.*

## Credit Classes Calendar—Dates You Should Know

<b>August 8</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>August 29</b> .....	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>September 2</b> .....	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>September 5</b> .....	Labor Day Holiday. NO CLASSES.
<b>September 6</b> .....	Instructor's signature required to drop Session I classes.*
<b>September 13</b> .....	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Petition required to drop Session I classes. Registration continues for Session II.
<b>September 14</b> .....	Instructor's signature required to drop Full Term classes.*
<b>September 28</b> .....	Petition required to drop Full Term classes.
<b>October 13</b> .....	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>October 17</b> .....	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>October 24</b> .....	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>October 28</b> .....	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>October 31</b> .....	Instructor's signature required to drop Session II classes.*
<b>November 7</b> .....	Petition required to drop Session II classes.
<b>November 24-25</b> .....	Thanksgiving Holiday. NO CLASSES.
<b>November 29</b> .....	FULL TERM TUESDAY CLASSES END.
<b>November 30</b> .....	FULL TERM WEDNESDAY CLASSES END.
<b>December 5</b> .....	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
<b>December 6</b> .....	FULL TERM TUESDAY AND THURSDAY CLASSES END.
<b>December 7</b> .....	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. FULL TERM WEDNESDAY AND THURSDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>December 8</b> .....	FULL TERM MONDAY AND THURSDAY CLASS ENDS. FULL TERM THURSDAY CLASSES END.
<b>December 13</b> .....	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. 13	100% through Sept. 2	100% through Oct. 28
60% Sept. 14 through Sept. 27	60% Sept. 6 through Sept. 12	60% Oct. 31 through Nov. 4
40% Sept. 28 through Oct. 11	40% Sept. 13 through Sept. 19	40% Nov. 7 through Nov. 11
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>

## Full Term Classes by Starting Date, Fall 1994

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday Courses, Begin August 29 and End December 5</b>				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
APAS	1110-3	300	7-10 p.m.	General Astronomy: The Solar System
ECON	2010-3	300	7-10 p.m.	Principles of Microeconomics
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
FINE	1109-3	300	6:30-9:30 p.m.	Introduction to Western Art I
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
HIST	4617-3	300	7-10 p.m.	The Indian in American History: The Eastern Region
MATH	1021-2	300	7-9 p.m.	Numerical and Analytical College Trigonometry
ORMG	3300-3	300	6:30-9:30 p.m.	Introduction to Management and Organization
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
<b>Monday and Wednesday Courses, Begin August 29 and End December 5</b>				
ARAB	1010-5	300	4:50-7:20 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
<b>Monday, Wednesday and Friday Course, Begins August 29 and Ends December 7</b>				
HEBR	1020-5	300	11 a.m.-1 p.m.	Beginning Hebrew 2
<b>Monday and Thursday Course, Begins August 29 and Ends December 8</b>				
MATH	1300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 1
<b>Tuesday Courses, Begin August 30 and End November 29</b>				
ANTH	2010-3	300	7-10 p.m.	Introduction to Physical Anthropology 1
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	4820-3	300	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
FINE	4329-3	300	6:30-9:30 p.m.	Modern Art 1
HIST	1010-3	300	7-10 p.m.	Western Civilization 1
HIST	1025-3	300	6:30-9:30 p.m.	History of the United States since 1865
MKTG	3000-3	300	6:30-9:30 p.m.	Principles of Marketing
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
SOCY	1015-3	300	6-9 p.m.	U.S Race and Ethnic Relations
SOCY	4071-3	300	6:30-9:30 p.m.	Technology and Modernization
<b>Tuesday and Thursday Courses, Begin August 30 and End December 6</b>				
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	6:30-8 p.m.	Pre-College Mathematics
MATH	1071-3	300	7-8:30 p.m.	Finite Mathematics for Social Science and Business
<b>Wednesday Courses, Begin August 31 and End November 30</b>				
CHST	1015-3	300	6-9 p.m.	Introduction to Chicano Studies
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	6-9 p.m.	Principles of Macroeconomics
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
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	1001-3	300	6-9 p.m.	Contemporary Mass Media
LING	2400-3	300	6:30-9:30 p.m.	Language and Gender
PHIL	1100-3	300	7-10 p.m.	Ethics
PSCI	4272-3	300	6:30-9:30 p.m.	The Political Economy of Industrial Societies
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
<b>Wednesday and Thursday Course, Begins August 31 and Ends December 7</b>				
ARAB	2110-3	300	7:30-9 p.m.	Intermediate Arabic 1

### 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.**

## Full Term Classes by Starting Date, Fall 1994

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Thursday Courses, Begin September 1 and End December 8</b>				
COMM	2240-3	300	6:30-9:30 p.m.	Organizational Communication
EDUC	4800-3	301	7-10 p.m.	Special Topics: Advertising and Society in the Classroom
EDUC	4800-3	302	6-9 p.m.	Special Topics: Children's Creative Response to Conflict
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
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
HIST	1113-3	300	7-10 p.m.	The History of England to 1660
HIST	4116-3	300	7-10 p.m.	Diplomatic History of the United States to 1920
JOUR	4453-3	300	7-10 p.m.	Advertising and Society
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2031-3	300	6-9 p.m.	U.S. Values, Social Problems and Change
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

## Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin August 29 and End October 17</b>				
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	6:30-9:30 p.m.	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
SOCY	1001-3	100	6:30-9:30 p.m.	Analyzing Society

### Tuesday and Thursday Courses, Begin August 30 and End October 13

EDUC	3303-2	100	6-8 p.m.	Oral Communication for Teachers
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 1—Climate and Vegetation
GEOL	3700-2	100	7-9 p.m.	Geology Field Techniques in the Colorado Front Range
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
SOCY	1004-3	100	6-9 p.m.	Deviance in U.S. Society

## Session II Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin October 24 and End December 7</b>				
ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
EDUC	4800-3	202	5-8 p.m.	Special Topics: Expanding Awareness
EDUC	4800-3	203	6-9 p.m.	Special Topics: Multicultural Diversity: Who Am I?
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	6:30-9:30 p.m.	Introduction to Human Geography
SOCY	2011-3	200	6-9 p.m.	Contemporary Social Issues and Human Values

### Tuesday and Thursday Courses, Begin October 25 and End December 13

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	204	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 2—Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
PSYC	2303-3	200	7-10 p.m.	Psychology of Adjustment
SOCY	1005-3	200	6-9 p.m.	Social Conflict and Social Values
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.  
Hellems 81. \$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.  
Hellems 81. \$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 240. \$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: Mondays,  
6:30-9:30 p.m. Hale 240. \$240 (resident).

## ARABIC

### Arabic 1010-5 Beginning Arabic 1

Full Term - Section 300:  
Mondays and Wednesdays, 4:50-7:20 p.m.  
Hellems 271. \$550 (resident).

### Arabic 2110-3 Intermediate Arabic 1

Advanced grammar and conversation.  
Full Term - Section 300:  
Wednesdays and Thursdays, 7:30-9 p.m.  
Hellems 220. \$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.  
Hale 270. \$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. Recommended for science majors. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Thursdays,  
6:30-9:30 p.m. Hale 270. \$240 (resident).

## 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.

Full Term - Section 300: Wednesdays,  
6-9 p.m. Guggenheim 206. \$240 (resident).

### Survival Tips

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

### Survival Tips

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

*Jisook Yoan is a second-year student in pre-Pharmacy. She likes Evening Credit classes because of smaller class size and "more individual attention." Although she was born in Korea, Jisook is no stranger to Boulder. "I went to high school here," she explains.*



## 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: Tuesdays, 6:30-9:30 p.m. Ketchum 301. \$240 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Hellems 193. \$248 (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: Wednesdays, 6:30-9:30 p.m. Ketchum 301. \$240 (resident).

### \*Communication 2240-3 Organizational Communication

Provides a communicatively-based definition of formal organization and deals with individual-organization relationships by means of the concepts of identification and commitment. Motivation, authority, power, control, and ethics are treated from a rhetorical perspective.

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 301. \$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.  
Hellems 285. \$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: Mondays, 7-10 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: Wednesdays, 6-9 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.

Session I - Section 100:  
Tuesdays and Thursdays, 6-8 p.m.  
Hellems 193. \$168 (resident).

Full Term - Section 300: Wednesdays, 6-8 p.m. Hellems 193. \$168 (resident).

### Education 4800-3 301 Special Topics: Advertising and Society in the Classroom

See page 12 under Journalism 4453.

### 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.  
Woodbury 106. \$248 (resident).

### Education 4800-3 Special Topics: Children's Creative Response to Conflict

Course trains teachers in how to help children develop competency in interpersonal communication, community-building and conflict resolution skills. Participants will learn practical techniques and activities as well as the theory and principles from which they derive.

Full Term - Section 302: Thursdays, 6-9 p.m.  
Hellems 137. \$240 (resident).

### Survival Tips

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



**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.  
 Woodbury 106. \$248 (resident).

**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.  
 Economics 119. \$248 (resident).

**Education 4800-3**  
**Special Topics: Expanding Awareness**

For students who have completed CLEAR or SMART and want a deeper understanding of creativity and consciousness. We use the teachings of Jean Houston, Buckminster Fuller, Leo Buscaglia and others, and practice ways of integrating new concepts into our lives to expand personal and planetary awareness.

Session II - Section 202:  
 Mondays and Wednesdays, 5-8 p.m.  
 Economics 119. \$248 (resident).

**Education 4800-3**  
**Special Topics: Multicultural Diversity: Who Am I?**

Course is designed to help you strengthen your classroom skill in teaching and understanding cultural diversity. Focus will be on major concepts of created Learning Stations and labs providing interdisciplinary areas (Social Studies, Writing, Science, Math, etc.).

Session II - Section 203:  
 Mondays and Wednesdays, 6-9 p.m.  
 Ketchum 118. \$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 204:  
 Tuesdays and Thursdays, 5-8 p.m.  
 Ketchum 234. \$240 (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.  
 Ketchum 234. \$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).

### 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.

*Denishia Hearon is a full-time student who takes Evening Credit courses when she can. "I like them better," she says, because "they fit my schedule better" and because classes tend to be smaller with more discussion.*



## 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 263. \$240 (resident).

Full Term - Section 302:

Thursdays, 6:30-9:30 p.m.

Engineering Center CR 1-28. \$240 (resident).

Session II - Section 200:

Mondays and Wednesdays, 6:30-9:30 p.m.

Engineering Center CR 1-26. \$240 (resident).

### \*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: Tuesdays, 6-9 p.m.  
Engineering Center CR 1-26. \$240 (resident).

*Ann Sherman has been teaching Sociology for the Evening Credit program for more than five years. Her Social Conflict course focuses on understanding causes of contemporary issues, and includes exposure to win-win negotiating methods. Cash House works 40 hours a week for UMC Catering and still manages a full course load in Sociology and Environmental Conservation.*

### \*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: Thursdays, 6-9 p.m.  
Engineering Center CR 1-26. \$240 (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 137. \$240 (resident).

## FILM

### 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 206. \$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 206. \$248 (resident).

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

## 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).

### Survival Tips

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



### Fine Arts 1109-3 Introduction to Western Art 1

Introduces Western art, from the early dynastic period of Egypt (c. 3000 B.C.) to the end of the sixteenth century A.D. Traces the expansion of European culture, painting, sculpture, and architecture in order to develop an awareness of how our artistic culture is derived from European civilization. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Ramaley N1B31. \$240 (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. \$250 (resident).

### Fine Arts 4329-3 Modern Art 1

In-depth study of the fin de siècle, stressing post-impressionism, art nouveau, and symbolism. Course closes with fauvism in France and the expressionist movement in Germany. Same as FINE 5329. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Ramaley N1B31. \$240 (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 2. \$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, 6:30-9:30 p.m.  
Muenzinger E113. \$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, 6:30-9:30 p.m.  
Muenzinger E113. \$240 (resident).

## 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. 25 (Rocky Mountain National Park) and Oct. 2 (Nederland and Ward).

Session I - Section 100:  
Tuesdays and Thursdays, 7-9 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.  
Chemistry 146. \$550 (resident).

### Hebrew 2120-3 Intermediate Hebrew 2

Prerequisite Hebrew 2110.  
Full Term - Section 300: Wednesdays, 1-4 p.m. McKenna 112. \$330 (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 2. \$320 (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: Tuesdays, 7-10 p.m. Hellems 267. \$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. Business 250. \$240 (resident).

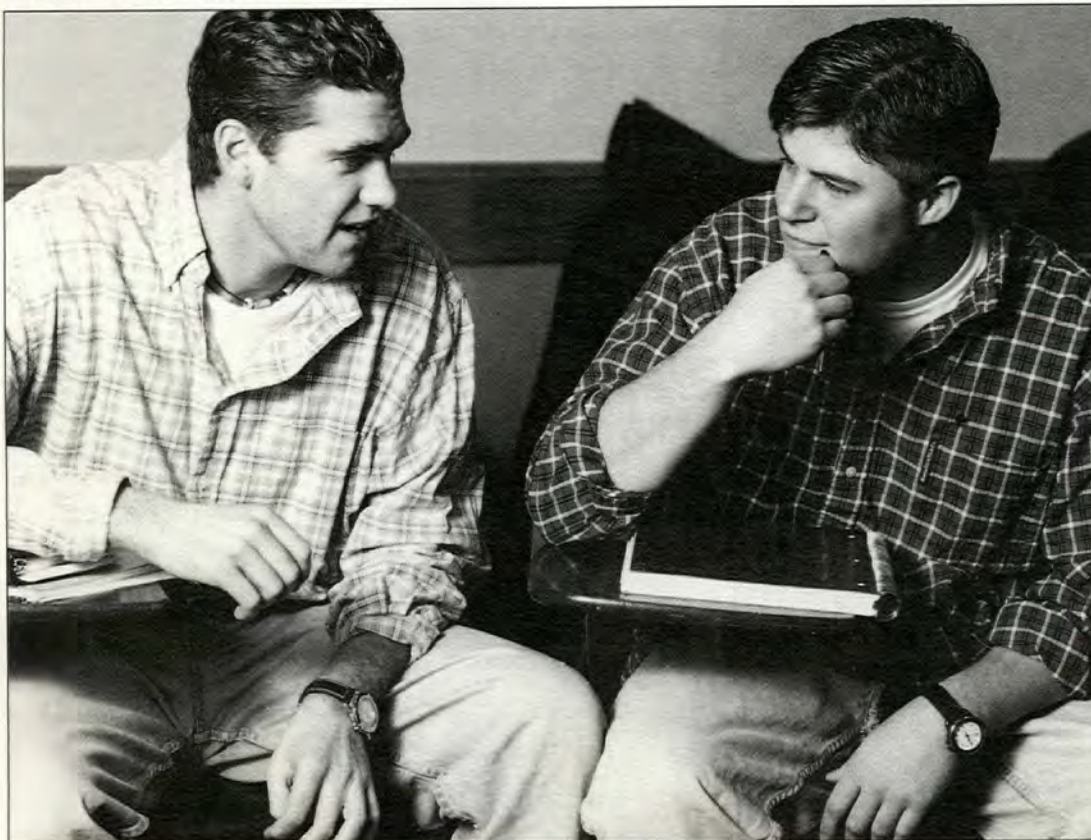
### \*History 1025-3 History of the United States since 1865

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. Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Engineering Center CR 1-09. \$240 (resident).

### Survival Tips

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

*Tyler Sweeney and Chris Cox consider another viewpoint in Ann Sherman's Social Conflict, Social Values Sociology course.*



### \*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 1-30. \$240 (resident).

### History 4116-3 Diplomatic History of the United States to 1920

Traces rise of the United States from the status of a weak new nation to that of a world power with interests everywhere. Approved for arts and sciences core curriculum: United States context. Full Term - Section 300: Thursdays, 7-10 p.m. Hellems 267. \$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,

### History 4617-3 The Indian in American History: The Eastern Region

Explores pre-European social and cultural developments, longevity, and continuity of human history of North America. By examining ways in which Indian societies east of the Mississippi River responded to Euro-Americans, the Indians' role in eastern North American history is demonstrated. Approved for arts and sciences core curriculum: cultural and gender diversity. Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center CR 1-24. \$240 (resident).

## JOURNALISM

### Journalism 1001-3 Contemporary Mass Media

Examines the mass media's interaction with society; looks at journalism and the mass media in historical, intellectual, economic, political, and social contexts. Full Term - Section 300: Wednesdays, 6-9 p.m. Hale 236. \$240 (resident).

### 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).

## 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 2-06. \$240 (resident). Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Engineering Center CR 0-30. \$240 (resident).

## LINGUISTICS

### Linguistics 2400-3 Language and Gender

Familiarizes students with the effects of gender on language use; discusses popular beliefs and scholarly theories about language and communication. Provides students with tools for exploring the role of language and gender. Approved for arts and sciences core curriculum: cultural and gender diversity. Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Economics 205. \$240 (resident).

## MARKETING

### Marketing 3000-3 Principles of Marketing

Introduces essentials of marketing, including product planning, channels of distribution, pricing, advertising and selling. Emphasizes role of consumer and the social responsibility of marketer. Prerequisite, junior standing.

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Engineering Center CR 2-06. \$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, 6:30-8 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 1-40. \$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: Mondays, 7-9 p.m.  
Business 251. \$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, 7-8:30 p.m.  
Engineering Center CR 1-42. \$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 237. \$400 (resident).

## ORGANIZATIONAL MANAGEMENT

### Organizational Management 3300-3 Introduction to Management and Organization

Introductory study of management fundamentals and organizational behavior. Students learn how individuals adapt to organizations, how managers motivate and lead in work situations, and how organizations are designed and managed. Prerequisites, PSYC 1001, SOCY 1001, and junior standing.

