

CONTINUING EDUCATION

UNIVERSITY OF COLORADO AT BOULDER

SUMMER
1998



Give yourself a breakthrough.

NEW AND NOTEWORTHY.

GIVE YOURSELF SOME SUMMER! Experience the pure joy of summer mornings on the river trying to outsmart a trout. Or at the easel in the open air, creating a summer landscape. Or...think about spending a whole weekend bonding with other movie buffs, critiquing a recent film and getting inside the writing process. New Noncredit courses offer great opportunities to break out this summer. And, for those of you who think heaven is long summer days with the windows wide open on your PC, we've got three new classes. One to help you research the hidden job market. One to help you do business on the internet. And one to show you how to design a user interface with Photoshop. Call soon.

SCHOLARSHIPS AVAILABLE. For information about scholarship funds for Continuing Education classes, call 303-492-5148.

FIVE WAYS TO REGISTER



1. REGISTER BY MAIL. A postage-paid envelope is located in this catalog. Registration forms are on page 47 for credit, page 48 for noncredit and certificate courses.

2. FAX YOUR REGISTRATION. Fast and easy. Day or night to 303-492-3962. Send page 47 for credit courses. Send page 48 for noncredit and certificate courses.

3. IN PERSON. Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 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 48) and have your credit card information handy. Then call 303-492-5148 or 800-331-2801.

5. VIA CU CONNECT FOR BOULDER EVENING COURSES. See page 45 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.

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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, Philosophy, Psychology, Sociology, Spanish.

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NONCREDIT (PERSONAL DEVELOPMENT) COURSES

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

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BUSINESS CLASSES

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

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COMPUTER APPLICATIONS CERTIFICATE PROGRAM

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge. Certificate in Network Administration also available.

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Programs designed to bridge the distance between you and the University.

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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.

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ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

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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.



YOUR CHOICE. YOUR CHANCE. EMB



EVENING CREDIT COURSES give you a chance to sample the CU curriculum. People take Evening Credit classes to build an academic track record; to try on the idea of choosing CU; to fit classes around other demands; to pick up core or elective credits they need to graduate; or just to see what college work is like. Whatever your goals may be, you'll enjoy being part of the university's academic community. 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 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. The last day to petition (provide residency documentation) for Summer semester is June 12, 1998.

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-

Javier H. Garcés moved to Boulder from Colombia 15 years ago. He has been teaching Spanish at CU through the Department of Spanish and Portuguese for the last 11 years. And he began teaching for Continuing Education in the Fall of 1997. Javier teaches with energy, compassion and respect for the individual experience of his students. Javier's Latin roots are clearly expressed in his other passions, too. A composer and a musician, he plays jazzy Latin-based arrangements on guitar and bass. He also paints and is a silversmith. His educational mission is *simpático*, to promote a broader world view. "I left Colombia with the idea of creating understanding between our different cultures, and I hope that you will join us. *Nos vemos en clase!*" (See you in class!)

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 student pays for 4 or more hours through Summer Session and then enrolls for additional Boulder Evening courses.

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, by mail, by FAX, or in person at the Division of Continuing Education, 1221 University Avenue. See the instructions on the inside front cover of this catalog.

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, 1221 University Avenue and complete a drop voucher. If you don't officially withdraw from a course, you may receive a grade of "F" for that class.

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.

CREDIT CLASSES CALENDAR – DATES YOU SHOULD KNOW

MAY 11	First day of registration at Continuing Education, 1221 University, 8:30 a.m.-5:30 p.m. Monday through Thursday; 8:30-5 Friday.
JUNE 9	Term 1W (Five-Week) classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 12	Last Day to Register for Term 1W classes. Withdrawals from Term 1W classes after this date will appear as a "W" on student's academic record.
JUNE 15	Instructor's signature required to drop Term 1W classes.* Term 3W (Seven-Week) classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 19	Last Day to Register for Term 3W classes. Withdrawals from Term 3W classes after this date will appear as a "W" on student's record.
JUNE 22	Petition required to drop Term 1W classes. Instructor's signature required to drop Term 3W classes.*
JUNE 29	Petition required to drop Term 3W classes.
JULY 9	Term 1W classes end
JULY 14	Term 2W (Five-Week) class begins. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JULY 17	Last Day to Register for Term 2W class. Withdrawals from Term 2W class after this date will appear as a "W" on student's academic record.
JULY 20	Instructor's signature required to drop Term 2W class.*
JULY 27	Petition required to drop Term 2W class.
JULY 29-30	Term 3W classes end.
AUGUST 13	Term 2W class ends.

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

REFUND SCHEDULE FOR CREDIT CLASSES

TERM 1W	TERM 3W	TERM 2W
100% through June 12	100% through June 19	100% through July 17
60% June 15 through June 19	60% June 22 through June 26	60% July 20 through July 24
40% June 22 through June 26	40% June 29 through July 6	40% July 27 through July 31
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

SURVIVAL TIPS

Important Information for Arts and Sciences Students

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

Once you register, you are obligated for the full amount of tuition you are assessed.

Not Attending Classes Does Not Mean You Have Withdrawn.

CLASSES BY STARTING DATE, SUMMER 1998

TERM 1W (FIVE-WEEK) CLASSES

Tuesday, Wednesday and Thursday Courses, June 9 through July 9

Department	Course No.	Section	Call No.	Time	Course Title
COMM	1300-3	100	60002	6-9 p.m.	Public Speaking
COMM	2400-3	100	60003	6-9 p.m.	Communication and Society
KINE	3420-3	100	60004	5:30-8:30 p.m.	Nutrition, Health and Performance
PSCI	3011-3	100	60005	6-9 p.m.	The American Presidency

TERM 3W (SEVEN-WEEK) CLASSES

Monday and Wednesday Courses, June 15 through July 29

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	2030-1	300	60023	4-6 p.m.	Laboratory in Physical Anthropology 1
ENGL	1260-3	300	60006	5:30-8:30 p.m.	Introduction to Women's Literature
ENGL	3060-3	300	60008	6-9 p.m.	Modern and Contemporary Literature
GEOG	1982-3	300	60011	6-9 p.m.	World Regional Geography
JOUR	2001-3	300	60012	6-9 p.m.	Mass Media Writing
PHIL	3430-3	300	60025	6-9 p.m.	History of Science: Newton to Einstein
PSYC	2012-3	300	60016	6-9 p.m.	Biological Psychology 1
PSYC	4456-3	300	60017	6-9 p.m.	Psychology of Personality
SOCY	1001-3	300	60018	6-9 p.m.	Analyzing Society
SPAN	2110-3	300	60020	6-9 p.m.	Second-Year Spanish 1

Tuesday and Thursday Courses, June 16 through July 30

Department	Course No.	Section	Call No.	Time	Course Title
ANTH	2040-1	300	60024	4-6 p.m.	Laboratory in Physical Anthropology 2
ENGL	3051-3	300	60007	6-9 p.m.	Intermediate Fiction Workshop
FILM	3563-3	300	60009	6-9 p.m.	Producing the Feature Film
FINE	3097-3	300	60010	6-9 p.m.	Special Topics: Art and Creativity
JOUR	3001-3	300	60013	6-9 p.m.	Reporting 1
PHIL	1600-3	300	60014	6-9 p.m.	Philosophy and Religion
PSYC	1001-3	300	60015	6-9 p.m.	General Psychology
SOCY	3151-3	300	60019	6-9 p.m.	Self in Modern Society
UWRP	3020-3	300	60022	6-9 p.m.	Topics in Writing: <i>Catcher in the Rye</i>

TERM 2W (FIVE-WEEK) CLASS

Tuesday, Wednesday and Thursday Course, July 14 through August 13

Department	Course No.	Section	Call No.	Time	Course Title
SLHS	2334-3	200	60021	4:30-7:30 p.m.	American Sign Language 4: Linguistics of ASL

Literature instructor Patricia Thompson (right) with Susan Miller in Patricia's Evening Credit class on British Masterpieces. (For summer, she's teaching Women's Lit.) Her approach is to cover the classics with abbreviated lectures and guided discussion that really makes students think. This past semester, the 1500 level course attracted a diverse group—half of whom were upperclassmen or grad students. Students got so interested that they formed an independent book club to keep them reading classics after the class ends. Susan Miller (left) works as cashier supervisor at Wild Oats. She has taken some classes at a community college but says she felt she wanted "more Liberal Arts and more challenge. She took this course because, "I really enjoy literature—especially British literature."



SURVIVAL TIPS

Nondegree students may take an unlimited number of credit hours through Continuing Education. Credit hours will be reviewed and applied to your transcript, as appropriate, if you are admitted as a CU degree student.

ANTHROPOLOGY

ANTH 2030-1

Laboratory in Physical Anthropology 1

Lab in human osteology and musculoskeletal system emphasizing comparative primate morphology, adaptation, and the fossil record documenting the natural history of primates. Coreq., ANTH 2010. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Term 3W - Section 300: Call No. 60023. Mondays and Wednesdays, June 15-July 29, 4-6 p.m. Hale 246. \$121 (resident).

ANTH 2040-1

Laboratory in Physical Anthropology 2

Experiments and hands-on exercises designed to enhance understanding of the principles and concepts presented in ANTH 2020. Coreq., ANTH 2020. Approved for arts and sciences core curriculum: natural science.

TBA

Term 3W - Section 300: Call No. 60024. Tuesdays and Thursdays, June 16-July 30, 4-6 p.m. Hale 246. \$121 (resident).

COMMUNICATION

COMM 1300-3

Public Speaking

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

David Steiner, Ph.D.

Term 1W - Section 100: Call No. 60002.

Tuesdays, Wednesdays and Thursdays, June 9-July 9, 6-9 p.m. Education 136. \$308 (resident).

COMM 2400-3

Communication and Society

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.

Term 1W - Section 100: Call No. 60003.

Tuesdays, Wednesdays and Thursdays, June 9-July 9, 6-9 p.m. Hale 230. \$300 (resident).

ENGLISH

ENGL 1260-3

Introduction to Women's Literature

Introduces literature by women in England and America. Covers both poetry and fiction and varying historical periods. Acquaints students with the contribution of women writers to the English literary tradition and investigates the nature of this contribution. Same as WMST 1260. Approved for arts and sciences core curriculum: cultural and gender diversity.

Patricia Thompson, M.A.

Term 3W - Section 300: Call No. 60006. Mondays and Wednesdays, June 15-July 29, 5:30-8:30 p.m. Ketchum 119. \$300 (resident).

ENGL 3051-3

Intermediate Fiction Workshop

Intermediate course in fiction writing. May be taken up to three times for credit.

George Moore, Ph.D.

Term 3W - Section 300: Call No. 60007. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Hellem 263. \$300 (resident).

ENGL 3060-3

Modern and Contemporary Literature

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.

Term 3W - Section 300: Call No. 60008. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Ketchum 235. \$300 (resident).

FILM STUDIES

FILM 3563-3

Producing the Feature Film

Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on 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 also be featured.

Frank Iannella, M.A.

Term 3W - Section 300: Call No. 60009. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Guggenheim 205. \$308 (resident).

SURVIVAL TIPS

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



FINE ARTS

FINE 3097-3

Special Topics: Art and Creativity

An introduction to art as the creative process that permeates everyday life and livelihood. The stages of creativity are explored in relationship to one's personal experience through lecture, discussion and practice. The study of this inherent process expands and enlivens the understanding of art as a discipline and its corollary the "art" of everyday experience.

Ernest Porps, M.F.A.

Term 3W - Section 300: Call No. 60010. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Fine Arts N141. \$300 (resident).

GEOGRAPHY

GEOG 1982-3

World Regional Geography

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.

TBA

Term 3W - Section 300: Call No. 60011. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Geology 121. \$300 (resident).

JOURNALISM

JOUR 2001-3

Mass Media Writing

Introduces information gathering and writing techniques appropriate for the mass media. Emphasizes basic skills in grammar, organization, and information collection in both lecture and laboratory formats.

Jan Whitt, Ph.D.

Term 3W - Section 300: Call No. 60012. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Macky 3C. \$300 (resident).

JOUR 3001-3

Reporting 1

Covers problems and practices in reporting news of government, politics, the courts, industry, business, science, and other areas involving public issues. Prereq., JOUR 2001.

Jan Whitt, Ph.D.

Term 3W - Section 300: Call No. 60013. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Ketchum 301. \$300 (resident).

KINESIOLOGY

KINE 3420-3

Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Prereq., junior standing (pre-nursing students exempt). Approved for arts and sciences core curriculum: natural science.

Brian Seaward, Ph.D.

Term 1W - Section 100: Call No. 60004. Tuesdays, Wednesdays and Thursdays, June 9-July 9, 5:30-8:30 p.m. Hale 270. \$300 (resident).

PHILOSOPHY

PHIL 1600-3

Philosophy and Religion

Philosophical introduction to some of the central concepts and beliefs of religious traditions, focusing particularly on the question of the existence of God and on the relation between religious beliefs and moral beliefs. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Term 3W - Section 300: Call No. 60014. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Hellems 267. \$300 (resident).

PHIL 3430-3

History of Science: Newton to Einstein

The history of physical and biological science, from the epoch-making achievements of Charles Darwin in biology to the dawn of the twentieth century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems.

Approved for arts and sciences core curriculum: historical context, or natural science.

Sheralee Brindell, Ph.D.

Term 3W - Section 300: Call No. 60025. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Hellems 211. \$300 (resident).

Craig Rushing works for a nonprofit lobbying organization in Arvada, but he's also committed to "stay in school and finish." Patricia Thompson's Literature course is a step in that direction. Craig says warmly, "She taught a wonderful class. We had great discussion—in depth and very well led. I was very happy with it."



POLITICAL SCIENCE

PSCI 3011-3 The American Presidency

Covers constitutional and institutional foundations and historical development of the presidency; roles, powers, selection, recent modifications, and institutionalization. Uses lectures and class discussion. Prereq., PSCI 1101. Approved for arts and sciences core curriculum: United States context.

Vince McGuire, Ph.D.

Term 1W - Section 100: Call No. 60005. Tuesdays, Wednesdays and Thursdays, June 9-July 9, 6-9 p.m. Muenzinger E131. \$300 (resident).

PSYCHOLOGY

PSYC 1001-3 General Psychology

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

Michael Freedman, Ph.D.

Term 3W - Section 300: Call No. 60015. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Muenzinger E0046. \$300 (resident).

PSYC 2012-3 Biological Psychology 1

Broad survey of biological bases of learning, motivation, emotion, sensory processes and perception, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurobiology of language and thought, and neurophysiology and neuroanatomy in relation to behavior. Prereq., completion of 12 or more hours of college work. Approved for arts and sciences core curriculum: natural science.

Timothy Smock, Ph.D.

Term 3W - Section 300: Call No. 60016. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Muenzinger E417. \$300 (resident).

PSYC 4456-3 Psychology of Personality

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods, and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of sociocultural context. Enrollment restricted to juniors and seniors.

Patrick Vann, Ph.D.

Term 3W - Section 300: Call No. 60017. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Muenzinger E432. \$300 (resident).

SOCIOLOGY

SOCY 1001-3 Analyzing Society

Examines U.S. society in global context, using basic sociological ideas. Focuses on the nature of group life, social and moral order, social institutions, social disorganization, social problems, and social change. Approved for arts and sciences core curriculum: contemporary societies.

TBA

Term 3W - Section 300: Call No. 60018. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Hellemms 201. \$300 (resident).

SOCY 3151-3 Self in Modern Society

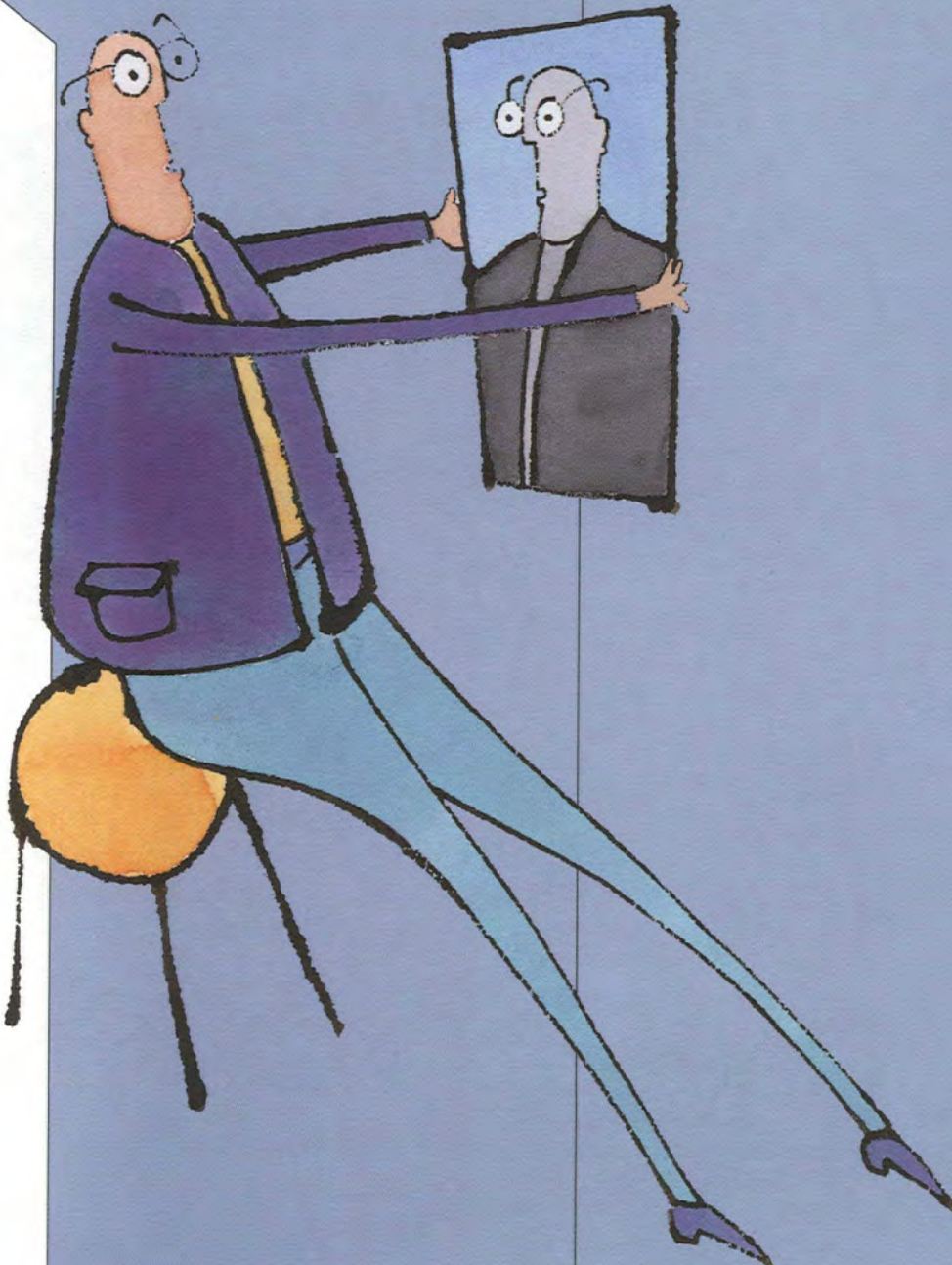
Using a variety of eastern and western perspectives, explores how modern social institutions and culture shape our personal experiences, how personal experiences can affect the nature of those institutions and culture, and how strategies can be developed for achieving balance between the individual and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

Duncan Rinehart, Ph.D.

Term 3W - Section 300: Call No. 60019. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Education 220. \$300 (resident).

SURVIVAL TIPS

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



SPANISH

SPAN 2110-3 Second-Year Spanish 1

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1020 or 1150 or placement.

Javier Garces, B.A.

Term 3W - Section 300: Call No. 60020. Mondays and Wednesdays, June 15-July 29, 6-9 p.m. Chemistry 145. \$320 (resident).

SURVIVAL TIPS

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

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

Non-Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the 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.

SPEECH, LANGUAGE AND HEARING SCIENCES

SLHS 2334-3 American Sign Language 4: Linguistics of ASL

The goal of the course is to provide linguists (new and experienced) with the opportunity to discuss ASL discourse and to explore the challenges and needs in the field, especially in relation to research of visual languages. Topics will include an introduction to a variety of discourse analysis approaches, the advantages and disadvantages of qualitative and quantitative research, natural data collection, technology in ASL discourse research (and any research that requires the use of visual linguistic data), transcription issues in ASL (and of visual aspects of spoken languages), and specific topics in current ASL discourse analysis such as: use of space and spatial mapping, involvement strategies, discourse structures, narrative, non-manual signals (NMS), footing, contextualization cues, interpreted discourse, and turn-taking. Prereq., SLHS 2324 or equivalent.

Betsy Winston, Ph.D.

Term 2W - Section 200: Call No. 60021. Tuesdays, Wednesdays and Thursdays, July 14-August 13, 4:30-7:30 p.m. McKenna 112. \$320 (resident).

UNIVERSITY WRITING PROGRAM

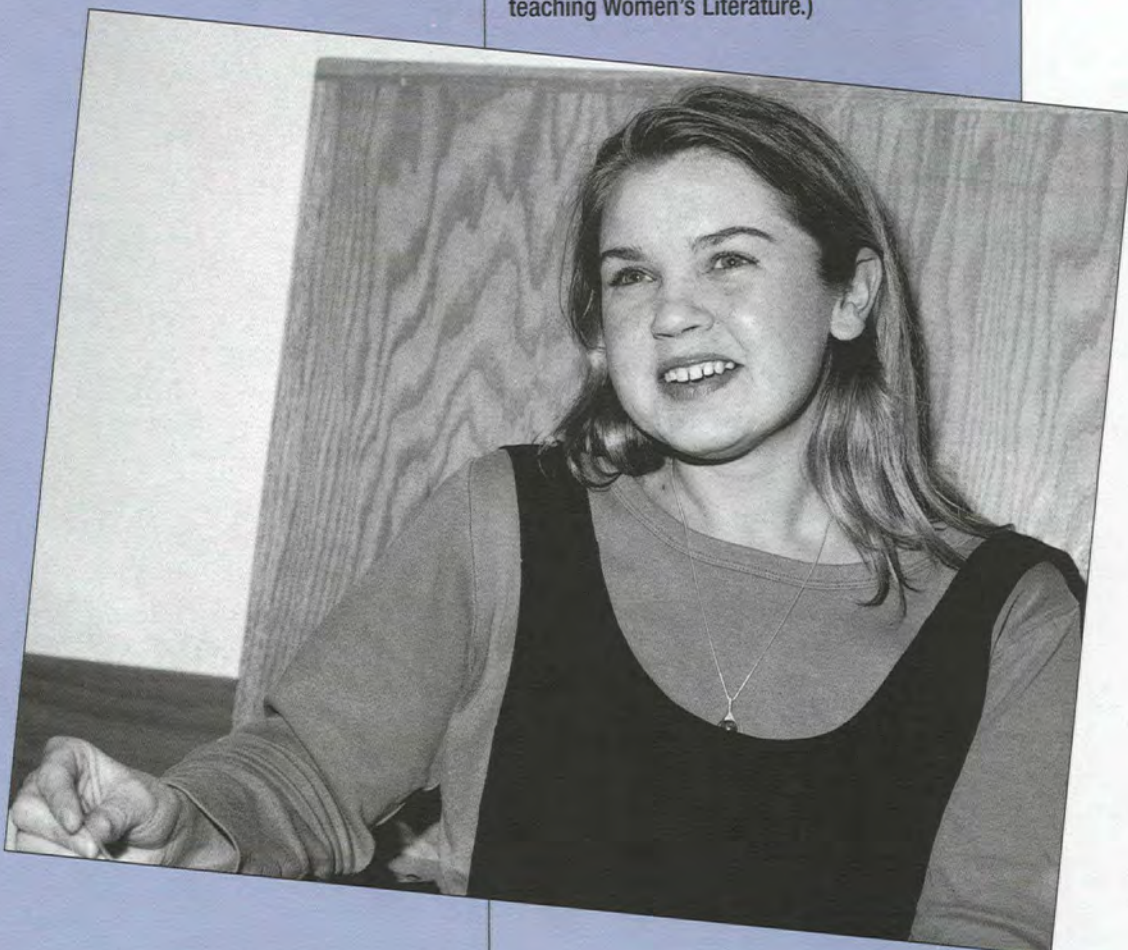
UWRP 3020-3 Topics in Writing: *Catcher in the Rye*

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.

Lynn Gingrass, M.A.

Term 3W - Section 300: Call. No. 60022. Tuesdays and Thursdays, June 16-July 30, 6-9 p.m. Ketchum 120. \$300 (resident).

Heather Herman is a Fine Arts major pursuing her teaching certification in Elementary Education. She took Patricia Thompson's Literature course on British Masterpieces and says, "I absolutely fell in love with that class. The class was so diverse that we got to converse on a special level—to cut loose and talk about our interpretations and hear others', too. It was the best course I've taken in my entire college career. I will try to take another if I can work it in." (This summer, Patricia Thompson is teaching Women's Literature.)



YOU LOVE TO LEARN. YOU JUST DO! GIVE



TIME OFF PAYS OFF. Some of our most popular classes are filled with busy, successful people who understand the value of mental recreation. When you make time to spend time deeply absorbed in things that intrigue you—just for the pure pleasure of it—you renew your capacity to manage and enjoy every aspect of your life.

Tuition and classroom locations are listed at the end of each course description. **Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting.** Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in 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 that you need to use the facility.

Classes will not meet on July 4.

Mia Semingson teaches Beginning Photography and a Nature Photography workshop. She holds a BA from Humboldt State University in Photography, Jewelry/Metalsmithing and will receive her MFA in Photography from CU in May. She says, “The way I structure the course, especially Beginning Photography, is through a fine arts approach. It’s about learning to see. To look at things differently.” Assignments are set up to get beyond preconceived notions of how an image “should” be approached. She invites people to make creative breakthroughs and works to provide an environment where people feel free to take creative risks. Mia’s classroom is a small, supportive community where people can experiment, share their images and talk comfortably about their ideas and results. Mia says most students also come to class wanting basic instruction on how to use their cameras. She encourages them to “leave the program behind” by switching from point-and-shoot to the manual setting. Once you learn to use the camera manually, she says, you can add back and enjoy the automated features, but with a greater sense of freedom and control.

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Instructor Kristin Snedeker with Lenny Vitale in her Introduction to Oil Painting class. Kristin says that people who take fine arts classes through Continuing Education run the gamut, from individuals who are very serious and committed to those who are just getting started. Either way, instructors make sure that students learn important concepts, get hands-on experience and have a good time.



ARCHITECTURE AND LANDSCAPE

NCAL 011

Four Season Colorado Landscape

The goal is a beautiful yard all year long. We discuss landscape features and specific plants as we investigate four-season gardening in Colorado.

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

Section 100: Tuesday, July 21, 6-9 p.m. 1 session. Hellemes 255. \$25.

NCAL 028

How to Design or Remodel a House with an Architect

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 100: Thursdays, July 9-August 6, 7-9 p.m. 5 sessions. Hellemes 251. \$65.

COMMUNICATION

NC C 008

Introduction to American Sign Language

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.

Jenny Lin, B.A. Gallaudet University, studied abroad in Rio de Janeiro, and currently works as a professional research assistant at CU-Boulder.

Section 100: Mondays, June 29-August 3, 6-8 p.m. 6 sessions. Ketchum 120. \$80.

FINE ARTS

NCFA 070

Art Appreciation: From the Renaissance to the Present

Learn to appreciate the art around you by learning more about its historical and cultural context. We will look at paintings and sculptures with a critical eye, analyzing different styles and discussing how artists' works often reflect the world around them. We'll cover significant periods in art history, looking at works of major artists and analyzing prevalent styles. Periods to be covered are the Renaissance/Baroque, Impressionism, Native American, and Modern. You'll never feel intimidated or apathetic in a museum again and will finish the course with a much greater appreciation of the visual arts. Includes optional visit to the Denver Art Museum on July 25.

Priscilla Craven has an M.A. in Art History from CU-Boulder, and an M.A. in Italian.

Section 100: Wednesdays, July 8-29, 6-8 p.m., Economics 205 and Saturday, July 25, 10 a.m.-noon, Denver Art Museum. 5 sessions. \$65.

NCFA 050

Discovering Your Creativity

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 for several years.

Section 100: Thursdays, June 18-August 6, 6-8 p.m. 8 sessions. Economics 205. \$105.

NCFA 020

Introduction to Drawing

Emphasis is on observation with particular attention given to the importance of value and perspective in descriptive art. We work with line, shading and color (from a photograph or an object) and work with a design. No prior art experience necessary. This is not a technique demonstration class. We work with paper, pencil, color pencil and ink (cost estimate \$50). Call (303) 492-5148 for a list of supplies to purchase.

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

Section 100: Mondays, June 22-August 3, 7-9:30 p.m. 7 sessions. Fine Arts N298. \$125.



FINE ARTS-CONTINUED**NCFA 005
Life Drawing**

Using exercises in learning to see and respond, drawing the figure will become a skill that belongs to you. We progress from gestural to contour line drawings, using surface shading and modeling. Bring soft Alfa charcoal, vine charcoal, pink pearl eraser, 18x24 inch newsprint pad, 2B pencil, black india ink, a #4 bamboo brush, charcoal pencil, white and brown conte crayons and pencils, pen holder and point, bamboo pen, and red, yellow, green, purple, orange, and white soft pastels. Tuition includes fees for a model, present at every session.

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

Section 100: Wednesdays, June 17-July 22, 7-9 p.m. 6 sessions. Fine Arts N275. \$105.

**NCFA 022
Landscape in Mixed Media**

No experience required to create a stunning summer landscape in a different location each Saturday morning. Composition, color and creative techniques will be the focus of this class. A variety of media can be used including watercolor, dry watercolor, water-based crayons and/or pencils, soft pastels, oil pastels or colored pencils. Call (303) 492-5148 for a supply list. Meet on Varsity Bridge near Macky Auditorium for the first class meeting. Other destinations include Boulder Creek at the Library, Chautauqua Park, and Artist's Point at the top of Flagstaff Mountain. Weather dates arranged if needed.

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

Section 100: Saturdays, June 20-July 18 (no class on July 4), 9 a.m.-noon. 4 sessions. \$80.

**NCFA 028
Introduction to Oil Painting**

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory, palette selection and color mixing. Traditional techniques and oil-based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. Students will study still life, landscapes, and portraits. Models at some sessions included. No prior experience necessary. Call (303) 492-5148 for a list of supplies to purchase. (Cost estimate \$50 to \$100.)

Chun Arthur Wang, M.F.A., has been a portrait artist for over 20 years.

Section 100: Wednesdays, June 24-July 29, 6-9 p.m. 6 sessions. Fine Arts N103. \$135.

**NCFA 031
Introduction to Collage Painting in Acrylic or Oil**

A two-part course which allows both the beginning and more advanced student to choose from two and three dimensional media to create painted collages. Assignments range from realism to "naiveté" approaches and include the exploration of memory, dreams, and the world of the unknown. Slides, demonstration, one-on-one tutorials and class critiques are included. Part 2 will explore more advanced principles and exercises. Call (303) 492-5148 for a supply list which includes found objects, photography, natural fibers, and organic materials.

Anita Rodriguez-Wakelin, M.F.A. candidate, works primarily with oils and acrylics and the exploration of her Mexican heritage.

Section 101: Tuesdays, June 23-July 14, 5:30-8:30 p.m. 4 sessions. Fine Arts N103. \$90.

Section 102: Tuesdays, July 21-August 4, 5:30-8:30 p.m. 3 sessions. Fine Arts N103. \$70.

**NCFA 001
Basic Photography**

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

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 100: Mondays, June 22-August 3, 6:30-8:30 p.m. 7 sessions. Ketchum 118. \$90.

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Ellen Tallman used to paint and draw years ago but, as a programmer for IBM, "I got too busy." Now that she's retired, she's eager to brush up on the technical aspects of painting and get going again. Right now she's doing some figurative work, copying a Bonnard of a nude in a bathtub. She says that taking a fine arts course provides helpful structure—it enables her to make time for something she loves.



NCFA 002**Creative Photography Workshop**

Learn about amazing new films like T. Max and Ektar, filters, telephoto and wide-angle lens use, electronic flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom work covers black and white print making, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer imaging equipment, based on student's proficiency. Cost of chemicals is included. Bring your own camera to the first class. You will need to purchase paper and film after the first class.

Don Oberbeck is a professional photographer and runs the Boulder Photo Center.

Section 100: Thursdays, July 2-August 6, 7:30-9:30 p.m. 6 sessions. Ketchum 235; 3 sessions in photo lab at 1815 Pearl Street. \$140.

NCFA 044**Nature Photography**

Learn the basics of color landscape using Chautauqua as your backdrop. Find out more about camera equipment and filters as well as compositional strategies. After having the film processed, we'll meet as a group to view and discuss our photographs.

Mia Semingson, M.F.A. candidate at CU-Boulder, exhibits her work in California and Colorado and specializes in alternative photographic processes.

Section 100: Wednesdays, July 15-22, 6-8 p.m. Ketchum 118, and Saturday, July 18, 8:30-11 a.m. at Chautauqua Park. 3 sessions. \$55.

FOREIGN LANGUAGES**NCFL 100****Beginning Conversational French**

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

Philippe Willems, Ph.D., teaches French at CU-Boulder and is the winner of the Graduate Teaching Excellence Award.

Section 100: Mondays and Wednesdays, June 15-July 8, 6-8 p.m. 8 sessions. Hellems 285. \$115.

NCFL 200**Intermediate Conversational French**

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

Anne-Marie Colwell, M.A., is a native French speaker and teaches French at CU-Boulder and the Boulder Valley School District.

Section 100: Mondays and Wednesdays, July 13-August 5, 6-8 p.m. 8 sessions. Hellems 255. \$115.

NCFL 102**Beginning Conversational Italian**

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, *In Italiano*, is available at the CU Bookstore.

James Walker, M.A., teaches Italian at CU-Boulder.

Section 100: Tuesdays, June 23-July 21, 6-8 p.m. 5 sessions. Hellems 285. \$75.

NCFL 103**Beginning Conversational Spanish**

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 100: Mondays and Wednesdays, June 15-July 8, 7-9 p.m. 8 sessions. Hellems 267. \$115.

NCFL 203**Conversational Spanish for Advanced Beginners**

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, is available at the CU Bookstore.

Enrique Mejia, B.A., is a native Spanish speaker and has taught at colleges in the Denver metropolitan area.

Section 100: Mondays and Wednesdays, July 13-August 5, 6-8 p.m. 8 sessions. Hellems 251. \$115.

NCFL 303**Intermediate Conversational Spanish**

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, is available at the CU Bookstore.

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

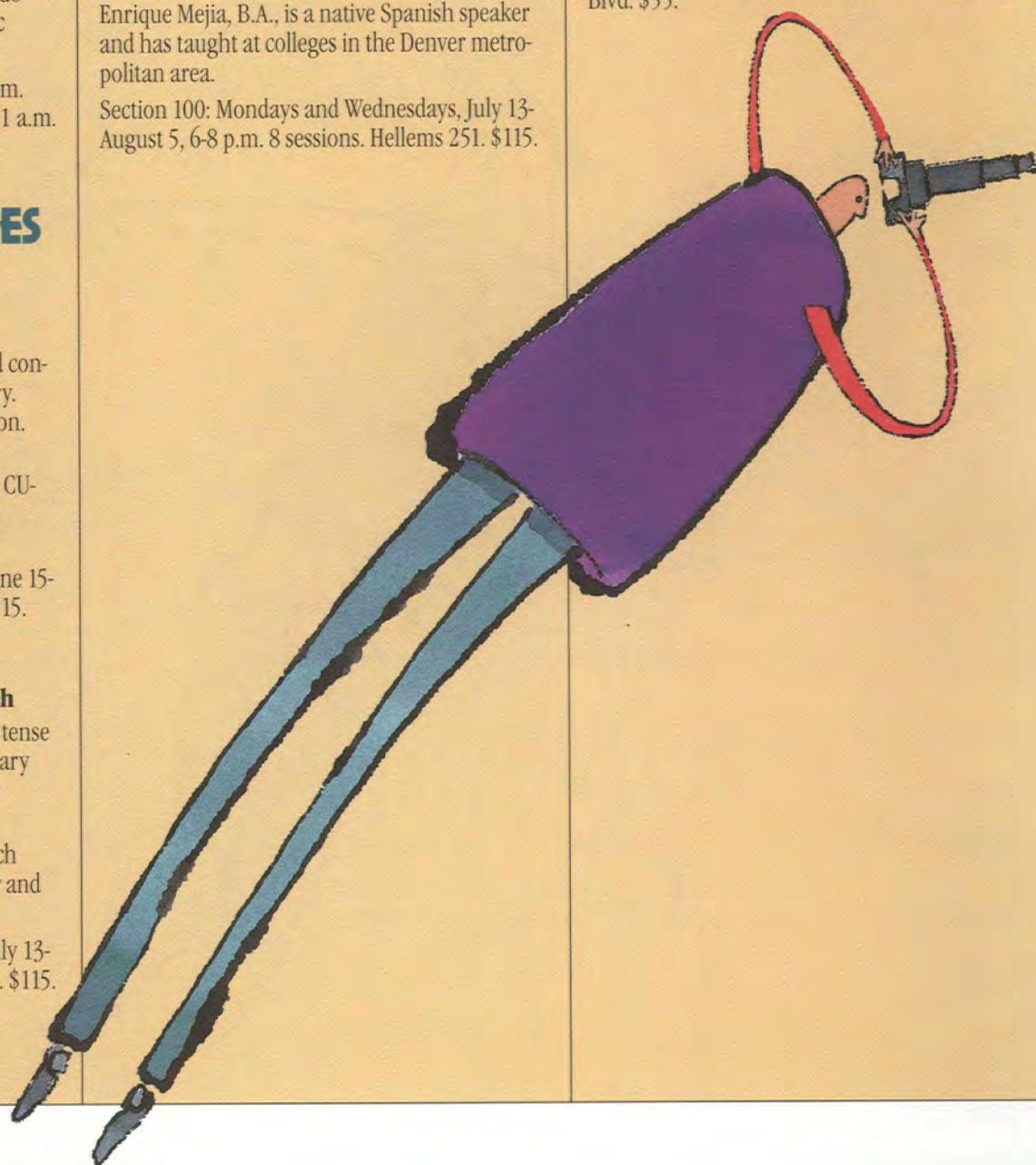
Section 100: Tuesdays, June 16-July 28, 7-9 p.m. 7 sessions. Hellems 251. \$100.

HISTORY AND CULTURE**NCH 018****Historic Tour of Western Boulder County**

Visit the historic mining communities of western Boulder County. Learn about the people, the changes, and sometimes the end of these old communities. Ride along the historic Moffat Road and see the Moffat Tunnel. How did a flood in Pueblo result in a tunnel in Boulder? Explore the sites, enjoy the scenery and learn about the glory days of old Boulder County. Dutch treat lunch in Nederland. Participants will carpool, leaving from the parking lot at 6th and Canyon at 8:30 a.m. sharp. Class size is limited.

Jay Fell, Ph.D., has taught Colorado History at CU-Boulder and has published books on the mining industry.

Section 100: Saturday, June 13, 8:30 a.m.-4:30 p.m. 1 session. Parking Lot at 6th and Canyon Blvd. \$55.



INVESTMENTS AND PERSONAL FINANCE

NCI 008 Basic Investing

Complete, understandable explanations for beginners covering terminology, products, and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Optional text, *One Up on Wall Street* by Peter Lynch, at the CU Bookstore.

Mary Wright, B.A., is First Vice President with a large investment firm, and has more than 15 years experience in the field.

Section 100: Wednesdays, July 8-29, 6:30-8:30 p.m. 4 sessions. Hale 240. \$60.

NCI 017 Mutual Fund Investing

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

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

Section 100: Wednesdays, June 17-24, 6:30-8:30 p.m. 2 sessions. Hale 236. \$30.

LIFESTYLES - PERSONAL AND PROFESSIONAL

NCL 064 The Art and Mechanics of Fly Fishing - An Overview

A brief introduction to the mechanics and art of fly fishing, this hands-on class will give you basic information on equipment and casting. You'll have practice sessions on a local river at the Saturday meeting. Experience the joy of this sport, taught by an expert.

Ken Iwamasa, a former Orvis fly fishing guide, has published more than a dozen articles on fly fishing.

Section 100: Thursdays, July 16-23, 6-8 p.m. Economics 119; and Saturday, July 25, 1-5 p.m. 3 sessions. \$65.

NCL 020 Sport Psychology: For the Athlete and Businessperson

This effective and entertaining course teaches participants how to find and turn on their own success switch. The course utilizes the confidence building, stress reducing and success-creating mental skills of Olympians and high achieving business professionals. Learn how to use the powerful connection between mind and body to your advantage. Easy to learn performance enhancing skills and techniques are taught in a fun and relaxed manner.

Tom Gangel, M.A., has been teaching and presenting workshops to businesspersons, health care workers, athletes and students for thirteen years.

Section 100: Tuesdays, July 7-14, 6:30-9 p.m. 2 sessions. Ketchum 118. \$35.

NCL 042 Finding and Running the Organic Farm

For those of you who have a desire to work on or own a farm. This class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered include organic farming methods and the business aspects, including production and marketing, of running a farm. The course includes a field trip to an organic farm.

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

Section 100: Tuesdays, June 23-July 14, 6:30-8:30 p.m. Environmental Design 120; and Sunday, July 12, 9 a.m.-noon. 5 sessions. \$70.

NCL 052 Do What You Love: The Career Decision Workshop

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 motivations; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. Materials fee of \$20 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 20 years.

Section 100: Tuesdays, June 23-30, 6-9 p.m. 2 sessions. Hale 240. \$40.

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NOT FOR ADULTS

NCFA 365

Cartooning for Kids: Ages 8-12

In three fun-filled mornings, kids are introduced to the basics of cartooning including expression, movement, character, animals and more. This step-by-step introductory workshop provides kids with useful art techniques for creating greeting cards, comic strips, T-shirt design and much more. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided. New assignments for previous students.

Eric Teitelbaum, is a cartoonist with *The New Yorker Magazine* and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, June 29-July 1, 9 a.m.-noon. 3 sessions. Baseline Middle School, Room 320. \$80.

NCFA 364

Cartooning for Teens: Ages 13-18

A cartoon class created especially for teens. Young people learn not only the basics of character design, expression and movement, but also special techniques for caricaturing famous people and celebrities, designing super heroes, and how to create and send cartoon ideas to comic book and publishing companies. A fun-filled, information-packed program and a lively experience for young artists. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided. New assignments for previous students.

Eric Teitelbaum, is a cartoonist with *The New Yorker Magazine* and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, June 29-July 1, 1:30-4:30 p.m. 3 sessions. Baseline Middle School, Room 320. \$80.

NCT 034

Study Smarter: Grades 9-12

Astound your family and friends with new study skills and habits! Learn strategies that cut your study time and prepare you for college or your next year in high school. Topics covered are: note taking, reading strategies, test preparation, concentration, time management and motivation vs. procrastination. This class can change your life!

Sherry Snyder, Ph.D., is Director of Student Programs at CU-Boulder College of Engineering and Applied Science.

Section 100: Tuesdays and Thursdays, June 16-July 2, 6-7:30 p.m. 6 sessions. Duane Physics G025. \$60.

SCIENCE

NCSO 003

An Introduction to the Universe

Required background: None—just a keen interest in our universe. Take a guided tour of the solar system using slides obtained from NASA's manned and unmanned missions. Then, obtain an overview of the universe including: the origin, structure and evolution of stars; the nature of white dwarfs, neutron stars, and black holes; the dynamics of galaxies; and the origin and evolution of the universe, all illustrated with slides from ground-based and space-based telescopes, including Hubble. The final meeting will be held at Fiske Planetarium where two shows will be presented: "The Night Sky," an introduction to the stars, constellations, and Earth motions; and "The Springtime of the Universe," on the origin and evolution of the universe.

Joe Romig, M.Sc., Ph.D., is a member of the NASA Voyager Science team and has been an instructor for 25 years.

Section 100: Sunday, Monday, Tuesday, June 7-9, 7-9 p.m. 3 sessions. Duane Physics G131 and Fiske Planetarium. \$45.

NCSO 036

Ethnoherbology: Edible and Medicinal Plants of the West

Journey with us into the past, through slides and stories, to learn about the medicinal/edible uses of plants by ancient and not-so-ancient people, including your own ancestral roots. Learn also how to grow some of these plants in your garden as well as go "into the field" to identify plants. Samples of various plants will be provided in class as well as recipes for remedies, food, and the home. \$3 materials fee payable in class. Saturday field trip in Boulder area to identify medicinal and edible plants is included.

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 100: Wednesdays, June 17-July 8, 6:30-8:30 p.m., Ketchum 118; and Saturday, June 27, 9 a.m.-noon. 5 sessions. \$70.

Shaune Arp is a graduating senior (Psychology major, French minor) who is taking oil painting through Continuing Education because "it's hard to get into the University's beginning level painting classes, and this isn't something I wanted to do for a grade anyway. I thought going for an "A" would take something away, for me. Plus it's at night, it's convenient and it's flexible—we only meet once a week. I really enjoy the mix of people in class—and how serious they are. And Kristin is a great instructor. She gives you plenty of help and plenty of creative freedom." In fact, Shaune adds, "I really wish I had discovered these Continuing Education classes sooner. There's a great selection."



THEATRE AND MUSIC

NCTH 001

Behind the Scenes! The Colorado Shakespeare Festival

No-holds Bard! Come join us for a behind the scenes peek at the plays and productions of the 1998 Colorado Shakespeare Festival! Meet CSF actors and artists for backstage tours and informal pre-show discussions of the plays and productions! This year we offer Shakespeare, Shakespeare and more Shakespeare! CSF audiences will enjoy a rollicking version of Shakespeare's *The Taming of the Shrew* as well as the enchanting romantic comedy, *Love's Labour's Lost*. Shakespeare's passionate, provocative comedy, *Measure for Measure*, adds zest to a season rounded out by his gripping drama of royal intrigue of power, *Richard II*. Participants have an opportunity to choose either a two-play or a four-play package with seats in Section A. Enrollment is limited. No refunds. Registration deadline is June 12. Rain policy: plays proceed unless conditions threaten players or audience. If a performance is canceled before 10 p.m. because of weather, ticket stubs serve as a rain check. See CSF brochure for details.

Judith Bock, Ph.D., is Director of Education for the Colorado Shakespeare Festival.

Section 101: Sunday, June 28, 6 p.m. - *Taming of the Shrew*; Wednesday, July 1, 6:30 p.m. - *Love's Labour's Lost*. Hellems 255. \$90.

Section 102: Wednesday, July 8 - *Measure for Measure*; Friday, July 10 - *Richard II*. Lectures at 6:30 p.m. in Hellems 255. \$95.

Section 103: Sunday, June 28 - *Taming of the Shrew*; Wednesday, July 1 - *Love's Labour's Lost*; Wednesday, July 8 - *Measure for Measure*; Friday, July 10 - *Richard II*. Lecture at 6 p.m. on Sunday and 6:30 p.m. on all other evenings in Hellems 255. \$170.

NCTH 010

Working Stages

Using the three plays chosen at this year's Colorado Shakespeare Festival's "Working Stages (festival of new works)", this series will explore the various ways in which a play is born. Playwrights, directors and dramaturgs will talk about their recent experiences in new play development. Following each class, there will be a staged reading of the new piece and post-show discussion.

Gretchen Haley is a graduate student in Theatre at CU-Boulder, working specifically on the development of new works.

Section 101: Monday, July 13, 6-7:30 p.m. 1 session. Economics 119. \$25.

Section 102: Monday, July 20, 6-7:30 p.m. 1 session. Economics 119. \$25.

Section 103: Monday, August 10, 6-7:30 p.m. 1 session. Economics 119. \$25.

NCTH 017

Acting Basics

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. Theater, is an instructor, performer and director.

Section 100: Tuesdays, June 16-July 21, 6:30-8:30 p.m. 6 sessions. Geology 311. \$75.

WRITING AND LITERATURE

NC W 077

Writing Fiction - A Weekend Intensive

Learn the fundamentals of writing fiction in one weekend. This innovative workshop is the place for beginners to get the basics and seasoned writers to sharpen skills. On Friday evening (bring popcorn and soda) we'll view a recent movie and then discuss the plot and story structure to see how film has affected the way in which popular fiction is written today. Saturday (bring something for a potluck lunch), we'll combine lecture, discussion and short writing exercises, featuring a different aspect of good fiction each hour. Topics include: creating dynamic characters, writing believable dialogue, pacing, and information about the business of writing.

Jerrie Hurd, M.F.A., is an experienced writing teacher, a frequent speaker at conferences, an award-winning writer and has recently published her third novel, *The Lady Pinkerton Gets Her Man*.

Section 100: Friday July 31, 6-10 p.m. and Saturday, August 1, 9 a.m.-4 p.m. Hale 236. 2 sessions. \$70.



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

In three weeks students will write an entire article (with a query letter) from its can't-miss opening to its final revisions to specific markets to target. Learn what editors are looking for, how to hone in on the article's audience, tips to make the piece more creative and other steps leading to successful sales. The instructor also works individually with the students' articles.

Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years.

Section 100: Tuesdays, June 16-30, 7-9 p.m. 3 sessions. Hale 260. \$40.

NC W 006**Creative Writing**

Discover ways to express yourself in fiction, non-fiction and poetry. Strengthen characters, narration and writing style through a series of exercises designed to heighten the imagination. For beginners and more experienced writers.

June Favre is an award winning poet, playwright and performer.

Section 100: Mondays, June 22-July 20, 6:30-8:30 p.m. 5 sessions. Hellems 259. \$65.

NC W 029**Usage and Grammar: Guidelines and Rules for Everyday Use**

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

Mary Joseph, Ph.D., teaches literature and drama, including Indian literature, fairy tales, Shakespeare and comedy.

Section 100: Saturday, June 27, 9 a.m.-1 p.m. 1 session. Economics 205. \$30.

NC W 078**Writing Screenplays: The Team Approach**

Learn a new approach to writing screenplays, one in which Team Dynamics commonly used in television sitcom writing is adapted to any dramatic form. While the groups decide the bare bones of plot and genre, each participant is responsible to the group for one character's development within that plan. Utilizing this lively and dynamic method, the class will finish a completed one-act play, screenplay, or television script. Along the way, each participant will have learned about creating dynamic scenes, using the language of film imagery, and how to develop character-driven action through believable dialogue.

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

Section 100: Saturdays, June 20-August 1 (no class July 4), 9:30 a.m.-12:30 p.m. 6 sessions. Economics 117. \$120.

NC W 075**Reading as a Writer**

The best examples of writing are found in the classics. This course will uncover the secrets of the novel, contrasting the oldest known narrative, *The Odyssey*, with its current best-seller counterpart, *Cold Mountain*. Along the way, short fiction from Dostoevsky, Joyce, Wolfe, Hemingway and Garcia Marquez will be examined. In-class discussion will include analysis, novel and short story construction, and imaginative writing exercises.

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

Section 100: Tuesdays, June 23-July 28, 6:30-8:30 p.m. 6 sessions. Education 134. \$80.

NC W 079**Writing in the Real World: How to Write Non-Fiction**

Writing non-fiction articles, stories, and books is a specialty that requires tenacity, skill, dedication and hard work. An author must stick to the facts and still weave an interesting story. The results can be pleasing for the writer and illuminating for the reader. The range of non-fiction can be extraordinary, from a student writing a report for class to a genius such as Truman Capote creating a new genre of literature with *In Cold Blood*. Technical writers, business executives and newspaper reporters deal in non-fiction writing every day. But how do you go about it? Where do you find the subject matter, how do you conduct the research, how do you outline your project, how do you write it, and where do you sell it? The goal of this course is to provide students with the tools needed to convert ideas into completed written works. At the end of six weeks, the student should emerge as a better researcher, investigator, interviewer, editor and writer.

Don Davis has over 20 years experience in the newspaper industry and has published seven non-fiction books and one novel.

Section 100: Wednesdays, June 10-July 15, 6-8 p.m. 6 sessions. Education 138. \$80.

Ted Blomquist is a systems engineer for the City of Boulder. He says he tries to take a class every year—inevitably something technical. But this year, he says, “I said the heck with that! This one’s for me (Intro to Oil Painting). And he adds, “I want to continue this. At my age, I enjoy learning. Just being on a college campus—it’s kind of like an island.” The course itself, he notes, “is hard work. You don’t just start splashing colors up.” And yet he loves working in oils. “It’s the epitome, when you think about it. It’s fun doing something—at any level—that someone like Rembrandt did—handling the same tools, the brushes. It’s a good foundation for anything else.”



MAKE YOUR OWN BREAKTHROUGH. GIVE YOURSELF THE TOOLS YOU NEED RIGHT NOW.

There is increasing acceptance among people in business that training and development is an ongoing process. Give yourself an opportunity to fill in the gaps in your education and preparation, to make you a stronger candidate for the next opportunity that comes along.

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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 Budgeting 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 venture. 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 Building a Business Plan.

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

Classes will not meet on July 4.

BUSINESS COURSES, SUMMER, 1998

GETTING STARTED	20	SUPERVISION/MANAGEMENT	21
Basic Skills for the Supervisor		Critical Issues in Current Management	
ACCOUNTING AND FINANCE	20	SALES/MARKETING	21
Accounting and Budgeting for the Non-Accountant		Understanding Marketing: Developing and Promoting Your Product or Service	
ENTREPRENEURISM/SMALL BUSINESSES	21	WRITING	21
Entrepreneurism - Are You Ready?		Beginning Technical Writing	
Starting a Business: From the Ground Up		Grants and Proposal Writing	

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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 Writing for Business or equivalent skill level.

All Levels

Course encompasses varied levels of experience.

GETTING STARTED

NC B 100

Basic Skills for the Supervisor

Beginning Level

Learn useful real-world techniques and principles that enable you to become an effective supervisor. We cover: understanding individual differences, motivational concepts, leadership theories, building productive work teams, managing change and conflict, and managerial problem solving. A recommended prerequisite to other Management Development Certificate classes. Optional final exam.

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

Section 100: Saturdays, July 11-18, 9 a.m.-4 p.m. 2 sessions. Economics 205. \$130.

ACCOUNTING AND FINANCE

NC B 110

Accounting and Budgeting for the Non-Accountant

Beginning Level

Understand where the numbers come from, and what they mean. Learn how transactions are reported, summarized and compiled into financial statements. Also, learn accounting principles focusing on the decision-making process and skills for insightful analysis of financial information in making important decisions. Finally, discover the seven secret ingredients of a bearable budget, the importance of vision and perspective, best-case and worst-case planning and how to realistically project costs and revenue. 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 an accountant for 14 years in Boulder.

Section 100: Saturdays, June 20-27, 9 a.m.-4:30 p.m. 2 sessions. Business 251. \$150.

ENTREPRENEURISM / SMALL BUSINESSES

NC B 400 Entrepreneurism-Are You Ready?

All Levels

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

Aivars Ziedins, M.S., has been an entrepreneur for over 23 years, owning or running six different businesses.

Section 100: Saturday, June 27, 9 a.m.-4:30 p.m. 1 session. Business 250. \$100.

NC B 002 Starting A Business: From the Ground Up

Beginning Level

This course will cover the many requirements from various government agencies with which a new business must comply. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. The workshop will help you understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.

Donald Kaniecki has been a C.P.A. in Boulder County for 15 years, working with small businesses and small business owners.

Section 100: Saturday, July 18, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

SUPERVISION / MANAGEMENT

NC B 230 Critical Issues in Current Management

Intermediate Level

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

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

Section 100: Saturdays, July 25-August 1, 9 a.m.-3 p.m. 2 sessions. Muenzinger E118. \$110.

SALES/MARKETING

NC B 210 Understanding Marketing: Developing and Promoting Your Product or Service

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 100: Tuesdays, June 23-July 28, 5:30-8 p.m. 6 sessions. Hellems 247. \$165.



WRITING

NC B 470 Beginning Technical Writing

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.

Brian Bevirt, B.A., has 18 years of experience as a technical communicator for business, industry, and science.

Section 100: Tuesdays, June 30-July 28, 6:30-9 p.m. 5 sessions. Duane Physics G027. \$140.

NC B 050 Grants and Proposal Writing

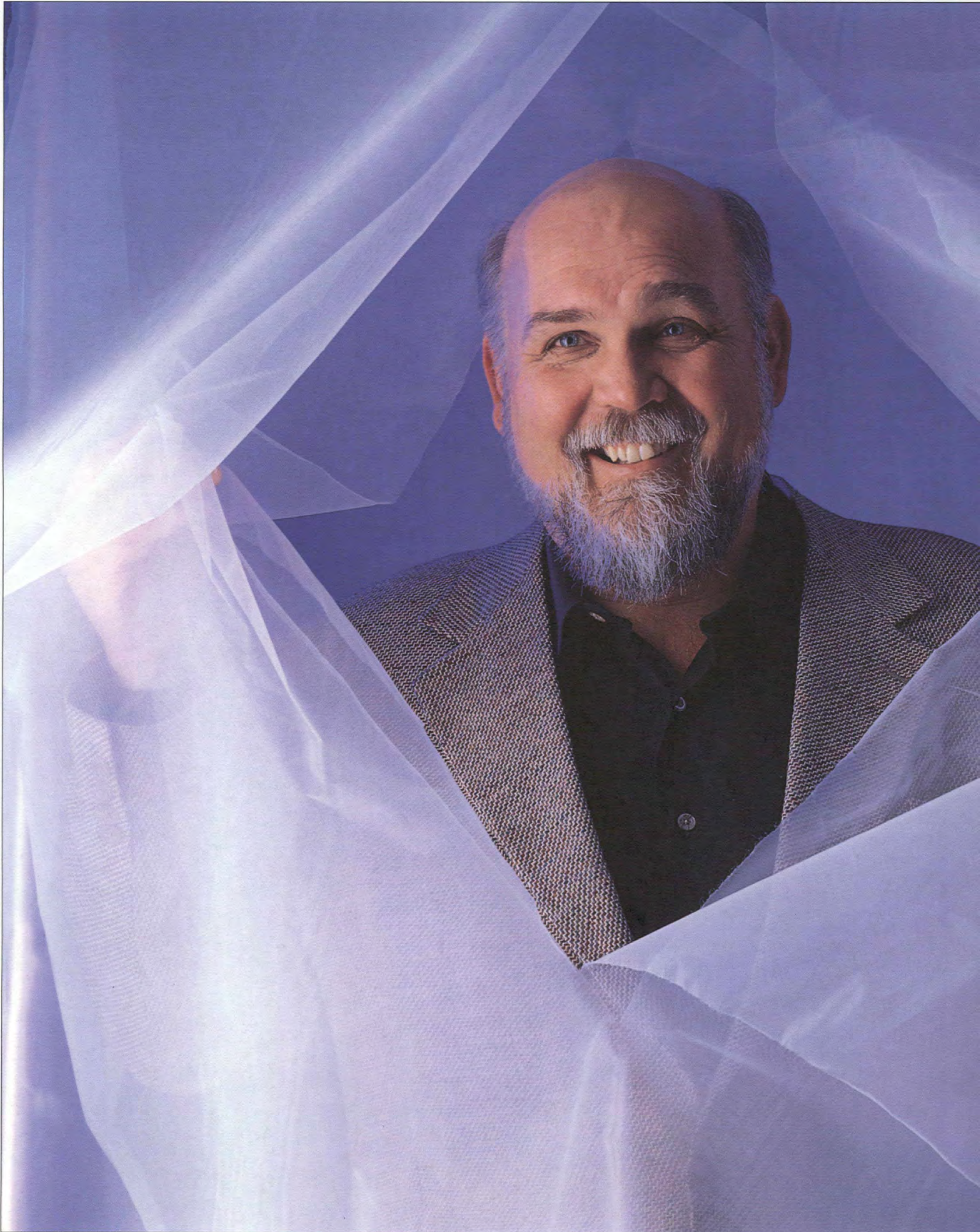
All Levels

This course will cover all aspects of identifying government and foundation funding sources and preparing competitive proposals to obtain funds. It will be of use to faculty in all fields, and members of community, health, arts, educational and other non-governmental organizations.

Linda B. Sitea has worked for nearly 25 years as a grants officer at colleges and universities, and a consultant for numerous not-for-profit organizations.

Section 100: Saturdays, June 27-July 25 (no class July 4 and 18), 9 a.m.-1 p.m. 3 sessions. Hellems 259. \$150.

GIVE YOUR COMPUTING A TUNE-UP. AN



OUR STUDENTS UNDERSTAND the importance of computing skills and they are always on the lookout for practical instruction that makes work easier, from basic skills to programming and web sites. In response, we keep adding new courses to offer the latest on the greatest—at every level. Our labs are stocked with the machines you want to know better, and with the software you are most keen to conquer. Our new Network Administration Certificate program is strong on content and marketplace relevance, at an excellent price. And our instructors make hands-on learning painless and fun.

CERTIFICATE IN COMPUTER APPLICATIONS

You may earn a Certificate in Computer Applications by completing the requirements listed below. These requirements provide a comprehensive understanding of an ever-changing computer industry.

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

***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers*, you may request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

- B. At least one course in programming. Programming languages offered include, C, C++, and Java. Other topics are added to keep pace with industry standards.
- C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

CERTIFICATE IN NETWORK ADMINISTRATION

The Division of Continuing Education offers a Certificate in Network Administration for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

Choose one of three tracks:

A. Windows/Intel Track, B. Macintosh Track or C. UNIX Track.

A. Windows/Intel Track

1. CAPC 100 Introduction to the PC
2. CAPC 203 Windows 95 Level I

Dave Kingsley teaches Computer Aided Design (CAPC 161, 261, 461 and Intro to 3D). He began working on CAD systems in 1978 at Ball Aerospace, where he worked exclusively on 3-D CAD (in one of its earliest forms) designing instrumentation for the Hubble telescope. Now he consults for medical and technical firms and works as an AutoCad instructor for CAD dealers in the Denver area. He knows what students are up against and what they need to get from the course, and he loves teaching this material—watching students break through to a higher level of skill, to gain better control of their work process and product.

B. Macintosh Track

1. CAMC 100 Introduction to the Macintosh

C. UNIX Track

1. CACS 211 Introduction to UNIX
2. CACS 311 Intermediate UNIX

Operating System Courses (required for all students)

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

Administration Courses (Select at least one)

- CACS 414 NetWare/AppleShare Administration
- CACS 415 UNIX System Administration
- CACS 304 Introduction to Windows NT 4.0 Administration

Other Administration Courses

- CACS 424 Wide Area Networking Topics (Required for all students)
- CACS 425 UCB Systems and Networks (Required for CU employees)

Programming Courses

Choose at least one course in programming.

Database Courses

Choose at least one course in database management.

If you have a substantial background with computers, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.

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

PARKING: At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), Saturday and evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) will be available at the class. For other course 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 description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call 303-492-6596.

ESSENTIAL INFORMATION: Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call 303-492-6596 if you have questions about computer access.

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

QUESTIONS? If you have any questions about this program, please call the Division of Continuing Education at 303-492-5148, or outside the Denver Metro area, 1-800-331-2801.

COMPUTER APPLICATIONS COURSES, SUMMER, 1998

THE COMPUTER SYSTEM	24	Desktop Publishing	33
Understanding Computers	24	Computer Graphics	33
Networks	25	Multimedia	34
The Internet	26	Computer Aided Design	34
Operating Systems	28	THE MACINTOSH SYSTEM	35
Programming	28	Internet	35
THE PC SYSTEM	30	Word Processing	35
Word Processing	30	Spreadsheets	35
Spreadsheets	31	Presentations	36
Presentations	31	Financial Management	36
Project Management	32	Desktop Publishing	36
Financial Management	32	Computer Graphics	37
Databases	32	Multimedia	38

24

THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100
Computer Literacy

An introduction to concepts and terminology that make successive courses much easier to handle. Learn what computers really are—their uses and their limitations. An introductory lecture prepares you for five hands-on labs: three on the PC, and two on the Macintosh system. After the course, spreadsheet, word processing, database and communication applications will be familiar concepts to you. Take the mystery out of basic computer jargon and learn start-up skills that open the door to more targeted learning.

Beth Sigren, B.S.

Section 101: Wednesday, May 27, 6-8 p.m. plus lab sections. Please indicate lab preference (10A or 10B) at registration: Lab Section 10A: Wednesdays, June 3-July 1, 6-8 p.m. Lab Section 10B: Wednesdays, June 3-July 1, 8-10 p.m.

John Dick, Ph.D.

Section 102: Thursday, June 18, 6-8 p.m. plus lab sections. Please indicate lab preference (10C or 10D) at registration: Lab Section 10C: Thursdays, June 25-July 23, 6-8 p.m. Lab Section 10D: Thursdays, June 25-July 23, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$125.

CACS 201
Concepts of Computer Information Technology

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 100: Wednesdays, June 3-July 8, 6-9 p.m. 6 sessions. University Computing Center 123. \$205.

CACS 202
Computer Applications Overview

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 100: Thursdays, July 9-30, 6-9 p.m. 4 sessions. University Computing Center 124. \$165.



CACS 204**Computer Systems Overview**

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 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Dave Bodnar, M.S.

Section 100: Mondays, June 1-22, 6-9 p.m. 4 sessions. University Computing Center 126. \$165.

NETWORKS**CACS 220****Introduction to Networks**

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 to small to medium sized businesses.

Prerequisite: CAPC 100 Introduction to the PC or CAMC 100 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S.

Section 101: Tuesdays, June 2-30, 6-9 p.m. 5 sessions. University Computing Center 126. \$195.

Section 102: Saturdays, July 18 and 25, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123. \$195.

CACS 305**Computer Architecture**

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 100: Mondays and Wednesdays, July 13-22, 6-9 p.m. 4 sessions. University Computing Center 123. \$165.

CACS 321**Network Administration**

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.

Michelle Sharon, B.S.

Section 100: Monday, July 6, and Thursdays, July 9, 16, and 23, 6-9 p.m. 4 sessions. University Computing Center 123. \$165.

CACS 323**Network Operating Systems**

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:** *NetWare: The Professional Reference*, 4th edition, Siyan, University Bookstore, UMC 10.

Willie Hutton

Section 100: Tuesdays and Thursdays, August 11-20, 6-9 p.m. 4 sessions. University Computing Center 123. \$165.

CACS 304**Introduction to Windows NT 4.0 Administration**

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*, Heywood, University Bookstore, UMC 10.

Andy Rumer

Section 100: Mondays and Wednesdays, July 20-29, 6-9 p.m. 4 sessions. University Computing Center 126. \$230.

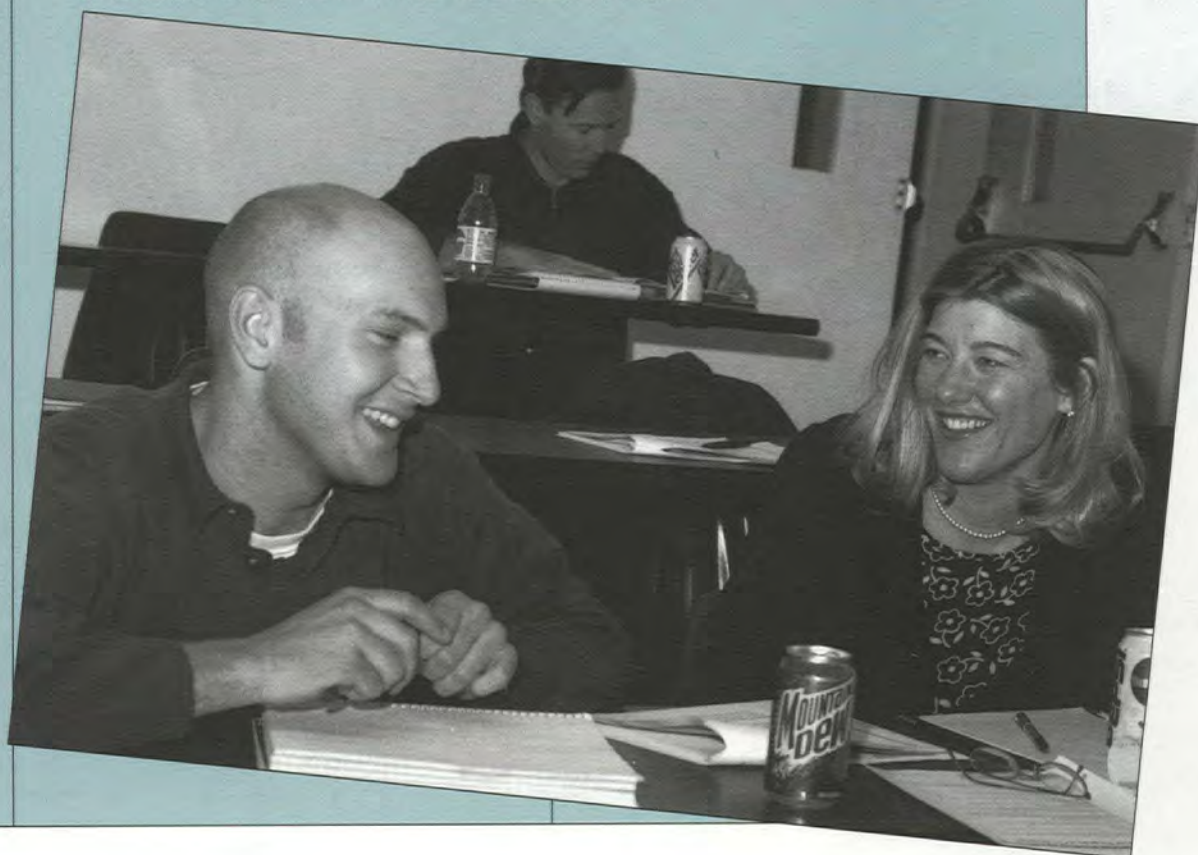
CACS 404**Intermediate Windows NT 4.0 Administration**

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*, Heywood, University Bookstore, UMC 10.

Andy Rumer

Section 100: Mondays and Wednesdays, August 3-12, 6-9 p.m. 4 sessions. University Computing Center 126. \$230.

Kris Baritt (left) and Laura Ramsey in Willie Hutton's class on operating systems. For Laura, the class is part of on-going career training. The company she works for, Custom Computer Designs Corp., Boulder, builds computers and networks, and sells and services them. "If your server crashes," she says, "we do trouble-shooting and repairs." She's also just a couple of courses away from completing her Certificate in Network Administration, an experience that she says has been "a huge help!" Laura has been taking computer classes since she first graduated from CU and notes that adding specific computer training to her resume at that point helped her get the interviews she needed and wanted.



NETWORKS-CONTINUED

CACS 415 UNIX System Administration

An in-depth, hands-on examination of 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.

John Bevilacqua, M.S. and Lucky Vidmar, M.S.

Section 100: Wednesdays, Thursdays, and Monday, August 12-20, 6-9 p.m. 5 sessions. University Computing Center 127. \$280.

26 Debbie Davis restores Navajo textiles for a living. Although it's low-tech work, she says the business end of it quickly leads to computers. "I'm looking at expanding and I want to position myself to work with nonprofits and historical societies" (perhaps on a networked basis). So she, too, is working on her Certificate in Network Administration. And she enjoys the balance this knowledge adds to her professional experience.

CACS 424 Wide Area Networking Topics

This course presents an overview of Wide Area Network technologies that are commonly used at the University of Colorado, Boulder Campus 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 UCB modem pools and Internet service providers. Windows 95 and Macintosh configurations will be discussed. **Prerequisite:** CACS 323 Network Operating Systems or equivalent.

Valerie Parker, M.I.S. and Barry Compton, M.S.C.S.

Section 100: Mondays, June 15-29, 6-9 p.m. 3 sessions. University Computing Center 123. \$145.

CACS 425 UCB Systems Seminar

This course presents in a panel format, a brief overview of LAN technology used at the University of Colorado at Boulder. The panel will cover: Building Networks, Campus WAN, Topology of the UCB Network, Basic System Set-ups for the Boulder Campus Networks, Internetwork Management and Basic Network Troubleshooting. Following each panel member's presentation, there will be a question and answer session. **Prerequisite:** CACS 424 Wide Area Networking Topics or equivalent.

Panel members will consist of networking professionals for the University of Colorado at Boulder. Primary instructor: Dan Jones, B.A.

Section 100: Monday, Wednesday, and Friday, August 17-21, 1-4 p.m. 3 sessions. University Computing Center 123. \$145.

THE INTERNET

Also see Designing A User Interface with Photoshop using the Macintosh lab. CAMC 287, page 38.

CACS 230 Internet Fundamentals

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 network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web, will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Beth Sigren, B.S.

Section 101: Thursdays, June 4 and 11, 6-9 p.m. 2 sessions. University Computing Center 126. \$110.

Michelle Munroe, B.S.

Section 102: Thursday, July 9, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$110.

CACS 137 From A to Internet - How to Research the Hidden Job Market

Learn how to use the Internet to enhance any kind of job search in this highly participative workshop. This nuts-and-bolts workshop is designed to help participants gain a fresh approach to job hunting. Learn the benefits of using research as part of a job search plan. Participants will practice using the Internet for their research and learn how to post an electronic resume. A workbook, filled with valuable tips, techniques, shortcuts, and resources is included. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Jodi Torpey, M.A.

Section 100: Saturday, July 25, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CACS 237 Doing Business on the Internet

Millions of dollars of business sales/transactions are being done over the Internet. Analysts have projected that billions of dollars of business will be done via the Internet in the next couple of years. Do you want to know how and why? This class is for you. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Jeff Woodruff

Section 100: Monday, Wednesday, and Thursday, July 13-16, 6-9 p.m. 3 sessions. University Computing Center 126. \$145.



CACS 331**Internet Applications**

Most Internet applications can now be easily accessed from a World Wide Web browser. This class will incorporate on-line, hands-on access utilizing a browser to explore the following applications: e-mail, USENET news, FTP and Gopher, and the World Wide Web. Activities will include searching for data, exploring the Web, and compiling and reporting information into a Web-based application. **Prerequisite:** CACS 230 **Internet Fundamentals** or equivalent.

Michelle Munroe, B.S.

Section 101: Wednesdays, June 24 and July 1, 10 a.m.-3:30 p.m. 2 sessions.

Joe Betts, M.S.

Section 102: Monday and Wednesdays, July 13-22 (skip July 20), 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$145.

CACS 332**Introduction to Hypertext Mark-up Language (HTML)**

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents, and graphics and hypertext objects are also covered.

Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Michelle Munroe, B.S.

Section 101: Thursdays, July 23 and 30, 9 a.m.-2:30 p.m. 2 sessions.

Joe Betts, M.S.

Section 102: Monday, Wednesday, and Thursday, August 3-6, 6-9 p.m. 3 sessions.

All Sections: University Management Systems 001. \$145.

CACS 432**Intermediate Hypertext Mark-up Language (HTML)**

This class provides more details about HTML and developing interactive applications from the server. Topics include interactive forms, frames, imagemaps and server-side includes. The Perl programming language will be introduced as a method of developing Common Gateway Interface (CGI) server programs. The course will also address server search engines, database integration, and state maintaining applications. **Prerequisite:** CACS 332 **Introduction to Hypertext Mark-up Language (HTML)** or equivalent.

Michelle Munroe, B.S.

Section 100: Monday, August 10, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CACS 334**Design Techniques for Web Sites**

Learn the similarities and differences between designing for print and designing for the web. Using Adobe Photoshop, discover ways to create enticing graphics for your pages that are interesting and also manageable. Other topics include: visual appeal and effectiveness, today's technological realities, typography, and color theory. This course will be held in the Macintosh lab. PC users are encouraged to attend.

Prerequisite: CACS 331 **Internet Applications** or equivalent.

Becky Milmo, B.F.A.

Section 100: Monday, June 29, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CACS 336**Introduction to JavaScript**

Learn how to apply JavaScript to enhance web pages. Topics include objects accessible with JavaScript, event handlers, syntax, and how to construct basic JavaScript programs to add features to web pages, such as scrolling marquee, document dates, form checking routines, creation of frames and windows and confirmation events. Hands-on exercises will be used to apply this information to practical problems facing web developers today. **Prerequisite:** CACS 331 **Internet Applications** or equivalent.

Joe Betts, M.S.

Section 100: Monday, Wednesday, and Thursday, August 10-13, 6-9 p.m. 3 sessions. University Management Systems 001. \$145.

CACS 436**JavaScript Language**

Review the JavaScript Authoring Guide and the language specification. Topics include creating client and server side scripts, performing mathematical operations, defining and manipulating variables, defining and manipulating functions, controlling program flow, creating objects, and interacting with other web resources. Hands-on exercises are used to gain experience with the language and develop practical applications of the technology to web pages. **Prerequisite:** CACS 336 **Introduction to JavaScript** or equivalent.

Joe Betts, M.S.

Section 100: Mondays, Wednesdays, and Thursdays, August 17-27, 6-9 p.m. 6 sessions. University Management Systems 001. \$205.

CACS 433**Web Server Administration**

If you are interested in running a World Wide Web server, this class provides 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.

Joe Betts, M.S.

Section 100: Thursday, August 13, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$145.



OPERATING SYSTEMS

CACS 303

Computer Operating Systems

Emphasizes the components and architecture of computer operating systems 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.

Willie Hutton

Section 100: Tuesdays and Thursdays, July 28-August 6, 6-9 p.m. 4 sessions. University Computing Center 123. \$165.

CACS 211

Introduction to UNIX

This is a course for anyone who needs to use UNIX, program in its environment, manage users, or obtain sufficient knowledge to evaluate it. We cover fundamentals plus a few advanced topics, including history, the importance of different versions, files, directories, permissions, essential commands, editors, the Bourne and C shells, I/O redirection, pipes, command substitution, environment variables, powerful features of the C shell, and a look inside the UNIX kernel. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Ed Zucker, M.S.

Section 100: Tuesdays, June 2-July 21 (skip June 30), 6-9 p.m. 7 sessions. University Computing Center 123. \$305.

Sam Gordon is a machinist for Union Pacific. He holds a degree in Aviation Maintenance Management with a minor in Computer Systems Management and he's trying to get back into computers. Sam says computer courses are a pleasure, "such a nice way to get back into the educational mode." He, too, is working on a Certificate in Network Administration.

CACS 312

Hands-On UNIX

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.

Lucky Vidmar, M.S. and Orrie Gartner, B.S.

Section 100: Wednesdays, July 8-August 5, 6-9 p.m. 5 sessions. University Computing Center 127. \$205.

PROGRAMMING

CACS 240

Introduction to Programming

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. **Prerequisite:** CAPC 100 Introduction to the PC or equivalent.

Required text: *Karel: The Robot*, Pattis, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 100: Monday and Thursdays, June 11, 15 and 25, 6-9 p.m. and Saturdays, June 13 and 27, 9 a.m.-5 p.m. 5 sessions. Hellems 247. \$305.

CACS 241

Introduction to Hands-On C

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, reinforces the basic principles of structured programming and provides an introduction to C for all levels. This partially self-paced class also covers 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: *Teach Yourself C in 21 Days*, Aitken & Jones, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 100: Monday and Thursdays, July 16, 20 and 30, 6-9 p.m. and Saturdays, July 18 and August 1, 9 a.m.-4 p.m. 5 sessions. University Management Systems 001. \$305.

CACS 341

Intermediate Hands-On C

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:** *Teach Yourself C in 21 Days*, Aitken & Jones, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 100: Saturdays, August 8, 9 a.m.-4 p.m. and August 15, 9 a.m.-noon. 2 sessions. University Management Systems 001. \$185.

CACS 242

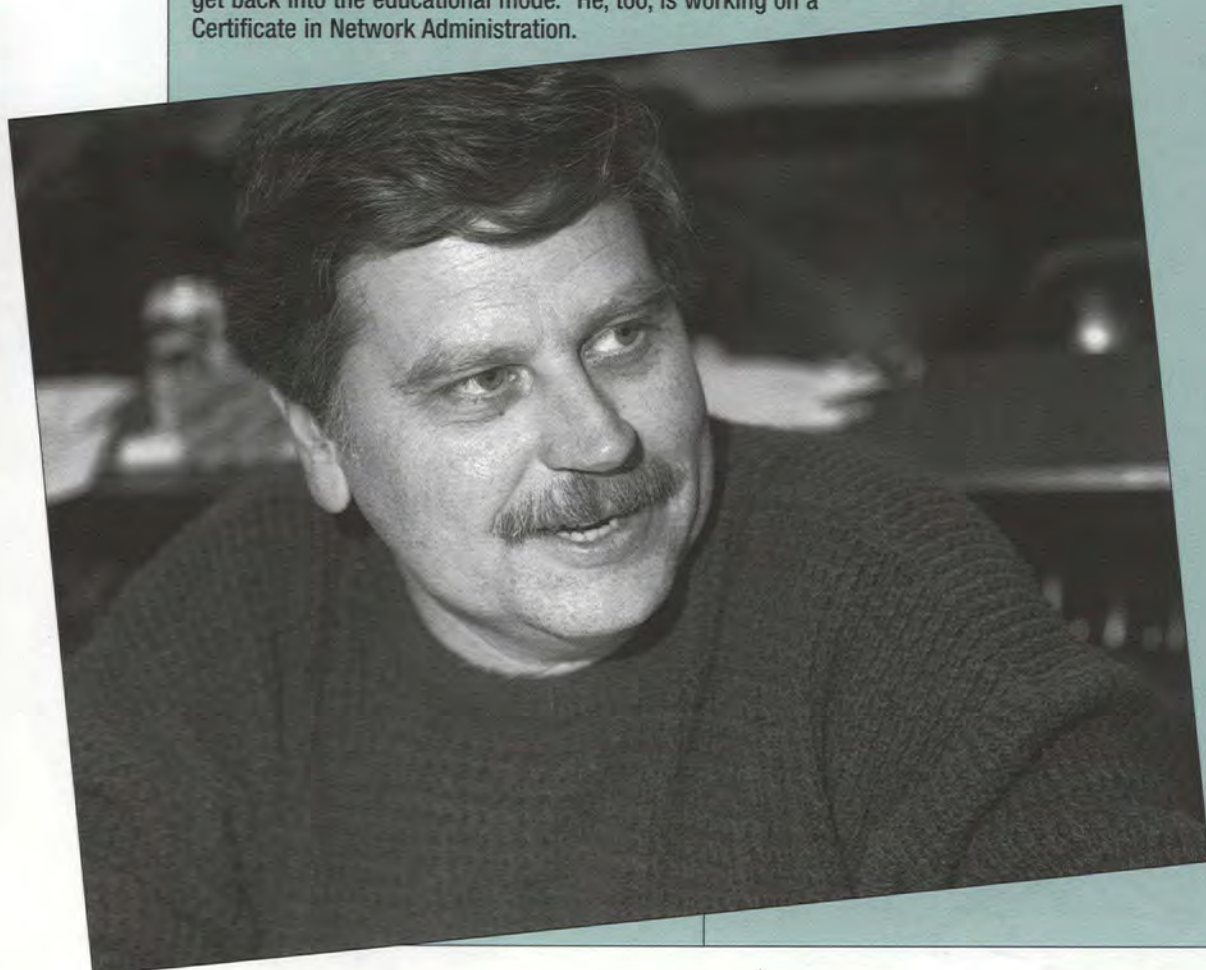
Introduction to Application Programming

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include functions with parameter passing, data structures, abstract data types, objects, classes, inheritance, 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 100 **Introduction to the PC** or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 100: Tuesdays and Thursdays, June 2-25, 6-9 p.m. 8 sessions. University Management Systems 001. \$305.



CACS 244**Introduction to Object-Oriented Programming in C++**

C++ is an extension of the C language that supports object-oriented (O-O) programming. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and 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, inline functions). **Prerequisite:** CACS 343 Intermediate/Advanced C Programming or equivalent.

Ron Schweikert

Section 100: Tuesdays, June 2-30, 6-9 p.m. 5 sessions. Hellems 211. \$280.

CACS 444**C++ Gotchas**

Production C++ programming is complicated by numerous features of the language that behave or interact in unexpected ways - "the Gotchas". This lecture class presents a collection of over 50 Gotchas (and techniques for avoiding them) 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++ Programming or equivalent.

Paul Jensen, M.S.

Section 100: Saturday, June 6, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$110.

CACS 345**Object-Oriented Design Patterns**

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 help programmers evaluate, communicate, review, and implement software designs more effectively. They form a catalog of reusable architectural mechanisms (not a body of reusable source code). **Prerequisite:** CACS 244 Introduction to Object-Oriented Programming in C++ or CACS 247 Introduction to Object-Oriented Programming Using Java or experience programming with objects.

Greg Holling, B.A.

Section 100: Saturday, July 11, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$110.

CACS 247**Introduction to Object-Oriented Programming Using Java**

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 also cover managing objects collections. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 243 Introduction to C for Programmers or equivalent. As Java derives much of its syntax from C, knowledge of the C language is assumed, and we will discuss the places Java differs from C.

Recommended text: *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 100: Tuesdays and Thursdays, June 2-23, 6-9 p.m. 7 sessions. Economics 117. \$305.

CACS 347**Intermediate Java Programming**

This in-depth look at the Java programming language covers inheritance, packages and interfaces, exceptions, and the Java virtual machine. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. 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 fluency with object-oriented programming including inheritance and polymorphism is required.

Recommended text: *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

George Watson, Ph.D.

Section 100: Mondays and Wednesdays, June 3-24, 6-9 p.m. 7 sessions. Benson Earth Sciences 185. \$305.

CACS 348**GUI Programming in Java**

This is an intermediate level Java course that covers GUI programming for stand alone applications and applets on Web pages using the Abstract Window Toolkit (AWT) and the Java Foundation Classes (JFC). This course covers the fundamentals using JDK 1.1 in-depth and highlights the significant details of several intermediate and advanced topics. Topics include: components, 1.1 event model, layout management, graphics, custom components, dialogs, menus, images, sound, clipboard, printing, and the JFC Swing components. **Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or equivalent.

Geoff Thompson, M.S.

Section 100: Tuesdays and Thursdays, July 7-23, 8:30-11:30 a.m. 6 sessions. University Computing Center 123. \$280.

CACS 349**JavaBeans**

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, Relationship with other component technologies (ActiveX, Corba). **Prerequisite:** CACS 347 Intermediate Java Programming or experience with the Abstract Windowing Toolkit (AWT) and new Java 1.1 features.

Greg Holling, B.A.

Section 100: Saturday, August 1, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$110.



THE PC SYSTEM

CAPC 100

Introduction to the PC

Get to know the DOS operating system for the PC. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. Learn how a graphical user interface (GUI) such as Windows works with the DOS system and what impact operating systems such as Windows 95 have on the PC environment. A survey of easy software programs will be presented.

Prerequisite: CACS 100 Computer Literacy or equivalent.

John Dick, Ph.D.

Section 101: Thursdays, May 28-June 11, 6-9 p.m. 3 sessions.

Valerie Parker, M.I.S.

Section 102: Tuesday and Thursday, June 16 and 18, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 124. \$115.

CAPC 203

Windows 95 Level I

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:** CAPC 100 Introduction to the PC or equivalent.

Wendy Rochman, M.Ed.

Section 101: Wednesday, May 27, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

Lisa Kelly, B.A.

Section 102: Wednesday, June 3 and 10, 6-9 p.m. 2 sessions. University Management Systems 001. \$110.

Issy Kilbride

Section 103: Wednesday, July 8, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 303

Windows 95 Level II

This course is primarily designed for Windows 3.1 and novice Windows 95 users who wish to explore the more intricate aspects of Windows 95. Learn to make changes to your desktop including shortcuts. Examine the Explorer, the Registry Editor and many more features of this operating system. Learn more about file management, what replaced AUTOEXEC.BAT and CONFIG.SYS and how to change paths. Find out about hot shareware programs that will help you work with Windows 95. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Windows 95 Secrets*, Livingston and Straub, University Bookstore, UMC 10.

Michelle Sharon, B.S.

Section 101: Tuesdays, June 2 and 9, 6-9 p.m. 2 sessions.

Jerry Reynolds, MSEE

Section 102: Wednesday, July 15, 9 a.m.-4 p.m. 1 session.

Valerie Parker, M.I.S.

Section 103: Tuesday and Thursday, August 11 and 13, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$110.

WORD PROCESSING

CAPC 213

Word 97 (8.0) Level I

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. Bring a 3.5 inch DS/HD diskette. Michelle Sharon, B.S.

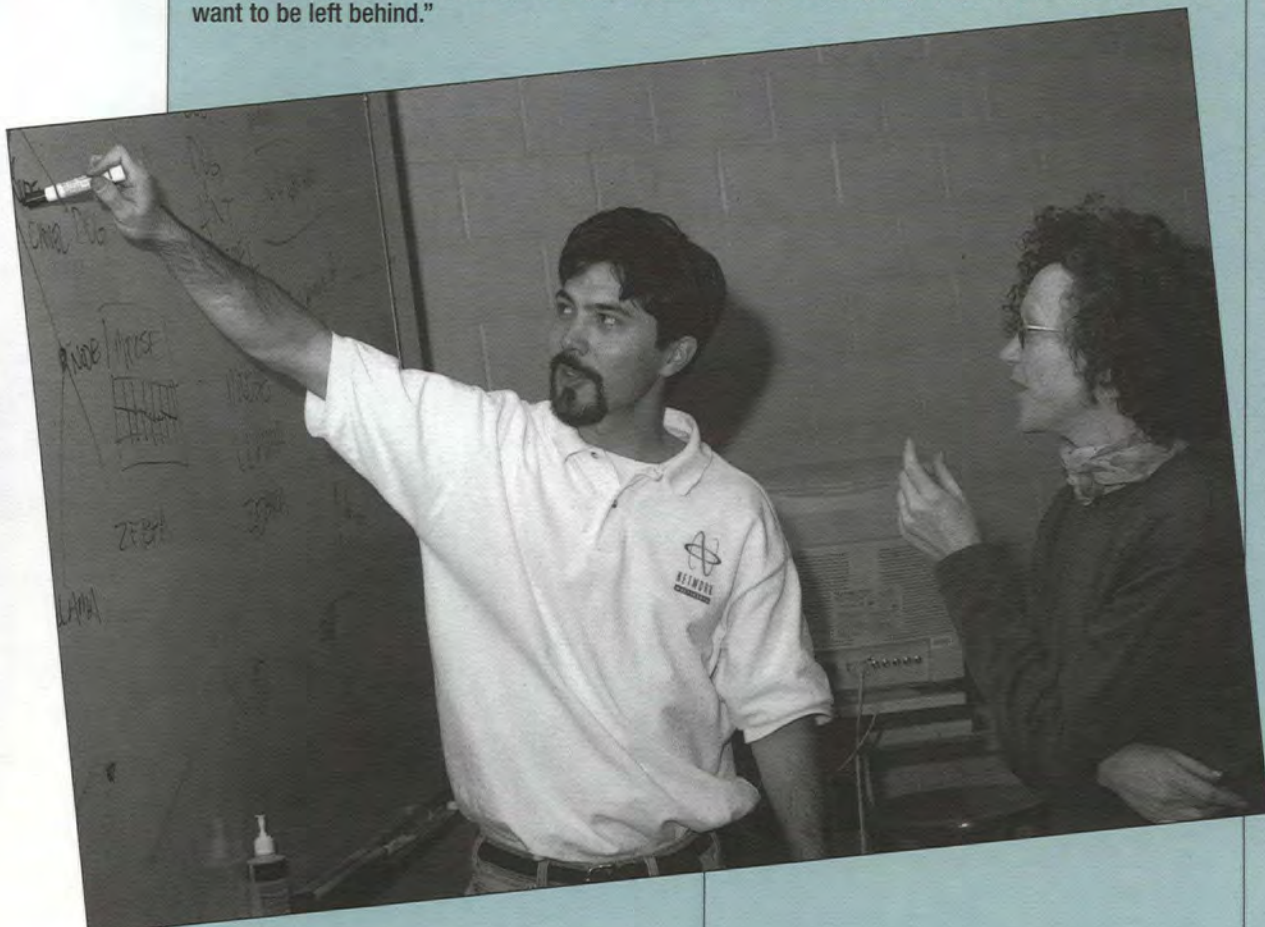
Section 101: Mondays, June 1-15, 6-9 p.m. 3 sessions.

Lisa Kelly, B.A.

Section 102: Tuesdays, July 7 and 14, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Management Systems 001. \$145.

Instructor William Hutton (left) expands on a point. Mary Paschall (right) says she loved his course on operating systems. "It was a gas. I was sorry to see it end...he knows his stuff." Mary is training program manager for Prudential Interculture, a company that does cross-cultural training for people who are expatriating. She says her primary goal is to understand how computers work and finds that it's a kick to talk about these concepts at this core level. "These computer classes are kind of my hobby." Secondly, she's taking computer applications courses (five or six since last fall) to improve her skills and job qualifications—"I don't want to be left behind."



CAPC 313**Word 97 (8.0) Level II**

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.

Lisa Kelly, B.A.

Section 100: Tuesday, August 4, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$110.

CAPC 413**Word 97 (8.0) Level III**

Explore WordArt, Draw, and picture toolbars to create various graphics and page design elements. Work with columns, drop caps, and water marks. Learn how to link text boxes. Learn about section formatting to control document layout. Create template forms using text, date, drop down, check-box and number fields.

Prerequisite: CAPC 313 Word 97 (8.0) Level II or equivalent.

Lisa Kelly, B.A.

Section 100: Tuesday, August 11, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$110.

CAPC 212**WordPerfect for Windows 95 (8.0) Level I**

Create documents, set margins and tabs, copy and move text, use the spell check and thesaurus. Use commands to more effectively manage your files and documents. Learn about such new integrated features as extended filenames, desktop shortcuts, guidelines and spell as you go. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Peggy Purvis

Section 100: Monday and Wednesday, June 15 and 17, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$145.

CAPC 312**WordPerfect for Windows 95 (8.0) Level II**

Increase your efficiency by working with tables, merge and sort functions, page numbering, headers and footers, and macros. Use the mail, envelope and label merge and sort functions. Work with toolbars, templates and many new desktop shortcut features including QuickFonts, QuickFormat, QuickFinder and QuickCorrect. **Prerequisite:** CAPC 212 WordPerfect for Windows 95 (8.0) Level I or equivalent.

Peggy Purvis

Section 100: Tuesdays, July 7-21, 6-9 p.m. 3 sessions. University Computing Center 124. \$145.

SPREADSHEETS**CAPC 234****Excel 97 (8.0) Level I**

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the new 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 101: Mondays, June 22 and 29, 6-9 p.m. 2 sessions. University Management Systems 001. \$110.

Peggy Purvis

Section 102: Thursday, July 30, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

CAPC 334**Excel 97 (8.0) Level II**

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 such new integrated features as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Steven Hughes, Ph.D.

Section 100: Wednesdays, August 5 and 12, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

Patti Floyd is controller for Boulder Scientific, a custom chemical manufacturer. "We decided to install a network and upgrade systems and we have no computer administrator on site, so..." she laughs, "this is what I just slipped into!" She says it's not a huge network, but the combined effect of a move from stand-alones to a network, plus Internet, plus Windows, makes it a big step. She's working on a Certificate in Network Administration and says course work has been very helpful. "It's raised my comfort level and given me the inspiration to investigate things on my own."

CAPC 434**Excel 97 (8.0) Level III**

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.

Michelle Sharon, B.S.

Section 100: Thursday, July 30, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

PRESENTATIONS**CAPC 221****PowerPoint 97 (8.0)**

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.

Chris Mattson, B.S.

Section 100: Wednesdays, July 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$145.



PROJECT MANAGEMENT

CAPC 343

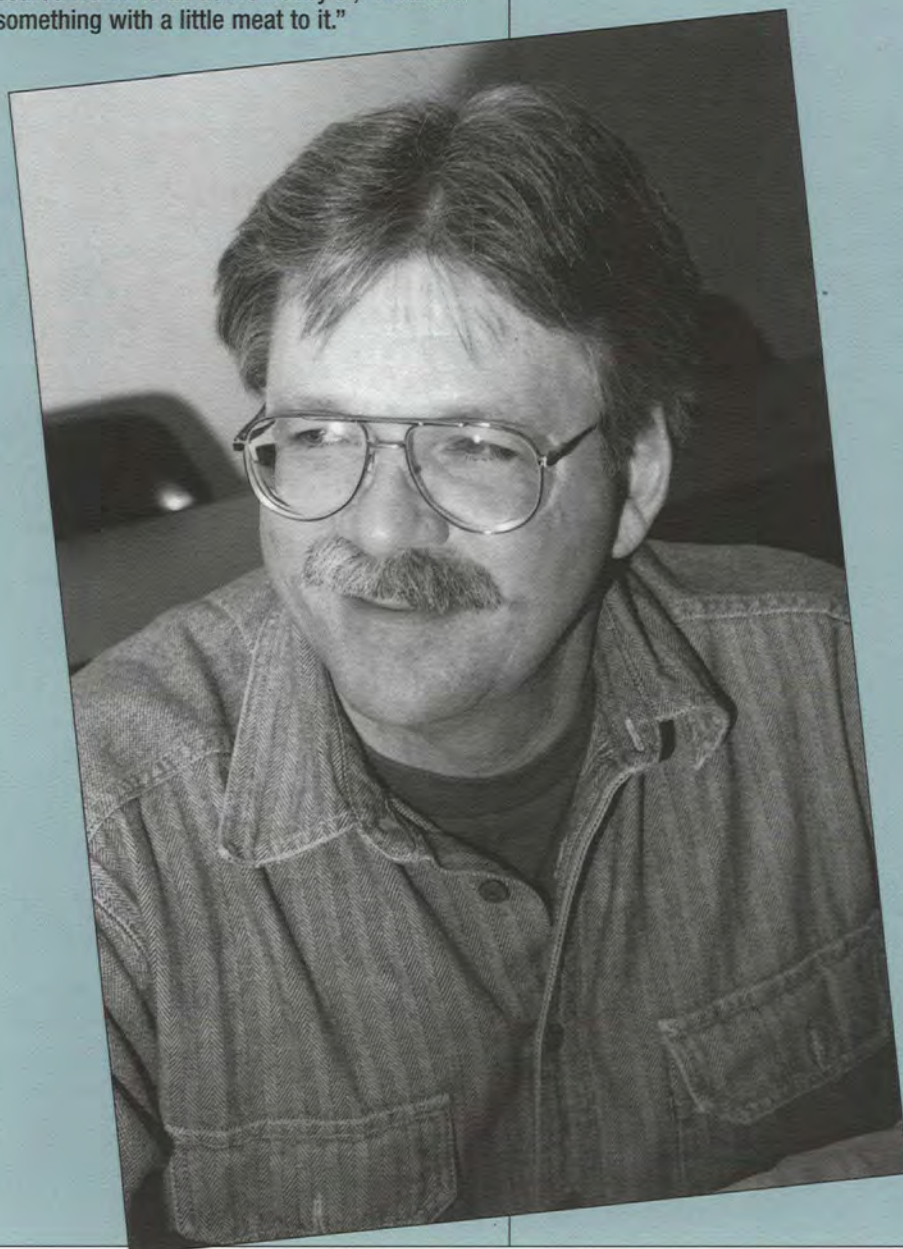
Project for Windows 95 (4.1)

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 (5.0) Level I or equivalent.

Ulla Merz, Ph.D.

Section 100: Tuesday and Thursday, July 14 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

A consultant in Human Resources management, Mike Neubauer is working on a Certificate in Network Administration. Down the road, he may pick up some computer work as a second career but in the meantime, it's "a lot of fun." He's enjoying the classes because "there are a lot of smart people in class; it's a good way to meet people and to make sure you don't rust." In addition, he's pleased with the quality of the course work. As an active hobbyist, "I wanted something with a little meat to it."



FINANCIAL MANAGEMENT

CAPC 241

Quicken for Windows 95 (6.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Steven Hughes, Ph.D.

Section 100: Tuesday and Thursday, June 16 and 18, 6-9 p.m. 2 sessions. University Computing Center 124. \$110.

CAPC 242

QuickBooks for Windows 95 (5.0)

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Pat Melton, M.A.

Section 100: Saturday, June 20, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

DATABASES

CAPC 251

FileMaker Pro for Windows 95 (3.0) Level I

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.

Issy Kilbride

Section 100: Tuesday, June 23, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

CAPC 351

FileMaker Pro for Windows 95 (3.0) Level II

Expand and automate your database. This class builds upon material from the first session. Explore FileMaker calculations in depth, develop field options, scripts, and buttons for error free operation and ease of use. Set multi-user access levels and create lookups and relationships to communicate with other databases.

Prerequisite: CAPC 251 FileMaker Pro for Windows 95 (3.0) Level I or equivalent.

Issy Kilbride

Section 100: Tuesday, June 30, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$110.

CAPC 255

Access 97 (8.0) Level I

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 of this new version 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 101: Tuesday and Thursday, June 23 and 25, 9 a.m.-4 p.m. 2 sessions.

Section 102: Tuesdays, July 21 and 28, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 126. \$165.

CAPC 355

Access 97 (8.0) Level II

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 100: Wednesday, August 5, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$110.

CAPC 357**Database Design Concepts**

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 100: Mondays, July 13 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$165.

DESKTOP PUBLISHING**CAPC 271****PageMaker for Windows 95 (6.5) Level I**

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. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, June 6 and 13, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$195.

CAPC 371**PageMaker for Windows 95 (6.5) Level II**

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271

PageMaker for Windows 95 (6.5) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner, M.A.

Section 100: Saturdays, June 20 and 27, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$195.

CAPC 273**QuarkXPress for Windows 95 (3.3) Level I**

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. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Tuesday and Thursday, June 16 and 18, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$195.

CAPC 373**QuarkXPress for Windows 95 (3.3) Level II**

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:** CAPC 273

QuarkXPress for Windows 95 (3.3) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Monday and Wednesday, July 20 and 22, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$165.

COMPUTER GRAPHICS**CAPC 281****CorelDRAW! for Windows 95 (7.0) Level I**

This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesday and Thursday, July 14 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$165.

CAPC 282**Photoshop for Windows 95 (4.0) Level I**

Learn to use "standard photographic manipulation" of electronic images to create special effects using filters, paint tools, masking and image overlay. Scan and edit your own photos and clipart to place them into a publication.

Prerequisite: CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays and Thursdays, July 21-30, 6-9 p.m. 4 sessions. University Computing Center 126. \$165.



COMPUTER GRAPHICS -CONTINUED

CAPC 382 Photoshop for Windows 95 (4.0) Level II

Learn advanced photo retouching techniques. Sharpen your skills on scanning and image editing. Learn prepress and production techniques for integrating photographs and illustrations into your work. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (4.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesday and Thursday, August 11 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$165.

CAPC 283 Illustrator for Windows 95 (7.0) Level I

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:** CAPC 281 CorelDRAW! for Windows 95 (7.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesday and Thursday, August 4 and 6, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$165.

MULTIMEDIA

See courses on page 38 under same section heading. These applications are consistent on both PC and Macintosh platforms.

COMPUTER AIDED DESIGN

CAPC 161 Beginning Computer Aided Design

Cover the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture, an overview of third party software, hardware and peripherals, and managing CAD system issues. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Wednesdays, May 27 and June 3, 6-9 p.m. 2 sessions. University Computing Center 124. \$115.

Hester Neilan is a system administrator at NCAR (National Center for Atmospheric Research). Her primary focus is on UNIX, and she wanted to be in a better position to compare and contrast operating systems. Willie Hutton's class did the trick. "He has a great depth of knowledge—it was a really valuable class."

CAPC 261 Computer Aided Design for Windows (R14) Level I

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 161 Beginning Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Mondays and Wednesdays, June 8-July 1, 6-9 p.m. 8 sessions. University Computing Center 124. \$390.

CAPC 361 Computer Aided Design for Windows (R14) Level II

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows (R14) Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Mondays and Wednesdays, July 20-29, 6-9 p.m. 4 sessions. University Computing Center 124. \$280.

CAPC 362 Introduction to Computer Aided Design for Windows (R14) 3D Modeling

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 14. It will provide general skills common to all disciplines. The concepts of wire-frame, surface and solid modeling will be discussed. The student will create 3D models and generate drawing documents from the models. The course will not include the Designer, AutoSurf, or Mechanical Desktop modules but will provide a valid foundation for future study in them. **Prerequisite:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Tuesday, June 30, Thursday, July 2 and Wednesdays, July 8 and 15, 6-9 p.m. 4 sessions. University Computing Center 124. \$280.



CAPC 461**Computer Aided Design for Windows (R14) Level III**

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered. **Prerequisites:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Saturdays, August 1-15, 9 a.m.-4 p.m. 3 sessions. University Computing Center 124. \$305.

THE MACINTOSH SYSTEM

THE INTERNET

Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 27.

CAMC 100**Introduction to the Macintosh**

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 101: Monday and Wednesday, June 1 and 3, 6-9 p.m. 2 sessions.

Section 102: Monday, July 6, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.

WORD PROCESSING

CAMC 211**Word for Macintosh (6.0) Level I**

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. Bring a 3.5 inch DS/HD diskette.

Beth Sigren, B.S.

Section 101: Tuesdays, June 2-16, 6-9 p.m. 3 sessions.

Issy Kilbride

Section 102: Tuesday and Thursday, July 7 and 9, 9 a.m.-2:30 p.m. 2 sessions.

All Sections: University Computing Center 127. \$145.

CAMC 311**Word for Macintosh (6.0) Level II**

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 (6.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 100: Tuesday and Thursday, July 21 and 23, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 411**Word for Macintosh (6.0) Level III**

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 (6.0) Level II or equivalent. Bring a 3.5 inch DS/HD diskette.

Issy Kilbride

Section 100: Wednesday, August 5, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

SPREADSHEETS

CAMC 231**Excel for Macintosh (5.0) Level I**

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. Study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

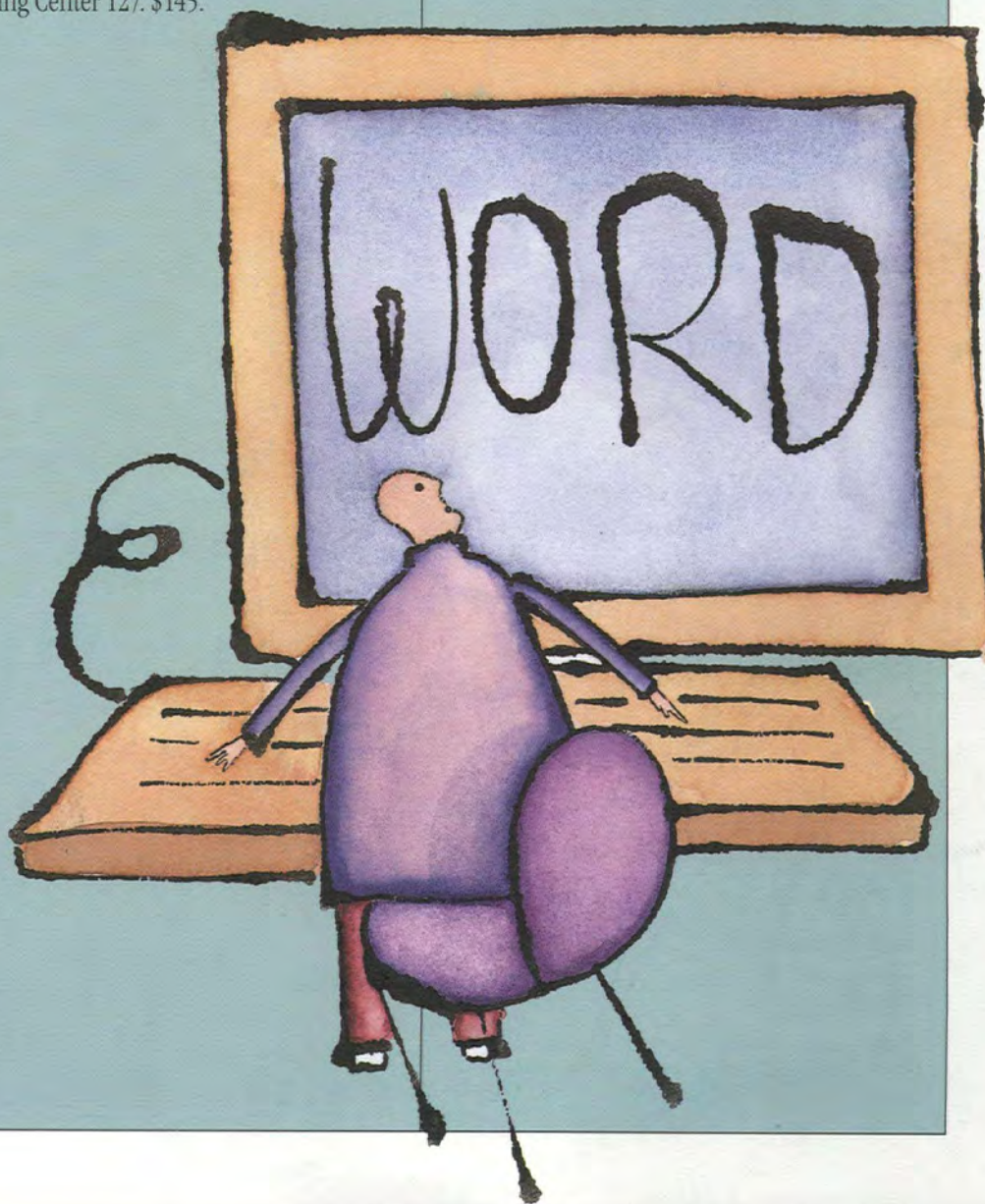
J. Burke Taft, M.Ed.

Section 101: Thursdays, June 4 and 11, 6-9 p.m. 2 sessions.

Newt Perdue, B.A.

Section 102: Wednesday, July 15, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$110.



SPREADSHEETS -CONTINUED

CAMC 331

Excel for Macintosh (5.0) Level II

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (5.0) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Newt Perdue, B.A.

Section 100: Wednesday, July 29, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 431

Excel for Macintosh (5.0) Level III

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (5.0) Level II or equivalent.

Newt Perdue, B.A.

Section 100: Wednesday, August 12, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

PRESENTATIONS

CAMC 221

PowerPoint for Macintosh (4.0)

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 (6.0) Level I or equivalent.

Chris Mattson, B.S.

Section 100: Wednesday and Friday, June 24 and 26, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

FINANCIAL MANAGEMENT

CAMC 241

Quicken for Macintosh (7.0)

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Christie Roberts, B.A.

Section 100: Wednesdays, June 10 and 17, 6-9 p.m. 2 sessions. University Computing Center 127. \$110.

DESKTOP PUBLISHING

CAMC 271

PageMaker for Macintosh (6.5) Level I

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

Prerequisite: CAMC 211 Word for Macintosh (6.0) Level I or equivalent.

Marge Lee, B.A.

Section 100: Wednesdays, July 1 and 8, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$195.

CAMC 371

PageMaker for Macintosh (6.5) Level II

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAMC 271 PageMaker for Macintosh (6.5) Level I or equivalent. Bring a 3.5 inch DS/HD diskette.

Marge Lee, B.A.

Section 100: Saturday, July 25, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 273

QuarkXPress for Macintosh (3.3) Level I

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 (6.0) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10.

Dave Young, M.F.A.

Section 101: Mondays, June 15-July 13, 6-9 p.m. 5 sessions.

Becky Milmoie, B.F.A.

Section 102: Wednesday and Friday, July 22 and 24, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$195.



CAMC 373**QuarkXPress for Macintosh (3.3) Level II**

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 (3.3) Level I or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10. Tim Meehan

Section 100: Tuesday and Thursday, July 28 and 30, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$165.

CAMC 473**QuarkXPress for Macintosh (3.3) Level III**

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 design and production tricks. **Prerequisite:** CAMC 373

QuarkXPress for Macintosh (3.3) Level II or equivalent. **Recommended text:** *Introducing Desktop Prepress*, University Bookstore, UMC 10. Tim Meehan

Section 100: Tuesday, August 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

COMPUTER GRAPHICS**CAMC 280****Basic Macintosh Computer Art**

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 an introduction to scanning, laser printing, and aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 100: Saturday, June 13, 9 a.m.-5 p.m. 1 session. University Computing Center 127. \$110.

Frank Shafer is a CPA, a technical advisor in financial accounting matters for regulated utilities in Colorado. He's about one-third of the way through requirements to earn a Certificate in Network Administration. Why? "After being a bean counter for 25 years, I'm pursuing being a computer geek," he says with a smile. And he says he's really pleased with the level of instruction. The course work is a bit of a break-through for Frank because it's a step toward a career shift. Right now he works in downtown Denver. But, in time, he would love to find something in network administration closer to home in Boulder where he lives.

CAMC 282**Photoshop for Macintosh (4.0) Level I**

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. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Dave Young, M.F.A.

Section 101: Saturdays, June 20 and 27, 9 a.m.-4 p.m. 2 sessions.

Becky Milmo, B.F.A.

Section 102: Tuesday and Thursday, July 14 and 16, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$165.

CAMC 382**Photoshop for Macintosh (4.0) Level II**

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 (4.0) Level I** or equivalent.

Recommended text: *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Mondays, July 20-August 10, 6-9 p.m. 4 sessions. University Computing Center 127. \$165.

CAMC 482**Photoshop for Macintosh (4.0) Level III**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. An assignment will be looked at in class and each class member's approach to the problem will be shared-all will benefit!

Prerequisite: CAMC 382 **Photoshop for Macintosh (4.0) 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:** *Great Photoshop Techniques*, University Bookstore, UMC 10.

Tim Meehan

Section 100: Tuesday and Thursday, August 11 and 13, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$165.

CAMC 283**Illustrator for Macintosh (7.0) Level I**

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, University Bookstore, UMC 10. Bring a 3.5 inch DS/HD diskette.

Christie Roberts, B.A.

Section 100: Thursdays, June 18-July 9, 6-9 p.m. 4 sessions. University Computing Center 127. \$165.



COMPUTER GRAPHICS -CONTINUED

CAMC 383

Illustrator for Macintosh (7.0) Level II

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, University Bookstore, UMC 10.

Christie Roberts, B.A.

Section 100: Mondays, July 13 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$165.

CAMC 483

Illustrator for Macintosh (7.0) Level III

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, University Bookstore, UMC 10.

Tim Meehan

Section 100: Thursday, August 6, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

MULTIMEDIA

CAMC 287

Designing A User Interface with Photoshop

Discover what makes an effective interface for multimedia titles and web sites. Learn how to use Adobe Photoshop to create interesting interface elements like buttons, sliders, and textures. Explore what makes multimedia and the web unique and how to take advantage of the digital world using non-linear navigation and 3-D imagery. Prerequisite: CAMC 282 Photoshop for Macintosh (4.0) Level I or equivalent.

Required text: *Interface Design with Photoshop*, Hamlin, University Bookstore, UMC 10.

Becky Milmo, B.F.A.

Section 100: Friday, August 7, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$110.

CAMC 292

The CD-ROM Development Process: How to Create and Market Your Own

Designed for businesses needing an easy and relatively inexpensive way to create a quality CD-ROM for marketing, training, or maintaining valuable inventory or other data for remote sites. For hobbyists wanting an easy way to distribute their collection of images or other data and even musicians wanting to create a demo Audio CD. A sample CD-ROM will be produced in class.

Prerequisite: CAPC 203 Windows 95 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Newt Perdue, B.A.

Section 100: Saturdays, July 11 and 18, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$145.

CAMC 291

Macromedia Director (6) Level I

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 100: Tuesdays, June 23-July 14, 6-9 p.m. 4 sessions. University Computing Center 127. \$165.

CAMC 391

Macromedia Director (6) Level II

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.

Newt Perdue, B.S.

Section 100: Tuesdays, July 21-August 11, 6-9 p.m. 4 sessions. University Computing Center 127. \$165.



DISTANCE LEARNING

CU PROGRAMS GIVE YOU CAMPUS ACCESS, NO MATTER WHERE YOU ARE.

As part of your academic planning, we invite you to consider Distance Learning—a variety of solutions that give you access to CU-Boulder without coming to campus. These alternative formats allow you to work at your own pace, on your own schedule, wherever you are—whether it's half way down the street or half way around the world. Distance Learning courses are no less demanding than those you'll find on campus. But they represent a strategic alternative that enables motivated learners to pursue their academic goals.

Consider Distance Learning. For fun. For credit. For completion of short-term courses that meet targeted business and professional needs. For work on accredited degree programs. Options are growing all the time. Watch this space for news.

INDEPENDENT STUDY VIA...

the Internet

From any computer with an Internet connection, you have access to over 20 web-based CU-Boulder courses. You complete assignments, communicate with your instructor and classmates through threaded discussion, and take tests at times that fit your schedule. Listed below are a few of the courses available along with web site addresses for you to browse.

Anthropology 2070 Bones, Bodies and Disease - www.colorado.edu/cewww/anth2070

Geography 1992 Introduction to Human Geography - www.colorado.edu/cewww/geog1992

Geography 6170 Geography Teaching Materials - www.colorado.edu/cewww/geog6170

Journalism 3771 Mass Communication History - www.colorado.edu/cewww/jour3771

Correspondence

All you need to complete these print-based courses is a mailing address and a postage stamp. We have over 85 college credit courses available in 15 disciplines, plus more than 50 high school noncredit courses and 2 real estate courses.

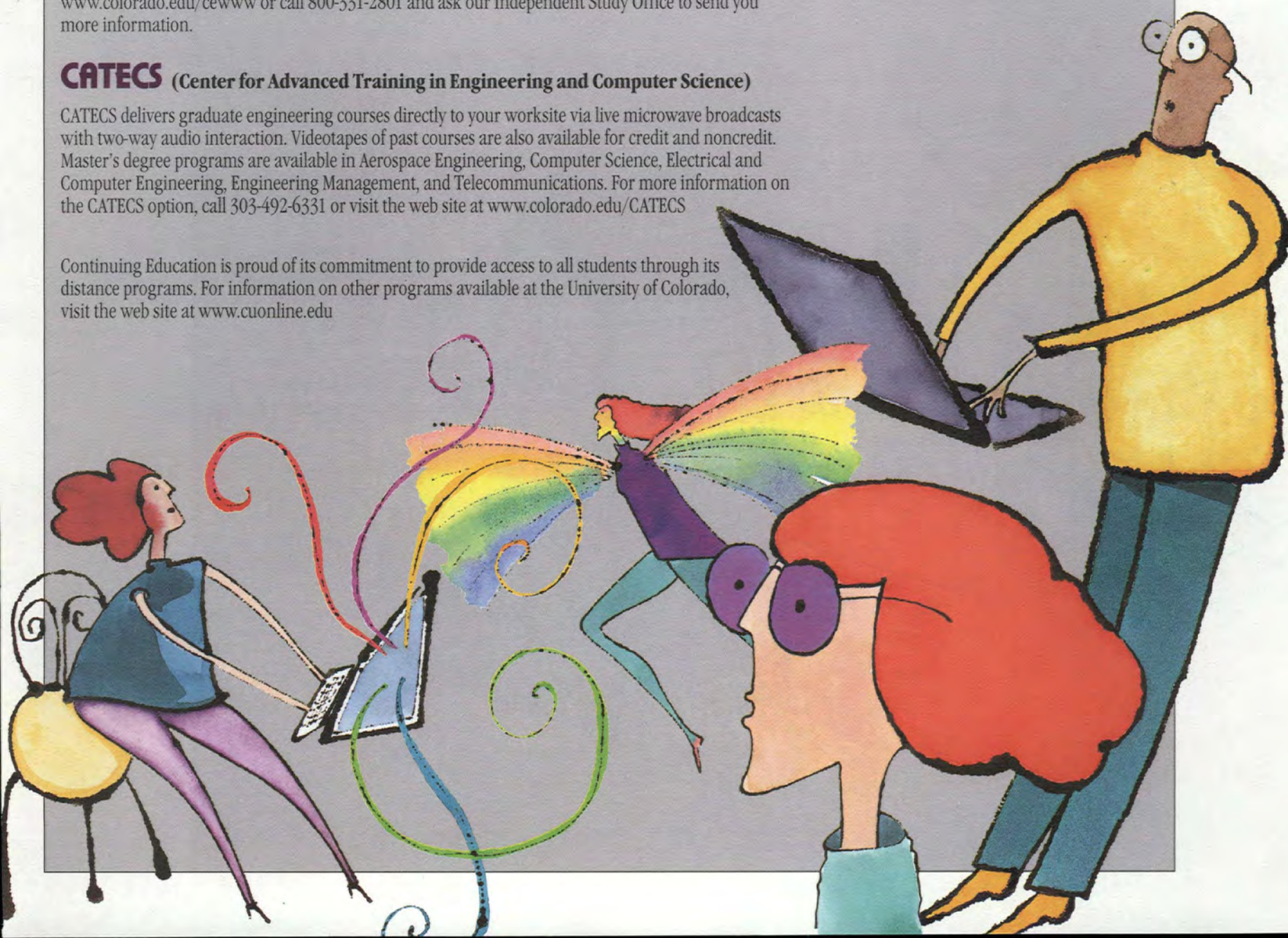
For a complete listing of all our Independent Study offerings, visit the web site at www.colorado.edu/cewww or call 800-331-2801 and ask our Independent Study Office to send you more information.

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

CATECS delivers graduate engineering courses directly to your worksite via live microwave broadcasts with two-way audio interaction. Videotapes of past courses are also available for credit and noncredit. Master's degree programs are available in Aerospace Engineering, Computer Science, Electrical and Computer Engineering, Engineering Management, and Telecommunications. For more information on the CATECS option, call 303-492-6331 or visit the web site at www.colorado.edu/CATECS

Continuing Education is proud of its commitment to provide access to all students through its distance programs. For information on other programs available at the University of Colorado, visit the web site at www.cuonline.edu

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GIVE YOURSELF A PROFESSIONAL ADVANTAGE.

CU CREDENTIALS ARE RECOGNIZED AND RESPECTED.

Are you considering a career in real estate sales or appraisal? Are you seeking advancement in your current real estate-related occupation? Are you simply interested in learning more about the real estate and appraisal profession? If so, check us out. Our courses are for everyone!

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. Our elective courses cover such topics as water law, geologic hazards, property management, residential construction, time trending and market change adjustments, and commercial real estate. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by the Colorado Real Estate Commission.

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REAP THE BENEFITS!

Some of the key features of our program are:

- ▶ a **fully accredited curriculum** which includes all of the required pre-license and license renewal courses for the Colorado real estate sales and appraisal professions,
- ▶ a **top-notch faculty** who work in the profession and who practice what they teach,
- ▶ a **"no fear" registration** policy which guarantees you a full refund if you are unable to attend the course you registered for,
- ▶ a system of **early registration discounts** (two weeks advance registration) which saves you between 5-20% off the regular course fee,
- ▶ a **student information system** that stores (in perpetuity) all of your course information, and that enables us to accurately and efficiently issue certificates and transcripts on request.

ENTER THE PROFESSION!

The "associate broker" is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses which satisfy the 168-hour requirement are:

- NCRE 007 Practice and Law** – 48 class hours
- NCRE 020 Colorado Contracts and Regulations** – 48 class hours
- NCRE 022 Record Keeping and Trust Accounts** – 8 class hours
- NCRE 029 Real Estate Closings** – 24 class hours
- NCRE 032 Practical Applications** – 32 class hours
- NCRE 034 Current Legal Issues** – 8 class hours

The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses which satisfy the 75-hour requirement are:

- NCRE 200 Registered Appraiser** – 40 class hours
- NCRE 201 Basic Appraisal Applications** – 24 class hours
- NCRE 208 Appraisal Standards and Ethics** – 16 class hours

The above associate broker license courses are offered as an evening and weekend program in Boulder, and the appraisal license courses are offered as intensive daytime classes in the Denver/Boulder area.

CALL TODAY FOR A COMPLETE LISTING!

We publish a separate schedule of our real estate and appraisal courses. This schedule also contains detailed information on license requirements and license renewal. Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog. Or visit our web site at www.colorado.edu/conted/RealEstate



ADDITIONAL OPPORTUNITIES

SAVE AND HIGH SCHOOL CONCURRENT PROGRAMS

Want to take a credit course at CU-Boulder during the day? The SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. 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 \$200 (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 \$200 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call 303-492-5547.

USE SUMMER TO ACCELERATE YOUR ACADEMIC PROGRESS.

Summer session on the Boulder campus is something special. With over 500 campus courses to choose from, and 6,000 enrolled students, its a relaxed, intimate learning environment. Classes are smaller. Parking is easier and dress code is casual.

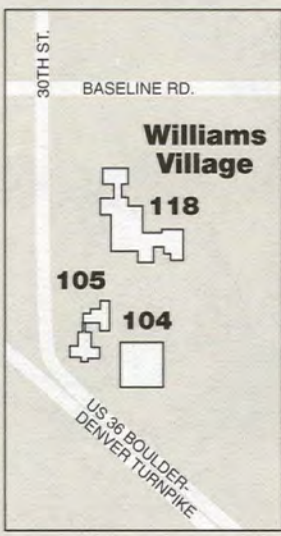
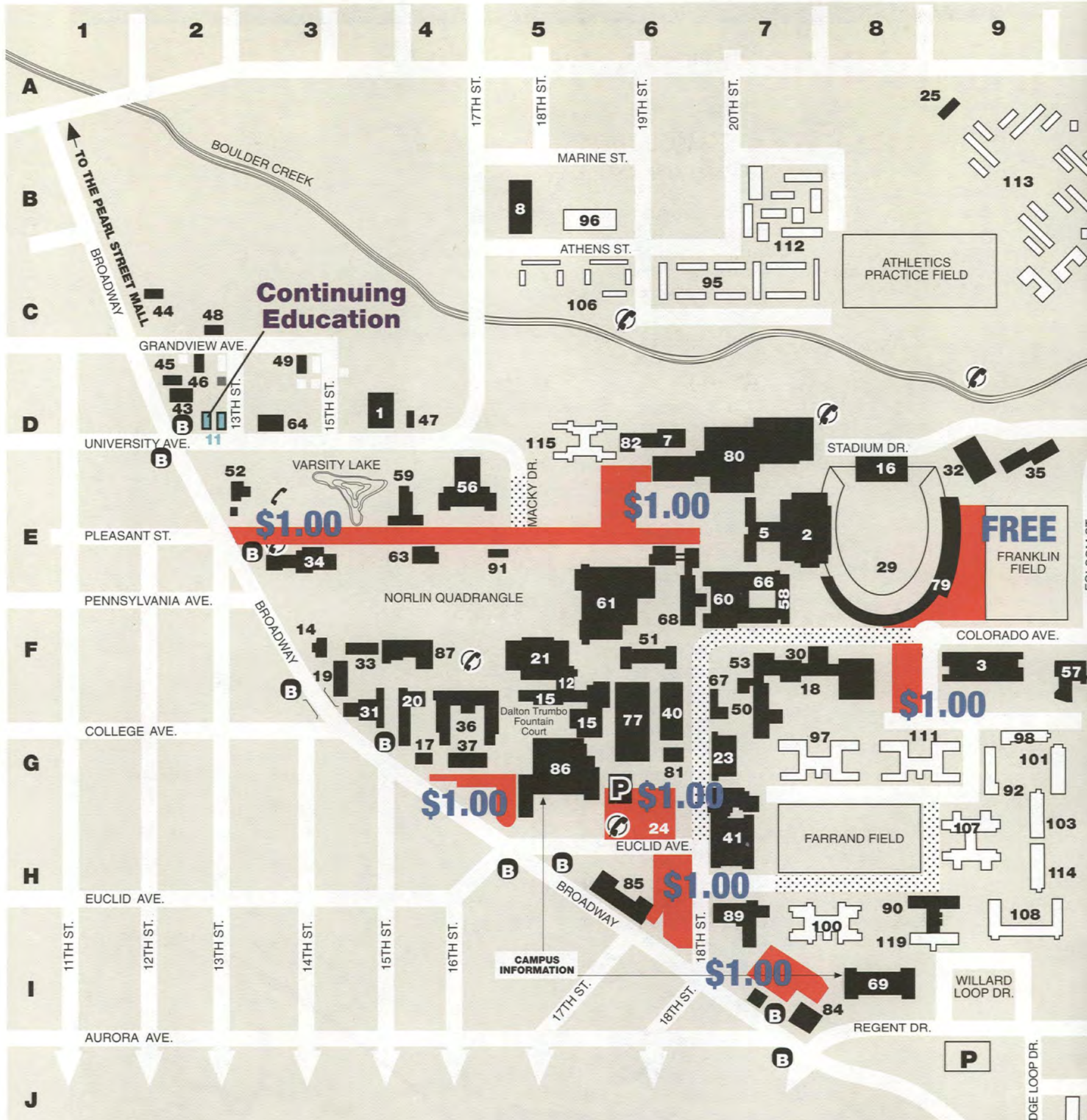
Summer is a great time to get a jump on the next phase of your academic career.

FOR MORE INFORMATION ON SUMMER SESSION Call 303-492-5146 or visit the web site (www.colorado.edu/conted/summer) to request Summer Session mailings.

HIGH SCHOOL SUMMER SCHOLARS PROGRAM

An introduction to college life for high school students who have completed at least their sophomore year are eligible to participate in this program. Credit and noncredit classes are taught by instructors selected for their knowledge, experience, warmth and enthusiasm. Staff and residence hall program assistants coordinate social, cultural, academic, and special activities for residential and day students. To place your name on the mailing list, call 303-492-2498 or 800-331-2801.





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
	FREE Free parking after 5 p.m., and Saturdays
	\$1.00 \$1.00 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
	Emergency telephones
	RTD bus stops bordering campus

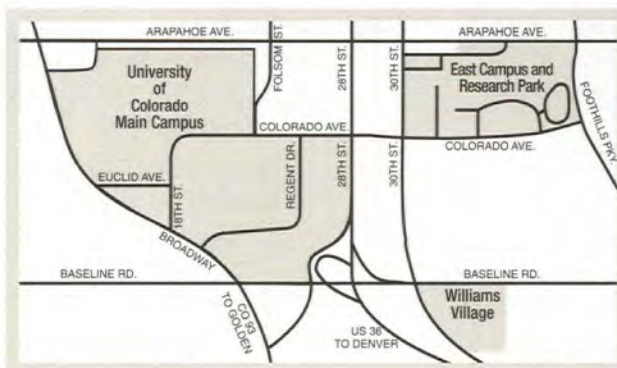


University Buildings

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-2)
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. Hellems 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. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- * Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- * Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive Autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2-WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolle Fine Arts (G-6)
78. Sommers-Bausch Observatory (I-11)
79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)
81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
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85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center-North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

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92. Aden Hall (G-9)
93. Andrews Hall-Kittredge Complex (J-12)
94. Arnett Hall-Kittredge Complex (J-12)
95. Athens Court (B/C-6/7)
96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
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100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
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104. Darley Commons- Williams Village (L-6)
105. Darley Towers-Williams Village (L-5)
106. Faculty-Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons-Kittredge Complex (J-10)
- * Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
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111. Libby Hall (G-8)
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119. 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 receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).
 Continuing Education students may also purchase parking permits from Parking Services for an additional fee.
 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.

FIVE WAYS TO REGISTER

- 1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 47 for credit, page 48 for noncredit and certificate courses.
- 2. FAX YOUR REGISTRATION.** Fast and easy. Day or night to 303-492-3962. Send page 47 for credit courses. Send page 48 for noncredit and certificate courses.
- 3. IN PERSON.** Come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday (8:30 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 48) and have your credit card information handy. Then call 303-492-5148 or 800-331-2801.
- 5. USE CU CONNECT FOR BOULDER EVENING COURSES.** See page 45 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.

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Credit Programs You can earn academic credit at every level, high school through graduate school. Credit programs include:

**Boulder Evening Credit Classes
Independent Study Programs**

**SAVE and High School Concurrent
Programs**

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

Learning for Learning's Sake:

Noncredit Courses The broad range of noncredit 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.

Or earn a Certificate in:

Computer Applications

Entrepreneurship

Management Development

Network Administration

Professional Development Programs for working professionals to build skills and enhance your understanding of business today.

Real Estate Education Program

International English Center

Where Are Courses Given? Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.00 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

Change Your Mind? Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

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

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 303-735-5000 for campus 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.

The Department of Human Resources 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 of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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TO REGISTER USING CU CONNECT

CU Connect is the University's telephone registration system by which credit students can register for courses, pay their tuition using Visa, MasterCard or Discover, check their grades and find out if their tuition bill is current. This option is available only for Boulder Evening. Read these instructions thoroughly before using CU Connect. To register via CU Connect, you must have a current term record. If you registered through Continuing Education (SAVE or Boulder Evening) for the Summer 1997, Fall 1997 or Spring 1998 semester, simply call 303-492-5148 between 8:30 a.m. and 5 p.m. and ask to be activated for the current semester. (Note: if you have elected to have directory information withheld, the privacy code on your record will prevent the registration staff from activating you over the telephone.) If you did not register for Boulder Evening or SAVE for Summer, Fall or Spring and you wish to use CU Connect, simply return the credit registration form on page 47. You will be notified via US mail that you are eligible to use CU Connect with your PIN (Personal Identification Number). Please remember to keep your PIN confidential. Use of CU Connect obligates you for any tuition charges as a result of adding any course. If you need to change your PIN, come to the Continuing Education Registration Office with photo identification.

CU Connect is normally available Monday through Friday, 7 a.m. to midnight and on Sundays from 11 a.m. to midnight. Exceptions: CU Connect is not available Saturdays or on May 25 and July 3.

CALLING CU CONNECT AND REGISTERING

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 **984**
- ▶ 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, 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; or press 2 to **end** the call.

Verifying Your Schedule

Once you have registered, it is important that you verify your schedule. To list your courses, press 5#. If you are satisfied with your selections, press 8# to exit the registration application and press 1 to find out your account balance and/or pay your tuition using Visa, MasterCard or Discover. Remember, you are obligated to pay all tuition and fees promptly.

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.

Adjusting Your Schedule

Once you have registered, make adjustments to your schedule by calling CU Connect prior to the last day to register and/or drop. These dates are listed on page 4 of this catalog. Follow the CU Connect function codes described above to add or to drop courses from your schedule.

Searching for Open Course Sections

If you request a course section that has been canceled or is full, the computer voice asks you if you want to conduct a search for open sections of that course. If you do, press 7#. CU Connect will search for another section of the course that is available. If one is available, you can register for that open section if it does not conflict with another course.

Listing Your Schedule

To list your schedule, call CU Connect and press 5# after you enter your PIN and when the computer asks for your first request. If you are enrolled in a course you no longer want, drop it by the deadline. If you put your name on a course wait list, list your schedule frequently or look up the status of your wait-listed courses on the World Wide Web. Go to www.colorado.edu (the UCB home page) and choose Personal Lookup Services or go directly to www.colorado.edu/plus

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 by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course and a space becomes available, a Continuing Education Registrar will contact you directly. If you wish to be enrolled, payment is due within 48 hours to hold your space in the course. Accurate telephone numbers are therefore important for us to contact you directly.

Paying Tuition via CU Connect

Credit card payments can be made through CU Connect once you have verified your schedule. Press 8# to exit the registration function, then press 1 to find out your account balance. If you would like to use Visa, MasterCard or Discover to pay your tuition, have your card in hand and follow the simple telephone instructions. Verification of payment will be sent to your mailing address within 10 working days. Please note: once you have entered the student billing application, you will need to call CU Connect back to access either the registration or grade function.

For other options on paying your tuition bill, please call 303-492-5145 and select the payment option. All tuition assessments are subject to audit by the Continuing Education Accounting Office.

You can also access your account balance any time during the semester by calling CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 3 for student billing application followed by your student number and PIN.

Grades via CU Connect

Grades for the current term will be available approximately 10 days after your course ends. To access grades, call CU Connect, press 1 for Boulder Campus, 1 for Continuing Education, 2 for the grade code function, enter the term code (984 for summer) 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 is for the semester (1=Spring, 4=Summer, 7=Fall).

Problems? Questions?

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

If you have a Continuing Education term record for summer 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.

SURVIVAL TIP

When you register through CU Connect, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

PROGRAM / TERM

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix

Mailing address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

Employment address _____
 No. and Street, Apt. No. _____ City _____ State _____ Zip Code + 4 _____ Phone _____

BIRTHDATE

Month	Day	Year

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 _____

MARITAL STATUS:
 Single
 Married

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

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 _____

FORMER CU STUDENT NUMBER:

--

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

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THE UNIVERSITY OF COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

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	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.) _____	____/____/____ to ____/____/____	____/____/____ to ____/____/____
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. # _____

Former Student Number _____

Birthday _____
Month/Day/Year

Mr. _____
Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Have you ever been convicted of a felony (other than a traffic violation)? No Yes

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.

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Colorado

University of Colorado at Boulder

Division of Continuing Education

1221 University Avenue
Campus Box 178
Boulder, Colorado 80309-0178

Instruction offered as part of the Statewide Extended Studies Program.
Continuing Education receives no state tax support to administer/promote its programs and services.

GIVE YOURSELF A BREAKTHROUGH.

On a clear day, they say you can see forever. On a not-so-clear day, you barely have time to look up. In the midst of the whirl, hold onto your possibilities and trust what you know so far. Create an opportunity to step back. Open up. Dig in. Or take off. With a learning experience that jump starts your possibilities. The good news is, you know intuitively where you want to end up. Through initiative and hard work, you've gotten this far on your own. With just a little help, you can give yourself a breakthrough.

THE DIVISION OF CONTINUING EDUCATION
WE HAVE TIME FOR YOU.

