

UNIVERSITY OF COLORADO AT BOULDER

# CONTINUING EDUCATION

*Fall 1992*





## Help Yourself!

When you're hungry, the two best words in the language are, "Help yourself!" Our students are hungry—for information, ideas, insight and inspiration. From Summer 1988 through the end of last year, 57,392 of you have stepped forward to help yourselves to outstanding instruction that's made it easier to change careers, get promotions and pursue passionate interests in the company of other bright, interesting and interested learners. This Fall it's better than ever, with dozens of brand new classes to tempt you. So don't be shy. Take a plate, get in line and help yourself.

### Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 51 for noncredit and certificate, page 53 for credit.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 51 for noncredit and certificate courses. Send both front and back of page 53 for credit courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 51) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801.

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

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

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

**Boulder Evening Credit Classes**  
For university courses with convenient evening hours.

**Independent Study Programs**  
Independent study by correspondence and individualized instruction lets you learn at home.

**Center for Advanced Training in Engineering and Computer Science (CATECS)**  
Earn a Masters degree or graduate credit with courses televised live to your worksite.

**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:  
**Commercial Design**  
**Computer Applications and Computer Graphics**  
**Management Development**

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

**Real Estate Education Program**  
**Special Professional Programs**  
**Video Conferencing**

**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.

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

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

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

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.



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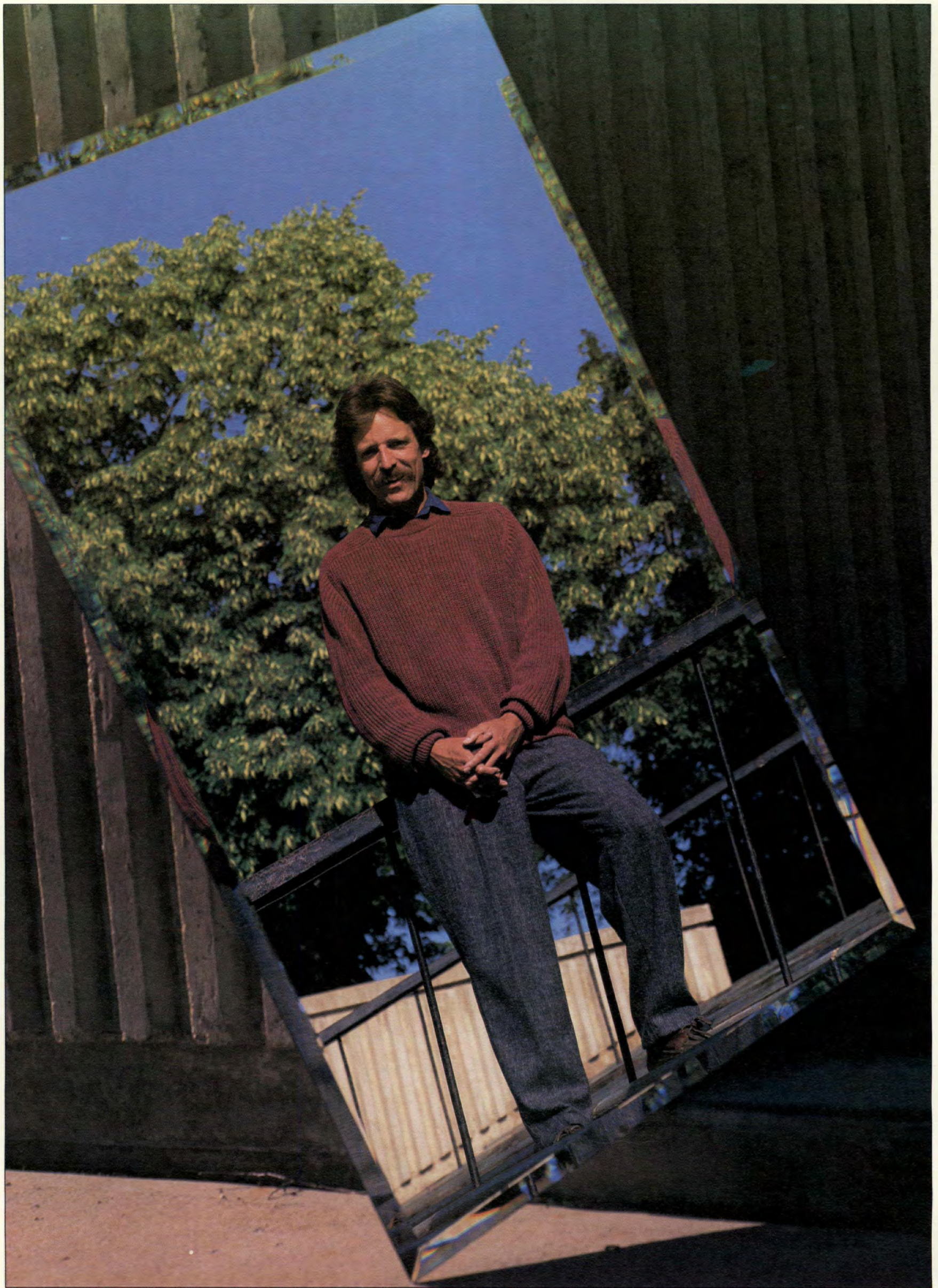
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## Recycled. Inside and Out.

We are pleased to announce that this catalog is printed entirely on recycled paper. Please do your part to conserve resources by taking only as many copies as you need. Share your catalog with friends. And recycle all appropriate materials. Thank you.









## Help Yourself to College Credit.

Some of the university's most sought-after courses are offered after 5 p.m., taught by top-notch instructors to a diverse group of people who share a keen interest in personal development and professional advancement.

Credits earned can be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours—usually 12—before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

**Residency:** Whether you are a resident or non-resident, you may take up to 3 semester hours per term or session for \$70 per credit hour. Residency makes a difference only if you are registering for 4 or more credit hours. If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation.

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

**Tuition:** Resident tuition is \$70 per credit hour. Some courses requiring special equipment or materials may be slightly higher. If you're not a Colorado resident and want to register for 4 or more credit hours, you'll be charged non-resident tuition. Please see Survival Tip on page 9 for more information.

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

- Total library services at no additional charge
- Membership in the Recreation Center (\$72 a semester)
- Wardenburg Student Health Services (\$51.50)
- Photo IDs (\$10 cash, checks with guarantee card, Visa, MasterCard)

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

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

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

**Veteran Benefits:** As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact Veterans Affairs, in the office of Financial Aid, Environmental Design, Room 2 or call 492-5091.

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

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

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

**Special Faculty-Staff Registration:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning August 31.

*His first collection of poems is The Long Way Around (Windham Hall Press)—a fitting title for someone who spent time in India, Yugoslavia and South America before returning to his Colorado roots. George Moore did his undergraduate work at Lewis and Clark College in Portland and earned his Ph.D. in English here at C.U. This fall, he's teaching several Evening Credit courses—Introduction to Creative Writing, an upper level course on Jewish-American fiction and a course on ethnic American literature. He says that Continuing Education students represent a welcome diversity of interests, talents and ages, that makes for "interesting cultural exchanges across a wide range of social experiences." Fellow poets will appreciate the fact that he has a manuscript that is a finalist in the National Poetry Series for 1992.*

### Survival Tips

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





*Credit Classes Calendar—Dates You Should Know*

<b>August 3</b> .....	First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
<b>August 31</b> .....	Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
<b>September 4</b> .....	LAST DAY TO REGISTER FOR SESSION I CLASSES. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>September 7</b> .....	Labor Day Holiday. NO CLASSES.
<b>September 8</b> .....	Instructor's signature required to drop Session I classes.*
<b>September 15</b> .....	LAST DAY TO REGISTER FOR FULL TERM CLASSES. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Petition required to drop Session I classes. Registration continues for Session II.
<b>September 16</b> .....	Instructor's signature required to drop Full Term classes.*
<b>September 30</b> .....	Petition required to drop Full Term classes.
<b>October 15</b> .....	SESSION I TUESDAY AND THURSDAY CLASSES END.
<b>October 19</b> .....	SESSION I MONDAY AND WEDNESDAY CLASSES END.
<b>October 26</b> .....	Session II classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification copy required.
<b>October 30</b> .....	LAST DAY TO REGISTER FOR SESSION II CLASSES. Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
<b>November 2</b> .....	Instructor's signature required to drop Session II classes.*
<b>November 9</b> .....	Petition required to drop Session II classes.
<b>November 26-27</b> .....	Thanksgiving Holiday. NO CLASSES.
<b>December 1</b> .....	FULL TERM TUESDAY CLASSES END.
<b>December 2</b> .....	FULL TERM WEDNESDAY CLASSES END.
<b>December 7</b> .....	FULL TERM MONDAY CLASSES END. FULL TERM MONDAY AND WEDNESDAY CLASSES END.
<b>December 8</b> .....	FULL TERM TUESDAY AND THURSDAY CLASSES END.
<b>December 9</b> .....	FULL TERM MONDAY, WEDNESDAY, AND FRIDAY CLASS ENDS. SESSION II MONDAY AND WEDNESDAY CLASSES END.
<b>December 10</b> .....	FULL TERM MONDAY AND THURSDAY CLASSES END. FULL TERM THURSDAY CLASSES END.
<b>December 15</b> .....	SESSION II TUESDAY AND THURSDAY CLASSES END.

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

*Refund Schedule for Credit Classes*

FULL TERM	SESSION I	SESSION II
100% through Sept. 15	100% through Sept. 4	100% through Oct. 30
60% Sept. 16 through Sept. 29	60% Sept. 8 through Sept. 14	60% Nov. 2 through Nov. 6
40% Sept. 30 through Oct. 13	40% Sept. 15 through Sept. 21	40% Nov. 9 through Nov. 13
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>





Full Term Classes by Starting Date, Fall 1992

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday Courses, Begin August 31 and End December 7</b>				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
APAS	1110-3	300	7-10 p.m.	General Astronomy: The Solar System
CHST	1015-3	300	6:30-9:30 p.m.	Introduction to Chicano Studies
COMM	2000-3	300	6:30-9:30 p.m.	Perspectives on Human Communication
COMM	4510-3	300	6-9 p.m.	Senior Seminar: Interpersonal Communication
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
ENGL	3672-3	300	6:30-9:30 p.m.	Jewish-American Fiction and Old World Backgrounds
HIST	2117-3	300	7-10 p.m.	History of Colorado
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
MATH	1071-3	300	6-9 p.m.	Finite Mathematics for Social Science and Business
PHIL	1000-3	300	7-10 p.m.	Introduction to Philosophy
PSCI	2222-3	300	7-10 p.m.	Introduction to International Relations
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
THTR	1003-3	300	6:30-9:30 p.m.	Introduction to Acting for Nonmajors
<b>Monday and Wednesday Courses, Begin August 31 and End December 7</b>				
JOUR	3102-3	300	7-8:30 p.m.	Press Photography
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
<b>Monday, Wednesday and Friday Course, Begins August 31 and Ends December 9</b>				
HEBR	1020-5	300	1-3 p.m.	Beginning Hebrew 2
<b>Monday and Thursday Course, Begins August 31 and Ends December 10</b>				
MATH	1300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus I
<b>Tuesday Courses, Begin September 1 and End December 1</b>				
ANTH	2010-3	300	7-10 p.m.	Introduction to Physical Anthropology 1
ARAB	2110-3	300	2-5 p.m.	Intermediate Arabic 1
COMM	1010-3	300	6:30-9:30 p.m.	Public Speaking
ECON	2010-3	300	5:30-8:30 p.m.	Principles of Microeconomics
EDUC	4820-3	300	6-9 p.m.	Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)
ENGL	1191-3	301	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1500-3	300	6-9 p.m.	Masterpieces of British Literature
HEBR	2120-3	300	2-5 p.m.	Intermediate Hebrew 2
HIST	1113-3	300	7-10 p.m.	The History of England to 1660
JOUR	2001-3	300	6-9 p.m.	Mass Media Writing
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	1005-3	300	6:30-9:30 p.m.	Social Conflict and Social Values
SOCY	1015-3	300	6:30-9:30 p.m.	U.S. Race and Ethnic Relations
<b>Tuesday and Thursday Courses, Begin September 1 and End December 8</b>				
ARAB	1010-5	300	5-7:30 p.m.	Beginning Arabic 1
CDSS	2324-3	300	5-6:30 p.m.	American Sign Language 3
CSCI	1200-3	300	6-8:45 p.m.	Introduction to Programming 1
FINE	1012-3	300	7-10 p.m.	Basic Drawing
MATH	0990-3	300	6-7:30 p.m.	Pre-College Mathematics
<b>Wednesday Courses, Begin September 2 and End December 2</b>				
COMM	2240-3	300	6:30-9:30 p.m.	Organizational Communication
ENGL	1260-3	300	6-9 p.m.	Introduction to Women's Literature
ENGL	1800-3	300	6:30-9:30 p.m.	American Ethnic Literatures
HIST	1010-3	300	6-9 p.m.	Western Civilization 1
HIST	1015-3	300	7-10 p.m.	History of the United States to 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
MATH	1021-2	300	6-8 p.m.	Numerical and Analytical College Trigonometry
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
SOCY	4014-3	300	6:30-9:30 p.m.	Criminology

**Survival Tips**

**Important Information for Arts and Sciences Students**

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

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

**Not Attending Classes Does Not Mean You Have Withdrawn.**



Full Term Classes by Starting Date, Fall 1992—cont.

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Thursday Courses, Begin September 3 and End December 10</b>				
COMM	2030-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	5:30-8:30 p.m.	Principles of Macroeconomics
EDUC	4800-3	300	6:30-9:30 p.m.	Special Topics: Co-emergent Creativity
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	2600-3	300	6:30-9:30 p.m.	Introduction to World Literature 1
EPOB	1210-3	300	6:30-9:30 p.m.	General Biology 1
FILM	2400-3	300	7-10 p.m.	Intermediate Small-Format Production
GEOG	2002-3	300	7-10 p.m.	World Geographic Problems
JOUR	4802-3	300	6:30-9:30 p.m.	Magazine Article Writing
PSYC	4456-3	300	6:30-9:30 p.m.	Psychology of Personality
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

Session I Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin August 31 and End October 19</b>				
ANTH	1030-3	100	7-10 p.m.	Principles of Anthropology 1
EDUC	4800-3	101	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1191-3	100	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	100	7-10 p.m.	Introduction to Human Geography
KINE	3420-3	100	7-10 p.m.	Nutrition and Health
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
SOCY	1001-3	100	6:30-9:30 p.m.	Analyzing Society

Tuesday and Thursday Courses, Begin September 1 and End October 15

COMM	1010-3	100	6-9 p.m.	Public Speaking
EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
EDUC	4820-3	100	6:30-9:30 p.m.	Workshop in Curricular and Instructional Development: Integrative Learning
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1—Climate and Vegetation
GEOG	3700-2	100	7-9 p.m.	Geology Field Techniques in the Colorado Front Range
HIST	1025-3	100	6:30-9:30 p.m.	History of the United States Since 1865
SOCY	1004-3	100	6:30-9:30 p.m.	Deviance in U.S. Society

Session II Classes by Starting Date

Dept.	Course No. & Hours	Section	Time	Course Title
<b>Monday and Wednesday Courses, Begin October 26 and End December 9</b>				
ANTH	1040-3	200	7-10 p.m.	Principles of Anthropology 2
EDUC	4800-3	201	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	200	7-10 p.m.	World Regional Geography
PSYC	2303-3	200	7-10 p.m.	Psychology of Adjustment
SOCY	1004-3	200	6:30-9:30 p.m.	Deviance in U.S. Society

Tuesday and Thursday Courses, Begin October 27 and End December 15

COMM	1010-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	202	6:30-9:30 p.m.	Special Topics: Building Family Strengths
EDUC	4800-3	203	5-8 p.m.	Special Topics: Special Projects in Creative Expression (SPICE)
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2—Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition and Health
SOCY	2031-3	200	6:30-9:30 p.m.	U.S. Values, Social Problems and Change





## Anthropology

### \*Anthropology 1030-3 Principles of Anthropology 1

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 245. \$210 (resident).

### \*Anthropology 1040-3 Principles of Anthropology 2

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 245. \$210 (resident).

### \*Anthropology 2010-3 Introduction to Physical Anthropology 1

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

Full Term - Section 300: Tuesdays, 7-10 p.m.  
Hellems 263. \$210 (resident).

### \*Anthropology 3000-3 Primate Behavior

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

Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Hellems 141. \$210 (resident).

## Arabic

### Arabic 1010-5 Beginning Arabic 1

Full Term - Section 300:  
Tuesdays and Thursdays, 5-7:30 p.m.  
Hellems 271. \$500 (resident).

### Arabic 2110-3 Intermediate Arabic 1

Advanced grammar and conversation.  
Full Term - Section 300: Tuesdays, 2-5 p.m.  
TBA. \$300 (resident).

## Astronomy

### \*APAS 1110-3 General Astronomy: The Solar System

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

Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 2-28. \$210 (resident).

## Biology

### \*EPOB 1210-3 General Biology 1

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

Full Term - Section 300: Thursdays,  
6:30-9:30 p.m. Engineering Center CR 2-06.  
\$210 (resident).

## Chicano Studies

### \*Chicano Studies 1015-3 Introduction to Chicano Studies

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

Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Hellems 81. \$210 (resident).

### Survival Tips

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

Joel Guenther (left) teaches *Perspectives on Human Communication*. He says, "I don't think I could ever go back to teaching daytime classes. You can accomplish so much more in 3-hour blocks than you can in 50 minutes . . . we can really get into it in depth, and I love that." Joshua Ross (right) is a junior majoring in Communications who opted for an Evening Credit course so he could work during the day. He gives Guenther high marks for his comfortable instructional style.





## Communication

### Communication 1010-3 Public Speaking

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

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 301. \$210 (resident).

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Hellems 193. \$218 (resident).

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Hellems 193. \$218 (resident).

### \*Communication 2000-3 Perspectives on Human Communication

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

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Ketchum 301. \$210 (resident).

### \*Communication 2030-3 Interpersonal Communication

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 301. \$210 (resident).

### \*Communication 2240-3 Organizational Communication

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 301. \$210 (resident).

### Communication 4510-3

#### Senior Seminar:

#### Interpersonal Communication

Reviews current research and theory on topics such as strategic interaction, relationship formation and maintenance, and identity and self-presentation. Prerequisite, COMM 2030 helpful.

Full Term - Section 300: Mondays, 6-9 p.m. McKenna 112. \$210 (resident).

## Communication Disorders and Speech Science

### CDSS 2324-3

#### American Sign Language 3

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

Full Term - Section 300: Tuesdays and Thursdays, 5-6:30 p.m. CDSS 230. \$210 (resident).

## Computer Science

### Computer Science 1200-3 Introduction to Programming 1

An introductory course in computer programming covering the basic techniques for designing common algorithms to solve practical problems, the major characteristics of modern computers, the elements of structured programming and the use of data structures. The course provides current methods for constructing, debugging, testing, and documenting computer programs. Programming projects use Pascal. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Engineering Center. Prerequisite: three years of high school mathematics, including trigonometry or MATH 1100 or 1020, or consent of instructor. CSCI 1200-3 is an appropriate first programming course for students who may transfer to Computer Science in the College of Engineering.

Full Term - Section 300: Tuesdays and Thursdays, 6-8:45 p.m. Engineering Center CR 1-07. \$280 (resident).

## Economics

### \*Economics 2010-3 Principles of Microeconomics

Studies of decision making under uncertainty in the presence of scarcity by households, firms, and government units. Analyzes resource allocation under competitive and noncompetitive market structures, income distribution, and comparative economic systems. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Tuesdays, 5:30-8:30 p.m. Economics 117. \$210 (resident).

### \*Economics 2020-3 Principles of Macroeconomics

Examines basic concepts of macroeconomics, or behaviors and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Full Term - Section 300: Thursdays, 5:30-8:30 p.m. Economics 117. \$210 (resident).



*Jerry White is taking a few Evening Credit classes while he thinks about applying to C.U. as a transfer student. Originally from California, he came out here to enjoy cycling and climbing in the Boulder area. He says, "Continuing Education has been very helpful."*



**Education**

**Education 3303-2**

**Oral Communication for Teachers**

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

Full Term - Section 300: Mondays, 6-8 p.m. Hellems 193. \$148 (resident).