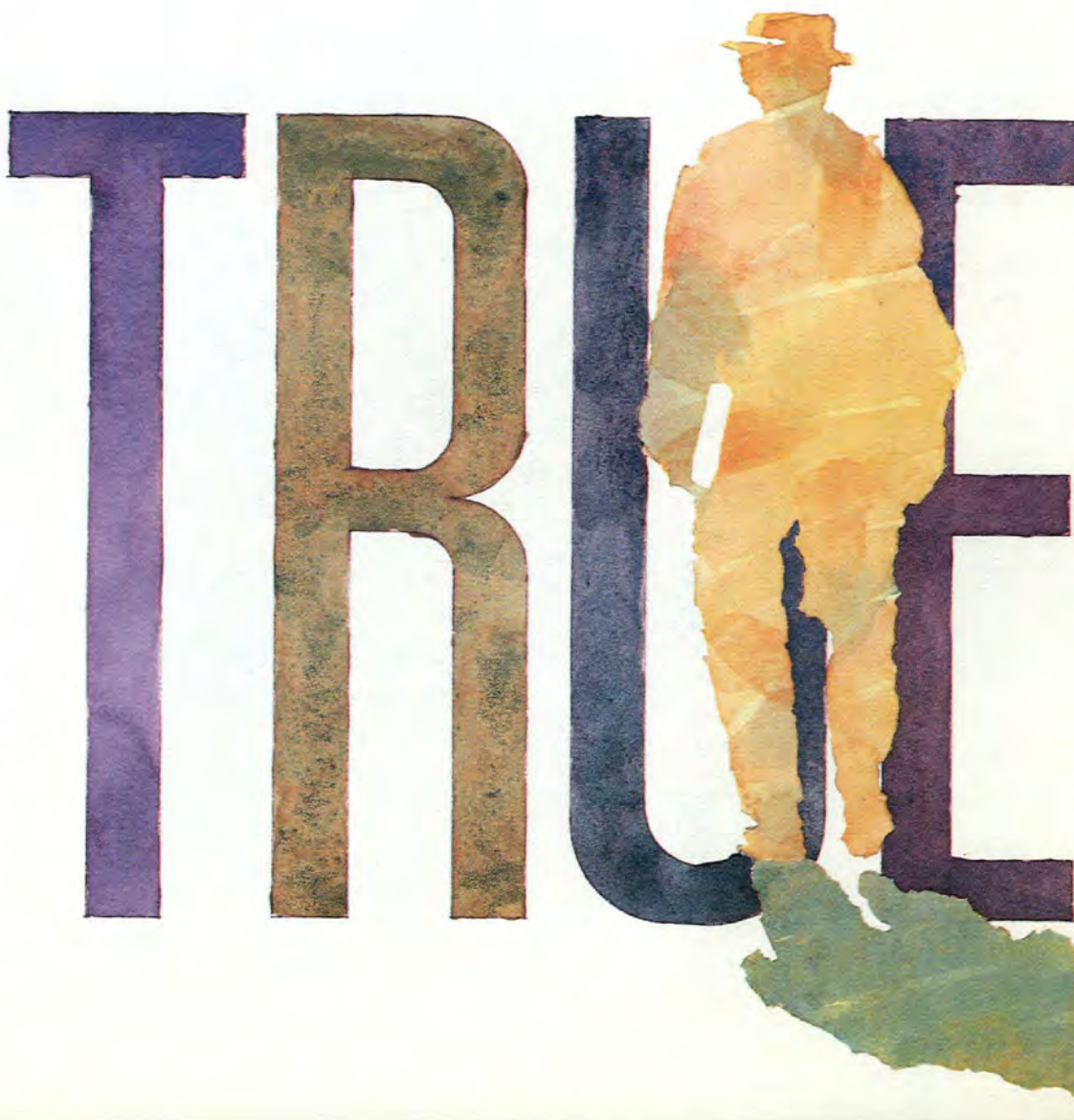
Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Duane Physics G125. \$240 (resident).

## PHILOSOPHY

### Philosophy 1100-3 Ethics

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice. Approved for arts and sciences core curriculum: 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, 6-9 p.m. Muenzinger E113. \$240 (resident).

### Political Science 4272-3 The Political Economy of Industrial Societies

Considers how political power is used to achieve economic ends and to shape the operations of market economics. Focuses on economic conflicts as political contests, and explores how politics shape the course of economic development as well as the basis of social and political life. Prerequisites, PSCI 2012 and ECON 2020. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 235. \$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 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:  
Tuesdays and Thursdays, 7-10 p.m.  
Hellems 251. \$240 (resident).

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Hellems 251. \$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. \$248 (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).

*Kelly Gregorchik listens to instructor Ann Sherman in an Evening Credit Sociology course.*



### **Survival Tips**

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



# 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.

Session I - Section 100:

Mondays and Wednesdays, 6:30-9:30 p.m.  
Hellems 199. \$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, 6-9 p.m.  
Hellems 199. \$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.

Session II - Section 200:

Tuesdays and Thursdays, 6-9 p.m.  
Economics 13. \$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.  
Muenzinger E131. \$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: Mondays, 6-9 p.m.  
Hale 230. \$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.

Session II - Section 200:

Mondays and Wednesdays, 6-9 p.m.  
Education 220. \$240 (resident).

## \*Sociology 2031-3

### U.S. Values, Social Problems, and Change

An examination of U.S. society from the perspective of values and theories of social change, considering such problems as the distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for arts and sciences core curriculum: ideals and values.

Full Term - Section 300: Thursdays, 6-9 p.m.  
Economics 205. \$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 199. \$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).

## Sociology 4071-3

### Technology and Modernization

Analyzes social structures and social relationships that change in response to technological innovation. Emphasis also given to the role of technology in the development of countries other than the United States.

Full Term - Section 300:

Tuesdays, 6:30-9:30 p.m.  
Economics 205. \$240 (resident).





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Whether thinking about a career move or just giving yourself a chance to pursue a subject that intrigues you, noncredit coursework is a rewarding way to prepare for and explore the possibilities.

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

**Classes will not meet November 24 and 25.**

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's 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.



*Jennifer Shopland has been teaching Beginning Conversational Italian for Continuing Education for a couple of years. "I love it," she says. "The students are always great" and the diversity is a pleasure. From traveling professionals to students of art and music. And lots of people who have been to Italy. The class has a practical focus, geared toward travel and the format is "very, very active." Jennifer is*

*skilled at breaking the ice, making the learning process comfortable and fun, so that students get lots of guided practice in class and learn to really use the language. Jennifer is a faculty member at Niwot High School, where she teaches Spanish. She says that, compared to most high school students, Continuing Education students are downright adventuresome in practicing new language skills.*

## Noncredit Courses, Fall 1994

	Page
<b>Architecture and Landscape</b>	
Colorado Landscape: Plants and Design .....	19
How to Design or Remodel a House with an Architect .....	19
<b>Business</b>	
Business classes are located on pages .....	27-30
<b>Communications</b>	
Communications classes are located in the professional development, and writing and communication sections of Business, on pages .....	29, 31
<b>Fine Arts</b>	
Art Conservation: A Race Against Time .....	19
Contemporary Artists and Their Work .....	19
Introduction to Drawing .....	19
Life Drawing .....	19
Introduction to Painting .....	19
Introduction to Soft Pastel Painting .....	19
Watercolor Landscape Painting Workshop .....	20
Woodcarving Sculpture .....	20
Sculpture-Stonecarving .....	20
Basic Photography .....	20
Creative Photography Workshop .....	20
Beginning Video Workshop .....	20
<b>Graphic Communication</b>	
Getting Your Career Started in Computer Graphics, Fine Arts and Design .....	20
Advertiser Copywriting: Creating Ads for the Small Business Marketplace .....	21
Airbrush Illustration .....	21
The Business of Greeting Cards: Writing, Drawing, Selling .....	21

*Melissa McVay speaks French and some Irish. She took Conversational Italian because "I've always liked languages and this is one I know nothing about." Melissa, who is out of school and taking some time off, said she was pleased. "It was wonderful."*



	Page
<b>Foreign Languages</b>	
Beginning Conversational French .....	21
Intermediate Conversational French .....	21
Beginning Conversational German .....	21
Intermediate Conversational and Written German .....	21
Beginning Conversational Italian .....	21
Intermediate Conversational Italian .....	21
Beginning Conversational and Written Japanese .....	21
Intermediate Conversational and Written Japanese .....	21
Beginning Conversational Spanish .....	21
Intermediate Conversational Spanish .....	21
<b>History</b>	
Native American Belief Systems .....	22
Mountains and Plains: Native Americans of Colorado .....	22
<b>Investments and Personal Finance</b>	
Basic Investing .....	22
Advanced Investment Strategies .....	22
Investing for Income .....	22
Mutual Fund Investing .....	22
Healthy, Wealthy and Wise: A Financial Planning Workshop for Women .....	22
Financial Planning for Couples .....	22
Investing in Art and Antiques .....	23
Retirement Distributions: Rollovers, Annuities and Lump Sum Payments .....	23
Retirement Planning .....	23
Estate Planning Techniques .....	23
<b>Lifestyles</b>	
Making Career and Life Changes: A Workshop .....	23
The Diet Rollercoaster .....	23
Diet, Emotions and Behavior .....	23
Stress Management Through Biofeedback .....	23
Treatment of the Serious Problems of Adolescence .....	23
Finding and Running the Environmentally Friendly Farm .....	23
Study Smarter .....	23
<b>Science</b>	
A Guide to the Ecology of Boulder County .....	24
Introduction to the Geology of Colorado .....	24
<b>Testing</b>	
Preparing for the SAT/PSAT .....	24
Preparing for the Graduate Management Admission Test (GMAT) .....	24
Preparing for the Graduate Record Exam (GRE) .....	24
Preparing for the Law School Admission Test (LSAT) .....	24
<b>Theatre and Music</b>	
Acting Basics .....	25
Improvational Performing .....	25
Shakespeare: From Page to Stage .....	25
<b>Writing and Literature</b>	
Jewish American Women Writers: Where Is It Written What I Am Meant to Be? .....	25
Literature of Other Lands .....	25
Novels of Journey and Catharsis .....	25
Usage and Grammar: Guidelines and Rules for Everyday Use .....	25
Write It! Finish It! .....	25
Creative Writing .....	26
Poetry Workshop .....	26
Short Story Workshop .....	26
Writing Fun Fiction: Westerns, Science Fiction, Mysteries, Horror and Romance .....	26
Writing the Novel .....	26
Writing the Ten-Minute Play .....	26
<b>Longmont Noncredit Classes</b>	
Introduction to Drawing .....	26
Beginning Conversational Spanish .....	26

## 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 24, 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 27-October 25, 7-9 p.m. 5 sessions. Hellems 237. \$60.

## BUSINESS

Business classes are located on pages 27 to 30.

## COMMUNICATIONS

Communications classes are located in the professional development, and writing and communications sections of Business, on pages 29 and 31.

## FINE ARTS

### NCFA 300 Art Conservation: A Race Against Time

A course for non-conservators, artists, dealers, collectors and the general public. The class discusses the differences between art restoration and conservation; preventive conservation techniques such as controlling environmental conditions; restoration methods in stabilizing and repairing a piece; and the use of scientific methods in examination and analysis of art works. Also discussed, working with a conservator, and

things to consider if you are contemplating conserving an art work.

Carmen Bria, M.S. Art Conservation, is chief conservator at a fine arts conservation center in Denver.

Camilla Van Vooren, M.S. Art Conservation, is a paintings conservator at a fine arts conservation center in Denver.

Section 300: Wednesdays, October 5-12, 7-9 p.m. 2 sessions. Hale 240. \$25.

### NCFA 034 Contemporary Artists and Their Work

We will examine well-known contemporary artists, their works and careers, price points throughout their careers, critical points of recognition, subject matter and media, and development of quality. We will discuss qualities of a composition, use of color and texture, and compare them with some of the masters in museums. Artists discussed will include Doug West, Valentin Okorokov, Michael Bondi, R.C. Gorman, Frank Howell, Frank Sampson, Julia Jordan, Mary Hoeksema, Denny Haskew and Edward Fraughton.

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 18-November 8, 7-9 p.m. 4 sessions. McKenna 112. \$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.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

Section 300: Wednesdays, September 21-November 2, 6-8:30 p.m. 7 sessions. Fine Arts C103. \$110.

### 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 Alfa charkole, vine charcoal, pink pearl eraser, 18" x 24" newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, 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 21-November 9, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

### 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.

Terry Maker, M.Ed., M.F.A., is an art instructor and art conservator.

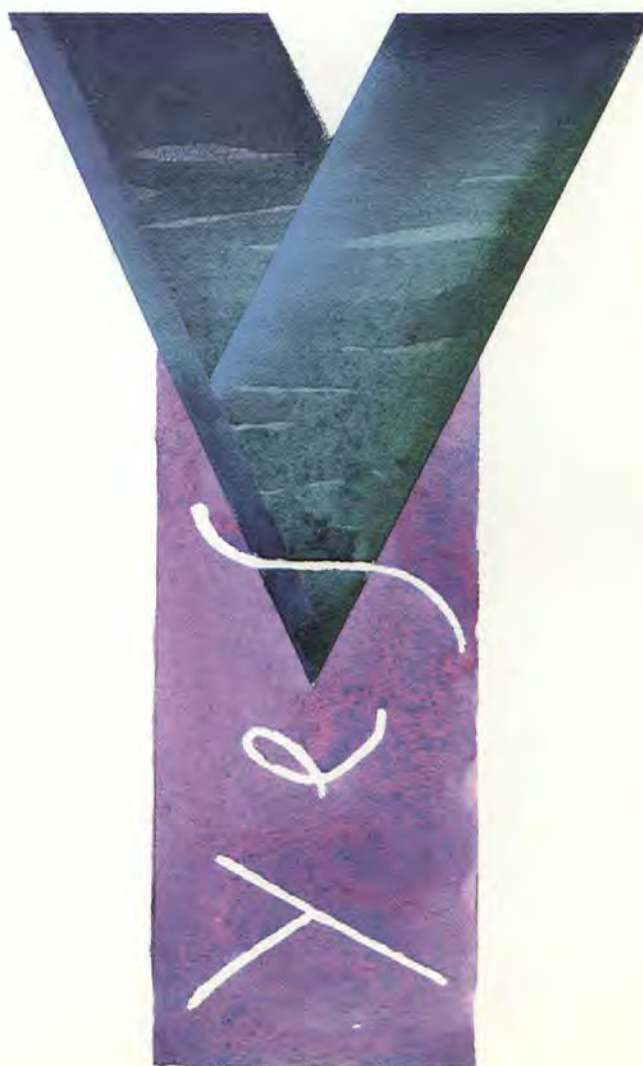
Section 300: Tuesdays, September 20-November 1, 6-8:30 p.m. 7 sessions. Fine Arts N103. \$110.

### NCFA 008 Introduction to Soft Pastel Painting

Students will study the relationship of values and color, comparing relative values in different subjects, utilizing the "Concept of Light" system, and the effects of light on color in the studio and in outdoor situations. Students will learn soft pastel painting techniques, applying the color and value concepts. Crosshatching, massing, textural variation and detail will be addressed. The class will explore still life, photographs, and location outdoor painting.

Judith Spychalski, B.F.A., member, Degas Pastel Society, has exhibited all over the country.

Section 300: Saturdays, September 24-November 12, 9 a.m.-12 noon. 8 sessions. Fine Arts N103. \$145.



## FINE ARTS-CONT.

### NCFA 009 Watercolor Landscape Painting Workshop

Learn how to see and capture the beauty of nature. Students will experience the landscape and develop an awareness of "place" through the use of spontaneous media. Instructions include color theory, mounting the paper, color application, and the element of uncertainty in how colors will spread, blend and mix. Call 492-5148 for the list of materials.

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

Section 300: Saturday, October 1, 10 a.m.-3 p.m. 1 session. Meet at the new Boulder Public Library parking lot. \$30.

### NCFA 015 Woodcarving Sculpture

Students create images expressing their feelings and ideas in wood. We will focus on three-dimensional projects, becoming familiar with the beginning steps of blocking-out the form. Instruction will include proper tool use, wood types, carving techniques, designing a clay model, and a slide show of wood sculptures.

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

Section 300: Mondays,  
September 19-November 14, 5-7 p.m.  
9 sessions. Fine Arts C102. \$110.

*Ni Zhang says she is studying Italian because, "I have Italian friends, a family who visited me in Boulder. I may go to Italy to visit them." Also, her father is a musician who appreciates the beauty of the language. Ni works at NOAA, studying atmospheric science through the University. Right now, she's involved in a research project studying the greenhouse effect. Originally from China, Ni learned English as a small child. She says it was "not that hard."*



### NCFA 011 Sculpture-Stonecarving

Students will learn to conceptualize sculptural images and ideas and express them in stone. To bring out the elements of a basic sculptural form we will examine basic techniques referring to: reducing the stone block, pitching and punching, rubbing and polishing. An illustrated discussion of stone sculptures, tools and materials, and where to purchase these are included.

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

Section 300: Mondays,  
September 19-November 14, 7-9 p.m.  
9 sessions. Fine Arts C102. \$110.

### NCFA 001 Basic Photography

Learn to know and love your 35mm SLR camera. We cover mechanical functions, lenses and film, accessories, proper exposure, good composition and portraiture techniques. No lab work. One field trip. Slides, lecture and discussion with helpful handouts. Bring your camera and manual to every session.

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

Section 300: Wednesdays,  
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 dark-room 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. Class will meet at the lab during the week of November 24th. Don Oberbeck is a professional photographer and runs a photo center.

Section 300: Thursdays,  
September 29-November 24, 7:30-9:30 p.m.  
9 sessions. Ketchum 303. \$110.

### NCFA 150 Beginning Video Workshop

This class shows you how to use your video camera and produce usable videos for family movies, documentation, short narratives or just expressing yourself. Learn the basics of the camera functions, focus, sound, hand holding and using a tripod, editing, proper care of your camera, and an introduction to producing a video. Bring your video camera, the camera's instruction manual, blank video tapes, and accessories. Bill Mushkin is completing his M.F.A. and works in video filmmaking.

Margaret Wagner, M.F.A., has exhibited in Colorado, Iowa, and New York City.

Section 300: Saturdays, October 1-8,  
8:30 a.m.-12:30 p.m. 2 sessions.  
Ketchum 301. \$50.

## GRAPHIC COMMUNICATION

### NCFA 354 Getting Your Career Started in Computer Graphics, Fine Arts and Design

What constitutes a digital portfolio? How are emerging technologies expanding job opportunities in the art marketplace? How do you find clients and keep them? These questions and others are answered in this information-packed program. Topics include developing a print, digital or fine arts portfolio, analyzing the marketplace, preparing for a job interview, opening and closing techniques, pricing, rights, contracts, agents, working with galleries and small business clients. An excellent program for aspiring professionals, students or working designers seeking to expand their clientele base.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Monday, Tuesday and  
Wednesday, December 5-7, 5:30-10 p.m.  
3 sessions. Geology 114. \$160.

### NCFA 357 Advertising Copywriting: Creating Ads for the Small Business Marketplace

This program is a must for anyone who needs to generate persuasive copy for small business advertisements, or those seeking to work in public relations, ad agencies, sales promotion, or for those starting their own design service. Activities cover headline and body copy, creative stimulation, marketing strategy, working with small business owners, and problem solving activities for small business campaign development. Assignments cover writing brochures, ads, and promotional press releases.

Michelle Martino, B.A., is a recognized expert in ad copywriting and marketing. Her clients include major corporations; she is an Addy and a New York Design Show award winner.

Section 300: Saturday and Sunday, October 29-30, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

### NCFA 355 Airbrush Illustration

Airbrush illustration is one of the most widely used and popular mediums of commercial art today. This two-day workshop is an excellent program for those interested in creating greeting card art, children's book illustration, fine art renderings or magazine ad illustration. Techniques and procedures covered include: friskit paper, inks, dyes, prisma, varied board surfaces, and special effects. Demonstrations will also cover gouache-gel and photographic tinting. Students should bring to class an x-acto knife, no. 2 pencil, two sheets of bristol cold press paper (approximately 15" x 20") and tracing paper.

Van Valencia, B.A., has been an award winning designer in the entertainment industry for over a decade.

Section 300: Saturday and Sunday, October 8-9, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

### NCFA 356 The Business of Greeting Cards: Writing, Drawing, Selling

An intensive workshop covering the fascinating world of greeting cards from the artistic and business point of view. Workshop sessions, discussions and drawing exercises will cover: styles of writing—"cute humor," poetic verse, gags and humorous cards; styles of art—line, neon, black border, psychology of color communicating mood, feeling and eye control; business strategy—selling and presentation techniques for starting a business and freelancing, licensing, rights, manufacturing and distribution. By the end of the program, participants will create a finished sample line of cards appropriate for display in a beginning portfolio. Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 300: Saturday and Sunday, December 3-4, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

## 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 since 1982.

Section 300: Mondays, September 19-November 21, 7:30-9:30 p.m. 10 sessions. Hellems 229. \$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 since 1982.

