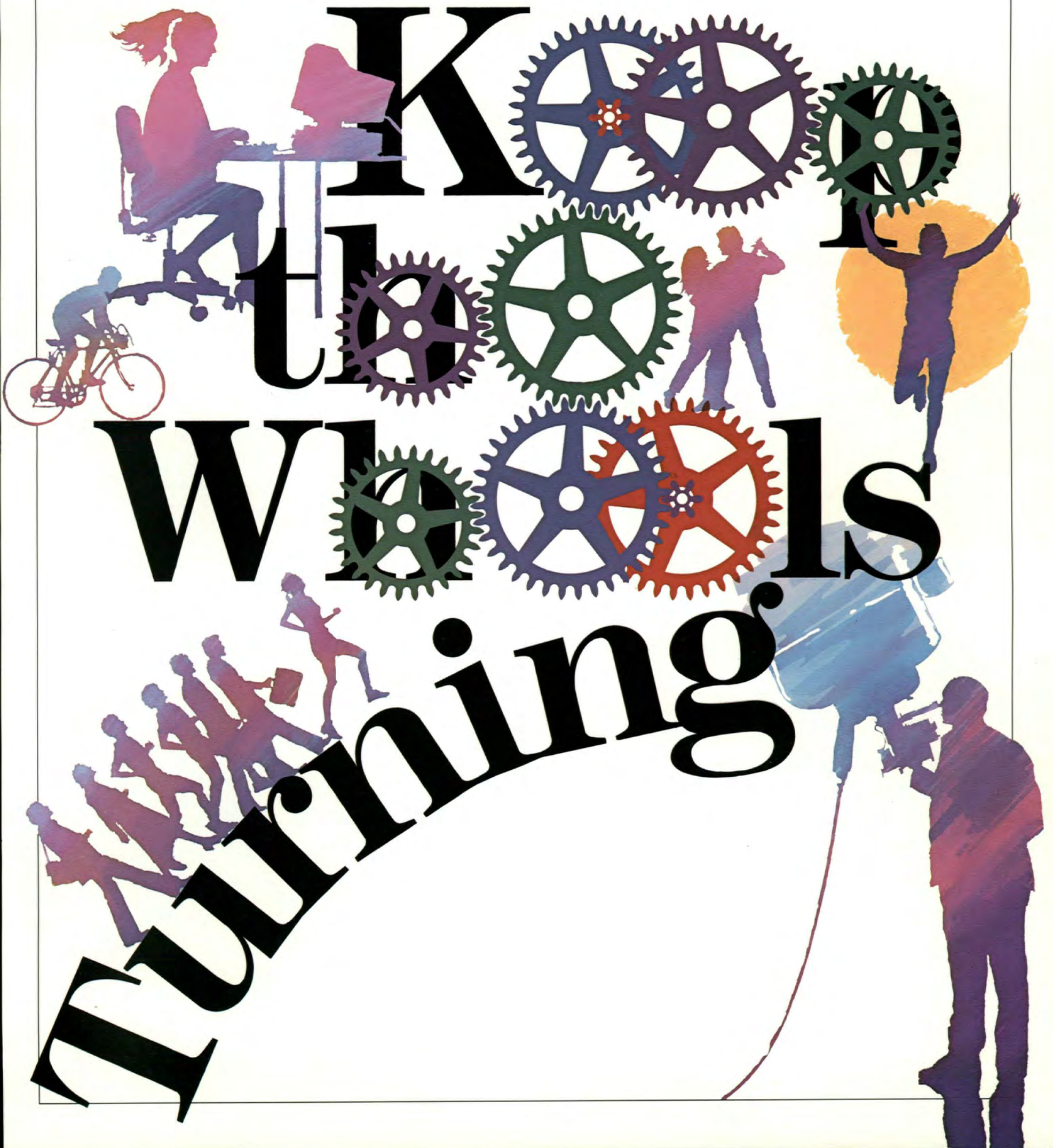


CONTINUING EDUCATION

UNIVERSITY OF COLORADO
AT BOULDER
SUMMER 1990





GEAR UP TO A SUMMER WORKOUT WITH LONG-TERM REWARDS.

Everything we do is geared to put the vast resources of the university to work for you. We know we're doing something right, because last year enrollments through Continuing Education at Boulder exceeded 26,000, an increase of 20 per cent.

We invite you to gear up this summer. Discover how good it feels to stretch your mind and exercise your imagination, even if you haven't been in school for years. The whole summer lies before you. It's time to plan.

This catalog will help. The Table of Contents identifies the programs. The Index lists specific offerings. For more help, consult a member of our staff: 492-5148.

FOUR EASY WAYS TO REGISTER

1. Phone registration is easy if you'd like to charge your noncredit or certificate courses to Visa or MasterCard. Call 492-5148 or 1-800-332-5839 with completed registration form, page 45, and charge card in hand.

2. Fax your registration. When charging a course, send page 45 for noncredit; both front and back page 47 for credit. Our fax number is (303) 492-3962.

3. Register by mail for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is enclosed and registration forms are on page 45 for noncredit and page 47 for credit.

4. Or come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday or between 8:30 a.m. and 5 p.m. on Friday.

Costs vary from class to class and tuition is listed at the end of each course description. You may pay by MasterCard, Visa, 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 at 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 your skills or acquire new ones, enhance your current career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.

Or earn an Achievement 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.

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.

Inclement 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 1-800-332-5839 if you need help or additional information. You can reach us between 8:30 a.m. and 5:30 p.m. Monday through Thursday or 5 p.m. on Friday.