**Education 4800-3**

**Special Topics: Building Family Strengths**

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

Session II - Section 202:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-01. \$218 (resident).

**Education 4800-3**

**Special Topics: Co-Emergent Creativity**

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

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Economics 13. \$218 (resident).

**Education 4800-3**

**Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)**

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

Session I - Section 101:  
Mondays and Wednesdays, 5-8 p.m.  
Ketchum 234. \$218 (resident).

Session II - Section 201:  
Mondays and Wednesdays, 5-8 p.m.  
Ketchum 234. \$218 (resident).

**Education 4800-3**

**Special Topics: Special Projects in Creative Expression (S.P.I.C.E.)**

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

Session II - Section 203:  
Tuesdays and Thursdays, 5-8 p.m.  
Geology 311. \$218 (resident).

**Education 4800-3**

**Special Topics: Stress Management and Relaxation Training (S.M.A.R.T.)**

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

Session I - Section 102:  
Tuesdays and Thursdays, 5-8 p.m.  
Ketchum 234. \$218 (resident).

**Education 4820-3**

**Workshop in Curricular and Instructional Development: The Art of Creative Teaching (ACT)**

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

Full Term - Section 300: Tuesdays, 6-9 p.m.  
Education 138. \$210 (resident).

**Education 4820-3**

**Workshop in Curricular and Instructional Development: Integrative Learning**

Learn how to create an environment for learning, to encourage retention, improve communication and thinking skills and enhance self-esteem. This whole-brain approach to learning covers: brain/mind research, teaching and learning styles, stress management and more. Students will come to understand their own learning process, and share ideas for personal and professional use.

Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-01. \$218 (resident).

**Survival Tips**

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

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

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

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

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

All tuition and refund determinations are subject to audit.

**Survival Tips**

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





**English**

**English 1191-3  
Introduction to Creative Writing**

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

Full Term - Section 301: Tuesdays, 6:30-9:30 p.m. Hellems 245. \$210 (resident).

Full Term - Section 302: Thursdays, 6:30-9:30 p.m. Hellems 245. \$210 (resident).

Session I - Section 100:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Engineering Center CR 1-01. \$210 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Engineering Center CR 1-01. \$210 (resident).

**\*English 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.

Full Term - Section 300: Wednesdays, 6-9 p.m. Hellems 267. \$210 (resident).

*Jordan Smith is a Communications major from Ontario, California, who has taken a couple of Evening Credit classes. He says, "They're pretty good. Maybe I think better at night—I find it's easier for me to concentrate."*

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

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

Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center CR 1-28. \$210 (resident).

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

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

Full Term - Section 300: Thursdays, 6-9 p.m. Engineering Center CR 1-05. \$210 (resident).

**English 1800-3  
American Ethnic Literatures**

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, Afro-american, and Chicano traditions. Approved for Arts and Sciences Core Curriculum: Cultural and Gender Diversity.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 237. \$210 (resident).

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

Introduction to Greek classics in the best modern translations and to the Bible as literature, including epic, tragedy, comedy, philosophy and history. Sample texts are *The Iliad* by Homer, *Agamemnon* by Aeschylus, *Oedipus Rex* by Sophocles, *Lysistrata* by Aristophanes, and works by Thucydides and Plato. Not open to students who have credit in HUMN 1010-1020.

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-03. \$210 (resident).

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

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

Full Term - Section 300: Mondays, 6-9 p.m. Hellems 255. \$210 (resident).

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

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

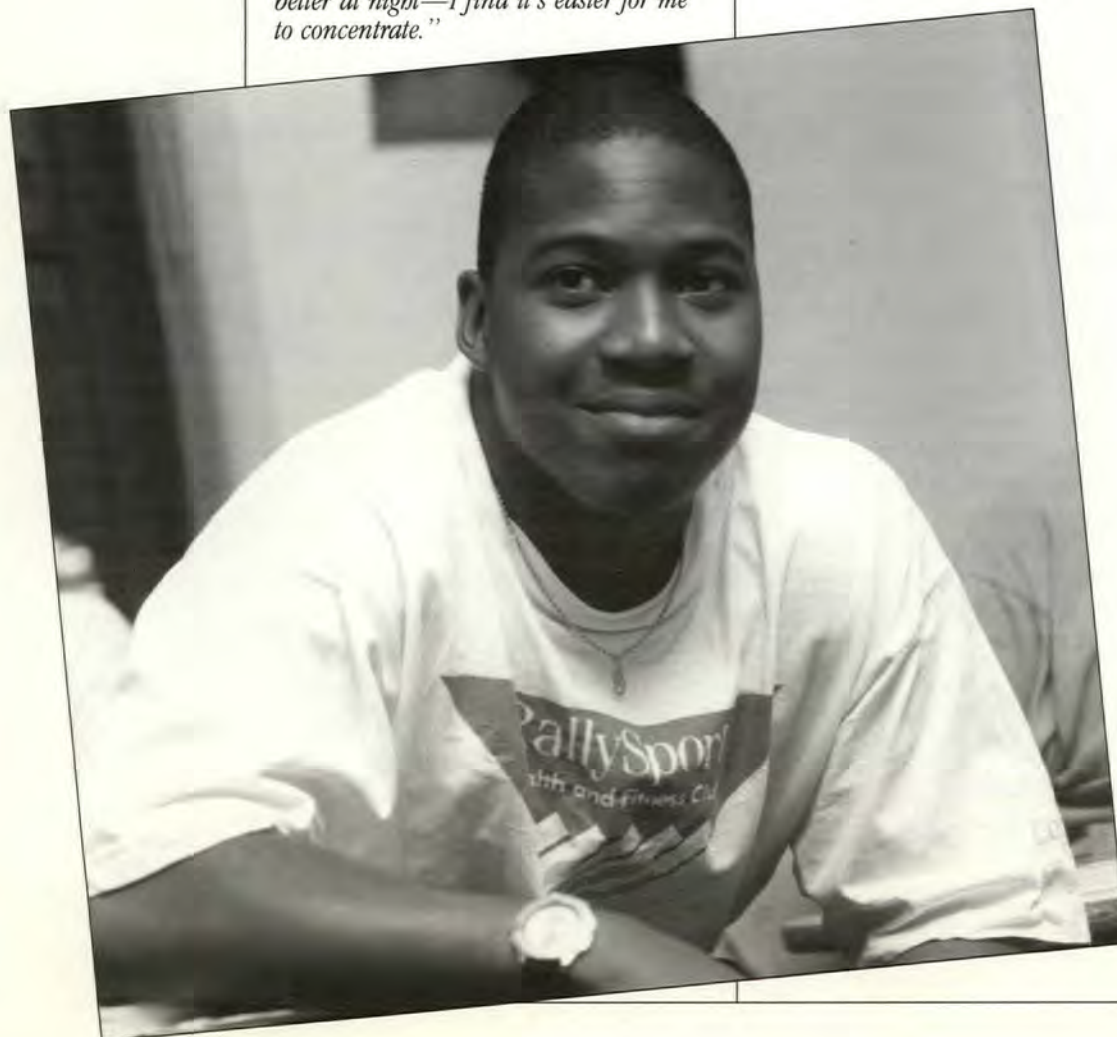
Full Term - Section 300: Mondays, 6:30-9:30 p.m. Hellems 263. \$210 (resident).

**Film**

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

Instruction in shooting and editing Super-8 sound and/or small format video, as well as lab techniques. Students complete a project involving a semester of preparation, shooting, reshooting, editing, and final prints. Prerequisite, FILM 2000 or instructor consent. Students should expect to spend approximately \$200-250 to produce their projects.

Full Term - Section 300: Thursdays, 7-10 p.m. Ketchum 118. \$210 (resident).



**Survival Tips**

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



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

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

Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205A. \$218 (resident).

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

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

Session I - Section 101:  
Mondays and Wednesdays, 7-10 p.m.  
Education 138. \$218 (resident).

Session I - Section 102:  
Tuesdays and Thursdays, 7-10 p.m.  
Guggenheim 205A. \$218 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Education 138. \$218 (resident).

**Fine Arts**

**Fine Arts 1012-3  
Basic Drawing**

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

Full Term - Section 300:  
Tuesdays and Thursdays, 7-10 p.m.  
Fine Arts N103. \$240 (resident).

**Geography**

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

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

Session I - Section 100:  
Tuesdays and Thursdays, 6-9 p.m.  
Guggenheim 3. \$280 (resident).

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

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Lab sessions will be incorporated with lectures, plus work sessions and field experiences will be offered.

Prerequisite, GEOG 1001. Approved for Arts and Sciences Core Curriculum: Natural Science.

Session II - Section 200:  
Tuesdays and Thursdays, 6-9 p.m.  
Guggenheim 3. \$280 (resident).

**\*Geography 1982-3  
World Regional Geography**

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

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$210 (resident).

**\*Geography 1992-3  
Introduction to Human Geography**

Systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations; locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena.

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Guggenheim 2. \$210 (resident).

**\*Geography 2002-3  
World Geographic Problems**

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

Full Term - Section 300: Thursdays,  
7-10 p.m. Guggenheim 2. \$210 (resident).

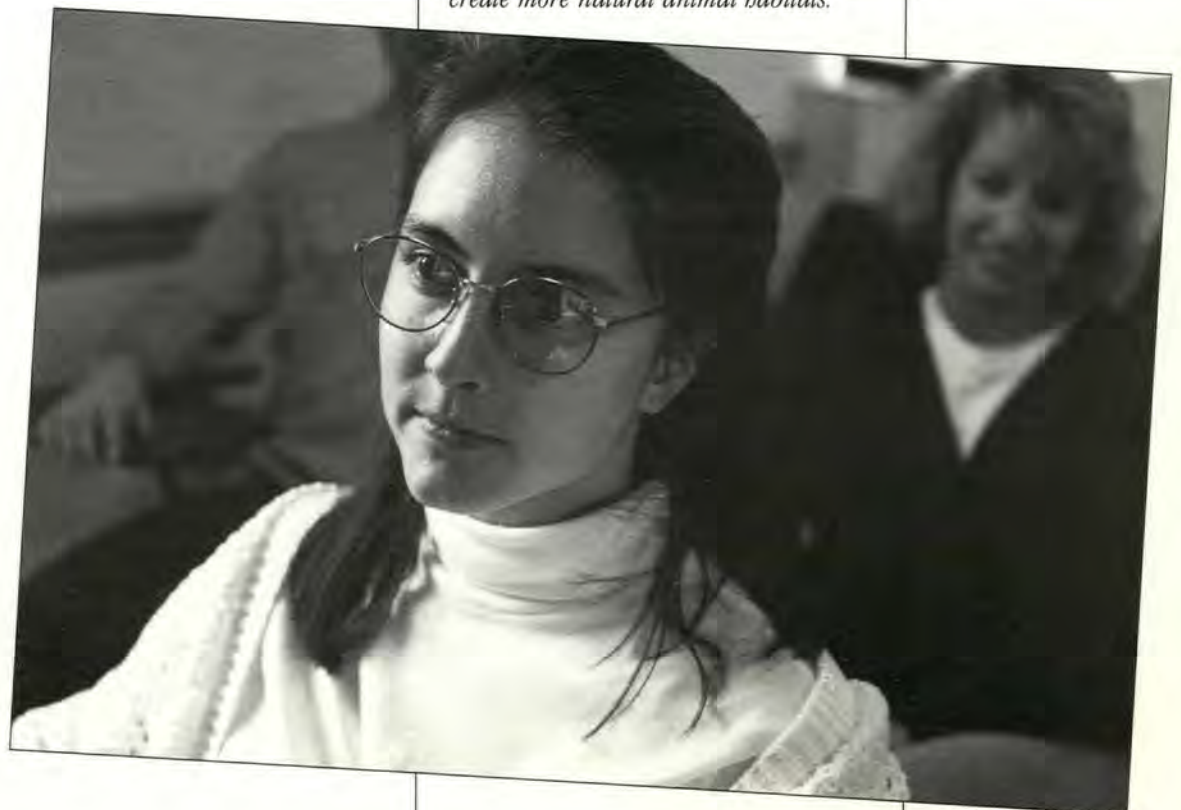
**Geology**

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

Field oriented approach to tracing the geologic development of the Colorado Front Range, from Precambrian to recent times. Field observations provide a framework for discussions of current ideas concerning the geologic evolution of the Front Range. One half-day trip (September 13) and two full-day trips (September 20 and 27) are planned, with destinations including a Front Range gold mine, Rocky Mountain National Park, and the Winter Park area.

Session I - Section 100:  
Tuesdays and Thursdays, 7-9 p.m.  
Geology 134. \$160 (resident).

*Tina Jungwirth is taking two Continuing Education classes this semester—in pursuit of a befty double major in Philosophy and EPOB (Environmental, Population and Organismic Biology). She wants to get a graduate degree in Zoology and go into Animal Ecology, working with zoos to create more natural animal habitats.*





**Hebrew**

**Hebrew 1020-5  
Beginning Hebrew 2**

Prerequisite, Hebrew 1010.  
Full Term - Section 300:  
Mondays, Wednesdays, and Fridays,  
1-3 p.m. TBA. \$500 (resident).

**Hebrew 2120-3  
Intermediate Hebrew 2**

Prerequisite Hebrew 2110.  
Full Term - Section 300: Tuesdays,  
2-5 p.m. TBA. \$300 (resident).

**History**

**\*History 1010-3  
Western Civilization 1**

Survey course on the development of Western civilization from its beginnings in the ancient Near East to the time of the establishment of the first modern states in the seventeenth century. Approved for Arts and Sciences Core Curriculum: Historical Context.  
Full Term - Section 300: Wednesdays,  
6-9 p.m. Hellems 81. \$210 (resident).

*Patrick Enright is a civil engineer who has returned to the US after a long-term assignment as a mining superintendent in Chile. Now he's reacclimating and thinking about earning an MBA. Evening Credit classes are a helpful first step.*

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

Surveys American history from first settlement until the end of the Civil War. Approved for Arts and Sciences Core Curriculum: United States Context.  
Full Term - Section 300: Wednesdays,  
7-10 p.m. Engineering Center CR 1-42.  
\$210 (resident).

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

Surveys social, economic, political and cultural development of the United States from the close of the American Civil War to the present. Approved for Arts and Sciences Core Curriculum: United States Context.  
Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Engineering Center CR 1-12. \$210 (resident).

**\*History 1113-3  
The History of England to 1660**

Deals with the period from Roman time to the seventeenth century. Covers social, political, and constitutional affairs that contributed to the creation of the English nation. Approved for Arts and Sciences Core Curriculum: Historical Context.  
Full Term - Section 300: Tuesdays, 7-10 p.m.  
Engineering Center CR 1-30. \$210 (resident).

**History 2117-3  
History of Colorado**

Emphasizes historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture.  
Full Term - Section 300: Mondays, 7-10 p.m.  
Engineering Center CR 1-07. \$210 (resident).

**History 4433-3  
Nazi Germany**

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Approved for Arts and Sciences Core Curriculum: Historical Context.  
Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Hellems 199. \$210 (resident).

**Journalism**

**Journalism 1001-3  
Contemporary Mass Media**

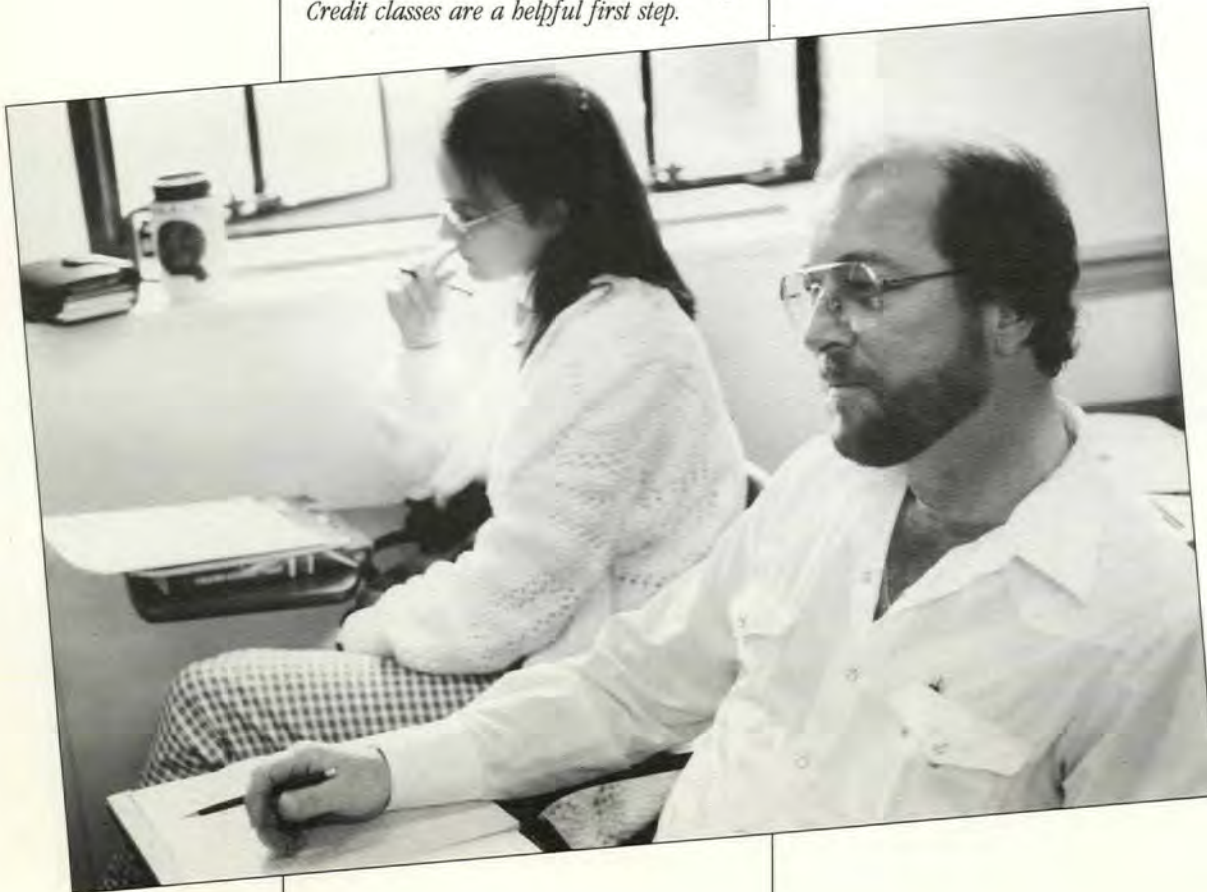
Examines the mass media's interaction with society; looks at journalism and the mass media in historical, intellectual, economic, political, and social contexts.  
Full Term - Section 300: Wednesdays,  
6-9 p.m. McKenna 112. \$210 (resident).

**Journalism 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.  
Full Term - Section 300: Tuesdays, 6-9 p.m.  
Macky 3C. \$210 (resident).

**Journalism 3102-3  
Press Photography**

Reporting with a camera. This journalism course emphasizes photography of people in a wide variety of situations for publication in a newspaper. Although you will learn the full range of black and white darkroom procedures, the emphasis here is on good images, not technical perfection. There will be a brief introduction to color slide work. Field trips and guest speakers will supplement lectures. A 35mm camera capable of completely manual operation is required. If you do not already own a camera, please consult the instructor before buying one! Students should plan to spend up to five additional hours a week in lab. The lab schedule will be arranged at the first class meeting; lab fee is \$50 (included in tuition) and covers facilities and chemicals. Students should expect to spend \$100-\$200 for paper and film in addition to tuition and lab fees.  
Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Macky 117 (seminar room). \$260 (resident).





**Journalism 4802-3  
Magazine Article Writing**

Provides practice in writing freelance articles; considers types, sources, methods, titles, illustrations and marketing. Prerequisite JOUR 3001.  
Full Term - Section 300: Thursdays, 6:30-9:30 p.m. McKenna 112. \$210 (resident)

**Kinesiology**

**Kinesiology 3420-3  
Nutrition and Health**

The basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for Arts and Sciences Core Curriculum: Natural Science.  
Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Muenzinger E0046. \$210 (resident).  
Session II - Section 200:  
Tuesdays and Thursdays, 7-10 p.m.  
Engineering Center CR 0-30. \$210 (resident).