Section 300: Tuesdays, September 20-November 22, 7:30-9:30 p.m. 10 sessions. Hellems 229. \$125.

### NCFL 101 Beginning Conversational German

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is *German: A Self Teaching Guide*, available at the University Book Store.

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

Section 300: Tuesdays, September 20-November 22, 7-9 p.m. 10 sessions. Hellems 247. \$120.

### NCFL 201 Intermediate Conversational and Written German

For students who have some knowledge of the language and those who have taken Beginning Conversational German. We will cover grammar, with an emphasis on practical conversation, giving students an opportunity to practice and increase their vocabulary. Cultural aspects will also be introduced.

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

Section 300: Wednesdays, September 21-November 23, 7-9 p.m. 10 sessions. Hellems 255. \$125.

### 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.

Jennifer Shopland, M.A., is a language instructor.

Section 300: Mondays, September 19-November 21, 7-9 p.m. 10 sessions. Hellems 247. \$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 available at the University Bookstore.

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

Section 300: Wednesdays, September 21-November 23, 7-9 p.m. 10 sessions. Hellems 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 2-October 14, 6-9 p.m. 7 sessions. Economics 117. \$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 21-December 9, 6-9 p.m. 7 sessions. Economics 2. \$135.

### NCFL 103 Beginning Conversational Spanish

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

Elizabeth Medina, Ph.D., has taught at CU Boulder since 1977.

Section 300: Tuesdays, September 20-November 22, 7-9 p.m. 10 sessions. Education 155. \$125.

### 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 at CU Boulder since 1977.

Section 300: Thursdays, September 22-December 1, 7-9 p.m. 10 sessions. Education 155. \$125.

## HISTORY

### 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.

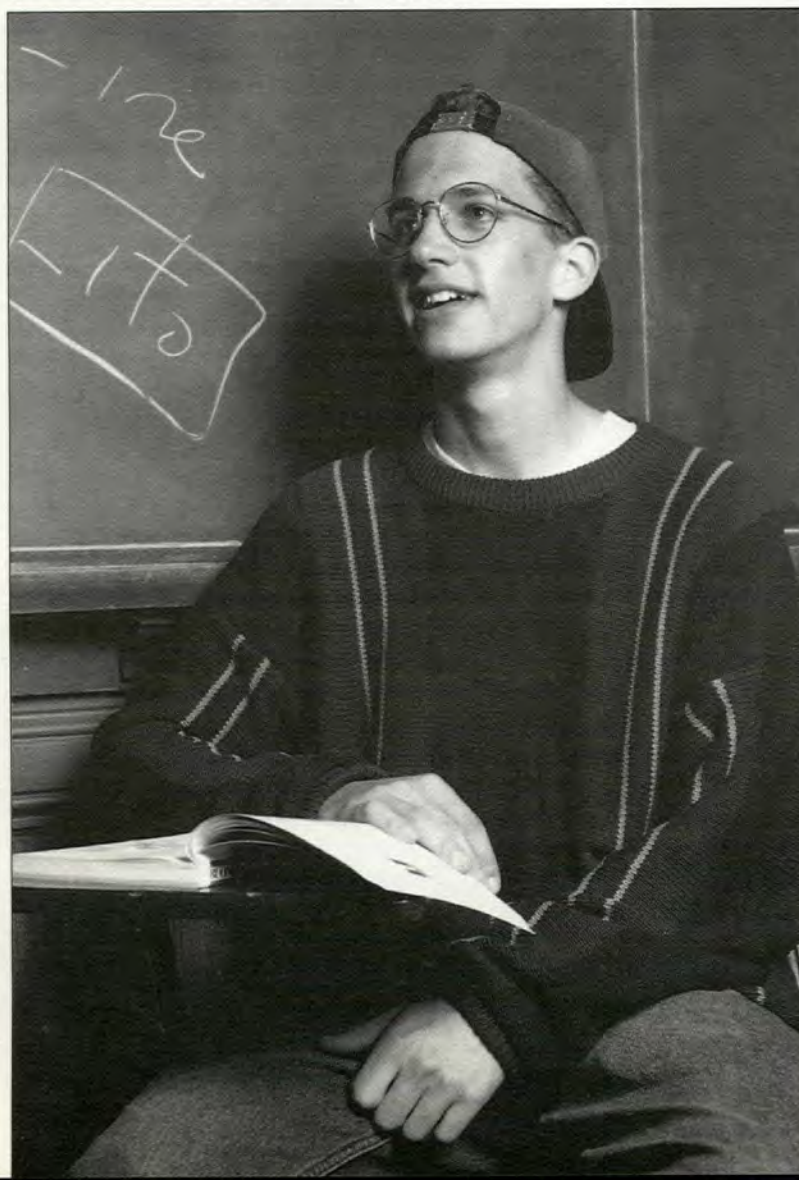
Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology. Section 300: Thursdays, September 22-October 27, 7-9 p.m. 6 sessions. Hellems 229. \$70.

### NC H 619 Mountains and Plains: Native Americans of Colorado

This course will describe the different groups of Native Americans, particularly the Ute, Arapaho and Cheyenne, who inhabited the mountains and plains of Colorado in post-Colombian times. The class will examine these groups' interactions with whites; their family and social structures; belief systems; hunting and gathering; trade; warfare, political organization; and the role of the horse.

Lani Van Eck, Ph.D. Anthropology, has a special interest in symbolic anthropology. Section 300: Thursdays, November 3-December 15, 7-9 p.m. 6 sessions. Hellems 229. \$70.

*Scott Lamb, a graduate of Fairview High School, is headed for Italy on a Rotary scholarship this fall. Conversational Italian provided a "really great" way to get some basic language skills. He plans to use the tapes and the book after the class ends, to keep from getting rusty.*



## 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 *One Up on Wall Street* by Peter Lynch, 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 21-October 12, 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: Thursdays, November 10-December 8, 6:30-8:30 p.m. 4 sessions. Engineering Center CR 0-36. \$65.

### 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 13-November 3, 6:30-8:30 p.m. 4 sessions. Engineering Center CR 0-36. \$50.

### NC I 017 Mutual Fund Investing

Learn about the most popular investment approach of the past ten years, mutual funds. Domestic and foreign, open and closed end, aggressive growth to municipal bonds. Learn how to evaluate mutual funds and build your own portfolio with professional management and diversification.

Arnold Hart, M.A. Economics, is an investment advisor, has taught for 13 years. Section 300: Tuesdays, September 13-October 4, 6:30-8:30 p.m. 4 sessions. Duane Physics 0047. \$50.

### NC I 014 Healthy Wealthy and Wise: A Financial Planning Workshop for Women

Is financial planning different for women? Is a woman's sense of value tied to her financial situation? Whether we are single, divorced, or widowed, we can set goals for ourselves and achieve them. We can learn how to implement a systematic process to ensure our financial good health. Join us for a continental breakfast and box lunch workshop as we explore our attitudes about money, self-worth, peace of mind, and personal financial security.

Corline Randolph, M.B.A., is a speaker and writer on women's issues and financial planning.

Section 300: Saturday, September 24, 8:30 a.m.-3:30 p.m. 1 session. Hale 260. \$55.

### 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, September 20-27, 6:30-8:30 p.m. 2 sessions. Ketchum 118. \$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,  
September 20-October 11, 7-9 p.m.  
4 sessions. McKenna 112. \$50.

**NC I 018****Retirement Distributions: Rollovers, Annuities and Lump Sum Payments**

This class explains the options available for retirement distribution, including annuitizations, rollovers and lump sum payments. The tax and other financial implications of receiving money from an employer's retirement plan will be discussed.

Phyllis Moulton, M.S. Investment Broker, specializes in retirement distribution planning, hosts a local radio financial program, "Your Money Matters."

Section 300: Tuesdays, October 4-11,  
6:30-8:30 p.m. 2 sessions. Hellems 181. \$35.

**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: Tuesdays, October 4-11,  
6:30-8:30 p.m. 2 sessions. Ketchum 118. \$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, October 18,  
6:30-8:30 p.m. 1 session. Ketchum 118. \$20.

**LIFESTYLES****NC L 010****Making Career and Life Changes: A Workshop**

Are you contemplating a change or confused about where your career or life is going?

Discover where you are and where you want to go, your preferences in work, and what you want out of life. Identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Students should purchase the *Neuro-Linguistic Programming Personal Profile* at the University Bookstore and bring it to the first class.

Val Roche is president of her own consulting firm and has 18 years of experience in teaching and human resources.

Section 300: Saturdays, October 1-8,  
9 a.m.-4 p.m. 2 sessions. Hellems 255. \$90.

**NC L 040****The Diet Rollercoaster**

This class will challenge society's norms of what is normal body weight, explore the different factors that lead us to diet. We will examine the physiological factors that influence weight, and psychological factors such as nurturance, sexual trauma, guilt and anger. The health risks of obesity and dieting will be discussed and strategies for a life long food plan will be offered.

Doreen Orion, M.D., is a psychiatrist in private practice.

Section 300: Wednesday, October 5,  
6:30-8:30 p.m. 1 session. Hellems 211. \$25.

**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 1,  
10 a.m.-4 p.m. 1 session. Hellems 247. \$30.

**NC L 051****Stress Management Through Biofeedback**

This course will discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. The instructor will teach you biofeed methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation and meditation. The three phases of stress response will also be covered. The class will discuss the types of behaviors, thoughts and attitudes that can bring about stress, and how you can deal with them, such as: your self-

esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow to each class for relaxation exercises.

Priscilla Hustad, M.A., is an experienced and certified biofeedback therapist in practice since 1980.

Section 300: Wednesdays,  
September 21-October 26, 7-9 p.m.  
6 sessions. Hale 260. \$65.

**NC L 041****Treatment of the Serious Problems of Adolescence**

This course will discuss six of the serious problems of adolescence and suggest methods of treatment, and provide hope for those dealing with these situations. The class requires no knowledge of psychology and will be presented in everyday language. The problems that will be covered include: self-esteem; the problem of blame; impulsive behavior; freedom and independence; friends; and perfectionism.

George Kelling, Ph.D., is a psychologist in private practice.

Bente Sternberg, M.S.W., is a counselor in private practice.

Section 300: Wednesdays,  
September 21-October 26, 7-8:30 p.m.  
6 sessions. Clare Small 207. \$55.

**NC L 042****Finding and Running the Environmentally Friendly Farm**

Many people have a desire to work on or own a farm. For these prospective farmers, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered will include organic farming methods, and the business aspects (i.e., production and marketing) of running a farm. The course will include a field trip to an organic farm to be arranged in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 300: Thursdays,  
September 22-October 13, 6:30-8:30 p.m.  
4 sessions. Hellems 81. \$75.

**NC L 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: 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,  
September 13-October 25, 6-7 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 15-October 20 (no class Sept. 17, Oct. 1 and Oct. 15). 8 sessions.  
Duane Physics G035. \$145.

*Sheila Hershey (left) works for IBM in Boulder. She loves Italian opera and culture. Deb Fowler (right) is a quality instructor for StorageTek who is brushing up for a trip to Italy. She says the course "was a blast. Jennifer Shopland is probably one of the best language instructors I've been around. She really made it fun. One night when we ran out of time at the end of the hour, the whole class groaned."*



### NCSO 017 Introduction to Colorado Geology

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. This course offers an "armchair tour" of Colorado's geology. We will investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting. A previous course in geology is helpful but not required. The required text, *Roadside Geology of Colorado*, is available in the University Bookstore.

Barbara Mieras, Ph.D., Geological Sciences, has been an exploration geologist and science educator.

Section 300: Thursdays, September 22-29, 7-9 p.m. 2 sessions. Hale 240. \$25.

## TESTING

### NC T 200 Preparing for the SAT/PSAT

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.

Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 300: Saturday and Sunday, September 24-25, 9 a.m.-12 noon.  
2 sessions. Duane Physics G125. \$130.

"5 SAT'S BOOK"

### NC T 300 Preparing 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.

Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 300: Saturday and Sunday, September 24-25. 2-5 p.m.  
2 sessions. Duane Physics G131. \$175.

No text

### 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 to bring GRE Prep Book 9 to the first class available at University Bookstore. 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 6-29, 6:30-9 p.m.  
8 sessions. Economics 117. \$165.

Section 302: Tuesdays and Thursdays, November 1-December 1, 6:30-9 p.m.  
8 sessions. Helles 252. \$165.

GRE Prep book 9

### 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 text at first class, available at University Bookstore. Students register separately for the LSAT examination.

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

Section 301: Saturdays and Sundays, September 10-24, 9 a.m.-2 p.m.  
5 sessions. Helles 245. \$195.

Section 302: Saturdays and Sundays, November 5-19, 9 a.m.-2 p.m.  
5 sessions. Helles 177. \$195.

LSAT Prep tests 2-10

## 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 texts: *The Stanislavski Method* and *Waiting for Godot*, at the University Bookstore.

Beth Osnes, Ph.D., Theatre, is an instructor, performer and director.

Section 300: Tuesdays,  
September 20-November 8, 6:30-8:30 p.m.  
8 sessions. Geology 311. \$90.

### NCTH 006 Improvisational Performing

This course will explore innovative performance techniques such as masking, shadow play, improvisational movement, vocal expression and performer/audience relationships. Each student will create an individual five-minute performance during the class. Text: *The Empty Space* by Peter Brook is available at the University Bookstore.

Beth Osnes, Ph.D., Theatre, is an instructor, performer and director.

Section 300: Thursdays,  
September 22-November 10, 6:30-8:30 p.m.  
8 sessions. Geology 311. \$90.

### NCTH 005 Shakespeare: From Page to Stage

Drawing on the four plays being produced for the 1995 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic 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 5-26,  
7-9 p.m. 4 sessions. Hellems 191. \$50.

## WRITING AND LITERATURE

Business Writing classes are on page 31.

### NC W 063 Jewish American Women Writers: Where Is It Written What I Am Meant to Be?

Beginning with a novel of the immigrant experience, this class explores how Jewish American women write about their own identity while dealing with conflicts and challenges of Judaism and American life. No familiarity with Judaism is necessary. Novels to be read and discussed: Anzia Yezierska *Breadgivers*; Ann Roiphe *Lovingkindness*; Faye Moskowitz *A Leak in the Heart*; Cynthia Ozick *The Shawl and Rosa*. Read *Breadgivers* before the first class.

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

Section 300: Wednesdays (meets every other week), September 21-November 2,  
7-9 p.m. 4 sessions. Hellems 247. \$45.

### NC W 054 Literature of Other Lands

Join us in exploring, reading and discussing four books that not only give us wonderful writing and fascinating stories, but also exposure to four different cultures. (Sept. 22) M. Ondaatje *The English Patient*; (Oct. 6) H. Hanff *84 Charing Cross Road*; (Oct. 20) J. Rhys *Wide Sargasso Sea*; (Nov. 3) L. Esquivel *Like Water For Chocolate*. Read *The English Patient* before coming to the first class.

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

Section 300: Thursdays,  
September 22-November 3, 7-9 p.m.  
4 sessions. Duane Physics G039. \$45.

### NC W 064 Novels of Journey and Catharsis

Explore the power of journey and the richness of catharsis in a series of well-crafted novels. Class will meet each week to allow for extended discussion. Novels covered: Paule Marshall *Praisesong for the Widow*; Maxine Hong Kingston *The Woman Warrior*; Maryse Conde *I, Tituba, Black Witch of Salem*; Toni Morrison *Sula*; Daniel Maximin *Lone Sun*; Zora Neale Hurston *Their Eyes Were Watching God*. Please read *Praisesong for the Widow* before the first class. There will not be a class on two Tuesdays in October. The dates will be announced in class.

Ann Armstrong Scarboro, Ph.D., is a teacher, journal writer and published literary critic.

Section 300: Tuesdays,  
September 20-November 15, 7-8:30 p.m.  
7 sessions. Hellems 285. \$65.

### 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 8,  
9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

### NC W 053 Write It! Finish It!

Do you start, but never finish; or never get around to writing? This workshop focuses on the process of writing, and how to set goals, make time and space, organize, re-vision your writing, edit, and market your work. Practice exercises include writing very short stories, short poems and opinion/essays for the literary market, and developing your own system for finishing your writing.

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

Section 300: Thursdays,  
September 22-November 10, 6:30-8:30 p.m.  
8 sessions. Hellems 259. \$95.



## WRITING AND LITERATURE—CONT.

### 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.

Naomi Rachel, M.A., is a professional writer with credits in national and regional publications.

Section 300: Thursdays,  
September 22-November 10, 7-9 p.m.  
8 sessions. Hellems 211. \$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.

Deborah Viles, M.A., is a lecturer in the CU Boulder writing program.

Section 300: Wednesdays,  
October 5-November 9, 6-9 p.m.  
6 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,  
September 22-October 27, 7-9 p.m.  
6 sessions. Hellems 245. \$70.

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

For those who enjoy and want to write in westerns, science fiction, mysteries, horror and romance genres. Emphasizes strong storytelling, character creation, fast-paced writing techniques, blending research and technical elements into fiction, markets, audiences, and developing saleable pieces. A workshop format is used for helpful reactions to stories-in-progress.

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

Section 300: Mondays,  
September 26-November 14, 7-9:30 p.m.  
8 sessions. Hellems 285. \$110.

### NC W 004 Writing the Novel

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 22-December 1, 7-9 p.m.  
10 sessions. Hale 260. \$110.

### NC W 010 Writing the Ten Minute Play

The goal of this class is to have each student write a ten minute play that will allow the participants to have a complete manuscript by the end of the class, while working with all of the play's elements. The class will address play elements such as: dramatic action, character, language, and structure. Some attention will also be given to innovative play forms. Assigned and spontaneous in-class exercises, and sharing of works in class will be geared towards helping students to polish their plays. In the last class, the plays will be read aloud, with actors participating.

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

Section 300: Mondays,  
September 19-November 7, 7-9 p.m.  
8 sessions. Hale 260. \$90.



## LONGMONT NONCREDIT CLASSES

### NCFA 020 Introduction to Drawing

No prior art experience necessary. Emphasis is on working with basic concepts of line, value, texture, shading, composition and the importance of value and perspective. This is not a technique demonstration class. By the last session we will work with conte crayons. A list of supplies needed will be given out in class. Bring a pencil and small sketch pad to the first class session.

Judith Sychalski, B.F.A., member Degas Pastel Society, has exhibited all over the country.

Section 30L: Wednesdays,  
September 21-October 26, 6:30-8:30 p.m.  
6 sessions. Longmont High School. \$70.

### NCFL 103 Beginning Conversational Spanish

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Susan Hartman, M.A. Spanish Linguistics, has taught Spanish language classes for many years.

Section 30L: Wednesdays,  
September 28-November 30, 6:30-8:30 p.m.  
10 sessions. Longmont High School. \$110.

# Invest in your potential. Becoming more informed and versatile makes you more valuable.

Our classrooms are filled with men and women who respond positively to change, by taking the initiative to broaden their perspective and build their capabilities. Expect practical instruction with immediate value, and shared insights from people who have been there.

- 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 and Budgeting 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 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 24 and 25.**

*Lyn Pipp is the Club Cafe supervisor for Brothers Gourmet Coffee. She's working toward the Management Development certificate because, "I know how to supervise for the position I'm in, but I'm interested in a broader management perspective." She says, "I'm impressed, and I'm really excited." And, she adds, "It hasn't taken as much time as I thought it would."*



## 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 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.

## GETTING STARTED

### NC B 100

#### Basic Skills for the Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, 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: Wednesdays,  
September 21-October 26, 7-9 p.m.  
6 sessions. Business 251. \$110.