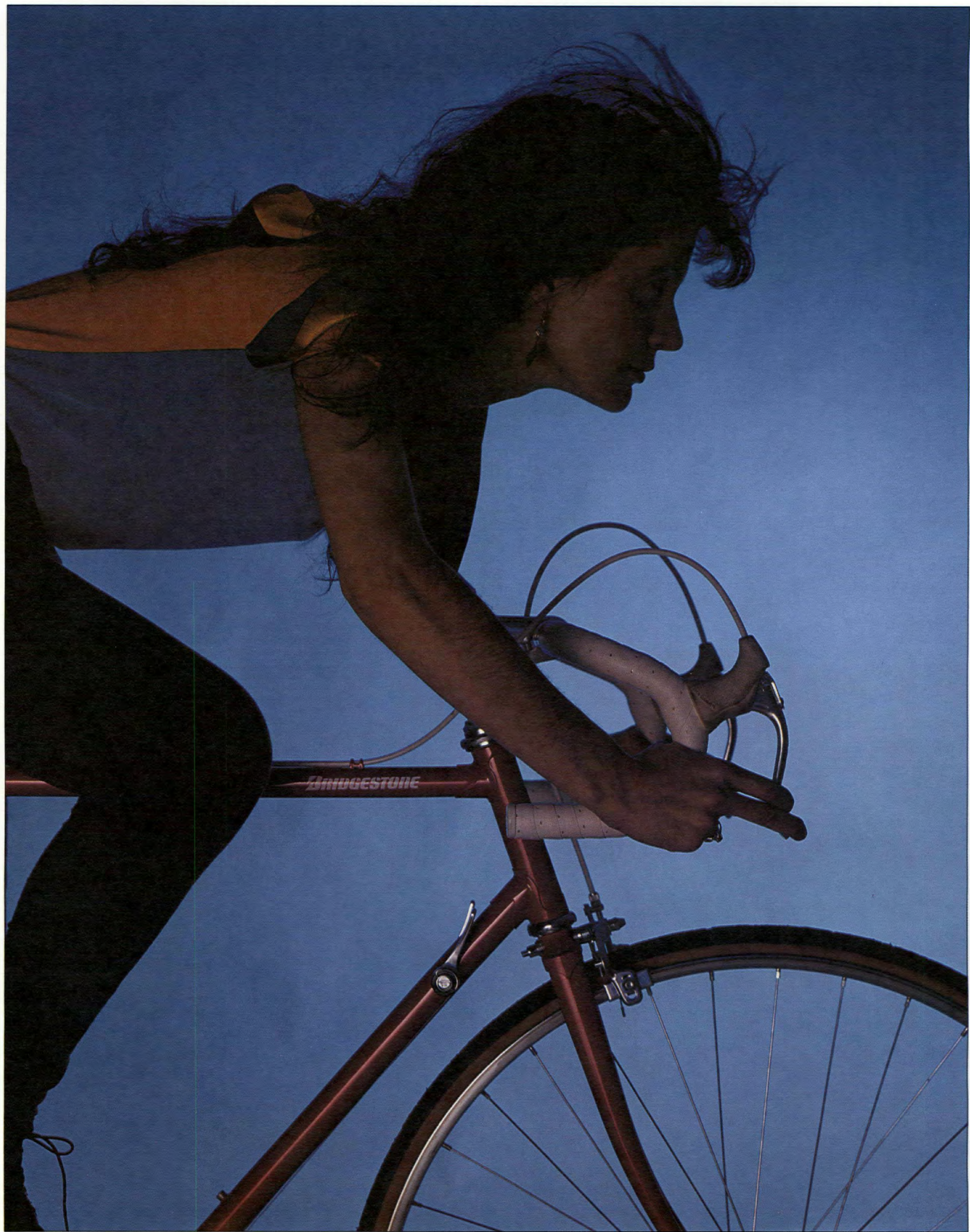


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Computer Applications Certificate Program 12
 Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.

Computer Graphics 19
 The real question is "when," not "if." When the answer is "now," come learn how to take full advantage of the computer as a design tool.

Certificate in Commercial Design 24
 Weekend workshops for novices or active professionals cover design development, marker comps, production, illustration, air brush, calligraphy, cartooning and career information.

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Come gira velocemente la ruota! Conversational Italian with Luigina Cerri is an excellent way to prepare for a special trip or just celebrate your interest in Italian culture with others who share your passion for la vita Italiana. See page 27 for details.

MAKE THE MOST OF YOUR TIME EVENING CLASSES FOR BUSY PEOPLE.

The Division of Continuing Education offers a special way for you to make the most of your time, whatever your working schedule. If there's no time for classes during the day, you can still make the most of your evenings.

You can earn full undergraduate University credit in classes with top-notch instructors. You join a diverse group of people united by their interest in personal and professional development.

You can then get started working toward the degree of your choice. Please note that each school or college will apply only a certain number of credit hours — usually 12 — toward a degree. Once you reach the maximum, the next step is applying for admission as a degree student. If you are thinking about applying to CU, please purchase a current catalogue for admission requirements, and make an appointment with a CU Admissions Advisor.

Eligibility: You need no previous college experience — just a high school diploma or a GED. Persons on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science, the College of Environmental Design, 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 \$66 per credit hour. Residency makes a difference only when you are signing up 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 to document where you've lived for the past year.

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 aren't Colorado residents, you may establish your own Colorado residency by petitioning the University for status as an emancipated minor.

If you believe your initial classification is incorrect, please feel free to discuss your status with the Classification Coordinator at 492-5148.

Tuition: Resident tuition is \$66 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 refer to Survival Tip on page 5 for more information.

Privileges: Total library services are yours once you enroll at no additional charge. As a Boulder Evening Credit student, you are also eligible for

- Membership in the Recreation Center (\$28 a semester)
- Wardenberg Student Health Services (\$20 per session)
- Hospitalization plan (\$173 a semester)
- Photo IDs (\$7 cash, checks with guarantee card, Visa, MasterCard)

If you'd like to sign up for any of these additional student benefits, simply take your registration receipt to the appropriate office.

Counseling Services: Free academic counseling is available to you if you are considering enrolling in a course. For planning your degree program, deciding on a major, considering seeking a degree at all, exploring your options, or charting an academic course, 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) or in Room 165 of the UMC. 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 dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact the Veterans Affairs Office, Room 165, University Memorial Center, or call 492-7322.

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

To Drop: To drop a credit course and to ensure that you receive any tuition refund due you, 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 June 4.

CREDIT CLASSES CALENDAR — DATES YOU SHOULD KNOW

- Monday, April 30** First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5:30 Monday through Thursday; or 5 p.m. on Fridays.

- Monday, June 4** Classes begin.
FACULTY / STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.

- Friday, June 15** LAST DAY TO REGISTER.
Withdrawals from classes after this date will appear as a "W" on student's academic record.

- Monday, June 18** Instructor's signature required to drop classes.*

- Monday, July 2** Petition required to drop classes.

- Wednesday, July 4** Holiday — No classes.

- Monday, July 30** Classes end.

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

REFUND SCHEDULE FOR CREDIT CLASSES

- 100% through June 15
- 60% June 18 through June 29
- 40% July 2 through July 16
- NONE THEREAFTER

IMPORTANT NOTE

Intensive credit classes that do not meet the full eight weeks will have different deadlines. Please call 492-5148 for specific information.

SURVIVAL TIPS

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

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

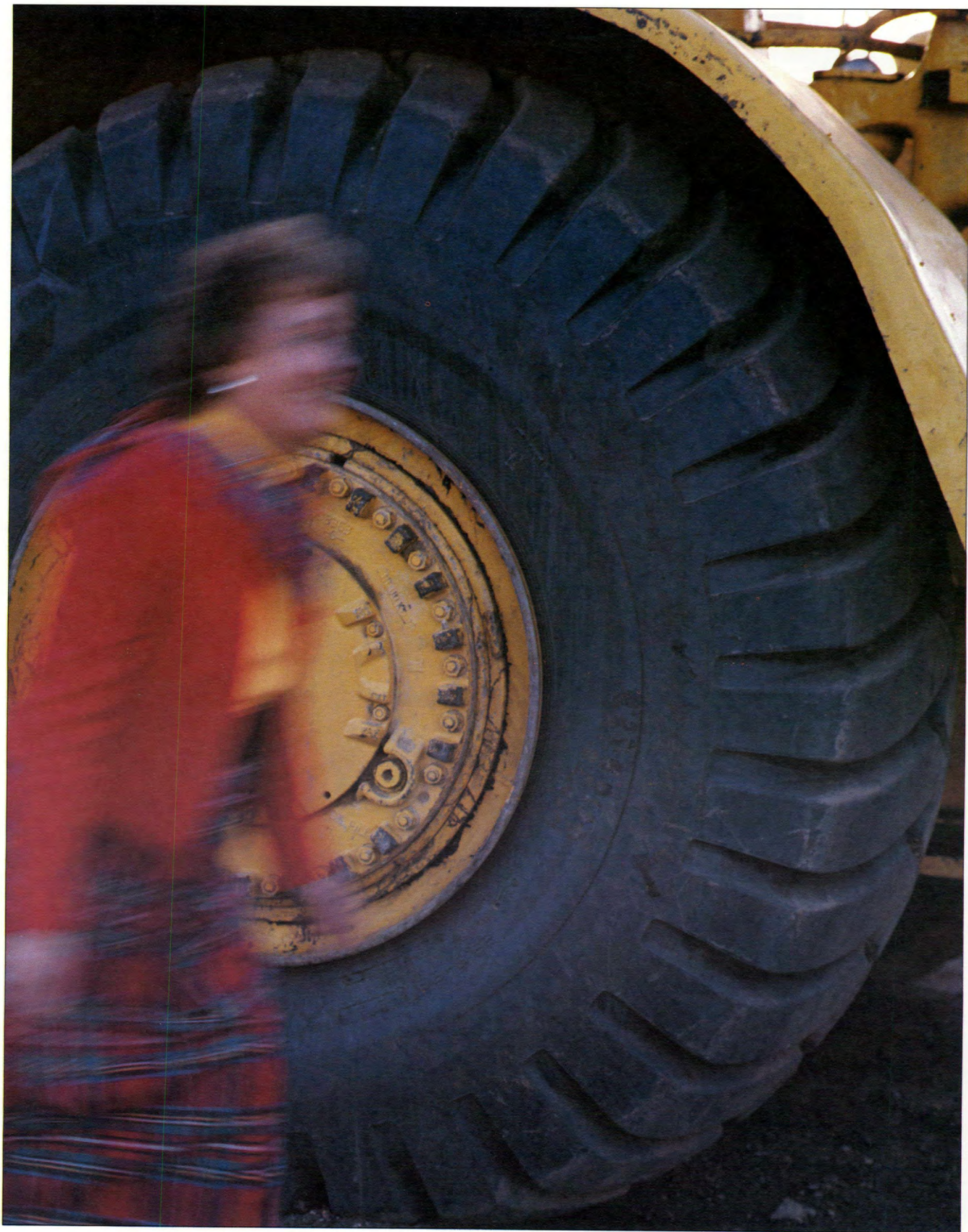
Non-Residents of Colorado are assessed tuition based on the price per semester hour and the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the resident tuition rate cited in the most recent program publication. Non-residents registering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

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

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

All tuition and refund determinations are subject to audit.





FULL TERM CLASSES BY STARTING DATE, SUMMER 1990

Dept.	Course No. & Hours	Section	Time	Location	Course Title
Monday and Wednesday Evening Courses, Begin June 4 and End July 30 (8 weeks)					
COMM	1020-3	300	6-8:30 p.m.	Education 136	Introduction to Communication
ECON	2010-3	300	5:30-8 p.m.	Economics 13	Principles of Microeconomics
ENGL	1600-3	300	6-8:30 p.m.	Education 143	Masterpieces of American Literature
ENGL	3152-3	300	5:30-8 p.m.	ECCR 1-01	Report Writing
GEOG	1982-3	300	6-8:30 p.m.	Guggenheim 2	World Regional Geography
KINE	3420-3	300	6:30-9 p.m.	Ekeley E1B50	Nutrition and Health
MATH	1011-3	300	6:30-9 p.m.	ECCR 1-42	Fundamentals and Techniques of College Algebra
PSYC	4456-3	300	6-8:30 p.m.	Biosciences E432	Psychology of Personality
Tuesday and Thursday Evening Courses, Begin June 5 and End July 26 (8 weeks)					
COMM	2030-3	300	6-8:30 p.m.	Education 136	Interpersonal Communication
COMM	2200-3	300	6-8:30 p.m.	Ketchum 118	Public Speaking
ECON	2020-3	300	5:30-8 p.m.	Economics 13	Principles of Macroeconomics
ENGL	1200-3	300	5:30-8 p.m.	ECCR 1-01	Introduction to Fiction
GEOG	1992-3	300	6-8:30 p.m.	Guggenheim 2	Introduction to Human Geography
JOUR	1001-3	300	5:30-8 p.m.	Economics 205	Contemporary Mass Media
MATH	1021-2	300	6-7:45 p.m.	ECCR 1-30	Numerical and Analytical College Trigonometry
PHIL	1000-3	300	6:30-9 p.m.	Ketchum 234	Introduction to Philosophy
PSYC	1001-3	300	6:30-9 p.m.	Education 143	General Psychology
PSYC	4303-3	300	6-8:30 p.m.	Biosciences E432	Abnormal Psychology
Monday, Tuesday and Wednesday Evening Course, Begins July 9 and Ends August 1 (4 weeks)					
FILM	3501-3	100	5-9 p.m.	Ketchum 235	Production Management

SURVIVAL TIPS

Important Information for Arts and Sciences Students

Students enrolling on the Boulder Campus for the first time in Summer 1990 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.

Business forecasters suggest that a good command of written communications may increase your annual earning power by \$10,000 or more in the 1990s. Pat Thompson teaches Report Writing to students who want to learn how to write more clearly and concisely — and more easily.

Communication

*Communication 1020-3 Introduction to Communication

Introduction to concepts and related skills that define communication in a variety of face-to-face contexts. Topics include models of communication, meaning, content/relationships, formal gathering, intimacy, and group programs.

Section 300:
Mondays and Wednesdays,
6-8:30 p.m., Education 136. \$198.

*Communication 2030-3 Interpersonal Communication

Emphasizes personal aspects of communication. Central topics include choice making, choice attribution, risk taking, personal knowledge, creativity, and alternative kinds of interpersonal relationships. Increased self-awareness, understanding of interpersonal relationships, and improvement of interpersonal skills are dominant goals.

Section 300:
Tuesdays and Thursdays,
6-8:30 p.m., Education 136. \$198.

Communication 2200-3 Public Speaking

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

Section 300:
Tuesdays and Thursdays, 6-8:30 p.m.,
Ketchum 118. \$198.

Economics

*Economics 2010-3 Principles of Microeconomics

Study 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.

Section 300:
Mondays and Wednesdays,
5:30-8 p.m., Economics 13. \$198.

*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. Suggested prerequisite, High School Algebra. Approved for Arts and Sciences Core Curriculum: Contemporary Societies.

Section 300:
Tuesdays and Thursdays, 5:30-8 p.m.,
Economics 13. \$198.

English

*English 1200-3 Introduction to Fiction

Introduction to the novel, novella, and short story, including works from the nineteenth and twentieth centuries, as well as contemporary authors. Focus will be on reading, class discussions, and the development of basic critical approaches to fiction. Authors will include European, Latin American, and Russian writers in addition to American.

Section 300:
Tuesdays and Thursdays, 5:30-8 p.m.,
Engineering Center CR 1-01. \$198.

*English 1600-3 Masterpieces of American Literature

Introduces students to a range of representative major works of American literature, with emphasis on works written before the twentieth century. Approved for Arts and Sciences Core Curriculum: Literature and the Arts.

Section 300:
Mondays and Wednesdays, 6-8:30 p.m.,
Education 143. \$198.

English 3152-3 Report Writing

Report Writing is a practical course which emphasizes on-the-job report writing. Topics will cover the writing process, writing to specific audiences, organizing content and preparing effective business letters, including resumes. Course requirements include weekly practical exercises with the emphasis on the student writing and evaluating sample reports as well as researching a final paper. The format of the class, a combination of lecture, discussion and evaluation, will sharpen the student's ability to write with ease and clarity.

Section 300:
Mondays and Wednesdays, 5:30-8 p.m.,
Engineering Center CR 1-01. \$198.

Film

Film Studies 3501-3 Production Management

Designed to increase production skills while cutting production costs, this course familiarizes students with principles of management techniques and methodologies which have been specifically developed for the Film and Television Industry. Emphasis is placed on the technique of Script Breakdown and Production Boarding as the central tool in Production Management and problem solving. The course is addressed to students interested in careers in the Entertainment Industry, Independent Features, Documentaries, Industrials and Educational film making. Prerequisite, FILM 3563-3 or consent of instructor.

Section 100:
July 9-August 1, Mondays, Tuesdays and
Wednesdays, 5-9 p.m.,
Ketchum 235. \$206.

SURVIVAL TIPS

*For students who graduated from high school before May, 1988 this course will partially satisfy Arts and Sciences College List requirements. Please see an advisor.



Geography

* Geography 1982-3 World Regional Geography

Using the interrelated concepts of population, urbanization, trade resources, and development as an organizing framework, the world's regions are geographically analyzed and placed in global perspectives.

Section 300:
Mondays and Wednesdays, 6-8:30 p.m.
Guggenheim 2. \$198.

* 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.

Section 300:
Tuesdays and Thursdays, 6-8:30 p.m.,
Guggenheim 2. \$198.

Journalism

Journalism 1001-3 Contemporary Mass Media

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

Section 300:
Tuesdays and Thursdays, 5:30-8 p.m.,
Economics 205. \$198.

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.

Section 300:
Mondays and Wednesdays, 6:30-9 p.m.,
Ekeley EIB50. \$198.

Mathematics

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.

Section 300:
Mondays and Wednesdays, 6:30-9 p.m.,
Engineering Center CR 1-42. \$198.

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.

Section 300:
Tuesdays and Thursdays, 6-7:45 p.m.,
Engineering Center CR 1-30. \$132.

Philosophy

* Philosophy 1000-3 Introduction to Philosophy

Introduction to fundamental questions of philosophy. Approved for Arts and Sciences Core Curriculum: Ideals and Values.

Section 300:
Tuesdays and Thursdays, 6:30-9 p.m.
Ketchum 234. \$206.

Not Attending
Classes Does Not Mean
You Have Withdrawn.

Psychology

* Psychology 1001-3 General Psychology

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

Section 300:
Tuesdays and Thursdays, 6:30-9 p.m.,
Education 143. \$198.

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.

Section 300:
Tuesdays and Thursdays, 6-8:30 p.m.,
Biosciences E432. \$198.

Psychology 4456-3 Psychology of Personality

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

Section 300:
Mondays and Wednesdays, 6-8:30 p.m.,
Biosciences E432. \$198.



SURVIVAL TIPS

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

TARGETED LEARNING FOR PROFESSIONAL GROWTH. MANAGEMENT DEVELOPMENT

This Certificate Program has been designed to develop management skills for people who aspire to management positions or who wish to increase their expertise in management. There are no prerequisites for courses, and any person interested may enroll. You need not be working toward certification. Any course enrollment immediately registers you in the Certificate Program. In the competitive market, the people most likely to succeed are those with a thorough knowledge of a wide range of management areas. This program develops expertise in the basic and most useful areas of management. New courses are added regularly; several are offered more than once a year.

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private businesses or consulting firms. They are chosen for their special knowledge in the subject area and their proven teaching skills. Courses are not overly technical nor purely theoretical. All subject matter is presented in a format that participants can relate directly to their professions.

Professional Development Program Certificates and Continuing Education Units are awarded for attendance at any of the courses. This attendance certification is determined by the course instructor. One Continuing Education Unit (CEU) represents 10 hours of university or college-level course participation and is a nationally recognized standard. The number of CEUs awarded in a course is listed with the course description, and follows this 10:1 ratio.

The completed **Management Certificate of Achievement** is awarded upon successful completion of courses (and equal to 10 CEUs or 100 hours of instruction) taken through the Management Development Program, Division of Continuing Education, University of Colorado at Boulder. Students are responsible for notifying the Division of Continuing Education when they have completed the requirements for the Management Certificate of Achievement. A transcript of courses is available without fee upon request.

Course tuitions are listed at the end of each course description. Please note that refunds are given only before the start of a course, none after.

Locations are listed at the end of each course.

All questions concerning the program, including your current status toward earning the Achievement Certificate, may be answered by calling the Division of Continuing Education at 492-5148 (or call outside the Denver Metro dialing area, 1-800-332-5839).

MANAGEMENT DEVELOPMENT COURSES BY STARTING DATE

Date	Number	Section	Course	Faculty
Monday, June 4	MDCP 406	10B	Effective Public Speaking and Presentation Techniques	Donald O. Marcotte
Saturday, June 9	MDCP 403	10B	Basic Skills for the New Supervisor	Charles A. Rice
Tuesday, June 12	MDCP 452	10B	Technical Writing Seminar	Mike Gannon
Wednesday, June 13	MDCP 431	10B	Practical Skills in Conflict Resolution	Linda Clark
Saturday, June 23	MDCP 407	10B	Understanding Individual Differences	Charles A. Rice
Monday, July 9	MDCP 402	10B	The Art of Persuasion	Donald O. Marcotte
Tuesday, July 10	MDCP 418	10B	Time Management	Dora B. Johnson
Saturday, July 14	MDCP 404	10B	Building Productive Work Teams	Charles A. Rice
Saturday, July 28	MDCP 415	10B	Managerial Creativity	Charles A. Rice



Management Development

MDCP 402 The Art of Persuasion

Although the exercise of persuasion can yield either positive or negative results, this course will focus on the positive aspects of persuasion. The participants will be introduced to persuasion techniques that will help them achieve positive goals in their everyday dealings with others in social and business situations. The course content is comprised of both lecture and student role play.

Donald O. Marcotte, M.B.A. in Management, Instructor with Small Business Association, and past area governor for Toastmasters International.

Section 10B:
Mondays, July 9-30, 6:30-9 p.m.
4 sessions. 1 CEU. Duane Physics G116. \$83.

MDCP 403 Basic Skills for the New Supervisor

This workshop is designed for individuals new to management or developing skills to prepare for a management position. Information will be provided about:

- Basic principles of supervision
- Leadership skills and team building
- Effective communication
- Problem solving and handling conflict
- Employee development and discipline
- Motivation techniques

Charles A. Rice, M.B.A., Management, University of Denver. President of IMPOD, a management consulting firm. Instructor at University of Colorado at Denver.

Section 10B:
Saturdays, June 9 and 16, 8 a.m.-1 p.m.
2 sessions. 1 CEU. Business 250. \$83.

MDCP 404 Building Productive Work Teams

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, problems and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, the behavior sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this teambuilding workshop is to increase the flow of useful information throughout the organization to achieve business goals.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD, a management consulting firm. Instructor at University of Colorado at Denver.

Section 10B:
Saturdays, July 14 and 21, 8 a.m.-1 p.m.
2 sessions. 1 CEU. Business 250. \$83.

MDCP 406 Effective Public Speaking and Presentation Techniques

Effective oral communication makes it possible for us to achieve greater personal goals than we could otherwise imagine. This course is designed for anyone wishing to improve his or her verbal communication skills. It will help the participant develop the ability to confidently and effectively present ideas and opinions in any business, social, or interpersonal setting. The course format is lecture and lab. The goal is to give each participant at least one presentation opportunity each course period.

Donald O. Marcotte, M.B.A. in Management. Past area governor for Toastmasters International. Instructor with Small Business Association.

Section 10B:
Mondays, June 4-25, 6:30-9 p.m.
4 sessions. 1 CEU. Duane Physics G116. \$83.

MDCP 415 Managerial Creativity

This intensive seminar/workshop will present two sides of creativity. First, how to be more creative in your managerial performance and, second, how to develop a working environment that fosters and nurtures the individual and collective creativity of your people. Topics will include: creative opportunity analysis, stimulating creative approaches to both problems and opportunities, and creatively analyzing the negative consequences of alternatives in a constructive manner. This seminar/workshop will be heavily experiential.

Charles A. Rice, M.B.A., Management, University of Denver, President of IMPOD, a management consulting firm, Instructor at University of Colorado at Denver.

Section 10B:
Saturdays, July 28 and August 4, 8 a.m.-1 p.m.
2 sessions. 1 CEU. Business 250. \$83.

MDCP 431 Practical Skills in Conflict Resolution

Have you considered the toll that daily tensions and conflicts take on your staff's performance and morale? Personal upsets and confusion, burnout, supervisor-supervisee friction and interdepartmental rivalry represent conflicts that lead to loss of perspective, enthusiasm and production. Yet even highly disruptive conflict can be gracefully transformed into distinct progress and rich interactions. Learn the AFDA model of Awareness, Forgiveness, Decision and Action that will help prevent and resolve conflicts with creative problem solving.

Linda Clark, M.S.W., Consultant and Trainer for The AFDA Group Inc., Evergreen Consultants in Human Behavior.

Section 10B:
Wednesdays, June 13-27,
6:30-9:30 p.m. 3 sessions. 9 CEUs.
Porter Biosciences E113. \$74.

MDCP 452 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 material, 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., Author

Section 10B:
Tuesdays, June 12-July 10, 6:30-9 p.m.
5 sessions. 1.2 CEUs. Education 134. \$103.

MDCP 418 Time Management

This workshop examines you and your style of managing "in time," and gives you practical techniques to have enough time. The session helps you with outside (linear) techniques based on your time management profile (11 different aspects checked). Also, inside (non-linear) activities are included such as using color, sound, humor, cycles, choice and images to manage your work within your time. This time management workshop is different than any you have attended or heard about because it focuses on managing "in time" through both inside (non-linear or creative) and outside time management. This activity-oriented session will assist you to better manage in time — in fact you will be using the techniques before you ever leave the room. *Time Management Profile* is available at University Bookstore and Colorado Bookstore.

Dora B. Johnson, Ed.D., President, The Baldwin Center, a team leadership training firm.
Section 10B:
Tuesdays, July 10-24, 6-9 p.m.
3 sessions. 9 CEUs. Duane Physics 0041. \$74.

MDCP 407 Understanding Individual Differences

This course will provide participants with practical strategies for communicating more effectively, selecting individuals for synergistic work teams, resolving conflicts, and managing the human resource more effectively through a deeper understanding of individual differences. Managers, supervisors, and sales personnel will gain powerful insights into human personality that will allow them to relate more productively to a wide range of individual differences.

Charles A. Rice, M.B.A., Management, University of Denver; President of IMPOD, a management consulting firm. Instructor at University of Colorado at Denver.

Section 10B:
Saturday, June 23, 8 a.m.-5 p.m.
1 session. 1 CEU. Business 250. \$83.



HERE AND NOW. THE COMPUTER AGE AND YOU. COMPUTER APPLICATIONS

Personal computers and increasingly automated offices have dramatically changed the way we do business. Today, computer literacy is nearly as vital as the ability to read. Understanding how computers can work for you will give you timely skills for today's marketplace while preparing you to cope with tomorrow's world as well.

Becoming familiar with computers opens new avenues in your personal as well as your professional development. You can instantly access a world of information. There's a new level of creativity to be found with computerized graphics and computer-aided design. And adventures in connections with personal telecommunications and local area networks. You can get to know word processing, explore new ways to manage data or apply the computing power to financial questions — your own, or your organization's.

These user-friendly courses won't turn you into a programmer — although you'll have a chance to learn the basics. The goal is to help you become an up-to-the-minute computer user with practical skills to help you keep pace with the information age.

Here's your opportunity to learn this new technology in a supportive environment. Your turn to ask the questions you've been wondering about. Your chance to gain hands-on experience and hone the skills you need to gain computer confidence. Whether it's becoming comfortable with a PC or moving to the leading edge of information technology, you decide how far you want to take this program.

Certificate in Computer Applications

Participating in the Certificate in Computer Applications program doesn't require a special application or commitment. You may take courses at any time and a record of your participation is maintained and available to you at any time. You may earn a Certificate in Computer Applications in roughly three or four semesters, but you needn't complete it in any given length of time. The requirements are straightforward:

A. Four core required courses:

1. Computer Literacy*
2. Concepts of Data Processing and Information Technology**
3. Computer Applications 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 if you plan on achieving the Certificate. 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).

**Effective Fall, 1989 and later.

Computer Graphics, Computer Aided Design, Desktop Publishing

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

For detailed descriptions of all computer graphics and desktop publishing courses, see page 20 in this catalogue.

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.



This symbol means you might need to share a computer with another student for a particular course. Most courses provide one computer per student.

Details on access to computers outside of regular class time and the how-tos of software checkout or hard disk access are given at class.

Only preregistered students may attend class.

Tuition and Refunds

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

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, 1-800-332-5839.



The computer age is here. If you feel you're spinning your wheels trying to get the kind of help you need, take a look at this summer's course offerings. Instructors Scott Dixon (left) and Bob Carlisle can help you gear up.