**Mathematics**

**Mathematics 0990-3  
Pre-College Mathematics**

Real numbers, algebraic expressions, exponents, radicals, first degree equations and inequalities, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, and quadratic functions. This course carries 3 hours of add-on credit. Students who enroll in the course will have it appear on their transcript, but for Arts & Sciences students it will count as an additional three hours of credit toward their undergraduate degree, making the minimum number of hours 127 rather than 124. All registrations will be either for no credit (but full tuition will be charged for this type of registration, notwithstanding) or for a letter grade.  
Full Term - Section 300:  
Tuesdays and Thursdays, 6-7:30 p.m.  
Engineering Center CR 1-24. \$210 (resident).

**Mathematics 1011-3  
Fundamentals and Techniques  
of College Algebra**

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010 and 1020. Prerequisite, placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the Arts and Science Core Curriculum quantitative reasoning and mathematical skills.  
Full Term - Section 300:  
Mondays and Wednesdays, 7-8:30 p.m.  
Engineering Center CR 0-36. \$210 (resident).

**Mathematics 1021-2  
Numerical and Analytical  
College Trigonometry**

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prerequisites MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1½ years high school algebra and 1 year high school geometry.  
Full Term - Section 300:  
Wednesdays, 6-8 p.m.  
Engineering Center CR 1-30. \$140 (resident).

**Mathematics 1071-3  
Finite Mathematics for  
Social Science and Business**

Systems of linear equations; an introduction to matrices, linear programming, and probability. Students may not receive credit for both MATH 1071 and math modules MATH 1050, 1060 and 1070. Prerequisite, MATH 1011 or MATH 1000 or placement examination score for MATH 1020 or 1½ years of high school algebra.  
Full Term - Section 300:  
Mondays, 6-9 p.m.  
Engineering Center CR 1-40. \$210 (resident).

**\*Mathematics 1300-5  
Analytic Geometry and Calculus 1**

Selected topics in analytic geometry and calculus. Rates of change of functions, limits, derivatives of algebraic and transcendental functions, applications of derivatives, and integration. Students with credit in MATH 1081 will receive only 2 hours credit in MATH 1300. Students with credit in MATH 1300 may not receive credit in APPM 1350 or APPM 1370. Prerequisite, 2 years of high school algebra, 1 year of geometry, ½ year of trigonometry or MATH 1000-1040 or MATH 1011 and 1021.  
Full Term - Section 300:  
Mondays and Thursdays, 5:30-8 p.m.  
Hellemes 229. \$350 (resident).

**Philosophy**

**\*Philosophy 1000-3  
Introduction to Philosophy**

Introduces fundamental questions of philosophy. Approved for Arts and Sciences Core Curriculum: Ideals and Values.  
Full Term - Section 300: Mondays,  
7-10 p.m. Hellemes 267. \$210 (resident).

**Survival Tips**

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

**Political Science**

**\*Political Science 1101-3  
The American Political System**

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for Arts and Sciences Core Curriculum: Contemporary Societies or United States Context.  
Full Term - Section 300: Wednesdays,  
6-9 p.m. Economics 117. \$210 (resident).

**\*Political Science 2222-3  
Introduction to International  
Relations**

Introductory conceptual approaches, national and international dynamics of the international environment, problems and issues. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.  
Full Term - Section 300: Mondays,  
7-10 p.m. Ketchum 235. \$210 (resident).





**Psychology**

**\*Psychology 1001-3  
General Psychology**

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 199. \$210 (resident).

**\*Psychology 2012-3  
Biological Psychology 1**

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

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 211. \$210 (resident).

**\*Psychology 2303-3  
Psychology of Adjustment**

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

Session I - Section 100:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 137. \$210 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 7-10 p.m.  
Hellems 137. \$210 (resident).

**Psychology 4303-3  
Abnormal Psychology**

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

Full Term - Section 300:  
Tuesdays, 6:30-9:30 p.m.  
Muenzinger E431. \$210 (resident).

**Psychology 4406-3  
Social Psychology**

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

Full Term - Section 300:  
Mondays, 6:30-9:30 p.m.  
Muenzinger E432. \$210 (resident).

**Psychology 4456-3  
Psychology of Personality**

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

Full Term - Section 300:  
Thursdays, 6:30-9:30 p.m.  
Muenzinger E432. \$210 (resident).

**Sanskrit**

The Division is pleased to offer Sanskrit 1010-3 and 2020-3 through the Independent Study Program. See page 46 for details.

**Sociology**

**\*Sociology 1001-3  
Analyzing Society**

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Environmental Design 120. \$210 (resident).

Session I - Section 100:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Duane Physics G125. \$210 (resident).



*Lois Papedo, Boulder, works part time for the university, at the Koenig Alumni Center, and is about a year away from a degree in Theatre. She "very much enjoyed" Joel Guenther's Communications class. She says, "He's a scream. I enjoy his viewpoint on a lot of subjects." As an adult student, she says she really enjoys the mix of people in the university community.*



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

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

Session I - Section 100:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Hellems 267. \$210 (resident).

Session II - Section 200:  
Mondays and Wednesdays, 6:30-9:30 p.m.  
Duane Physics G125. \$210 (resident).

### **\*Sociology 1005-3 Social Conflict and Social Values**

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

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m. Ketchum 119. \$210 (resident).

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

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

Full Term - Section 300: Tuesdays,  
6:30-9:30 p.m. Ketchum 118. \$210 (resident).

### **\*Sociology 1016-3 Sex, Gender and Society 1**

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

Full Term - Section 300:  
Wednesdays, 6-9 p.m.  
Environmental Design 122. \$210 (resident).

### **\*Sociology 2011-3 Contemporary Social Issues and Human Values**

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

Full Term - Section 300: Thursdays,  
6-9 p.m. Education 138. \$210 (resident).

### **\*Sociology 2031-3 U.S. Values, Social Problems, and Change**

Examines U.S. society from the perspective of values and theories of social change. Considers such problems as distribution of power, unemployment, poverty, racism and sexism, the changing role of the family, and drugs. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Session II - Section 200:  
Tuesdays and Thursdays, 6:30-9:30 p.m.  
Hellems 267. \$210 (resident).

### **\*Sociology 4014-3 Criminology**

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

Full Term - Section 300:  
Wednesdays, 6:30-9:30 p.m.  
Economics 13. \$210 (resident).

### **\*Sociology 4024-3 Juvenile Delinquency**

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

Full Term - Section 300: Thursdays,  
6-9 p.m. Education 220. \$210 (resident).

## **Theatre**

### **Theatre 1003-3 Introduction to Acting for Nonmajors**

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

Full Term - Section 300: Mondays,  
6:30-9:30 p.m. Hellems 241. \$210 (resident).

### **Survival Tips**

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





## Help Yourself to a Performance Advantage.

Corporate America is changing. With leaner organizational structures, managers and their employees are assuming expanded roles and facing new expectations. The Management Development Certificate Program is designed to enhance your management skills, or help you get started in a management career. There are no prerequisites for enrollment, and you need not be working toward certification to take these courses. However, you may wish to formally enroll in the program, and eventually enjoy the Certificate designation.

The **Management Certificate of Achievement** is earned by completing three requirements.\* You must:

- A. Successfully complete four required courses:
  - Critical Issues in Current Management
  - Accounting for the Non-Accounting Manager
  - Managing Marketing: Matching Products and Services for Profit
  - Managing People
- B. Successfully complete at least three elective courses. Any course not listed in the required core curriculum is considered an elective course. *Any one Computer Applications course, and any one Business Noncredit course may be used as an elective course to fulfill Certificate requirements.*
- C. Participants must complete the Registration for Certificate and Noncredit Courses on page 51.

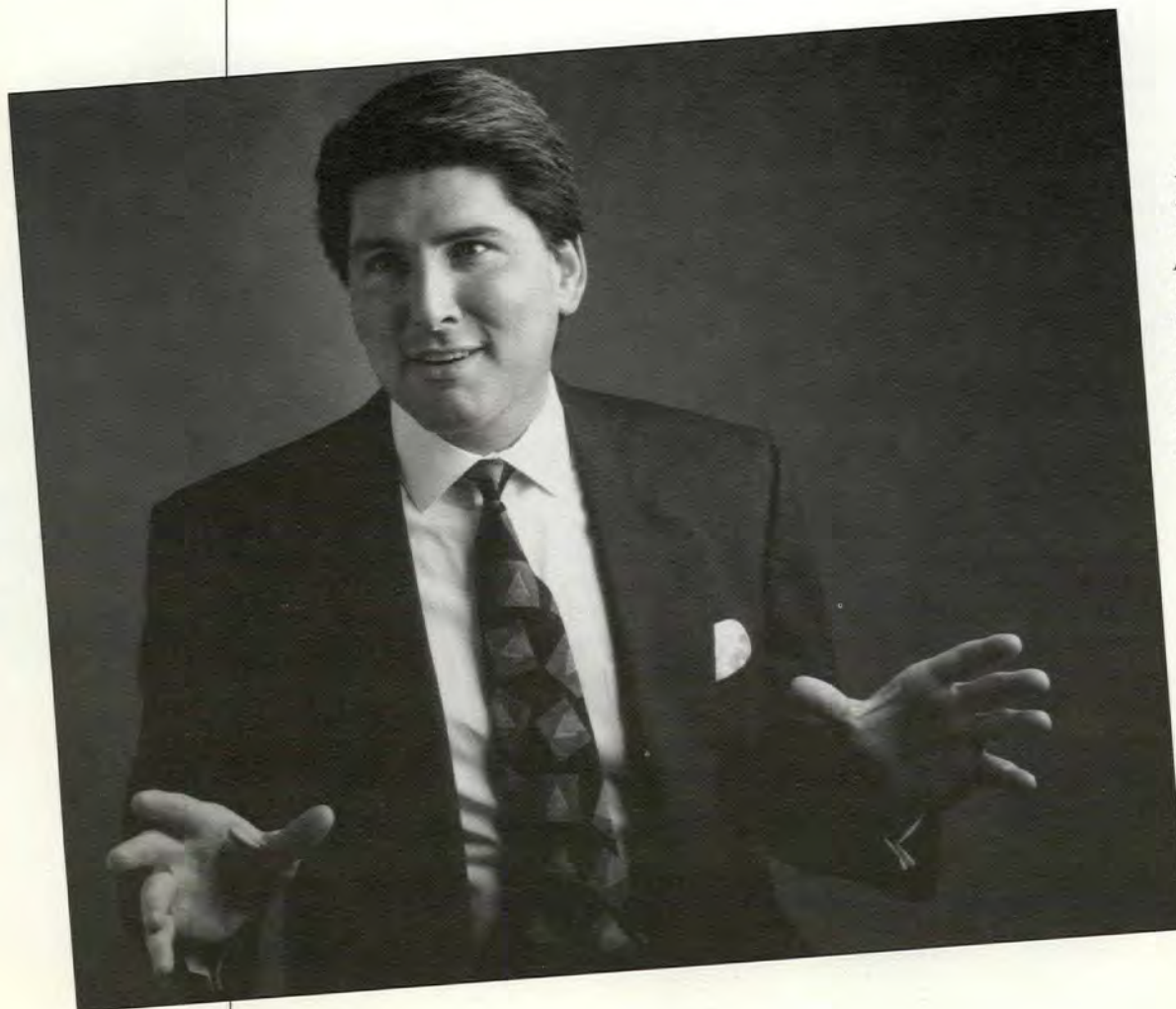
**Courses** cover task-related skills and basic concepts in relevant management areas. They are scheduled so that a Certificate can be achieved in two or three semesters, but not every course is offered every semester.

**Getting Started.** If you are a new supervisor or have not enrolled in formal management training before, it is recommended that you first enroll in the elective course, Skills for New (and Newly Promoted) Supervisors. This course is offered every September and January. Otherwise, there is no special required sequence for course enrollment.

**Refunds** are granted any time before a course begins, none later.

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.

\*Note: Those enrolled before Fall, 1991, have the option of pursuing the Certificate under former or current guidelines.



*Loren Ankarlo's Customer Service course hits the issues in practical terms, from listening skills, value adding and telephone techniques to the delicate art of calming an angry customer. A top-rated speaker and president of his own training company, he enjoys Continuing Ed students: "They are adults and professionals. They bring their own mosaic of experience, problems and ideas, creating an enriched learning environment."*



## Getting Started

### MDCP 403 Basic Skills for the New (and Newly Promoted) Supervisor

Basic principles of supervision. Topics include effective communication, handling conflicts, ethics, and employee development and discipline.

Charles Rice, M.B.A.

Section 300: Wednesdays,  
September 16-October 21, 6:30-9:30 p.m.  
6 sessions. Business 250. \$120.

## Core Courses

### MDCP 459 Critical Issues in Current Management

Confront high priority management issues in this challenging workshop. Obtain in-depth understanding of critical issues, and the tools, tactics, and strategies to successfully resolve them in any business setting. Topics include, but are not limited to:

- Managing morale and motivation
- Pluralism and commitment to diversity
- Developing and maintaining high productivity
- Changing "problem" employees to success stories
- Merging work groups for accomplishments
- Creating a positive, productive corporate culture
- Analyzing problems to promote achievement

We use lecture/discussion, role-playing, demonstrations, small group discussion and case studies to study these issues.

Charles Rice, M.B.A.

Section 300: Thursdays,  
September 17-October 29, 6:30-9:30 p.m.  
7 sessions. Business 250. \$178.

### MDCP 429 Accounting for the Non-Accounting Manager

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

Fred Moore, M.B.E.

Section 300: Saturdays, October 3 and 10,  
9 a.m.-4:30 p.m. 2 all-day sessions.  
Business 250. \$120.

### MDCP 458 Managing People

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

Alan Kreglo, M.S.

Section 300: Wednesdays,  
September 30-November 18, 7-9 p.m.  
8 sessions. Hellems 263. \$128.

## Elective Courses

### MDCP 431 Building and Managing Customer Service

Better service is on everyone's agenda. How do you make it happen? Our goal is to provide practical training by focusing on effective communication styles and powerful listening skills that demystify the process of dealing with customers, even in difficult situations. Principles are taught using examples—and ideas—from businesses that have built success on excellent customer service.

Loren Ankarlo, B.A.

Section 300: Saturday, October 10,  
9 a.m.-5 p.m. 1 all-day session.  
Hellems 104. \$60.

### MDCP 461 A Budget That Works

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

Fred Moore, M.B.E.

Section 300: Saturday, November 14,  
9 a.m.-4:30 p.m. 1 all-day session.  
Hellems 245. \$60.

### MDCP 410 The Art of Successful Selling

It takes more than a good product to make a good sales person. Take one day to learn strategies and tips that will help you increase sales and tap your true sales potential.

Sharon Hoery, B.A.

Section 300: Saturday, October 10,  
9 a.m.-4:30 p.m. 1 all-day session.  
Hellems 251. \$60.









## Help Yourself to Leading-Edge Learning.

Never before have there been so many ingenious tools for gathering, sorting and applying information. Finding time to acquaint yourself with new systems and programs is another matter. This makes it easy. You can earn a certificate—or just learn some shortcuts. Either way, you can count on individual attention from instructors who will help you learn to do what you need to know as painlessly as possible.

### Certificate in Computer Applications

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

#### A. Four required core courses:

1. Computer Literacy\*
2. Concepts of Data Processing and Information Technology
3. Computer Application Systems Overview
4. Software Operations and Maintenance

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

#### B. At least one course in programming. Programming languages offered include BASIC, Pascal, and C. Others are added to keep pace with industry standards.

#### C. Four elective application courses chosen from the full range of computer topics. Any course not listed above and not a specific programming language qualifies as an elective, including all graphics courses (see next paragraph).

### Computer Graphics, Computer Aided Design, and Desktop Publishing

These courses will give you hands-on experience with important design systems and graphics technology. Classroom labs are equipped with IBM PC and compatible microcomputers, with plotters and printers, or with fully configured Apple Macintosh systems, so you can make the best use of your course time.

All graphics courses fill elective requirements for the Certificate in Computer Applications.

### 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.

Details on access to computers outside of regular class time and hard disk access are given at class.

Only preregistered students may attend class.

Note: Classes will not meet November 26-28 for Thanksgiving.

### 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.

### Locations

The classroom location is given at the end of each course description. Many courses are conducted at the University Computing Center, 3645 Marine Street, southwest corner of 38th & Arapahoe. Consult the campus map at the end of this catalog for other locations.

### Questions?

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

*Computer instructor Peggy Purvis doesn't hold still for long. When she's not in front of a classroom, she's working on her Novell CNI lionco; or helping clients conquer computer systems—through her company, Micro Tutor; or working on her book, a college-level textbook she's co-authoring on Lotus. In PC training since 1980, she offers "a practical and uncomplicated approach" to skill building. She likes teaching for Continuing Education. She says, "part of the charm is the people. A lot of them are looking for jobs and they're really grateful for the help."*





## Skill Level Guide

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

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

#### Beginner

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

#### Novice

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

#### Intermediate

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

#### Specialized

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

#### Advanced

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

## Getting Started

### CCA 100

#### Computer Literacy

Beginner Level

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

Section 301: John Dick, Ph.D.

Tuesday, September 8, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (30A or 30B) at registration:

Lab Section 30A: Tuesdays, September 15-October 27, 6-8 p.m.

Lab Section 30B: Tuesdays, September 15-October 27, 8-10 p.m.

Section 302: Beth Montano

Wednesday, September 23, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (30C or 30D) at registration:

Lab Section 30C: Wednesdays, September 30-November 11, 6-8 p.m.

Lab Section 30D: Wednesdays, September 30-November 11, 8-10 p.m.

Section 303: John Dick, Ph.D.

Thursday, October 22, 6:30-8:30 p.m.

plus lab sections. Please indicate lab section preference (30E or 30F) at registration.

Lab Section 30E: Thursdays, October 29-December 17, 6-8 p.m.

Lab Section 30F: Thursdays, October 29-December 17, 8-10 p.m.

All Sections: 8 sessions.

Computing Center 123.

Note: locations change after the first class session and some sections are divided within the allotted time for greater computer access. Please contact Continuing Education if you are unable to attend the first class. \$99.

## Systems

### Apple Macintosh

#### CCA 105

#### Introduction to the Macintosh

Beginner Level

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

Section 301: Scott Dixon, M.A.

Mondays, September 14-October 12.

Section 302: Bob Carlisle, M.A.

Wednesdays, October 21-November 18,

Section 303: Joan Blakeman.

Tuesdays, November 17-December 15.

All Sections: 6:30-9:30 p.m. 5 sessions.

Fine Arts C1B53. \$99.

### IBM and Compatible

#### CCA 120

#### Introduction to the IBM and Compatible Personal Computer

Beginner Level

Get to know your DOS microcomputer. Learn important vocabulary and see the beauty of the system. Master user commands and DOS functions, with lots of hands-on practice. Also: a survey of easy software programs and an introduction to BASIC as a programming language. Course features IBM and compatible PCs, with an overview of the new Personal System 2 (PS/2) hardware and some Operating System 2 (OS/2) software features. Enrollment strictly limited.

Section 301: Pat Melton, M.A.

Thursdays, September 10-24.

Section 302: Charry Stover, M.S.

Mondays, October 12-26.

Section 303: Verlene Leeburg, M.A.

Tuesdays, November 10-24.

All Sections: 6:30-9:30 p.m. 3 sessions.

Engineering Center CR 1-34. \$79.





## CCA 200 Using MS-DOS

Novice Level

File management made easier, with a firm grasp of DOS commands. We cover: practical commands like copy, delete, disk format; hard disk commands to create, remove, and back up directories; and an introduction to batch files. Prerequisite is CCA 100, CCA 120 or equivalent experience. Bring a double-sided/double-density 5¼ inch diskette to class to store your example files.

Section 301: Nancy VanWechel, M.B.A.  
Saturday, September 12, 9 a.m.-5 p.m.  
1 session. Computing Center 114. \$90.

Section 302: Pat Melton, M.A.  
Thursdays, October 8-22, 6:30-9:30 p.m.  
3 sessions. Engineering Center CR 1-34. \$90.

Section 303: Valarie Parker.  
Tuesdays, November 3-17, 6:30-9:30 p.m.  
3 sessions. Computing Center 114. \$90.

Section 304: Verlene Leeberg, M.A.  
Tuesdays, December 1-15, 6:30-9:30 p.m.  
3 sessions. Engineering Center CR 1-34. \$90.

## CCA 203 Intermediate DOS

Intermediate Level

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

Section 301: Valarie Parker  
Saturday, September 19.

Section 302: Nancy VanWechel, M.B.A.  
Saturday, October 17.

Both Sections: 1 session, 9 a.m.-4:30 p.m.  
Computing Center 114. \$90.

## CCA 303 Performance Optimization for DOS Systems

Specialized Level

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize DOS 5 and QEMM for Windows 3.1. Understand the differences between TrueType and Adobe Type Manager. Learn how to optimally scan an image and edit it using several image editing applications. Use some of the latest shareware utilities and applications.

Prerequisite: CCA 203 and CCA 210, or working knowledge of DOS and Windows.  
Jerry Reynolds, MSEE.

Section 300: Tuesdays, November 17-December 15, 6:30-9:30 p.m. 5 sessions.  
Computing Center 142. \$160.

## UNIX Systems

### CCA 360 Introduction to UNIX

Intermediate Level

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

David Black, Ph.D.

Section 300: Tuesdays, September 15-October 27, 6:30-9:30 p.m. 7 sessions.  
Computing Center 123. \$250.

### CCA 364 Intermediate UNIX

Specialized Level

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

Ed Zucker, M.S.

Section 300: Tuesdays, November 3-December 1, 6:30-9:30 p.m. 5 sessions.  
Computing Center 123. \$235.

### CCA 358 Programmer's Introduction to the X Window System

Specialized Level

The X Window System is becoming a standard in a large part of the industry for graphical user interface (GUI) application development. This is a technical overview of windows, the fundamentals of X, and the essentials for writing X and toolkit applications featuring a GUI. Topics include: window system concepts, event-driven programming; X fundamentals: client/server model, windows, events, graphics, window managers; toolkit fundamentals: callback style programming, widgets, classes, resources, the Intrinsics, OPEN LOOK and Motif. Examples given in C using Xlib and Motif. Prerequisite: Intermediate C Programming.

Geoff Thompson, M.S.

Section 300: Tuesday, September 22, 8:30 a.m.-4:30 p.m. 1 session.  
Computing Center 123. \$150.

### CCA 374 UNIX Programming Tools

Intermediate Level

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

Geoff Thompson, M.S. and Jeff Haemer, M.S.

Section 300: Thursdays, November 5-December 17, 6:30-9:30 p.m. 6 sessions.  
Computing Center 123. \$150.

*Instructor Jerry Reynolds is also Continuing Education's acting program manager for Computer Applications. A retired senior engineer from IBM, he says, "Our intent is really to serve the community in what we do . . . and look at the student as our customer, with the emphasis on customer service."*





**Systems - cont.**

**CCA 335  
Concepts of Data Processing and Information Technology**

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

Ron Clarke, M.S.  
Section 300: Fridays, September 11-October 30, 7-9:30 p.m. 8 sessions.  
Computing Center 123. \$165.

**CCA 340  
Computer Application Systems Overview**

Intermediate Level  
An up-to-the-minute review of computer information systems, covering hardware, software, applications for business development and information management on an industry-wide scale. A candid look at the office automation marketplace and where you fit in terms of practical applications.  
Pat Melton, M.A.

Section 300: Wednesdays, September 30-November 18, 6:30-9 p.m. 8 sessions.  
Computing Center 123. \$165.

**Novell Technology Institute**

*The New York Times* calls it "interpersonal computing." Networking and connectivity allow people to pool ideas and information via computer. As an affiliate of the Novell Technology Institute, the Division of Continuing Education offers courses that emphasize this computing advance. Courses and instructors are certified by Novell, to guarantee instruction that conforms to progressive computer applications. Tuition includes all course materials. Courses for Fall semester 1992 include:

*Alison Barrington works for BDM International, an engineering consulting firm, as a technical editor in the Publications data documentation office. She says, "I've had to learn six software systems over the past six months; as of July I'll have mastered five through Continuing Education. I figure (the instruction) probably saves me at least three hours a day."*

**CCA 101  
Introduction to Networks (LANs)**

Novice Level  
An overview of networking, covering LAN development, uses and benefits. We introduce major network components and discuss critical selections considerations. Learn factors that must be considered when installing a LAN. Gain a working knowledge of major LAN concepts. Detailed training in specific areas is provided by other courses described in this catalog.

Verlene Leeburg, M.A.  
Section 300: Friday, September 11, 9 a.m.-4 p.m. 1 session.  
Computing Center 123. \$325.

**CCA 501  
NetWare v2.2: System Manager**

Intermediate Level  
For system manager using NetWare in a working environment. You should have entry-level NetWare skills and a working knowledge of basic DOS commands including MD, CD, COPY CON, TYPE, DIR. On completion, you should be able to:

- Relate responsibilities of system management to the functionality provided by NetWare.
- List basic hardware components linked by NetWare and their expansion capabilities.
- Identify topologies used by LANs.
- Discuss the purpose and placement of NetWare, DOS, and Shell.
- Define system fault tolerance features.
- Set up workable directory structures for your own company.
- Create a multilevel security system for users, directories and files.
- Recognize most user and system supervisor command line utilities, special function menus, backup and console commands.
- Establish initial network environments through login scripts for users.
- Provide alternative functionality to the command line utilities by creating customized user menus.
- Use Novell documentation to assist in setting up a NetWork.

Verlene Leeburg, M.A.  
Section 300: Fridays, September 18-November 6, 8:30 a.m.-12 noon. 8 sessions.  
Computing Center 114. \$475.

**CCA 502  
NetWare v2.2: Advanced System Manager**

Specialized Level  
This course provides in-depth information on using advanced features. We cover printing utilities: PRINTDEF, PCONSOLE and PRINTCON. SYSCON accounting and FCONSOLE are also explained and using FCONSOLE as a troubleshooting tool. We do not cover programming, upgrade or installation.

Verlene Leeburg, M.A.  
Section 300: Fridays, November 13-December 18, 8:30 a.m.-12 noon.  
5 sessions. Computing Center 114. \$425.





**CCA 505  
Novell NetWare System v3.11:  
System Manager**

Intermediate Level  
Learn how to oversee the operation of a NetWare 386 network, how to set up users, directories and security. Utilities are taught through hands-on training, exercises and projects. A working knowledge of Netware v2.2 is required.  
Verlene Leeberg, M.A.  
Section 300: Fridays, October 16-December 11, 1-4 p.m. 8 sessions.  
Computing Center 114. \$475.

**Programming**

**CCA 300  
BASIC Programming**

Novice Level  
Learn the basics of BASIC (Beginners All-purpose Symbolic Instruction Code), quite possibly the easiest language to learn to program a computer. Hands-on experience takes you through searching and sorting methods, data structures and use of general programming skills. Text: *BASIC: Fundamentals and Styles*, Quasney and Maniotes, at University Book Center, UMC 10.  
Bob Carlisle, M.A.  
Section 300: Tuesdays, September 8-October 27, 6:30-9:30 p.m. 8 sessions.  
Engineering Center CR 1-34. \$170.

**CCA 305  
Introduction to Programming Logic**

Novice Level  
An excellent first programming course. Learn common logic patterns used for programming algorithms. Programs in BASIC and Pascal will be presented as students learn to write top-down code, modularize programs, apply if statements and loops. Develop good structured programming habits and write down elegant, well-documented code!  
Charry Stover, M.S.  
Section 300: Saturdays, September 12-October 31, 9 a.m.-12:30 p.m. 6 sessions.  
Engineering Center CR 1-34. \$150.

**CCA 315  
Introduction to Programming Using Pascal**

Novice Level  
This introductory programming course is structured after the University's CS-1200 programming course. It covers the techniques for designing common algorithms to solving practical problems. Topics include structured programming; types: records, arrays, files and sets; and dynamic data structures using pointers. It is designed to provide a sound background for entering a computer science degree program or for a course in "C" programming. The programming language used is Turbo Pascal 6.0. No programming experience is required.  
Recommended Text: Turbo Pascal, 3rd Edition by Walter J. Savitch.  
Tom Harrold, MBS, Ed.D.  
Section 300: Wednesdays, October 7-November 25, 6:30-9:30 p.m. 8 sessions.  
Engineering Center CR 1-34. \$170.

**CCA 320  
Introduction to C Programming**

Intermediate Level  
Master the fundamentals of C programming, including: data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, basics, arrays, strings, pointers, and structures. We strongly emphasize portability, readability, efficiency, and maintenance issues. Format is lecture with homework exercises to reinforce lecture concepts. Some programming experience required. Fluency in almost any language will suffice; Pascal, ALGOL, or a similar language preferred. Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.  
Carol J. Meier, M.S.  
Section 300: Mondays, September 14-October 26, 6:30-9:30 p.m. 7 sessions.  
Computing Center 123. \$250.

**CCA 325  
Intermediate C Programming**

Specialized Level  
First, we examine the ANSI C changes to the language. Then, each week we explore a particular topic in more detail, delving into more complex data structures, command line arguments and the environment, the standard C library file I/O and dynamic memory management routines, advanced features of the preprocessor, and specialty data structures (bit fields, enumerations, and unions). Also covered: techniques for writing portable code, and ANSI enhancements to the language. Prerequisite: CCA 320 or 6 months C programming experience and comfort with intro topics (including pointers). Recommended text: *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.  
Carol J. Meier, M.S.  
Section 300: Mondays, November 2-December 14, 6:30-9:30 p.m. 7 sessions.  
Computing Center 123. \$250.

**CCA 324  
Advanced Topics in C Programming**

Specialized Level  
A one-day tutorial for intermediate C programmers who want to explore more powerful features. We will take an in-depth look at several important new ANSI changes to the language such as const, volatile, new preprocessor directives and void pointers. The section on functions will cover function prototypes, writing functions with a variable number of arguments portably, pointers to functions, jump tables, setjmp, longjmp, and signal handling. Next we'll cover C portability issues and present techniques for handling system differences, including a portable file I/O example. We conclude with some examples that illustrate data encapsulation and dynamic binding as basic techniques for object-oriented programming in C.  
Carol J. Meier, M.S.  
Section 300: Saturday, October 3, 9 a.m.-4:30 p.m. 1 session.  
Computing Center 123. \$150.

**CCA 327  
Introduction to C++ Programming**

Intermediate Level  
C++ is an extension of C that supports "object-oriented programming," focusing on the *class* (an extension of C's *struct*). We cover class member functions, constructors, and destructors, followed by class inheritance and virtual functions. Also, language extensions not directly related to object-oriented programming, including: function overloading, default arguments, function prototypes, constants, and in-line functions. Best of all, we cover what not to use and what features to avoid.  
Tom Cargill, Ph.D., Steve Fogel  
Section 300: Mondays, September 14-October 19, 6:30-9:30 p.m. 6 sessions.  
Education 220. \$235.

**CCA 328  
Intermediate C++ Programming**

Specialized Level  
In-depth treatment of C++ and object oriented programming. Starting with features needed in production programming: static members, abstract base classes, protected access, friends and arrays of objects. Also, the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material includes: operator overloading and references, initialization versus assignment, multiple inheritance, templates and exceptions.  
Tom Cargill, Ph.D.  
Section 300: Mondays, October 26-November 16, 6:30-9:30 p.m. 4 sessions.  
Education 220. \$200.





## Software Applications on IBM and Compatibles

### Graphical User Interfaces

#### CCA 210 Introduction to Windows (Version 3.1)

Intermediate Level

Microsoft Windows (with IBM Presentation Manager and other desktop accessories), is generating tremendous interest. We answer your questions about this important PC development, and explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, the future of OS/2, and Windows as a productivity enhancement.

Section 301: Verlene Leeberg, M.A.  
Tuesdays, September 8-22,  
Computing Center 114.

Section 302: Samten Nagarajan, B.A.  
Thursdays, September 10-24,  
Computing Center 142.

Section 303: Dale Heuer, BSEE, M.B.A.  
Fridays, November 6-20,  
Computing Center 114.

All Sections: 6:30-9:30 p.m.  
3 sessions. \$110.

### Word Processing

#### CCA 375 Word for Windows (Version 2.0)

Novice Level

Learn all the fundamentals with Microsoft Word for the IBM/compatible Windows environment—a powerful package. We cover everything you need to create a simple document: editing and filing documents, cursor movement, deleting, simple formatting, the help system, special effects, and printing. Bring a 5¼ inch double-sided/double-density diskette.

Samten Nagarajan, B.A.

Section 301: Thursdays, October 1-22.

Section 302: Thursdays,  
October 29-November 19.

Both Sections: 6:30-9:30 p.m. 4 sessions.  
Computing Center 142. \$130.

*Sarah Aquirre (left), Broomfield, is here to get comfortable with Excel, a program she's learning to use at work—as a sales assistant for the brokerage firm of Piper Jaffray.*



#### CCA 380 Beginning WordPerfect Word Processing

Novice Level

Learn to use WordPerfect to produce and edit simple documents. Learn to set margins and tabs, copy and move blocks of text, check spelling, use the thesaurus, and print documents. An understanding of file save and disk management principles is assumed. Prerequisite is CCA 120, CCA 100 or equivalent experience. Bring a 5¼ inch double-sided/double-density diskette.

Section 301: Nancy VanWechel, M.B.A.  
Saturdays, October 24-31,  
9 a.m.-4:30 p.m. 2 sessions.

Section 302: Pat Melton, M.A.  
Mondays, November 30-December 14,  
6:30-9:30 p.m. 3 sessions.

Both Sections: Computing Center 114. \$115.

#### CCA 382 Intermediate WordPerfect

Intermediate Level

If you like WordPerfect, this course helps you use it to full advantage. We cover file management, page format (headers, footers, page layouts, page numbers), columns, macros, and merge and sort. Prerequisite: CCA 380 or comparable experience. Bring a formatted 5¼ inch double-sided/double-density diskette.

Nancy VanWechel, M.B.A.

Section 300: Fridays, December 4-18,  
6:30-9:30 p.m. 3 sessions.

Computing Center 114. \$115.

#### CCA 385 Tables and Forms with WordPerfect 5.1

Intermediate Level

Create your own calendars, invoices, lists, fill-in formats for preprinted documents, government and tax forms. Topics include automatic numbering, graphic lines, macros, math, merges, and fonts as tools to customize forms. Bring a printed form to use as a class project, and a formatted 5¼ inch diskette.

Peggy Purvis.

Section 300: Wednesday, November 4,  
9 a.m.-4:30 p.m. 1 session.

Computing Center 114. \$95.



**CCA 386**  
**WordPerfect 5.1—MACROS**

Advanced Level

Learn to create, edit, delete, and organize macros for everyday use, plus an introduction to the macro programming language. Any WordPerfect user will appreciate these shortcuts to automate often-used functions. Many ideas and examples will be provided but feel free to bring your own class work.

Peggy Purvis.

Section 300: Wednesday, November 11, 9 a.m.-4:30 p.m. 1 session.  
Computing Center 114. \$95.

**CCA 387**  
**WordPerfect 5.1—Reports**

Advanced Level

Learn to use WordPerfect's advanced features to assist in writing lengthy reports or technical documents. Topics include automatic outlines, footnotes/endnotes, headers/footers, page/paragraph/line numbering, table of contents, indexes, master/sub document styles, bringing graphics into text. Bring a 5¼ inch floppy diskette to class, in order to keep your work.

Peggy Purvis.

Section 300: Wednesday, November 18, 9 a.m.-4:30 p.m. 1 session.  
Computing Center 114. \$95.

**CCA 388**  
**WordPerfect 5.1—Merge/Sort**

Advanced Level

Enhance your WordPerfect skills by mastering the merge and sort commands. Prepare "personalized" letters by merging information from a mailing list or a form letter. Learn how to import data from other software, such as dBase. Obtain hands-on practice to create documents using lists, envelopes, mailing labels and reports.

Peggy Purvis.

Section 300: Wednesday, November 25, 9 a.m.-4:30 p.m. 1 session.  
Computing Center 114. \$95.

**CCA 389**  
**WordPerfect for Windows**

Intermediate Level

Access the power of WordPerfect 5.1 for Windows by learning the special functions available in the Windows environment. Utilize commands to more effectively manage your files and documents. Bring a formatted 5¼ inch double-sided/double-density diskette.

Verlene Leeberg, M.A.

Section 300: Saturday, December 12, 9 a.m.-4:30 p.m. 1 session.  
Computing Center 114. \$130.

**Spreadsheets**

**CCA 345**  
**Excel for Windows**

Novice Level

Explore this increasingly popular spreadsheet/graphics/database package that runs in the Windows environment. We cover basic worksheet skills (entering data, formatting cells, creating formulas, etc.), and explore the wealth of graphic features like 3-D bar and pie charts, with rotational capabilities. 1-2-3 users will learn how easily Excel reads their files, and the extensive Help facility, designed with them in mind.

Dennis Taylor, M.S.

Section 301: Wednesdays, September 9-30, 6:30-9:30 p.m. 4 sessions.

Section 302: Saturdays, October 3-10, 9 a.m.-4 p.m. 2 all-day sessions.

Both Sections: Computing Center 114. \$125.

**CCA 330**  
**Beginning Lotus 1-2-3**

Novice Level

Boost your productivity by learning to use Lotus efficiently. Learn practical guidelines for: designing and building spreadsheets with classic problem-solving steps, database sort and query, graphics/chart generation and printing. We cover: copying, ranges, painting, pointing, @ functions and relative and absolute referencing. Includes hands-on exercises to reinforce learning. Updated for Version 2.2 (2.0 and 3.1 users are accommodated). Bring a double-sided/double-density 5¼ inch diskette.

Section 301: Dennis Taylor, M.S.

Thursdays, September 10-October 1, 6:30-9:30 p.m. 4 sessions.  
Computing Center 114. \$135.

Section 302: Nancy VanWechel, M.B.A.  
Fridays, October 2-23, 6:30-9:30 p.m. 4 sessions. Computing Center 114. \$135.

Section 303: Charry Stover, M.S.  
Thursdays, December 3-17, 6:30-9:30 p.m. 3 sessions. Engineering Center CR 1-34. \$135.

**CCA 332**  
**Intermediate Lotus 1-2-3**

Intermediate Level

Master more advanced applications through work in four areas. *Advanced commands* covers: menu items, worksheet, range, and file commands, with attention to preventing data loss, range naming and manipulating, global search/replace and enhancements.

*File linking* encompasses design, approaches, and rules for linking files. All categories of @ functions are studied. *Macros* are covered last (defining, naming, rules). Hands-on exercises in all four areas. Updated for significant enhancements of version 2.2/2.3. Bring a formatted 5¼ inch double-sided/double-density diskette. Prerequisite: CCA 330 and/or working knowledge of Lotus spreadsheets.

Section 301: Dennis Taylor, M.S.

Thursdays, October 29-November 12, 6:30-9:30 p.m. 3 sessions.

Section 302: Nancy VanWechel, M.B.A.  
Saturday, November 7, 9 a.m.-5 p.m. 1 session.

Both Sections: Computing Center 114. \$125.

**CCA 334**  
**Advanced Lotus 1-2-3**

Intermediate Level

For the experienced Lotus user, comprehensive review of format to enhance spreadsheet construction and data interpretation. Major sections include: memory optimization techniques, hints and hazards, advanced data commands, file translation, and advanced macros. Advanced data commands include tables, distribution, regression, matrix multiply, and database statistics. The macro section includes version 2.2 learn and macro manager along with special macro commands. We focus on version 2.2 and 3.1 concepts but 2.0 users are accommodated. Bring a 5¼ inch double-sided/double-density diskette.

Dennis Taylor, M.S.

Section 300: Saturday, December 5, 9 a.m.-5 p.m. 1 session.

Computing Center 114. \$95.





## Computer Aided Design

### CAD 311 Beginning Computer Aided Design

Novice Level

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

- Overview of CAD Applications in engineering, design, drafting, and architecture
- Overview of AutoCAD software
- Highlights of upcoming CAD Level I and II courses
- The impact and future of CAD
- Hardware and peripherals
- Managing CAD system issues

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

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

David W. Clafin, M.Arch.

Section 300: Mondays, September 14-21, 6:30-9:30 p.m. 2 sessions.  
Computing Center 142. \$70.

### CAD 322

#### Computer Aided Design: Level I

Novice Level

Explore the capabilities of computer aided design, using AutoCAD on a 386-based PC. We cover drawing set-up, creating and editing points—all the skills you need to create, edit and plot your own drawings.

Topics include:

- Loading AutoCAD
- Drawing Editors
- New Drawing Set-Up
- Text Specifications and Editing Commands
- MIRROR Commands
- Display Commands
- Producing Hardcopy
- Layering
- Putting it all together

**Who Should Attend:** Anyone involved, or who plans to be involved, in technical drawing or drafting. Helpful for architects, engineers, or designers who need these skills to upgrade their work. Anyone interested in the dynamic CAD field.

Section 301: Phil Kreiker, MSEE  
Tuesday, Wednesday, Thursday,  
September 8-10, 9 a.m.-4 p.m. 3 sessions.

Section 302: David Clafin, M.Arch.  
Mondays, September 28-November 2,  
6:30-9:30 p.m. 6 sessions.

Section 303: Brad Strong, M.A.  
Wednesdays, September 23-October 28,  
6:30-9:30 p.m. 6 sessions.

All Sections: Computing Center 142. \$240.

### CAD 333

#### Computer Aided Design: Level II

Intermediate Level

Expert instruction for people seeking advanced CAD drafting capabilities. Topics include:

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

Recommended prerequisites are CAD 322 or equivalent hands-on experience.

**Who Should Attend:** Helpful for engineers, architects, and designers seeking to advance computer applications in their fields. Skills also apply to a variety of other fields.

Section 301: Phil Kreiker, MSEE  
Tuesday and Wednesday, September 29  
and 30, 9 a.m.-4 p.m. 2 sessions.

Section 302: David Clafin, M.Arch.  
Mondays, November 9-December 7,  
6:30-9:30 p.m. 5 sessions.

Section 303: Brad Strong, M.A.  
Saturdays, November 14-21,  
9 a.m.-4 p.m. 2 sessions.

All Sections: Computing Center 142. \$230.

### CAD 345

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

Specialized Level

For professionals who are customizing a microcomputer-based CAD system to modify drawings and handle routine tasks more quickly. In class, the keyboard is used mostly for editing text, with extensive use of peripherals. Generating slide shows and presentation-quality hardcopy are covered. Topics include:

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

Prerequisite is CAD 333 or very extensive AutoCAD use.

**Who Should Attend:** Lead draftspersons, lead engineers, those with specific or unique applications for CAD. Very helpful for any advanced user who wants to maximize system benefit.

Section 301: Brad Strong, M.A.  
Wednesday and Thursday, October 21  
and 22, 9 a.m.-4 p.m. 2 sessions.

Section 302: Brad Strong, M.A.  
Wednesdays, November 18-December 16,  
6:30-9:30 p.m. 5 sessions.

Both Sections: Computing Center 142. \$240.

### CAD 355

#### AutoCAD 3D and Advanced Modeling Extension

Specialized Level

Work with AutoCAD in a 3D environment, both wireframe and solids. Utilize a 386-based PC with AutoCAD Release 11. All 3D commands and techniques explained and applied. Topics include: 3D lines, faces, surfaces; UCS; DVIEW, VPOINT, MVIEW Commands; MODELSPACE and PAPERSPACE; Modifying and Interrogating Solids; and Boolean Operations. Useful to architects, designers, drafters, engineers and others involved in 3D design. Prerequisites: Computer Aided Design Level I and II, or equivalent experience.

Section 301: Brad Strong, M.A.  
Fridays, October 2-30,  
6:30-9:30 p.m. 5 sessions.

Section 302: Phil Kreiker, MSEE  
Tuesday and Wednesday, November 10  
and 11, 9 a.m.-4 p.m. 2 sessions.

Both Sections: Computing Center 142. \$230.





**CAD 340**  
**Introduction to Autodesk Animator**

Intermediate Level  
 Autodesk Animator is an animation and desktop video software program for PCs. It integrates professional animation capabilities with perhaps the most extensive array of paint and image enhancements ever assembled in a low-cost package. With Autodesk Animator, you combine brilliant color images, text, and photographs to create animations that can be played on PCs or output to videotape. We'll be expanding on the tutorials provided with the package. Specific topics include:

- Program Overview
- Color: Selecting Colors, Changing Colors, Color Animation
- The Cel—Cel Buffer, Key Color, the Swap Screen
- Color Separation, Text, Masks, and More
- The Tweenables
- The Optics Panel—Moving, Spinning, Sizing, and Flipping
- Compositing, Joining and Transitions

Philip M. Kreiker, MSEE  
 Section 300: Wednesday and Thursday, December 9-10, 9 a.m.-4 p.m.  
 2 sessions. Computing Center 142. \$240.

## Database

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

Intermediate Level  
 Get comfortable with the valuable business/research tool. We cover SAS language, processing data into SAS data sets, manipulating data, SAS procedures for analyzing, rearranging, displaying and summarizing data.

Otis Pratt, M.S.  
 Section 300: Mondays, November 16-December 14, 6:30-9:30 p.m. 5 sessions.  
 Engineering Center CR 1-34. \$150.

**CCA 237**  
**Introduction to ObjectVision 2.0:**  
**Application Builder for Database**  
**Management**

Intermediate Level  
 Create custom Windows applications without any special computer experience. Create ObjectVision applications that let you place text, graphics, fields, etc.—on the screen and connect the application to a database. ObjectVision is a Microsoft Windows object oriented database application builder that interfaces to text, dBase IV/V, Paradox and Novell Btrieve database applications. This introductory course will explain how this tool can be used to access these databases with a graphical user interface. Attendees do not need a programming background but should have experience writing macros in programs like Microsoft Excel, dBase or a Word Processor like Ami Pro.

Dale Heuer, BSEE, MBA  
 Section 300: Wednesdays, September 9-16, 6:30-9 p.m. 2 sessions.  
 Computing Center 142. \$90.

**CCA 370**  
**Database Management:**  
**Applying dBase III+/IV**

Intermediate Level  
 From a wealth of information, we need easy ways to extract and organize data for decision making and custom functions. dBase III+ and IV are powerful, productive systems for this use. This course covers the database concept; different ways to organize, access and report information; and how to develop applications for specific needs. We study special applications of dBase III+ and previous versions as they relate to version IV. Bring two double-sided/double-density 5¼ inch diskettes.

Clyde Getty, B.S.  
 Section 300: Mondays, September 14-October 12, 6:30-9:30 p.m. 5 sessions.  
 Computing Center 114. \$165.

**CCA 372**  
**Advanced dBase III+/IV Applications**

Intermediate Level  
 Explore advanced features of this powerful software. We cover multiple files, use of functions, total system design and, time permitting, automatic command file generation and other sophisticated features. Some programming background is required, plus familiarity with programming in dBase, or CCA 370 as a prerequisite. Bring a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.  
 Section 300: Mondays, October 19-November 2, 6:30-9:30 p.m. 3 sessions.  
 Computing Center 114. \$125.

**CCA 373**  
**dBase III+/IV for Programming**

Specialized Level  
 Learn to use this powerful software for special custom applications. Topics include upgrade from dBase III+ to dBase IV. We focus on dBase IV, but dBase III+ users are accommodated. Some programming experience recommended, and familiarity with dBase commands. Bring a double-sided/double-density 5¼ inch diskette.

Clyde Getty, B.S.  
 Section 300: Mondays, November 9-23, 6:30-9:30 p.m. 3 sessions.  
 Computing Center 114. \$100.

**CCA 390**  
**Introduction to Paradox 3.5**

Novice Level  
 Immediate database power! Learn the command structure, set-up database applications, present the data in easy to read and print formats, write scripts to customize your particular application and many other features of this best selling database program. Bring a formatted 1.2 MB 5¼ inch diskette.

Samten J. Nagarajan, B.A.  
 Section 300: Wednesdays, November 25-December 16, 6:30-9:30 p.m. 4 sessions.  
 Computing Center 114. \$150.

*Ken Katt says, "I've decided I'm going to be involved with Continuing Education for the rest of my life. I got my bachelors degree a long time ago . . . but I have more interest now." He plans to take more computer courses and branch out into things like art appreciation while he thinks about his next career move.*





## Desktop Publishing

### CCG 377 Introduction to PageMaker Desktop Publishing

Novice Level

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

Bruce Frehner, M.A.

Section 300: Saturdays, October 3-10,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$160.

### CCG 386 Advanced PageMaker Desktop Publishing for the IBM PC

Intermediate Level

Develop your skills and potential in printed media communications in this advanced seminar/workshop, designed for those with the basics behind them and remarkable publications ahead. Emphasis is on time-

saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look of your work. Bring a 5¼ inch double-sided/double-density or high-density diskette.

Bruce Frehner, M.A.

Section 300: Saturdays,  
October 31- November 7,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$160.

### CCG 387 Ventura Desktop Publishing

Novice Level

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

Bruce Frehner, M.A.

Section 300: Saturdays, September 12-19,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$160.

### CCG 389 Advanced Ventura Desktop Publishing

Advanced Level

Ventura offers the experienced PC desktop publisher a great deal of power and flexibility. This advanced course teaches current Ventura users the intricacies of Ventura 2.0 and its professional extension. Topics include:

- Automatic page, table, and figure numbering
- Table features, table of contents
- Indexes, anchoring frames
- Other features the class will find professionally helpful.

Advanced techniques for graphics and paragraph tagging will also be discussed. Course emphasizes a strong working knowledge of advanced functions. Prerequisite: completion of CCG 387 or equivalent knowledge and experience.

Bruce Frehner, M.A.

Section 300: Saturdays, October 17-24,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$160.

*Susan Lippett, Boulder, does bookkeeping for small businesses; with its enhanced spreadsheet capabilities, Excel is the right tool for her.*

## Computer Graphics

### CCG 351 Computer Graphics Art I

Novice Level

The drawing board of the future is a computer screen. Hands-on understanding begins here. See what's new, and do in-class work that lets you use the computer as a creative tool. Three of the top rated object-oriented application packages are introduced. Software packages include: CorelDRAW! Micrografx Designer, Aldus FreeHand. The ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes, special effects using 3-D and airbrush with fountain fills are introduced. We cover creative use of graphic tools, font manipulation, instant layout, design considerations for logos and illustrations and the production of business graphics. Do some exciting leading edge work. This course will be more comfortable if you have some knowledge of DOS and Windows. Bring a 1.2 MB 5¼ inch diskette.

Jerry Reynolds, MSEE

Section 301: Tuesdays,  
September 8-October 6.

Section 302: Tuesdays,  
October 13-November 10.

Both Sections: 6:30-9:30 p.m. 5 sessions.  
Computing Center 142. \$150.

### CCG 361 Computer Graphics Art: Level II

Intermediate Level

This progressive course takes you to the next level of computer graphics skill. Gain hands-on experience solving design problems. We cover: making your own fill pattern, advanced illustration, grids, production from start to finish, portfolio preparation using color laser prints—even how to network for computer graphics jobs.

We focus on drawings for high resolution output. Software used is an ideal tool for creating professional-quality art work, business graphic presentations, and technical illustrations. We review slides and videos presenting video-paint systems. Ideal for people in the visual arts, or anyone interested in this dynamic field. Course counts toward the Certificate in Commercial Design. Bring a double-sided/double-density or high density 5¼ inch diskette. Prerequisite: CCG 351, comparable experience or instructor consent.

Jerry Reynolds, MSEE

Section 300: Saturdays, December 5 and 12,  
9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 142. \$160.





## Presentation Graphics

### CCA 230 Introduction to Harvard Graphics 3.0 for Windows

Novice Level

For IBM and IBM-compatible users, an excellent way to make data and graphic presentations more effective. Learn how to professionally display or document your output for presentations or printing. Create charts, graphs, lists, and explore personalized variations of program features. Bring a DOS-formatted 5¼ inch double-sided/double-density diskette.

Samten J. Nagarajan, B.A.

Section 300: Saturdays, November 14-21, 9 a.m.-4:30 p.m. 2 sessions.  
Computing Center 114. \$75.

## Software Applications on Apple Macintosh

### General

### CCA 215 Introduction to HyperCard

Novice Level

HyperCard is a self-contained programming environment for non-programmers that's easy to learn and use, yet allows you to create very sophisticated custom applications. It facilitates the creation of databases the way word processing automates the creation of documents. In this beginning class we examine what the program does and the controls used to make it work. We work on developing a "stack" designed to show you many of HyperCard's unique assets. Bring a standard 3.5 inch diskette.

Greg McArthur, Ph.D.

Section 300: Saturday, November 14, 9 a.m.-4 p.m. 1 session.  
Fine Arts C1B53. \$75.

### CCA 217 Advanced HyperCard

Intermediate Level

HyperCard is a "software erector kit," allowing you to program your Mac to manage information in truly innovative ways. The power of the program comes from its English-like programming language termed "HyperTalk" and we spend most of the class learning to program (script) HyperCard stacks. We cover basic HyperTalk message handlers, properties, commands, functions, and operators. Prerequisite: CCA 215, comparable experience or instructor consent.

Greg McArthur, Ph.D.

Section 300: Saturday, December 12, 9 a.m.-4 p.m. 1 session.  
Fine Arts C1B53. \$75.

## Word Processing

### CCA 378 Beginning Microsoft Word

Novice Level

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

Steven A. Johnson, B.S.

Section 301: Tuesdays, September 8-29.

Section 302: Wednesdays, November 25-December 16.

Both Sections: 6:30-9:30 p.m. 4 sessions.  
Fine Arts C1B53. \$135.

### CCA 381 Advanced Microsoft Word

Intermediate Level

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

Steven A. Johnson, B.S.

Section 300: Tuesdays, October 6-20, 6:30-9:30 p.m. 3 sessions.

Fine Arts C1B53. \$99.

## Spreadsheets

### CCA 336 Excel Spreadsheet Productivity

Novice Level

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

J. Burke Taft, M.Ed.

Section 301: Wednesdays, September 9-30.

Section 302: Fridays, September 11-October 2.

Both Sections: 6:30-9:30 p.m. 4 sessions.  
Fine Arts C1B53. \$135.

## Desktop Publishing

### CCG 371 Introduction to Aldus PageMaker

Novice Level

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

Section 301: Joan Blakeman.

Thursdays, September 10-October 1.

Section 302: Sharon Pike, M.S.

Mondays, November 23-December 14.

Both Sections: 6:30-9:30 p.m.  
4 sessions. Fine Arts C1B53. \$160.

### CCG 373 QuarkXPress for the Designer

Novice Level

The preferred desktop publishing software of professional graphic designers, XPress permits more precise type manipulation and more comprehensive treatment of illustrations and halftones with color separation. Its impact on the designer or production artist is dramatic as more work is produced in less time and last-minute changes are easier to handle. This course teaches proficiency and highlights the package's compatibility with related products like PostScript drawing programs, paint applications, scanners, image editing programs, word processors, and other page layout programs. Recommended text, *Using QuarkXPress*, available at University Book Center, UMC 10.

Section 301: Joan Blakeman.

Thursdays, October 8-November 5, 6:30-9:30 p.m. 5 sessions.

Section 302: Tim Meehan.

Saturdays, October 24-31, 9 a.m.-5 p.m. 2 sessions.

Both Sections: Fine Arts C1B53. \$160.





## Computer Graphics

### CCG 356 Basic Macintosh Computer Art

Novice Level

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

Section 301: Michael Nash, M.F.A.  
Saturdays, September 12-19,  
9 a.m.-5 p.m. 2 sessions.

Section 302: Michael Nash, M.F.A.  
Mondays, October 19-November 16,  
6:30-9:30 p.m. 5 sessions.

Section 303: Barry Ratliff, M.F.A.  
Saturdays, November 21-December 5,  
9 a.m.-5 p.m. 2 sessions.

All Sections: Fine Arts C1B53. \$150.

### CCG 365 Adobe Photoshop

Intermediate Level

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

Michael Nash, M.F.A.

Section 300: Saturdays, September 26-  
October 3, 9 a.m.-5 p.m. 2 sessions.  
Fine Arts C1B53. \$150.

### CCG 366 Adobe Illustrator

Intermediate Level

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe PhotoShop. An exciting creative tool limited only by your ideas—it's also a whole lot of fun! Course counts as elective credit toward the Certificate in Commercial Design. Prerequisite: CCA 105, or equivalent Macintosh experience. Some familiarity with other graphic packages is helpful. Please bring an empty DD 3.5 inch floppy disk.

Michael Nash, M.F.A.

Section 300: Saturdays, October 10-17,  
9 a.m.-5 p.m. 2 sessions.  
Fine Arts C1B53. \$150.

### CCG 367 Aldus FreeHand

Intermediate Level

MacWeek calls this the most powerful one-page layout program there is—a bit daunting until you realize how easy it is to use. Creative potential is wide open, for producing anything from your own holiday card to a 4-color ad for publication. It exports to all page layout programs via EPS format, does its own separations and imports TIFF images from paint/image processing applications. Light up your board and learn how much fun FreeHand can be. Course counts as elective credit toward the Certificate in Commercial Design. Prerequisite: You'll be most at ease if you have some Macintosh experience or have taken CCA 105 or its equivalent. Familiarity with other graphic software is helpful. Please bring an empty DD 3.5 inch floppy disk.

Michael Nash, M.F.A.

Section 300: Fridays, October 9-November 6,  
6:30-9:30 p.m. 5 sessions.  
Fine Arts C1B53. \$150.

### CCG 358 Basic Macintosh Animation

Intermediate Level

Creating graphics on a Macintosh is easy, profitable and fun. Just think how much more fun it would be if they *moved*. Animation on your desk is here. We'll help you decide how to put it to use for your business or personal artmaking strategies. Explore current and future uses, and try your hand at making MacroMind Director creations. Discover the vast capabilities of this popular program for animation and for synchronizing music and sampled sounds.

Michael Nash, M.F.A.

Section 300: Thursdays, November 12-  
December 17, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53. \$150.

### CCG 390 Advanced Topics in Macintosh Computer Art

Specialized Level

For the seasoned Macintosh designer, an opportunity to further explore object-oriented drawing, color bit-mapped painting and electronic image processing along with ideas for output. Individual projects give you comprehensive exposure. Plus visits from other graphic pros, a visit to a service bureau and Q/A sessions. A fun, engaging way to extend your skills in an interactive, creative setting. Good background would be CCG 356, 365, 366 and 367. Please bring examples of your work or a work in progress (disk or proofs) and a DD 3.5 inch floppy disk.

Michael Nash, M.F.A.

Section 300: Fridays, November 13-  
December 18, 6:30-9:30 p.m.  
5 sessions. Fine Arts C1B53. \$150.

30

*Rosemarie Russo works for Stoller, an environmental consulting group in the area of regulatory compliance. Now in her third Continuing Education computer class, she says "It's really helpful and the faculty is great. I'm really impressed."*





## Help Yourself to Real-World Skills.

Every day we are bombarded with messages and information. In this “noisy” environment, design becomes an increasingly effective communications tool. These courses address every aspect of the field: graphic and environmental design, publishing and illustration, advertising, cartooning and more. And provide useful information on career opportunities and strategies for approaching the job market.

### Certificate in Commercial Design

Whether you're an experienced professional or a newcomer, the Certificate in Commercial Design can be a career booster. This program is designed to not only introduce you to the world of commercial design, but also give you a basic background on how the computer can be a tool in this dynamic, growing field. There are three parts to the program:

#### A. Required Courses:

- CCD 210 The Commercial Artist: Design, Layout and Paste-up
- CCD 310 Commercial Art II
- CCD 330 Professional Illustration Techniques
- CCD 230 The Artist Goes to Market

#### B. Elective Courses

Four elective courses to introduce you to design trends.

#### C. Portfolio

You must complete your own fully developed professional portfolio and have it professionally reviewed. Call 492-5148 to schedule your portfolio review.

After certification, many designers continue to take classes, to update skills. A transcript of your record is always available, free of charge.

Tuition varies according to the materials used and the length of time of each class. Tuition is listed at the end of each course description.

Course enrollments are limited and advance registration is required. **Because commercial design classes are scheduled as intensive two- or three-session courses, no refunds can be given once the course has started.**

**Bring to class: a pencil, a ruler, a fineline pen, X-acto knife, note paper, tracing paper, a 9" x 12" pad of bristol board—plate finish, a 4-ounce can of rubber cement, and a non-photo blue pencil.** Other materials and workbooks are provided. If possible, you'll also find it useful to bring work samples from your portfolio.





**Commercial Art**

**CCD 210  
The Commercial Artist I:  
Design, Layout, Paste-up**

For beginners, an introduction to important commercial art concepts and applied techniques, stressing how to break into the profession. We cover rough composition, layout, type selection, production of camera-ready art, choice of materials and basic illustration processes used in marketing and publishing. We emphasize development of finished commercial-quality work, portfolio presentation, and client interviews.

Jill Barton

Section 300: Saturday and Sunday, October 3 and 4, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

*Sheila Bolsover took a design course to stimulate the thinking she brings to her work in writing and desktop publishing through her business, Copy-Write.*



**CCD 310  
Commercial Art II**

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

Jill Barton

Section 300: Saturday and Sunday, October 24 and 25, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

**Calligraphy**

**CCD 220  
Professional Hand Lettering  
and Calligraphy**

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

Jill Barton

Section 300: Monday, Tuesday, Wednesday, October 5, 6, and 7, 5:30-10 p.m.  
3 sessions. Cottage 104. \$135.

**Copywriting**

**CCD 340  
The Advertising Copywriter:  
A Writing Techniques Workshop**

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. This workshop program is a must for anyone seeking to work in public relations, advertising, sales promotion, small business activities, or who must generate persuasive copy for the marketplace. Skill development exercises cover the creative techniques of producing "written messages" that get results. Activities will include headline and body assignments, creative stimulation, marketing effectiveness, creative team problem solving, and examining problem solving activities during campaign development.

Michelle Martino

Section 300: Saturday and Sunday, November 21 and 22, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

**Marketing**

**CCD 230  
The Artist Goes to Market**

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly.

Eric Teitelbaum

Section 300: Saturday and Sunday, November 7 and 8, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

**Illustration**

**CCD 285  
The Mental Picture:  
Professional Cartooning**

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

Eric Teitelbaum

Section 300: Thursday and Friday, November 5 and 6, 5:30-10 p.m.  
2 sessions. Geology 114. \$95.

**CCD 390  
Air Brush Illustration Techniques**

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

Van Valencia

Section 300: Saturday and Sunday, December 5 and 6, 9 a.m.-5 p.m.  
2 all-day sessions. Geology 114. \$135.

Computer Graphic courses are accepted as elective courses in the Commercial Design Program. See page 28 and 30.



## ***Help Yourself to the Excitement of Learning.***

**A**round 400 B.C., Aristotle observed that "To learn is a natural pleasure, not confined to philosophers, but common to all men." These courses provide exciting opportunities to indulge an interest in learning—a habit that often leads to important insights and personal gain: a burst of creative energy. Perhaps a new career direction. Our students routinely discover keen interests and untapped talents.

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

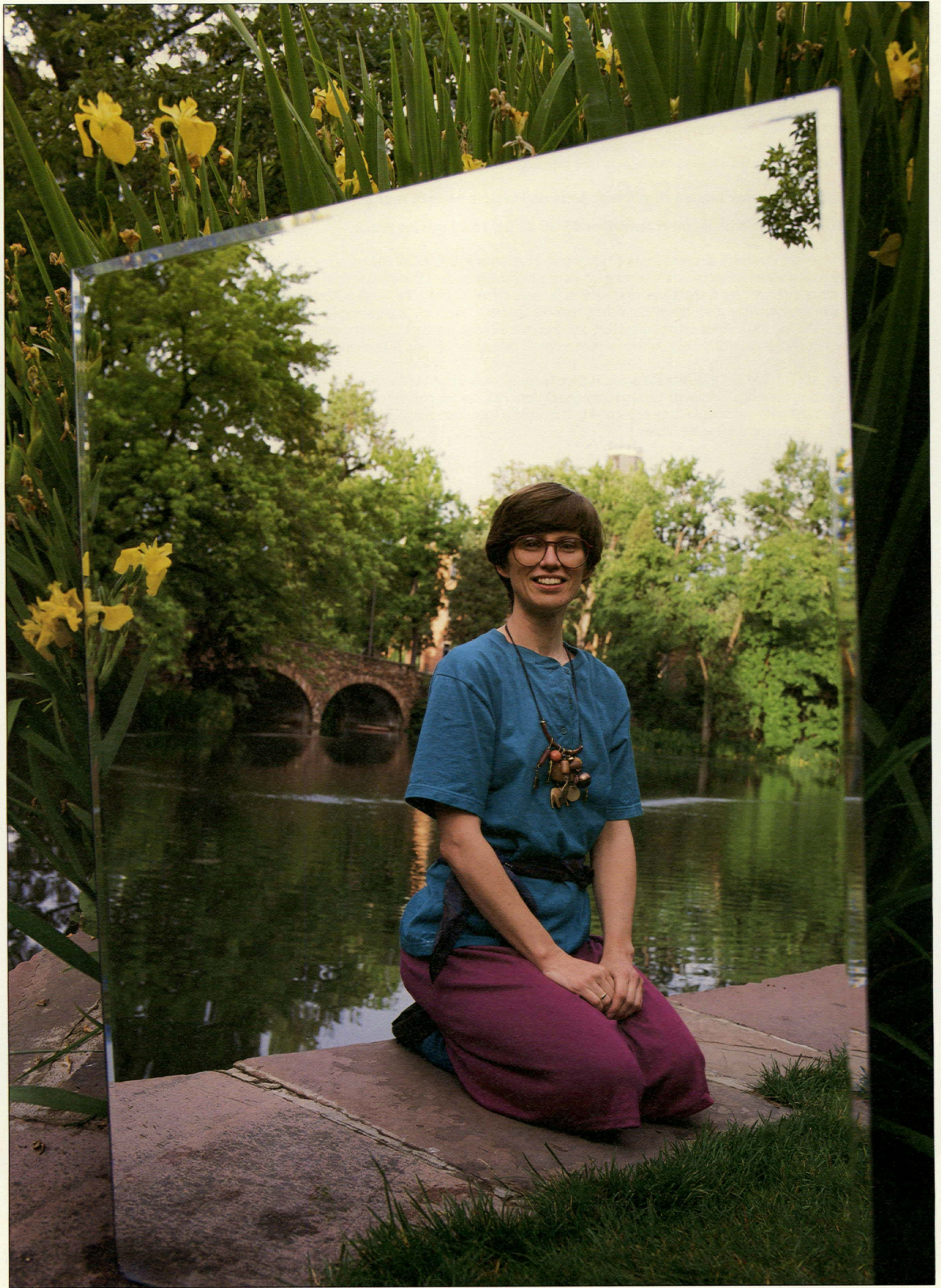
**NOTE: Classes will not meet November 25-26-27 for Thanksgiving Break.**

Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests for exceptions should be made in writing to the Director of Noncredit Programs. To register call 492-5148 or 1-800-331-2801. Please keep in mind that non-attendance or non-payment does not constitute withdrawal. If you would like to withdraw from a course, contact the Division of Continuing Education.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in 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.









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Before moving to Colorado, Ruth Linton was a museum curator at Nemours, a DuPont family mansion in Wilmington, Delaware. This fall, she's teaching two exciting classes, Investing in Art and Antiques and a new course, Historic Interiors: Ancient to Modern. Although she may not get around to mentioning it, she also owns Mountain Shadow Gallery in Boulder, so her academic

perspective is balanced by an understanding of the contemporary art market. She says that it's "truly enjoyable" to teach for Continuing Education because the students are "very interested and they bring a wide variety of backgrounds and, hence, questions to class. It's fun . . . fun to keep my hand in on the academic side.





## 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.

Section 300: Saturday, October 3,  
9 a.m.-3 p.m. 1 session. UMC 235. \$35.

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

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

Jeffrey W. Limerick, M.Arch.

Section 300: Tuesdays,  
September 15-October 13, 7-9 p.m.  
5 sessions. Hellems 247. \$50.

## Business

### NC B 003 Entrepreneurism—Are You Ready?

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

Aivars Ziedins, M.S.F.S.

Section 300: Wednesdays,  
September 23-October 14, 6:30-9 p.m.  
4 sessions. Duane Physics G116. \$50.

### NC B 004 Financial Planning for Women

Financial security creates peace of mind, heightened self-esteem, retirement with dignity and personal independence. Whether you are married, single, divorced, or widowed, it is important to have a personal financial plan. Learn how to set specific goals and implement a systematic process to ensure your financial good health. Course materials include a complete personal financial planning packet.

Corline Randolph, M.B.A.

Section 300: Tuesdays,  
September 15-October 13, 6-8:30 p.m.  
4 sessions. Duane Physics G025. \$50.  
No Class October 6.

### NC B 007 Writing Business Plans

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

Donald A. Kaniecki, C.P.A., M.B.A.

Section 300: Tuesdays,  
October 6-13, 6-8:30 p.m.  
2 sessions. Duane Physics G039. \$25.

### NC B 011 Financial Planning for Couples

The class will explore the difficulties of planning for two. Extensive materials help you understand your needs and the possibilities to achieve financial security.

Laurie Hyland, C.F.P.

Section 300: Wednesdays, November 4-11,  
7-9 p.m. 2 sessions. Economics 16.  
\$25/person. \$40/couple.

### NC B 012 Understanding and Using Financial Statements

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

Donald Kaniecki, C.P.A., M.B.A.

Section 300: Tuesdays,  
October 20-27, 6-8:30 p.m.  
2 sessions. Duane Physics G035. \$25.

### NC B 016 Tax Strategies for Small Businesses

As a corporate owner, partnership, sole proprietor, consultant or individual you've probably been exposed to a lot of "cost saving" or "tax sheltering" ideas over the years. You've no doubt heard about "qualified" plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Do you really understand how these various financial concepts relate to each other? This class is designed to fit all the pieces together for you. You will leave knowing what is possible—how the concepts work and the implications for your heirs. In other words, you will be in a position to begin financial planning with sound insight.

Aivars Ziedins, M.S.F.S.

Section 300: Wednesdays,  
October 21-November 11, 6:30-8:30 p.m.  
4 sessions. Duane Physics G116. \$40.

### NC B 018 How to Start and Run Your Own Home Business

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

David Rye, M.A.

Section 300: Saturday, October 10,  
9 a.m.-4 p.m. 1 session. Hellems 247. \$35.

### NC B 019 Quicken! An Accounting Program for the P.C.

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

Donald Kaniecki, C.P.A., M.P.A.

Section 300: Thursday, October 8,  
9 a.m.-3 p.m. 1 session.  
University Computing Center, Room 114. \$80.





**Communications**

**NC C 007  
Improving Your Listening and Communication Skills**

"That's not what I said," is a thought we all have at times. Learn and practice techniques for clear communication, including nonverbal and Neuro-Linguistic Programming skills. Assess the auditory part of your communication style and accept half the responsibility in the communication process.

Sharon Hoery, B.A.  
Section 300: Tuesdays,  
September 15-October 13, 7-9 p.m.  
5 sessions. Hellem's 181. \$60.

**NC C 006  
Storytelling: The Oral Tradition**

The oral tradition has preserved the history and myth of communities. Continuing the tradition of creative communication skills within a framework provides a means to share stories. Topics to be discussed include: Myths and Folktales, Personal Myth, Personal Stories with Movement and Dream Stories.

Kay Negash, M.A.  
Section 300: Wednesdays,  
October 14-November 11, 6-8:30 p.m.  
5 sessions. Economics 119. \$63.

**Fine Arts**

**NCFA 001  
Basic Photography**

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

Bill Mushkin, B.F.A.  
Section 300: Mondays,  
September 14-October 26, 7-9 p.m.  
Field trip, Saturday, October 10.  
8 sessions. Environmental Design 120. \$80.

**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. Darkroom work covers B&W print making, color enlargements from negatives, and Cibachrome printing from color slides. Course includes six 2-hour classroom periods; two 3-hour darkroom classes; three weeks darkroom work. Cost of chemicals is included. Bring your own camera, film and paper to the first class.

Don Oberbeck, Professional Photographer.  
Section 300: Mondays,  
September 28-November 2, 7:30-9:30 p.m.  
8 sessions. Ketchum 303. \$115.

**NCFA 005  
Life Drawing**

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

Barbara Preskorn, M.F.A.  
Section 300: Wednesdays,  
September 16-November 4, 7-9 p.m.  
8 sessions. Fine Arts N298. \$95.

**NCFA 009  
Watercolor Workshop**

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

Barbara Cox, M.A.  
Section 300: Saturday, October 3,  
10 a.m.-3 p.m. 1 session.  
Boulder Public Library. \$25.

**NCFA 011  
Sculpture—Stonecarving**

Explore a fascinating form of self-expression. We cover basic carving techniques, principles of the third dimension, tool applications, texture and surface processes. Group dynamics and one-on-one consultation. Also, a slide show on the history of stone sculpture and a discussion of rock types.

Barbara Cox, M.A.  
Section 300: Mondays,  
September 14-November 9, 7-9 p.m.  
9 sessions. Fine Arts C102. \$100.

**NCFA 012  
Chinese Painting**

No prerequisite. Come learn basic disciplined techniques of Chinese Painting. Possible applications include ceramic decoration, batik and much more. Purchase materials at first class meeting or on your own: an oriental paint brush (medium), a tube of oriental ink paste, newsprint, water containers, paper towels.

Janette Lenschow, M.F.A.  
Section 300: Mondays,  
September 14-November 2, 7-9 p.m.  
8 sessions. Geology 114. \$80.

*Diane Doe of Eldorado Springs has taken courses in novel writing and editing because she is, in fact, writing a novel. She says the writing is going really well and the classes "are very energizing."*

**NCFA 015  
Woodcarving Sculpture**

Beginning and intermediate students carve in the round and explore the first steps of blocking out a form. Use of a clay model facilitates the learning process. Carving instructions include discussion of various wood types, finishing techniques and a slide show of wood sculptures.

Barbara Cox, M.A.  
Section 300: Mondays,  
September 14-November 9, 5-7 p.m.  
9 sessions. Fine Arts C102. \$100.

**NCFA 020  
Introduction to Drawing**

Study basic concepts, line, shape, volume, texture and composition to learn skills of observation and self-expression that teach you the art of drawing. Bring pencil and sketch pad to first class.

Michael Mitchell, M.F.A.  
Section 300: Wednesdays,  
September 23-October 21, 6-9 p.m.  
5 sessions. Fine Arts C175. \$85.





**Fine Arts—continued**

**NCFA 028**

**Introduction to Painting**

Working in acrylic, we cover the basics of color, composition, techniques and materials, exploring a variety of subjects. Bring to the first class: acrylic tube paints, 2-3 small brushes, a palette knife sturdy enough to mix paint, a palette, and a few (8½ x 11 or larger) sheets of heavy white watercolor paper. Later we will use stretched canvas, canvas board or masonite.

Michael Mitchell, M.F.A.

Section 300: Wednesdays,  
November 4-December 9, 6-9 p.m.  
5 sessions. Fine Arts N103. \$85.

**NCFA 128**

**Seminar: Papermaking**

An introduction to sheetforming and vacuum casting in handmade paper. Students will use a vacuum casting system for deep embossment, lamination and collage work. Paper will be formed for use in journals, books, or as an art work. Bring lunch. Supply list available from Continuing Education.

Susan Planalp, M.F.A.

Section 300: Saturday,  
October 10, 10 a.m.-4 p.m.  
1 session. Fine Arts C102. \$55.

**NCFA 031**

**Collage**

Discover the craft and history of collage in a one-day workshop. Create colorful art using paper, cloth, wallpaper and found materials. Bring a lunch. Supply list available from Continuing Education.

Brenda Wirth-Schott, M.F.A.

Section 300: Saturday,  
September 12, 9 a.m.-4 p.m.  
1 session. Geology 127. \$35.

**NCFA 030**

**Book Binding**

Learn to bind and repair books using ordinary tools and materials. We begin by taking a book apart and studying its components. Then we assemble one from scratch—folding and stitching its pages, shaping the book, adding end papers. We also look at books of other cultures.

Ryo Murraygreen, M.F.A.

Section 300: Mondays,  
September 14-November 2, 7-9 p.m.  
8 sessions. Geology 127. \$85.

**NCFA 233**

**Art of the Traveler**

A valuable survey course for inveterate travelers who enjoy fine art. Discover the world of art history through work found in popular museums of North America. Handouts point you to the best museums in the country, complete with maps and discussion of the strengths of various collections. Slides are used extensively.

David Alan, B.A., Writer in Art

Section 300: Wednesdays,  
September 16-October 7, 7-8:30 p.m.  
4 sessions. Education 136. \$40.

**NCFA 234**

**The Art of America**

A lively exercise in art appreciation, using immersion in U.S. cultural history to trigger vigorous discussion in class and enthusiastic inquiry outside of class. We examine dominant themes and works, primarily in visual arts and architecture, but also in music, film, literature, philosophy and more, absorbing the reality of a multicultural America. Slides, recordings and short readings spark discussion. Handouts provide additional resources.

David Alan, B.A., Writer in Art

Section 300: Wednesdays,  
October 14-28, 7-8:30 p.m.  
3 sessions. Education 136. \$30.

**Foreign Languages**

**NCFL 100**

**Beginning Conversational French**

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

Nadia Turk, Ph.D.

Section 300: Tuesdays,  
September 15-November 17, 7-9 p.m.  
10 sessions. Hellems 81. \$110.

**NCFL 200**

**Intermediate Conversational French**

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

Nadia Turk, Ph.D.

Section 300: Thursdays,  
September 17-November 19, 7-9 p.m.  
10 sessions. Hellems 81. \$110.

**NCFL 300**

**Advanced Conversational French**

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

Nadia Turk, Ph.D.

Section 300: Fridays,  
September 18-November 20, 5:30-7:30 p.m.  
10 sessions. Hellems 81. \$110.

**NCFL 101**

**Beginning Conversational German**

For students with little or no preliminary knowledge. We emphasize speaking skills, practical vocabulary. Text is Davies, *The Usborne Beginner's German Dictionary*.

Simone Schellen, M.A.

Section 300: Thursdays,  
September 17-November 19, 7-9 p.m.  
10 sessions. Hellems 137. \$110.

**NCFL 201**

**Intermediate Conversational and Written German**

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

Constance Pontasch, M.A.

Section 300: Thursdays,  
September 17-November 19, 7-9 p.m.  
10 sessions. Ketchum 119. \$110.



*A new Boulder resident, Melissa Banks took time out from unpacking boxes to take a noncredit class "for my own enjoyment—while I have the time."*



**NCFL 102**  
**Beginning Conversational Italian**

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

Jennifer Shopland, M.A.  
Section 300: Mondays,  
September 14-November 16, 7-9 p.m.  
10 sessions. Hellems 185. \$110.

**NCFL 203**  
**Intermediate Conversational Italian**

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

Jennifer Shopland, M.A.  
Section 300: Wednesdays,  
September 16-November 18, 7-9 p.m.  
10 sessions. Hellems 185. \$110.

**NCFL 103**  
**Beginning Conversational Spanish**

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

Section 301: Elizabeth Medina, Ph.D.  
Tuesdays, September 15-November 17,  
7-9 p.m. 10 sessions. Hellems 229. \$110.  
Section 302: T.B.A.  
Wednesdays, September 16-November 18,  
7-9 p.m. 10 sessions. Hellems 229. \$110.

**NCFL 202**  
**Intermediate Conversational Spanish**

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

Elizabeth Medina, Ph.D.  
Section 300: Thursdays,  
September 17-November 19, 7-9 p.m.  
10 sessions. Hellems 237. \$110.

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

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

Douglas H. Gordon, M.A.  
Section 300: Fridays,  
September 18-November 20, 6-8 p.m.  
10 sessions. Economics 119. \$120.

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

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

Douglas H. Gordon, M.A.  
Section 300: Fridays,  
September 18-November 20, 8-10 p.m.  
10 sessions. Economics 205. \$120.

**NCFL 303**  
**Reading Technical and Scientific Japanese I**

This course is the first semester and is designed to teach written technical and scientific Japanese. The class focuses on the reading system, grammar, and scientific vocabulary needed for technical reading. Using the text and supplemental materials the student will learn the important elements needed for reading and comprehending technical Japanese.

Douglas H. Gordon, M.A.  
Section 300: Mondays,  
September 14-December 14, 7:30-9:30 p.m.  
14 sessions. Economics 119. \$165.

**NCFL 105**  
**Beginning Conversational and Written Russian**

For students with little or no knowledge of Russian. Conversational skills are stressed, but students will learn the Cyrillic alphabet and to read and write simple sentences. We cover grammar essentials, useful vocabulary and cultural aspects. From the first session, students will learn to use phrases, ask questions and master correct pronunciation.

Charlotte Katz, M.A.  
Section 300: Tuesdays,  
September 15-November 24, 5:30-7:30 p.m.  
10 sessions. Geology 127. \$110.  
No Class October 6.

**NCFL 205**  
**Intermediate Russian**

A second-level course designed to continue development of oral and written skills. Prerequisite is Beginning Russian or the equivalent.

Lyubov Pesin, M.A.  
Section 300: Thursdays,  
September 17-November 19, 6-8 p.m.  
10 sessions. Geology 127. \$110.

**History**

**NC H 002**  
**The Fascinating History of Colorado Railroads**

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early, important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions which are explored from a humanistic point of view. These actions would become Colorado's fabled rail network. A field trip will be arranged.

Bob Rothe, Ph.D.  
Section 300: Tuesdays,  
September 29-November 10, 7-9 p.m.  
7 sessions. Hellems 185. \$70.

**NC H 004**  
**North American Indians Before Columbus**

The emergence and migrations of early man, based on known sites and artifacts in North America. We will cover regional development of Indian cultures throughout North America, including Meso-America.

Lani Van Eck, Ph.D.  
Section 300: Wednesdays,  
September 16-October 14, 6:30-8:30 p.m.  
5 sessions. Ketchum 118. \$50.

**NC H 005**  
**North American Indians After Columbus**

Discover how Indian cultures reacted to the arrival of the white man and the consequences of contact into the 20th century.

Lani Van Eck, Ph.D.  
Section 300: Wednesdays,  
October 21-November 18, 6:30-8:30 p.m.  
5 sessions. Ketchum 118. \$50.

**NC H 006**  
**Historic Interiors: Ancient to Modern**

We look at how everyday objects are absorbed into the decorative arts, learning to see how the influence of the ancient Greeks, Romans and Egyptians has shaped design through the ages. We finish by studying the interiors of historic Colorado homes, both rustic and ornate.

Ruth Linton, M.A.  
Section 300: Tuesdays,  
September 15-October 6, 7-9 p.m.  
4 sessions. Education 136. \$40.





**Investments**

**NC I 001  
Investing for Income**

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

Arnold Hart, M.A.  
Section 300: Thursdays,  
October 1-29, 6:30-8:30 p.m.  
5 sessions. Duane Physics G116. \$50.

**NC I 005  
Investing in Art and Antiques**

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

Ruth Linton, Consultant in  
Contemporary Art.  
Section 300: Thursdays, October 1-22,  
7-9 p.m. 4 sessions. Ketchum 235. \$40.

**NC I 007  
Advanced Investment Strategies**

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

Arnold Hart, M.A.  
Section 300: Wednesdays,  
October 28-November 18, 6:30-8:30 p.m.  
4 sessions. Duane Physics G131. \$40.

**NC I 008  
Basic Investing**

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

Mary Wright, B.A.  
Section 300: Tuesdays,  
September 15-October 6, 6:30-8:30 p.m.  
4 sessions. Duane Physics G027. \$40.

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

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

Issy Kilbride  
Section 300: Tuesday and Thursday,  
October 13 and 15, 7-9 p.m.  
2 sessions. Ketchum 207. \$20.

**Lifestyles**

**NC L 002  
Eating As If Your Life Depended On It**

What you eat affects your immediate energy level and mood and your long-term risk of developing heart disease, cancer, osteoporosis, high blood pressure and other serious diseases. Come learn how to take command of your diet to meet your nutritional needs.

Peggy Phillips, M.Ed.  
Section 300: Saturday, October 3,  
10 a.m.-4 p.m. 1 session. Hellems 237. \$30.

**NC L 018  
Diet, Emotions and Behavior**

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

Peggy Phillips, M.Ed.  
Section 300: Saturday, October 31,  
10 a.m.-4 p.m. 1 session. UMC 230. \$30.

**NC L 014  
Psychology of Intimate Relationships:  
How Intimate Relationships Work**

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

Neil Rosenthal, Licensed Marriage and  
Family Therapist.  
Section 300: Saturday, October 3,  
10 a.m.-5 p.m. 1 session. UMC 235. \$40.

**NC L 024  
Changing the Patterns  
in Your Relationships**

The same attitudes that once protected you as a child may now be blocking your ability to form happy adult relationships. These childhood stances can create a chronic lack of self-esteem and sabotage your capacity for intimacy. This is a hands-on experiential workshop for people who want to understand self-defeating behavior patterns. Come learn how to keep yourself healthy and fulfilled while in or out of a relationship, and learn what you might do to improve your relationships.

Neil Rosenthal, Licensed Marriage and  
Family Therapist  
Section 300: Saturday, October 31,  
8:30 a.m.-3 p.m. 1 session. UMC 235. \$40.

**NC L 029  
Intimate Companions: Towards  
Creating Healthier & Happier  
Relationships**

In a relaxed, comfortable and supportive atmosphere, we'll address how to deal with conflicts and differences in a relationship; issues of trust and betrayal; relationships as mirrors, blaming and finger pointing; early warning signs of divorce; healing the wounded heart; evaluating a partner; enriching intimate relationships and keeping love alive.

Neil Rosenthal, Licensed Marriage and  
Family Therapist.  
Section 300: Saturday, November 14,  
10 a.m.-5 p.m. 1 session. UMC 235. \$40.

**NC L 032  
Intimacy: The Search for Love**

An evocative workshop for people who want to heal old wounds and cultivate more love and intimacy in their lives. Join us as we address why some people stay in relationships that aren't good for them; how co-dependency and adult children issues affect intimacy; lessons relationships teach us; forgiveness; healing a wounded relationship, and owning your own power.

Neil Rosenthal, Licensed Marriage and  
Family Therapist.  
Section 300: Saturday, December 5,  
10 a.m.-5 p.m. 1 session. UMC 235. \$40.





**NCL 021  
Speed Reading**

Good news. Your mature thinking skills can help you become a more effective and efficient reader. You will learn helpful techniques for all kinds of materials, and ways to better remember what you read. Individual learning styles are also discussed. Liane Brouillette, M.S.  
Section 300: Mondays, September 14-October 19, 7-9 p.m. 6 sessions. Hellems 237. \$60.

**NCL 034  
Study Smarter**

Learning that takes place in college is self-directed not teacher directed. This course will focus on learning strategies that will cut your study time in half and increase effectiveness. Topics covered are: note taking, reading strategies, test preparation, concentration, time management and motivation/procrastination. Sherry Snyder, M.A.  
Section 300: Tuesdays, September 15-October 27, 7-8:30 p.m. 7 sessions. Willard 309. \$55.

**Science**

**NCSO 014  
Earth Appreciation:  
The Foothills and Beyond**

The geology of a region holds the secrets of its past. Learn to decipher the geologic clues. With one local Saturday field trip to supplement three evening lectures, you will learn the geologic history of the area. Basic skills and concepts can then be applied to other areas, to help you be a more knowledgeable traveler. No scientific background is necessary; bring your curiosity. A.R. (Pete) Palmer, Ph.D.  
Section 300: Wednesdays, September 2-16, 7-9 p.m., and Saturday, September 12 (time and place to be arranged). 4 sessions. Economics 205. \$70.

**NCSO 016  
Hands On Physiology:  
What People with Bodies Need  
To Know About Them**

A basic view of human physiology as it pertains to our own health and fitness. Lecture and discussion work toward a general understanding of basic issues and then turn to specific systems (circulatory, respiratory). Barbara Kelly, M.A.  
Section 300: Thursdays, September 17-October 22, 7-9 p.m. 6 sessions. Ketchum 120. \$60.

**NCSO 021  
Attracting Birds to Your Backyard**

Evict those starlings in favor of chickadees, jays, juncos and goldfinches. Learn strategy: which feeders, seed, birdhouses, birdbaths and amenities appeal to specific species. Learn to identify at least 20 local birds and some of their feathered predators. Tina Jones, Naturalist/Biologist  
Section 300: Thursday, October 8, 6:30-9 p.m. 1 session. Business 251. \$15.

**Testing**

**NC T 200  
Preparing for the ACT/SAT**

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, analysis of questions. We emphasize test-taking strategies. We also do a math review, vocabulary development and reading comprehension work to reinforce students' skills. Practice tests are provided. Texts not included in the fee. Students register separately for the exam. Bob Daniel, B.A.  
William Tush, B.A.  
Section 300: Tuesdays and Thursdays, 6-8:30 p.m., and Saturdays, 9-11:30 a.m., October 6-22. 8 sessions. Ketchum 206. \$100.

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

Be "test wise" to get your best possible score on the GMAT. We address each subject area, giving important insights into question types, with time-test practice. Texts included in the tuition. We cover problem solving, data sufficiency, reading comprehension, sentence correction and critical reasoning. Students register separately for the exam. Bobrow Test Preparation Services  
Section 300: Saturdays, September 19, October 3 and 10, 9 a.m.-3:30 p.m. 3 sessions. Economics 117. \$160.

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

Analyze and review basic test skills, reviewing relevant verbal, math and analytical problems. The course is structured to lead up to the exam date. Students need GRE Prep Book 8 for the first class. Students register separately for the exam. Roe Willis, Ph.D.  
Terri Bodhaine, M.A.  
Section 301: Tuesdays and Thursdays, September 15-October 8, 6:30-9 p.m.  
Section 302: Tuesdays and Thursdays, November 10-December 10, 6:30-9 p.m.  
No Class November 24 and 26.  
Both Sections: 8 sessions.  
Hellems 252. \$150.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class—call Continuing Education for textbook information. Students register separately for the LSAT examination. Michelle Philip, J.D.  
Section 301: Saturdays, September 12, 19, 11 a.m.-5 p.m., Sundays, September 13, 20, 27, 9 a.m.-2 p.m. 5 sessions. Hellems 252. \$175.  
Section 302: Fridays, November 6, 13, 20, 6-9:30 p.m., Sundays, November 8, 15, 22, 9 a.m.-4 p.m. 6 sessions. Hellems 252. \$175.

*Holli Campbell of Boulder took a non-credit course to boost job skills. A returning student with a degree in Women's Studies, she's in an accelerated program working toward paralegal certification.*





**Theatre and Music**

**NCTH 003  
Music of the Global Village**

Are your musical tastes increasingly exotic? Are you intrigued by Japanese, Arabic, Brazilian tunes and the sources of World Beat styles? Come listen to the rich diversity of human music-making in a context of appreciation for the incredible range of cultures represented.

Steven Mullens, M.A.  
Section 300: Mondays,  
September 28-October 26, 7-9 p.m.  
5 sessions. Hellems 251. \$65.

**NCTH 017  
Acting Basics**

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

Susan Chambers, M.F.A.  
Section 300: Tuesdays,  
September 29-November 17, 7-9 p.m.  
8 sessions. Hellems 341. \$80.

**Writing and Literature**

**NC W 003  
English Writing Made Simple**

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

Jean Thyfault, Editor.  
Section 300: Thursdays,  
September 17-November 5, 7-9 p.m.  
8 sessions. Hellems 263. \$80.

**NC W 006  
Creative Writing**

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

Henry Krusiewicz, Ph.D. Candidate, Writer  
Section 300: Tuesdays,  
September 15-November 3, 7-9 p.m.  
8 sessions. Economics 205. \$80.

**NC W 008  
Short Story Writing**

Designed for both beginning and experienced writers, this course will cover all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We will use a workshop format where students will bring their stories-in-progress to class to receive helpful editorial suggestions. The course will also include discussion of the marketplace and how to prepare and submit manuscripts for publication. The recommended text is *American Short Story Masterpieces*, edited by Raymond Carver and Tom Jenks.

Robert McBrearty, M.F.A.  
Section 300: Thursdays,  
October 1-November 19, 7-9 p.m.  
8 sessions. Muenzinger D156. \$80.

**NC W 024  
Editing With Power**

One national writer estimates that rewriting a story takes five times longer than drafting it. If rewriting is a time-gobbling monster for you, this workshop will teach you a valuable method of phased rewriting—letting your inner editor improve the work. In revision (phase one), you will evaluate leads, building blocks, conclusions, attitude, flow and order. In self-editing (phase two) you will trim, tighten and correct. Bring your own work to edit, or use samples provided.

Kaye Bache-Snyder, Ph.D.  
Section 300: Thursdays,  
October 22-November 12, 6:30-8 p.m.  
4 sessions. Hellems 191. \$30.

**NC W 033  
Writing for Direct Mail**

We dissect the whole direct marketing process and focus on how to create powerful communication. We cover writing steps, 40 questions to ask yourself before you begin to write, a formula for sure-fire results, tips for writing fund-raising copy, five frequent mistakes, and more. Guest speakers discuss fulfillment, list rental and graphic design.

Debra A. Jason, B.A., Copy Writer  
Section 300: Tuesdays,  
September 15-October 27, 6:45-8:45 p.m.  
6 sessions. Hellems 191. \$60.  
No Class October 6.

**NC W 035  
Is There a Book in You?**

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

Kathryn Black, M.A.  
Pamela Novotny, M.A.  
Section 300: Saturday, September 19,  
9 a.m.-4 p.m. 1 session. Hellems 185. \$40.

**NC W 036  
Keeping a Journal**

The seeds are there—words, images and ideas that could evolve into poems, plays and stories. Learn to use a journal to stimulate your writing, sharpen your observation, explore conflicts, identify recurring themes and communicate them to others. Learn how writers tap their journals for creative materials, and begin compiling your own storehouse of ideas. Some writing in class.

Kaye Bache-Snyder, Ph.D.  
Section 300: Thursdays,  
September 17-October 15, 6:30-8:30 p.m.  
5 sessions. Hellems 251. \$50.

**NC W 012  
The Children's Book:  
Illustrating and Getting Published**

Learn how to succeed in the highly competitive and rewarding field of children's books. Discussion covers types of books, market trends, illustration techniques, portfolio/manuscript development and submission, book production/printing (including artwork/ms. preparation), agents, contracts, awards and self-publishing. For writers or illustrators.

Sandy Ferguson Fuller, Professional  
Illustrator.  
Section 300: Saturday,  
November 14, 9 a.m.-4:30 p.m.  
1 session. Economics 119. \$40.

Marcus Hagar is a senior majoring in Psychology and Economics. He's taken several noncredit courses (speed reading, study skills, grammar and investments) and has found them extremely useful. In fact, he says, a couple have "really opened up new avenues of thought."





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

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

Michael Foley, M.A.  
 Section 300: Saturday, September 19, 9 a.m.-1 p.m. 1 session. Hellems 137. \$20.

**NC W 031**  
**Technical Writing Seminar**

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

Mike Gannon, M.B.A.  
 Section 300: Tuesdays, September 22-October 20, 6:30-9 p.m. 5 sessions. Hellems 251. \$65.

**NC W 040**  
**Environmental Writing**

Through their craft, writers can make a powerful contribution to environmental awareness. Learn how to communicate your concepts in letters to the editor, essays and investigative pieces. We collaborate on a class project, but students are also encouraged to complete individual assignments. Learn to develop your writing skill in alignment with your own values and beliefs.

Naomi Rachel, M.A.  
 Section 300: Mondays, September 14-November 2, 7-9 p.m. 8 sessions. Duane Physics G116. \$80.

**NC W 041**  
**Telling True Stories**

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

Kathryn Black, M.A.  
 Pamela Novotny, M.A.  
 Section 300: Wednesdays, September 16-30, 7-9 p.m. 3 sessions. Hellems 191. \$30.

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

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

Susan Boucher, M.A.  
 Section 300: Wednesdays, September 16-November 4, 7-9 p.m. 8 sessions. Muenzinger E114. \$80.

**NC W 043**  
**Writing Past Your Inhibitions**

Staring at a blank page is a crime, when you want to be writing. Find out how fabulously fertile your own mind is, through exercises that painlessly free up mental stoppages. All you need is a past, a memory, and a willingness to explore these in poetry, fiction or drama (your choice). Suggested text: *Writing Down the Bones*, Natalie Goldberg.

Maximum of 15 students. Bring a sack lunch.  
 Kevin Moeller, M.A.  
 Section 300: Saturday, October 10, 9 a.m.-3 p.m. 1 session. Hellems 245. \$40.

**Longmont Noncredit Classes**

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

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

Michael Foley, M.A.  
 Section 30L: Thursdays, October 1-8, 6-8 p.m. 2 sessions.  
 Longmont High School. \$20.

**NC B 020**  
**Improving Employee Attitudes**

Practical ways to shift attitudes and sustain the benefit. Learn the value of respect for the individual, and how to spot potential shortcomings. See how personality differences can help or hurt. Learn the difference between job enrichment and employee satisfaction, and how to know when you've gone as far as you can with an employee.

Alan I. Kreglo, M.S.  
 Section 30L: Thursdays, September 24-October 29, 7-9 p.m. 6 sessions. Longmont High School. \$60.

**NC W 034**  
**Publishing Your Book**

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

David Rye, M.A., Author and Publisher  
 Section 30L: Thursdays, October 1-29, 7-9 p.m. 5 sessions.  
 Longmont High School. \$50.

**NCFL 101**  
**Beginning Conversational German**

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

Simone Schellen, M.A.  
 Section 30L: Mondays, September 21-November 23, 7-9 p.m. 10 sessions. Longmont High School. \$110.

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

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

Carolyn Duff, M.A.  
 Section 30L: Tuesdays, October 6-13, 7-9 p.m. 2 sessions.  
 Longmont High School. \$20.





**The Seminar Series**

The Seminar Series invites you to expand your horizons, to help yourself to a choice selection of learning opportunities in the form of noncredit classes. For example, Literature offerings are designed to complement the September Novel of the Americas conference sponsored by CU—Boulder. Art and Audience explores the local art community in terms of far-reaching cultural traditions. Photography for Writers, an intensive weekend workshop, teaches writers how to capture ideas on film. And Speech Making: Survival Skills helps participants conquer fear, to become more powerful speakers. This is learning that transcends textbooks, creating vital connections between ideas and experience, us and them, long ago and right now. *Don't delay. Class size is limited to encourage lively participation.*

**NCSS 608  
Words of the West**

We live in the West, but how many of us have read the literature of the West? Join us, to discuss books chosen for literary merit and for their treatment of pertinent issues: *The Man Who Killed the Deer* (Waters), *The House at Otowi Bridge* (Church), *Angle of Repose* (Stegner), *Yellow Raft in Blue Water* (Dorris), and *The Ties That Bind* (Haruf). We meet every two weeks, to allow time for reading.  
Susanne Gerson, M.A.  
Section 300: Thursdays, September 17, October 1, 15, 29, and November 12, 7-9 p.m. 5 sessions. Duane Physics G131. \$50.

**NCSS 609  
Novel Ideas: Literature and Culture**

What can we learn about a culture from its literature? Does a Japanese novel differ notably from a Canadian novel? What does an Indian novel have in common with an American novel about Cubans? In discussing contemporary novels, we'll explore these topics and more, meeting alternate weeks to allow reading time. Books are: *Cat's Eye* (Atwood), *The Perez Family* (Bell), *Scandal* (Endo), and *Talkative Man* (Narayan). Read *Cat's Eye* for the first class.  
Susanne Gerson, M.A.  
Section 300: Thursdays, September 24, October 8, 22, November 5, 7-9 p.m. 4 sessions. Duane Physics G131. \$40.

**NCSS 610  
The World of Toni Morrison**

Morrison says being a "Black, woman writer" makes her world larger. We'll apply her ideas about life and writing (based on interviews and essays) to her novels, to deepen our understanding of her world and our own. We'll look at social standards in terms of religious, economic, racial, ethnic, gender and sexual systems in language and culture. Novels: *The Bluest Eye*, *Sula*, *Song of Solomon*, *Tar Baby*, *Beloved*, *Jazz*.  
Robin Jones, M.A.  
Section 300: Tuesdays, September 15, 29, October 13, 27, November 10, 24, 7-9 p.m. 6 sessions. Hellems 237. \$60.

*Michael Foley teaches Usage and Grammar: Guidelines and Rules for Everyday Use. He says the class attracts writers, people who do secretarial work, and some undergraduate students. The level of interaction in this class, he says, makes teaching it a lot of fun.*

**NCSS 611  
Novel of the Americas**

Expand on the Novel of the Americas Conference. The readings allow students to explore three novels. Class will meet each week to allow for extended discussion of the three novels: Paule Marshall, *Praisesong for the Widow*, Linda Hogan, *Mean Spirit*, Maryse Conde, *Heremakhoon*. Please begin Marshall prior to the first class.  
Ann Armstrong Scarboro, Ph.D.  
Section 300: Tuesdays, September 29, October 13, 27, November 10 and 24, 7-9 p.m. 5 sessions. Education 143. \$50.

**NCSS 612  
Photography for Writers**

Many editors look for package submissions that include good photos. Adding this skill can increase your chance of getting published. We'll talk about equipment and cover the basics of exposure and composition. Also: action shots, macro shots, and creative use of filters and lenses. Bring your own 35mm adjustable or automatic camera with flash. Students pay for their own film processing. No darkroom work. Bring a sack lunch and camera equipment to classes.  
Joseph Berke, M.S.  
Section 300: Saturday and Sunday, October 10 and 11, 9 a.m.-3 p.m. 2 sessions. Ketchum 301. \$80.

**NCSS 613  
But is it Art: Art and Audience**

Through the artifacts of many cultures, we see how a work of art connects with its audience. A selective art history course that interprets style as a message about the attitudes and concerns of society, then and now. We view slides and visit museums and galleries to build skill in interpreting art from the Paleolithic to the present, world-wide. Suggested text: *Artist and Audience*, Terence Griebler, Holt, Rinehart and Winston, Inc. 1990.  
Susan Guinn Chipman, M.A. Candidate  
Section 300: Thursdays, October 1-22, 7-9 p.m. Field trips October 3 and 10, times to be arranged. 6 sessions. Hellems 185. \$110.

**NCSS 614  
Speech Making: Survival Skills**

Learn how to overcome the jitters and speak in a comfortable, coherent and intelligent manner—to two people or 2,000. Master the skills involved in delivering planned talks and impromptu remarks.  
Linda Tharp, Ed.D.  
Section 300: Mondays, September 14-October 19, 6:30-8:30 p.m. 6 sessions. Hellems 191. \$60.





## Help Yourself to the Teleconference Solution.

With increasing fares and tighter budgets, business leaders from coast to coast are trimming travel budgets through creative use of video teleconferencing. Enthusiastic users point to the convenience and quality of teleconferences and to the efficiency and value this approach creates.

### Must-Know Topics

Teleconferences cover a wide range of topics, providing useful information for people whose livelihood depends on current knowledge and effective training. Topics include business management, marketing, global trade, small business skills, new industrial and information technologies, advances in engineering, human resources issues, health care issues, and professional development skills.

### Excellent Facilities

Most teleconferences are presented during daytime hours at the Coors Events/Conference Center on the Boulder campus, near the corner of Colorado Avenue at Regent, one block west of 28th Street. Featuring six large meeting rooms and an 11,000 seat arena, the Events Center can accommodate a variety of groups.

### Scheduling Information

Because they are live, teleconferences are often scheduled just a few weeks in advance. We are continually adding events to our schedule. To stay current, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178 and ask to have your name added to our permanent mailing list.

### Upcoming Teleconferences

- September 30 . . . Emerging Technologies: Will Your Company Be Ready?
- October 1 . . . . . Managing a Multi-Cultural Workforce: Making the Commitment Work
- October 14 . . . . . AMA's First Annual Conference for Working Women: Leadership for the 90's
- October 15 . . . . . Managing a Multi-Cultural Workforce: Experiencing Success—Portraits of Diversity
- October 29 . . . . . Managing a Multi-Cultural Workforce: Creating the Multi-Cultural Corporation
- November 24 . . . Business and Management: What Works in American Industry and What Doesn't
- December 2 . . . . . AIDS in the Workplace: Fantasy, Fact and Ethics

## Special Professional Programs

## Help Yourself to Special Professional Programs.

These are focused, interactive workshops for people who need to stay on top of new developments in rapidly evolving fields. Our workshops present new knowledge and its applications in practical, real-life terms. Each one has been designed for this market, to offer fresh thinking geared to the achievement of personal and organizational goals. These programs are designed for people who are concerned about productivity and results — in business, industry, government and nonprofit organizations.

**Facilities and Parking:** These seminars utilize the excellent facilities of the University of Colorado-Boulder campus. Seminars are held in several locations, all with convenient parking.

**Fees:** Fees vary, but usually include materials, refreshments, parking and lunch.

**For More Information:** For information about upcoming seminars call: (303) 492-5148, outside the Denver metro area: 1-800-332-5839 and out of state 1-800-331-2801 or come by our offices at 1221 University, Boulder or write us: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, CO 80309-0178.

### Upcoming Special Professional Programs may include:

- The Art and Humor of Effective Communication
- Leadership for the 90's
- Tax Law for Writers
- The American Disabilities Act: Implementation Strategies



## Help Yourself to Career Momentum.

These college level courses can give you a useful overview of the real estate field, or help you acquire knowledge to advance your real estate career. Instruction, open to all interested individuals, covers the following areas of study:

- Continuing Education courses for current Real Estate Licensees
- Real Estate Sales and Broker Licensing courses
- Licensed Appraiser courses
- Courses in Property Management, Closings, Water Law, Commercial and Investment Properties, Computer, Foreclosure, and other real estate subjects.

**For information about the complete statewide real estate schedule call 492-8666 and ask for the current Real Estate Brochure.**

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### Real Estate Continuing Education Law—1990

The Colorado Legislature passed House Bill 90-1131 concerning continuing education requirements for licensed real estate brokers and salespersons. The law requires that each licensee complete an 8-hour mandatory course with exam and fulfill the remaining 16-hour requirement with qualified elective courses. For persons renewing or reinstating an active license the following classroom hours are required for each renewal period.

January 1, 1993 16 hours (8 mandatory—8 elective)  
January 1, 1994 24 hours (8 mandatory—16 elective)

### NCRE 07 Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance, and appraisal.

Section 401: Night Course. 14 sessions. (48 hours) Mondays and Wednesdays, September 28-November 11, 6:30-9:55 p.m.  
Location: Engineering Center CR 1-46, Boulder Campus.  
Tuition: \$255 plus textbooks.

### NCRE 18 Colorado Contracts and Law

A practical course covering Colorado license law and analyzing the standard listing contract, the sales contract, the extension agreement, and counterproposal. Special emphasis will be placed on understanding each clause and on properly completing each type of contract.

Section 401: Night Course. 7 sessions. Mondays and Wednesdays, November 16-December 9, 6:30-9:55 p.m.  
Location: Engineering Center CR 1-46, Boulder Campus.  
Tuition: \$125 plus text \$16.

## Independent Study

## Help Yourself to Independent Study.

Independent Study offers unique opportunities for learning. Correspondence Instruction and Individualized Instruction allow you to choose your own time and place for learning, freedom not offered in other academic situations. No need to wait for a term to begin. Register anytime. Work at your own pace.

### College Credit

**Independent Study** through correspondence allows you to begin courses at any time. You work directly with an instructor by mail. More than 70 college credit courses, approved by the University, are offered in 16 academic areas.

**Individualized Instruction** provides an opportunity to earn college credit by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus.

### Applied Music Program

In conjunction with the Division of Continuing Education, the College of Music offers private instruction for most popular instruments and voice.

Lesson times are by arrangement. For further information, call 492-5149 or 492-5261.

### Sanskrit

#### Sanskrit 1010-3 Introductory Sanskrit 1

An introduction to Sanskrit preparatory to reading classical texts.

Section 008: Mondays, August 31-December 7, 12 noon-3 p.m. \$210 (resident).

#### Sanskrit 2110-3 Intermediate Sanskrit 1

An intermediate course in Sanskrit including reading classical texts. This course will be conducted as individualized instruction.

Section 008: Thursdays, August 27-December 3, 11 a.m.-2 p.m. \$357 (resident).

Call 492-6409 for information.

### Real Estate Education

Noncredit independent study courses are offered to meet the educational requirements for licensing for real estate salespeople.

### High School

These correspondence courses provide opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

### For a Course Catalog Call or Write:

Independent Study Programs  
Division of Continuing Education  
University of Colorado at Boulder  
Campus Box 178  
Boulder, Colorado 80309-0178  
303-492-8756  
1-800-331-2801 (Toll Free)



## ***English as a Second Language for Career Advancement***

**F**or speakers of English as a second language now working in Colorado, the International English Center's evening classes in speaking and writing today's English are designed to foster effective interpersonal exchange on the job and in the community.

**For further information, write or call the IEC, or visit the Center's offices, just one block north of the Division of Continuing Education buildings, at 1333 Grandview Avenue.**

**NCFL 900 English for Speakers of Other Languages** is a combined skills course at the intermediate to advanced level, emphasizing practical English for the English-speaking workplace. The instructor, Ellen Polsky, M.A., is an Academic Coordinator for the IEC's intensive program and is now completing a Ph.D. degree in Linguistics.

### **NCFL 900**

Section 301: Mondays and Wednesdays, September 9-October 19, 6:30-8:30 p.m. 12 sessions. IEC Classroom AB 1. \$140.

Section 302: Mondays and Wednesdays, November 2-December 9, 6:30-8:30 p.m. 12 sessions. IEC Classroom AB 1. \$140.

**To register for NCFL 900, contact the Division of Continuing Education. (See Page 50 for Four Ways to Register.)**

### **International English Center**

Campus Box 63  
Division of Continuing Education  
University of Colorado at Boulder  
Boulder, Colorado 80309-0063  
Telephone: (303) 492-5547  
Fax: (303) 492-5515

## *CATECS*

## ***CATECS***

### ***Graduate Engineering Education at the Workplace Via TV and Videotape***

**T**he Center for Advanced Training in Engineering and Computer Science (CATECS) delivers graduate courses via live TV with two-way audio to many major companies along the Front Range. Videotapes are sent to other sites around Colorado and the nation. Classes can be taken for professional development for credit or noncredit. You can also work toward a master's degree in aerospace, civil & environmental, computer science, electrical & computer engineering, software engineering, mechanical engineering, telecommunications, or engineering management.

### ***Proposed Fall 1992 Courses***

**Aerospace:** Turbulent Flow Computation, Operations Research Models for Systems Engineering, Control of Large Aerospace Structures 1. **Civil/Environmental:** Groundwater Hydrology, Environmental Engineering Chemistry, Numerical Methods in Civil Engineering. **Computer Science:** Operating Systems, Formal Methods in Software Engineering. **Electrical & Computer:** Software System Engineering, Computer System Design & Architecture, Computer-Aided Microwave Circuit Design, Sampled-Data & Digital Control Systems 1, Advanced Computer Architecture, Noise & Random Processes, Theory & Application of Digital Filtering, Adjustable Speed AC Drives, Energy Systems Stability 1, Power System Protection & Relaying, Power Electronics 1, Brains, Minds and Computers. **Engineering Management:** Project Management Systems, Applied Statistics for the Manufacturing & Process Industries. **Mechanical Engineering:** Methods of Engineering Analysis 1, Design for Manufacturability. **Telecommunications:** Strategic Planning & Management for Telecom., Telecom. Theory & Applications, Telecom. Systems, Network Management, ISDN, Data Com. 2, Telecom. Pricing. **Fall registration July 15-August 7 (late registration until Sept. 11). Classes begin August 26.**

### ***Tape Library***

Over 50 courses given in past semesters are available on videotape in all areas of engineering.

**For information/registration contact CATECS: (303) 492-6331 or fax 492-5987.**



# Campus Map



During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)



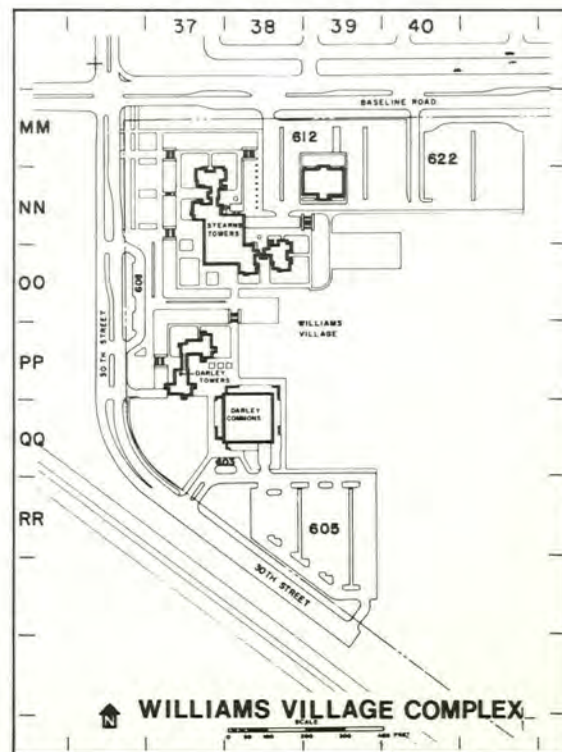
# Campus Map

## BUILDING KEY

- Aden Hall—O-18
- Andrews Hall—V-23
- Armory (1511 University)—H-6
- Arnett Hall—V-24
- Athens Court—E-14 (not shown)
- Baker Hall—O-14
- Balch Fieldhouse—J-14
- Biopsych—K-12
- Brackett Hall—O-11
- Buckingham Hall—W-24
- Business—Q-21
- Carlson Gymnasium—J-13
- Chemistry—N-9
- Cheyenne Arapaho Hall—R-14
- Clare Small Arts & Sciences Building—H-11
- Cockerell Hall—O-19
- College Inn Conference Center—D-8 (not shown) 29th and Athens

- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University
- Cooperative Institute for Research in Env. Sci. (CIRES)—M-9
- Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Tower—PP-37
- Day Care Center (not shown) 2202 Arapahoe—B-17
- Denison Laboratory—O-7
- Distribution Center (not shown) 2000 Central Ave.
- Duane Physical Laboratories, includes Duane Physics and Astrophysics, George Gamow Tower, Laboratory for Atmospheric and Space Physics (LASP), and Joint Institute for Laboratory and Astrophysics (JILA-Laboratory and Tower)—M-14
- Duane Physics and Astrophysics—M-15
- East Campus Ski Bldg.—GG-33
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories Complex—M-8
- Engineering Center—M-21, O-20, O-22, P-21
- Environmental Design—O-12
- Events/Conference Center—S-24
- Faculty-Staff Court—E-10 (not shown)
- Farrand Hall—Q-17
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Guggenheim Geography—M-5
- Hale Science—K-4
- Hallett Hall—R-18
- Health Physics Laboratory (TB-9)—I-18
- Heating Plant—N-12
- Hellems Arts and Sciences—N-7
- Henderson Museum—O-7
- Housing System Support—AA-33
- Hunter Science—N-11
- Imig Music—Q-13
- Institute of Behavioral Genetics—EE-28
- Institute of Behavioral Science No. 1—H-2 1416 Broadway
- Institute of Behavioral Science No. 2—E-1 1546 Broadway
- Institute of Behavioral Science No. 3—G-2 1424 Broadway
- Institute of Behavioral Science No. 4—G-2 1220 Grandview
- Institute of Behavioral Science No. 5—H-6 1201 17th
- Institute of Behavioral Science No. 6—F-2 1243 Grandview

- International English Center—G-4 1333 Grandview
- Joint Institute for Laboratory Astrophysics—N-13 (JILA-Laboratory and Tower)
- Ketchum Arts and Sciences—M-11
- Kittredge Commons—W-21
- Kittredge (includes Andrews Hall, Arnett Hall, Buckingham Hall, Smith Hall, and Kittredge Commons, Kittredge West)—W-22
- Kittredge West—V-19
- Koenig Alumni Center—I-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- Libby Hall—O-16
- Life Sciences Laboratories—L-13
- Life Sciences Research Laboratories—DD-28
- Litman Research Laboratories—BB-28
- Macky Auditorium—I-7
- Maintenance and Operations Center—I-17
- Marine Court—D-14 (not shown)
- Marine Street Science Center—AA-32
- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—E-19 (not shown)
- Norlin Library—L-10
- Nuclear Physics Laboratory—CC-33
- Old Main—K-7
- Page Foundation Center—H-4
- Porter Biosciences—K-12
- Ramaley Biology—L-12
- Reed Hall—Q-19
- Regent Administrative Center—S-15
- Research Laboratory No. 2—DD-28
- Research Laboratory No. 3—BB-30
- Sewall Hall—H-10
- Sibell Wolle Fine Arts—N-11
- Smiley Court—JJ-29
- Smith Hall—X-22
- Sommers-Bausch Observatory—U-21
- Stadium building—J-16
- Stearns Towers—NN-38
- Student Recreation Center—I-13
- Team House—I-19
- Telecommunications Center—O-12
- Temporary Building No. 1—H-11
- Transportation Center—AA-31
- University Administrative Center—T-14 914 Broadway
- University Club—R-10
- University Memorial Center—O-9
- University Services Center (includes Motor Pool, Service Center, and Research Laboratory No. 5)—AA-29
- University Theatre—M-7
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—OO-39
- Woodbury Arts and Sciences—K-8





## Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 51 for noncredit and certificate, page 53 for credit.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 51 for noncredit and certificate courses. Send both front and back of page 53 for credit courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Discover, Visa or MasterCard. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 51) and have your credit card information handy. Then call 492-8668 or 1-800-331-2801.

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

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

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

**Boulder Evening Credit Classes**

For university courses with convenient evening hours.

**Independent Study Programs**

Independent study by correspondence and individualized instruction lets you learn at home.

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

Earn a Masters degree or graduate credit with courses televised live to your worksite.

**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:

**Commercial Design**

**Computer Applications and Computer Graphics**

**Management Development**

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

**Real Estate Education Program**

**Special Professional Programs**

**Video Teleconferencing**

**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.

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

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

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

Call us at 492-5148 or 1-800-331-2801 if you need help or additional information. You can reach us between 9 a.m. and 6 p.m. Monday through Thursday or until 5 p.m. on Friday.

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, and Section 504 of the Rehabilitation Act of 1973. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Design/Illustration: Ed Huston  
Art Direction: Alana Shaw  
Photography: Andy Katz  
Typography: Horizon Graphics & Type Co.



# Noncredit Registration Form

## 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.

**It is not necessary to be a candidate for certification in order to enroll in certificate program courses.**

Please check the appropriate box for registration for candidacy to the following programs.

- Management Development Certificate Program
- Certificate in Business and Technology Leadership
- Certificate in Computer Applications
- Certificate in Commercial Design

This application signifies my intention of pursuing a course of study leading toward the program indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name as desired on certificate \_\_\_\_\_

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

### Tuition Payment by Mail

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



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

SELECTIVE SERVICE REGISTRATION CERTIFICATION

Information on Selective Service registration must be provided in order to comply with Colorado law. Male students born after December 31, 1959, must complete this form in order to be permitted to register.

I certify that I am registered with the Selective Service.

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

I am a female.

I am in the U.S. Armed Forces on active duty. (NOTE: Members of the Reserves and National Guard must register with Selective Service.)

I have not yet reached my 18th birthday. (NOTE: You must file this notice every term, if you are male, until you turn 18 and have registered with the Selective Service.)

I am age 26, or older, as of the date of the first day of classes for the term for which I am registering.

I am a non-immigrant alien lawfully admitted in the United States.

I affirm under penalty of perjury that the information presented on this form is true and complete.

(NOTE: A person may file, but shall not be required to file, a statement indicating his position as a Conscientious Objector. The filing of a Conscientious Objector Statement does not exempt one from completing this form.)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Optional Request for Non-Disclosure of Directory Information**

**Division of Continuing Education**

University of Colorado at Boulder

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right as an enrolled student to refuse disclosure of personal information such as name, address, and telephone number which has been designated "Directory Information." Please complete the appropriate section of this form if you wish to change your status designation.

I request that Directory information NOT be released. I understand that non-disclosure status will be carried forward through all terms I attend until I file a written request to remove it.

I had previously selected non-disclosure status. Change my disclosure status so that Director Information can be released.

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_



# Credit Registration Form



**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM / TERM**

Last Name	First Name	Middle Name	Former or Maiden Name

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  
 Dates \_\_\_\_\_ to \_\_\_\_\_

**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

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 .....	_____	_____
Dates 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.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Optional Request for Non-Disclosure of Directory Information**

**Division of Continuing Education**

University of Colorado at Boulder

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\_\_\_\_\_ I had previously selected non-disclosure status. Change my disclosure status so that Director Information can be released.

Student Name (Print): \_\_\_\_\_

Student #: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

***Tuition Payment by Mail***

Please send a check, payable to University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178

If using MasterCard, VISA, Discover  
enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

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

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

\_\_\_\_\_

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



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