## ACCOUNTING/ FINANCE

### NC B 110

#### Accounting and Budgeting for the Non-Accountant\*

Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover 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.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant since 1979 in Boulder.

Section 300: Saturdays, October 1-8,  
9 a.m.-4:30 p.m. 2 sessions.  
Economics 205. \$150.

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

Section 300: Tuesdays, October 4-11,  
6-8:30 p.m. 2 sessions. Business 250. \$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 300: Thursday, September 29,  
9 a.m.-3 p.m. 1 session.  
University Computing Center 114. \$90.

*Kathryn Novak teaches "street marketing," pulling from a variety of sources, to help people who don't have a marketing background understand what they need to do. She uses anecdotes, guest speakers and class discussion to keep content timely and useful.*



## 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: undercapitalization, 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: Wednesdays,  
September 28-October 12, 6-9 p.m.  
3 sessions. Duane Physics G131. \$75.

### 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: Wednesdays,  
October 26-November 9, 6-9 p.m.  
3 sessions. Duane Physics G131. \$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 has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 300: Tuesdays,  
October 25-November 1, 6-8:30 p.m.  
2 sessions. Business 250. \$55.

### NC B 405

#### Trading and Investing Overseas

Intermediate Level

The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. The opportunities, rewards and problems of overseas trading and investing, planning the project, obtaining financing, managing cultural problems and diversity, joint ventures with local partners, U.S. government assistance, and protecting assets and returns will be discussed.

Jonathan Hochberg, M.B.A., overseas investment consultant, was formerly an investor services officer with the federal overseas private investment corporation (OPIC).

Section 300: Tuesdays and Thursdays,  
October 11-27, 6:30-8:30 p.m.  
6 sessions. Hellems 255. \$120.

### 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 your communication style and accept half the responsibility in the communication process. Please purchase the *Attitudinal Listening Profile #C008* at the University Bookstore and bring it to the first class.

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

Section 300: Wednesdays,  
October 12-November 9, 7-9 p.m.  
5 sessions. Hellems 137. \$70.

## PROFESSIONAL DEVELOPMENT

### NC B 251

#### Personal Power Tool Workshop

Intermediate Level

People who feel good about themselves are more productive and do a better job. This workshop is designed to give employees the necessary tools to realize their full potential, be more effective, and make the necessary changes in order to feel better about themselves and their work environment. The workshop concentrates on positive thinking, creating strong interpersonal relationships, personal creativity, communication skills, and developing personal change strategies.

Karen Becker, M.A., has been a Manager in Training and Organization Development.

Section 300: Tuesdays and Thursdays,  
November 1-10, 6-9 p.m. 4 sessions.  
Muenzinger E123. \$75.

### NC B 014

#### Handling 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, October 4, 6-9 p.m.  
1 session. Duane Physics G116. \$35.



## SALES/MARKETING

### NC B 210

#### Understanding Marketing: Developing and Promoting Your Product or Service\*

Intermediate Level

You have a product, service or idea. How do you sell it to potential customers? This requires understanding marketing. This class discusses formulating your ideas; planning and setting objectives; understanding the market and your customer; assessing the competition; developing and promoting your products; getting products to market; and customer service.

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,  
October 4-November 8, 6:30-8:30 p.m.  
6 sessions. Hellems 81. \$110.

### NC B 220

#### Developing the Marketing Plan

Intermediate Level

Learn how to develop a marketing plan to promote your product or service. This workshop will show you how to define your product or service; perform both an internal and external analysis of your product and potential users; how to research the marketplace using such tools as surveys and focus groups; how to analyze the competition; budgeting; putting together the marketing plan; and implementing and updating the plan.

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

Section 300: Saturdays, November 5-12,  
9 a.m.-4 p.m. 2 sessions. Hellems 247. \$110.

### 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.

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

Section 300: Saturday, October 29,  
9 a.m.-4 p.m. 1 session.  
Economics 205. \$85.

### NC B 410

#### The Secrets of Successful Selling

Intermediate Level

Cultivating and keeping customers is essential to your business. Learn proven techniques for identifying prospects and their needs, telephone tips, strategies, presentation, overcoming obstacles and more.

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

Section 300: Wednesdays,  
September 21-October 5, 7-9 p.m.  
3 sessions. Hellems 245. \$55.

## SUPERVISION/ MANAGEMENT

### NC B 230

#### Critical Issues in Current Management\*

Intermediate Level

Understand critical management issues, and the tools, tactics, and strategies to successfully resolve them. Topics include: managing morale and motivation; pluralism and commitment to diversity; developing and maintaining high productivity; successfully changing "problem" employees; merging work groups for accomplishments; creating a positive, productive corporate culture; and analyzing problems to promote achievement.

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

Section 300: Wednesdays,  
November 9-December 7, 7-9 p.m.  
5 sessions. Business 251. \$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: Thursdays,  
September 22-October 20, 7-9 p.m.  
5 sessions. Hellems 141. \$95.

### NC B 235

#### Managing Organizational Change: The Polarity Model

Intermediate Level

In a time of great uncertainty and change, most organizations are struggling with conflicting structural issues, such as: stability and change, centralization and decentralization, and individuals and teams. This workshop will teach participants how to use the "polarity model" to identify organizational polarities and create integrating strategies to manage them. Students will learn how to use polarity models to design action plans, cultivate commitment, identify warning signs, find ways to maximize change, and transfer these strategies to the workplace.

Michael Pacanowski, Ph.D., Associate Professor of Organizational Communications, CU Boulder, has 10 years of experience working with international team-based organizations.

Section 300: Saturday, October 8,  
8 a.m.-5 p.m. 1 session. Hale 240. \$80.

### NC B 340

#### Organizing Self-Directed 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 8,  
9 a.m.-4 p.m. 1 session. Hellems 251. \$70.

### NC B 236

#### Improving Team Performance Through Effective Communication

Intermediate Level

More and more organizations are organizing tasks, planning, and decision-making around teams. Effective communication is essential to team performance. This workshop will look at different types of teams, communication styles, collaborative and competitive approaches to teamwork, and leadership styles. Students will build skills in listening, assertiveness, conflict resolution, and creative problem solving. Students will design strategies for applying these skills in their workplaces.

Michael Pacanowski, Ph.D., Associate Professor of Organizational Communications, CU Boulder, has 10 years of experience working with international team-based organizations.

Section 300: Saturday, October 29,  
8 a.m.-5 p.m. 1 session. Hale 240. \$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 15, 9 a.m.-1 p.m. 1 session. Hellems 229. \$50.

**NC B 247**  
**Problem Solving in Business and Organizations**

Intermediate Level

This workshop focuses on identifying problems and developing effective solutions. It covers the components of creating an organizational charter for continuous improvement; and the assessment techniques used to identify and better understand the issues, including assessment models, employee opinion surveys, and focus group interviews. Finally, the class discusses developing a strategic plan for change, including the components of strategic planning, prioritizing, coordinating activities, involving the organization, and evaluating progress.

Karen Becker, M.A., has been a Manager in Training and Organizational Development.

Section 300: Tuesdays and Thursdays, October 4-13, 6-9 p.m. 4 sessions. Muenzinger E123. \$85.

**ORGANIZATIONAL DEVELOPMENT/HUMAN RESOURCES MANAGEMENT****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 management 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, November 8-22, 6:30-9 p.m. 5 sessions. Hellems 255. \$105.

NOV 11-29

**WRITING AND COMMUNICATIONS****NC B 125**  
**Conducting Effective Meetings**

Intermediate Level

This workshop introduces students to the basic considerations for forming an agenda and conducting an effective business meeting. It provides an introduction to parliamentary procedure, focusing on understanding the most common motions used for disposing of business in an orderly fashion. An emphasis will be on role playing common business meeting situations in which problems arise, with strategies discussed for quick resolution.

Dr. Gerald Hauser, Ph.D., Professor and Chair, Dept. of Communications, CU Boulder, has conducted classes on chairing business meetings to a number of business groups.

Section 300: Saturday, October 1, 8:30 a.m.-12:30 p.m. 1 session. Education 132. \$40.

**NC B 265**  
**A Communication Workshop in Conflict Management**

Intermediate Level

This workshop will explore what is conflict; the role of communication in conflict; how conflict can be managed toward productive outcomes; positional bargaining and interest-based negotiation; and the process of mediation. Lecture, discussion, videotapes, exercises, and role playing will be used in the class.

Dr. Anna Spradlin, Ph.D., is a professor in the Dept. of Communications, CU Boulder, and is also a mediator and facilitator.

Section 300: Friday, October 7, 6-9 p.m., and Saturday, October 8, 9 a.m.-4 p.m. 2 sessions. Hellems 247. \$75.

**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 and freewrite, to define audience, 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, September 24, 9 a.m.-4:30 p.m. 1 session. Duane Physics G025. \$70.

**NC B 470**  
**Technical Writing**

All levels

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 4-25, 6:30-9 p.m. 4 sessions. Duane Physics G027. \$99.

*Students like Greg Bradshaw (left) and Andy Wvenschel gravitate to business courses with immediate practical value for business development.*





# Raise your comfort level and boost your productivity—so you can do more with less effort.

There are many ways to build proficiency in a program or system, but there's nothing like hands-on help from an expert who can tell you why, show you how, and show you again when you get mixed up. You can earn a certificate or just pick up some shortcuts. Either way, individual attention from outstanding instructors makes it painless for learners at every level.

## 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.

*Charry Stover (short for Charity) lives in Boulder. She has "one husband, two three-legged cats and a four-legged dog that's worried." She teaches a sequence of four courses that take students through the basics of programming, culminating in some simple hands-on C programming. Programming is like "solving a puzzle," Charry says. Some people are surprised by how difficult it is. And others are surprised by how much they enjoy it. She says mathematicians make good programmers, but there are surprises—sometimes people fall in love with it who never thought they would enjoy it. These courses help people find out if they have an affinity for it. Or not. Outside of the classroom, Charry is studying jin shin jyutsu, a form of alternative healing, much like acupuncture. She says Continuing Education students are "delightful," because they're motivated, self-directed. And the biggest surprise? How far people drive to attend these classes!*

## 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:

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

## Recommended Skill Levels

### Beginner Level

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

### Intermediate Level

Elementary computer knowledge; have taken CCA 100 Computer Literacy or equivalent experience. Familiarity with specific software applications and/or systems.

### Advanced Level

Seeking experience with specific applications procedures as in systems, documentation, or management. Current information systems involvement, comfortable with most popular software applications, basic programming skills.

## Essential Information

Registration 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. The majority of courses offered through the Computer Applications Program are held in the University Computing Center at the corner of Arapahoe and Marine and in the Sibell Wolle Fine Arts Building next to the University Memorial Center. Please check the course descriptions for the location of your 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.

## Computer Applications Courses, Fall 1994

	Page		Page
Understanding Computers/ Getting Started .....	34	The Apple Macintosh System/ The Macintosh System .....	42
The Computer System .....	34	Word Processing for the Macintosh .....	42
IBM and Compatible Systems/ The DOS System .....	35	Spreadsheets for the Macintosh .....	42
Word Processing for the DOS System .....	36	Desktop Publishing for the Macintosh .....	42
Spreadsheets for the DOS System .....	38	Computer Graphics for the Macintosh .....	43
Databases for the DOS System .....	39	Multimedia for the Macintosh .....	44
Computer Aided Design .....	40	The UNIX Operating System .....	44
Desktop Publishing for the DOS System .....	41	Programming Languages .....	45
Computer Graphics for the DOS System .....	41		

## 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 Personal Computers, 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.

John Dick, Ph.D.

Section 301: Tuesday, August 30, 6-8 p.m. plus lab sections. Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Tuesdays,  
September 6-October 18, 6-8 p.m.

Lab Section 30B: Tuesdays,  
September 6-October 18, 8-10 p.m.

Beth Montano, M.S.

Section 302: Wednesday, September 21, 6-8 p.m. plus lab sections. Please indicate lab section preference (30C or 30D) at registration:

Lab Section 30C: Wednesdays,  
September 28-November 9, 6-8 p.m.

Lab Section 30D: Wednesdays,  
September 28-November 9, 8-10 p.m.

Dale Heuer, MBA

Section 303: Monday, October 24, 6-8 p.m. plus lab sections. Please indicate lab section preference (30E or 30F) at registration:

Lab Section 30E: Mondays,  
October 31-December 12, 6-8 p.m.

Lab Section 30F: Mondays,  
October 31-December 12, 8-10 p.m.

All Sections: 8 sessions. Ketchum 303. \$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 212

##### Internet Fundamentals

Intermediate Level

This class is intended for computer literate students interested in knowing what today's Information SuperHighway, the Internet, offers. Topics will include an overview of the Internet, its history and technology, access providers and ways of joining the network, and such basic Internet applications as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World-Wide-Web. Classroom lectures will include on-line, hands-on demonstrations of how the Internet is used for applications on both PC and Macintosh platforms. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 301: Mondays,  
September 12-26, 6-9 p.m. 3 sessions.

Art Smoot, M.S.

Section 302: Tuesday and Thursday,  
November 15-17, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: Computing Center 123. \$95.



**CCA 213  
Internet Applications**

Intermediate Level

Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. It is designed for students familiar with the Internet who want to make use of the following Internet applications.

- E-Mail applications on UNIX, DOS/Windows and the Mac
- Reading USENET with a news reader
- Moving Data: FTP and up/down loading files
- Finding Files: Archie
- GopherSpace
- Remote applications: Telnet
- WAIS Servers
- The World-Wide-Web: Mosaic and HTML

Students will use on-line, hands-on sessions to familiarize themselves with Internet tools and applications. **Prerequisite:** CCA 212 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 300: Mondays, October 3-17, 6-9 p.m.  
3 sessions. Computing Center 123. \$95.

**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. **Prerequisite:** CCA 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Book Center, UMC 10.

Ron Clarke, M.S.

Section 300: Thursdays,  
October 20-December 15 (skip November 24),  
6:30-9 p.m. 8 sessions.  
Computing Center 123. \$170.

**CCA 340  
Computer Applications Systems Overview**

Intermediate Level

An up-to-the-minute review of computer information systems, covering hardware, software, and applications for business development and information management on an industry-wide scale. A candid look at the office automation marketplace and where you fit in terms of practical applications. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 300: Wednesdays,  
October 26-December 14, 6:30-9 p.m.  
8 sessions. Computing Center 123. \$170.

**CCA 354  
Designing Modern 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 for small to medium sized businesses. **Prerequisite:** CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S., M.Ed.

Barry Compton, M.I.S.

Section 300: Mondays,

November 7-December 12, 6-9 p.m.

6 sessions. Computing Center 123. \$170.

**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.

Bob Carlisle, M.A.

Section 301: Tuesdays, September 6-20,  
6-9 p.m. 3 sessions.

Beth Montano, M.S.

Section 302: Saturdays, September 17-24,  
9 a.m.-2:30 p.m. 2 sessions.

Pat Melton, M.A.

Section 303: Mondays, September 26-  
October 3, 9 a.m.-2:30 p.m. 2 sessions.

Pat Melton, M.A.

Section 304: Wednesdays, September 28-  
October 12, 6-9 p.m. 3 sessions.

Verlene Leeberg, M.A.

Section 305: Thursdays, November 3-17,  
6-9 p.m. 3 sessions.

All Sections: Computing Center 114. \$95.

**CCA 122  
IBM and Compatible Personal  
Computer System Configuration**

Intermediate Level

Are you responsible for determining what PC equipment and configurations are required to properly automate your workstation or business? Learn what you need to know to make informed decisions. Develop expertise on the best way to configure DOS, Windows, Windows for Workgroups and Personal Netware. This course presents an extensive overview of many of the system components you may need including: the computer (speed, memory, disk size, display, etc.), computer bus (ISA, EISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser/dot matrix), modems (9600/14400, computer/fax), Networks (peer-to-peer, client-server, Personal Netware, Windows/NT, etc.) and multimedia. **Prerequisites:** CCA 120 Introduction to the IBM and Compatible Personal Computer and CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 300: Saturdays, November 12-19,  
9 a.m.-5 p.m. 2 sessions.

Computing Center 114. \$150.

*Willy Sivy of Sivy Striping Company uses his Mac for spreadsheets, invoicing and word processing. He took Introduction to the Macintosh "to get a better base to work off of" in using his system. He said, "Bob Carlisle is a great instructor. He was able to address any and all questions that came up."*



## THE DOS SYSTEM -CONTINUED

### CCA 200 Using MS-DOS

Intermediate 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 120 Introduction to the IBM and Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/DD diskette.

Dale Heuer, MBA

Section 301: Thursdays, September 29-October 13, 6-9 p.m. 3 sessions.

Valerie Parker, M.I.S., M.Ed.

Section 302: Saturdays, October 1-8, 9 a.m.-2:30 p.m. 2 sessions.

Verlene Leeberg, M.A.

Section 303: Wednesdays, October 26-November 9, 6-9 p.m. 3 sessions.

Bob Carlisle, M.A.

Section 304: Thursdays, December 1-15, 6-9 p.m. 3 sessions.

All Sections: Engineering Center CR 2-1. \$95.

### 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, M.I.S., M.Ed.

Section 301: Saturday, October 15, 9 a.m.-5 p.m. 1 session.

Dale Heuer, MBA

Section 302: Thursdays, October 20-27, 6-9:30 p.m. 2 sessions.

All Sections: Engineering Center CR 2-1. \$95.

### CCA 303 Advanced DOS/Windows

Advanced Level

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer: know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. **Prerequisites:** CCA 203 Intermediate DOS and CCA 210 Introduction to Windows or equivalent.

Dale Heuer, MBA

Section 301: Saturday, October 29-November 5, 9 a.m.-4 p.m. 2 sessions.

Jerry Reynolds, MSEE

Section 302: Tuesdays, November 1-22, 6:30-9:30 p.m. 4 sessions.

All Sections: Computing Center 142. \$135.

### CCA 210 Introduction to Windows (3.1)

Beginner Level

Microsoft Windows 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. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt.

Michelle Sharon, B.S.

Section 301: Mondays, September 12-19, 6-9 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 302: Wednesday, October 5, 9 a.m.-4 p.m. 1 session.

Dennis Taylor, M.S.

Section 303: Saturday, October 15, 9 a.m.-4 p.m. 1 session.

Verlene Leeberg, M.A.

Section 304: Tuesdays, October 25-November 1, 6-9 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 305: Tuesdays, November 8-15, 6-9 p.m. 2 sessions.

All Sections: Computing Center 114. \$90.

## WORD PROCESSING

### CCA 375 Word for Windows (6.0)

Intermediate 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. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/DD diskette. *Text: Word for Windows: Step-By-Step*, Microsoft Press, University Book Center, UMC 10.

Samten Nagarajan, B.A.

Section 301: Mondays, September 26-October 10, 6-9 p.m. 3 sessions.

Samten Nagarajan, B.A.

Section 302: Tuesday and Thursday, October 11-13, 9 a.m.-2:30 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 303: Thursdays, October 13-27, 6-9 p.m. 3 sessions.

Samten Nagarajan, B.A.

Section 304: Thursdays, December 1-15, 6-9 p.m. 3 sessions.

All Sections: Computing Center 114. \$120.



**CCA 376  
Intermediate Word for Windows (6.0)**

Intermediate Level

Word for Windows has an incredible collection of tools for creating complex documents. Learn how to use styles and templates to simplify formatting; tables and columns to structure documents; the merge feature to create form letters, and the Object Linking features to create compound documents. **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 301: Mondays, October 17-31, 6-9 p.m. 3 sessions.

Samten Nagarajan, B.A.

Section 302: Tuesday and Thursday, October 18-20, 9 a.m.-2:30 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 303: Tuesdays, November 29-December 13, 6-9 p.m. 3 sessions.

All Sections: Computing Center 114. \$120.

**CCA 380  
Beginning WordPerfect for DOS (6.0)**

Intermediate Level

Learn to use WordPerfect to produce, edit and print documents. Learn formatting features such as changing margins, tabs, and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. You'll also learn how to pick commands and options using the menu or the mouse. An understanding of file save and disk management principles is assumed.

**Prerequisite:** CCA 120 **Introduction to IBM and Compatible Computers** or equivalent. Bring a 3.5 inch DS/DD diskette.

Michelle Sharon, B.S.

Section 300: Tuesdays, September 6-20, 6-9 p.m. 3 sessions.

Computing Center 142. \$120.

**CCA 381  
Intermediate WordPerfect for DOS (6.0)**

Intermediate Level

Take full advantage of WordPerfect's capabilities with the following: create tables for forms, invoices, calendars, etc.; utilize the merge feature for letters, envelopes and labels; learn how to sort different types of documents, including secondary merge documents, and to create headers and footers for your documents. You'll learn about special characters and how to create and edit time saving macros. **Prerequisite:** CCA 380 **Beginning WordPerfect for DOS** or equivalent.

Michelle Sharon, B.S.

Section 300: Wednesdays, September 28-October 12, 6-9 p.m.

3 sessions. Computing Center 142. \$120.

**CCA 382  
Advanced WordPerfect for DOS (6.0)**

Advanced Level

Experience the power and ease of WordPerfect with this class! Learn about fonts, styles, columns and graphics and assemble these for brochures, flyers or newsletters. Use the new graphic border feature or the watermark feature to dress up your documents and really get your reader's attention! Work more easily in larger size documents by learning how to create footnotes, outlines, table of contents and cross references.

**Prerequisite:** CCA 381 **Intermediate WordPerfect for DOS** or equivalent.

Michelle Sharon, B.S.

Section 300: Saturday, October 15,

9 a.m.-4 p.m. 1 session.

Computing Center 142. \$90.

**CCA 394  
Beginning WordPerfect for Windows (6.0)**

Intermediate Level

Tap into the power of WordPerfect 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.

**Prerequisite:** CCA 210 **Introduction to Windows** or equivalent.

Lisa Kelly, B.A.

Section 301: Wednesdays, September 7-21, 6-9 p.m. 3 sessions.

Verlene Leeburg, M.A.

Section 302: Tuesday and Thursday, November 8-10, 9 a.m.-4 p.m. 2 sessions.

All Sections: Computing Center 114. \$120.

**CCA 395  
Intermediate WordPerfect for Windows (6.0)**

Intermediate Level

In this WordPerfect for Windows class, you will learn about tables, the merge and sort functions, headers and footers, and writing macros. These powerful tools will greatly increase your efficiency in using WordPerfect. **Prerequisite:** CCA 394 **Beginning WordPerfect for Windows** or equivalent.

Lisa Kelly, B.A.

Section 300: Tuesdays, September 27-

October 11, 6-9 p.m. 3 sessions.

Computing Center 142. \$120.

**CCA 396  
Advanced WordPerfect for Windows (6.0)**

Advanced Level

WordPerfect for Windows holds great formatting capabilities. You will learn about font styles and sizes; create and edit document styles; work with text columns, imbed picture and text graphics in a document; and develop a table of contents for a document. Use all of these features to assemble a newsletter. **Prerequisite:** CCA 395 **Intermediate WordPerfect for Windows** or equivalent.

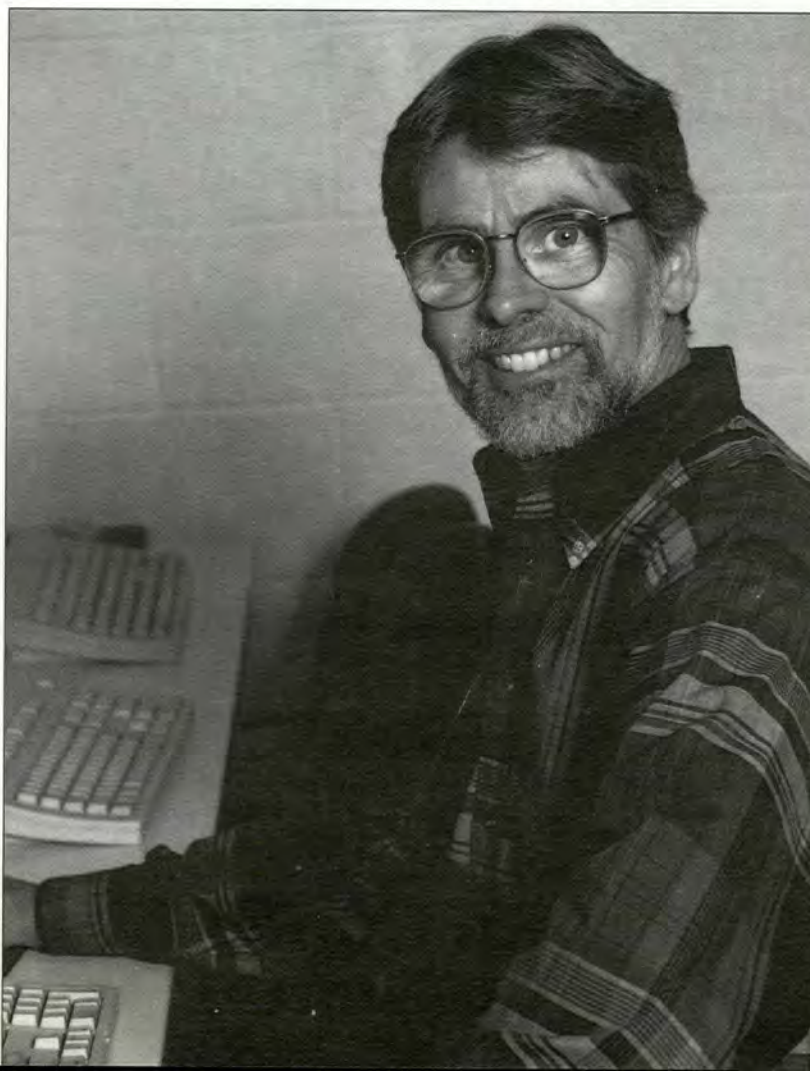
Lisa Kelly, B.A.

Section 300: Saturday, October 22,

9 a.m.-4 p.m. 1 session.

Computing Center 142. \$90.

*Ray Hockedy, of Boulder, took advantage of some time off between jobs to take a Computer Applications class. He said he has used IBM for years and "just wanted to learn more about Macintosh."*



## SPREADSHEETS

### CCA 311 Beginning Lotus 1-2-3 for Windows (4.0)

Intermediate Level

Boost your productivity by learning to use Lotus 1-2-3 for Windows 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. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Michelle Sharon, B.S.  
Section 301: Thursdays, September 15-22,  
6-9 p.m. 2 sessions.

Michelle Sharon, B.S.  
Section 302: Wednesday, November 16,  
9 a.m.-4 p.m. 1 session.

All Sections: Computing Center 114. \$90.

### CCA 312 Intermediate Lotus 1-2-3 for Windows (4.0)

Intermediate Level

Expand your abilities with Lotus 1-2-3 for Windows 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 311 Beginning Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.  
Section 300: Tuesdays, October 18-25,  
6-9 p.m. 2 sessions.

Computing Center 142. \$90.

### CCA 313 Advanced Lotus 1-2-3 for Windows (4.0)

Advanced Level

Maximize Lotus 1-2-3 for Windows' 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 312 Intermediate Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.  
Section 300: Saturday, December 3,  
9 a.m.-4 p.m. 1 session.  
Computing Center 142. \$90.

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

Intermediate 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. **Prerequisite:** CCA 120 Introduction to the IBM and Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/DD diskette.

Peggy Purvis  
Section 300: Thursdays, September 1-8,  
6-9 p.m. 2 sessions.  
Computing Center 114. \$90.

### CCA 331 Intermediate Lotus 1-2-3 (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 graphic features! **Prerequisite:** CCA 330 Beginning Lotus 1-2-3 or equivalent.

Peggy Purvis  
Section 300: Wednesdays, September 14-21,  
6-9 p.m. 2 sessions.  
Computing Center 142. \$90.

### CCA 332 Advanced Lotus 1-2-3 (2.4)

Advanced 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 331 Intermediate Lotus 1-2-3 or equivalent.

Peggy Purvis  
Section 300: Saturday, September 24,  
9 a.m.-4 p.m. 1 session.  
Computing Center 142. \$90.

### CCA 345 Beginning Excel for Windows (5.0)

Intermediate Level

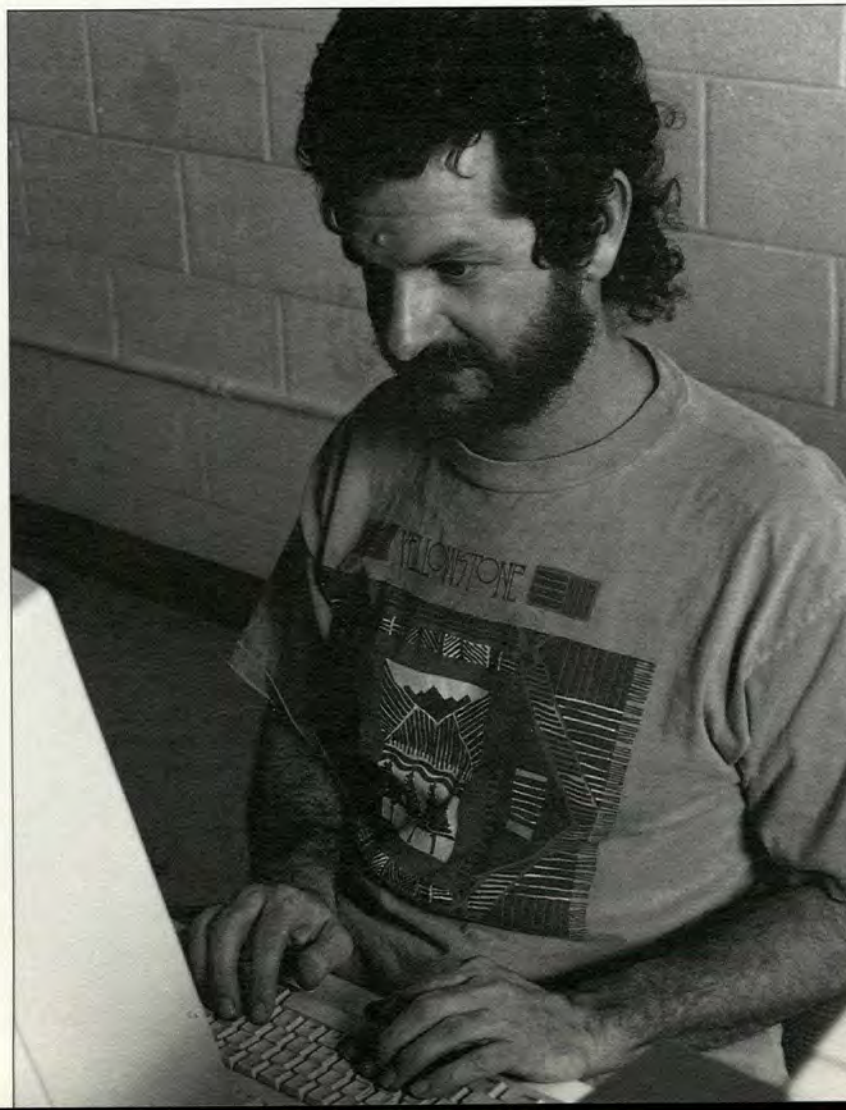
Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Dennis Taylor, M.S.  
Section 301: Thursdays, September 29-  
October 6, 6-9 p.m. 2 sessions.

Lisa Kelly, B.A.  
Section 302: Wednesday, October 26,  
9 a.m.-4 p.m. 1 session.

Samten Nagarajan, B.A.  
Section 303: Mondays, November 7-14,  
6-9 p.m. 2 sessions.

All Sections: Computing Center 114. \$90.



*As owners of Four Winds Trading Company, Richard Carey and his wife, Cat, sell Native American products to museums, trading posts and stores around the country. Richard is taking Computer Applications courses so that they can produce their sales catalog in-house. He's taken two courses and signed up for four more: "I began taking courses with Continuing Ed. and I'm very happy with them, and quite excited about it. I can hardly wait for the next class to start."*



**CCA 346**  
**Intermediate Excel for Windows (5.0)**

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.

Dennis Taylor, M.S.

Section 301: Thursdays, October 13-20, 6-9 p.m. 2 sessions.

Lisa Kelly, B.A.

Section 302: Wednesday, November 2, 9 a.m.-4 p.m. 1 session.

John Dick, Ph.D.

Section 303: Mondays, December 5-12, 6-9 p.m. 2 sessions.

All Sections: Computing Center 142. \$90.

**CCA 347**  
**Advanced Excel for Windows (5.0)**

Advanced 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: Saturday, December 10, 9 a.m.-4 p.m. 1 session.

Computing Center 142. \$90.

**CCA 348**  
**Introduction to Quattro Pro for Windows**

Intermediate 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. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Samten Nagarajan, B.A.

Section 300: Saturday, October 22, 9 a.m.-4 p.m. 1 session.

Computing Center 114. \$90.

**CCA 349**  
**Intermediate Quattro Pro for Windows**

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 348 Introduction to Quattro Pro for Windows or equivalent.

Samten Nagarajan, B.A.

Section 300: Saturday, October 29, 9 a.m.-4 p.m. 1 session.

Computing Center 114. \$90.

**DATABASES****CCA 231**  
**Introduction to Database Management Systems**

Intermediate Level

Obtain the most from your favorite database system! Develop a basic understanding of the foundation for database applications including entities, relationships, attributes, subentities and diagrams, all of which are presented in the context of basic analysis and basic relational design. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Franco Reyes-Amoroso, M.S.

Section 300: Wednesdays, September 7-28, 6-9 p.m. 4 sessions.

Engineering Center CR 2-1. \$135.

**CCA 235**  
**Introduction to SAS—  
Statistical Analysis System**

Intermediate Level

Become comfortable using the valuable business/research tool, SAS. We cover SAS language, processing data into SAS data sets, manipulating data, SAS procedures for analyzing, rearranging, displaying and summarizing data. We will investigate mainframe and PC SAS and will include a brief description of display manager. A class project will enhance your understanding of SAS. **Prerequisite:** CCA 231 Introduction to Database Management Systems or equivalent.

Franco Reyes-Amoroso, M.S.

Section 300: Mondays, October 31-December 5, 6-9 p.m. 6 sessions.

Engineering Center CR 2-1. \$175.

**CCA 351**  
**Introduction to FoxPro for Windows (2.6)**

Intermediate 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! **Prerequisites:** CCA 231 Introduction to Database Management Systems and CCA 210 Introduction to Windows or equivalent.

Bill Devenney

Section 300: Fridays, October 14-November 18, 6-9 p.m. 6 sessions.

Computing Center 114. \$175.

**CCA 356**  
**Introduction to Access for Windows (2.0)**

Intermediate Level

Combine the utility of Windows with the data management capabilities of Access for Windows (1.0). 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. **Prerequisites:** CCA 231 Introduction to Database Management Systems and CCA 210 Introduction to Windows or equivalent.

Chris Matson

Section 300: Wednesdays, November 16-30, 6-9 p.m. 3 sessions.

Computing Center 114. \$120.

**CCA 371**  
**Introduction to Paradox for Windows**

Intermediate 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. **Prerequisites:** CCA 231 Introduction to Database Management Systems and CCA 210 Introduction to Windows or equivalent.

Franco Reyes-Amoroso, M.S.

Section 300: Saturdays, October 1-8, 9 a.m.-5 p.m. 2 sessions.

Computing Center 114. \$165.



## COMPUTER AIDED DESIGN

### CAD 311 Beginning Computer Aided Design

Beginner Level

This introductory, two-session lecture course in Computer Aided Design (CAD) covers the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include:

- Overview of CAD applications in engineering, design, drafting and architecture
- Overview of Auto CAD third-party software
- Highlights of upcoming CAD courses
- The impact and future of CAD
- Hardware and peripherals
- Managing CAD system issues

**Prerequisite:** Highly recommended for those with no CAD or computer graphics experience. A technical background is not required, but some familiarity with microcomputers is helpful.

David Claflin, M.Arch.  
Section 300: Tuesday and Thursday,  
August 30-September 1, 6:30-9:30 p.m.  
2 sessions. Computing Center 142. \$90.

### CAD 322 Computer Aided Design: Level I

Intermediate Level

Explore the capabilities of computer aided design using AutoCAD 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

**Prerequisite:** Level I is for anyone involved, or who plans to be involved, in technical drawing or drafting and has some computer graphics experience. **Text:** *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Phil M. Kreiker, MSEE  
Section 301: Tuesday-Thursday,  
September 13-15, 8 a.m.-5 p.m. 3 sessions.  
David Claflin, M.Arch.  
Section 302: Wednesdays, October 19-  
December 7, 6:30-9:30 p.m. 8 sessions.  
All Sections: Computing Center 142. \$295.

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

Intermediate Level

The availability of AutoCAD 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. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

David Kingsley  
Section 300: Monday-Thursday,  
September 19-22, 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 on 486/50 MHz PCs. Topics include:

- Semiautomatic dimensioning
- Dimensioning variables
- Isoplanar grids
- Compatibility with other software
- External references
- Symbol libraries
- Cross hatching
- Attributes
- Advanced file management

**Prerequisite:** CAD 322 Computer Aided Design: Level I or equivalent. **Text:** *Applying AutoCAD Release 12*, Wohlers, University Book Center, UMC 10.

Phil Kreiker, MSEE  
Section 301: Tuesday-Thursday, October 4-6,  
9 a.m.-4 p.m. 3 sessions.  
Dan Myers, M.S.  
Section 302: Thursdays, October 27-  
December 8 (skip November 24),  
6:30-9:30 p.m. 6 sessions.  
All Sections: Computing Center 142. \$275.

### CAD 334 Computer Aided Design: Level II for Windows

Intermediate Level

This course covers all the topics included in CAD 333 Computer Aided Design: Level II while focusing attention on the specifics of this release for Windows. **Prerequisite:** CAD 323 Computer Aided Design: Level I for Windows or equivalent.

David Kingsley  
Section 300: Tuesday-Thursday,  
October 18-20, 9 a.m.-4 p.m. 3 sessions.  
Computing Center 142. \$295.

*Students like Kristie Gregory rely on Continuing Education classes to keep computer skills current.*



### CAD 335 Computer Aided Design: Level III Customizing AutoCAD

Advanced 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 on 486/50 MHz PCs. Topics include:

- Custom libraries and menus
- Creating sets of shapes, symbols, and/or drawings, text
- MENU commands
- 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 equivalent.

Phil Kreiker, MSEE

Section 300: Tuesday-Thursday, October 11-13, 9 a.m.-4 p.m. 3 sessions. Computing Center 142. \$275.

### CAD 355 AutoCAD 3D, Designer and Auto Vision

Advanced Level

Learn to create advanced 3D designs using the User Coordinate System and dynamically view wire-frame and surface models. Utilize AutoDesk's new Designer software inside of AutoCAD to create parametric, dimension-driven solid models for mechanical design. Designer picks up where AME (Advanced Modeling Extension) left off. Parts are bi-directionally associated with drawings. If you change a dimension on the part, the part stretches to accommodate the new value, and the drawing also updates! Utilize Auto Vision inside of AutoCAD to map textures and materials to models, creating realistic models with these new, powerful visualization tools. **Prerequisites:** CAD 322 and CAD 333 Computer Aided Design Level I and II, or equivalent.

Brad Strong, M.A.

Section 300: Fridays, October 28-December 9 (skip November 25), 6:30-9:30 p.m. 6 sessions. Computing Center 142. \$240.

## DESKTOP PUBLISHING

### CCG 377 Introduction to PageMaker Desktop Publishing for Windows (5.0)

Intermediate 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. **Prerequisite:** CCA 210 Introduction to Windows or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/DD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, September 10-17, 9 a.m.-4:30 p.m. 2 sessions. Computing Center 142. \$165.

### CCG 386 Advanced PageMaker Desktop Publishing for Windows (5.0)

Advanced 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. **Prerequisite:** CCG 377 Introduction to PageMaker Desktop Publishing for Windows or equivalent. Bring a 3.5 inch DS/DD diskette.

Bruce Frehner, M.A.

Section 300: Saturdays, October 1-8 9 a.m.-4:30 p.m. 2 sessions. Computing Center 142. \$165.

## COMPUTER GRAPHICS

### CCG 352 CorelDRAW! (5.0)

Intermediate Level

Learn the leading illustration application! This course starts with the basics of CorelDRAW! and continues through the use of complex effects. Learn also about CorelTRACE, Mosaic an important feature of the Corel system of illustration. Work with color and color separations. Create a logo and import other file types into CorelDRAW! Expand your ability to use clipart to achieve a professional looking illustration. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

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

Jerry Reynolds, MSEE

Section 302: Mondays, October 31-November 28, 6:30-9:30 p.m. 5 sessions.

All Sections: Computing Center 142. \$165.

### CCG 354 Scanning and Image Editing

Intermediate Level

Have you ever wondered how to properly scan an image to capture it and place the result into a document or illustration? In this course you will learn what important parameters you have to consider in order to properly scan and edit the result. Learn the leading image editing application Adobe Photoshop for Windows. Scan and edit your own photos and clip art to place them into a publication. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 300: Saturdays, November 12-19, 9 a.m.-4 p.m. 2 sessions. Computing Center 142. \$135.



## 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.

J. Burke Taft, M.Ed.  
Section 301: Thursdays, September 1-29,  
6:30-9:30 p.m. 5 sessions. Fine Arts C1B53.

Scott Dixon, M.A.  
Section 302: Tuesdays, September 27-  
October 25, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53.

Sharon Pike, M.S.  
Section 303: Tuesday and Thursday,  
October 4-6, 9 a.m.-5 p.m.  
2 sessions. Norlin 310B.

Joan Cook  
Section 304: Saturdays,  
October 29-November 5, 8:30 a.m.-5 p.m.  
2 sessions. Fine Arts C1B53.  
All Sections: \$100.

## WORD PROCESSING

#### CCA 378 Beginning Microsoft Word (6.0)

Intermediate 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. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/DD diskette.

Joan Cook  
Section 301: Thursdays, October 6-27,  
6:30-9:30 p.m. 4 sessions.

Sharon Pike, M.S.  
Section 302: Tuesday and Thursday,  
October 18-20, 9 a.m.-4 p.m. 2 sessions.  
All Sections: Norlin 310B. \$135.

#### CCA 379 Advanced Microsoft Word (6.0)

Advanced 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.

Samten Nagarajan, B.A.  
Section 300: Thursdays, November 3-10,  
6:30-9:30 p.m. 2 sessions. Norlin 310B. \$90.

## SPREADSHEETS

#### CCA 336 Beginning Excel for the Macintosh

(5.0)

Intermediate 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. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/DD diskette.

Sharon Pike, M.S.  
Section 301: Tuesday and Thursday,  
October 25-27, 9 a.m.-4 p.m. 2 sessions.

J. Burke Taft, M.Ed.  
Section 302: Tuesdays, November 1-22,  
6:30-9:30 p.m. 4 sessions.  
All Sections: Norlin 310B. \$135.

#### CCA 337 Intermediate Excel for the Macintosh

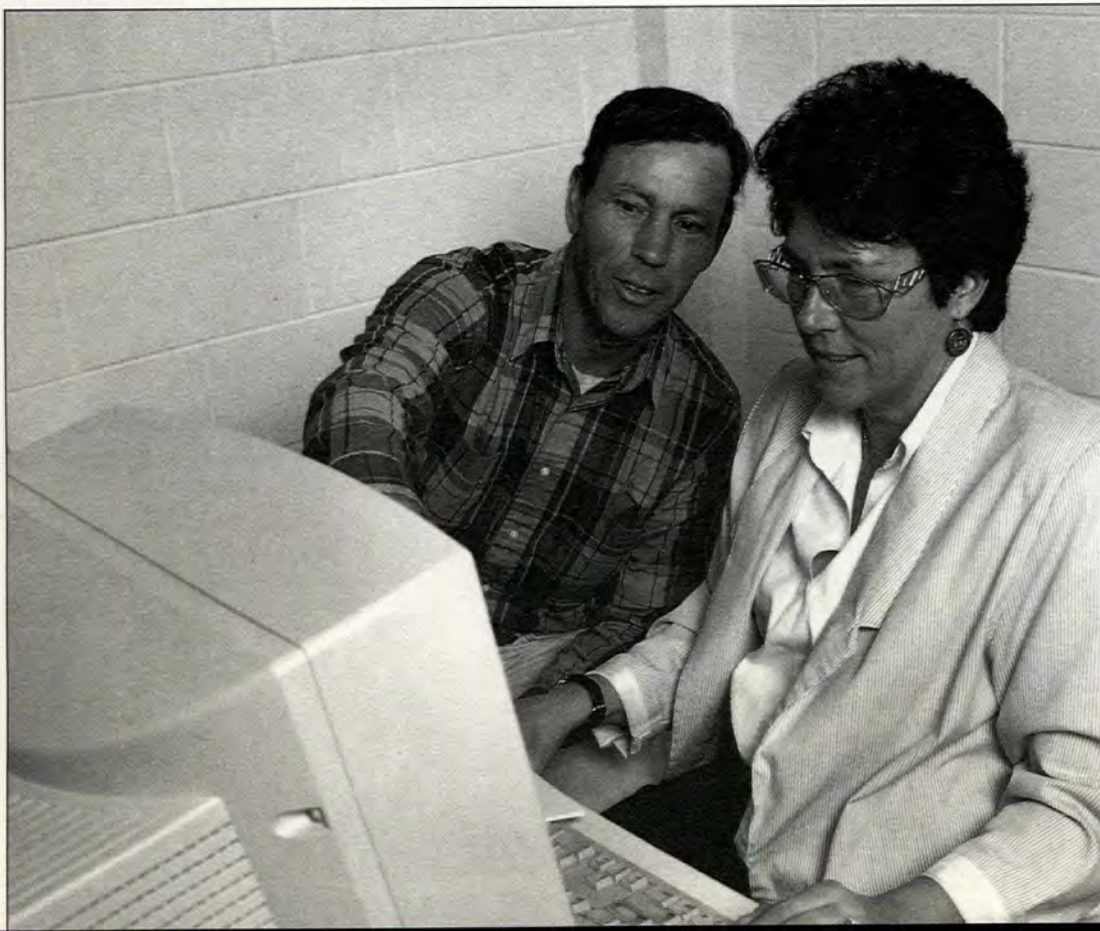
(5.0)

Intermediate Level

Expand on the capabilities of Excel by exploring "what if" scenarios. Also write more advanced macros and look at functions and some of the most recently-added features of Excel. **Prerequisite:** CCA 336 Beginning Excel for the Macintosh or equivalent.

J. Burke Taft, M.Ed.  
Section 300: Tuesdays, November 29-  
December 6, 6:30-9:30 p.m. 2 sessions.  
Norlin 310B. \$90.

*"We took the course because we just bought a Mac," Gail Anderson said, "and we have two kids who know how to use it better than we do." Jay is a stone mason (Anderson Masonry) in Niwot, and they plan to use the Mac to computerize the business.*



## DESKTOP PUBLISHING

#### CCG 371 Introduction to Aldus PageMaker

(5.0)

Intermediate 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. **Prerequisites:** CCA 105 Introduction to the Macintosh and CCA 378 Beginning Microsoft Word or equivalent. Bring a 3.5 inch DS/DD diskette.

Scott Dixon, M.A.  
Section 300: Mondays, September 12-  
October 17, 6:30-9:30 p.m. 6 sessions.  
Fine Arts C1B53. \$180.

**CCG 373**  
**QuarkXPress for the Designer (3.3)**

Intermediate 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. **Prerequisite:** CCA 105 Introduction to the Macintosh and CCA 378 Beginning Microsoft Word or equivalent. **Recommended text:** *QuarkXPress (3.11) by Example*, University Book Center, UMC 10.

Tim Meehan  
Section 301: Saturdays, October 1-8, 9 a.m.-5 p.m. 2 sessions.  
Sharon Pike, M.S.  
Section 302: Tuesdays, November 1-29, 6:30-9:30 p.m. 5 sessions.  
All Sections: Fine Arts C1B53. \$165.

**CCG 374**  
**Advanced QuarkXPress (3.3)**

Advanced 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. 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. **Prerequisite:** CCG 373 QuarkXPress for the Designer or equivalent. **Recommended text:** *QuarkXPress by Example*, University Book Center, UMC 10.

Tim Meehan  
Section 300: Saturdays, December 3-10, 9 a.m.-4 p.m. 2 sessions.  
Fine Arts C1B53. \$165.

**COMPUTER GRAPHICS**

**CCG 356**  
**Basic Macintosh Computer Art**

Intermediate Level  
Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design 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 equivalent. Bring a 3.5 inch DS/DD diskette.  
Barry Ratliff, M.F.A.  
Section 300: Saturdays, September 3-10, 9 a.m.-5 p.m. 2 sessions.  
Fine Arts C1B53. \$150.

**CCG 363**  
**Fractal Design Painter (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 art making 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. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring several 3.5 inch DS/DD diskettes and a continuous tone photograph to class.  
Michael Nash, M.F.A.  
Section 300: Saturdays, October 15-22, 9 a.m.-5 p.m. 2 sessions.  
Fine Arts C1B53. \$165.

**CCG 365**  
**Adobe Photoshop (2.5)**

Intermediate Level  
This 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. This course is project oriented to allow hands-on experience. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/DD diskette.  
**Recommended text:** *Adobe: Classroom in a Book*, University Book Center, UMC 10.  
Michael Nash, M.F.A.  
Section 301: Fridays, September 16-October 14, 6-9 p.m. 5 sessions.  
Michael Nash, M.F.A.  
Section 302: Wednesdays, October 19-November 16, 6-9 p.m. 5 sessions.  
Michael Nash, M.F.A.  
Section 303: Saturdays, November 12-19, 9 a.m.-5 p.m. 2 sessions.  
All Sections: Fine Arts C1B53. \$165.



## COMPUTER GRAPHICS—CONT.

### CCG 366 Adobe Illustrator (5.0)

Intermediate Level

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent. Bring a 3.5 inch DS/DD diskette.

Michael Nash, M.F.A.  
Section 300: Thursdays, October 6-  
November 3, 6-9 p.m. 5 sessions.  
Fine Arts C1B53. \$165.

### CCG 369 Creative Illustrator

Advanced Level

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

Michael Nash, M.F.A.  
Section 300: Thursdays, November 10-  
December 15, 6-9 p.m. 5 sessions.  
Fine Arts C1B53. \$165.

### CCG 370 Creative Photoshop

Advanced 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! **Prerequisite:** CCG 365 Adobe Photoshop or equivalent. You must have access to a Macintosh with Photoshop installed. It isn't necessary to be an expert, though!

Michael Nash, M.F.A.  
Section 300: Mondays, November 21-  
December 19, 6-9 p.m. 5 sessions.  
Fine Arts C1B53. \$165.

## MULTIMEDIA

### CCG 376 Multimedia Production Using Macromedia Director

Intermediate Level

Learn the production of interactive multimedia presentations, including animation, still graphics, voice, sound, text and video. Presentations are built using Macromedia Director. A host of other graphics and sound software will be used to compliment what Director does. Emphasis will be on high quality presentations and finished productions will run on both Macintosh and PC platforms.

J. Burke Taft, M.Ed.  
Section 300: Wednesdays, November 23-  
December 14, 6-9 p.m. 4 sessions.  
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. 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. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Ed Zucker, M.S.  
Section 300: Tuesdays, September 6-  
October 18, 6:30-9:30 p.m. 7 sessions.  
Computing Center 123. \$250.

#### CCA 361 Intermediate UNIX

Intermediate 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. **Prerequisite:** CCA 360 Introduction to UNIX) or equivalent.

Ed Zucker, M.S.  
Section 300: Tuesdays, November 1-29,  
6:30-9:30 p.m. 5 sessions.  
Computing Center 123. \$235.

#### CCA 362 UNIX Programming Tools

Advanced 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 360 Introduction to UNIX or equivalent.

Jeffrey S. Haemer, Ph.D.  
Section 300: Wednesday, September 7-  
October 12, 6:30-9:30 p.m. 6 sessions.  
Computing Center 123. \$200.



## PROGRAMMING

PROGRAMMING  
LANGUAGES**CCA 290**  
**Introduction to Programming I**

Beginner Level

This is an excellent first programming course. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. This course is a prerequisite for students with minimal or no programming background who want to take Hands-On C. **Required text:** *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 300: Tuesdays, September 6-October 11, 6-9 p.m. 6 sessions.  
Engineering Center 1-40. \$235.

**CCA 291**  
**Introduction to Programming II**

Intermediate Level

This course gives students some practice writing actual code that uses the basic logic structures learned in the Introduction to Programming I. It will be a hands-on course where sample Pascal programs will be presented and students will write their own Pascal programs using nested loops, nested ifs and subroutines. Ideal for students who want to take CCA 301 Hands-On C. **Prerequisite:** CCA 290 Introduction to Programming I or equivalent.

Charry Stover, M.S.

Section 300: Tuesdays, October 18-25,  
6-9 p.m. 2 sessions.  
Engineering Center CR 2-1. \$90.

**CCA 301**  
**Hands-On C I**

Intermediate Level

This hands-on class will provide an opportunity to learn C programming for those who are new to programming or want a gentle introduction to C. The course will cover basic I/O, conditionals, and loops, and is partially self-paced. The class will reinforce the basic principles of structured programming for those who are new to it, and provide an introduction to C for all levels of students. **Prerequisites:** CCA 290, 291 Introduction to Programming I and II or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Store, UMC 10.

Susan Ramirez, B.S.

Section 301: Thursdays, September 1-22,  
6-9 p.m. 4 sessions.

Charry Stover, M.S.

Section 302: Tuesdays, November 1-22,  
6-9 p.m. 4 sessions.

All Sections: Engineering Center CR 2-1. \$180.

**CCA 302**  
**Hands-On C II**

Intermediate Level

It is partially self-paced and will cover functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs "wired" by the end of this class, and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CCA 301 Hands-On C I or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 301: Mondays, September 26-October 10, 6-9 p.m. 3 sessions.

Charry Stover, M.S.

Section 302: Tuesdays, November 29-December 13, 6-9 p.m. 3 sessions.

All Sections: Engineering Center CR 2-1. \$135.

**CCA 315**  
**Application Programming**

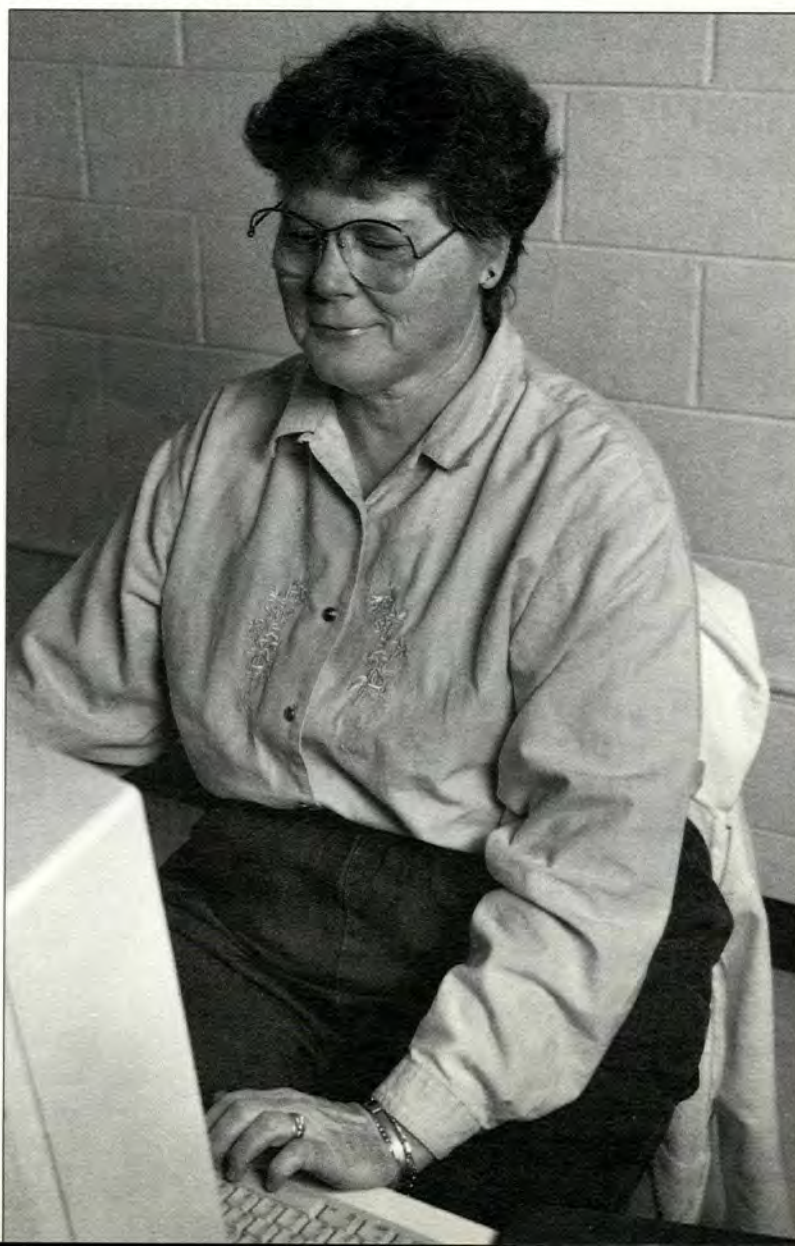
Intermediate Level

This more intensive first programming course is structured after the University's CSCI-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include functions and procedures with parameter passing, data structures, pointers files, and recursion. It is designed to provide a sound background for entering a computer science degree program or for a course containing C++ programming. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal (6.0) and Turbo C++ (1.0). Students may complete two to five application programs. No programming experience is required. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 300: Tuesdays, September 6-  
November 15, 6-9 p.m. 11 sessions.  
Engineering Center CR 1-07. \$265.

*Nola Melcher said that Introduction to the Macintosh "helped me get a quick look at programs available in graphic arts, to help me explore some entrepreneurial possibilities" that play on her knowledge of calligraphy and fine arts. She said that Bob Carlisle does a good job of demystifying technological jargon. Communication media are changing, she said, "and I don't want to get left behind."*



## PROGRAMMING LANGUAGES—CONT.

### CCA 320 Introduction to C Language for Programmers

Intermediate Level

This course provides an introduction to the C programming language for professional programmers. Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. Portability, efficiency and readability will be emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logins on university computers will be provided for those with no access to their own C compiler.

**Prerequisite:** CCA 302 Hands-On C II or equivalent. Fluency in almost any language will suffice as basic programming concepts will not be covered. **Recommended text:** *The C Programming Language*, Kernigan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, September 12-October 31, 6:30-9:30 p.m. 8 sessions.  
Hellems 211. \$265.

### CCA 321 Intermediate/Advanced C Programming

Advanced Level

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced pre-processor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments. Lecture format with homework to reinforce lecture concepts. **Prerequisite:** CCA 320 Introduction to C Programming for Programmers and fluency in introductory topics (especially pointers and storage class issues) or equivalent.

**Recommended text:** *The C Programming Language*, Kernigan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 300: Mondays, November 7-December 12, 6:30-9:30 p.m. 6 sessions.  
Hellems 211. \$235.

### 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 321 Intermediate/Advanced C Programming or equivalent.

Tom Cargill, Ph.D.

Section 300: Mondays, September 12-October 17, 6:30-9:30 p.m. 6 sessions  
Hellems 201. \$235.

### CCA 328 Intermediate C++ Programming

Intermediate 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, October 24-November 28, 6:30-9:30 p.m. 6 sessions.  
Hellems 201. \$235.

### CCA 329 Advanced Topics in C++ Programming

Advanced 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: Mondays, December 5-12, 6:30-9:30 p.m. 2 sessions.  
Hellems 201. \$150.

### 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 dominate Graphical User Interface (GUI) of 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 321 Intermediate/Advanced C Programming and experience with complex, multi-layered software systems or equivalent.

Geoff Thompson, M.S.

Section 300: Thursday, October 27, 8:30-5 p.m. 1 session.  
Computing Center 123. \$150.





# Immerse yourself in concepts and contacts that can change the way your business does business.

## A Professional Certificate Program in Total Quality Management.

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 offering a Professional Certificate 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.

### Our program is unique . . .

The Professional Certificate Program in Total Quality Management was developed at the request of business and industry. Representatives from a variety of firms were involved in its creation. Their input was employed in curriculum design, as well as in administrative processes. Course content and format will be practical and hands-on. Team participation within an organization will be encouraged through a reduced tuition plan for those employers enrolling three or more employees in the program. The culmination of the certificate program will be a team/individual project that will demonstrate the participants' knowledge and skills in total quality management.

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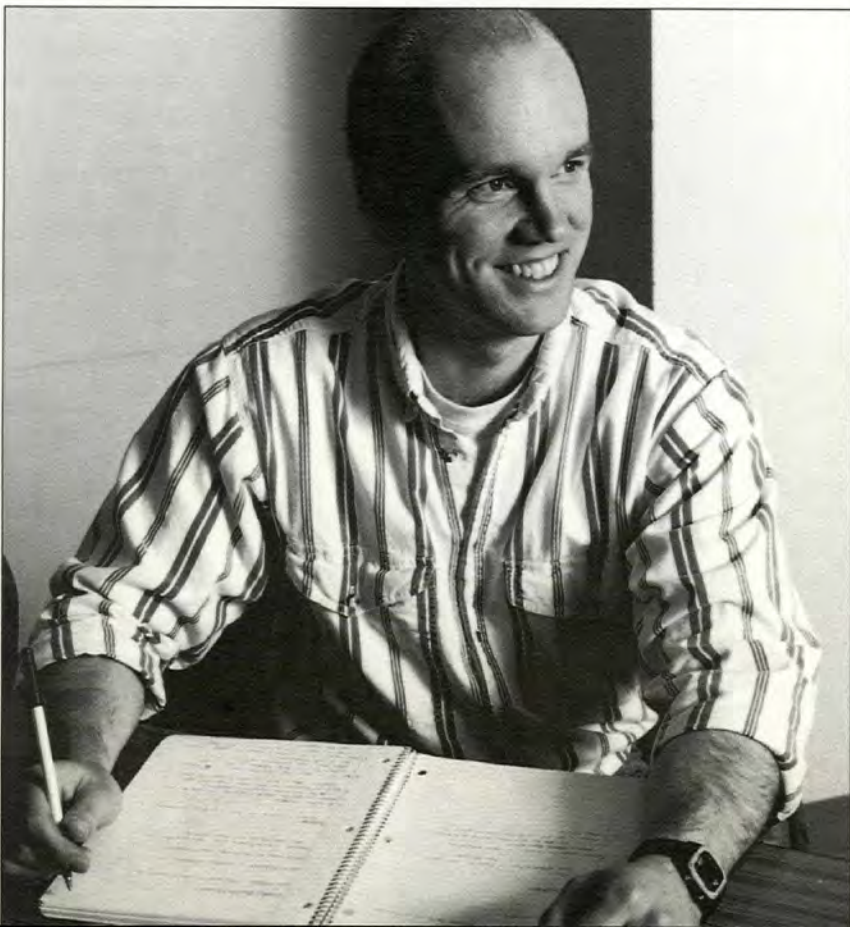
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Vice President  
Corporate Quality and Education  
Storage Technology Corporation



*Bob Condie is a quality engineer for Puritan-Bennett, a manufacturer of medical devices and is involved in the company's Quality program. He's two-thirds of the way through the TQM certificate program and says that he likes it "because it has direct applications to what I do at work." He's also impressed with the instructors and with the level of classroom discussion.*

## REQUIRED COURSES

### Introduction to Quality Management Fundamentals and Philosophy

Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Teguichi. 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.

*Sue Glasscock works for StorageTek, as a recognition process administrator, meaning that she handles rewards and recognition for 3,600 headquarters employees. She says the kick-off TQM class is "a shot in the arm. The people were great. Everyone shared a lot of stories. And the instructor was great—more energy than public service!"*



### 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.

### 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 Service 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  
Re-Design of Business Processes

*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.*

## INDEPENDENT STUDY

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For people in transition, on the road, or just busy with multiple demands. An excellent solution for disciplined independent learners. More than 75 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Register and begin anytime. The Applied Music Program (private instruction for instrument or voice) is available for credit or noncredit during the Fall and Spring semesters. Call (303) 492-8757 for more information.

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Statewide noncredit courses available for real estate license renewal, broker's license, appraiser's license or seminars in specialized areas such as property management or water law. Required sales license courses (Practice and Law and Colorado Contracts and Law) also available statewide including Boulder. Call (303) 492-8666 and request the current real estate brochure.

## TARGETED LEARNING FOR EMPLOYEE GROUPS ON CAMPUS OR ON-SITE

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Increasingly, businesses are asking us to develop customized learning programs fitted to the needs of specific employee groups. Often, the need is for technical instruction—software applications, for example. These programs are best suited for on-campus delivery, taking advantage of state-of-the-art equipment in Continuing Education computer labs. Other programs, from technical writing to English as a Second Language (ESL), or need-specific training in mathematics, science or management, can be offered affordably and conveniently using your company's meeting and conference facilities. The range of possibilities is as broad as the University curriculum. From half-day programs to 15-week semester packages offered on a noncredit or credit basis. For more information, call the Division of Continuing Education at (303) 492-5148. Outside of the Denver metro area, dial 1-800-331-2801.

## CENTER FOR ADVANCED TRAINING IN ENGINEERING AND COMPUTER SCIENCE (CATECS)

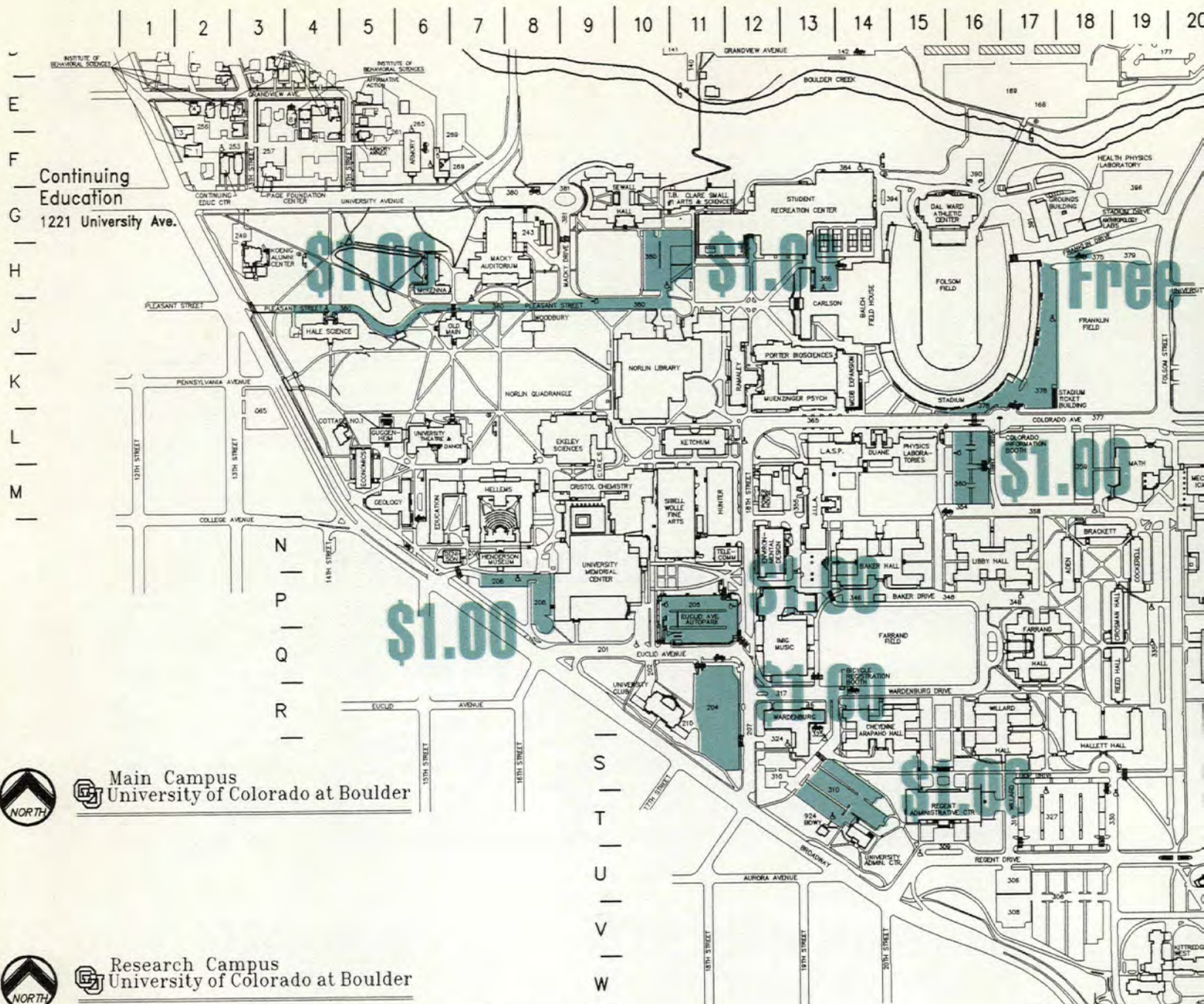
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CATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.

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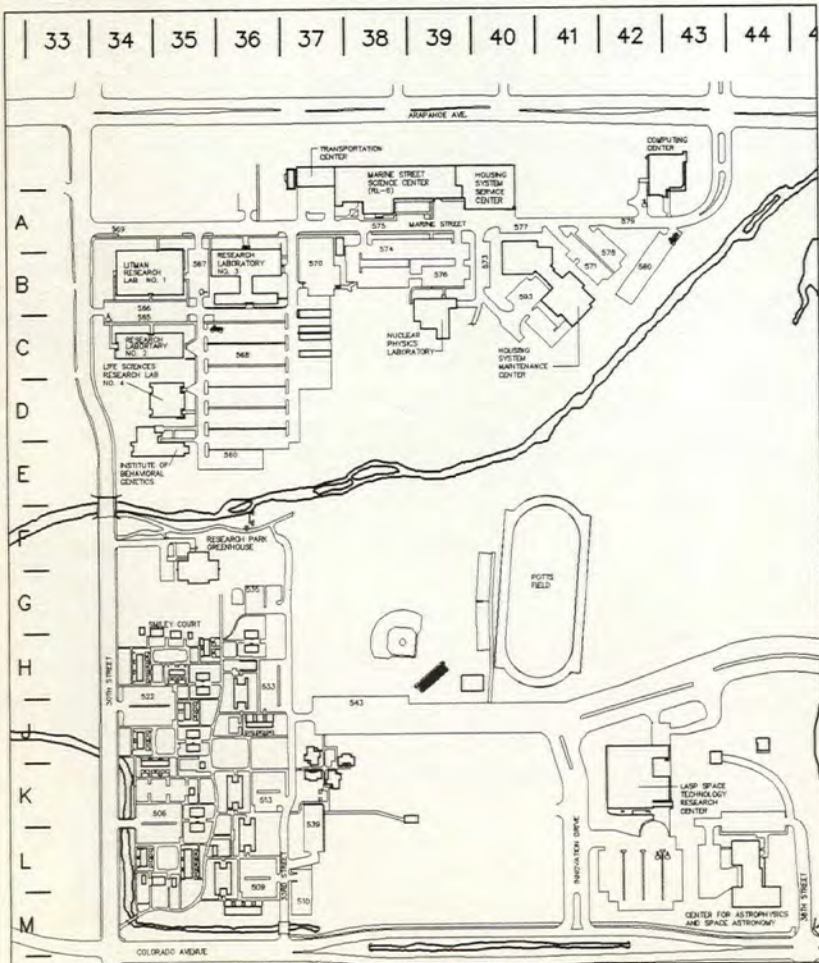
The International English Center (IEC) offers evening classes in English as a second language for community residents or interested visitors from other countries. The beginning, intermediate and advanced classes meet on Mondays and Wednesdays at a cost of \$150 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.



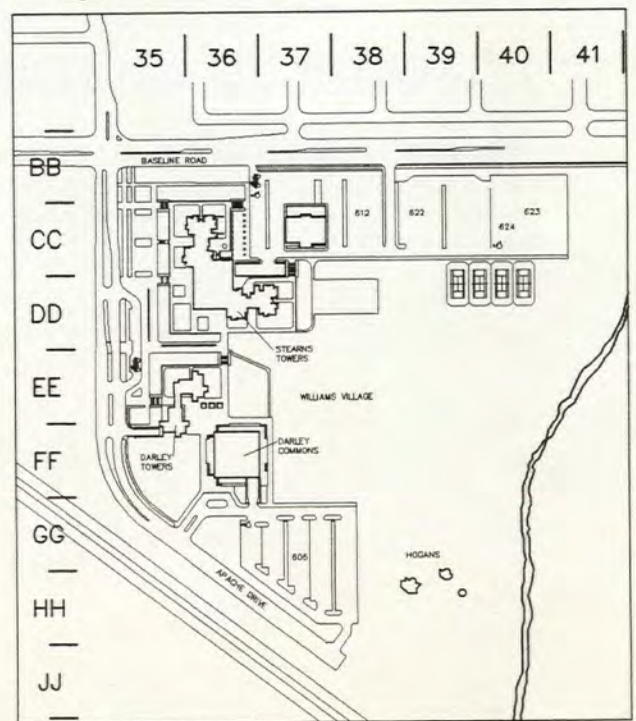
Main Campus  
University of Colorado at Boulder



Research Campus  
University of Colorado at Boulder



Williams Village  
University of Colorado at Boulder





**BUILDING KEY**

- Aden Hall—P-17
- Andrews Hall—W-22
- Armory (1511 University)—F-6
- Arnett Hall—V-23
- Athens Court—D-12
- Baker Hall—P-14
- Balch Fieldhouse—J-14
- Brackett Hall—N-18
- Buckingham Hall—W-24
- Business—Q-20
- Carlson Gymnasium—J-13
- Center for Astrophysics and Space Astronomy (CASA)—K-43
- Cheyenne Arapaho Hall—S-14
- Children's Center (2202 Arapahoe)—A-17
- C.I.R.E.S.—L-9
- Clare Small Arts & Sciences—G-11
- Cockerell Hall—P-19
- College Inn Conference Center (17th and Athens)—B-8
- Colorado Court—K-37
- Communication Disorders Bldg.—U-22
- Computing Center—A-42
- Continuing Education (1221-1229 University)—G-2
- Coors Events/Conference Center—T-24
- Cottage No. 1—L-4
- Cristol Chemistry—M-9
- Crosman Hall—Q-18
- Dal Ward Athletic Center—G-15
- Darley Commons—FF-36
- Darley Towers—FF-35
- Denison Laboratory—P-6
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Sciences—M-8
- Engineering Center—M-20 through P-21
- Environmental Design—P-12
- Environmental Health and Safety Center—P-27
- Euclid Ave. Autopark—Q-11
- Faculty-Staff Court—D-9, 10
- Farrand Hall—Q-17
- Fiske Planetarium—V-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Geology—N-5
- Grounds and Service Center—G-17
- Guggenheim Geography—L-5
- Hale Science—J-4
- Hallett Hall—S-18
- Health Physics Laboratory—H-18
- Hellems Arts and Sciences—M-7
- Henderson Museum—P-7
- Housing System Maintenance Center—C-41
- Housing System Service Center—A-40
- Hunter Science—N-11
- Imig Music—Q-12
- Institute of Behavioral Genetics—E-34
- Institute of Behavioral Science No. 1 (1416 Broadway)—F-2
- Institute of Behavioral Science No. 2 (1546 Broadway)—D-1
- Institute of Behavioral Science No. 3 (1424 Broadway)—F-2
- Institute of Behavioral Science No. 4 (1220 Grandview)—E-2
- Institute of Behavioral Science No. 5 (1201 17th)—F-6
- Institute of Behavioral Science No. 6 (1243 Grandview)—E-2
- Joint Institute for Laboratory Astrophysics—M-13
- Ketchum Arts and Sciences—L-11
- Kittredge Commons—W-21
- Kittredge West—W-20
- Koenig Alumni Center—H-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- LASP Space Technology Research Center—K-42
- Libby Hall—P-16
- Macky Auditorium—H-7
- Marine Court—C-14
- Marine Street Science Center—A-38
- Mathematics Building—M-19
- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—A-18
- Norlin Library—K-10
- Nuclear Physics Laboratory—C-39
- Old Main—J-6
- Police and Parking Services Center—P-24
- Porter Biosciences—K-12
- Power House—N-12
- Ramaley Biology (Life Science Labs)—K-12
- Reed Hall—R-18
- Regent Administrative Center—T-15
- Regent Drive Autopark—P-25
- Research Laboratory No. 1—B-34
- Research Laboratory No. 2—C-34
- Research Laboratory No. 3—B-36
- Research Laboratory No. 4—D-34
- Research Park Greenhouse—G-35
- Sewall Hall—G-9
- Sibell-Wolle Fine Arts—N-10
- Smiley Court—H-35
- Smith Hall—X-22
- Sommers-Bausch Observatory—V-21
- Stearns Towers—DD-36
- Student Recreation Center—G-13
- Telecommunications Building—P-11
- Temporary Building No. 1—H-11
- Transportation Center—A-37
- University Administrative Center (914 Broadway)—U-14
- University Club—R-10
- University Memorial Center—P-9
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—EE-37
- Woodbury Arts and Sciences—J-8



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**\$1.00**

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# Beginnings, becomings.

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- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 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 55) and have your credit card information handy. Then call 492-8668 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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**Where Are Courses Given?** Course locations are given at the end of each course description. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

**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.

**Student Privacy** You may elect to have directory information withheld about yourself which includes requesting transcripts over the phone. To do this, please visit our office or call to receive the form.

**Severe Weather** Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 492-5500 for campus closing information.

**Other Questions? Problems? Special Needs?** Disabled individuals should feel free to call our registration staff for special needs and arrangements. We will gladly assist you.

**Books and supplies** required for all courses are available at the University Book Center in the basement of the University Memorial Center on campus.

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information.



*Save Time and Money—Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form.*

### *Tuition Payment by Mail*

Please send a check, payable to University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178  
If using MasterCard, VISA, Discover  
enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

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Expiration Date \_\_\_\_\_/\_\_\_\_\_

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Print cardholder's name, as it appears on the charge card.



## Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Former Student Number \_\_\_\_\_

Birthday \_\_\_\_\_  
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 \_\_\_\_\_

### Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:  
 Division of Continuing Education  
 Campus Box 178  
 University of Colorado at Boulder  
 Boulder, CO 80309-0178  
 If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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Print cardholder's name, as it appears on the charge card.

**Note** that credit card enrollments can be made by phone (see Registration Information).

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I certify that I am registered with the Selective Service

I am not required to register with the Selective Service because:

I am a female.

I am in the U.S. Armed Forces on active duty.

I have not yet reached my 18th birthday.

I am age 26, or older, as of the date of the first day of class.

I am a non-immigrant alien lawfully admitted in the U.S.

**A**

Abnormal Psychology ..... 14

Access for Windows (2.0) ..... 39

Accounting and Budgeting for the  
Non-Accountant ..... 28

Accounting/Finance ..... 28

Acting Basics ..... 25

Adobe Illustrator (5.0) ..... 44

Adobe Photoshop (2.5) ..... 43

Advanced DOS/Windows ..... 36

Advanced Excel for Windows (5.0) ..... 39

Advanced Investment Strategies ..... 22

Advanced Lotus 1-2-3 (2.4) ..... 38

Advanced Lotus 1-2-3 for Windows (4.0) ..... 38

Advanced Microsoft Word (6.0) ..... 42

Advanced PageMaker Desktop Publishing  
for Windows (5.0) ..... 41

Advanced QuarkXPress (3.3) ..... 43

Advanced Topics in C++ Programming ..... 46

Advanced WordPerfect for DOS (6.0) ..... 37

Advanced WordPerfect for Windows (6.0) ..... 37

Advertising and Society ..... 12

Advertising Copywriting: Creating Ads  
for the Small Business Marketplace ..... 21

Airbrush Illustration ..... 21

American Political System ..... 14

American Sign Language 3 ..... 8

Analytic Geometry and Calculus 1 ..... 13

Analyzing Society ..... 15

Anthropology ..... 7

Apple Macintosh System ..... 42-44

Application Programming ..... 45

Arabic ..... 7

Architecture and Landscape ..... 19

Art Conservation: A Race Against Time ..... 19

Astronomy ..... 7

AutoCAD 3D, Designer and Auto Vision ..... 41

**B**

Basic Drawing ..... 10

Basic Investing ..... 22

Basic Macintosh Computer Art ..... 43

Basic Painting ..... 11

Basic Photography ..... 20

Basic Skills for the Supervisor ..... 28

Basics of Human Resources Management ..... 31

Beginning Arabic 1 ..... 7

Beginning Computer Aided Design ..... 40

Beginning Conversational and Written  
Japanese ..... 21

Beginning Conversational French ..... 21

Beginning Conversational German ..... 21

Beginning Conversational Italian ..... 21

Beginning Conversational Spanish ..... 21, 26

Beginning Excel for the Macintosh (5.0) ..... 42

Beginning Excel for Windows (5.0) ..... 38

Beginning Hebrew 2 ..... 11

Beginning Lotus 1-2-3 (2.4) ..... 38

Beginning Lotus 1-2-3 for Windows (4.0) ..... 38

Beginning Microsoft Word (6.0) ..... 42

Beginning Video Workshop ..... 20

Beginning WordPerfect for DOS (6.0) ..... 37

Beginning WordPerfect for Windows (6.0) ..... 37

Biological Psychology 1 ..... 14

Biology ..... 7

Boulder Evening Credit Classes ..... 3-15

Business ..... 13, 27-31

Business of Greeting Cards: Writing,  
Drawing, Selling ..... 21

**C**

CATECS (Center for Advanced Training in  
Engineering and Computer Science) ..... 49

Chicano Studies ..... 7

Colorado Landscape: Plants and Design ..... 19

Communication ..... 8, 31

Communication Disorders and Speech Science ..... 8

Communication Workshop in Conflict  
Management ..... 31

Computer Aided Design ..... 40-41

Computer Aided Design: Level I ..... 40

Computer Aided Design: Level I for Windows ..... 40

Computer Aided Design: Level II ..... 40

Computer Aided Design: Level II for Windows ..... 40

Computer Aided Design: Level III—  
Customizing AutoCAD ..... 41

Computer Applications ..... 33-46

Apple Macintosh System ..... 42-44

Computer Aided Design ..... 40-41

Computer Literacy ..... 34

Databases ..... 39

Desktop Publishing ..... 41, 42-43

DOS System ..... 35-36

Graphics ..... 41, 43-44

IBM and Compatible Systems ..... 35-41

Internet ..... 34-35

Macintosh System ..... 42-44

Programming ..... 45-46

Spreadsheets ..... 38-39, 42

UNIX Systems ..... 44

Word Processing ..... 36-37, 42

Computer Applications Certificate Program ..... 33

Computer Applications Systems Overview ..... 35

Computer Graphics ..... 41, 43-44

Computer Literacy ..... 34

Computer System, The ..... 34-35

Concepts of Data Processing and  
Information Technology ..... 35

Conducting Effective Meetings ..... 31

Contemporary Artists and Their Work ..... 19

Contemporary Mass Media ..... 12

Contemporary Social Issues and Human Values ..... 15

CorelDRAW! (5.0) ..... 41

Creative Illustrator ..... 44

Creative Photography Workshop ..... 20

Creative Photoshop ..... 44

Creative Writing ..... 10, 26

Critical Issues in Current Management ..... 30

**D**

Databases ..... 39

Designing Modern Networks ..... 35

Desktop Publishing ..... 41, 42-43

Developing a Performance Evaluation ..... 31

Developing the Marketing Plan ..... 30

Deviance in U.S. Society ..... 15

Diet, Emotions and Behavior ..... 23

Diet Rollercoaster ..... 23

Diplomatic History of the United States  
to 1920 ..... 12

DOS System ..... 35-36

Drawing ..... 10, 19, 26

**E**

Economics ..... 8

Education ..... 8-9

Engineering ..... 49

English ..... 10

Entrepreneurism—Are You Ready? ..... 29

Entrepreneurism/Small Business ..... 29

Environmental Systems 1—Climate and  
Vegetation ..... 11

Environmental Systems 2—Landforms  
and Soils ..... 11

Estate Planning Techniques ..... 23

Ethics ..... 13

Excel ..... 38-39, 42

**F**

Film ..... 10

Film Production Management ..... 10

Financial Aid ..... 3

Financial Planning for Couples ..... 22

Finding and Running the Environmentally  
Friendly Farm ..... 23

Fine Arts ..... 10-11, 19-20, 26

Finite Mathematics for Social Science  
and Business ..... 13

Foreign Languages ..... 7, 11, 21, 26

FoxPro for Windows (2.6) ..... 39

Fractal Design Painter (2.0) ..... 43

French ..... 21

Fundamentals and Techniques of  
College Algebra ..... 13

**G**

General Astronomy: The Solar System ..... 7

General Biology 1 ..... 7

General Psychology ..... 14

Geography ..... 11

Geology ..... 11, 24

Geology Field Techniques in the Colorado  
Front Range ..... 11

German ..... 21

Getting Your Career Started in Computer  
Graphics, Fine Arts and Design ..... 20

GMAT (Graduate Management Admission Test)  
preparation ..... 24

Graphic Communication ..... 20-21

GRE (Graduate Record Exam) preparation ..... 24

Guide to the Ecology of Boulder County ..... 24

**H**

Handling Difficult People ..... 29

Hands-On C I ..... 45

Hands-On C II ..... 45

Healthy Wealthy and Wise: A Financial  
Planning Workshop for Women ..... 22

Hebrew ..... 11

History ..... 12, 22

History of England to 1660 ..... 12

History of the United States since 1865 ..... 12

History of the United States to 1865 ..... 12

How to Design or Remodel a House  
with an Architect ..... 19

How to Write Better Business Letters,  
Memos and Reports ..... 31

**I**

IBM and Compatible Personal Computer  
System Configuration ..... 35

IBM and Compatible Systems ..... 35-41

Improving Team Performance Through  
Effective Communication ..... 30

Improving Your Listening and  
Communication Skills ..... 29

Improvisational Performing ..... 25

Independent Study ..... 49

Indian in American History:  
The Eastern Region ..... 12

Intermediate/Advanced C Programming ..... 46

Intermediate Arabic 1 ..... 7

Intermediate Conversational and  
Written German ..... 21

Intermediate Conversational and  
Written Japanese ..... 21

Intermediate Conversational French ..... 21

Intermediate Conversational Italian ..... 21

Intermediate Conversational Spanish ..... 21

Intermediate C++ Programming ..... 46

Intermediate DOS ..... 36

Intermediate Excel for the Macintosh (5.0) ..... 42

Intermediate Excel for Windows (5.0) ..... 39

Intermediate Hebrew 2 ..... 11

Intermediate Lotus 1-2-3 (2.4) ..... 38

Intermediate Lotus 1-2-3 for Windows (4.0) ..... 38

Intermediate Quattro Pro for Windows ..... 39

Intermediate UNIX ..... 44

Intermediate Word for Windows (6.0) ..... 37

Intermediate WordPerfect for DOS (6.0) ..... 37

Intermediate WordPerfect for Windows (6.0) ..... 37

International English Center ..... 49

Internet Applications ..... 35

Internet Fundamentals ..... 34

Interpersonal Communication ..... 8

Introduction to Access for Windows (2.0) ..... 39

Introduction to Aldus PageMaker (5.0) ..... 42

Introduction to Chicano Studies ..... 7

Introduction to C Language for Programmers ..... 46

Introduction to Colorado Geology ..... 24

Introduction to C++ Programming ..... 46

Introduction to Creative Writing ..... 10

Introduction to Database  
Management Systems ..... 39

Introduction to Drawing ..... 19, 26

Introduction to FoxPro for Windows (2.6) ..... 39

Introduction to Human Geography ..... 11

Introduction to Management and Organization ..... 13

Introduction to PageMaker Desktop  
Publishing for Windows (5.0) ..... 41

Introduction to Painting ..... 19  
 Introduction to Paradox for Windows ..... 39  
 Introduction to Physical Anthropology I ..... 7  
 Introduction to Programming I ..... 45  
 Introduction to Programming II ..... 45  
 Introduction to Quattro Pro for Windows ..... 39  
 Introduction to SAS—Statistical  
 Analysis System ..... 39  
 Introduction to Soft Pastel Painting ..... 19  
 Introduction to the IBM and Compatible  
 Personal Computer ..... 35  
 Introduction to the Macintosh ..... 42  
 Introduction to UNIX ..... 44  
 Introduction to Western Art 1 ..... 11  
 Introduction to Windows (3.1) ..... 36  
 Investing for Income ..... 22  
 Investing in Art and Antiques ..... 23  
 Investments and Personal Finance ..... 22-23  
 Italian ..... 21

**J**  
 Japanese ..... 21  
 Jewish-American Fiction and Old World  
 Backgrounds ..... 10  
 Jewish American Women Writers: Where Is It  
 Written What I Am Meant to Be? ..... 25  
 Journalism ..... 12  
 Juvenile Delinquency ..... 15

**K**  
 Kinesiology ..... 12

**L**  
 Language and Gender ..... 12  
 Life Drawing ..... 19  
 Lifestyles ..... 23  
 Linguistics ..... 12  
 Literature ..... 10, 25  
 Literature of Other Lands ..... 25  
 Longmont Noncredit Classes ..... 26  
 Lotus 1-2-3 ..... 38  
 LSAT (Law School Admission Test)  
 preparation ..... 24

**M**  
 Macintosh System ..... 42-44  
 Making Career and Life Changes:  
 A Workshop ..... 23  
 Management ..... 13, 30-31  
 Management Development Certificate  
 of Achievement ..... 27  
 Managing People ..... 30  
 Managing Organizational Change:  
 The Polarity Model ..... 30  
 Map (Campus) ..... 50-51  
 Marketing ..... 13, 30  
 Marketing for Professional Services ..... 30  
 Masterpieces of American Literature ..... 10  
 Masterpieces of British Literature ..... 10  
 Mathematics ..... 13  
 Modern and Contemporary Literature ..... 10  
 Modern Art 1 ..... 11  
 Mountains and Plains: Native Americans  
 of Colorado ..... 22  
 Multimedia Production Using  
 Macromedia Director ..... 44  
 Mutual Fund Investing ..... 22

**N**  
 Native American Belief Systems ..... 22  
 Nazi Germany ..... 12  
 Noncredit Courses ..... 17-26  
 Novels of Journey and Catharsis ..... 25  
 Numerical and Analytical College  
 Trigonometry ..... 13  
 Nutrition, Health and Performance ..... 12

**O**  
 On-Site Training ..... 49  
 Oral Communication for Teachers ..... 8  
 Organizational Communication ..... 8  
 Organizational Development/ Human  
 Resources Management ..... 31  
 Organizational Management ..... 13  
 Organizing Self-Directed Work Teams ..... 30

**P**  
 PageMaker ..... 41, 42  
 Painting ..... 11, 19-20  
 Paradox for Windows ..... 39  
 Parking ..... 50-51  
 Personal Power Tool Workshop ..... 29  
 Philosophy ..... 13  
 Photography ..... 20  
 Poetry Workshop ..... 26  
 Political Economy of Industrial Societies ..... 14  
 Political Science ..... 14  
 Pre-College Mathematics ..... 13  
 Preparing for the Graduate Management  
 Admission Test (GMAT) ..... 24  
 Preparing for the Graduate Record Exam (GRE) ..... 24  
 Preparing for the Law School  
 Admission Test (LSAT) ..... 24  
 Preparing for the SAT/PSAT ..... 24  
 Primate Behavior ..... 7  
 Principles of Anthropology 1 ..... 7  
 Principles of Anthropology 2 ..... 7  
 Principles of Macroeconomics ..... 8  
 Principles of Marketing ..... 13  
 Principles of Microeconomics ..... 8  
 Problem Solving in Business  
 and Organizations ..... 31  
 Producing the Feature Film ..... 10  
 Professional Development ..... 29  
 Programmer's Introduction to the X Window  
 System and OSF/Motif ..... 46  
 Programming ..... 45-46  
 Psychology ..... 14  
 Psychology of Adjustment ..... 14  
 Public Speaking ..... 8

**Q**  
 QuarkXPress for the Designer (3.3) ..... 43  
 Quattro Pro for Windows ..... 39  
 Quicken! An Accounting Program for the  
 IBM and Compatibles ..... 28

**R**  
 Real Estate Education ..... 49  
 Retirement Distributions: Rollovers,  
 Annuities and Lump Sum Payments ..... 23  
 Retirement Planning ..... 23

**S**  
 Sales/Marketing ..... 30  
 SAT/PSAT preparation ..... 24  
 Scanning and Image Editing ..... 41  
 Science ..... 24  
 Sculpture—Stonecarving ..... 20  
 Secrets of Successful Selling ..... 30  
 Sex, Gender and Society 1 ..... 15  
 Shakespeare for Nonmajors ..... 10  
 Shakespeare: From Page to Stage ..... 25  
 Short Story Workshop ..... 26  
 Social Conflict and Social Values ..... 15  
 Social Psychology ..... 14  
 Sociology ..... 15  
 Sociology of Aging ..... 15  
 Spanish ..... 21, 26

Special Topics: Advertising and Society  
 in the Classroom ..... 8  
 Special Topics: Building Family Strengths ..... 8  
 Special Topics: Children's Creative Response  
 to Conflict ..... 8  
 Special Topics: Creating Community  
 in the Classroom ..... 9  
 Special Topics: Creative Learning Experiences  
 and Resources (C.L.E.A.R.) ..... 9  
 Special Topics: Expanding Awareness ..... 9  
 Special Topics: Multicultural Diversity:  
 Who Am I? ..... 9  
 Special Topics: Special Projects in  
 Creative Expression (S.P.I.C.E.) ..... 9  
 Special Topics: Stress Management and  
 Relaxation Training (S.M.A.R.T.) ..... 9  
 Spreadsheets ..... 38-39, 42  
 Stress Management ..... 9, 23  
 Stress Management Through Biofeedback ..... 23  
 Study Smarter ..... 23  
 Supervision/Management ..... 30-31

**T**  
 Targeted learning for employee groups ..... 49  
 Tax Strategies for Small Businesses ..... 29  
 Technical Writing ..... 31  
 Technology and Modernization ..... 15  
 Test preparation ..... 24  
 Theatre and Music ..... 25  
 Total Quality Management  
 Certificate Program ..... 47-48  
 Trading and Investing Overseas ..... 29  
 Treatment of the Serious Problems  
 of Adolescence ..... 23

**U**  
 Understanding and Using  
 Financial Statements ..... 28  
 Understanding Marketing: Developing and  
 Promoting Your Product or Service ..... 30  
 U.S. Race and Ethnic Relations ..... 15  
 U.S. Values, Social Problems and Change ..... 15  
 UNIX Programming Tools ..... 44  
 UNIX Systems ..... 44  
 Usage and Grammar: Guidelines and  
 Rules for Everyday Use ..... 25  
 Using MS-DOS ..... 36

**V**  
 Veteran Benefits ..... 3

**W**  
 Watercolor Landscape Painting ..... 20  
 Western Civilization 1 ..... 12  
 Woodcarving Sculpture ..... 20  
 Word for Windows (6.0) ..... 36  
 WordPerfect ..... 37  
 Word Processing ..... 36-37, 42  
 Workshop in Curricular and Instructional  
 Development: The Art of Creative Teaching  
 (ACT) ..... 9  
 World Regional Geography ..... 11  
 Write It! Finish It! ..... 25  
 Writing ..... 25-26, 31  
 Writing Business Plans ..... 29  
 Writing Fun Fiction: Westerns, Science  
 Fiction, Mysteries, Horror and Romance ..... 26  
 Writing the Novel ..... 26  
 Writing the Ten Minute Play ..... 26

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