COMPUTER APPLICATIONS COURSES BY STARTING DATE, SUMMER 1990

Date	Number	Section	Course	Faculty
Monday, June 4	CCA 120	101	Introduction to the IBM and Compatible Personal Computer	Valerie Parker
Monday, June 4	CCA 105	101	Introduction to the Macintosh	Scott Dixon
Monday, June 4	CAD 311	100	Beginning Computer Aided Design	Dan Myers
Tuesday, June 5	CCA 100	100	Computer Literacy	Bob Carlisle
Tuesday, June 5	CCA 380	101	Beginning WordPerfect Word Processing	Peggy Purvis
Tuesday, June 5	CAD 322	101	Computer Aided Design: Level I	David Claflin
Wednesday, June 6	CCA 330	101	Beginning Using Lotus 1-2-3	Nancy VanWechel
Wednesday, June 6	CCA 378	101	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Thursday, June 7	CAD 322	102	Computer Aided Design: Level I	Sharon Blender
Thursday, June 7	CCA 340	100	Computer Application Systems Overview	Liz Anthony
Saturday, June 9	CCA 339	100	Lotus 3.0 Upgrade Seminar	Nancy VanWechel
Monday, June 11	CCA 380	102	Beginning WordPerfect Word Processing	Nancy VanWechel
Monday, June 11	CCA 300	100	BASIC Programming	Samten J. Nagarajan
Wednesday, June 13	CCA 120	102	Introduction to the IBM and Compatible Personal Computer	Valerie Parker
Wednesday, June 13	CCG 351	101	Computer Graphics Art I	Pat Lehman
Thursday, June 14	CCA 120	103	Introduction to the IBM and Compatible Personal Computer	Valerie Parker
Thursday, June 14	CCA 370	100	Database Management: Applying dBase III/IV	Clyde Getty
Thursday, June 14	CCG 371	101	Introduction to Aldus Pagemaker on the Macintosh	Viki Mann
Saturday, June 16	CCG 377	100	Introduction to Pagemaker Desktop Publishing on the IBM PC	Bruce Frehner
Saturday, June 16	CCA 330	102	Beginning Lotus 1-2-3	Nancy VanWechel
Saturday, June 16	CCA 200	101	Using MS-DOS	Peggy Purvis
Saturday, June 16	CCG 356	100	Macintosh Computer Art	Tim Meehan
Monday, June 18	CAD 322	103	Computer Aided Design: Level I	Dan Myers
Tuesday, June 19	CCA 320	100	Introduction to C Programming	Carol J. Meier
Wednesday, June 20	CCA 360	100	Introduction to UNIX	Carol J. Meier/ Geoff Thompson
Wednesday, June 20	CAD 322	104	Computer Aided Design: Level I	Philip M. Kreiker
Saturday, June 23	CCA 200	102	Using MS-DOS	Peggy Purvis
Tuesday, June 26	CCA 200	103	Using MS-DOS	Peggy Purvis
Saturday, June 30	CCA 380	103	Beginning WordPerfect Word Processing	Peggy Purvis
Saturday, June 30	CCG 387	100	Ventura Desktop Publishing	Bruce Frehner
Saturday, June 30	CCA 215	100	Introduction to HyperCard	Greg McArthur
Monday, July 2	CCA 330	103	Beginning Using Lotus 1-2-3	Dennis Taylor
Thursday, July 5	CCA 331	100	Introduction to Local Area Networks (LANS)	Valerie Parker
Saturday, July 7	CCG 371	102	Introduction to Aldus Pagemaker on the Macintosh	Juliana Packer
Monday, July 9	CCA 201	100	Applying Microsoft Works on the Macintosh	J. Burke Taft
Tuesday, July 10	CCA 105	102	Introduction to the Macintosh	Scott Dixon
Wednesday, July 11	CCA 382	101	Intermediate WordPerfect	Nancy VanWechel
Wednesday, July 11	CCA 336	100	Excel Spreadsheet on the Macintosh	J. Burke Taft
Thursday, July 12	CAD 333	101	Computer Aided Design: Level II	Philip M. Kreiker
Saturday, July 14	CCA 330	104	Beginning Using Lotus 1-2-3	Nancy VanWechel
Saturday, July 14	CCA 200	104	Using MS-DOS	Peggy Purvis
Tuesday, July 17	CAD 322	105	Computer Aided Design: Level I	David Claflin
Thursday, July 19	CCA 372	100	Advanced dBase III/IV Applications	Clyde Getty
Thursday, July 19	CAD 333	102	Computer Aided Design: Level II	Sharon Blender
Saturday, July 21	CCA 382	102	Intermediate WordPerfect	Peggy Purvis
Saturday, July 21	CCA 327	100	Introduction to C++ Programming	Tom Cargill/Carol J. Meier
Saturday, July 21	CCG 358	100	Beginning Animation on the Macintosh	Bob Bruce
Wednesday, July 25	CCA 230	100	Introduction to Harvard Graphics	Samten J. Nagarajan
Thursday, July 26	CCA 378	102	Beginning Microsoft Word on the Macintosh	Steven A. Johnson
Thursday, July 26	CAD 330	100	AutoCAD Perspective and Application	Philip M. Kreiker
Saturday, July 28	CCA 332	101	Intermediate Lotus 1-2-3	Nancy VanWechel
Saturday, July 28	CCG 361	100	Computer Graphic Art: Level II	Pat Lehman
Tuesday, July 31	CCA 203	101	Advanced DOS	Nancy VanWechel
Wednesday, August 1	CCA 384	100	Advanced WordPerfect	Nancy VanWechel
Saturday, August 4	CCA 332	102	Intermediate Lotus 1-2-3	Nancy VanWechel
Saturday, August 4	CCG 373	100	Quark XPress Desktop Publishing	Tim Meehan
Saturday, August 11	CCA 334	100	Advanced Lotus 1-2-3	Nancy VanWechel
Saturday, August 11	CCG 386	100	Advanced Pagemaker Desktop Publishing on the IBM	Bruce Frehner
Monday, August 13	CCA 325	100	Intermediate C Programming	Carol J. Meier
Saturday, August 18	CCA 203	102	Advanced DOS	Nancy VanWechel
Saturday, August 18	CCG 357	100	Advanced Macintosh Computer Art	Michael Nash
Monday, August 20	CCA 364	100	Intermediate UNIX	Carol J. Meier/ Geoff Thompson
Thursday, August 23	CAD 345	100	Computer Aided Design: Level III	Philip M. Kreiker

Skill Level Guide

A Guide to Computer Applications Recommended Courses' 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



Introductory course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, understanding computer jargon, how computers influence our changing society, and active demonstrations of applied computer technology. Time will be made available for lots of hands-on experience, learning some simple programming skills using different computer systems, and experiencing a wide variety of popular computer applications. Three sessions are spent on IBM PC's, three on Apple's Macintosh, and one on the campus VAX (mainframe) system. After the course, spreadsheet, word processing, data base, and communication applications will be familiar concepts to you. This course is a beginner's prerequisite for other courses, as basic terminology and beginners' skills are not extensively covered in all courses.

Beginner

Bob Carlisle, M.A.

Section 100:

Tuesday, June 5, 6:30-8:30 p.m. plus lab sessions. Please indicate lab section preference (10A or 10B) at registration:

Lab Section 10A:

Tuesdays, June 12-July 24, 6-8 p.m.

Lab Section 10B:

Tuesdays, June 12-July 24, 8-10 p.m.

8 sessions, 1.6 CEUs. University 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 session. \$96.

CCA 105 Introduction to the Macintosh

This hands-on class is designed to introduce you to the Macintosh system and its use as a productive tool. Topics include system management, graphics applications, and practical yet extensive business options. This comprehensive course provides a great overview of the friendly yet sophisticated Macintosh system, for the beginner or the user who wants full utility from the Macintosh. Some time will be dedicated at the end of the course to demonstrate advanced business and personal applications.

Beginner

Scott Dixon, M.A.

Section 101:

Mondays, June 4-July 2

Section 102:

Tuesdays, July 10-August 7.

Both Sections: 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Fine Arts CIB53. \$96.

CCA 120 Introduction to the IBM and Compatible Personal Computers



This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. This course is conducted on IBM and IBM compatible microcomputers and enrollment is strictly limited. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC hardware and are new to computing. Course will also provide a fundamental overview of new Personal System 2 (PS/2) hardware and Operating System 2 (OS/2) software features.

Beginner

Valerie Parker, M.Ed.

Section 101:

Mondays, June 4-18.

Section 102:

Wednesdays, June 13-27.

Section 103:

Thursdays, June 14-28.

All Sections: 6:30-9:30 p.m., 3 sessions, 9 CEUs. Macky 3D. \$75.

Programming

CCA 300 BASIC Programming

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, *BASIC: Fundamentals and Styles*, by Quasney and Maniotes, is available at the University Book Center, UMC 10.

Novice

Samten J. Nagarajan, B.A.

Section 100:

Mondays, June 11-July 30, 6:30-9:30 p.m.

8 sessions, 2.5 CEUs. Ramley Biology N1B68. \$160.

CCA 320 Introduction to C Programming

This course will teach programmers the fundamentals of C programming. We will cover data types, control structures, functions and parameter passing, program structure, separate compilation, the preprocessor, arrays, strings, pointers and structures. Course includes computer access, lectures, discussions, and demonstrations. Some programming experience is required as C is not a beginner's language. Fluency in almost any language is adequate, although ALGOL, Pascal, or a similar language is preferable. This seminar is designed for those who wish to cover large amounts of information in a condensed, fast-paced format. Especially helpful for programmers, software engineers, or anyone developing applications with portability in mind. Recommended text is *The C Programming Language*, by Kernighan and Ritchie, available at the University Book Center, UMC 10.

Intermediate

Carol J. Meier, M.S.

Section 100:

Tuesdays, June 19-August 7, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

University Computing Center 123. \$235.



Programming — cont.

CCA 325 Intermediate C Programming

This course is designed to follow Introduction to C Programming. We will continue to explore pointers and structures. We will discover the standard C library (I/O, string manipulations, and dynamic memory management), learn how to handle command line arguments and the environment, harness the power of the preprocessor, and look at advanced data structures like bit fields, enumerations and unions. Style, readability, performance and portability will be emphasized throughout the course. Some experience with C is required as we will only briefly review its basic features. Anyone having difficulty understanding specific topics in C (pointers, structures, command line arguments...) will find it an effective way to master these areas. Recommended text is *The C Programming Language*, by Kernighan and Ritchie, available at the University Book Center, UMC 10.

Specialized

Carol J. Meier, M.S.

Section 100:

Monday-Friday, August 13-17, 8:30 a.m.-12:30 p.m.

5 sessions, 2.1 CEUs.

University Computing Center 123. \$235.

CCA 327 Introduction to C++ Programming

C++ is an extension of C that supports "object-oriented programming." The course presents the essential new language feature, the *class*, an extension of C's *struct*. Class member functions, constructors, and destructors are followed by class inheritance and virtual functions. These provide the basic mechanisms for object-oriented programming. These functions include: function

overloading, default arguments, function prototypes, constants, and in-line functions. Perhaps more importantly, the course will cover what not to use and what features to avoid.

Intermediate

Tom Cargill, Ph.D. and Carol J. Meier, M.S.

Section 100:

Saturdays, July 21 & 28, 9 a.m.-4:30 p.m.

2 all-day sessions. 1.4 CEUs.

University Computing Center 123. \$210.

Systems

CCA 340 Computer Systems Overview

This intermediate course offers the students a comprehensive review of computer information systems, including hardware, software, applications for Office Automation and information management on an industry wide scale. Customer requirements which impact the Office Automation marketplace will be analyzed. Emphasis will be on current market trends.

Intermediate

Liz Anthony, B.S.

Section 100:

Thursdays, June 7-July 19, 6:30-9:30 p.m.

7 sessions, 2 CEUs. Business 104. \$150.

CCA 200 Using MS-DOS

This course is designed to give students a working knowledge of DOS commands for file management for the intermediate user. Prerequisite for this course is Computer Literacy (CCA 100) or Introduction to the IBM and compatible Personal Computer (CCA 120), or other equivalent experience. The 3 major areas of study are: DOS commands such as copy, delete, disk format, and other practical commands; hard (fixed) disk commands to create, remove, and backup directories; introduction to batch files. Please bring a double-sided/double-density 5¼ inch diskette to class so that you can keep your example files.

Intermediate

Peggy Purvis.

Section 101: Saturday, June 16.

Section 102: Saturday, June 23.

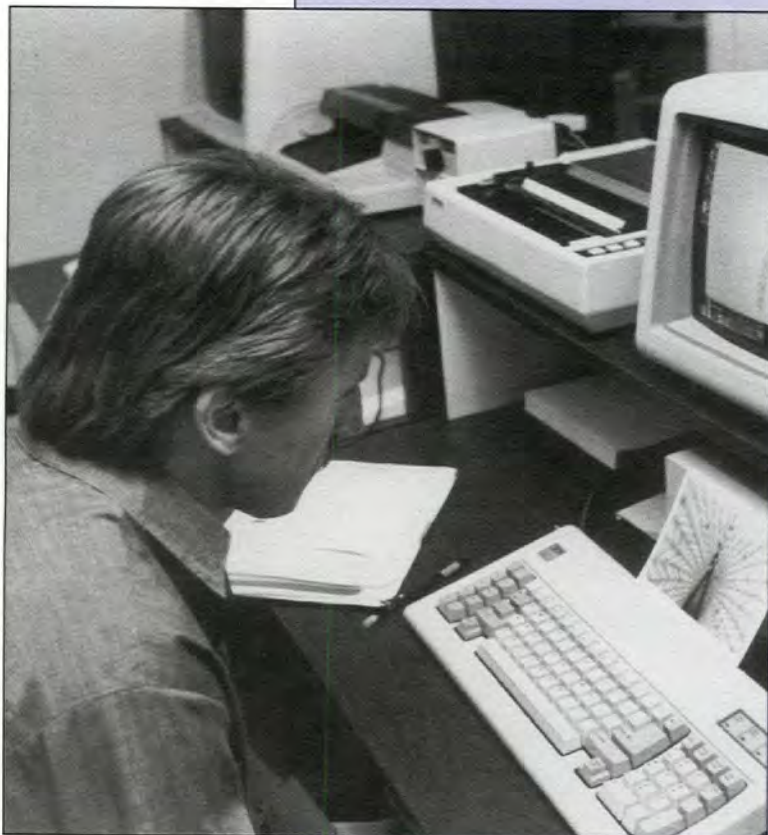
Section 103: Tuesdays, June 26 and July 3, 6:30-9:45 p.m. (Two sessions this Section only)

University Computing Center 114

Section 104: Saturday, July 14.

All Sections (except 103): 9 a.m.-5 p.m.

One all-day session, .7 CEU's. