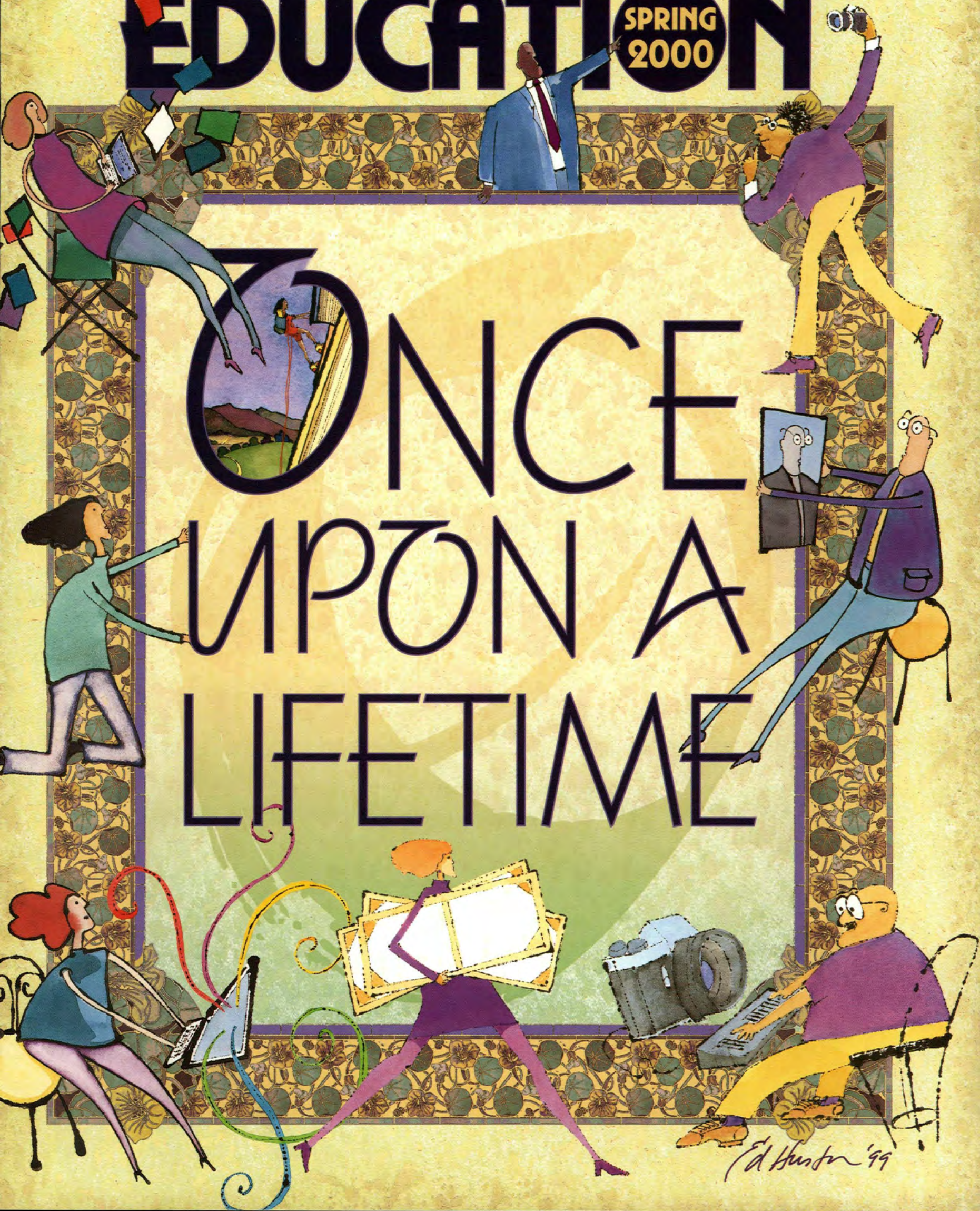


UNIVERSITY OF COLORADO CATALOG  
CONTINUING

# EDUCATION

SPRING  
2000

ONCE  
UPON A  
LIFETIME



Ed Hunter '99

# NEW AND NOTEWORTHY

## **MISSION ACCOMPLISHED: CU AT THE ACADEMY**

A piece of Boulder history has come to life through a partnership between the University of Colorado and The Academy, a landmark Boulder property redeveloped as a retirement community. "CU at The Academy" is an adult education program open to Academy residents and the community at large that honors the history of The Academy. Founded in 1892 by the Sisters of Charity of the Blessed Virgin Mary, "Mt. St. Gertrude's Academy" was the Boulder community's fourth school. The school was originally conceived as a boarding school where students suffering from chronic illnesses could come and recuperate in a learning environment. Operated as a Catholic girls school for over three-quarters of a century. Mt. St. Gertrude's Academy offered a curriculum that provided a foundation for lifelong learning. Later, the facility became a Catholic girls' school. In 1969, CU bought the property to house dance programs, its Bureau of Conferences and Real Estate and its Division of Continuing Education. Fire damage in 1980 forced the university to close the building and it remained vacant until its 1998 renaissance as a residential community whose mission statement celebrates "meaningful aging in an environment of grace and beauty." Once again, The Academy's walls are filled with the excitement of learning and growing that reflects the spirit of its long heritage, through the dedicated work of a development team comprised of CU alumni with strong ties to the Boulder community.

**NEW THIS SPRING.** You may wish to "Consider the World at The Academy," through a selection of classes offered at The Academy, 970 Aurora Avenue in Boulder. While enjoying the contemplative beauty of the stained glass windows in the lecture hall (the old school chapel) you can expand your horizons through three course offerings:

### **Contemporary World Issues in China, Africa, the UK and the Middle East.**

This four-part lecture program brings you the best thinking of the university's international scholars.

**World Literature.** Expert background and guided discussion of three books with an international focus.

**Introduction to Drawing.** Begin the 21st century in the best tradition of 19th century values, learn to draw what you see, to document your world travels or enhance your appreciation of your own back yard.

Look for details inside in the Personal Enrichment section.

## **OPEN HOUSE JANUARY 11 & 12, 4:30 - 6:30 P.M.**

Join us here at 1505 University Avenue (15th and University) for an informal introduction to Continuing Education programs. Drop by Tuesday January 11 if you are interested in Personal Enrichment, Business Workshops, Computer Applications and Real Estate courses. Stop by Wednesday January 12 for information about Boulder Evening Credit classes, Independent Learning and ACCESS.

## **SCHOLARSHIPS AVAILABLE.**

Scholarship funds are available for Continuing Education courses. For more information, call 303-492-5148.

## **ON-SITE CLASSES PLANNED FOR INTERLOCKEN, TOO.**

Be watching this space for news about class offerings at Interlocken. Under an agreement signed in June, the University of Colorado is working with Interlocken businesses to design a program offering on-site instruction tailored to the needs and interests of Interlocken employees. Once defined and established, some classes at the Interlocken site (555 Interlocken Blvd.) will be open to members of the general public as well.

## **COMPUTER LAB GETS NEW PCS**

News flash! We've just updated some equipment in one of our PC labs, adding 23 new Pentium III 450s at the University Management Systems lab, Room 001.

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**BOULDER EVENING CREDIT CLASSES**

University of Colorado credit courses offered weekdays after 5 p.m. through the departments of communication, English, fine arts, mathematics, psychology, sociology, Spanish, and more.

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**PERSONAL ENRICHMENT COURSES**

A lively, relevant approach to the arts, languages, lifestyles, test preparation, writing, and more.

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**BUSINESS CLASSES**

Noncredit classes to meet challenging business situations, including accounting, marketing, supervision, writing and leadership. Management Development and Entrepreneurship Certificates also available.

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**COMPUTER APPLICATIONS PROGRAM**

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge. Certificates in Computer Applications, Network Administration, Programming and Web Site Design available.

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**INDEPENDENT LEARNING PROGRAMS**

For people in transition, on the road, or just busy with multiple demands, an excellent solution for disciplined independent learners.

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**REAL ESTATE AND APPRAISAL PROGRAM**

A full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado.

66

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

Graduate engineering courses delivered directly to business or industry via live TV broadcast and videotape.

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**ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION**

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.

**ACCESS**

High School Concurrent Program

International English Center

Summer Session

High School Summer Scholars

Allard Capital Conference

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**CAMPUS MAP**

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**REGISTRATION INFORMATION**

Dates, deadlines, eligibility, financial aid, tuition, refunds, residency and more.

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**CREDIT REGISTRATION FORM**

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**NONCREDIT/CERTIFICATE REGISTRATION FORM**

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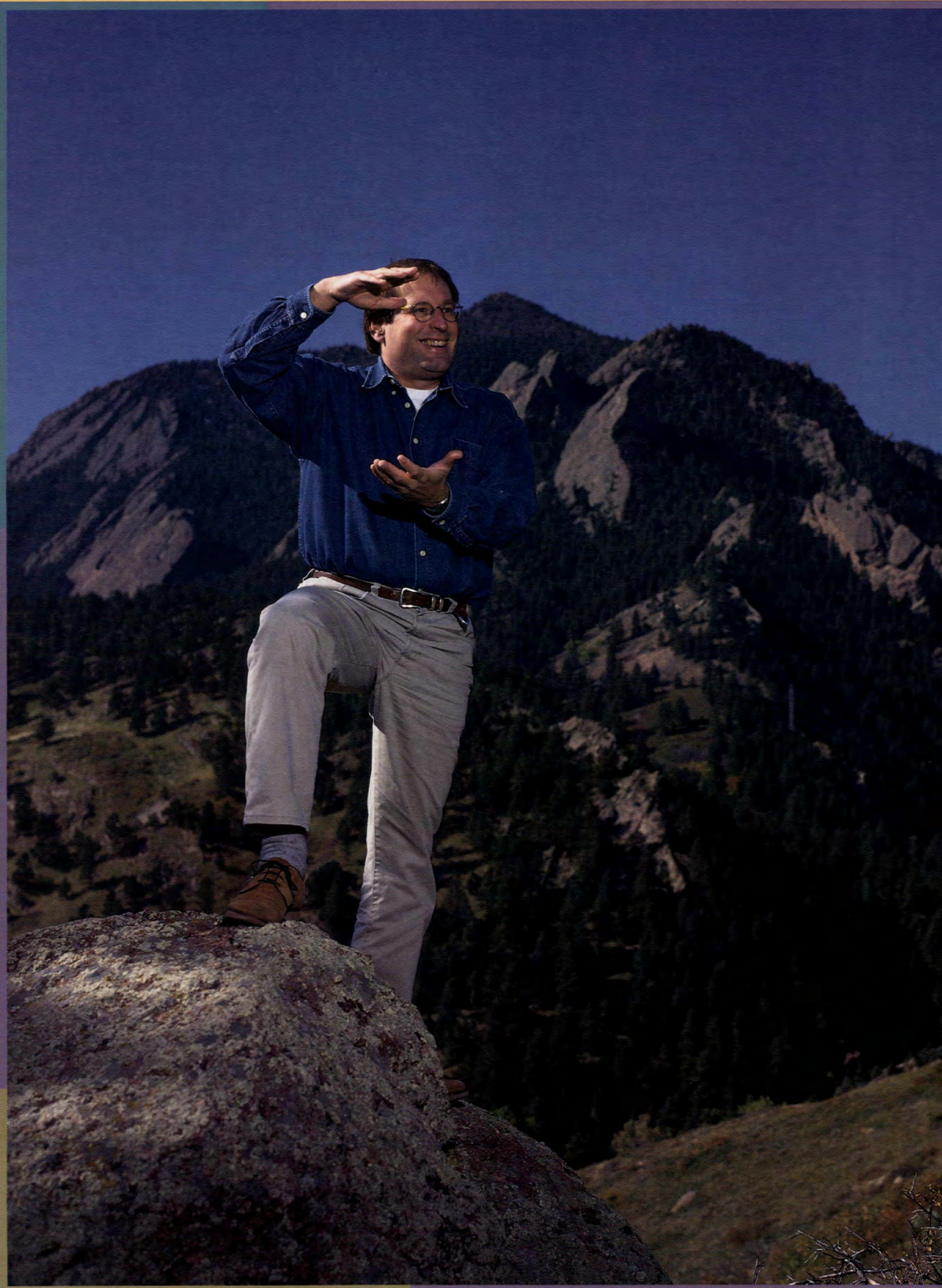
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**CATALOG PRODUCTION**

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





# WHAT'S YOUR STORY? WHAT'S YOUR GOAL? CU ACADEMICS WILL TAKE YOU THERE.

**WHY TAKE AN EVENING CREDIT COURSE?** Well, why not? If you've dreamed of finishing that degree, or finishing that degree sooner, or exploring a new direction in learning and living, this is your chance to step up to the plate and see about it. Evening Credit gives you a challenging and rewarding learning experience on the CU campus-with evening hours that accommodate busy days. To understand exactly how Evening Credit courses fit into your planned program of study, check a current University catalog for admission and program requirements and make an appointment to talk to an 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 may not enroll.)

**RESIDENCY:** 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 23?** If you're not 23 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 303-492-5148.

**TUITION:** Tuition is determined by residency status. Resident tuition is \$100 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$180 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division may be assessed non-resident tuition at the rate established by the Board of Regents. The Division will charge our in-state rate for Boulder Evening classes when a non-resident, degree student pays for full-time, out of state tuition through the Boulder campus and then enrolls for additional Boulder Evening courses.

Steve Welter teaches Geography 1001 (Environmental Systems: Climate and Vegetation) and Geography 1011 (Landscapes and Water) through the Evening Credit program. The two courses, which fulfill the core requirement for Natural Sciences, are offered as back-to-back seven-week intensives (4 credits each), so that students can take one or both in a single semester.

A lifetime fascination with maps, mud and mountains inspired Dr. Welter's academic career. The small boy who loved to dig in the dirt grew up to earn three degrees in Geography – an AB degree at the University of California at Berkeley, where he first indulged his interest in maps; a Masters degree at Portland State University where he studied alpine land forms in the Olympic Mountains; and a Ph.D. at CU, where he examined soil erosion processes in the Colorado Front Range. "I was drawn to Colorado by the mountains," he says, "and by the strength of the CU program." He says that his decision to study Geography as a college freshman proved to be a good one. "I have eclectic interests in the natural world and various cultures – in the great variety of the earth – and it opened up a whole world for me."

**PRIVILEGES:** As a Boulder Evening Credit student, total library services are available at no additional charge.

**STUDENT FEES:** Boulder Evening students have the option of paying student fees for use of campus facilities (RTD bus pass, Recreation Center, Wardenburg Health Center and other student services). Information on cost and paying student fees may be obtained by calling 303-492-5148.

**ACADEMIC ADVISING:** An academic advisor is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 303-492-5145 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 building, Room 2 (303-492-4518).

**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 building, Room 2 or call 303-492-7322.

**TO ENROLL:** Advance registration is necessary, by CU Connect, the web, by mail, by FAX, or in person at the Division of Continuing Education. See the instructions on page 70 of this catalog.

**PASS/FAIL:** Any Boulder Evening course taken for pass/fail is subject to restrictions established by your school or college.

**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 and complete a drop voucher. If you don't officially withdraw from a course, you may receive a grade of "F" for that class.

#### **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. See page 4 for registration dates.

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

## CREDIT CLASSES ACADEMIC CALENDAR SPRING 2000

<b>DECEMBER 6</b>	Boulder Evening registration through CU Connect or the web begins 7 a.m. - midnight. Registration is also available by mail, fax, or in person at the Division of Continuing Education, 1505 University, 8 a.m.-5 p.m. Monday through Friday.
<b>JANUARY 17</b>	Martin Luther King, Jr. Holiday. Division offices closed.
<b>JANUARY 24</b>	Session I and Full Term classes begin. Faculty/Staff registration. 50% discount. Current PAF required.
<b>JANUARY 26</b>	Deadline to petition for in-state classification for Session I classes.
<b>JANUARY 28</b>	<b>5 p.m. deadline</b> to register for Session I classes, add your name to a wait list, request pass/fail status or drop with a 100% refund. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>JANUARY 31</b>	Instructor's signature required to drop Session I classes.*
<b>FEBRUARY 3</b>	Deadline to petition for in-state classification for Full Term classes.
<b>FEBRUARY 4</b>	<b>5 p.m. deadline</b> to register for Full Term classes, add your name to a wait list, request pass/fail status, or drop with a 100% refund. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record.
<b>FEBRUARY 7</b>	Petition required to drop Session I classes.* Instructor's signature required to drop Full Term classes.
<b>FEBRUARY 21</b>	Petition required to drop Full Term classes.
<b>MARCH 6 - 8</b>	Session I classes end.
<b>MARCH 13</b>	Session II classes begin. Faculty/Staff registration. 50% discount. Current PAF required.
<b>MARCH 15</b>	Deadline to petition for in-state classification for Session II classes.
<b>MARCH 17</b>	<b>5 p.m. deadline</b> to register for Session II classes, add your name to a wait list, request pass/fail status, or drop with a 100% refund. Withdrawals after this date will appear as a "W" on student's academic record.
<b>MARCH 20</b>	Instructor's signature required to drop Session II classes.*
<b>MARCH 27</b>	Petition required to drop Session II classes.
<b>MARCH 27 - 31</b>	Spring Break. NO CLASSES.
<b>MAY 1 - 5</b>	Full Term and Session II 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 February 4	100% through January 28	100% through March 17
60% February 7 through February 18	60% January 31 through February 4	60% March 20 through March 24
40% February 21 through March 3	40% February 7 through February 11	40% March 27 through April 7
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

## REGISTER USING CU CONNECT OR THE WEB

In addition to registering by mail, fax (303-492-3962), or in person (1505 University Avenue), Boulder Evening students are eligible to register using CU Connect (the telephone registration system) or the web. To be eligible to use either CU Connect or the web, students must have a current Continuing Education term record and have no academic or financial stops which could prevent them from registering. To set up a term record, return the registration form on page 71. You will be sent an Invitation to Register through the mail verifying your eligibility along with your Personal Identification Number (PIN). Please remember to keep your PIN confidential. Use of CU Connect or the web obligates you for any tuition charges as a result of adding any course.

CU Connect and the web are normally available Monday through Friday 7 a.m. to midnight and Sundays from 11 a.m. to midnight. They are **not** available on Saturdays and December 31-January 3. **Limited hours:** December 24, 7 a.m.- 5 p.m.

### WEB REGISTRATION

Eligible Boulder Evening students can register on the web by accessing the CU home page at [www.colorado.edu](http://www.colorado.edu) and choosing Personal Lookup Services or going directly to [www.colorado.edu/plus](http://www.colorado.edu/plus) and selecting the "Registration" button. You will then need to enter your student ID number and personal identification number (PIN). Then choose Continuing Education and follow the instructions on the web page from there to add or drop and request pass/fail or no credit. You will need to enter the 5 digit course call numbers to register for courses and click on the "submit" button to process each course request. To verify your course selections, click on the "Schedule" tab at the bottom of the page. When you're finished, be sure to exit web registration.

You can also conduct online course searches via web registration. The web registration course search tool allows you to search by subject, level, course number, core requirements, and by meeting time. The course search is updated on a real-time basis, so if you need a course you would like to sign up for, you immediately know whether there is still room in the course.

### CU CONNECT REGISTRATION

Call CU Connect, 303-938-8110, from any touch-tone phone to register. Use the confirmed registration function codes listed below.

- ▶ the Boulder-campus code 1
- ▶ the Continuing Education code 1
- ▶ the registration application code 1
- ▶ the term code 001
- ▶ your University student number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- ▶ your personal identification number (PIN) \_\_\_\_\_

Fill out the information below completely. When prompted, enter the courses you've listed below. Press the star (\*) or pound (#) keys as indicated. Whenever you press the # key, wait for the computer voice to respond before proceeding with the next entry. For more time between entries, press #.

ADD CODE	COURSE CALL NUMBER	Department Abbreviation	Course Number	Credit Hours	Enrolled Waitlisted?
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____
2 *	_____	_____	_____	_____	_____

### OTHER CU CONNECT FUNCTIONS

- To **add** a course, press 2\*, the course call number, then #
- To **drop** a course, press 3\*, the course call number, then #
- To request a course for **no credit**, press \*1 between the course call number and #
- To request a course for **pass/fail**, press \*2 between the course call number and #
- To **list** your courses, **verify** your schedule, or check your **wait list** position, press 5#
- To **search** for open sections, press 7#
- To place your name on a **wait list**, press 9#
- To **cancel** an entry, press \*# before you have completed the transaction
- To **exit** the registration application, press 8# then 1 to access the student billing application for your **account balance and/or credit card payment options**; or press 2 to **end** the call.

**SURVIVAL TIP**  
When you register through CU Connect or the web, you are obligated for the full tuition and fees resulting from the use of the personal identification number (PIN) issued to you.

# ADDITIONAL REGISTRATION INFORMATION

## VERIFYING AND ADJUSTING YOUR SCHEDULE

Once you have registered, it is important that you verify your schedule either through CU Connect or the web. Your schedule can be adjusted through the dates listed on the calendar on page 4.

## WAIT LISTS

Placing your name on a wait list does not guarantee that you will be enrolled in that course. Enrollment is determined by the total number of spaces and the demand for each particular course. Spaces may or may not become available at a future time.

You can check your position on any course wait list either on the web at [www.colorado.edu/plus](http://www.colorado.edu/plus) or by calling CU Connect and pressing 5# (list schedule function).

***If you choose to wait list for a Boulder Evening course and a space becomes available, you will automatically be enrolled in the course and additional tuition and fees will be assessed. We, therefore, encourage you to check your wait list position often to avoid paying additional tuition and fees and receiving an "F" for the course.***

## ACCOUNT BALANCES

The amount of tuition you owe is available both through CU Connect and the web. Credit card payments, using VISA, MasterCard or Discover, can be made on CU Connect only. You can also call our accounting office at 303-492-2212 to make a credit card payment, fax your credit card information to 303-492-3962, or visit our offices at 1505 University Avenue.

## COURSE RESTRICTIONS

Some Boulder Evening courses have prerequisites and enrollment restrictions. It is your responsibility to ensure that you have met the listed prerequisites and/or restrictions. If you are unsure, please call 303-492-5145 and make an appointment with our academic advisor.

## GRADES

To access your grades through the web, log on to [www.colorado.edu/plus](http://www.colorado.edu/plus), enter your student ID number and PIN, and choose the grades option. To access your grades through CU Connect call 303-938-8110 from any touch tone phone, press 1 for the Boulder campus, 1 for Continuing Education, 2 for the grade code function and enter the term code (001 for spring) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit the semester (1=Spring, 4=Summer, 7=Fall).

## ADDITIONAL WEB FUNCTIONS

With your student identification number and PIN, in addition to registering, you are also able to find the following:

- ▶ degree program information (primary and secondary college, major, residency, gpa, and class standing)
- ▶ registration status (advising requirements and academic or financial stops)
- ▶ class schedule for all current and past terms enrolled and all future terms for which you have registered
- ▶ current semester billing and financial aid information
- ▶ address changes
- ▶ PIN changes
- ▶ degree audit (for certain colleges)

## PROBLEMS? QUESTIONS?

If you have any type of registration stop, you will not be allowed to enroll via CU Connect or the web. Please call our registration office at 303-492-5148 for more information on your stop.

If you have a Continuing Education term record for spring and no registration stop, please call 303-492-5148 between 8:30 a.m. and 5 p.m. Monday-Friday for further assistance. After hours, please call 303-492-5145 for a recorded message.





# FULL TERM CLASSES BY STARTING DATE, SPRING 2000

## Monday Courses, Begin January 24 and End May 1

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ASTR 1120-3	300	30020	7-10 p.m.	General Astronomy: Stars and Galaxies	natural science
EMUS 3642-3	300	30028	6:30-9:30 p.m.	History of Jazz	none
ENGL 1191-3	300	30012	6-9 p.m.	Introduction to Creative Writing	none
HIST 1015-3	300	30045	6:30-9:30 p.m.	History of the United States to 1865	United States context
KINE 3420-3	300	30055	6-9 p.m.	Nutrition, Health and Performance	natural science
MGMT 3030-3	300	30015	6:30-9:30 p.m.	Critical Leadership Skills	none
SOCY 1006-3	300	30072	6-9 p.m.	The Social Construction of Sexuality	cultural and gender diversity
THTR 3009-3	300	30013	6-9 p.m.	Development of the American Musical Theatre	literature and the arts

## Monday and Wednesday Courses, Begin January 24 and End May 3

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ECON 1078-3	300	30090	5:30-7 p.m.	Mathematical Tools for Economists 1	quantitative reasoning and mathematical skills
ECON 2010-4	300	30025	7:15-9:15 p.m.	Principles of Microeconomics	contemporary societies
FINE 1212-3	300	30038	6:30-9:30 p.m.	Basic Painting	none
MATH 1011-3	300	30056	5:30-7 p.m.	Fundamentals and Techniques of College Algebra	quantitative reasoning and mathematical skills
MATH 1150-4	300	30057	7:30-9:30 p.m.	Precalculus Mathematics	quantitative reasoning and mathematical skills
PHIL 3010-3	300	30060	5:30-7 p.m.	History of Modern Philosophy	historical context
SPAN 1020-5	301	30077	6:30-9 p.m.	Beginning Spanish 2	none

## Monday and Thursday Course, Begins January 24 and End May 4

ARAB 1020-5	300	30018	5:30-8 p.m.	Beginning Arabic 2	none
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## Tuesday Courses, Begin January 25 and End May 2

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ANTH 3000-3	300	30017	6:30-9:30 p.m.	Primate Behavior	natural science
COMM 2400-3	300	30023	6:30-9:30 p.m.	Communication and Society	contemporary societies
ENGL 3000-3	300	30030	6-9 p.m.	Shakespeare for Nonmajors	literature and the arts
EPOB 1220-3	300	30032	6:30-9:30 p.m.	General Biology 2	natural science
EPOB 3020-3	300	30033	6-9 p.m.	Principles of Ecology	none
HIST 2117-3	300	30049	6:30-9:30 p.m.	History of Colorado	United States context
PSCI 1101-3	300	30061	6-9 p.m.	The American Political System	contemporary societies or United States context
PSYC 2606-3	300	30065	6:30-9:30 p.m.	Social Psychology	contemporary societies
SPAN 2120-3	300	30079	6-9 p.m.	Second-Year Spanish 2	none

## Tuesday and Thursday Courses, Begin January 25 and End May 4

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ANTH 2100-3	300	30088	7:15-8:45 p.m.	Frontiers of Cultural Anthropology	none
ARSC 1080-4	300	30019	5-7 p.m.	College Writing and Research	written communication
EMUS 1832-3	300	30027	7:15-8:45 p.m.	Appreciation of Music	literature and the arts
FINE 1012-3	300	30036	6:30-9:30 p.m.	Basic Drawing	none
FINE 1171-3	300	30037	6:30-9:30 p.m.	Basic Photography	none
SLHS 2315-4	300	30068	6-8 p.m.	American Sign Language 2	none
SPAN 1020-5	302	30078	6:30-9 p.m.	Beginning Spanish 2	none

## FULL TERM CLASSES BY STARTING DATE, SPRING 2000—CONTINUED

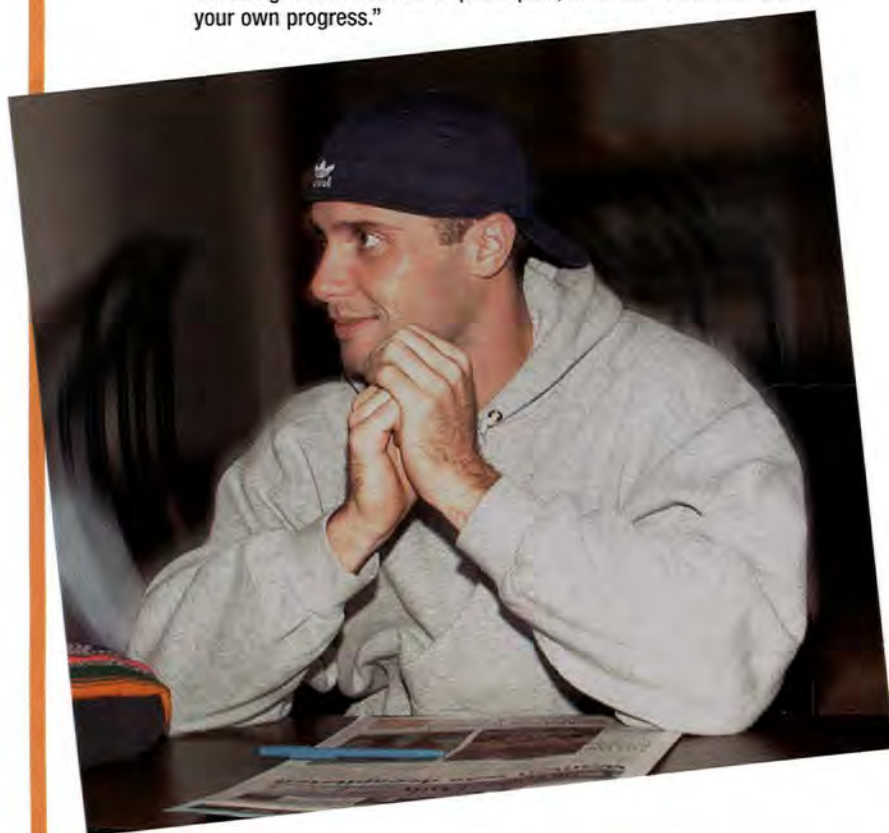
### Wednesday Courses, Begin January 26 and End May 3

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ENGL 3060-3	.....300	.....30031	.....6-9 p.m.	.....Modern and Contemporary Literature	.....literature and the arts
ENGL 3677-3	.....300	.....30081	.....6-9 p.m.	.....Jewish-American Fiction and Old World Backgrounds	.....cultural and gender diversity
FILM 3501-3	.....300	.....30034	.....7-10 p.m.	.....Film Production Management	.....none
HEBR 2110-3	.....300	.....30043	.....1-4 p.m.	.....Intermediate Hebrew 1	.....none
HIST 1025-3	.....300	.....30047	.....6:30-9:30 p.m.	.....History of the United States since 1865	.....United States context
JOUR 4453-3	.....300	.....30052	.....6:30-9:30 p.m.	.....Advertising and Society	.....none
JOUR 5453-3	.....300	.....30053	.....6:30-9:30 p.m.	.....Advertising and Society	.....none
PHIL 1100-3	.....300	.....30058	.....6:30-9:30 p.m.	.....Ethics	.....ideals and values
PHIL 1200-3	.....300	.....30059	.....5:30-8:30 p.m.	.....Philosophy and Society	.....United States context or ideals and values
PSYC 1001-3	.....300	.....30064	.....6:30-9:30 p.m.	.....General Psychology	.....none
RLST 2700-3	.....300	.....30089	.....5:30-8:30 p.m.	.....American Indian Religious Traditions	.....ideals and values, or cultural and gender diversity
THTR 1009-3	.....300	.....30080	.....6-9 p.m.	.....Introduction to Theatre	.....literature and the arts

### Thursday Courses, Begin January 27 and End May 4

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
ANTH 2020-3	.....300	.....30016	.....6:30-9:30 p.m.	.....Introduction to Physical Anthropology 2	.....natural science
COMM 1300-3	.....300	.....30021	.....6:30-9:30 p.m.	.....Public Speaking	.....none
ECON 2020-4	.....300	.....30026	.....6-9 p.m.	.....Principles of Macroeconomics	.....contemporary societies
FINE 1409-3	.....300	.....30039	.....6:30-9:30 p.m.	.....History of World Art 2	.....literature and the arts
HIST 1123-3	.....300	.....30048	.....6:30-9:30 p.m.	.....The History of England, 1660 to Present	.....historical context
PSCI 1970-3	.....300	.....30062	.....5:30-8:30 p.m.	.....Legal Rights of Students	.....none
PSCI 3041-3	.....300	.....30063	.....6-9 p.m.	.....The American Congress	.....none
PSYC 4303-3	.....300	.....30066	.....6:30-9:30 p.m.	.....Abnormal Psychology	.....none
SOCY 4024-3	.....300	.....30076	.....6-9 p.m.	.....Juvenile Delinquency	.....contemporary societies

Mike Moschetti in Uri Neil's Hebrew class. Because students come into the class with wide-ranging experience in the language, Uri's encourages each student to participate, to do the work and "make your own progress."



## 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 non-resident reduced 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.

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

All tuition and refund determinations are subject to audit.

## SESSION I CLASSES BY STARTING DATES

### Monday and Wednesday Courses, Begin January 24 and End March 8

Course	Section	Call #	Times	Course Title	Arts and Sciences Core
ENGL 1500-3	100	30014	6-9 p.m.	Masterpieces of British Literature	literature and the arts
GEOG 1982-3	100	30010	6-9 p.m.	World Regional Geography	none
KINE 3420-3	100	30054	6:30-9:30 p.m.	Nutrition, Health and Performance	natural science
PSCI 4734-3	100	30011	6-9 p.m.	Politics and Literature	critical thinking
SOCY 1001-3	100	30069	6-9 p.m.	Analyzing Society	contemporary societies
SOCY 1004-3	100	30070	6-9 p.m.	Deviance in U.S. Society	ideals and values

### Tuesday and Thursday Courses, Begin January 25 and End March 9

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
EDUC 4800-3	100	30084	6:30-9:30 p.m.	Special Topics: Building Family Strengths	none
FILM 3563-3	100	30035	7-10 p.m.	Producing the Feature Film	none
GEOG 1001-4	100	30040	6-9 p.m.	Environmental Systems 1 - Climate & Vegetation	natural science
HIST 1010-3	100	30044	5:30-8:30 p.m.	Western Civilization 1: From Antiquity to the 16th Century	historical context
JOUR 1002-3	100	30051	6-9 p.m.	Critical Thinking and Writing	none
SOCY 1015-3	100	30073	6-9 p.m.	U.S. Race and Ethnic Relations	United States context

## SESSION II CLASSES BY STARTING DATES

### Monday and Wednesday Courses, Begin March 13 and End May 3

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
COMM 2400-3	200	30024	6:30-9:30 p.m.	Communication and Society	contemporary societies
ENGL 1600-3	200	30029	6-9 p.m.	Masterpieces of American Literature	literature and the arts
GEOG 1992-3	200	30042	6-9 p.m.	Human Geographies	none
SOCY 1016-3	200	30074	6:30-9:30 p.m.	Sex, Gender, and Society 1	cultural and gender diversity
UWRP 3020-3	200	30083	6:30-9:30 p.m.	Topics in Writing: <i>The New York Times</i>	written communication

### Tuesday and Thursday Courses, Begin March 14 and End May 4

Course No.	Section	Call #	Times	Course Title	Arts and Sciences Core
COMM 1300-3	200	30022	6-9 p.m.	Public Speaking	none
EDUC 4800-3	200	30085	6:30-9:30 p.m.	Special Topics: Creating an Optimum Learning Environment	none
GEOG 1011-4	200	30041	6-9 p.m.	Environmental Systems 2 - Landscapes & Water	natural science
HIST 1020-3	200	30046	5:30-8:30 p.m.	Western Civilization 2: 16th Century to the Present	historical context
JOUR 1001-3	200	30050	6-9 p.m.	Contemporary Mass Media	none
SOCY 1005-3	200	30071	6-9 p.m.	Social Conflict and Social Values	contemporary societies or ideals and values
SOCY 3151-3	200	30075	6-9 p.m.	Self in Modern Society	United States context



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## ANTHROPOLOGY

### Introduction to Physical Anthropology 2 ANTH 2020-3

This course is a continuation of ANTH 2010. Emphasizes quantitative analysis, genetics, and race. Students may not receive credit for both ANTH 2020 and 2060. Prereq., ANTH 2010. Approved for arts and sciences core curriculum: natural science.  
Sue Woods, Ph.D.

Full Term - Section 300: Call No. 30016  
Thursdays, 6:30-9:30 p.m. Hale 240. \$300 (resident).

### Frontiers of Cultural Anthropology ANTH 2100-3

Covers current theories in cultural anthropology and discusses the nature of field work. Explores major schools of thought and actual field studies.  
Richard Haly, Ph.D.

Full Term - Section 300: Call No. 30088 Tuesdays and Thursdays, 7:15-8:45 p.m. Guggenheim 2. \$300 (resident).

### Primate Behavior ANTH 3000-3

Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution are emphasized as they lead to an understanding of human behavior. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 30017  
Tuesdays, 6:30-9:30 p.m. Hellems 199. \$300 (resident).

## ARABIC

### Beginning Arabic 2 ARAB 1020-5

This course is the second semester of beginning Arabic. Prereq., ARAB 1010. The first semester course (ARAB 1010) is tentatively scheduled to be offered next during the Fall 2001.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 30018 Mondays and Thursdays, 5:30-8 p.m. Hellems 104. \$520 (resident).

## ARTS AND SCIENCES

### College Writing and Research ARSC 1080-4

This course helps students develop their abilities to do college-level reading, writing, and thinking. Beginning with short position papers that synthesize course readings with personal observations and experiences, students will move on to create more complex arguments informed by independent library research. Personal voices are emphasized in the context of adding those voices to others who have participated in scholarly discussions around particular topics. The course requires students to participate in group discussion, as well as independent work. Approved for arts and sciences core curriculum: written communication.

Damian Doyle, M.A.

Full Term - Section 300: Call No. 30019 Tuesdays and Thursdays, 5-7 p.m. Guggenheim 2. \$400 (resident).

## ASTRONOMY

### General Astronomy: Stars and Galaxies ASTR 1120-3

Principles of modern astronomy for nonscience majors, summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. ASTR 1110 and 1120 can be taken in either order. There will be opportunities to attend nighttime sessions at Sommers-Bausch Observatory. Some sessions will be at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 30020  
Mondays, 7-10 p.m. Hale 270. \$300 (resident).

## BIOLOGY

### General Biology 2 EPOB 1220-3

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Prereq., EPOB 1210 or equivalent. Recommended for science majors. Similar to EPOB 1620. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

Full Term - Section 300: Call No. 30032  
Tuesdays, 6:30-9:30 p.m. Muenzinger E0046. \$300 (resident).

### Principles of Ecology EPOB 3020-3

Explores principles relating to ecosystem structure and function, properties and interactions of populations, adaptations and environmental influences, and organization and development of terrestrial and aquatic ecosystems. Prereqs., EPOB 1210 and 1220 or equivalent.

Alcinda Lewis, Ph.D.

Full Term - Section 300: Call No. 30033  
Tuesdays, 6-9 p.m. Clare Small 207. \$300 (resident).



Justin Bannan is a third year Communication major from Sacramento who decided to take Hebrew to fulfill his language requirement because it's "something interesting, something different." Now in his second semester of the course sequence he says, "It's a great class and Uri is a great guy. He makes it really interesting."

## COMMUNICATION

### Public Speaking COMM 1300-3

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

Joel Guenther, M.A.

Full Term - Section 300: Call No. 30021  
Thursdays, 6:30-9:30 p.m. Hellems 211. \$300  
(resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 30022 Tuesdays  
and Thursdays, 6-9 p.m. Hellems 255. \$308  
(resident).

### Communication and Society COMM 2400-3

Seeks to increase students' awareness of the ways in which gender, dialect (ethnic, regional and social class), and cultural background influence communication behavior and its consequences. Deepens understanding of communication as a social process, making students more sophisticated observers and participants in their own and other cultures. Approved for arts and sciences core curriculum: contemporary societies.

Joel Guenther, M.A.

Full Term - Section 300: Call No. 30023  
Tuesdays, 6:30-9:30 p.m. Humanities 1B90.  
\$300 (resident).

Session II - Section 200: Call No. 30024 Mondays  
and Wednesdays, 6:30-9:30 p.m. Humanities  
125. \$300 (resident).

## ECONOMICS

### Mathematical Tools for Economists 1 ECON 1078-3

Teaches mathematical skills and logical thinking for use in economics. Course is open to all majors. Topics include algebra, graphs, functions, and probability. Includes many "real-world" examples, such as investments, supply and demand, maximizing profits, and minimizing costs. Meets arts and sciences core requirement: quantitative reasoning and mathematical skills.

William Mertens, M.A.

Section 300: Call No. 30090 Mondays and  
Wednesdays, 5:30-7 p.m. Hellems 229. \$300  
(resident).



### Principles of Microeconomics ECON 2010-4

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Students may not receive credit for ECON 2010 and 2011 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

Jonathan Hill, M.A.

Full Term - Section 300: Call No. 30025 Mondays  
and Wednesdays, 7:15-9:15 p.m. Hellems 201.  
\$400 (resident).

### Principles of Macroeconomics ECON 2020-4

Provides an overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Explores policy problems of inflation, unemployment, and economic growth. This section requires world-wide-web access for on-line recitation. May be taken before ECON 2010. Students may not receive credit for ECON 2020 and 2021 or 1000 or 1001. Approved for arts and sciences core curriculum: contemporary societies.

Jay Kaplan, Ph.D.

Full Term - Section 300: Call No. 30026  
Thursdays, 6-9 p.m. and weekly on-line recita-  
tion. Economics 119. \$400 (resident).

## EDUCATION

### Special Topics: Building Family Strengths EDUC 4800-3

This course will explore family life as its impacts learning and dynamics that promote effectiveness. We will 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.

Jennifer Downs, M.A.

Session I - Section 100: Call No. 30084 Tuesdays  
and Thursdays, 6:30-9:30 p.m. Clare Small 302.  
\$308 (resident).

### Special Topics: Creating an Optimum Learning Environment EDUC 4800-3

This class is designed to increase effectiveness and success in the classroom and work environment. Topics include motivation, learning styles, accelerated learning techniques, community and team building, and appreciation of diversity.

Jennifer Downs, M.A.

Session II - Section 200: Call No. 30085 Tuesdays  
and Thursdays, 6:30-9:30 p.m. Clare Small 302.  
\$308 (resident).

## ENGLISH

### Introduction to Creative Writing ENGL 1191-3

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. May not be taken concurrently with ENGL 2021 or 2051. Not open to graduate students. May not be repeated.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30012  
Mondays, 6-9 p.m. Hellems 241. \$300 (resident).

### Masterpieces of British Literature ENGL 1500-3

Introduces students to a range of major works of British literature, including at least one play by 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.

Patricia Thompson, M.A.

Session I - Section 100: Call No. 30014 Mondays  
and Wednesdays, 6-9 p.m. Hellems 185. \$300  
(resident).



**ENGLISH-CONTINUED****Masterpieces of American Literature  
ENGL 1600-3**

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. Patricia Thompson, M.A.

Session II - Section 200: Call No. 30029 Mondays and Wednesdays, 6-9 p.m. Humanities 1B90. \$300 (resident).

**Shakespeare for Nonmajors  
ENGL 3000-3**

Introduces students to Shakespeare's major works—the histories, comedies, and tragedies. May include nondramatic poetry as well. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts. George Moore, Ph.D.

Full Term - Section 300: Call No. 30030 Tuesdays, 6-9 p.m. Humanities 125. \$300 (resident).

**Modern and Contemporary Literature  
ENGL 3060-3**

Close study of significant twentieth-century poetry, drama and prose works. Readings range from 1920s to the present. Prereq., sophomore standing. Approved for arts and sciences core curriculum: literature and the arts.

George Moore, Ph.D.

Full Term - Section 300: Call No. 30031 Wednesdays, 6-9 p.m. Hellems 245. \$300 (resident).

**Jewish-American Fiction and Old World  
Backgrounds  
ENGL 3677-3**

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. Prereq., sophomore standing. Approved for arts and sciences core curriculum: cultural and gender diversity.

Joel Salzberg, Ph.D.

Full Term - Section 300: Call No. 30081 Wednesdays, 6-9 p.m. Muenzinger E113. \$300 (resident).

**FILM STUDIES****Producing the Feature Film  
FILM 3563-3**

Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works, this course emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. The course will also focus on the roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will be featured. This course is designed to lead students into FILM 3501 which has a more hands-on approach to production.

Frank Iannella, M.A.

Session I - Section 100: Call No. 30035 Tuesdays and Thursdays, 7-10 p.m. Humanities 135. \$308 (resident).

**Film Production Management  
FILM 3501-3**

This course familiarizes students with the principles of film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasis will be placed on the technique of production boarding as the central tool in production management as well as budget and contracts information. The course is designed for students interested in media production as a career. FILM 3501 or 3563 may be used for partial fulfillment of major requirements. Prereqs., FILM 2000, COMM 1240, and JOUR 3674 or consent of instructor.

Frank Iannella, M.A.

Full Term - Section 300: Call No. 30034 Wednesdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

**FINE ARTS****Basic Drawing  
FINE 1012-3**

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media.

Recommended for BFA majors instead of FINE 1002. May not be repeated.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 30036 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts C153. \$310 (resident).

**Basic Photography  
FINE 1171-3**

Introduces techniques and concepts of photography as art. Emphasizes photography as a means to formal and expressive ends. Students must have an adjustable camera. For fine arts majors. May not be repeated.

Greg Massey, M.F.A.

Full Term - Section 300: Call No. 30037 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts C1B70. \$360 (resident).

**Basic Painting  
FINE 1212-3**

Introduces painting, emphasizing color, pictorial space, still life, landscape, figure, and abstract painting. May not be repeated. Recommended for BFA majors instead of FINE 1202.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 30038 Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$310 (resident).



Uri Neil's Evening Credit Hebrew class is a real find for interested students because it's the only way you can study Hebrew on the CU campus. He says that the class attracts Jewish students who want to develop and improve language skills for travel or study in Israel. It also attracts non-Jewish students who travel to Israel on pilgrimage or vacation, and people who want to be able to read the Bible in Hebrew. Uri says, "I want students to learn and have fun doing it," so he evaluates students based on the progress they make in their own learning process during the course.

### History of World Art 2 FINE 1409-3

A basic survey of major art styles from the Paleolithic period through the Renaissance, including European, Asian, Islamic, the American, and tribal arts. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1409 and FINE 1209. Approved for arts and sciences core curriculum: literature and the arts.

Susanna Podboy, M.F.A.

Full Term - Section 300: Call No. 30039  
Thursdays, 6:30-9:30 p.m. Hale 230. \$300 (resident).

## GEOGRAPHY

### Environmental Systems 1 - Climate and Vegetation GEOG 1001-4

Introduces the atmospheric environment of the Earth: 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. Approved for arts and sciences core curriculum: natural science.

Steve Welter, Ph.D.

Session I - Section 100: Call No. 30040 Tuesdays and Thursdays, 6-9 p.m. Hellems 201. \$400 (resident).

### Environmental Systems 2 - Landscapes and Water GEOG 1011-4

Introduces landscapes and flowing water, emphasizing the formation and geographic distribution of mountains, volcanoes, valleys, and deserts, and their shaping by rivers and glaciers. Includes field trips. Approved for arts and sciences core curriculum: natural science.

Steve Welter, Ph.D.

Session II - Section 200: Call No. 30041 Tuesdays and Thursdays, 6-9 p.m. Hellems 201. \$400 (resident).

### World Regional Geography GEOG 1982-3

Involves an intellectual journey around the globe, stopping at major regions to study the people, their environments, and how they interact. Topics include the political/economic tensions in changing Europe, conflicts in Brazilian rain forests, transitions facing African peoples, and rapid changes in China.

Betsy Forrest, M.A.

Session I - Section 100: Call No. 30010 Mondays and Wednesdays, 6-9 p.m. Humanities 1B80. \$300 (resident).

### Human Geographies GEOG 1992-3

Examines social, political, economic, and cultural processes creating the geographical worlds in which we live, and how these spatial relationships shape our everyday lives. Studies urban growth, geopolitics, agricultural development and change, economic growth and decline, population dynamics, and migration exploring both how these processes work at global scale as well as shape geographies of particular places.

Betsy Forrest, M.A.

Session II - Section 200: Call No. 30042 Mondays and Wednesdays, 6-9 p.m. Humanities 1B80. \$300 (resident).

## HEBREW

### Intermediate Hebrew 1 HEBR 2110-3

This is the first semester of intermediate Hebrew. Prereq., HEBR 1020. The first semester of the beginning Hebrew (HEBR 1010) is tentatively scheduled for the Spring 2001.

Uri Neil, J.D.

Full Term - Section 300: Call No. 30043  
Wednesdays, 1-4 p.m. Continuing Education Center, Room 140. \$300 (resident).

## HISTORY

### Western Civilization 1: From Antiquity to the 16th Century HIST 1010-3

Surveys the development of Western civilization from its beginnings in the ancient Near East through the Reformation of the 16th century. Approved for arts and sciences core curriculum: historical context.

Phil Mitchell, Ph.D.

Session I - Section 100: Call No. 30044 Tuesdays and Thursdays, 5:30-8:30 p.m. Muenzinger E417. \$300 (resident).

### History of the United States to 1865 HIST 1015-3

Surveys American history from first settlement until end of the Civil War. Approved for arts and sciences core curriculum: United States context.

James Fell, Ph.D.

Full Term - Section 300: Call No. 30045  
Mondays, 6:30-9:30 p.m. Hellems 141. \$300 (resident).

### Western Civilization 2: 16th Century to the Present HIST 1020-3

Surveys political, economic, social, and intellectual developments in European history from the 16th century to the present. Similarities and contrasts between European states are underscored, as is Europe's changing role in world history. Approved for arts and sciences core curriculum: historical context.

Phil Mitchell, Ph.D.

Session II - Section 200: Call No. 30046 Tuesdays and Thursdays, 5:30-8:30 p.m. Muenzinger E417. \$300 (resident).



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REGISTER  
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**HISTORY-CONTINUED****History of the United States since 1865  
HIST 1025-3**

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.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 30047  
Wednesdays, 6:30-9:30 p.m. Engineering Center CR 105. \$300 (resident).

**The History of England, 1660 to Present  
HIST 1123-3**

Deals with the period from the seventeenth century to the present. Political, economic, social, and imperial developments that contributed to creation of the modern industrial and democratic state are the major issues covered. Approved for arts and sciences core curriculum: historical context.

Jean McGinnis, Ph.D.

Full Term - Section 300: Call No. 30048  
Thursdays, 6:30-9:30 p.m. Engineering Center CR 105. \$300 (resident).

**History of Colorado  
HIST 2117-3**

Emphasizes historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture. Does not fulfill major requirements.

Approved for arts and sciences core curriculum: United States context.

Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 30049  
Tuesdays, 6:30-9:30 p.m. Engineering Center CR 200. \$300 (resident).

**JOURNALISM****Contemporary Mass Media  
JOUR 1001-3**

Examines the mass media's interaction with society and looks at journalism and the mass media in historical, intellectual, economic, political, and social contexts.

Jan Whitt, Ph.D.

Session II - Section 200: Call No. 30050 Tuesdays and Thursdays, 6-9 p.m. Hellems 267. \$300 (resident).

**Critical Thinking and Writing  
JOUR 1002-3**

Reviews grammatical and organizational principles, experiments with several rhetorical modes, summarizes and analyzes media texts, and teaches techniques for writing and editing clearly and effectively. Uses library resources and computer databases to conduct basic research. Students study personal writing, informative writing, persuasive writing, and promotional writing.

Jan Whitt, Ph.D.

Session I - Section 100: Call No. 30051 Tuesdays and Thursdays, 6-9 p.m. Hellems 267. \$300 (resident).

**Advertising and Society  
JOUR 4453-3**

Examines criticisms and contributions of advertising in society and the economy. Same as JOUR 5453.

Richard Goode-Allen, M.A.

Full Term - Section 300: Call No. 30052  
Wednesdays, 6:30-9:30 p.m. Muenzinger E123. \$300 (resident).

**Advertising and Society  
JOUR 5453-3**

Same as JOUR 4453.

Richard Goode-Allen, M.A.

Full Term - Section 300: Call No. 30053  
Wednesdays, 6:30-9:30 p.m. Muenzinger E123. \$300 (resident).

**KINESIOLOGY****Nutrition, Health and Performance  
KINE 3420-3**

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

Prereq., junior standing (pre-nursing students are exempt). Approved for arts and sciences core curriculum: natural science.

Nanci Grayson, M.S.

Full Term - Section 300: Call No. 30055  
Mondays, 6-9 p.m. Ketchum 235. \$300 (resident).

Luke Seaward, Ph.D.

Session I - Section 100: Call No. 30054 Mondays and Wednesdays, 6:30-9:30 p.m. Clare Small 207. \$300 (resident).

**MANAGEMENT****Critical Leadership Skills  
MGMT 3030-3**

Provides an opportunity to learn about and practice the skills required of all managers. These skills include leadership, negotiation, conducting performance appraisals, delegation, effective communication, interviewing and making hiring decisions, and managing employees with problem behaviors. Objectives of the course include developing self-awareness of strengths and weaknesses as a manager, gaining familiarity with theory-based skills, and developing proficiency in the use of these skills.

Emphasizes experiential learning through group work, role-plays, and case analysis.

Prereq., BCOR 2150.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30015 Mondays, 6:30-9:30 p.m. Ketchum 303. \$300 (resident).



Lisa Obrand is taking Uri Neil's Hebrew class "because it's not offered on the main campus, and also because I had heard good things about Uri from people in my class who have had him before. He's very good. He brings a lot of life to the class and makes it fun." (In all, Uri teaches four levels of Hebrew, covering four semesters.) Lisa is an International Affairs major with a focus on the Middle East.



## MATHEMATICS

### Fundamentals and Techniques of College Algebra

#### MATH 1011-3

Covers simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, and binomial theorem.

Students may not receive credit for both MATH 1011 and 1000/1020. Prereq., one year of high school algebra or placement exam score for MATH 1000. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 30056 Mondays and Wednesdays, 5:30-7 p.m. Engineering Center CR 245. \$300 (resident).

### Precalculus Mathematics

#### MATH 1150-4

Develops techniques and concepts prerequisite to calculus through the study of trigonometric, exponential, logarithmic, polynomial, and other functions and their applications. Similar to MATH 1000, 1010, 1020, 1001, 1011, 1021, 1030 and 1040. Students having credit for college algebra and trigonometry may not receive additional credit for MATH 1150. Students with credit for college algebra receive only 2 additional hours credit for MATH 1150. Prereq., one and one-half years of high school algebra. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Bernard Gillett, M.A.

Full Term - Section 300: Call No. 30057 Mondays and Wednesdays, 7:30-9:30 p.m. Engineering Center CR 245. \$400 (resident).

## MUSIC

### Appreciation of Music

#### EMUS 1832-3

Provides a basic knowledge of music literature and development of discriminating listening habits. Approved for arts and sciences core curriculum: literature and the arts.

John Gray, Ph.D.

Full Term - Section 300: Call No. 30027 Tuesdays and Thursdays, 7:15-8:45 p.m. Music Bldg N180C. \$300 (resident).

### History of Jazz

#### EMUS 3642-3

This course will explore the origins, development, and current trends of jazz music. Students will study significant artists and their music ranging from ragtime, blues, and swing through bebop, cool jazz, modal, and avant-garde.

John Davis, Ph.D.

Full Term - Section 300: Call No. 30028 Mondays, 6:30-9:30 p.m. Music Bldg N180C. \$300 (resident).

## PHILOSOPHY

### Ethics

#### PHIL 1100-3

Introductory study of major philosophies on the nature of the good for humanity, principles of evaluation, and moral choice as they apply to contemporary moral problems. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Call No. 30058 Wednesdays, 6:30-9:30 p.m. Hellemes 241. \$300 (resident).

### Philosophy and Society

#### PHIL 1200-3

Introduces philosophical thought through critical analysis of our own society, its institutions, and principles. Approved for arts and sciences core curriculum: United States context or ideals and values.

Michelle Wilcox, M.A.

Full Term - Section 300: Call No. 30059 Wednesdays, 5:30-8:30 p.m. Economics 2. \$300 (resident).

### History of Modern Philosophy

#### PHIL 3010-3

Introduces modern philosophy, focusing on the period from Descartes through Kant. In addition to careful analysis of philosophical arguments, attention is paid to the way in which philosophers responded to and participated in major developments in the 17th and 18th century, such as the scientific revolution. Approved for arts and sciences core curriculum: historical context.

Dennis Earl, M.A.

Full Term - Section 300: Call No. 30060 Mondays and Wednesdays, 5:30-7 p.m. Muenzinger E417. \$300 (resident).



## POLITICAL SCIENCE

### The American Political System

#### PSCI 1101-3

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.

Vincent McGuire, Ph.D.

Full Term - Section 300: Call No. 30061 Tuesdays, 6-9 p.m. Humanities 1B80. \$300 (resident).

### Legal Rights of Students

#### PSCI 1970-3

This is a constitutional law class which focuses on education law and legal rights of students from kindergarten to University. Course format will consist of lecture, classroom discussions and mock hearings. Topics will include freedom of speech, freedom of press and censorship, search and seizure, corporal punishment, privacy, due process, and academic freedom.

Norman Aaronson, J.D.

Full Term - Section 300: Call No. 30062 Thursdays, 5:30-8:30 p.m. Hellemes 245. \$300 (resident).

### The American Congress

#### PSCI 3041-3

Provides intensive examination of the role of Congress in American government, including congressional elections, representation, the organization of Congress, and congressional policy making. Examines larger context of congressional politics, including political parties, the president and interest groups. Prereq., PSCI 1101.

Vincent McGuire, Ph.D.

Full Term - Section 300: Call No. 30063 Thursdays, 6-9 p.m. Education 136. \$300 (resident).

### Politics and Literature

#### PSCI 4734-3

Broadly examines political topics as they are presented in important literary works and analyzes the possibilities involved in using the literary mode to present political teachings. Prereq., junior or senior standing. Approved for arts and sciences core curriculum: critical thinking.

Loren Weinberg, Ph.D.

Session I - Section 100: Call No. 30011 Mondays and Wednesdays, 6-9 p.m. Ketchum 234. \$300 (resident).



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## PSYCHOLOGY

### General Psychology PSYC 1001-3

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

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 30064  
Wednesdays, 6:30-9:30 p.m. Hellems 141. \$300 (resident).

### Social Psychology PSYC 2606-3

Covers general psychological principles underlying social behavior. Analyzes major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq., PSYC 1001. Similar to PSYC 4406; students may not receive credit for both 2606 and 4406. Approved for arts and sciences core curriculum: contemporary societies.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30065  
Tuesdays, 6:30-9:30 p.m. Muenzinger E431. \$300 (resident).

### Abnormal Psychology PSYC 4303-3

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 3313 or 4313. Prereq., PSYC 1001.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 30066  
Thursdays, 6:30-9:30 p.m. Muenzinger E113. \$300 (resident).

## RELIGIOUS STUDIES

### American Indian Religious Traditions RLST 2700-3

Introduces religions of the peoples indigenous to the Americas. Concerns include ritual, mythology, and symbolism occurring throughout these many cultures in such areas as art, architecture, cosmology, shamanism, sustenance modes, trade, and history. Approved for arts and sciences core curriculum: ideals and values, or cultural and gender diversity.

Greg Johnson, M.A.

Full Term - Section 300: Call No. 30089  
Wednesdays, 5:30-8:30 p.m. Hellems 267. \$300 (resident).

## SOCIOLOGY

### Analyzing Society SOCY 1001-3

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.

TBA

Session I - Section 100: Call No. 30069 Mondays and Wednesdays, 6-9 p.m. Humanities 250. \$300 (resident).

### Deviance in U.S. Society SOCY 1004-3

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.

TBA

Session I - Section 100: Call No. 30070 Mondays and Wednesdays, 6-9 p.m. Muenzinger E432. \$300 (resident).

### Social Conflict and Social Values SOCY 1005-3

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.

TBA

Session II - Section 200: Call No. 30071 Tuesdays and Thursdays, 6-9 p.m. Muenzinger E130. \$300 (resident).

### The Social Construction of Sexuality SOCY 1006-3

Discusses current perspectives on the social determinants of sexuality. Emphasizes sociological critique, and analyzes the interfacing of societal, psychological, and cultural influences. Interactional perspective of human sexuality is presented. Same as WMST 1006. Approved for arts and sciences core curriculum: cultural and gender diversity.

TBA

Full Term - Section 300: Call No. 30072  
Mondays, 6-9 p.m. Hellems 199. \$300 (resident).

### U.S. Race and Ethnic Relations SOCY 1015-3

Examines race and minority problems in U.S. society, including psychological, social, and cultural sources of prejudice and discrimination. Same as ETHN 1015. Approved for arts and sciences core curriculum: United States context.

Duncan Rinehart, Ph.D.

Session I - Section 100: Call No. 30073 Tuesdays and Thursdays, 6-9 p.m. Ketchum 234. \$300 (resident).

### Sex, Gender, and Society 1 SOCY 1016-3

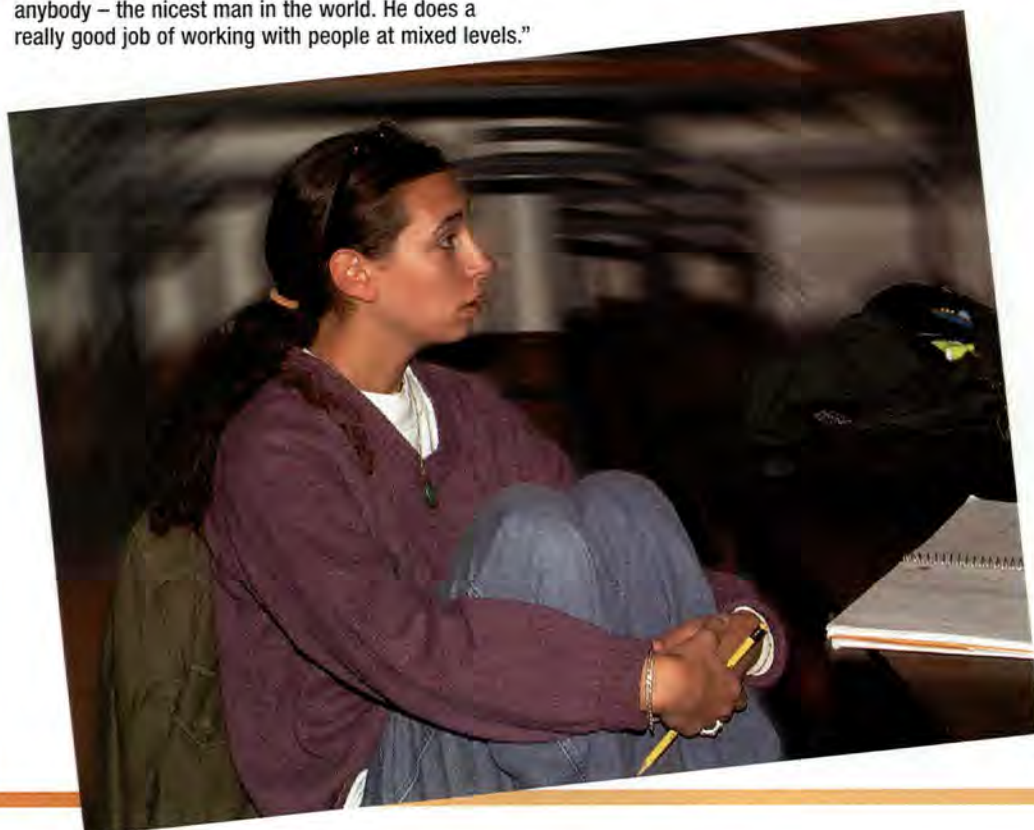
Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical cross-cultural context of gender roles and status, and reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: cultural and gender diversity.

TBA

Session II - Section 200: Call No. 30074 Mondays and Wednesdays, 6:30-9:30 p.m. Ketchum 234. \$300 (resident).



Elana Handler is studying Hebrew "because I was brought up taking Hebrew," and because she's going to Tel Aviv this spring for a semester of independent study. Elana is a Sociology major who is also earning a certificate in Peace and Conflict study. She says the class has been very helpful: "I love it. Uri is - ask anybody - the nicest man in the world. He does a really good job of working with people at mixed levels."



**Self in Modern Society****SOCY 3151-3**

Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving balance between the individual and society. Approved for arts and sciences core curriculum: United States context.

Duncan Rinehart, Ph.D.

Session II - Section 200: Call No. 30075 Tuesdays and Thursdays, 6-9 p.m. Ketchum 234. \$300 (resident).

**Juvenile Delinquency****SOCY 4024-3**

Examines the history, incidence, and prevalence of delinquent behavior, as well as theoretical explanations regarding why children become involved in criminal activity. Approved for arts and sciences core curriculum: contemporary societies.

Herbert Covey, Ph.D.

Full Term - Section 300: Call No. 30076 Thursdays, 6-9 p.m. Hellems 199. \$300 (resident).

**SPANISH****Beginning Spanish 2****SPAN 1020-5**

This course is the second semester of beginning Spanish and is a continuation of SPAN 1010. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1010 or placement.

Javier Garces, B.A.

Full Term - Section 301: Call No. 30077 Mondays and Wednesdays, 6:30-9 p.m. Ketchum 118. \$520 (resident).

Cassandra Gerber, M.A.

Full Term - Section 302: Call No. 30078 Tuesdays and Thursdays, 6:30-9 p.m. Clare Small 211. \$520 (resident).

**Second-Year Spanish 2****SPAN 2120-3**

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 2110 with a grade of C- or better, or placement. Similar to SPAN 2150.

Javier Garces, B.A.

Full Term - Section 300: Call No. 30079 Tuesdays, 6-9 p.m. Chemistry 131. \$320 (resident).

**SPEECH, LANGUAGE AND HEARING SCIENCES****American Sign Language 2****SLHS 2315-4**

Develops more complex vocabulary and grammatical structures, and an understanding of deaf culture. Classes are taught using ASL without the use of spoken English. Prereq., SLHS 2305 or equivalent.

TBA

Full Term - Section 300: Call No. 30068 Tuesdays and Thursdays, 6-8 p.m. Economics 13. \$420 (resident).

**THEATRE****Introduction to Theatre****THTR 1009-3**

Introduces the varieties of theatrical art, past and present, contributions of the various theatrical artists to the total production, and the place of theatre art in today's society. Readings, lectures, and attendance at University theatre productions. Designed for nonmajors. Approved for arts and sciences core curriculum: literature and the arts.

David Steiner, Ph.D.

Full Term - Section 300: Call No. 30080 Wednesdays, 6-9 p.m. Hellems 251. \$300 (resident).

**Development of the American Musical****Theatre****THTR 3009-3**

Studies the American musical theatre heritage and its relation to the continually changing social milieu. Examines productions, their creators, and performers. Prereq: junior or senior standing; recommend 1 course theatre, dance, or music. Approved for arts and sciences core curriculum: literature and the arts.

Annette Thornton, M.A.

Full Term - Section 300: Call No. 30013 Mondays, 6-9 p.m. Education 220. \$300 (resident).

**UNIVERSITY WRITING PROGRAM****Topics in Writing****UWRP 3020-3**

Each instructor assigns two or more readings on a given topic. Students choose an essay, abstract its argument, analyze it, and agree or disagree with the author. They thus learn the principal modes of academic rhetoric: description, analysis and argument. Approved for arts and sciences core curriculum: written communication.

**Topics in *The New York Times***

Linda Nicita, M.A.

Session II - Section 200: Call No. 30083 Mondays and Wednesdays, 6:30-9:30 p.m. Clare Small 301. \$300 (resident).





## HAPPY ENDINGS START WHEN YOU DARE TO DREAM.

**WHAT'S ON YOUR "TO DO" LIST?** Things that get done consistently are usually things you have to do-for your boss, your family, your friends. But what about you? What about that recurring impulse to explore subjects and ideas that fascinate you? When does that get done? If your life role has too many "shoulds," maybe it's time to tweak the script. Start here.

Tuition and classroom information is listed at the end of each course description. Full refunds are given for withdrawals prior to the first class meeting. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. Continuing Education is unable to provide partial refunds. If you need to withdraw from a course, contact the Division of Continuing Education.

**Courses may be cancelled due to low enrollment. Please register one week prior to the first class meeting to ensure this doesn't happen to a course you intend to take. Only pre-registered students may attend class.**

**FACULTY/STAFF REGISTRATION:** Permanent, full-time CU-Boulder faculty and staff are eligible for a 25% discount off tuition. A copy of your current PAF is required to receive this discount. Call 303-492-5148 for more information.

Middle Eastern scholar James Jankowski will be a featured speaker at The Academy (970 Aurora Avenue) this spring, as part of a program called "Consider the World at The Academy." (For details, see the inside front cover, and the course listing in the Noncredit section.) Prof. Jankowski's talk is one of four faculty lectures that will offer historical perspective on contemporary issues in China, Africa, the United Kingdom and the Middle East.

Prof. Jankowski earned a Masters degree in Near Eastern Studies and a Ph.D. in History at the University of Michigan; he first visited the Middle East as a Fulbright scholar in Egypt in the 1960s. When dinner conversation turns to the Middle East, this is the man to sit next to. He's been there. He's lived there. He's studied and observed the region for more than 30 years, and he continues to visit on a regular basis. So his observations and insights are current, pertinent and personal. Right now, he notes, "the Middle East stands on the brink of a major shift in generational leadership. People in power are reaching advanced age and it will be interesting to see how the next generation – often educated in the West – shapes the future of the region."



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# PERSONAL ENRICHMENT COURSES, SPRING 2000

## ARCHITECTURE AND LANDSCAPE .....21

- Organic Vegetable and Herb Gardening
- Xeriscape Landscaping: Low Water, Low Maintenance
  - Landscapes for Colorado
- How to Design or Remodel a House with an Architect
- Designing with Antiques

## COMMUNICATION .....21

- Introduction to American Sign Language
- Marriage for the New Millennium

## FINE ARTS.....22

- Decorating Paper **NEW**
- Creative Book Binding: Printing and Letterpress Books **NEW**
- The Fundamentals of Fresco
- Chinese Brush Painting
- Sculpture: Stonecarving
- Introduction to Drawing
- Life Drawing
- Fearless Basic Photography
- Creative Photography Workshop
- Documentary Photography
- Introduction to Oil Painting
- Intermediate Oil Painting
- Careers in Animation
- Discovering Your Creativity

"I've never taken an art class before, and it just seemed like something really fun," says Amber Wiandt. A number cruncher by day, Amber works in accounting for Educational Discoveries.



## FOREIGN LANGUAGES .....24

- French: Beginning Conversational Skills
- French: Intermediate Conversational Skills
- German: Beginning Conversational Skills
- German: Conversational Skills for Advanced Beginners
- Italian: Beginning Conversational Skills
- Italian: Conversational Skills for Advanced Beginners
- Italian: Intermediate Conversational Skills
- Spanish: Beginning Conversational Skills
- Spanish: Conversational Skills for Advanced Beginners
- Spanish: Intermediate Conversational Skills
- Japanese: Beginning Conversational and Written Skill
- Japanese: Intermediate Conversational and Written Skills
- Chinese: Beginning Conversational and Written Skills
- Chinese: Intermediate Conversational and Written Skills

## HISTORY .....25

- History of Boulder

## INVESTMENTS AND PERSONAL FINANCE .....26

- Basic Investing
- Advanced Investment Strategies
- Planning for Retirement
- The Debt Free Prosperous Living Seminar

## LIFESTYLES - PERSONAL AND PROFESSIONAL .....26

- Do What You Love: The Career Decision Workshop

## SCIENCE.....26

- Winter Ecology **NEW**

## TESTING AND ACADEMIC PREPARATION .....27

- Preparing for the Law School Admission Test (LSAT)
- Preparing for the ACT and SAT
- Preparing for the Graduate Record Exam (GRE)

## THEATRE AND MUSIC .....27

- Acting Basics
- American Musical Traditions on Stage **NEW**
- Shakespeare: From Page to Stage

## WRITING AND LITERATURE .....28

- Other People, Other Places: A Literary Journey **NEW**
- Writing Novels and Getting Published
- How to Write Magazine Articles...and Get Them Published
- Creative Writing
- Play Writing: The Basics
- Writing Memoirs
- The Children's Book: Writing, Illustrating and Publishing
- Screenwriting Intensive: The Big Fix **NEW**
- Poetry Workshop

## CU AT THE ACADEMY .....29

- Consider the World . . . At the Academy **NEW**
- Other People, Other Places: A Literary Journey **NEW**
- Introduction to Drawing

## ARCHITECTURE AND LANDSCAPE

### Organic Vegetable and Herb Gardening NCAL 010

Learn about design, planting, care, composting, and harvesting techniques for the organic garden, both on the plains and at higher mountain altitudes. In addition, learn inexpensive techniques for outsmarting Mother Nature's "critters" and the weather. Learn how to start your backyard compost pile, do soil preparation, and actually grow your cold-hardy plants in a portable cold-frame. \$3 materials fee payable in class.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with 25 years of organic gardening experience. She is also a trained herbalist.

Section 500: Thursdays, February 10-March 2, 6:30-8:30 p.m. 4 sessions. Hale 236. \$65.

### Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado NCAL 005

This course involves selecting the right plants for the location to minimize water and maintenance. Careful selection and good planting techniques can produce a lush yard. Plant lists and useful handouts provided.

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

Section 500: Tuesdays, February 8 and 15, 6-9 p.m. 2 sessions. Hale 240. \$50.

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

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

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

Section 500: Tuesdays, February 1-29, 7-9 p.m. 5 sessions. Hellems 255. \$65.

### Designing with Antiques NCAL 032

Learn about the history of antique furnishings and become familiar with definitions and the vernacular of the antique trade. Gain confidence in learning how to use antiques in modern interior settings with color and fabric guidelines. Students will learn how to judge quality through the construction of wooden and upholstered pieces. There will be a field trip to an area upholsterer or antique dealer.

Linda Morrell, I.I.D.A., is an interior designer with 20 years experience and has written articles for newspapers nationwide.

Section 500: Saturdays, March 4 and 11, 9:30 a.m.-12:30 p.m. 2 sessions. McKenna 112. \$45.

## COMMUNICATION

### Introduction to American Sign Language NC C 008

Acquire a basic knowledge of American Sign Language and deaf culture and learn basic vocabulary and phrases. A fun-filled class with lots of activities. No text required.

Kelly Gibbs, B.A., has worked as an ASL teacher and a volunteer curator and serves in numerous community organizations.

Section 500: Tuesdays, February 1-March 21, 6:30-8:30 p.m. 8 sessions. Economics 205. \$120.

### Marriage for the New Millennium NC C 009

Recent university research continues to confirm that successful long-term relationships demand hard work and earnest commitments from both partners. How partners communicate remains the best indicator of whether their "coupleship" will sink or sail over time. In this course, conflict skills will be reviewed, based on the PREP™ techniques featured on the national television shows Oprah, 60 Minutes, and 20/20. This is NOT a therapy or encounter group. A \$20 materials fee is required per couple, payable to the instructor.

Virginia Detweiler, M.S.W., L.C.S.W., C.A.C. III, is a licensed clinical social worker and corporate trainer specializing in teaching the skills to navigate difficult communication in all forms of relationships.

Section 500: Saturday, March 4, 9 a.m.-4:30 p.m. 1 session. Hale 240. \$52.50/person, \$105/couple.



## FINE ARTS

**Students enrolled in Fine Arts courses should call the Division of Continuing Education at 303-492-5148 for a supply list prior to the first class meeting.**

**Decorating Paper** **NEW**  
**NCFA 053**

Although it is rich in art history, decorating papers is "paper play," like finger painting for adults. Using both traditional and innovative techniques in this hands-on workshop students will make at least 20 sheets of decorated paper, which are useful for collage, book binding and a wide variety of other uses. We will use the 19th century paste paper methods, as well as folded and dyed processes. Hand patterning encourages experimentation. You don't have to be an artist, just be ready to explore. Dress for mess. \$10 materials fee payable in class.

Louise Padden, M.F.A., Julie Seko, B.A., and Kay Moller, B.S., are members of the Book Arts League.

Section 500: Saturday, February 5, 9 a.m.-1 p.m. 1 session. Fine Arts C174. \$45.

**Creative Book Binding: Printing and Letterpress Books** **NEW**  
**NCFA 030**

Using a variety of techniques, including traditional metal type, rubber stamps, and hand-carved blocks, students will write, print, and bind forms inspired by the Surrealists' "exquisite corpse." We will create a minimum of four books using the accordion, 8-page folded pamphlet, and star book forms. A great way to explore useful and classic book forms. Students who take the Decorating Paper class, NCFA 053, can use their paper in this class. \$15 materials fee payable in class.

Louise Padden, M.F.A., Julie Seko, B.A., and Kay Moller, B.S., are members of the Book Arts League.

Section 500: Saturdays 37, February 26-March 4, 9 a.m.-1 p.m. 2 sessions. This class will be held at the instructors' studios. Directions will be sent upon registration. \$80.

**The Fundamentals of Fresco**  
**NCFA 052**

The Fine Art of Limestone Metamorphosis™ truly makes fresco as one historian wrote, "The Mother of Arts." Take a tour of Asia, Europe and the Americas as this class explores the enduring and often mythologized art of fresco painting. You will discover why this ancient medium evokes old world charm and connects the artist with a legacy of antiquity. Historical techniques will be examined, the use of fresco as a decorative art form, and principle mural device. We will compare modern synthetic based faux fresco materials and mineral-based techniques and learn plastering methods from centuries-old recipes, cartoon transfer, pigment examination and preparation, as well as opaque and glazed painting techniques. Students will also learn the language of working with plaster through industrial and Italian terminology. Come discover the high and simple; the unframed and timeless art form of fresco. This class is well suited for anyone interested in learning fundamental painting processes.

Anita Rodriguez-Wakelin, M.F.A., Founder of the Fresco Society of the Americas, works primarily in fresco, in miniature and life-size. Her first public mural can be seen at the Boulder Arts Academy (Dairy Center for the Arts).

Section 500: Mondays, January 31-February 28, 6-9 p.m. 5 sessions. Fine Arts C153. \$100.

**Chinese Brush Painting**  
**NCFA 012**

Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for \$15 and up.

Janette Lenschow, M.F.A., has worked in and taught Chinese brush painting for over 20 years.

Section 500: Tuesdays, February 1-March 21, 6:30-8:30 p.m. 8 sessions. Hellems 85. \$130.

**Sculpture: Stonecarving**  
**NCFA 011**

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 is included.

Barbara Cox, M.A., is a local sculptor and instructor. She received her training in Austria and at the Fine Arts Academy in Munich.

Section 500: Wednesdays, January 26-March 22, 6:30-8:30 p.m. 9 sessions. Fine Arts C102. \$135.

**Introduction to Drawing**  
**NCFA 020**

Learn to translate your observations through drawing! You will explore line, value, texture, perspective and more. Working with different materials, such as paper, pencil, graphite, ink, charcoal and house paint, you will experience the different approaches to contemporary drawing. No experience is necessary to start drawing now! Supplies will cost approximately \$50.

Kimberlee Sullivan, M.F.A. in Painting and Drawing from CU-Boulder, is an Associate of the Rocky Mountain Women's Institute and a current member of the EDGE Gallery.

Section 500: Mondays, January 31-March 20, 7-9:30 p.m. 8 sessions. Fine Arts N298. \$140.

**Life Drawing**  
**NCFA 005**

This course explores the fundamentals of drawing the human figure. The activities are divided into eight learning units. The beginning of the course explores various tools and mark making within the realm of black and white. Students will add to their experimentation by including tools of color and their application; such as color schemes, mood, effects on shading and perspective. We will discuss all aspects of creating a successful composition throughout the course.

Sandy Lane, MFA from CU-Boulder, exhibits her work internationally and is a member of the EDGE gallery. She teaches drawing, painting, print making, and computer imaging to students of all ages.

Section 500: Wednesdays, February 2-March 22, 7-9 p.m. 8 sessions. Fine Arts N298. \$140.



WAYS TO  
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REGISTER  
see page 70



### Fearless Basic Photography NCFA 001

This is a how-to course for beginning photographers. Come prepared to have fun while learning how to operate your 35mm camera. We will cover lens, film, accessories, exposure, composition, and technique. You will discover how easy it is to take great photographs. Participants in the class will be given photo assignments and encouraged to engage in critiques of class work. Bring your 35mm camera (any variety) and enthusiasm for learning a new skill.

Roddy MacInnes has exhibited photographs and videos internationally. He has a B.A. in photography from Napier University and an M.F.A. from CU-Boulder.

Section 500: Mondays, January 31-March 20, 6:30-8:30 p.m. 8 sessions. Humanities 145. \$130.

### Creative Photography Workshop NCFA 002

Learn about amazing new films and special effects, telephoto and wide angle lens use, filters, electronic flash, macro shots, action, professional tricks and composition. Receive an introduction to digital photography with Adobe Photoshop, and detailed darkroom instruction covering black and white printmaking and color enlargements from negatives. The course includes four 2-hour classroom periods, two 3-hour darkroom classes, and three weeks unlimited use of the black and white and color darkrooms. Access to computer imaging equipment is based on student proficiency. The cost of the darkroom chemicals is included, but you must provide your own film and paper after the first class. Bring your camera to the first class.

Don Oberbeck is a professional photographer who has taught for more than 20 years and runs the Boulder Photo Center.

Section 500: Thursdays, January 27-March 23, 7:30-9:30 p.m. 9 sessions. Economics 205. \$140.

### Documentary Photography NCFA 025

This will be an upbeat class focusing on the art of documentary photography. Through slide shows, video presentations, and artists' lectures the course will trace the history of documentary photography and examine its influence on society. Participants in the class will be given assignments to make their own photo documentaries. You should bring a 35mm camera and have a basic understanding of its operation. Please come prepared to engage in critical analysis of documentary photography (including your own) and to be entertained.

Roddy MacInnes has exhibited photographs and videos internationally. He has a B.A. in photography from Napier University and an M.F.A. from CU-Boulder.

Section 500: Wednesdays, February 2-March 22, 6:30-9:30 p.m. 8 sessions. Ketchum 120. \$130.

"I just really like to draw. I've always done it," says Cindy Wilson, "I just wanted some technical help, and my son, who is 11, loves to draw, too, so this is something we can do together." Cindy works in accounting, for Educational Discoveries in Boulder. A CU graduate, she never managed to fit an art class into her EI Ed schedule, so she's making up for lost time.

### Introduction to Oil Painting NCFA 028

In this introductory course, students will gain an understanding of fundamental color theory and basic oil painting materials and methods. Studio time will include work with observing and representing light, choosing and mixing color, developing interesting compositions, and creating the illusion of space. Development will be encouraged through individualized instruction and group discussions. Students will receive a materials list upon registration. Please bring all materials to the first class meeting. No previous painting experience is necessary.

Christina Craigo, M.F.A., is a painter who has exhibited her work in New York and India.

Section 500: Tuesdays, January 25-March 7, 6:30-9 p.m. 7 sessions. Fine Arts N103. \$130.

### Intermediate Oil Painting NCFA 036

In this hands-on painting course, students will build on their understanding of fundamental color theory and basic oil painting materials and methods, choosing their own subject matter and exploring their own sensibilities. Faithful representation of visual "reality", imaginative departures from naturalistic representation, and abstraction are three avenues which students may travel during this seven-week course. Group discussions will include trends in contemporary painting and strategies for artistic development. It is recommended that students take NCFA 028 or an equivalent beginning oil painting course before enrolling in this class.

Christina Craigo, M.F.A., is a painter who has exhibited her work in New York and India.

Section 500: Thursdays, February 10 to March 23, 6:30-9 p.m. 7 sessions. Fine Arts N103, \$130.

### Careers in Animation NCFA 367

Animation is a leading entertainment growth industry. Opportunities are exploding in feature films, TV, and web sites. In this introductory overview, you will get experience storyboarding and animating in both the individual and collaborative processes. An exciting group project in clay and cut-out animation will be produced and filmed. Each student will receive a videotape of their project, a portfolio review and a clear understanding of the animation industry and its requirements and opportunities. You don't have to be an artist to attend this class, just be interested and ready to explore. Materials fee of \$12, payable to instructor at the first class.

Evert Brown is an Emmy award winning animation director and has directed television network specials.

Section 500: Thursdays, February 3-March 23, 7-9:30 p.m. 8 sessions. Education 138. \$130.

### Discovering Your Creativity NCFA 050

This course presents a comprehensive program devoted to stirring creativity and developing imagination. Using a variety of highly effective exercises and activities, you will capture new ideas and successfully tap your individual pool of creativity. You don't have to be an artist to benefit from this class! Required text, *The Artist's Way*, by Julia Cameron. Bring the book, pen and paper and read pages 1-24 prior to the first class meeting.

Yengata Tawahade, B.A., is a sculptor and has been teaching the creative process in the Boulder and Denver area for five years.

Section 500: Saturday and Sunday, March 4 and 5, 9 a.m.-5 p.m. 2 sessions. Economics 117. \$115.



## FOREIGN LANGUAGES

**Students enrolled in Continuing Education foreign language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellems 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 you need to use the facility.**

### French: Beginning Conversational Skills NCFL 100

Designed for students with little or no knowledge of French, this course covers grammar but emphasizes conversational skills. Cultural aspects of French life and practical conversation for travelers will also be covered.

Nadia Turk, Ph.D., has taught at CU-Boulder since 1982.

Section 500: Tuesdays, January 18-March 21, 7-9 p.m. 10 sessions. Hellems 193. \$140.

### French: Intermediate Conversational Skills NCFL 200

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

Nadia Turk, Ph.D., has taught at CU-Boulder since 1982.

Section 500: Wednesdays, January 19-March 22, 7-9 p.m. 10 sessions. Economics 13. \$140.

### German: Beginning Conversational Skills NCFL 101

Designed for students with little or no knowledge of German, this course covers grammar but emphasizes practical conversation for travelers. In addition students will learn cultural aspects to gain insight into German life today. Required text: *Communicating in German*, available at the CU Bookstore.

Katherine Wank has a B.A. in German and is currently working on a Master's degree in Germanic studies with a focus on translation.

Section 500: Tuesdays, February 1-March 21, 7-9 p.m. 8 sessions. Clare 209. \$120.

### German: Conversational Skills for Advanced Beginners NCFL 201

Review basic grammar concepts introduced in Beginning German as well as expand on vocabulary and expressions essential for conversational fluency in German. The course will continue to integrate aspects of modern German life and culture.

Katherine Wank has a B.A. in German and is currently working on a Master's degree in Germanic studies with a focus on translation.

Section 500: Thursdays, February 3-March 23, 7-9 p.m. 8 sessions. Hellems 263. \$120.

### Italian: Beginning Conversational Skills NCFL 102

This course examines the basics of Italian conversational grammar as well as various aspects of modern Italian culture and the Italian way of life. Participants will learn the elements of the language, view videos, and hold open discussions. Required text: *Italianissimo I*, by Denise DeRome, available at the CU Bookstore.

Shelley Sullivan, M.A. in Italian Literature, has lived in Italy and taught in Colorado and Virginia.

Section 501: Wednesdays, January 19-March 22, 6-8 p.m. 10 sessions. Ketchum 235. \$140.

Jim Walker, Ph.D. candidate, has lived and studied in Venice and has been teaching Italian for over five years.

Section 502: Tuesdays, January 18-March 21, 6-8 p.m. 10 sessions. Ketchum 301. \$140.

### Italian: Conversational Skills for Advanced Beginners NCFL 202

Review basic grammar concepts introduced in Beginning Italian as well as expand on vocabulary and expressions essential for conversational fluency in Italian. The course will continue to integrate aspects of modern Italian life and culture. Required text: *Italianissimo I*, by Denise DeRome, available at the CU Bookstore.

Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy.

Section 500: Tuesdays, January 18-March 21, 6:30-8:30 p.m. 10 sessions. Muenzinger E123. \$140.

### Italian: Intermediate Conversational Skills NCFL 302

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Text to be announced at first class meeting.

Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy.

Section 500: Thursdays, January 20-March 23, 6:30-8:30 p.m. 10 sessions. Muenzinger D439. \$140.



Kimberlee Sullivan teaches Introduction to Drawing. Students find that her approach (professional, contemporary, and relaxed) creates a comfortable environment that makes learning fun. Kim helps students start wherever they are and build from there.

**Spanish: Beginning Conversational Skills****NCFL 103**

Basic but lively conversational Spanish for travelers. We stress practical vocabulary. Required text: *Getting Along in Spanish*, by Jarvis, available at the CU Bookstore.

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

Section 501: Tuesdays, January 18-March 21, 7-9 p.m. 10 sessions. Ketchum 235. \$140.

Itza Zavala, M.A., is a native speaker and is working on her Ph.D. in Spanish. She has over nine years teaching experience in Mexico and the U.S.

Section 502: Wednesdays, January 19-March 22, 7-9 p.m. 10 sessions. Ketchum 301. \$140.

Section 503: Thursdays, January 20-March 23, 7-9 p.m. 10 sessions. Ketchum 301. \$140.

**Spanish: Conversational Skills for Advanced Beginners****NCFL 203**

Build vocabulary, learn the past tense, and review grammar to develop accuracy and proficiency in the use of the language. Prerequisite: Beginning Spanish or equivalent. Required text: *Getting Along in Spanish*, by Jarvis, available at the CU Bookstore.

Cassandra Gerber, M.A., teaches Spanish for the Boulder Evening Credit program.

Section 500: Wednesdays, January 19-March 22, 7-9 p.m. 10 sessions. Hellems 81. \$140.

**Spanish: Intermediate Conversational Skills****NCFL 303**

An opportunity to build vocabulary and conversational ability and address cultural and social aspects. Prerequisite: Beginning Spanish or equivalent. Required text: *Pasajes: Lengua*, by Bretz, available at the CU Bookstore.

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

Section 500: Thursdays, January 20-March 23, 7-9 p.m. 10 sessions. Ketchum 235. \$140.

**Japanese: Beginning Conversational and Written Skills****NCFL 104**

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, Book 1* may be purchased from the instructor in class.

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

Section 500: Fridays, January 28-March 10, 6-9 p.m. 7 sessions. Economics 205. \$140.

**Japanese: Intermediate Conversational and Written Skills****NCFL 204**

This second-level course continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text: *Communicating in Japanese, Book II*, may be purchased from the instructor in class.

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

Section 500: Fridays, March 17-May 5 (no class March 31), 6-9 p.m. 7 sessions. Economics 205. \$140.

**Chinese: Beginning Conversational and Written Skills****NCFL 108**

Emphasis on practical and colloquial Chinese for business and travel. Students learn proper pronunciation and useful conversational phrases in a variety of situations. Chinese characters will be introduced to reinforce language learning skills. Chinese culture will also be explored.

Chung-Hui Kuo Cheng, M.A. in Chinese, is a native speaker.

Section 500: Mondays, January 24-March 20, 6:30-8:30 p.m. 9 sessions. Hellems 251. \$140.

**Chinese: Intermediate Conversational and Written Skills****NCFL 208**

For students who already have strong reading skills of either pinyin or zhuyin fuhao, this course continues the development of speaking and reading skills that are geared toward everyday life situations.

Chung-Hui Kuo Cheng, M.A. Chinese, is a native speaker.

Section 500: Thursdays, January 20-March 23, 6:30-8:30 p.m. 10 sessions. Hellems 251. \$140.

**HISTORY****History of Boulder****NCH 013**

This information packed course will trace over 12,000 years of human activity in the Boulder area. Using an extensive graphics and slide collection, the first session will set the natural scene, discuss the Native American occupants, and follow the explorers, fur traders, and gold seekers into the area. The second session will focus on development of the area from the establishment of the Boulder City Town Company in 1859 through the Depression era of the 1930s. The last session will concentrate on the dynamic changes from World War II to the present day.

Thomas Meier, B.S., is the former Executive Director of the Boulder Historical Society and has published extensively on Boulder history topics.

Section 500: Wednesdays, March 1-15, 6:30-9 p.m. 3 sessions. Economics 205. \$50.



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## INVESTMENTS AND PERSONAL FINANCE

### Basic Investing NCI 008

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. Optional text: *Getting Started in Stocks*, by Alvin D. Hall, available at the CU Bookstore.

Mary Wright, B.A., is Senior Vice President with a large investment firm, and has more than 17 years experience in the field.

Section 500: Wednesdays, February 2-23, 6:30-8:30 p.m. 4 sessions. Stadium 140, Gate 7. \$60.

### Advanced Investment Strategies NCI 007

Designed to build on foundations created in Basic Investing, this course will deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90% of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities.

John D. Bonica, B.A., is an investment advisor with a large investment firm with more than 10 years experience in asset management.

Section 500: Wednesdays, March 1-22, 6:30-8:30 p.m. 4 sessions. Stadium 140 Gate 7. \$60.

Lisa Mullen is taking Introduction to Drawing "because I just wanted to try something new and it fit into my schedule." A librarian for the Boulder Public Library, Lisa finds the change of pace refreshing and adds, "I like it a lot, and I was fortunate to get a good instructor."



### Planning for Retirement NCI 011

Planning for a secure retirement is not a luxury, it's a necessity. Several obstacles stand between you and your leisure years - dwindling Social Security, rising health care costs and the threat of higher inflation, just to name a few. How much will you need to invest to ensure that your golden years really will be golden? This course is designed to assist individuals that are actively planning for their own retirement. You'll discover the steps you need to take to build a solid financial base for your leisure years. Practical application of these lessons will assist individuals in developing a successful retirement strategy. Please bring a calculator to class.

Mary Wright, B.A., is Senior Vice President with a large investment firm, and has more than 17 years experience in the field.

Section 500: Wednesdays, March 1 and 8, 6:30-8:30 p.m. 2 sessions. Muenzinger E064. \$30.

### The Debt Free Prosperous Living Seminar NCI 022

Get completely out of debt in 5-7 years, including mortgage. Sounds impossible? Well, whether you earn \$15,000 a year or \$150,000 a year, this program will teach you how to turn \$1 of debt into \$11.83 of real wealth! You will owe no money to anyone and you will have no credit debt. No second jobs or austerity budgets are necessary. Learn how to live on 100% cash, handle emergencies, purchase a new home, and buy cars and appliances. Bring list of debts and calculator and leave with your own debt elimination plan that can be immediately implemented into your own lifestyle. Optional text is available in class for \$49.

Jeff Meyer, B.A., was a successful investment advisor when he began teaching the debt elimination program.

Section 501: Saturday, January 29, 9 a.m.-12 p.m. 1 session. Hellemes 211. \$40.

Section 502: Thursday, March 23, 6:30-9:30 p.m. 1 session. Humanities 125. \$40.

## LIFESTYLES- PERSONAL AND PROFESSIONAL

### Do What You Love: The Career Decision Workshop NCL 052

Break out of the "earning-a-living" rut and be paid to do what you truly love. This workshop takes participants through a hands-on, eight-step career decision making process, utilizing time tested exercises and vocational testing. Discover what you are truly capable of; generate a realistic list of career options, including self-employment; identify your greatest talents, interests and hidden motivators; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. Materials fee of \$30 to be paid to instructor for workbook, handouts and testing materials.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led this highly acclaimed workshop for over 25 years.

Section 500: Thursdays, January 27-February 17, 6-9 p.m. 4 sessions. Clare 207. \$85.

## SCIENCE

### Winter Ecology **NEW** NCSO 045

This course focuses on the dynamics of winter weather, changes within the snow cover, and the adaptations of plants and animals to winter conditions. An overview into special features of winter will be presented during the evening sessions. On the Saturday field trip we will ski or snowshoe from the University's Mountain Research Station's C-1 weather station to Four Mile Bowl. Activities will include: 1) weather monitoring, 2) snow physics, 3) avalanche awareness, 4) animal tracks and tracking, and 5) identification of plants during winter. Students should be in good physical condition and have some skiing or snowshoeing experience.

Joyce Gellhorn, Ph.D. in Botany, teaches field classes at CU-Boulder's Mountain Research Station and is Director of Project LEARN, an NSF sponsored teacher enhancement program.

Section 500: Thursdays, February 24 and March 2, 6:30-9:30 p.m. and Saturday, March 4, 8 a.m.-3:30 p.m. 3 sessions. Hellemes 229. \$85.

## TESTING AND ACADEMIC PREPARATION

### Preparing for the Law School Admission Test (LSAT) NCT 490

This class addresses 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 topics include general test-taking strategies and how to conquer test anxiety. Students need texts at the first class, available at the CU Bookstore. Call 303-492-5148 for a specific list of textbooks. **Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 215-968-1001 for exam registration information.**

Michelle Philip, J.D. is an attorney who has taught LSAT prep courses for over five years.

Section 500: Saturdays and Sundays, March 4-March 18, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

### Preparing for the ACT and SAT NCT 200

Maximize your ACT and SAT test results! Students in this class will review all portions, verbal and quantitative, of each test, and practice using the strategies introduced. All materials provided.

Test review instructors from PREP Associates, Inc. in Wheatridge, Colorado.

Section 500: Saturdays, March 4 and 11, 9 a.m. to 3 p.m. 2 sessions. Muenzinger E431. \$160.

### Preparing for the Graduate Record Exam (GRE) NCT 301

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. Students need *9th Edition, Official Guide: Practicing to Take the GRE General Test* for the first class, available at the CU Bookstore. **Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 510-873-8100 for GRE exam registration information.** Students need the book at the first class meeting. Strategies for the computer test are included. Class meets on Monday, Tuesday, Wednesday, Thursday. Monday and Tuesday classes meet from 6-10 p.m. Wednesday and Thursday classes meet from 6-9 p.m.

Test review instructors from PREP Associates, Inc. in Wheatridge, Colorado.

Section 500: Monday and Tuesday, February 7 and 8, 6-10 p.m. and Wednesday and Thursday, February 9 and 10, 6-9 p.m. Muenzinger E130. \$165.

## THEATRE AND MUSIC

### Acting Basics NCTH 017

The goal of this class: Bringing to life moments of true emotions once felt, imagined, or written, to engage your mind, body, spirit, and emotions. Relaxation exercises and voice and breathing warm-ups will be stressed. Each student will prepare a two minute monologue that could be used for auditions after the class is completed. We will also experiment with a variety of scene exercises involving two or more performers. In a supportive and safe environment you will gain tools for expressions and refine your own natural talents. All levels of experience are welcome.

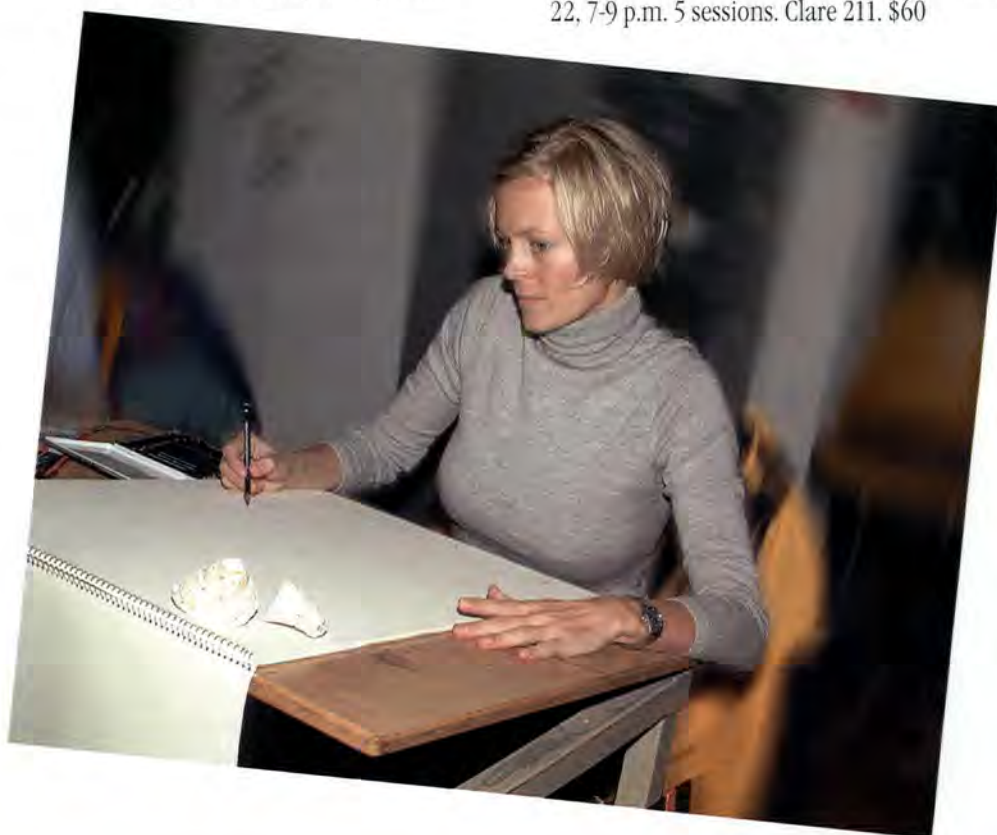
Beth Osnes, Ph.D. in Theater, is an instructor, performer and director.

Section 500: Mondays, January 31-March 20, 6:30-8:30 p.m. 8 sessions. Hellems 247. \$105



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Sandia Chizzick is interested in finding a creative outlet that fits into her new life as a mom. "I've always wanted to learn to draw, but I was afraid of it," she says, adding that the class is "really great. The instructor is terrific and everyone is great. It's a really relaxed, cozy atmosphere."



### American Musical Traditions on Stage **NEW** NCTH 011

Two pre-performance discussions will consider American folk opera and musical theater. Join music scholars in a lively discussion that will broaden your understanding of these uniquely American genres of theater. *A Funny Thing Happened on the Way to the Forum* will be performed on April 20 and *The Jumping Frog of Calaveras County* and *The Devil and Daniel Webster*, two one-act operas will be performed on April 27. Ticket prices are included in tuition therefore refunds cannot be given.

*All students enrolled in American Musical Traditions on Stage may receive a 20% discount on tickets for Mozart's The Marriage of Figaro, running March 17-19.*

John Gray received his Ph.D. in musicology at the University of Colorado at Boulder in 1996. Medieval music theory and 18th-Century music are his primary areas of research.

Section 500: Thursdays, April 20 and 27, 6:30-7:30 p.m. 2 sessions Imig Music Building, room C199. \$100.

### Shakespeare: From Page to Stage NCTH 005

Get a sneak preview of the 2000 Colorado Shakespeare Festival! Drawing on the four plays that will be produced in the 2000 season this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine *Julius Caesar*, *Henry V*, *The Tempest* and *The Twelfth Night* 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.

Geron Coale, Ph.D. candidate at CU-Boulder, is a director and theatre instructor.

Section 500: Wednesdays, February 23-March 22, 7-9 p.m. 5 sessions. Clare 211. \$60

## WRITING AND LITERATURE

### Other People, Other Places: Literary Journey **NEW** NC W 087

There are many books that offer the reader fascinating stories, excellent writing as well as exposure to other cultures. The memoir and three novels listed below will allow you insight into other worlds as well as fine reading. Join us in reading and discussing *The Road From Coorain* (Jill Ker Conway) January 19; *The House of The Spirits* (Isabel Allende) February 2; *Palace Walk* (Naguib Mahfouz) February 16; and *Love in the Time of Cholera* (Gabriel Marquez) March 1. We will meet every other week to allow time for reading.

Susanne Stark Gerson, M.A., M.Ed., is an instructor of literature and humanities.

Section 500: Wednesdays, January 19-March 1, 7-9 p.m. 4 sessions. Hale 260. \$60.

### Writing Novels and Getting Published NC W 004

This class will take you on the entire creative ride from idea through publication. Everything this instructor has learned from writing novels for a living over the past decade will be passed on through instruction and an extensive workbook. We will also cover marketing your manuscript, emphasizing the submission cover letter and synopsis. Information on how to find an agent and the right publisher will be covered. Bob Mayer has had fourteen novels published and has six more coming out over the next two years under three different pen names. His novel, *Area 51*, hit the bestseller lists and the sequel was featured on USA Today Bestseller List.

Section 500: Thursdays, February 3-March 23, 7-9 p.m. 8 sessions.  
Norlin Library M300D. \$110.

### How to Write Magazine Articles...and Get Them Published NC W 005

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor will work individually with students' articles.

Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for seven years. She currently writes and proofreads for The Coloradan.

Section 500: Tuesdays, February 15-March 21, 7-9 p.m. 6 sessions. Education 134. \$80.

### Creative Writing NC W 006

Expand your creative abilities. Explore dialog, characterization, narrative, description, viewpoint, style, basic structure and more, through a 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 500: Tuesdays, February 15-April 11 (no class March 28), 7-9 p.m. 8 sessions.  
Hellems 247 \$105.

### Play Writing: The Basics NC W 010

This class will focus on the basics of play writing: Creating true-to-life characters, within a core dramatic situation, in a believable world. In eight sessions each student will construct, develop and complete a one act play. We will initially analyze some masterpieces of the theater, discuss the basic mechanisms of drama and then proceed to our own writings. Starting from scratch, we will move from idea to treatment to first draft to final product. In each class we will focus on students' works. Together we will critique and brainstorm and contribute our best input to their creations.

Ami Dayan has worked in theater and television as a director, actor and writer for over ten years.

Section 500: Tuesdays, February 1-March 21, 7-9 p.m. 8 sessions. Education 136. \$105.

### Writing Memoirs NC W 011

Everyone has a story to tell. This course will help you begin to organize your story. Topics covered are What is Lifewriting, Beginning and Organizing a Basic Lifestory, Memory Jogs, Writing Mechanics, Telling the Truth, To Publish or Not to Publish, Markets of Lifewriting, and Writing Vignettes. Classroom exercises will facilitate your writing process, as well as feedback from the instructor and classmates. Textbook is available from the instructor for \$20.

Su Wright, B.S., has published articles in national and local magazines and newspapers. She also worked for a local magazine as copyeditor, was editor of a weekly newspaper and feature editor for a local monthly newspaper.

Section 500: Mondays, February 7 to March 13, 6:30-8:30 p.m. 6 sessions. Education 134. \$80.

### The Children's Book: Writing, Illustrating and Publishing NC W 012

Ever dreamed of writing or illustrating a children's book? Learn the entire process, from the cultivation of ideas to the published work. We'll cover manuscript development, illustration techniques, pictures layouts, and submitting manuscripts to publishing companies. We'll also take an in-depth look at how straightforward it is to self-publish your own work.

Kerry MacLean, B.A., has written, illustrated and self-published three children's books, including the wildly popular *Pigs Over Boulder*.

Section 500: Saturday, March 11, 9 a.m.-4 p.m. 1 session. Hale 260. \$100.



**Screenwriting Intensive: The Big Fix** **NEW**  
**NC W 021**

**Intermediate/Advanced Level**

Writing is re-writing, they say. So what happens when you complete a script and you don't know what to fix first, or can't seem to generate any new ideas? This weekend workshop is geared toward helping the experienced writer deal with rewriting problems. Bring a potluck dish to share at the Friday evening session and join in a brainstorming session about writing issues, participate in exercises designed to let you find your own solutions to problems. Saturday's session will concentrate on writing in short spurts and monitoring new threads of action moving through your own script. Please bring a complete or nearly complete screenplay or short story that you want to convert into a screenplay to work on.

Leigh Kennicott, Ph.D. candidate, has worked in development for major motion picture studios as well as in television and film production in Los Angeles.

Section 500: Friday, February 25, 6-9 p.m. and Saturday, February 26, 10 a.m.-4 p.m. 2 sessions. Economics 117. \$80.

**Poetry Workshop**  
**NC W 042**

This class will provide you with a potpourri of inspirations and occasions for writing poetry, from sensory triggers and experimentation with forms to the exploration of memory and everyday experience. We will pay particular attention to the development of image and metaphor. We will spend part of our time writing and then share what we have written. In a workshop format, we will also work on poetry that class members have written outside of class. This class will renew your commitment to writing! Sally Green, M.A. in Creative Writing, is a published poet who has taught creative writing in several settings, including CU-Boulder. She is a senior member of the English Department of the Economics Institute.

Section 500: Wednesdays, February 2-March 22, 7-9 p.m. 8 sessions. Education 143. \$105.

**CU AT THE ACADEMY**

Once known as Mount St. Gertrude's Academy in Boulder, The Academy, located at 970 Aurora Avenue in Boulder, is now a community of people age 62 and better. Within the shadows of the Flatirons, this historical setting offers the perfect environment for meeting new people, enjoying the give and take of classroom and expanding your world!

**Consider the World . . .**  
**At the Academy** **NEW**  
**NCSS 607**

Join us for this exciting four part class which will consider contemporary issues facing important world regions. University of Colorado faculty will share their knowledge and lead discussions of the following regions:

Contemporary China - William Wei, Professor of History

Britain's Challenges: 1945-present - Susan Kent, Department Chair and Professor of History

Issues Facing Africa Today - Chidiebere Nwaubani, Assistant Professor of History

Reflections on the Changing Middle East - James Jankowski, Professor of History

Section 50A: Wednesdays, March 1-March 22, 7-9 p.m. 4 sessions. The chapel at The Academy. Please enter at the main reception area. \$60.

**Rhyc Sandberg has a degree in Mechanical Engineering. He says, "I've been doing software lately, but I'm considering a degree in product design." Since a portfolio is critical to the admissions process, learning to draw is an important step. He says the class is great and "a good motivation to sit down and draw—which is half the battle."**

**Other People, Other Places:**  
**A Literary Journey** **NEW**  
**NC W 087**

There are many books that offer the reader fascinating stories, excellent writing as well as exposure to other cultures. We will read three novels that will allow you insight into other worlds as well as fine reading. You will receive a list of books upon enrollment. The class will meet every 3 weeks to allow time for reading.

Susanne Stark Gerson, M.A., M.Ed., is an instructor of literature and humanities.

Section 50A: Tuesdays, January 25, February 15, and March 7, 10:30 a.m.-12:30 p.m. 4 sessions. The Conservatory at The Academy. Please enter through the main reception. \$45.

**Introduction to Drawing**  
**NCFA 020**

Learn to translate your observations through drawing! You will explore line, value, texture, perspective and more. Working with different materials, such as paper, pencil, graphite, ink, charcoal and house paint, you will experience the different approaches to contemporary drawing. No experience is necessary to start drawing now! Supplies will cost approximately \$50. Call (303) 492-5148 for a supply list.

Sandy Lane, M.F.A from CU-Boulder, exhibits her work internationally and is a member of the EDGE gallery. She teaches drawing, painting, print making, and computer imaging to students of all ages.

Section 50A: Tuesdays and Thursdays, February 1-March 2, 3-5 p.m. 10 sessions. The Academy. Please enter through the main reception. \$140.

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# THE STORY CONTINUES. THE HERO IS YOU.

When it comes to writing the master plan for a successful career, you are the author and architect of your own destiny. So it's important to keep current on business theory and skills that pertain to the work you do today and to prepare you for the work you will be doing five years out. Business classes put you in a stronger position to choose what happens next.

## MANAGEMENT DEVELOPMENT CERTIFICATE

To earn this certificate, you must satisfactorily complete four required courses and three or more electives. Basic Skills for the Supervisor is recommended as a starting point. The required classes are: Critical Issues in Current Management, Accounting and Management for the Non-Accountant, Understanding Marketing: Developing and Promoting your Product or Service, and Managing People.

## CERTIFICATE OF ENTREPRENEURSHIP

The Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business ven-

ture. Participants are required to take six core classes: Accounting and Budgeting for the Non-Accountant, Funding the Entrepreneurial Dream, Starting a Business: From the Ground Up, Entrepreneurism-Are You Ready?, Understanding Marketing: Developing and Promoting Your Product or Service, and Writing a Business Plan.

Tuition and classroom information is listed at the end of each course description. Full refunds are given for withdrawals prior to the first class meeting. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. Continuing Education is unable to provide partial refunds. If you need to withdraw

from a course, contact the Division of Continuing Education. **Courses may be cancelled due to low enrollment. Please register one week prior to the first class meeting to ensure this doesn't happen to a course you intend to take. Only pre-registered students may attend class.**

## FACULTY/STAFF REGISTRATION

Permanent, full-time CU-Boulder faculty and staff are eligible for a 25% discount off tuition. A copy of your current PAF is required to receive this discount. Call 303-492-5148 for more information.

Can't make it to campus? Let us bring our classes to you. On-site professional development is available. Call 303-492-2499 to learn more.

## BUSINESS COURSES, SPRING 2000

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Basic Skills for the Supervisor		Critical Issues in Current Management	
How to Deliver the Best Customer Service <b>NEW</b>		Conflict Resolution and Risk Management	
Working Smarter: Organize Your Office for the 21st Century <b>NEW</b>		<b>MARKETING .....</b>	<b>32</b>
<b>ACCOUNTING AND FINANCE.....</b>	<b>31</b>	Media Relations: Selling Stories that Sell You <b>NEW</b>	
Accounting and Budgeting for the Non-Accountant		Understanding Marketing: Developing and Promoting Your Service	
<b>ENTREPRENEURISM AND SMALL BUSINESS .....</b>	<b>32</b>	How to Write Successful Marketing Materials	
Entrepreneurism - Are You Ready?		<b>WRITING AND COMMUNICATION .....</b>	<b>33</b>
		Hire the Best! Interviewing Skills for Employers <b>NEW</b>	
		Presentation Skills for Professionals <b>NEW</b>	
		Business and Basic Technical Writing	
		How to Write for Multimedia and the Web	
		Advanced Writing for Multimedia and the Web <b>NEW</b>	



Nate Unterseher is a Premed student. He's taking Entrepreneurism because he's interested in private practice and wants to understand what's involved in running a business before he gets immersed in the demands of med school. He says, "The instructor is great. He loves what he does and it comes through in the way he presents the material. He thoroughly enjoys teaching and making the most of every day, which makes the class easier and a lot more interesting."

### SKILL LEVEL GUIDE

#### A Guide to Business Courses' Recommended Skills 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 303-492-5148.

#### Beginning

No previous experience necessary.

#### Intermediate

Assumes completion of Basic Skills for the Supervisor or Better Business Writing or equivalent skill level.

#### All Levels

Course encompasses varied levels of experience.



## GETTING STARTED

### Basic Skills for the Supervisor NC B 100

#### 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 recommended prerequisite to other Management Development Certificate classes. Optional final exam.

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

Section 500: Saturdays, February 19 and 26, 9 a.m.-4 p.m. 2 sessions. Economics 13. \$130.

### How to Deliver the Best Customer Service **NEW** NC B 025

#### All Levels

Develop effective communication and listening skills to make you an excellent customer service provider. Learn strategies to make your customers feel important and appreciated while you conduct business interactions. This course will provide you will the skills to remain calm under stress, deal effectively with angry people and build good rapport with your customers.

Carole Anderson has worked in the service industry for over 30 years and teaches customer service skills to students and staff at CU.

Section 500: Tuesdays, February 1-22, 6-8 p.m. 4 sessions. Stadium 140, Gate 7. \$100.



Aivars Ziedins gives budding entrepreneurs a look before they leap—an important advantage given that 95% of all new businesses fail in the first five years. This course, "Entrepreneurism-Are You Ready?" provides information students say is extremely useful. The course is also one of the core requirements for the CU Certificate of Entrepreneurship. Ziedins has valuable experience to share with students, having owned and run six different businesses over the last 29 years.

### Working Smarter: Organize Your Office for the 21st Century **NEW** NC B 063

#### All Levels

Do the piles on your desk rival the Denver skyline? Do you often waste valuable time looking for important information? Are you the CEO, the Marketing VP, the sales force and the janitor? We can help you regain control and maximize your time at work. In this fast-paced, highly practical course, you will learn how to manage the mountain of information that pours into your office, how to retrieve important documents, and how to maximize the use of your computer project management for client tracking. You will learn how to organize your finances, how to design your office space for maximum efficiency and how to limit unnecessary interruptions. You will leave with the skills to maintain it all with relative ease.

Lynn Page and K. J. McCorry have helped entrepreneurs, managers, and executives around the country regain valuable time and increase their efficiency for a higher quality of life. Both are members of the National Association of Professional Organizers and Colorado Professional Organizers.

Section 500: Tuesdays, February 15-March 14, 7-9 p.m. 5 sessions. Humanities 180. \$150.

## ACCOUNTING AND FINANCE

### Accounting and Budgeting for the Non-Accountant NC B 110

#### 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. Students need a hand-held calculator at the first class meeting.

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been a small business start up specialty accountant for over 20 years in Boulder.

Section 500: Saturdays, March 4 and 11, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.



## ENTREPRENEURISM AND SMALL BUSINESS

### Entrepreneurism-Are You Ready? NC B 400

#### 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.F.S., has over 26 years experience as a financial planner and entrepreneur.

Section 500: Wednesdays, March 1-15, 6-9 p.m. 3 sessions. Hale 236. \$100.



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Mary Lee Withers knows a lot about business. She has an MBA and she helps her husband run his law practice. But she's "boning up" on entrepreneurship in Aivars Ziedins' class with a special goal in mind. With her partner Janet McLaughlin and some able assistance from her soon-to-be-retired spouse, she plans to open Boulder's first dog and cat bakery and deli, an emporium of organic, all-natural treats designed for Boulder's health-conscious canines and felines. Keep an eye on the site at 9th and Walnut, current home of Withers, Seidman & Rice.



## MANAGEMENT AND SUPERVISION

### Critical Issues in Current Management NC B 230

#### 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., is an instructor at the CU-Denver College of Business Administration, and specializes in executive training and development.

Section 500: Saturdays, March 4 and 11, 9 a.m.-3 p.m. 2 sessions. Economics 13. \$110.

### Conflict Resolution and Risk Management NC B 061

#### All Levels

This course is a comprehensive guide to help supervisors, managers, and company workers better understand those who may play or pose a potential workplace threat. This course will suggest how to prevent workplace violence of all kinds in organizations and how to intervene in order to mitigate potential tragic consequences when an incident does occur. It will offer a range of prevention tools as well as numerous intervention techniques.

Vincent Wincelowicz, Ph.D. in Public Administration, has spent over 25 years working in both state and federal law enforcement.

Section 500: Thursdays, January 27-March 16, 6:30-8:30 p.m. 8 sessions. Humanities 125. \$160.

## MARKETING

### Media Relations: Selling Stories that Sell You **NEW** NC B 351

#### All Levels

Talking to reporters can be frustrating, even dangerous. But it can also be a powerful tool for increasing your success. During this six-week class you'll learn how to develop and pitch stories successfully to the news media and how to write news releases and conduct media interviews to help ensure that your messages get into the stories reporters write about you. Bring your real-life examples—including any stories you'd like help in pitching to the news media—for interactive, hands-on, practical help in selling stories that sell you.

Jerry Brown has three-dozen years of experience as a journalist and public relations professional, and brings a practical, effective, results-oriented approach to helping clients sell their story to the news media. He is also the author of *A Practitioner's Guide to Media Relations*.

Section 500: Thursdays, February 3-March 9, 7-9 p.m. 6 sessions. Stadium 140, Gate 7. \$150.

### Understanding Marketing: Developing and Promoting Your Service NC B 210

#### Intermediate Level

You or your company have products, services, or ideas for new offerings. How should you market them to potential customers? Learn why the most important part of marketing is knowing WHAT to make or offer before beginning advertising and selling. Learn how to understand your market, evaluate competitors, formulate your ideas and budget, and implement your plan. This course presents a case study at each session for an interactive, skill-learning experience.

Robert Beck, M.B.A., has marketed many brands and services, from household names to start-ups.

Section 500: Tuesdays, February 15-March 21, 5:30-8 p.m. 6 sessions. Hellems 263. \$165.

### How to Write Successful Marketing Materials NC B 477

#### Beginning Level

Marketing your product or service is an ongoing process vital to your company's continued success. Direct marketing is one medium that helps achieve this goal. Whether you want to develop a site on the World Wide Web, send out a direct mail package or hand out a promotional brochure, this course will introduce you to the essential techniques for writing powerful marketing communications. You'll learn effective writing strategies that will enhance your efforts and boost your response rates.

Debra Jason, M.A., has over ten years experience in the field of direct marketing including Web pages.

Section 500: Saturdays, February 19 and 26, 9 a.m.-1 p.m. 2 sessions. Hellems 237. \$95.

## WRITING AND COMMUNICATION

### Hire the Best! Interviewing Skills for Employers **NEW** NC B 052

#### All Levels

Selecting a new employee has far-reaching consequences for any organization, and the interview can be the most powerful factor in the selection process. Learn the skills that result in effective interviewing practices: how the interview differs from a conversation; basic nonverbal and listening communication skills; planning the objectives, questions and structure of the interview; and understanding the legal issues of interviewing.

Gloria Timmons and Karlene Ferguson work as employment specialists for the state of Colorado.

Section 500: Wednesdays, February 9 and 16, 6:30-8:30 p.m. 2 sessions. Clare 209. \$50.

### Presentation Skills for Professionals **NEW** NC B 053

#### All Levels

This course will provide students with knowledge, understanding and skills to develop and deliver professional business and technical presentations to diverse audiences. Students will have the opportunity to use class time to work on actual presentations for their business and professional needs. The course will cover methods on how to gather thoughts into a presentation vision and move from that vision to a well-developed opening, body and conclusion. Students will learn how to move from a point of view to a call for action from the audience. Public speaking fundamentals will be included with this class in addition to pointers for proper use of Microsoft PowerPoint. Students will be expected to have a basic understanding of PowerPoint and access to this tool since presentations given during class will be in PowerPoint. Students are encouraged to bring actual presentations they are struggling with to class. At all times, a safe environment will be created to encourage students to move out of their comfort zone to deliver high quality presentations.

Rudy Mazza is an executive briefer for a large telecommunications company. He prepares and delivers technical presentations to executives and government officials from around the world.

Section 500: Tuesdays, February 8-March 14, 6:30-8:30 p.m. 6 sessions. Duane Physics G131. \$150.

### Business and Basic Technical Writing NC B 470

#### All Levels

Learn basic technical communication principles that apply to all forms of writing. Write clear, concise statements. Organize documents to deliver information efficiently. Design your message for maximum readability. Course provides four tutorial modules, in-class writing exercises, guidance for real-world writing projects, and individual feedback from the instructor.

Robert Cook, M.L.A., has 28 years of instructional experience and is currently completing a second masters degree in teaching writing.

Section 500: Tuesdays, February 1-29, 6:30-9 p.m. 5 sessions. Duane Physics G1B27. \$150.

### How to Write for Multimedia and the Web NC B 180

#### Beginning Level

This course is designed for those who are new to, or just curious about, writing for interactive multimedia such as CD-ROMs and the World Wide Web. **Please note that this is not a course in HTML or Web page design.** We look at concept development, useful nonlinear writing structures, techniques of nonlinear writing, scripting tools such as flowcharts, and managing and evaluating the writing project. Students have the option of outlining a small project and presenting a sample of the writing to the class for discussion during the final session.

Mary E. King, Ph.D., is president of a business whose focus is to clearly communicate medical and scientific information in a variety of electronic and print formats.

Section 500: Wednesdays, February 2-16, 7-9 p.m. 3 sessions. Muenzinger E064. \$75.

### Advanced Writing for Multimedia and the Web **NEW** NC B 181

#### Intermediate/Advanced Level

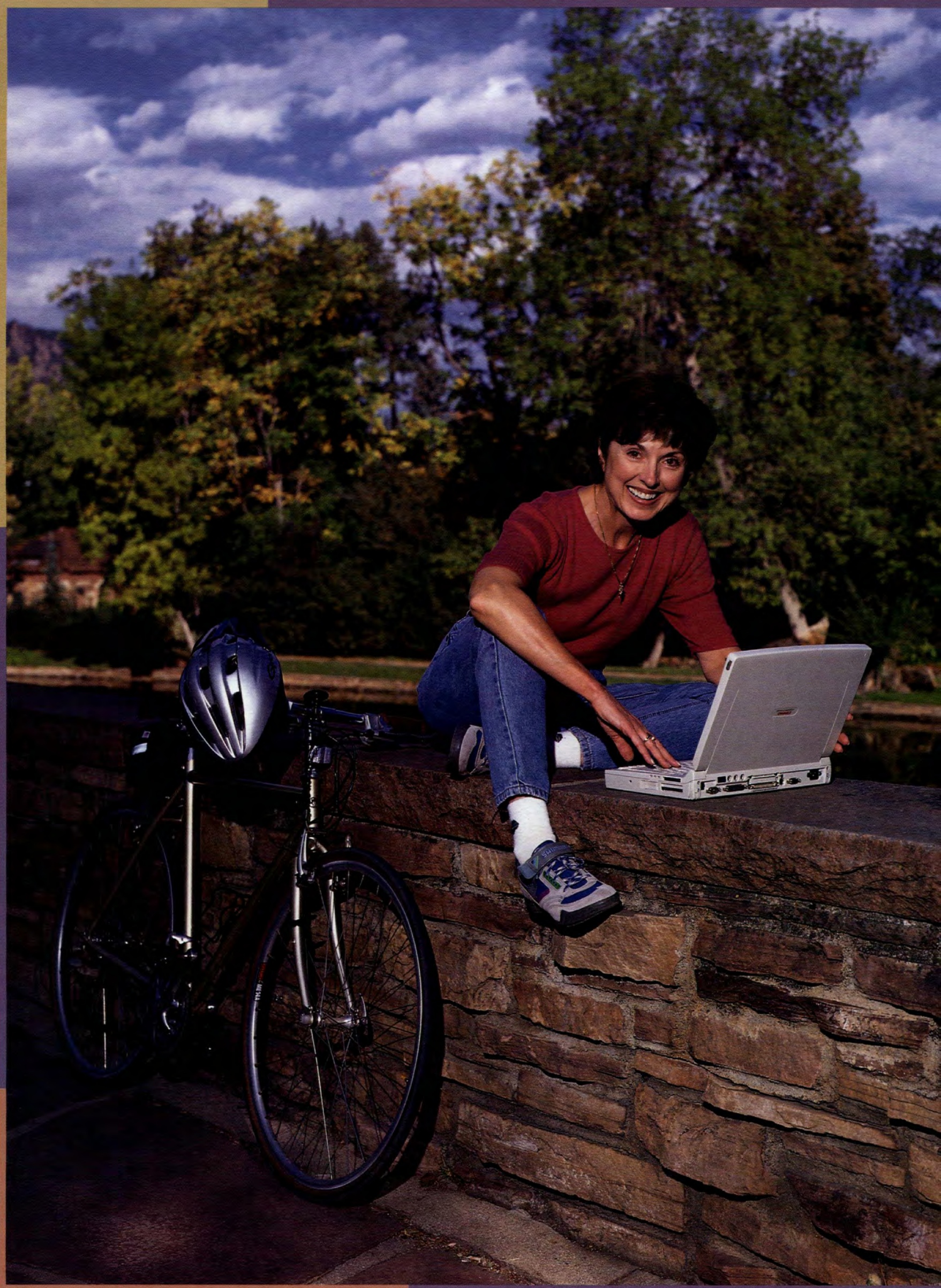
This course is designed for writers with some experience in writing for multimedia such as CD-ROMs and the World Wide Web or who have taken the beginning course. Students learn advanced writing skills, including design of complex nonlinear structures, selection of the best structure and medium for a project, and guidelines for writing complex structures. We also examine tools for organizing and scripting large projects, and explore advantages and limitations of electronic media. Students may choose to work on a project of their choice and present a representative piece to the class during the final session. Suggested prerequisite: How to Write for Multimedia and the Web or equivalent experience.

Mary E. King, PhD, is president of a business whose focus is to clearly communicate medical and scientific information in a variety of electronic and print formats.

Section 500: Wednesdays, February 23-March 8, 7-9 p.m. 3 sessions. Clare 208. \$75.

Michelle Madorsky is taking Entrepreneurism because she's "in the beginning stages of planning a small business, and it's actually been very good." She says course content is "very practical—all the things we need to think about in starting a business." With a little luck and a lot of hard work, a couple of years from now Michelle will be operating a café that exhibits local art.





# COMPUTER COMPETENCY HELPS YOU GET THINGS DONE... SO YOU CAN GET ON WITH YOUR STORY.

**FOR MOST PEOPLE**, computer applications are a means to an end. The challenge is to learn how to use a proliferating variety of new tools to make research, communication, planning and record keeping easier, faster, better and more fun. Our program covers the full spectrum of applications, from basic skills to programming and web sites. Our labs are stocked with the machines you want to know better and the software you need to learn next. Our Certificate programs are strong on content and marketplace relevance, at an excellent price. And our instructors make hands-on learning easy and fun.

**COURSE LOCATIONS:** The majority of courses offered through the Computer Applications Program are held in the University Computing Center (UCC) on 3645 Marine (at the corner of Arapahoe and Marine) and the University Management Systems (UMS) building on 4780 Pearl East Circle (east of Foothills Parkway on Pearl). Please check the course descriptions for the location of your class. Refer to the map on page 69.

**PARKING:** At the UMS, parking is free day and evening directly in front of the building. At the UCC, Saturday and evening parking is free. For day classes, free permits for Lot 578 (southwest of the building) will be given out in class. Metered street parking is also available. For other parking locations, please refer to the campus map located at the back of the catalog.

**PREREQUISITES:** Many courses have recommended prerequisites listed at the end of each course description. Equivalent experience may also be accepted to replace the prerequisite. If you are unsure you have the necessary background to successfully complete the course, please call 303-492-5148.

**ESSENTIAL INFORMATION:** Enrollment is limited by the number of computers and seats available, so early registration is advised. Only pre-registered students may attend class. University logins may be requested at the first class session. Access to University computers outside of class time is limited.

Ever feel like you're spinning your wheels when you try to build a web site? Susan Keen can help you move into high gear. She teaches Introduction to JavaScript and JavaScript Language, helping students master a scripting language used for web site development on the Internet. Susan also works as a consultant (Keen Consulting, Inc.) designing databases for business applications. She's been a computer programmer and systems analyst since college (Wake Forest University), so she's been there as the industry has matured and evolved. She loves teaching for Continuing Education. She says, "Many of the students in my class are interested in a career change, so they're very focused and motivated. They keep me on my toes. It's interesting and very rewarding." Susan loves the Colorado outdoors and recreational opportunities in the Denver-Boulder area. She is an avid recreational cyclist, a scuba diver and a volunteer at Colorado Ocean Journey.

**TEXTBOOKS:** Recommended or required textbooks will be listed at the end of each course description. Textbooks are available at the University Bookstore in the University Memorial Center (UMC), room 10.

**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, but none thereafter.

**FACULTY/STAFF REGISTRATION:** Permanent, full-time CU-Boulder faculty and staff are eligible for a 25% discount off tuition. A copy of your current PAF is required to receive this discount. Call 303-492-5148 for more information.

**QUESTIONS?** Please call the Division of Continuing Education at 303-492-5148, or outside the Denver Metro area, 1-800-331-2801.



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# CERTIFICATE PROGRAMS

The Division of Continuing Education is proud to offer the following noncredit computer certificate programs. These programs have been developed in cooperation with professionals in the field to make each certificate both relevant and state-of-the-art. Programs and courses are designed and redesigned to meet the training needs of our students and the business community.

Each certificate is designed to be completed individually. One is not a prerequisite for the other. However, many students have found it helpful to achieve more than one as some of the requirements can overlap and it can increase their marketability.

## CERTIFICATE IN COMPUTER APPLICATIONS

Gain a comprehensive understanding of an ever-changing computer industry. Earn your Certificate in Computer Applications by completing the following courses:

### A. Five Required Core Courses:

1. CACS 100 Computer Literacy
2. CACS 201 Concepts of Computer Information Technology
3. CACS 202 Computer Applications Overview
4. CACS 204 Computer Systems Overview
5. CACS 220 Introduction to Networks

### B. One Course in Programming

Programming courses offered include C, C++ and Java.

### C. Four Elective Courses:

Any computer applications course not listed or taken as a requirement above qualifies as an elective. You may want to focus on a specific area of emphasis (i.e. computer graphics, databases, spreadsheets, etc.) to be more proficient in a type of application.

**Other courses will be added to keep pace with industry standards.**



## CERTIFICATE IN NETWORK ADMINISTRATION

This Certificate is designed for you to gain a comprehensive understanding of the theoretical and practical skills necessary to maintain networked environments. You may earn this Certificate by completing the following course requirements:

### A. Choose One of Three Tracks:

#### 1. Windows/Intel Track

- CACS 220 Introduction to Networks
- CACS 321 Network Administration

#### 2. Macintosh Track

- CAMC 100 Introduction to the Macintosh

#### 3. UNIX Track

- CACS 211 Introduction to UNIX
- CACS 311 Intermediate UNIX

### B. Operating Systems (all courses are required):

- CACS 303 Computer Operating Systems
- CACS 305 Computer Architecture
- CACS 323 Network Operating Systems

### C. Required Administration Course:

- CACS 424 Wide Area Networking Topics

### D. Other Administration Courses (select one):

- CACS 304 Introduction to Windows NT 4.0 Administration
- CACS 404 Intermediate Windows NT 4.0 Administration
- CACS 414 NetWare Administration
- CACS 415 UNIX System Administration

### E. Programming Courses

Choose one programming course.

### F. Database Courses :

Choose one database course.

**Other courses will be added to keep pace with industry standards.**

## CERTIFICATE IN WEB SITE DESIGN

You can design professional web sites using the latest computer technology and get into one of the hottest job markets. Obtain your Certificate in Web Site Design by completing the following courses:

### A. Seven Required Core Courses:

1. CACS 331 Internet Applications
2. CACS 334 Design Techniques for Web Sites
3. CACS 332 Introduction to HTML
4. CACS 432 Intermediate HTML
5. CACS 532 Advanced HTML
6. CACS 336 Introduction to JavaScript
7. CACS 436 JavaScript Language

### B. Multimedia Course:

Choose any one course in Multimedia

### C. Electives (choose one):

- CAPC 282 Photoshop for Windows 95 Level I
- CAPC 382 Photoshop for Windows 95, Level II
- CAPC 283 Illustrator for Windows 95, Level I
- CAMC 282 Photoshop for Macintosh, Level I
- CAMC 382 Photoshop for Macintosh, Level II
- CAMC 283 Illustrator for Macintosh, Level I
- CAMC 383 Illustrator for Macintosh, Level II

### D. CACS 600 Web Site Design Project

Final required course for the Certificate. You will create a web site to demonstrate your complete understanding of web site design.

**Other courses will be added to keep pace with industry standards.**

## CERTIFICATE IN PROGRAMMING

If you wish to pursue a career involving programming or need to update your skills to stay current in this fast-paced industry, the Certificate in Programming is for you. Earn your Certificate by completing the following courses:

### A. Required Introductory Courses (choose one option):

#### Option 1:

- CACS 240 Introduction to Programming
- CACS 241 Introduction to Hands-on C++
- CACS 341 Intermediate Hands-on C++

#### Option 2:

- CACS 242 Introduction to Application Programming
- CACS 342 Intermediate Application Programming

### B. Choose One of Three Tracks:

#### C Track (all courses required)

1. CACS 243 Introduction to C for Programmers
2. CACS 343 Intermediate/Advanced C Programming
3. One hands-on lab in any programming course
4. One course from the C++ or Java track
5. One Special Topics Course

#### C++ Track (all courses required):

1. CACS 244 Intro to Object-Oriented Programming in C++
2. CACS 344 Interm./Advanced C++
3. CACS 444 C++ Gotchas
4. Two Design Topics Courses

#### Java Track (all courses required):

1. CACS 247 Introduction to Object-Oriented Programming Using Java
2. CACS 347 Intermediate Java
3. CACS 447 Advanced Java Language
4. CACS 448 Advanced Java Library
5. One Java Topics Course
6. One Design Topics Course

**C. One elective Topics course not already taken for the track requirements.**

#### Topics Courses:

##### Java Topics

- CACS 246 One-day Tour of the Java Programming Language
- CACS 348 GUI Programming in Java
- CACS 349 JavaBeans
- CACS 449 2D and 3D Graphics with Java
- CACS 248 Java Servlets

##### Design Topics

- CACS 345 Object-Oriented Design Patterns
- CACS 445 Object-Oriented Analysis and Design

##### Visual Basics Topics

- CAPC 437 Visual Basic Programming Using Excel
- CACS 245 Introduction to Hands-on Visual Basic Programming
- CACS 350 Intermediate Hands-on Visual Basic

##### Database Design Topics

- CAPC 357 Database Design Concepts
- CAPC 358 Relational Database Concepts and SQL Programming

**Other courses will be added to keep pace with industry standards.**

Students interested in using any of the above listed programming courses to fulfill prerequisites for undergraduate computer science courses at CU should contact Continuing Education at 303-492-5148.

## GENERAL CERTIFICATE INFORMATION:

If you have a substantial background in computers or programming, you may request a waiver for a course by submitting a letter to the Computer Applications Program Manager at the Division of Continuing Education. Please document the equivalent education and/or experience for the course you wish to waive. **You can only waive up to two courses for each certificate.** You may e-mail your request to [cecas@ucsu.colorado.edu](mailto:cecas@ucsu.colorado.edu).



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# COMPUTER APPLICATIONS COURSES, SPRING 2000

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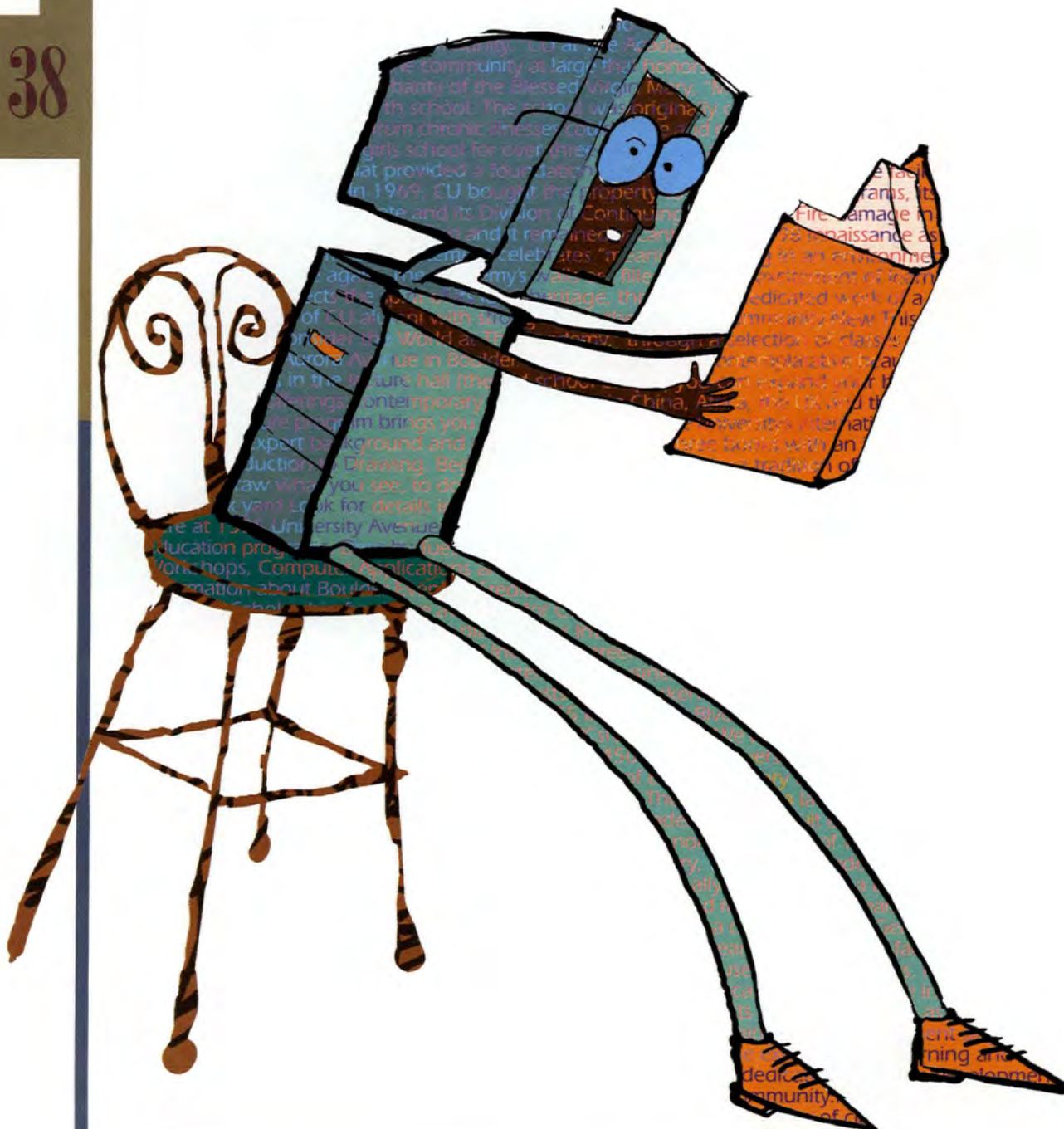
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**THE MACINTOSH SYSTEM .....55**

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- Desktop Publishing .....56
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## THE COMPUTER SYSTEM

### UNDERSTANDING COMPUTERS

#### Computer Literacy CACS 100

Take the mystery out of basic computer jargon and learn start-up skills that will open the door to new opportunities. Learn concepts and terminology that will make successive computer courses easier to understand. An introductory lecture will prepare you for five hands-on labs: three on the Macintosh system and two on the personal computer (PC), or two on the Macintosh system and three on the PC. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you.

Beth Sigren, B.S.

Section 501: Tuesday, January 18, 6-8 p.m. plus lab sections. Please indicate lab preference (50A or 50B) at registration: Lab Section 50A: Tuesdays, January 25-February 22, 6-8 p.m. Lab Section 50B: Tuesdays, January 25-February 22, 8-10 p.m.

Section 502: Thursday, February 10, 6-8 p.m. plus lab sections. Please indicate lab preference (50E or 50F) at registration: Lab Section 50E: Thursdays, February 17-March 16, 6-8 p.m. Lab Section 50F: Thursdays, February 17-March 16, 8-10 p.m.

Jeff Forrest, M.A.

Section 503: Wednesday, February 16, 6-8 p.m. plus lab sections. Please indicate lab preference (50C or 50D) at registration: Lab Section 50C: Wednesdays, February 23-March 22, 6-8 p.m. Lab Section 50D: Wednesdays, February 23-March 22, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$150.

#### Concepts of Computer Information Technology CACS 201

Examine the evolution of computers and their current role at the heart of today's technology. Look at the Information Age including the Internet, Intranet and Extranet; the technologies that are changing the way we work and live; critical technology issues and decisions; and how to identify the best career opportunities in this exciting field. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Cherie Quaintance, B.A.

Section 500: Thursdays, January 20-February 24, 6-9 p.m. 6 sessions. Muenzinger E064. \$240.

#### Computer Applications Overview CACS 202

Learn the various categories of software applications. Explore the features, functions and benefits of major commercial products through conceptual lectures, design discussions and demonstrations of word processing, spreadsheets, databases, graphics and other widely used applications. Find out how these tools can help improve the productivity of your computer. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Chris Mattson, B.S.

Section 500: Tuesdays, March 14 and 21, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$195.

#### Computer Systems Overview CACS 204

Learn what you need to know to make informed decisions on computer systems. This course presents an extensive overview of many of the system hardware components you may need and the appropriate software to make them work. Topics include: the computer (speed, memory, disk size, display, I/O, etc.), computer bus (ISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser), modems (14400/28800, computer/fax), networks (peer-to-peer, client-server), and multimedia. **Prerequisite:** CAPC 203 Windows 95 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Dale Heuer, MBA

Section 500: Mondays, January 31-February 28 (skip February 14), 6-9 p.m. 4 sessions. University Computing Center 126. \$195.

People just rave about Beth Sigren – her knowledge, her patience as an instructor and her ability to distill a very sophisticated understanding of computer capabilities into language and tips that really connect – for beginning and advanced students alike. In addition, Beth has been instrumental in developing the popular new Certificate in Web Site Design, and is one of the principal instructors as well.



## NETWORKS

### Introduction to Networks CACS 220

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices depends on understanding the basic concepts, grasping the "lingo" and accurately evaluating various configurations. This course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems from small to medium sized businesses. **Prerequisite:** CAPC 203 Windows 95 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Nate Ahrens, B.A.

Section 501: Tuesdays and Thursdays, January 18-February 1, 6-9 p.m. 5 sessions.

Section 502: Saturdays, February 5 and 12, 9 a.m.-5 p.m. 2 sessions.

Section 503: Saturdays, February 19 and 26, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 126. \$225.

### Computer Architecture CACS 305

This course introduces the fundamentals of computer architecture, starting with the logical hierarchy. It also addresses how individual components such as CPUs, memory, hard drives, video cards, network adapters and other peripherals interact with each other on various platforms. Hardware standards are examined for each of the platforms including PCI, Nubus, SCSI, IDE, and enhanced IDE. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

Dave Bodnar, M.S.

Section 501: Mondays and Wednesdays, March 6-15.

Section 502: Mondays and Wednesdays, April 3-12.

All Sections: 6-9 p.m. 4 sessions. University Computing Center 123. \$200.

### Network Administration CACS 321

Explore one of the fastest growing areas in the computer industry. Learn a broad range of network management skills including managing user groups, network security, backups and other network resources. Develop effective troubleshooting techniques to minimize network problems. **Prerequisite:** CACS 220 Introduction to Networks or equivalent.

Instructor TBA

Section 500: Mondays and Wednesdays, February 21-March 1, 6-9 p.m. 4 sessions. University Computing Center 123. \$200.

### Network Operating Systems CACS 323

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of Novell, AppleShare and NT. Network topologies and hardware are also introduced. **Prerequisite:** CACS 321 Network Administration or equivalent. **Required text:** *Using Networks*, Derfler.

Instructor TBA

Section 500: Thursdays, March 9 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 123. \$200.

### Introduction to Windows NT 4.0 Administration CACS 304

A technical hands-on course focusing on concepts necessary for installing and running Windows NT Workstation and Server in a simple small office environment. Topics include planning and installation, file systems and disks, application issues, printing, backups and performance tuning and optimization. **Prerequisites:** CACS 303 Computer Operating Systems and CACS 323 Network Operating Systems or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood.

Bob Schmidt, M.A.

Section 500: Mondays, March 13-April 10 (skip March 27), 6-9 p.m. 4 sessions. University Computing Center 126. \$400.

### Intermediate Windows NT 4.0 Administration CACS 404

Expand on the topics covered in the introduction course by learning what it takes to adapt them to a larger scale multi-server environment using Domains and Trusts. Also examine the Internet Information Server, Remote Access Service, and other network components. **Prerequisite:** CACS 304 Introduction to Windows NT 4.0 Administration or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood.

Bob Schmidt, M.A.

Section 500: Mondays and Wednesdays, April 17-26, 6-9 p.m. 4 sessions. University Computing Center 126. \$400.

### NetWare Administration CACS 414

In this course you will set up a NetWare server plus create and manage objects and implement network printing through NetWare Administrator. Novell Directory Services, security issues, and utilities will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent. Shayn Smith, Ph.D., CNE

Section 500: Tuesdays and Thursdays, April 4-13, 6-9 p.m. 4 sessions. University Computing Center 124. \$200.



### Advanced NetWare Administration CACs 416

In this course you will learn how to optimize performance on a NetWare server and troubleshoot common problems. We will also demonstrate NDS Manager and discuss topics such as remote access, ZENWorks, DNS and DHCP Services, and auditing. **Prerequisite:** CACS 414 Netware Administration or equivalent.

Shayn Smith, Ph.D., CNE

Section 500: Tuesdays and Thursdays, April 18-27, 6-9 p.m. 4 sessions. University Computing Center 124. \$200.

### UNIX System Administration CACs 415

This hands-on course examines in-depth the fundamental aspects of managing users, installing and troubleshooting software and hardware, and effective backup and security schemes. Advanced topics include an overview of network management as well as suggestions for effective system monitoring schemes, particular setup strategies and other "tricks of the trade." **Prerequisites:** CACS 211 Introduction to UNIX or equivalent and users level knowledge of file ownerships, directories, permissions, basic commands and editors.

Lynn Schaper

Section 500: Tuesdays and Thursdays, March 7-23 (skip March 9), 6-9 p.m. 5 sessions. University Management Systems 001 \$435.

### Network Design and Analysis CACs 423

Learn key concepts in designing network architectures including subnetting, routing tables, proxy and network address translation (NAT), firewalls and cabling. Examine several scenarios and understand the importance of a project plan for migrating and installing new cable plants and network designs. Learn basic network analysis and diagnosis for systems by using protocol and packet analyzers and the tools available in Windows NT, NetWare, and UNIX.

**Prerequisite:** CACS 323 Network Operating Systems or equivalent. **Required text:** *Using Networks*, Derfler.

Instructor TBA

Section 500: Thursdays, April 6-27, 6-9 p.m. 4 sessions. University Computing Center 123. \$215.

### Wide Area Networking Topics CACs 424

This course presents an overview of Wide Area Network technologies that are commonly used at the University of Colorado at Boulder as well as other businesses. The course will cover WAN standards, such as PPP, SLIP, frame relay and V.34 modem protocols with hands-on configuration of systems for access to CU-Boulder modem pools and Internet service providers. Windows 95 and Macintosh configurations will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

INSTRUCTOR TBA

Section 500: Fridays, April 7 and 14, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 123. \$185.

## OPERATING SYSTEMS

### Computer Operating Systems CACs 303

Emphasizes the components and architecture including memory management, virtual memory, I/O subsystems and kernel implementations. Operating systems such as Macintosh, DOS/Windows, and UNIX derivatives will be examined. **Prerequisite:** CACS 204 Computer Systems Overview or equivalent.

INSTRUCTOR TBA

Section 500: Saturdays, March 4 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 123. \$200.

### Hands-On UNIX CACs 312

Learn the basics of the UNIX operating system for programming, Internet connectivity, and other daily tasks. The course covers UNIX fundamentals such as the file and directory structure, essential commands, editors and shells.

Advanced topics include customization of the user environment, basic shell programming and an overview of the different versions of UNIX available on the market today. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Bill Norton, B.A.

Section 500: Tuesdays, April 18-May 16, 6-9 p.m. 5 sessions. University Management Systems 001. \$345.

### Introduction to UNIX CACs 211

This is a course for anyone who needs to use UNIX, program in its environment, manage users, or obtain sufficient knowledge to evaluate it. Fundamentals are covered, including few advanced topics 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:** CACS 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, January 25-March 7, 6-9 p.m. 7 sessions. University Computing Center 123. \$375.

Suzy Arata is taking Computer Literacy. She says "I really like the class. It's really informative and Beth is a good teacher." Right now, Suzy is pretty busy raising two small children, but she's planning ahead. "I would like to get the certificate" (in Computer Applications) she says, "so that when I go back to work I could work in computers."



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## OPERATING SYSTEMS -CONTINUED

### Intermediate UNIX CACS 311

Create your own tools or do system administration. Advanced use of commands are covered, 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:** CACS 211 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, March 14-April 18 (skip March 28), 6-9 p.m. 5 sessions. University Computing Center 123. \$435.

## THE INTERNET

Also see CAMC 274 Premiere (5.0) Level I using the Macintosh lab. page 58.

### Internet Fundamentals CACS 230

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the Internet. Basic applications such as electronic mail, USENET news, finding and accessing information and the World Wide Web will be covered. Lecture includes information on both PC and Macintosh platforms.

**Prerequisite:** CACS 100 Computer Literacy or equivalent.

Beth Sigren, B.S.

Section 501: Saturday, January 22, 9 a.m.-4 p.m. 1 session.

Section 502: Saturday, February 5, 9 a.m.-4 p.m. 1 session.

Section 503: Tuesday and Thursday, April 4 and 6, 6-9 p.m. 2 sessions.

All Sections: University Management Systems 001. \$140.

### Doing Business on the Internet CACS 237

"E-commerce": Learn the fundamentals for promoting and marketing your business on-line. Topics include conceptualizing, planning, organizing and implementing a Web-based "store-front" distributed on the Internet. Case studies will be reviewed that demonstrate various strategies for successful management of security, payment, search listings, and software concerns as applied to marketing your product or service on the Web. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Jeff Forrest, M.A.

Section 500: Monday, Tuesday, and Thursday, March 6, 7 and 9, 6-9 p.m. 3 sessions. University Computing Center 124. \$180.

### Internet Applications CACS 331

There is more to the Internet than web sites! In this class, you will access and search FTP and gopher sites, transfer files to a host computer using FTP and telnet to a host computer to move or rename files. Learn more about your Web browser: how to set preferences, download and install plug-ins, organize bookmarks and copy images. Also learn how to organize your mail and create and maintain an address book.

**Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Ginny Figlar, M.A.

Section 501: Monday, Wednesday, and Friday, January 24, 26, and 28, 6-9 p.m. 3 sessions.

Beth Sigren, B.S.

Section 502: Wednesdays, February 2-16, 6-9 p.m. 3 sessions.

Ginny Figlar, M.A.

Section 503: Mondays, March 6-20, 6-9 p.m. 3 sessions

All Sections: University Management Systems 001. \$180.



**Introduction to Hypertext Mark-up Language (HTML): Formatting, Links, Lists and Tables****CACS 332**

Learn how to create web pages and web sites. Topics include formatting tags, essential head tags, lists, links, images and tables. Coding techniques and tips for web-site design are also covered. **Prerequisites:** CAPC 203 Windows 95 Level I and CACS 331 Internet Applications or equivalent. Proficiency with PCs and the Windows 95 operating system is necessary.

Karis Vail Schmidt, B.A.

Section 501: Monday, Wednesday and Friday, January 24, 26 and 28, 6-9 p.m. 3 sessions. University Computing Center 126.

Section 502: Monday and Wednesday, February 7 and 9, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 503: Monday, Wednesday and Friday, February 7, 9 and 11, 6-9 p.m. 3 sessions. University Computing Center 124.

Section 504: Saturdays, March 4 and 11, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124.

Beth Sigren, B.S.

Section 505: Mondays, March 6 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124.

All Sections: \$185.

**Intermediate Hypertext Mark-up Language (HTML): Meta Tags, Referencing and Frames****CACS 432**

This course builds on the skills learned in CACS 332 Introduction to HTML. Learn to code more meta tags; absolute, relative and base references; and frames. Also learn about client pull and server push concepts. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent. You must be proficient with PCs and the Windows 95 operating system and able to implement all the skills covered in the Introduction HTML course with minimal assistance.

Beth Sigren, B.S.

Section 501: Saturday, February 12, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

Karis Vail Schmidt, B.A.

Section 502: Mondays, February 21 and 28, 6-9 p.m. 2 sessions. University Computing Center 124.

Section 503: Saturday, March 18, 9 a.m.-4 p.m. 1 session. University Management Systems 001.

Section 504: Tuesday and Thursday, March 21 and 23, 6-9 p.m. 2 sessions. University Computing Center 124.

Beth Sigren, B.S.

Section 505: Monday and Thursday, April 24 and 27, 6-9 p.m. 2 sessions. University Management Systems 001.

All Sections: \$150.

**Advanced Hypertext Mark-up Language (HTML)****CACS 532**

This course builds on the skills learned in the Introduction and Intermediate HTML courses. Examine the "big picture" of web site design, creation and advertising. Learn to code forms, styles and style sheets. Also learn about multimedia. **Prerequisite:** CACS 432 Intermediate Hypertext Mark-up Language (HTML) or equivalent. You must be proficient with PCs and the Windows operating system and able to implement all skills covered in the Introduction and Intermediate HTML courses to successfully complete this course.

Beth Sigren, B.S.

Section 501: Tuesdays, February 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001.

Section 502: Wednesday and Friday, March 8 and 10, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 503: Mondays, April 3-17, 6-9 p.m. 3 sessions. University Management Systems 001.

All Sections: \$185.

**Advanced Hypertext Mark-up Language (HTML) (4.0) Update****CACS 533**

Learn about the new version of HTML: HTML 4.0. This fast-paced class covers new and revised HTML tags, attributes, and values as specified by the W3C. This class builds on the skills learned in all levels of the HTML courses. **Prerequisite:** CACS 532 Advanced Hypertext Mark-up Language (HTML) or equivalent. Students must be proficient with PCs and the Windows 95 operating system and able to implement the skills covered in all levels of the HTML courses with minimal assistance.

Beth Sigren, B.S.

Section 500: Saturday, April 29, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$150.



see page 70

Susie Taylor is taking Computer Literacy to refresh her skills – partly for fun and partly just to expand her professional capabilities. She's itching to get into Java and HTML classes, so this is just a starting point.



## THE INTERNET- CONTINUED

### Design Techniques for Web Sites CACS 334

Learn basic design principles and apply them to web page design. Targeting audience, defining your goal and flow-charting will also be discussed. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include today's technological realities, typography and color theory. This course will be held in the Macintosh lab but it is consistent on both the Macintosh and PC platforms. **Prerequisite:** CACS 331 Internet Applications or equivalent. Beth Sigren, B.S.

Section 501: Mondays, February 21 and 28, 6-9 p.m. 2 sessions.

Becky Woulfe, B.F.A.

Section 502: Monday, March 13, 9 a.m.-4 p.m. 1 session.

Section 503: Saturday, March 18, 9 a.m.-4 p.m. 1 session.

Section 504: Tuesday and Thursday, April 4 and 6, 6-9 p.m. 2 sessions.

Beth Sigren, B.S.

Section 505: Wednesday and Friday, April 19 and 21, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 127. \$150.

### Using Macromedia DreamWeaver to Create Web Sites CACS 434

This professional level HTML editor is a sophisticated tool for creating web sites. Its powerful site management tools will be covered as well as discussion of layout techniques using tables and frames. Creating rollovers, image swaps, image maps, and much more will also be covered. If you haven't seen DreamWeaver in action, this class is a must. **Prerequisite:** CACS 432 Intermediate HTML or equivalent.

Becky Woulfe, B.F.A.

Section 501: Saturdays, April 1 and 8, 9 a.m.-3:30 p.m.

Beth Sigren, B.S.

Section 502: Tuesdays, April 18 and 25, 9 a.m.-3:30 p.m.

All Sections: 2 sessions. University Management Systems 001. \$250.

See also Writing for Multimedia and the Web, NC B 180, In the Business Section, page 33

### Web Site Design with FrontPage 2000 CACS 233

Learn to develop a web presence with one of the most popular Web Authoring and Management tools available! In this class we will cover the basics of FrontPage (FP Explorer and Editor); creating and using Hyperlinks; creating navigational tools using the Web Wizard; beginning text and graphic use; importing files; and creating lists and tables. **Prerequisites:** CAPC 203 Windows 95/CAPC 205 Windows 98 and CACS 230 Internet Fundamentals or equivalent.

Karis Vail Schmidt, B.A.

Section 501: Mondays, February 28 and March 6, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001.

Section 502: Thursdays, April 13-27, 6-9 p.m. 3 sessions. University Computing Center 126.

All Sections: \$250.

### Enhanced Web Site Design with FrontPage 2000 CACS 234

Learn advanced elements to create and maintain a sophisticated web site with the tools in FrontPage 2000. In this course we will cover applying graphical themes; intermediate graphic use (including creating image maps and using Image Composer and animation tools); creating special effects such as marquees and hover buttons; creating frames and forms; applying and editing shared borders; and publishing your web. **Prerequisite:** CACS 233 Web Page Design with FrontPage 2000 or equivalent.

Karis Vail Schmidt, B.A.

Section 501: Mondays, April 17 and 24.

Section 502: Thursdays, April 27 and May 4.

All Sections: 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$250.



A teacher for many years, Jim Conrad had been feeling that it was time to get some formalized instruction in Computer Applications. Computer Literacy is giving him the kind of basic background information he needs.

**Introduction to JavaScript  
CACCS 336**

Learn how to apply JavaScript to enhance web pages. Topics include an overview of JavaScript and how to include basic JavaScripts, such as rollovers, scrolling status bars, cycling banners, the current date and opening new browser windows into a web page. Hands-on exercises will be used to make your web pages up-to-date and impressive. **Prerequisite:** CACS 432 **Intermediate Hypertext Mark-up Language (HTML)** or equivalent.

Susan Keen, B.A.

Section 501: Saturdays, January 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 502: Saturdays, April 1 and 8, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 503: Tuesdays, April 4 and 11, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001.

Section 504: Thursday and Friday, April 20 and 21, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$185.

**JavaScript Language  
CACCS 436**

Topics include programming techniques such as controlling program flow, defining and manipulating functions and variables. Hands-on exercises and practical applications include verifying forms, cookies, creating new pages dynamically and mathematical operations. **Prerequisite:** CACS 336 **Introduction to JavaScript** or equivalent.

Susan Keen, B.A.

Section 501: Tuesday, Thursday and Friday, February 8, 10 and 11, 9 a.m.-4 p.m.

Section 502: Tuesdays, April 18-May 2, 9 a.m.-4 p.m.

Section 503: Saturdays, April 22-May 6, 9 a.m.-4 p.m.

All Sections: 3 sessions. University Computing Center 126. \$260.

**Web Site Design Project  
CACCS 600**

Required capstone course for the Certificate in Web Site Design. With minimal assistance and supervision, students will create a web site to demonstrate their complete understanding of web site design. This fast-paced class builds upon the skills learned in the courses required for the Certificate. Particular attention is given to images, tables, forms, frames, style sheets and JavaScript scripts. Homework is regularly assigned and must be completed as directed for successful completion of this course and the Certificate. **Prerequisite:** Students must have satisfactorily completed all the required courses for the Web Site Design Certificate. CACS 533 Advanced HTML 4.0 Update is highly recommended.

Beth Sigren, B.S.

Section 501: Wednesdays, January 19-February 16, 9 a.m.-12 p.m.

Section 502: Mondays and Thursdays, May 4-18, 6-9 p.m.

All Sections: 5 sessions. University Management Systems 001. \$260.

**Web Server Administration  
CACCS 433**

If you are interested in running a World Wide Web server, this class will provide information on hardware, software, system configuration, security, logs and measurements and virtual servers. You will also explore developing and testing Common Gateway Interface programs and updating and changing web pages on other servers. This class is presented in a lecture format with live illustrations of administrative functions. **Prerequisite:** CACS 332 **Introduction to Hypertext Mark-up Language (HTML)** or equivalent.

Art Smoot, M.S.

Section 500: Saturday, April 15, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$185.



## PROGRAMMING

### Introduction to Programming CAC 240

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C++. Using an object-oriented approach, students will learn the logic patterns needed for structured programming in any language. Students will work with if statements, loops and modularized code and learn to write top-down elegant code. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Required text:** *Karel++*, Pattis.

Charry Stover, M.S.

Section 501: Tuesdays and Fridays, January 25-February 11 (skip February 1 and 4), 9 a.m.-4 p.m. 4 sessions. University Computing Center 123.

Section 502: Wednesdays and Thursdays, January 26 and 27, February 9 and 10; 6-9 p.m., Saturdays, January 29 and February 12, 9 a.m.-4 p.m. 6 sessions. Humanities 1B90.

All Sections: \$400.

### Introduction to Hands-On C++ CAC 241

A gentle introduction to C++ programming for those who have some background in object-oriented structured programming. This partially self-paced course covers basic I/O, conditionals, loops and an introduction to functions and 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" and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel.

Susan Ramirez, B.S.

Section 500: Saturdays, February 19-March 4, 9 a.m.-4 p.m. 3 sessions. University Management Systems 001. \$400.

### Introduction to Hands-On C++ On-Line CAC 241

**Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel.

Charry Stover, M.S.

Section 51W: February 14-March 21. On-Line Instruction. \$400.

### Intermediate Hands-On C++ CAC 341

This course will cover pointers, arrays, strings, structures and file handling. It is hands-on and partially self-paced. Students should be able to write a C program with functions before taking this class. **Prerequisite:** CACS 241

**Introduction to Hands-On C++** or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel.

Susan Ramirez, B.S.

Section 500: Saturdays, April 15 and 22, 9 a.m.-4 p.m. 2 sessions. University Management Systems 001. \$235.

### Introduction to Application Programming CAC 242

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include flow of control, functions with parameter passing, data structures, abstract data types, objects, classes, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch.

Tom Harrold, Ed.D.

Section 500: Tuesdays and Thursdays, January 18-February 10, 6-9 p.m. 8 sessions. University Management Systems 001. \$400.

### Intermediate Application Programming CAC 342

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Object-oriented design is emphasized. Topics include pointers, dynamic data structures (linked lists, queues, stacks, binary trees), recursion, and A/I. Course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 Introduction to Application Programming or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch.

Tom Harrold, Ed. D.

Section 500: Tuesdays and Thursdays, February 15-March 9 (skip March 7), 6-9 p.m. 7 sessions. University Management Systems 001. \$375.

Joe Huggins is taking Computer Literacy, the entry level Computer Applications course, "to look at my options for changing careers as I'm an aircraft mechanic and would like to do something else. The course has been really good and informative for a person like me who hasn't had very much formal experience with a computer."



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### Introduction to Hands-On Visual Basic Programming CACs 245

Visual Basic is a programming language that allows both beginning and experienced programmers to create custom Windows software without having to write out lines of code. The code is automatically generated as the standard Windows elements are inserted into the program by pointing and clicking with the mouse. The "Visual" (graphical) nature of this software makes it possible to create custom Windows programs relatively quickly and easily. **Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

David Nelson

Section 500: Tuesdays, February 29-April 4 (skip March 28), 6-9 p.m. 5 sessions. University Computing Center 126. \$360.

### Intermediate Hands-On Visual Basic Programming CACs 350

Explore topics designed to expose an intermediate programmer to a wide range of Visual Basic features. All major elements of the language are covered and concepts of an object-oriented, event-driven application are introduced. Implement a graphical interface that includes pull down and pop up menus; use a wide range of the Visual Basic language elements; code effective event procedures; interact with mouse events; and use a variety of standard and custom Visual Basic controls. Understand the range of applications that are possible. **Prerequisite:** CACS 245 Introduction to Hands-On Visual Basic Programming or equivalent.

Steve Kaminski, MSEE

Section 500: Wednesdays, April 12-May 3, 9 a.m.-2:30 p.m. 4 sessions. University Computing Center 126. \$375.

### Introduction to C Programming On-Line CACs 243

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. See how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. This course will provide those interested in going on to Java or C++ with the background they need for these languages. The format is lecture with homework exercises to reinforce concepts. Any C compiler will suffice and logons to university computers are provided for those with no access to their own C compiler.

**Prerequisite:** Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 242 Introduction to Application Programming. **Recommended text:** *The C Programming Language*, Kernighan and Ritchie.

Susan Ramirez, B.S.

Section 51W: January 18-March 2. On-line instruction. \$400.

### Intermediate/Advanced C Programming CACs 343

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, stjmp and longjmp and writing functions with a variable number of arguments. **Prerequisite:** CACS 243

**Introduction to C Programming** or equivalent. **Recommended text:** *Programming in C*, Kernighan and Ritchie.

Jeff Osborn, B.S.

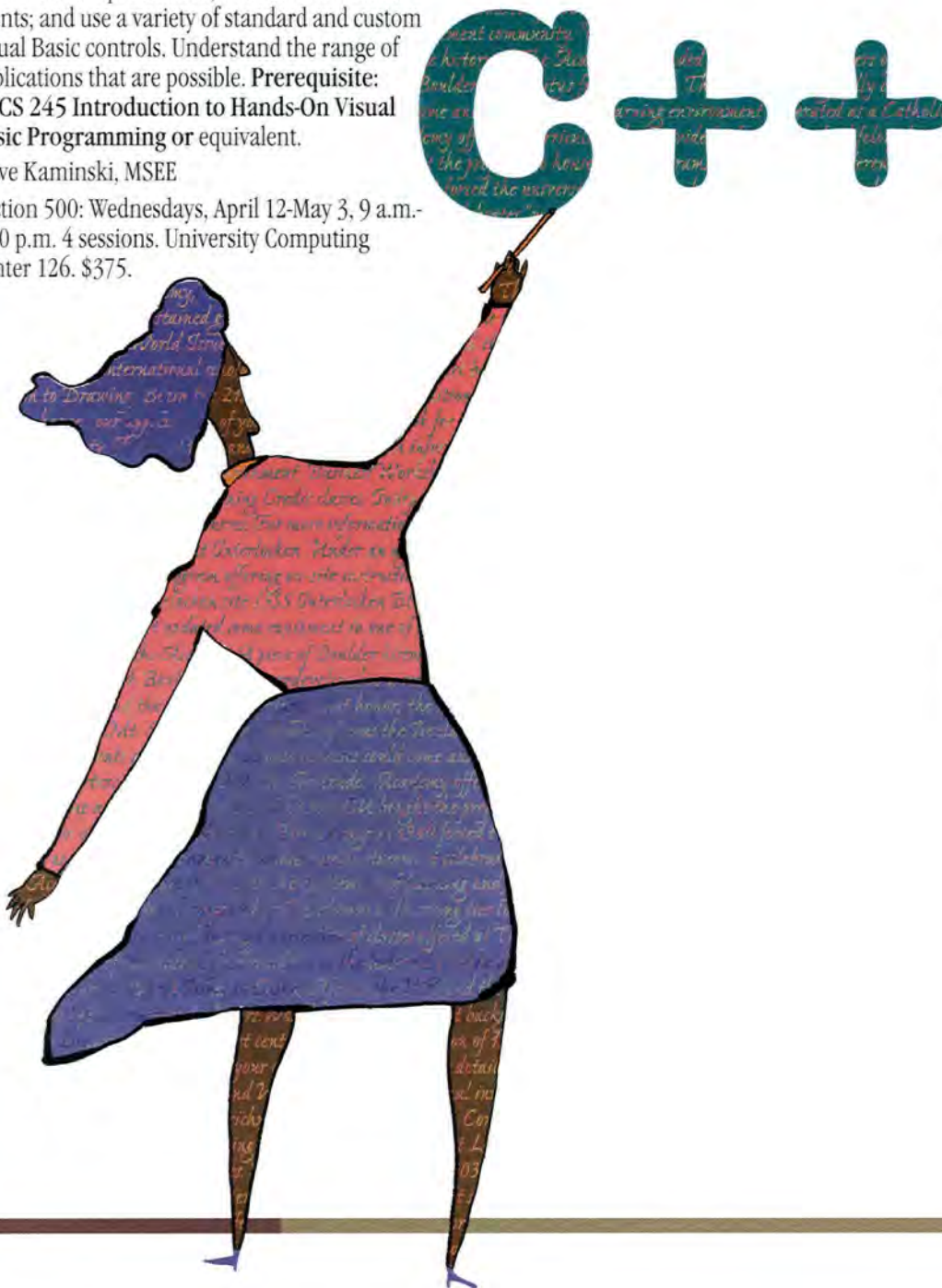
Section 500: Wednesdays, February 16-March 22, 6-9 p.m. 6 sessions. Continuing Education Center, Room 140. \$400.

### Intermediate/Advanced C++ Programming CACs 344

This course continues the treatment of C++ and object-oriented programming. It covers features 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. The second half covers multiple inheritance, templates and exceptions in detail, and introduces the Standard Template Library (STL). 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 require skill for their effective use. Exception handling policies and mechanisms, and the STL concept of "generic programming" (iterators, collections and algorithms) will be covered. **Prerequisite:** CACS 244 Introduction to C++ Programming or equivalent. **Recommended text:** *The C++ Programming Language*, 3rd Edition, Stroustrup.

Richard Wolniewicz, Ph.D.

Section 500: Thursdays, February 24-April 20 (skip March 30), 6-9 p.m. 8 sessions. Duane Physics G131. \$450.



## PROGRAMMING- CONTINUED

### Introduction to Object-Oriented Programming in C++ CACs 244

C++ is an extension of the C language that supports object-oriented (O-O) programming. This lecture course will focus on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism) and will show how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments and inline functions). Homework will be assigned for programming practice. **Prerequisite:** CACS 343 Intermediate/Advanced C Programming or equivalent. **Recommended text:** *The C++ Programming Language*, 3rd Edition, Stroustrup.

Richard Wolniewicz, Ph.D.

Section 501: Thursdays, January 20-February 17, 6-9 p.m. 5 sessions. Economics 117. \$400.

Bob Haxel, B.S.

Section 502: Mondays, April 3-May 1, 6-9 p.m. 5 sessions. Economics 117. \$400.

Louise Tenenbaum took Computer Literacy "because I've been wanting to buy a computer and feeling very confused about what I was doing." Having spent the last 20 years living outside of the country, Louise kind of missed the electronic revolution here. But now, with three bilingual kids and friends all over the world, there are lots of incentives to get connected: email, for one, and also the opportunity to put some of the family's history and adventures into written form. Louise says that Beth Sigren is "an incredible teacher. Very patient. She is very knowledgeable but she can still relate to someone who is just getting started. She showed us a lot of shortcuts and tricks and made it fun. I really needed that kind of basic, almost Kindergarten experience, to get up the courage to pursue this. Now, I can see what fun it can be and I'm excited. In fact, I'm going to take more classes."



### C++ Gotchas CACs 444

Production C++ programming is complicated by numerous features of the language that behave or interact in unexpected ways—"the Gotchas". Gotchas appear in all parts of the language. They affect the correctness, efficiency and portability of C++ software and may cost programmers additional development time to track down obscure bugs. A modest investment in understanding the Gotchas will repay itself many times over. This one-day lecture class presents a collection of over 50 Gotchas (and techniques for avoiding them) from different parts of the language, including constructors and destructors, function and operator overloading, scope, access control, arrays, const, references, inheritance and virtual functions, type-safe linkage, operators new and delete, initialization, multiple inheritance, virtual base classes and templates. **Prerequisite:** CACS 344 Intermediate/Advanced C++ or equivalent. Richard Wolniewicz, Ph.D.

Section 500: Saturday, April 29, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

### Condensed Java: A One-Day Tour of the Java Programming Language CACs 246

This course will cut through the hype surrounding Java to give you the information you need to evaluate Java's suitability for your programming projects and answer all your questions about Java. Time will also be spent on a technical tour of the language features and libraries. We'll explain, with program examples, the language basics, O-O support, packages, interfaces, exceptions, dynamic class loading, threads and synchronization, reflection, garbage collection and native methods. Next, we'll tour the rich set of libraries supporting I/O, data structures, networking, GUIs, applets, database connectivity, remote method invocation, internationalization, media and more. As time permits we'll address security, standardization, implementation technologies, Java Beans, JINI, Java Server, JavaOS, JavaCC, JMAPI, JNDI, JTAPl, JFC and other acronyms. **Prerequisite:** Intermediate level experience with any common programming language. You don't need to be an object-oriented programmer, but the more technical your background, the more you will get from the course. Language features will be presented at several levels to accommodate a diverse audience.

Carol J. Meier, M.S., and George Watson

Section 500: Saturday, January 22, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

### Object-Oriented Design Patterns CACs 345

Designers of object-oriented software have compiled many common architectural solutions to common problems, known as "design patterns". A pattern captures a recurring micro-architecture described in terms of how objects interact to perform a computation. Learning these patterns helps programmers evaluate, communicate, review and implement software designs more effectively. The patterns form a catalog of reusable architectural mechanisms (not a body of reusable source code). This one-day lecture class will explain the design pattern concepts, terminology and benefits and will present a number of fundamental patterns. **Prerequisite:** familiarity programming with objects or an Introduction to Object-Oriented Programming class such as CACS 244 Introduction to Object-Oriented Programming in C++ or CACS 247 Introduction to Object-Oriented Programming Using Java. **Recommended text:** *Object-Oriented Design Patterns*, Gamma, et al.

Greg Holling, B.S.

Section 500: Saturday, March 18, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

### Object-Oriented Analysis and Design CACs 445

This workshop combines lecture and student participation to give you a firm grounding in the fundamental precepts of object-oriented analysis and design. This course will be useful for anyone wondering "how to find the Objects". Upon completion, you will have an excellent foundation to get the most out of C++ and Java or other object-oriented languages. Class size limited to 15 students. **Prerequisite:** CACS 244 Introduction to Object-Oriented Programming in C++ or CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent. Students should be comfortable programming with objects.

David Rodenbaugh, B.A.

Section 500: Mondays, February 21-March 20, 6-9 p.m. 5 sessions. Duane Physics G131. \$445.

### Introduction to Object-Oriented Programming Using Java CACs 247

This course introduces object-oriented programming to programmers familiar with procedural programming but not object-oriented concepts. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, methods, dynamic method binding). We study the java.util package's data structures and collection classes. We also introduce GUI and applet programming. The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 342 Intermediate Application Programming or intermediate level experience with any procedural programming language. Basic programming concepts will not be covered. **Recommended text:** *Just Java*, Peter van der Linden.

Carol J. Meier, M.S.

Section 500: Wednesdays, January 19-March 8, 6-9 p.m. 8 sessions. Humanities 135. \$450.

### Intermediate Java Programming CACs 347

This in-depth look at the Java programming language begins with an overview of the Java language, then covers the basics in depth and progresses to inheritance, packages and interfaces and exceptions. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Students will acquire production Java programming skills. Use of standard Java library packages is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or experience with object-oriented programming, including inheritance and polymorphism is required. Those with no object-oriented programming experience should start with CACS 247.

**Recommended text:** *The Java Programming Language*, Arnold & Gosling.

George Watson

Section 500: Wednesdays, March 15-May 3 (skip March 29), 6-9 p.m. 7 sessions. Economics 117. \$450.

### Advanced Java Programming Language Topics CACs 447

This course examines Java language features in depth. It presents the basic, coarse granularity, thread lifecycle model with specific emphasis on portability: class Thread and related material. This is followed by the fine-grain thread synchronization model for concurrent programming: the synchronized keyword. An inner class is nested within another class; this nesting creates a tight coupling which reduces the usual housekeeping needed for a "helper" class. Reflection lets Java code "observe itself", discovering and manipulating its classes, fields, methods and constructors entirely at run-time. The mechanism enables many powerful dynamic programming techniques. We'll also look at how Java supports serialization for object persistence and object distribution. **Prerequisite:** CACS 347 Intermediate Java Programming or equivalent.

David Rodenbaugh, B.A.

Section 500: Mondays, April 3-May 1, 6-9 p.m. 5 sessions. Hellems 237. \$400.

### Advanced Java Library Topics CACs 448

This course examines some Java libraries in more depth. The complexity of the java.io package is tamed by understanding its symmetry and use of the (GOF) Decorator design pattern. The java.net section covers both client and server stream and datagram communication using Internet protocols. The java.sql package for relational data base access contains several key abstractions, based on ODBC. Java native interfaces allow Java to front-end code in existing C-linkable languages. Other topics include either Remote Method Invocation or CORBA.

**Prerequisite:** CACS 347 Intermediate Java Programming or equivalent.

George Watson

Section 500: Tuesdays, January 25-February 22, 6-9 p.m. 5 sessions. Economics 117. \$400.

### JavaBeans CACs 349

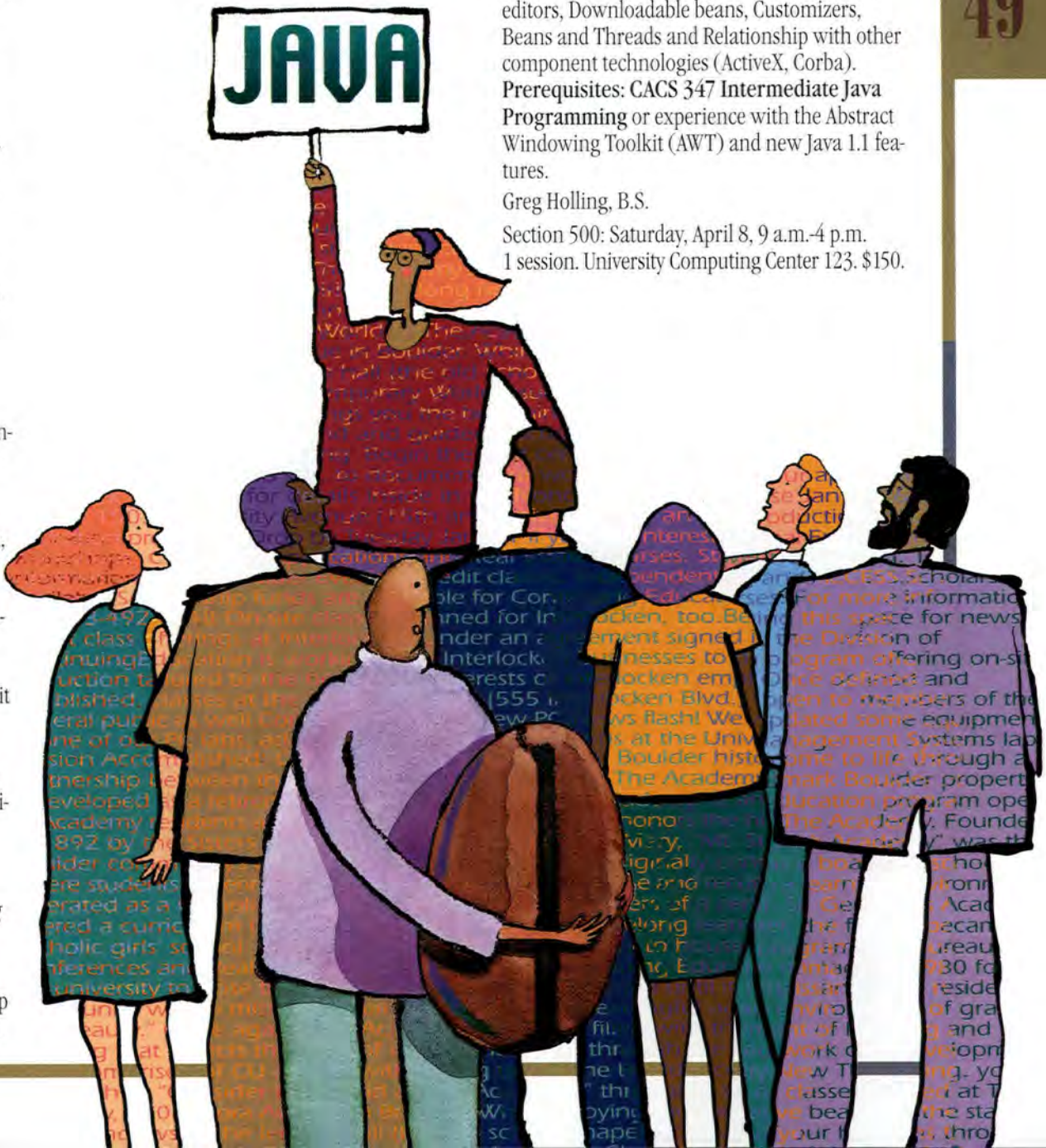
This course provides an overview of the JavaBeans component model. When JavaBeans components are used in a GUI builder or IDE tool, they can be connected together to create complex applications with little or no programming. We will cover: What is a bean?

Downloading and Installing the SDK, Naming rules and conventions, Packaging your bean, Using the beanbox, Properties, Events, Serializing and Restoring your bean, Property editors, Downloadable beans, Customizers, Beans and Threads and Relationship with other component technologies (ActiveX, Corba).

**Prerequisites:** CACS 347 Intermediate Java Programming or experience with the Abstract Windowing Toolkit (AWT) and new Java 1.1 features.

Greg Holling, B.S.

Section 500: Saturday, April 8, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.



## PROGRAMMING- CONTINUED

### 2D and 3D Graphics with Java CACCS 449

We'll use the Java programming language to explore 2D and 3D graphics concepts, and to draw some cool pictures. We'll create simple and complex graphics, using both applets and applications, and discuss optimizing your graphics for use on the Internet. We'll also discuss strengths and weaknesses of the Java graphics model. **Prerequisite:** CACS 348 GUI Programming in Java or equivalent.

Greg Holling, B.S.

Section 500: Saturday, April 22, 9 a.m.-4 p.m.  
1 session. University Computing Center 123.  
\$150.

### GUI Programming in Java CACCS 348

This course covers GUI programming for stand-alone applications and applets on web pages, using Swing and the Java Foundation Classes. Fundamental topics include: the AWT, components, events, graphics, images, layout management. Swing topics include: model-view-controller, standard dialogs, menus, toolbars, splitter panes, tabbed panes, simple & advanced text components, trees and tables. This is an intermediate level Java course that requires a solid working knowledge of interfaces. **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming using Java or equivalent.

Geoff Thompson, M.S.

Section 500: Tuesdays, March 7-May 2 (skip March 28), 6-9 p.m. 8 sessions. Economics 117.  
\$410.

### Java Servlets CACCS 248

Servlets are a Java-based tool for communicating with web browsers. They are faster and more secure than CGI, and more portable and stable than many of the competing technologies. In this one-day course we will cover the following: What is a servlet? HTTP/HTML and their relationship to servlets; the servlet life cycle; multimedia content; session tracking and logging; Security; database connectivity and JDBC; communicating with applets; complementary technologies such as RMI, EJB, Java Server Pages (JSP); and competing technologies such as COM/DCOM/ActiveX, Active Server Pages (ASP). **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent. Some experience with HTML and/or JavaScript will also be helpful, but is not required.

Greg Holling, B.S.

Section 500: Saturday, March 11, 9 a.m.-4 p.m.  
1 session. Economics 117. \$150.

### XML (Extensible Mark-up Language) CACCS 330

Extensible Mark-up Language (XML) is a W3C standard for encoding and self-describing data. It is designed to ease the interchange of diverse types of data across a variety of platforms and applications, including the WWW. This course presents a detailed introduction to XML and its related alphabet soup: DTD (for specifying document types), XSL (for stylesheets), Xlink (for links) and Xpointer (for pointers), DOM (for object tree construction) and SAX (for event-based parsing). The presentation will be technical, suitable for application programmers. **Prerequisites:** knowledge of programming, preferably in Java, for example, CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent. Detailed knowledge of SGML and HTML are not required.

Tom Cargill, Ph.D.

Section 500: Wednesdays, January 19-February 9, 6-9 p.m. 4 sessions. Humanities 125. \$375.

## THE PC SYSTEM

### Windows 95 Level I CAPC 203

If you are entirely new to the Windows environment, this class will help you explore the many features of this friendly user interface. Learn how to locate, access and organize files, associate files with programs, and open, close and switch between applications. Other features examined include multitasking, properties, plug and play and multimedia. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Issy Kilbride

Section 501: Tuesday and Thursday, January 18 and 20, 6-9 p.m. 2 sessions.

Section 502: Saturday, February 12, 9 a.m.-4 p.m. 1 session.

Beth Sigren, B.S.

Section 503: Saturday, March 18, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124.  
\$135.



Suzanne Bradley works in photographic imaging for Amaranth Photo Lab, and she is an artist – “oil and mixed media stuff.” She’s taking Computer Literacy because she’s interested in doing some graphic design. She says, “There are some holes in my (computer) literacy I need to fill before I do anything complicated.” Computer skills, she feels, “will add another medium to my repertoire.”

### Windows 95 Level II CAPC 303

This course builds on the skills learned in Windows 95 Level I. Topics include customizing Windows 95; downloading, installing, and uninstalling software; and using system tools (Microsoft Backup, ScanDisk, and Disk Defragmenter). Also learn about the Windows Registry. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub. Wendy Rochman, M.Ed.

Section 501: Tuesday and Thursday, February 15 and 17, 6-9 p.m. 2 sessions.

Pat Melton, B.A.

Section 502: Saturday, April 1, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$135.

### Windows 98 Level I CAPC 205

If you are entirely new to Windows or have upgraded from Windows 95 to Windows 98, this class will compare enhancements that make Windows 98 a stronger operating environment. Learn how to locate, access and organize files, associate files with programs and open, close and switch between applications. Other features examined include multitasking, properties, and what's new in 98. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Dale Heuer, MBA

Section 501: Monday and Wednesday, January 24 and 26.

Section 502: Thursdays, February 24 and March 2.

All Sections: 6-9 p.m. 2 sessions. University Computing Center 124. \$135.

## OFFICE PACKAGES

### Microsoft Outlook CAPC 217

Microsoft Outlook is a desktop information management program that helps you organize and share information on the desktop and communicate with others. Learn how to manage personal and business information such as email messages, appointments, contacts, tasks and files. Learn how to connect to the mail server and customize folders. Practice sending and receiving email, attaching and detaching files, and creating links to information on the World Wide Web. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Dale Heuer, MBA

Section 500: Wednesdays, March 8 and 15, 6-9 p.m. 2 sessions. University Computing Center 124. \$135.

## WORD PROCESSING

(WordPerfect training is available on request.)

### Word 97 (8.0) Level I CAPC 213

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Instructor TBA

Section 501: Wednesdays, February 16-23 and March 1, 6-9 p.m. 3 sessions.

Chris Mattson, B.S.

Section 502: Tuesday and Thursday, March 7 and 9, 9 a.m.-2:30 p.m. 2 sessions.

Section 503: Tuesday and Thursday, April 4 and 6, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 126. \$170.

### Word 97 (8.0) Level II CAPC 313

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 500: Friday, April 14, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

## SPREADSHEETS

### Excel 97 (8.0) Level I CAPC 234

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 501: Tuesday and Thursday, January 25 and 27, 6-9 p.m. 2 sessions.

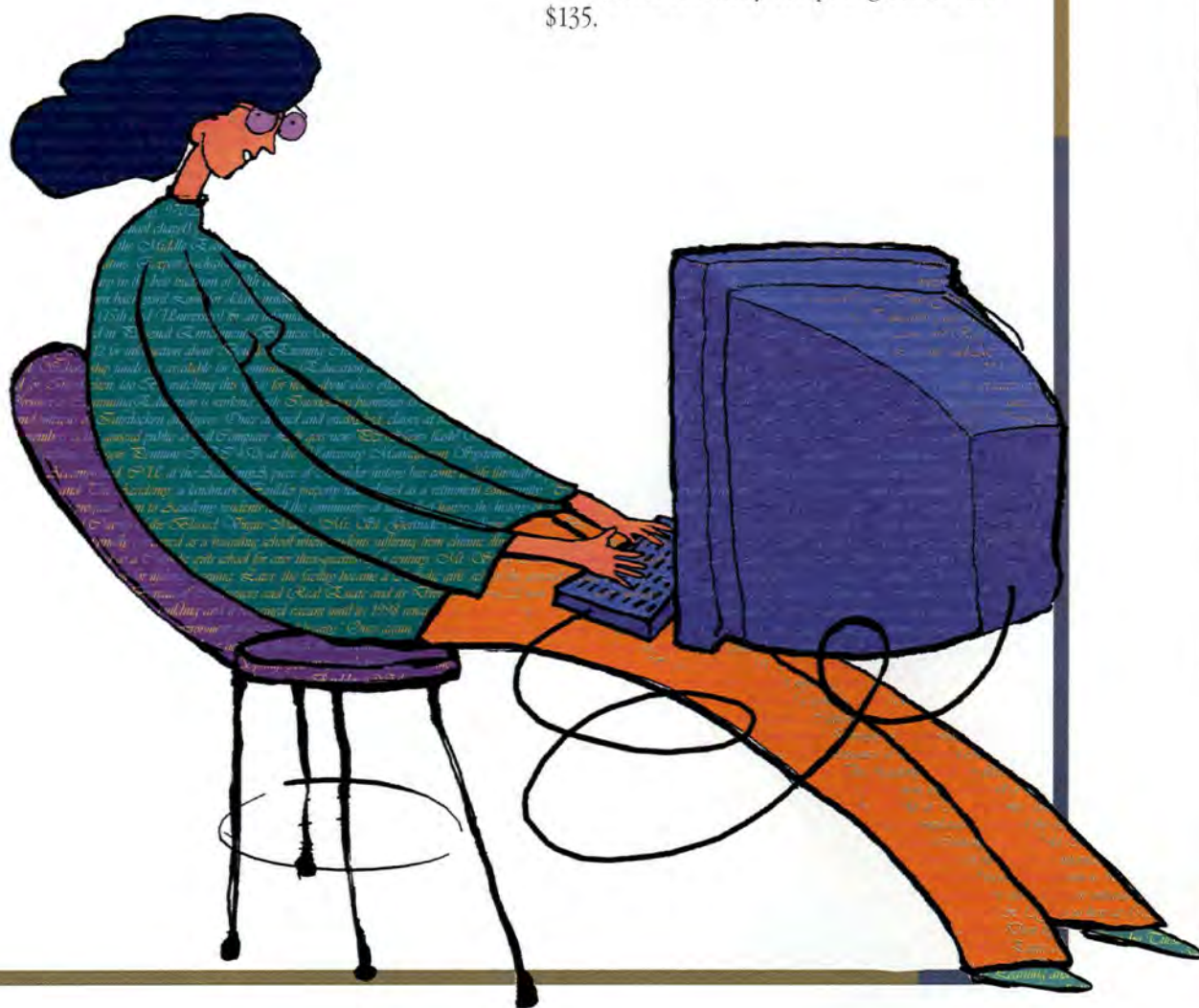
Wendy Rochman

Section 502: Tuesdays, February 22 and 29, 6-9 p.m. 2 sessions.

Pat Melton, B.A.

Section 503: Wednesday, March 1, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$135.



## SPREADSHEETS- CONTINUED

### Excel 97 (8.0) Level II CAPC 334

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about integrated features such as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Beth Sigren, B.S.

Section 501: Thursday, March 2, 9 a.m.-4 p.m. 1 session.

Chris Mattson, B.S.

Section 502: Wednesday, March 22, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$135.

### Excel 97 (8.0) Level III CAPC 434

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 500: Wednesday, April 5, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$135.

### Excel 97 (8.0) Special Topics CAPC 436

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Jeff Forrest, M.A.

Section 500: Wednesday and Friday, April 5 and 7, 6-9 p.m. 2 sessions. University Computing Center 126. \$135.

### Visual Basic Programming Using Excel CAPC 437

Visual Basic is the powerful macro programming language used to build customized worksheets. Gain a basic understanding by learning about object properties and methods, understanding scope, scope levels, how to interpret Visual Basic syntax, proper naming procedures, arguments, variables, and datatypes. Learn how to record and run macros, edit macrocode, and write basic procedures. **Prerequisite:** CAPC 436 Excel 97 (8.0) Special Topics or equivalent.

Jeff Forrest, M.A.

Section 500: Tuesday and Thursday, April 11 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$195.

## PRESENTATIONS

### PowerPoint 97 (8.0) CAPC 221

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Pat Melton, B.A.

Section 501: Thursdays, February 17 and 24, 9 a.m.-2:30 p.m. 2 sessions.

Dale Heuer, MBA

Section 502: Tuesdays, April 11-25, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$170.

## PROJECT MANAGEMENT

### Project 98 for Windows 95 CAPC 343

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

Ulla Merz

Section 500: Tuesday and Thursday, March 7 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$190.

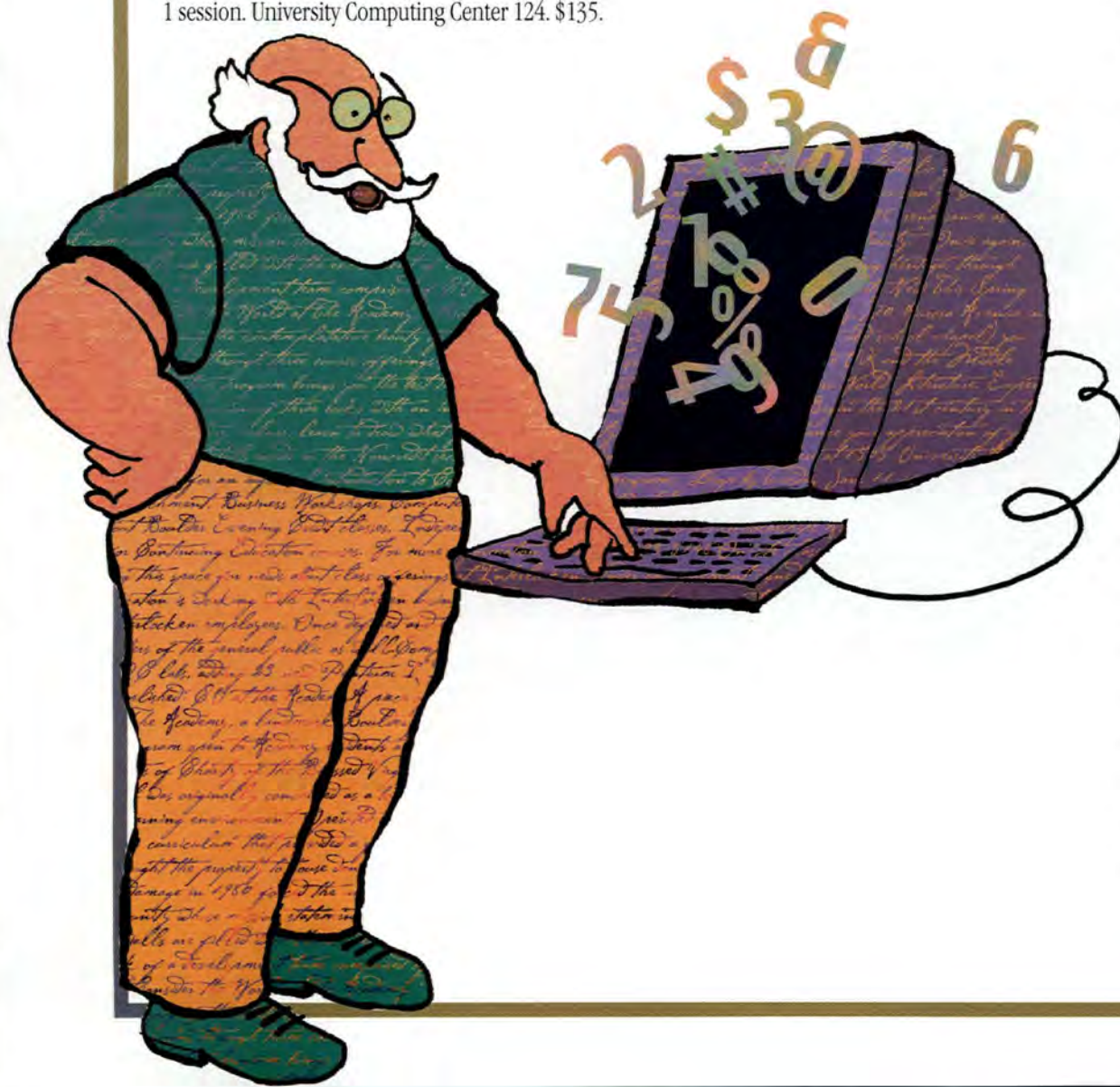
## DATABASES

### FileMaker Pro for Windows 95 (4.1) Level I CAPC 251

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Learn how to layout graphic screens. Auto entry configuration and report options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Lou Kingman, B.A.

Section 500: Wednesday, March 1, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.



**Access 97 (8.0) Level I  
CAPC 255**

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. Explore the integrated features including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 501: Thursdays, February 3-24, 6-9 p.m. 4 sessions.

Issy Kilbride

Section 502: Saturdays, March 4 and 11, 9 a.m.-4 p.m. 2 sessions

Chris Mattson, B.S.

Section 503: Mondays, April 3 and 10, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 126. \$200.

**Access 97 (8.0) Level II  
CAPC 355**

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

**Prerequisite:** CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 501: Monday, March 20, 9 a.m.-4 p.m. 1 session.

Section 502: Friday, April 7, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 126. \$150.

**Database Design Concepts  
CAPC 357**

Learn insights into the processes of planning a database. The class introduces the concepts of "Normalization" and the five normal forms. Emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 255 Access 97 (8.0) Level I or equivalent and a good working knowledge of the Windows 95 interface. A basic understanding of Excel for Windows is recommended.

Chris Mattson, B.S.

Section 500: Monday and Wednesday, March 13 and 15, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**Relational Database Concepts and SQL  
Programming  
CAPC 358**

This course provides an introduction to relational databases and the Structured Query Language (SQL). These topics will be explored using a simulated college registration database, taking the role of data analysts being asked policy and day-to-day operational questions by college administrators. Answers will be provided to these requests for information and, in the process, learn how to construct, test, debug, simplify and tune SQL programs. To understand why SQL functions the way it does, the course will examine the design and development of relational databases. **Prerequisite:** CAPC 255 Access 97 Level I or previous experience with databases.

Gary Lewis, Ed.D.

Section 500: Wednesdays, March 8-April 19 (skip March 29), 6-9 p.m. 6 sessions. University Management Systems 001. \$250.



see page 70

**DESKTOP PUBLISHING****PageMaker for Windows 95 (6.5) Level I  
CAPC 271**

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

**Prerequisites:** CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended.

Bruce Frehner, M.A.

Section 500: Saturdays, February 19 and 26, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$225.

**QuarkXPress for Windows 95 (4.0)  
Level I  
CAPC 273**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Becky Woulfe, B.F.A.

Section 500: Tuesday and Thursday, March 21 and 23, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$225.

Right now, Suzanne Metzler is "home with the kids." But in a couple of years she's planning to go back to work and she would like to make a shift from electrical engineering to programming — maybe part-time. So the Computer Literacy class is a good opportunity to get an overview before taking some other more specialized classes.



## COMPUTER GRAPHICS

### Windows Computer Art Level I CAPC 280

This course is an overview of the various Windows based graphic programs. This course will cover drawing programs in Windows and Microsoft Works. It will include an overview of illustration applications such as Adobe Illustrator and CorelDRAW! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesday and Wednesday, February 8 and 9, 6-9 p.m. 2 sessions. University Computing Center 126. \$145.

### CorelDRAW! for Windows 95 (8.0) Level I CAPC 281

This course gives you the ability to do complex drawings such as blends, fitting text to a curve, and other special effects. Learn how to make buttons, icons, and drawings for Web applications. Learn how to import and export file types with CorelDRAW! Expand your ability to use graphics to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Mondays and Wednesdays, February 21-March 1, 6-9 p.m. 4 sessions. University Management Systems 001. \$190.

### Photoshop for Windows 95 (5.0) Level I CAPC 282

Learn to use the premier photographic editing application. Learn basic scanning techniques and how best to capture your photos. The basic skills of photo editing are taught in this course. Special attention will be given to Web Site requirements. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Wednesday and Friday, February 16 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$200.

### Photoshop for Windows 95 (5.0) Level II CAPC 382

Learn advanced photo editing techniques. Sharpen your skills on scanning and image editing. Edit your photos and drawings to achieve professional quality work. Learn prepress and production techniques. Learn requirements for Web Site applications. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (5.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Wednesdays, March 8 and 15, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$200.

### Illustrator for Windows 95 (7.0) Level I CAPC 283

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, or uploaded for Web applications. Learn how to take photos from Adobe Photoshop and integrate them into illustrations using Adobe Illustrator. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesday and Friday, February 22 and 25, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

## MULTIMEDIA

See courses on page 58 under same section heading. These applications are consistent on both PC and Macintosh platforms.

## COMPUTER AIDED DESIGN

### AutoCAD 2000 Concepts CAPC 161

This stand-alone course will give you a quick basic look at AutoCAD 2000. It is intended for anyone interested in design or drafting. Topics will include software and hardware purchase considerations and the concepts of AutoCAD drafting and design. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Michael George, BEnvd, BArch

Section 500: Wednesday and Friday, January 19 and 21, 6-9 p.m. 2 sessions. University Computing Center 124. \$145.

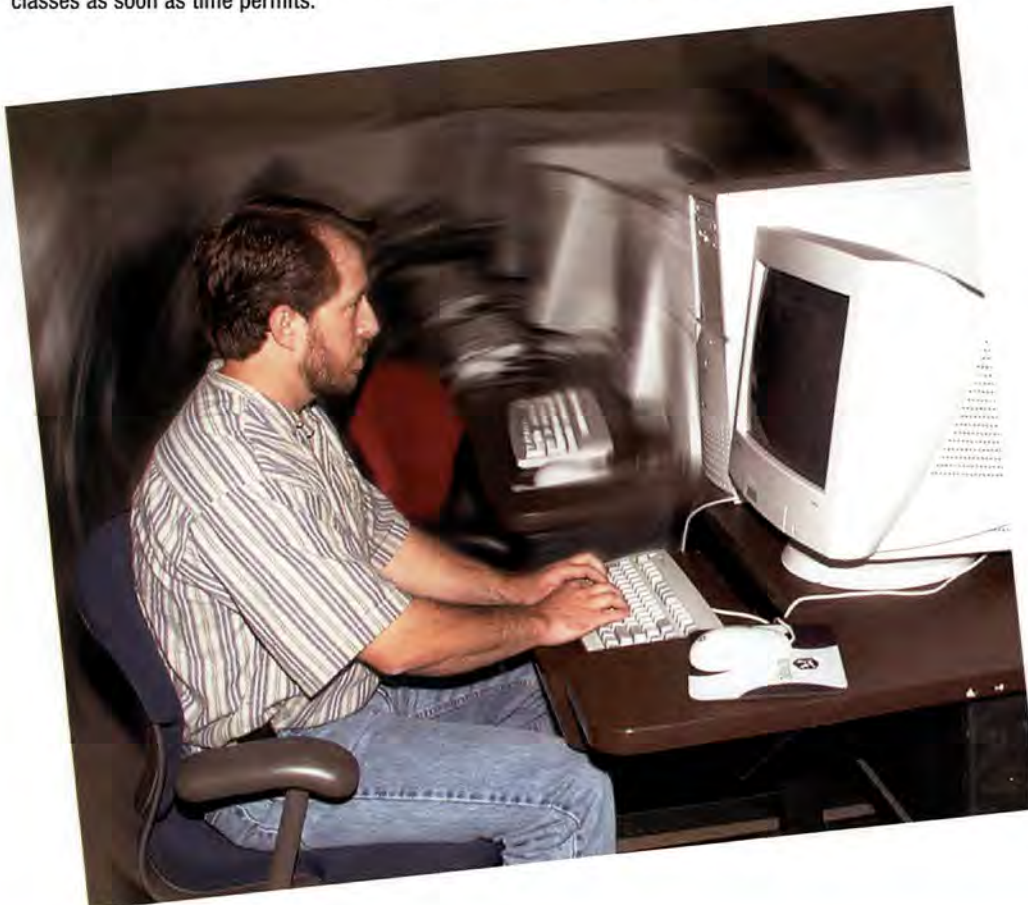
### Upgrade your Skills to AutoCAD 2000! CAPC 260

Learn to use the extensive list of new features in AutoCAD 2000. Plotting and converting existing drawings to AutoCAD 2000 will be covered, as well as the Design Center and new Internet capabilities. **Prerequisites:** Experience with AutoCAD 13 or 14 for Windows or equivalent. **Required text:** *AutoCAD 2000, No Experience Required*, David Frey.

David Kingsley

Section 500: Tuesdays and Thursdays, February 1-10, 6-9 p.m. 4 sessions. University Computing Center 124. \$325.

Mike Esposito is a CU computer operator – he dropped into the Computer Literacy class for fun, to see how classes are structured. He's very excited about the Internet and plans to take some Internet classes as soon as time permits.



WAYS TO  
5  
REGISTER

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**AutoCAD 2000 Level I  
CAPC 261**

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings including units, limits, scaling, layers, basic drawing construction and editing techniques and the production of hardcopy. You will also learn how to use template drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Some understanding of drafting concepts/techniques is helpful. **Required text:** *AutoCAD 2000, No Experience Required*, David Frey.

David Kingsley

Section 500: Wednesdays and Fridays, February 16-March 3, 6-9 p.m. 6 sessions. University Computing Center 124. \$450.

**Mechanical Design Techniques for AutoCAD 2000  
CAPC 262**

This class will cover AutoCAD practices commonly used in 2D mechanical design and drafting. This will include techniques for dimensioning, tolerancing, document layout, view and plot scaling and managing internal and external CAD resources. This course will not focus on the Mechanical Desktop or AutoCAD Mechanical products. **Prerequisite:** CAPC 260 AutoCAD 2000 Update or CAPC 361 AutoCAD Level II or equivalent.

David Kingsley

Section 500: Monday, Tuesday and Thursday, March 13-16, 6-9 p.m. 3 sessions. University Computing Center 124. \$325.

**Architectural Design Techniques for AutoCAD 2000  
CAPC 263**

This class will cover AutoCAD practices commonly used in 2D architectural design and drafting. This will include techniques for dimensioning, document layout, view and plot scaling, managing internal and external CAD resources. This course will not focus on the Architectural Desktop product. **Prerequisite:** AutoCAD 2000 Update or CAPC 361 AutoCAD 2000 Level II or equivalent. **Required text:** *AutoCAD 2000, No Experience Required*, David Frey.

Michael George, BEnvd, BArch

Section 500: Saturdays, April 8 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$325.

**AutoCAD 2000 Level II  
CAPC 361**

This class will focus on common practices used in today's AutoCAD office environment. This includes external referencing, blocks, attributes, drawing templates, symbol libraries, dimension styles, and project collaboration via the Internet. **Prerequisites:** CAPC 260 Upgrade your Skills to AutoCAD 2000 or CAPC 261 AutoCAD 2000 Level I or six months AutoCAD drafting experience. **Required text:** *AutoCAD 2000, No Experience Required*, David Frey.

Michael George, BEnvd BArch

Section 500: Mondays and Wednesdays, March 20-April 12 (skip March 27 and 29), 6-9 p.m. 6 sessions. University Computing Center 124. \$350.

**AutoCAD 2000 3D Modeling  
CAPC 362**

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 2000. It will provide general skills common to all disciplines. The student will create 3D models and generate drawing documents from the models. The course will provide a foundation for future study of Autodesk 3D products. **Prerequisite:** CAPC 361 AutoCAD 2000 Level II or equivalent. **Required text:** *AutoCAD 2000, No Experience Required*, David Frey.

David Kingsley

Section 500: Mondays and Wednesdays, April 17-26, 6-9 p.m. 4 sessions. University Computing Center 124. \$325.

**THE MACINTOSH SYSTEM**

**Introduction to the Macintosh  
CAMC 100**

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. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Wendy Rochman, M.Ed.

Section 501: Monday and Wednesday, January 31 and February 2, 6-9 p.m. 2 sessions.

Rick Hoyt, B.S.

Section 502: Saturday, February 19, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$135.



## THE INTERNET

See CACS 334 Design Techniques for Web Sites using the Macintosh lab, page 44.

## WORD PROCESSING

### Word for Macintosh (Office 98) Level I CAMC 211

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 including editing, text/graphic interfaces, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Issy Kilbride

Section 500: Tuesday and Thursday, February 22 and 24, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$170.

### Word for Macintosh (Office 98) Level II CAMC 311

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics; and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Issy Kilbride

Section 500: Saturday, February 26, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.

Pat Druse is taking Computer Literacy "because my company is paying for me to better my skills – so how can you turn that down?" And she loves the class. "It goes at a real comfortable speed and Beth (Sigen) has a very relaxed and comfortable teaching style – it gives you the opportunity to relax and be open to learn."



### Word for Macintosh (Office 98) Level III CAMC 411

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 documents. **Prerequisite:** CAMC 311 Word for Macintosh (Office 98) Level II or equivalent.

Issy Kilbride

Section 500: Wednesday, March 1, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.

## PRESENTATIONS

### PowerPoint for Macintosh (Office 98) CAMC 221

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Chris Mattson, B.S.

Section 500: Monday, Wednesday and Friday, March 6-10, 6-9 p.m. 3 sessions. University Computing Center 127. \$170.

## DESKTOP PUBLISHING

PageMaker for Macintosh (6.5) Level I, See CAPC 271. PageMaker for Windows (6.5) Level I using the PC lab, page 53.

### QuarkXPress for Macintosh (4.0) Level I CAMC 273

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent. **Recommended text:** *The Official Adobe Print Publishing Guide*, Cottrell, Adobe Press.

Becky Woulfe, B.F.A.

Section 501: Monday and Wednesday, March 6 and 8, 9 a.m.-5 p.m. 2 sessions.

Tim Meehan

Section 502: Mondays and Wednesdays, April 3-17, 6-9 p.m. 5 sessions.

All Sections: University Computing Center 127. \$225.

### QuarkXPress for Macintosh (4.0) Level II CAMC 373

Focus will be on professional use of this software 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 will be discussed. **Prerequisite:** CAMC 273

QuarkXPress for Macintosh (4.0) Level I or equivalent. **Recommended text:** *Designing Business*, Mok.

Tim Meehan

Section 500: Saturdays, April 15 and 22, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$225.

### QuarkXPress for Macintosh (4.0) Level III CAMC 473

Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom designs and production tricks. **Prerequisite:** CAMC 373

QuarkXPress for Macintosh (4.0) Level II or equivalent. **Recommended text:** *Designing Business*, Mok.

Tim Meehan

Section 500: Saturday, April 29, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$145.

## COMPUTER GRAPHICS

### Macintosh Computer Art Level I CAMC 280

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 aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Barry Ratliff, M.F.A.

Section 500: Tuesdays, February 22 and 29, 6-9 p.m. 2 sessions. University Computing Center 127. \$145.

### Macintosh Computer Art Level II CAMC 380

Using your basic Macintosh art skills, we will focus on creativity and experimentation as we create your personal or corporate logo. A flatbed scanner and laser printer will be tools that transform your ideas and materials into a final product. Service bureau output (linotronic and color) are discussed. The emphasis of this class is on individual pacing and problem solving. Bring plenty of photos, drawings, and ideas.

**Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent.

Barry Ratliff, M.F.A.

Section 500: Tuesday and Thursday, March 7 and 9, 6-9 p.m. 2 sessions. University Computing Center 127. \$145.

### Photoshop for Macintosh (5.0) Level I CAMC 282

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.

**Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Photoshop 5.0 Classroom in a Book*.

Tim Meehan

Section 501: Saturdays, March 4 and 11, 9 a.m.-4 p.m.

Becky Woulfe, B.F.A.

Section 502: Tuesday and Thursday, March 7 and 9, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 127. \$200.

### Photoshop for Macintosh (5.0) Level II CAMC 382

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 Photoshop for Macintosh (5.0) Level I or equivalent.

**Recommended text:** *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore.

Becky Woulfe, B.F.A.

Section 500: Tuesday and Thursday, March 14 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

### Photoshop for Macintosh (5.0) Level III CAMC 482

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be reviewed in class and each class member's approach to the problem will be shared-all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh (5.0) Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though! **Recommended text:** *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore.

Tim Meehan

Section 500: Monday and Wednesday, March 20 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

### Illustrator for Macintosh (7.0) Level I CAMC 283

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. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press.

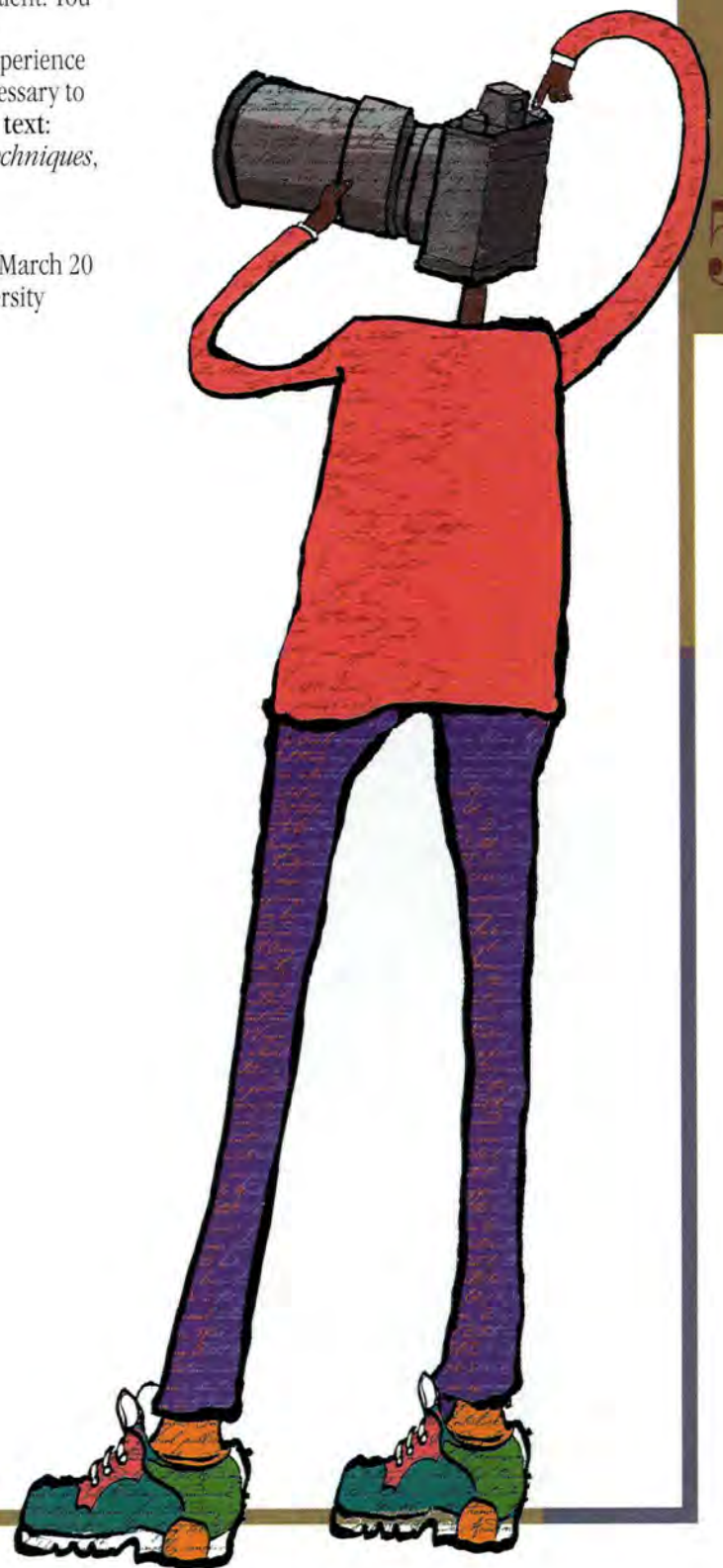
Rick Hoyt, B.S.

Section 501: Mondays and Wednesdays, March 13-22, 6-9 p.m. 4 sessions.

Tim Meehan

Section 502: Tuesday and Thursday, March 21 and 23, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$200.



## COMPUTER GRAPHICS- CONTINUED

### Illustrator for Macintosh (7.0) Level II CAMC 383

Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283 *Illustrator for Macintosh (7.0) Level I* or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press.

Rick Hoyt, B.S.

Section 500: Tuesday and Thursday, April 11 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

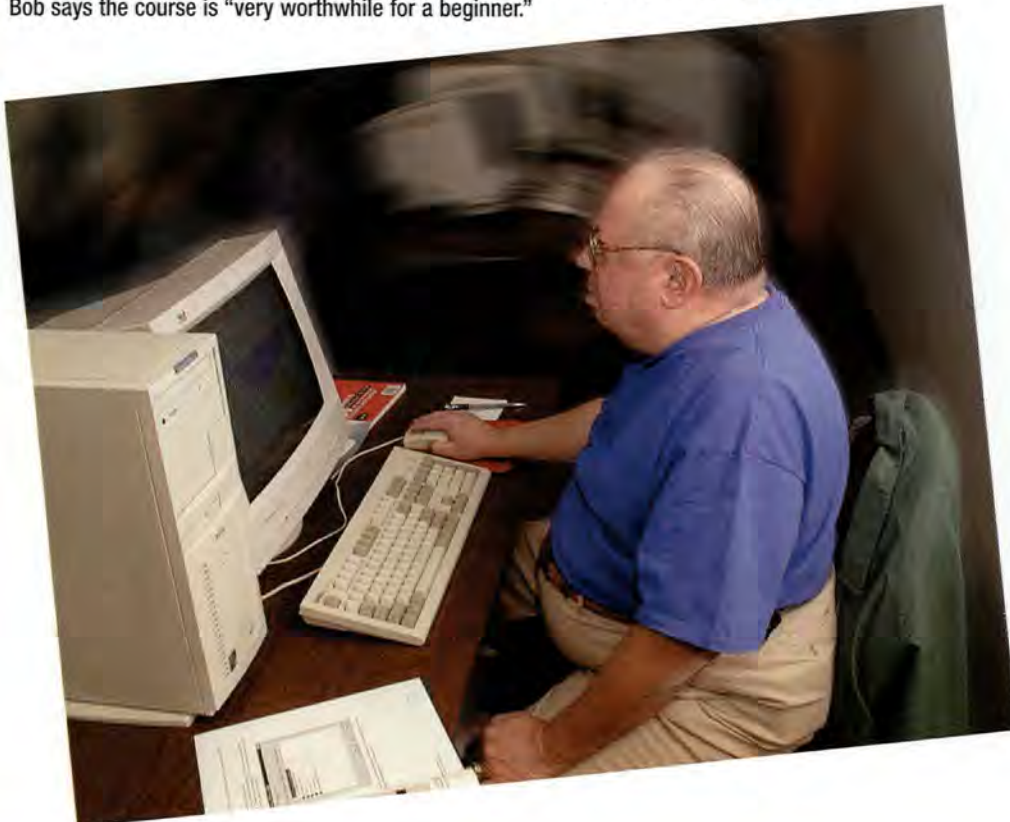
### Illustrator for Macintosh (7.0) Level III CAMC 483

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 *Illustrator for Macintosh (7.0) Level II* or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press.

Tim Meehan

Section 500: Friday, April 21, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$150.

Bob Etkorn took Computer Literacy out of a general interest triggered by the growing need for computer knowledge for word processing and email—something he just hasn't had until now. Bob says the course is "very worthwhile for a beginner."



## MULTIMEDIA

### Multimedia Solutions CAMC 293

This class introduces the types of equipment and technical considerations used in multimedia productions. It will focus on current types of equipment such as scanners, printers, digital cameras, and computers. The latest add-on boards to enhance productions and other peripheral devices are also covered. There will be hands-on experience with graphic animation authoring software. **Prerequisite:** CAMC 280 *Basic Macintosh Computer Art* or equivalent.

William Busch

Section 500: Tuesdays, Thursday and Friday, March 14-21, 6-9 p.m. 4 sessions. University Computing Center 127. \$200.

### Multimedia Authoring CAMC 294

Explore the interactive process of program design, authoring, and delivery techniques. It will introduce CD-ROM technology techniques that can be accomplished using the software packaged in Macromedia Director Studio 6. The programs introduced are Extreme 3D, ResEdit, Sound Studio, and Deck 2, all of which are bundled with Macromedia Studio. **Prerequisite:** CAMC 291 *Macromedia Director (6) Level I* or equivalent.

William Busch

Section 500: Tuesday and Thursday, April 18 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

### Premiere (5.0) CAMC 295

Step into digital editing. Create dynamic video or film, incorporating video, audio, stills, titles and graphics. Include special effects using filters, transitions, transparency, and motion. Class will cover file management, NTSC and cross platform and web output issues.

**Prerequisite:** CAMC 211 *Word for Macintosh (Office 98) Level I* or equivalent.

**Recommended text:** *Adobe Premiere 5.0 Classroom in a Book*, Adobe Press.

Mary McGivern, B.A.

Section 500: Monday and Wednesday, April 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$205.

### Macromedia Director (6) Level I CAMC 291

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 *Basic Macintosh Computer Art* or equivalent.

J. Burke Taft, M.Ed.

Section 500: Saturdays, April 1 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$225.

### Macromedia Director (6) Level II CAMC 391

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students.

**Prerequisite:** CAMC 291 *Macromedia Director (6) Level I* or equivalent.

J. Burke Taft, M.Ed.

Section 500: Tuesdays and Thursdays, April 11-20, 6-9 p.m. 4 sessions. University Computing Center 127. \$225.

### QuarkImmedia CAMC 292

Design high-end interactive multimedia on your desktop without becoming a programmer. Whether you are adapting existing print content for the screen or developing original multimedia titles from scratch, you will incorporate interactivity and dynamic media, including sound, video, and animation. Convert your existing QuarkXPress documents into QuarkImmedia interactive projects with a single mouse click.

**Prerequisite:** CAMC 273 *QuarkXPress Level I for Macintosh* or equivalent. **Recommended text:** *Interactivity By Design*, Satran and Kristof.

Tim Meehan

Section 500: Tuesday and Thursday, April 4 and 6, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$225.

# INDEPENDENT LEARNING—IT'S UP TO YOU.

Independent Learning courses put you in control, with choices to make about when you learn and how you learn. Many of our courses are correspondence courses, with a printed study guide and student-instructor communication by US Postal Service (and increasingly, by e-mail). Some of our courses also have an online version, and growing numbers of our courses are delivered only on the World Wide Web, with all communication with the instructor and fellow students conducted on the Internet.

Most of the courses are self-paced and allow registration at any time, so that you can decide when to learn. You also decide where you want to learn, in Colorado, around the nation or even in Antarctica! A few of the courses are term-based, following an academic calendar so that we can provide even richer interaction among students. But you still learn wherever you are and at whatever time of the day suits you.

So, it's up to you to challenge yourself and to decide how you want to take a course. Complete course descriptions are available from Independent Learning Programs or on the World Wide Web—[www.colorado.edu/cewww](http://www.colorado.edu/cewww).

## ANTHROPOLOGY

- ANTH 1030-3 Principles of Anthropology 1
- ANTH 1040-3 Principles of Anthropology 2
- ANTH 2010-3 Introduction to Physical Anthropology 1
- ANTH 2020-3 Introduction to Physical Anthropology 2
- ANTH 2070-3 Bones, Bodies and Disease—www
- ANTH 2200-3 Introduction to Archaeology

## ASTRONOMY

- ASTR 1110-3 General Astronomy: The Solar System—www

## COMMUNICATION

- COMM 2400-3 Communication and Society—also www
- COMM 4600-3 Senior Seminar: Organizational Communication—www

## COMPUTER APPLICATIONS

- CACS 241 Introduction to Hands-on C++—www
- CACS 243 Introduction to C Programming—www

## COMPUTER SCIENCE

- CSCI 2830-1 Special Topics: Social, Ethical, and Professional Issues in Computer Science—also www

## ECONOMICS

- ECON 2010-4 Principles of Microeconomics—also www
- ECON 2020-4 Principles of Macroeconomics—also www
- ECON 3403-3 International Economics and Policy—www
- ECON 4111-3 Money and Banking Systems—www

## EDUCATION

- EDUC 4161-3 Children's Literature
- EDUC 4322-3 Literature for Middle School and Secondary School Teachers

## ENGLISH

- ENGL 1191-3 Introduction to Creative Writing
- ENGL 1200-3 Introduction to Fiction
- ENGL 1260-3 Introduction to Women's Literature
- ENGL 1600-3 Masterpieces of American Literature
- ENGL 2021-3 Introductory Poetry Workshop
- ENGL 3000-3 Shakespeare for Non-Majors
- ENGL 3051-3 Intermediate Fiction Workshop
- ENGL 3060-3 Modern and Contemporary Literature
- ENGL 3081-3 Intermediate Nonfiction Workshop: Travel Journal Writing
- ENGL 3553-3 Chaucer: The Canterbury Tales
- ENGL 3563-3 Shakespeare 1
- ENGL 3573-3 Shakespeare 2
- ENGL 3655-3 Survey of American Literature 1—also www
- ENGL 3665-3 Survey of American Literature 2—also www
- ENGL 4100-3 The English Language

## FINE ARTS

- FINE 1012-3 Basic Drawing
- FINE 3636-3 Art for the Elementary Teacher

"www"—these courses are available only on the world wide web

"also www"—these courses are available either by print correspondence instruction or the world wide web

**GEOGRAPHY**

GEOG 1001-4 Environmental Systems 1: Climate and Vegetation  
 GEOG 1011-4 Environmental Systems 2: Landscapes and Water  
 GEOG 1992-3 Human Geographies—www  
 GEOG 6170-3 Geography Teaching Materials—www

**GEOLOGY**

GEOL 1010-3 Introduction to Geology 1  
 GEOL 1020-3 Introduction to Geology 2

**HISTORY**

HIST 1010-3 Western Civilization 1 - Antiquity to the 16th Century  
 HIST 1015-3 History of the United States to 1865  
 HIST 1020-3 Western Civilization 2 - 16th Century to the Present  
 HIST 1025-3 History of the United States since 1865  
 HIST 2117-3 History of Colorado—also www  
 HIST 4217-3 The American West in the Nineteenth Century  
 HIST 4227-3 The American West in the Twentieth Century  
 HIST 4733-3 The Russian Revolution and the Soviet Regime—www

**JOURNALISM**

JOUR 3771-3 Mass Communication History—www

**KINESIOLOGY**

KINE 3420-3 Nutrition, Health, and Performance

**MATHEMATICS**

MATH 1011-3 Fundamentals and Techniques of College Algebra  
 MATH 1021-2 Numerical and Analytical College Trigonometry  
 MATH 1071-3 Finite Mathematics for Social Science and Business  
 MATH 1081-3 Calculus for Social Science and Business  
 MATH 1300-5 Analytic Geometry and Calculus 1  
 MATH 2300-5 Analytic Geometry and Calculus 2

**MUSIC**

EMUS 1081-3 Basic Music Theory

**PHILOSOPHY**

PHIL 1000-3 Introduction to Philosophy  
 PHIL 1100-3 Ethics  
 PHIL 1600-3 Philosophy and Religion  
 PHIL 4040-3 Twentieth-Century Philosophy

**POLITICAL SCIENCE**

PSCI 1101-3 The American Political System  
 PSCI 2223-3 Introduction to International Relations

**PSYCHOLOGY**

PSYC 1001-3 General Psychology  
 PSYC 2012-3 Biological Psychology 1—also www  
 PSYC 2022-3 Biological Psychology 2  
 PSYC 2303-3 Psychology of Adjustment  
 PSYC 2606-3 Social Psychology  
 PSYC 3101-4 Statistics and Research Methods in Psychology—also www  
 PSYC 4303-3 Abnormal Psychology  
 PSYC 4456-3 Psychology of Personality  
 PSYC 4511-3 History of Psychology  
 PSYC 4684-3 Developmental Psychology

**REAL ESTATE**

NCRE 007 Real Estate Law and Practice  
 NCRE 020 Colorado Real Estate Contracts and License Law

**SOCIOLOGY**

SOCY 1001-3 Analyzing Society  
 SOCY 1004-3 Deviance in U.S. Society  
 SOCY 1005-3 Social Conflict and Social Values  
 SOCY 1016-3 Sex, Gender and Society 1  
 SOCY 4014-3 Criminology—also www  
 SOCY 4025-3 Conflict Management in Social Systems—www  
 SOCY 4086-3 Family and Society—also www

**SPEECH, LANGUAGE AND HEARING SCIENCES**

SLHS 4035/5035 The Linguistic Structure of American Sign Language—www  
 SLHS 5045-3 Discourse Analysis of ASL—www  
 SLHS 5055-3 Assessing 1st and 2nd Language Skills—www

**UNIVERSITY WRITING PROGRAM**

UWRP 3020-3 Topics in Writing—www  
 UWRP 3040-3 Writing on Business and Society—www

**WRITING FOR INTERNATIONAL STUDENTS**

NIEC 316 Computerized Research Writing for International Students—www

“www”—these courses are available only on the world wide web

“also www”—these courses are available either by print correspondence instruction or the world wide web

**APPLIED MUSIC**

During fall and spring semesters the College of Music and Independent Learning offer private instruction for voice and most popular instruments. Group classes are offered for beginning guitar and piano. Private lessons are by arrangement. Students must furnish instruments, except piano. 9 hours of instruction. 2 semester hours credit. Tuition: \$240.

Interested students should contact the Applied Music advisor-303-492-5737.

# HIGH SCHOOL INDEPENDENT LEARNING

In cooperation with your high school, we offer high school correspondence courses. You can take these courses with the approval of your school. Your high school grants credit when you complete. And it's up to you to decide when and where to learn. Self-paced courses put you in control. Additional information and course descriptions are available from Independent Learning Programs or on the World Wide Web-[www.Colorado.EDU/cewww](http://www.Colorado.EDU/cewww).

All courses are for 1 semester (half-unit) of high school credit. Registration for credit requires the approval and cooperation of the student's high school. Tuition is \$70 per course. Syllabus and text are extra.

High school students may also register for CU-Boulder university courses as concurrent students, earning credit at the university and at their high school.

## BUSINESS EDUCATION

HBUS 1755 Office Systems  
HBUS 1901 Consumer Education and Economics  
HBUS 2355 Beginning Accounting I  
HBUS 2455 Beginning Accounting II  
HBUS 2756 Business English and Communication

## ENGLISH

HENG 0155 Basic Grammar  
HENG 0255 Intermediate Grammar  
HENG 1701 The Short Story  
HENG 2102 The American Short Story  
HENG 2302 Basic Expository Writing  
HENG 3155 Ninth Grade English 1  
HENG 3255 Ninth Grade English 2  
HENG 3555 Tenth Grade English 1  
HENG 3655 Tenth Grade English 2  
HENG 3955 Eleventh Grade English 1  
HENG 4055 Eleventh Grade English 2  
HENG 4355 Twelfth Grade English 1  
HENG 4455 Twelfth Grade English 2

## HOME ECONOMICS

HFCS 1155 Personal Adjustment and Family Living

## MATHEMATICS

HMTH 0155 Basic Mathematics 1  
HMTH 0255 Basic Mathematics 2  
HMTH 0555 General Mathematics 1  
HMTH 0655 General Mathematics 2  
HMTH 0956 Business and Consumer Mathematics 1  
HMTH 1056 Business and Consumer Mathematics 2  
HMTH 3157 Beginning Algebra 1  
HMTH 3257 Beginning Algebra 2  
HMTH 3555 Geometry 1  
HMTH 3655 Geometry 2  
HMTH 3955 Advanced Algebra 1  
HMTH 4055 Advanced Algebra 2  
HMTH 4356 Precalculus 1: Analytical Geometry and Algebra  
HMTH 4456 Precalculus 2: Trigonometry

## SCIENCE

HSCI 0155 Health Science 1  
HSCI 0255 Health Science 2  
HSCI 2556 Biology 1  
HSCI 2656 Biology 2  
HSCI 5155 Biology 3: Advanced Biology

## SOCIAL STUDIES

HSST 0155 Civics  
HSST 0355 Sociology  
HSST 0755 Psychology  
HSST 1755 Ethnic Studies and Human Relations  
HSST 2157 World Geography 1  
HSST 2257 World Geography 2  
HSST 3155 World History 1  
HSST 3255 World History 2  
HSST 3356 American History 1  
HSST 3456 American History 2  
HSST 3755 American Government: Theories, Policies, and Politics  
HSST 3855 American Government: National Level

## STUDY SKILLS

HSTS 0101 Effective Methods of Study

## INDEPENDENT LEARNING-IT'S UP TO YOU.

On the web-[www.colorado.edu/cewww](http://www.colorado.edu/cewww)  
303-492-8757 (toll free, 800-331-2801)

# INDEPENDENT LEARNING – IT'S UP TO YOU!

## SPRING 2000 ONLINE REGISTER ONLINE TODAY! [WWW.COLORADO.EDU/CEWWW](http://WWW.COLORADO.EDU/CEWWW)

If you can handle the freedom to learn where and when it suits you, Independent Learning gives you more than independence; it gives you control. But you have to challenge yourself! Find out more about these term-based courses by clicking on the course and logging in as a guest. It's up to you.

These courses are offered on a term basis in order to provide rich interaction with your instructor and the other students in the course. They follow a calendar of assignments and examinations. Note the term dates carefully.

### **General Astronomy: The Solar System ASTR 1110 section 580**

Introduces principles of modern astronomy for nonscience majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. Approved for arts and sciences core curriculum: natural science core curriculum: natural science. Internet-ready computer and SLIP/PPP connection or online service required. Term dates: January 24-May 10.

Instructor: Staff

3 semester hours credit.

Tuition: \$444

### **Introduction to Hands-On C++ CACS 241 section 51W**

A gentle introduction to C++ programming for those who have some background in object-oriented structured programming. This partially self-paced course covers basic I/O, conditionals, loops, and an introduction to functions and 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" and find the pursuit of the more arcane aspects of this language a simpler task. This course is conducted online, with Convene International software. Registered students will be provided with a CD-ROM containing software needed to take this course. The online portion of the course will contain notes on the content of the course (the part that the instructor wants you to know about, in addition to the text reading assignments.). Required textbooks: *C++ How to Program*, Deitel & Deitel; *Borland C++ Builder 5.0 Programming Starter Kit*. Approximately \$50-\$55. MAC users should call 303-492-6409 for advice. Term dates: February 14-March 21

Instructor: Charry Stover, M.A.

Non-credit

Tuition: \$400

### **Introduction to C Programming CACS 243 section 51W**

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. See how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. This course will provide those interested in going on to Java or C++ with the background they need for these languages. The format is lecture with homework exercises to reinforce concepts. Prerequisite: Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 242 Introduction to Application Programming. This course is conducted online, with Convene International software. Registered students will be provided with a CD-ROM containing software needed to take this course. Required textbooks: *Sams Teach Yourself C in 21 Days, Complete Compiler Edition*, and *The C Programming Language*, Kernighan and Ritchie. UMC Bookstore, UMC 10, 303-492-3446. MAC users should call 303-492-6409 for book and compiler advice. This is a pass/fail course. In order to pass this course, you must successfully complete 2/3 of the required class assignments. Term dates: January 18-March 2.

Instructor: Susan Ramirez

Non-credit

Tuition: \$400







## REAL ESTATE AND APPRAISAL PROGRAM (REAP)

Are you considering a career in real estate? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal industry? If so, check us out. Our courses are open to everyone.

**OUR MISSION:** The Real Estate and Appraisal Program (REAP) in the Division of Continuing Education at the University of Colorado at Boulder exists to serve the Colorado real estate profession. We offer you the most comprehensive curriculum of pre-licensing and license renewal courses in the state of Colorado, including a variety of elective continuing education courses.

### KEY FEATURES OF OUR PROGRAM INCLUDE:

- ▶ a fully accredited curriculum of over 40 courses that includes all of the required pre-license and license renewal courses for the Colorado real estate and appraisal professions,
- ▶ a top-notch faculty who work in the profession and who practice what they teach,
- ▶ a statewide mandate to serve the entire state of Colorado,
- ▶ a "no fear" registration policy which guarantees you a full refund if you are unable to attend the course you signed up for,
- ▶ a system of early registration ("early bird") discounts which saves you between 5-20% off the regular course fee.

## REAL ESTATE REQUIREMENTS

Colorado real estate license law requires that a candidate successfully complete a total of **168 classroom hours**, pass the real estate broker's examination, and submit the appropriate licensing application to the Colorado Real Estate Commission. The six courses which fulfill the classroom requirements – *NCRE 007 (48 hours)*, *NCRE 020 (48 hours)*, *NCRE 022 (8 hours)*, *NCRE 029 (24 hours)*, *NCRE 032 (32 hours)*, and *NCRE 034 (8 hours)* – are described below.

For more information about these requirements and/or the state exam, call the Colorado Real Estate Commission at 303-894-2166.



## COURSES

### NCRE 007 Real Estate Law and Practice

Designed to teach you the practice of real estate and prepare you for the uniform portion of the real estate broker's examination, this comprehensive survey of the real estate field is also useful to anyone who desires a basic knowledge of real estate. Topics include real property interests, government controls, deeds, contracts, finance and appraisal, as well as fundamental concepts and vocabulary. 48 hours

### NCRE 020 Colorado Contracts and Regulations

This practical course introduces you to Colorado's license law, regulations, and standard contracts, and prepares you for the state portion of the real estate broker's examination. We will analyze the standard listing contract, sales contracts, the extension agreement, and the counterproposal. Our approach emphasizes thoroughly understanding each clause of a contract and properly completing each type of agreement. 48 hours

### NCRE 022 Record Keeping and Trust Accounts

In this one-day, 8-hour course you will learn the proper record keeping procedures required by the Real Estate Commission to maintain and account for funds belonging to others. Topics include legal requirements, special areas of concern, and termination of the brokerage relationship.

### NCRE 029 Real Estate Closings

You will learn to properly close a real estate transaction, including understanding your responsibilities as a broker, accounting for all funds received and disbursed, and becoming familiar with all related legal documents. You will be introduced to the 6-column worksheet and you will work through at least eight sample closings. 24 hours

### NCRE 032 Practical Applications

After learning about real estate principles, regulations, policies, and procedures, this is the course where you learn the realities of working in the profession. It gives you "how to" information on such topics as entering the field, developing your market, establishing a brokerage relationship, showing a property, preparing and presenting an offer, and closing a transaction. 32 hours

### NCRE 034 Current Legal Issues

In this one-day, 8-hour course, you will participate in a workshop where you will be applying selected, current real estate statutes and regulations, and discussing important legal issues, developments, and practices.

## APPRAISAL REQUIREMENTS

Colorado has four classes of appraisers: Registered, Licensed, Certified Residential and Certified General. A **Registered Appraiser** is an apprentice-level appraiser who may do mortgage work under the direct supervision of a licensed or certified appraiser (who must approve and sign the work). Candidates must successfully complete at least **75 hours** of appraisal education and training, including 15 hours of ethics and standards of practice, pass the Level A licensing exam, and submit a licensing application. *The three courses which fulfill the classroom requirements are described below- NCRE 200 (40 hours), NCRE 201 (24 hours), and NCRE 208 (16 hours).*

Please contact the Colorado Board of Real Estate Appraisers at 303-894-2166 for additional information and clarification.

## COURSES

### NCRE 200 Registered Appraiser: Basic Appraisal Principles and Procedures

This course is the first of our three-course series designed to meet the basic educational requirements for the *Registered Appraiser*. It covers 40 hours of appraisal fundamentals and prepares the applicant for the state exam.

### NCRE 201 Basic Appraisal Applications: Residential Case Study

This is the second of our three courses leading to the *Registered Appraiser* license. It requires you to work through the complete appraisal process for a residential property that is currently on the market, and includes a field trip to the property you will be appraising. Topics to be covered (and practiced) include, but are not limited to, inspection techniques, measuring, sales confirmations, comparable analysis, using the three approaches to value, and preparing narrative addenda. 24 hours

### NCRE 208 Standards and Ethics

This course is designed to meet the 15-hour requirement of standards and ethics for the state and federal law, and is the third of our three-course *Registered Appraiser* series. Using the case method, students will study the 10 Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation.

**Request a Real Estate Catalog.** For additional information, course dates, locations, registration, or to be added to our mailing list, call us at one of the following numbers:

- Metro Denver/Boulder 303-492-5148
- National toll-free 800-331-2801
- FAX 303-492-3962

Or visit the website: [www.colorado.edu/conted/RealEstate](http://www.colorado.edu/conted/RealEstate)



WAYS TO  
**5**  
 REGISTER  
 see page 70

# CATECS

## (Center for Advanced Training in Engineering and Computer Science)

CATECS delivers graduate engineering courses directly to your worksite via live microwave TV broadcasts with two-way audio interaction and via videotape. Courses given during the semester can be taken for professional development or toward a master's degree. Courses given in previous semesters can also be taken for credit or noncredit and are available for rent or purchase on videotape through the CATECS Tape Library. Master's degree programs and some certificate programs are available in Aerospace Engineering, Computer Science, Electrical and Computer Engineering, Engineering Management, Mechanical Engineering and Telecommunications. For more information about CATECS and the courses offered, call -303-492-6331 or visit the web site at [www.colorado.edu/CATECS](http://www.colorado.edu/CATECS)

**Registration for Spring Semester 2000 Courses: December 1-31;**

**Late Registration: January 1-21**

### AEROSPACE ENGINEERING

ASEN 5047	.....Probability & Statistics for Aerospace Engineers	.....Morgenthaler	.....2:00-3:15 p.m.	.....TR
ASEN 5335	.....Aerospace Environment	.....Forbes	.....9:00-9:50 a.m.	.....MWF
ASEN 5417	.....Numerical Computation	.....Biringen	.....12:30-1:45 p.m.	.....TR

### COMPUTER SCIENCE

CSCI 5454	.....Design & Analysis of Algorithms	.....Gabow	.....4:00-5:15 p.m.	.....MW
CSCI 5817	.....Database Systems	.....King	.....5:30-6:45 p.m.	.....MW
CSCI 5828	.....Foundations of Software Engineering	.....Anderson	.....11:00 a.m.-12:15 p.m.	.....TR
CSCI 5832	.....Natural Language Processing	.....Martin	.....12:30-1:45 p.m.	.....TR
CSCI 6838	.....User Interface Design	.....Sumner	.....5:30-8:00 p.m.	.....T

### ELECTRICAL & COMPUTER ENGINEERING

ECEN 5007	.....Power Electronics 3	.....Erickson	.....9:30-10:45 a.m.	.....TR
ECEN 5032	.....Communications Networks	.....Brown	.....10:00-10:50 a.m.	.....MWF
ECEN 5104	.....Computer Aided Microwave Circuit Design	.....Gupta	.....11:00 a.m.-12:15 p.m.	.....TR
ECEN 5503	.....Computer System Design & Architecture	.....Heuring	.....9:30-10:45 a.m.	.....TR
ECEN 5553	.....Parallel Processing	.....Jordan	.....4:00-5:15 p.m.	.....MW
ECEN 5682	.....Theory & Practice of Error Control Codes	.....Mathys	.....11:00-11:50 a.m.	.....MWF

### ENGINEERING MANAGEMENT

EMEN 5010	.....Introduction to Engineering Management	.....Daughton	.....2:00-4:30 p.m.	.....M
EMEN 5040	.....Quality, Strategy & Value Creation	.....Hensler	.....2:00-4:30 p.m.	.....W
EMEN 5400	.....Product Management	.....Usrey	.....2:00-4:30 p.m.	.....F
EMEN 5600	.....Survey of Operations Research	.....Lawrence	.....2:00-3:15 p.m.	.....TR

### MECHANICAL ENGINEERING

MCEN 5022	.....Thermodynamics	.....Daily	.....3:30-4:45 p.m.	.....TR
MCEN 5040	.....Methods of Engineering Analysis	.....Mahalingam	.....5:00-6:15 p.m.	.....TR
MCEN 5066	.....World Class Manufacturing	.....Nikmanesh	.....5:30-6:45 p.m.	.....MF
MCEN 5131	.....Air Pollution Control	.....Milford	.....10:00-10:50 a.m.	.....MWF
MCEN 5228	.....Biomechanics	.....Bach	.....2:00-3:15 p.m.	.....TR
MCEN 5636	.....Microelectromechanical Systems	.....Bright	.....9:30-10:45 a.m.	.....TR

### TELECOMMUNICATIONS

TLEN 5130	.....Strategic Planning	.....Bardsley/House	.....11:00 a.m.-12:15 p.m.	.....TR
TLEN 5310	.....Telecommunications Systems	.....Mitchell	.....11:00-11:50 a.m.	.....MWF
	.....Recitation		.....12:00-12:50 p.m.	.....W
TLEN 5330	.....Data Communications 1	.....Gates	.....7:30-8:45 a.m.	.....MF
	.....Recitation		.....8:50-9:40 a.m.	.....M
TLEN 5340	.....Digital Telecommunications Networks	.....Bush	.....5:00-7:30 p.m.	.....T
TLEN 5400	.....Traffic & Queuing Theory	.....Mitchell	.....9:00-9:50 a.m.	.....MWF
TLEN 5430	.....Data Communications 2	.....Robertson	.....5:30-8:00 p.m.	.....R
TLEN 5830	.....Network Management	.....Ramkumar	.....12:30-1:45 p.m.	.....TR
TLEN 5834	.....Optical Communications	.....Barnes	.....10:00-10:50 a.m.	.....MWF

## ADDITIONAL OPPORTUNITIES

### ACCESS PROGRAM

Want to take a credit course at CU-Boulder during the day? Perhaps you're interested in a particular class for personal or professional development or plan to enroll in a degree program in the future. Each Fall and Spring, the ACCESS Program enables nondegree students to enroll in on-campus undergraduate or graduate courses. Call 303-492-6226 for more information.

### HIGH SCHOOL CONCURRENT PROGRAM

Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1162) may enroll in two courses each Fall and Spring semesters, either through the Boulder Evening or ACCESS programs. Call 303-492-6226 for more information.

### INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$225 (text included) for six weeks, the classes are offered at three different proficiency levels - beginning, intermediate and advanced. Courses in academic writing and pronunciation are offered on Tuesdays and Thursdays for \$225 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call 303-492-5547.

### SUMMER SESSION 2000

Summer Session on the Boulder campus is special. Over 500 classes allow you to complete requirements and explore new subjects. Classes are smaller, more relaxed and more personal. You have the opportunity to take classes (most meet for five weeks) and have time for other activities. We welcome visiting high school students, undergraduates, graduate students, and other adults to join us in Boulder for Summer Session.

For more information on summer session call 303-492-5146 or visit the web site ([www.colorado.edu/conted/summer](http://www.colorado.edu/conted/summer)) to request a Summer Session catalog.

### HIGH SCHOOL SUMMER SCHOLARS

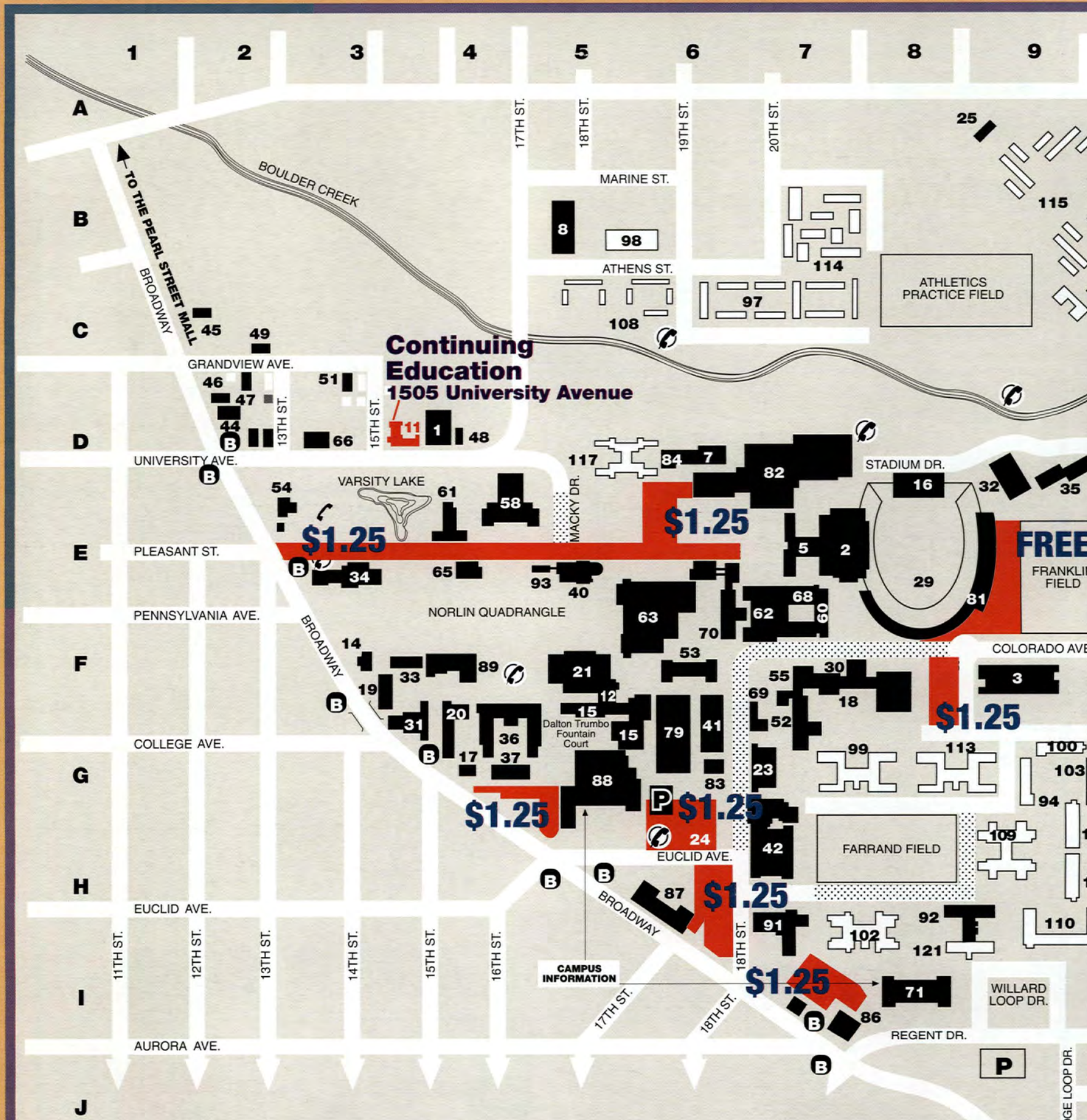
July 9-August 12

Are you a high school sophomore or junior looking ahead to college and wondering what it will be like? The CU High School Summer Scholars was designed for high school students to experience college life. The five week program offers the challenge of college credit classes combined with social and recreational activities and more! Now in its fourth year, participating students have enjoyed the chance to be at CU in the summer. To place your name on the catalog mailing list, call 303-492-5146 or visit the web site at [www.colorado.edu/conted/scholars](http://www.colorado.edu/conted/scholars).

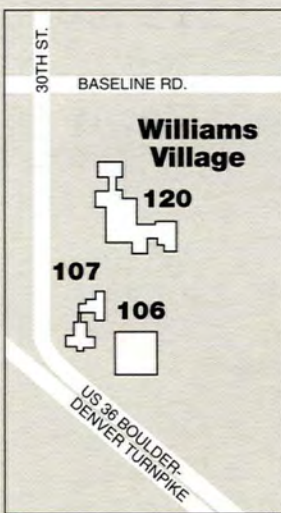
### THE 2000 ALLARD CAPITAL CONFERENCE - MAY 17-20

Attend the third annual Allard Capital Conference in Washington, D.C., a unique opportunity for Colorado citizens to interact with key policy makers, sponsored by U.S. Senator Wayne Allard and the University of Colorado. Past featured speakers include Alan Greenspan, Chairman of the Federal Reserve Board; Supreme Court Justice Antonin Scalia; George Tenet, Director of the Central Intelligence Agency; Arthur Levitt, Chairman of the Securities and Exchange Commission; Alan Hantman, Architect of the U.S. Capitol; and a bi-partisan group of U.S. Senators. Come away from the conference with a better understanding of how our government works and how to affect public policy makers. Participants are responsible for their own airfare and accommodations plus a non-refundable conference fee. Invitations to apply will be mailed in January. Participant selection will be made in March. For more information, call Continuing Education at 303-492-2202.





**Continuing Education**  
**1505 University Avenue**



Legend	
	Streets (many main campus streets are limited access during certain hours)
	Limited access streets
	Major buildings
	Housing (residence halls and family housing)
	Pedestrian/bicycle underpass
	<b>FREE</b> Free parking after 5 p.m., and Saturdays
	<b>\$1.25</b> \$1.25 parking after 5 p.m., and Saturdays. Exact change in quarters suggested
	Emergency telephones
	RTD bus stops bordering campus



# University of Colorado at Boulder Main Campus

## University Buildings

1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L-3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-4)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- \* Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center- Main Offices (A-9)
26. Family Housing Children's Center- Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Helles Arts and Sciences/Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Humanities Building (E-3)
41. Hunter Science (F-6)
42. Imig Music (H-7)
43. Institute for Behavioral Genetics (K-1)
44. Institute of Behavioral Science (IBS) No. 1 (D-2)
45. IBS No. 2 (C-2)
46. IBS No. 3 (D-2)
47. IBS No. 4 (D-2)
48. IBS No. 5 (D-4)
49. IBS No. 6 (C-2)
50. Integrated Teaching and Learning Laboratory (ITL)
51. International English Center (C-3)
52. Joint Institute for Laboratory Astrophysics (G-7)
53. Ketchum Arts and Sciences (F-6)
54. Koenig Alumni Center (E-2)
55. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
56. LASP Space Technology Center (L-3)
57. Lesser House (F-11)
- \* Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
58. Macky Auditorium (D-4)
59. Mathematics Building (F-10)
60. MCDB expansion (E-7)
61. McKenna Languages (E-4)
62. Muenzinger Psychology (E-7)
63. Norlin Library (E-6)
64. Nuclear Physics Laboratory (K-2)
65. Old Main (E-4)
66. Page Foundation Center (D-3)
67. Police and Parking Services (G-12)
68. Porter Biosciences (E-7)
69. Power House (F-6)
70. Ramaley Biology (E-6)
71. Regent Administrative Center (I-8)
72. Regent Drive Autopark (G-12)
73. Research Laboratory No. 1 (K-1)
74. Research Laboratory No. 2-WICHE (K-1)
75. Research Laboratory No. 3 (K-2)
76. Research Laboratory No. 4 (K-1)
77. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
78. Research Park Greenhouse (K-1)
79. Sibell Wolle Fine Arts (G-6)
80. Sommers-Bausch Observatory (I-11)
81. Stadium Offices (E-8)
82. Student Recreation Center (D-6/7)
83. Telecommunications Building (G-6)
84. Temporary Building No. 1 (D-6)
85. Transportation Center (K-2)
86. University Administrative Center and Annex (I-7)
87. University Club (H-6)
88. University Memorial Center (UMC) (G-5)
89. University Theatre (including Charlotte York Irey Studios) (F-4)
90. US West Research Park (L-4)
91. Wardenburg Student Health Center (H-7)
92. Willard Administrative Center-North Wing (H-8)
93. Woodbury Arts and Sciences (E-5)

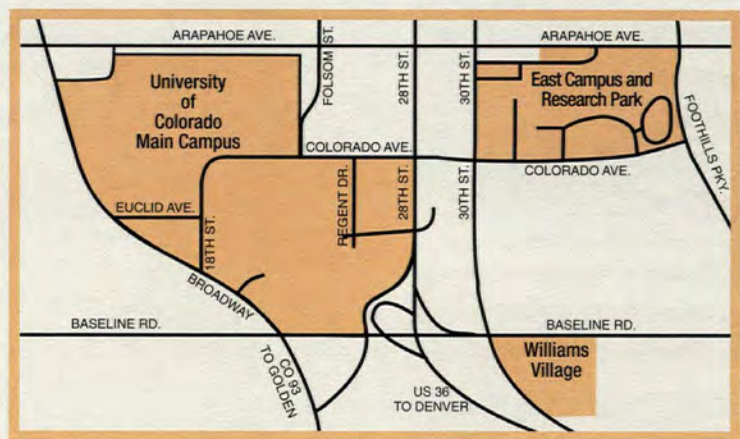
## University Housing

94. Aden Hall (G-9)
95. Andrews Hall-Kittredge Complex (J-12)
96. Arnett Hall-Kittredge Complex (J-12)
97. Athens Court (B/C-6/7)
98. Athens North Court (B-6)
99. Baker Hall (G-7)
100. Brackett Hall (G-9)
101. Buckingham Hall-Kittredge Complex (K-12)
102. Cheyenne Arapaho Hall (H-7)
103. Cockerell Hall (G-10)
104. Colorado Court (L-1)
105. Crosman Hall (G-10)
106. Darley Commons- Williams Village (L-6)
107. Darley Towers-Williams Village (L-5)
108. Faculty-Staff Court (B-5)
109. Farrand Hall (H-9)
110. Hallett Hall (H-9)
111. Kittredge Commons- Kittredge Complex (J-10)
- \* Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
112. Kittredge West Hall- Kittredge Complex (J-10)
113. Libby Hall (G-8)
114. Marine Court (B-7)
115. Newton Court (B/C-9/10)
116. Reed Hall (H-10)
117. Sewell Hall (D-5)
118. Smiley Court (L-1)
119. Smith Hall-Kittredge Complex (K-11)
120. Stearns Towers- Williams Village (K-6)
121. Willard Hall-South Wing (H-8)
- \* Williams Village. See Darley Commons, Darley Towers, And Stearns Towers.

During any special event, Continuing Education students shall present their registration to obtain parking at no extra charge (Parking Regulation III-D-6a).

Continuing Education students may also purchase parking permits from Parking Services for an additional fee. University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

Based on map produced by Student Affairs Communications.



# WAYS TO 5 REGISTER

**1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 71 for credit, page 72 for noncredit and certificate courses.

**2. FAX YOUR REGISTRATION.** Fast and easy. Day or night to 303-492-3962. Send page 71 for credit courses. Send page 72 for noncredit and certificate courses.

**3. IN PERSON.** Come to the Continuing Education Office, 1505 University Avenue, between 8 a.m. and 6 p.m. Monday through Thursday (8 a.m. to 5 p.m. Fridays).

**4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.** Complete the registration form (page 71) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.

**5. USE CU CONNECT OR THE WEB FOR BOULDER EVENING COURSES.** See page 5 for more information.

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

**Credit Programs** You can earn academic credit at every level, high school through graduate school. Credit programs include:

**Boulder Evening Credit Classes  
Independent Learning Programs**

**ACCESS and High School Concurrent  
Programs**

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

**Learning for Learning's Sake: Personal  
Enrichment Courses** The broad range of non-credit courses offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

**Professional Enhancement: Certificate  
Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

**Computer Applications**

**Entrepreneurship**

**Management Development**

**Network Administration**

**Programming**

**Web Site Design**

**Professional Development Programs** for working professionals to build skills and enhance your understanding of business today.

**Real Estate and Appraisal Program**

**International English Center**

**Where Are Courses Given?** Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.25 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 303-735-5000 for course closing information.

**Other Questions? Problems? Special Needs?** Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

**Books and Supplies** required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at 303-492-5148 or 1-800-331-2801 if you need help or additional information.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

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The Department of Equal Opportunity is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director, Department of Equal Opportunity, Willard Hall, Room 209, Campus Box 144, University of Colorado at Boulder, Boulder, CO 80309-0144, or call 303-492-6706.

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Photography: Benko Photographics

Printing: AB Hirschfeld Press



Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
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Mailing address \_\_\_\_\_  
No. and Street, Apt. No.                      City                      State                      Zip Code + 4

E-mail address \_\_\_\_\_  
Home Phone                      Work Phone

**BIRTHDATE**

Month/Day/Year	Age
----------------	-----

**SEX:**  
 Male  
 Female

**ETHNICITY:**  
 American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black  
 Caucasian/White  
 Hispanic  
 I do not wish to provide this information

**RESIDENCY:**  
 Colorado  
 Other State  
 Abbr. \_\_\_\_\_

**MILITARY SERVICE:**  
 Non-veteran  
 Veteran  
 Active Duty  
 Dates \_\_\_\_\_ to \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**

--	--	--

For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

**FORMER CU STUDENT NUMBER:**

--

**CITIZENSHIP:**  
 C=U.S. Citizen  
 P=Non-U.S. Citizen/permanent status  
 -List alien registr. No. \_\_\_\_\_  
 T=Non-U.S. Citizen-Country \_\_\_\_\_  
 -List Type of Temporary Visa \_\_\_\_\_

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

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**  
 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.

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

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

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

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

	YOU	
Dates of continuous physical presence in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	<input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of employment in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years for which Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of active duty military service, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates stationed in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date of your marriage, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ / _____ / _____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ / _____ / _____ to _____
List exact years of Colorado motor vehicle registration	_____	_____
Date of Colorado voter registration (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of ownership of any Colorado residential property (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Are your parents separated or divorced?	Yes _____ No _____	_____

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TUITION PAYMENT**

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 \_\_\_\_\_

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

# REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # \_\_\_\_\_  
For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

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

Birthdate \_\_\_\_\_  
Month/Day/Year

Mr. Ms. \_\_\_\_\_  
Last First Middle Initial Maiden Name

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

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

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

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

E-mail address \_\_\_\_\_

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.

Have you ever been convicted of a felony (other than a traffic violation)?  No  Yes (attach statement)

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

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

\_\_\_\_\_  
Print Cardholder's name, as it appears on the charge card.

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

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**

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**
- Academy Courses .....29
  - ACCESS Program .....67
  - Access (database software).....53
  - Accounting .....31
  - ACT/SAT Preparation.....27
  - Acting .....27
  - Advertising.....14
  - Aerospace Engineering .....66
  - Algebra .....15
  - Allard Capital Conference .....67
  - American Sign Language .....17, 21, 60, 63
  - Anthropology .....10, 59
  - Applied Music .....60
  - Appraisal courses .....65
  - Arabic .....10
  - Architecture and Landscape .....21
  - Art History .....13
  - Arts and Sciences .....10
  - Astronomy .....10, 59, 62
  - AutoCAD .....54-55
- B**
- Biology .....10
  - Book Binding .....22
  - Boulder Evening Credit Program .....3-17
  - Budgeting .....26, 31
  - Business Classes .....14, 30-33
  - Business Writing.....33
- C**
- C/C++ Programming.....46, 47, 48, 62
  - Campus Map .....69
  - CATECS .....66
  - Certificate Programs
    - Computer Applications.....36
    - Entrepreneurship .....30
    - Management Development .....30
    - Network Administration .....36
    - Programming .....37
    - Web Site Design.....37
  - Chinese .....25
  - Chinese Brush Painting .....22
  - Communication .....11, 21, 33, 59
  - Computer Aided Design .....54-55
  - Computer courses.....35-58, 59
    - Macintosh .....55-58
    - PC.....50-55
  - Computer Graphics
    - Macintosh .....57-58
    - PC .....54
  - Computer Science .....59, 66
  - Conflict Resolution.....32
  - Correspondence Study .....59-61
  - CorelDraw! .....54
  - Creative Writing .....11, 28
  - Credit Courses .....3-17, 59-60, 62-63, 66
  - CU Connect registration .....5-6
- D**
- Databases .....52-53
  - Decorating Paper .....22
  - Desktop Publishing
    - Macintosh .....56
    - PC .....53
  - Distance Learning .....59-63, 66
  - Drawing .....12, 22, 29
  - DreamWeaver .....44
- E**
- Ecology .....10, 26
  - Economics .....11, 59
  - Education.....11, 59
  - Electrical Engineering .....66
  - Engineering.....66
  - English .....11-12, 59
  - English as a Second Language .....67
  - Entrepreneurism .....32
  - Entrepreneurship Certificate .....30
  - Excel .....51-52
  - Extensible Mark-up Language (XML) .....50
- F**
- FileMaker Pro .....52
  - Film Studies.....12
  - Financial Planning.....26
  - Fine Arts .....12, 22-23, 29, 59
  - Foreign Languages .....10, 13, 17, 24-25
  - French .....24
  - Fresco .....22
  - FrontPage .....44
- G**
- Gardening .....21
  - Geography .....13, 60, 63
  - Geology .....60
  - German .....24
  - GRE preparation .....27
- H**
- Health.....14
  - Hebrew.....13
  - Herb Gardening .....21
  - High School Concurrent Program .....67
  - High School correspondence courses .....61
  - High School Summer Scholars.....67
  - History .....13-14, 25, 60
  - HTML .....43
- I**
- Illustrating books .....28
  - Illustrator
    - Macintosh .....57-58
    - PC .....54
  - Independent Learning .....59-63
  - Interior design .....21
  - International English Center .....67
  - Internet .....42-45
  - Interviewing Skills.....33
  - Investments and Personal Finance .....26
  - Italian.....24
- J**
- Japanese.....25
  - Java Programming .....48-50
  - JavaScript.....45
  - Jazz .....15
  - Journalism .....14, 60
- K**
- Kinesiology .....14, 60
- L**
- Lifestyles .....26
  - Literature .....11, 12, 28, 29
  - LSAT Preparation .....27
- M**
- Macintosh courses .....55-58
  - Macromedia Director.....58
  - Management Development.....30
  - Management .....14, 32, 66
  - Marketing .....32
  - Mathematics .....15, 60
  - Mechanical Engineering .....66
  - Media Relations .....32
  - Multimedia .....58
  - Music .....15, 27, 60
  - Music Appreciation .....15
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  - Nutrition .....14
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  - Office Packages.....51
  - Oil Painting .....23
  - On-line Courses .....46, 47, 59-60, 62-63
  - Operating Systems courses .....41-42
  - Organic Gardening.....21
  - Outlook .....51
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- Pagemaker.....53
  - Painting.....12, 23
  - Parking .....69
  - PC courses .....50-55
  - Personal Enrichment .....19-29
  - Philosophy .....15, 60
  - Photography.....12, 23
  - Photoshop
    - Macintosh.....57
    - PC .....54
  - Play Writing .....28
  - Political Science .....15, 60
  - PowerPoint
    - Macintosh .....56
    - PC .....52
  - Premiere .....58
  - Programming Certificate .....37
  - Programming courses .....46-50
  - Project Management .....52
  - Psychology .....16, 60, 63
  - Public Speaking .....11
- Q**
- QuarkImmedia .....58
  - QuarkXPress
    - Macintosh .....56
    - PC .....53
- R**
- Real Estate Education.....60, 64-65
  - Refunds
    - Boulder Evening .....4
    - Business .....30
    - Computer Applications.....35
    - Personal Enrichment .....19
  - Registration Information .....70
  - Relational Databases .....53
  - Religious Studies.....16
  - Retirement Planning .....26
- S**
- SAT/ACT Preparation.....27
  - Science (noncredit) .....26
  - Screenwriting .....29
  - Sculpture .....22
  - Shakespeare .....12, 27
  - Sign Language .....17, 21, 60, 63
  - Sociology .....16, 60
  - Spanish .....17, 25
  - Speech Language and Hearing Sciences.....17, 60, 63
  - Spreadsheets .....51-52
  - SQL Programming .....53
  - Stonecarving.....22
  - Summer Scholars .....67
  - Summer Session .....67
  - Supervision/Management .....31, 32
- T**
- Technical Writing.....33
  - Telecommunications .....66
  - Test Preparation .....27
  - Theatre.....17, 27
- U**
- University Writing Program .....17, 60, 63
  - UNIX.....41, 42
- V**
- Visual Basic Programming .....47, 52
- W**
- Web Based Courses .....46, 47, 59-60, 62-63
  - Web Registration (Boulder Evening) .....5-6
  - Web Server Administration.....45
  - Web Site Design Certificate .....37
  - Web Site Design courses .....44, 45
  - Windows.....50-51
  - Windows NT .....40
  - Word Processing
    - Macintosh .....56
    - PC .....51
  - Writing .....10, 14, 17, 28-29, 33, 60, 63
- X**
- Xeriscape Landscaping .....21
  - XML (Extensible Mark-up Language) .....50

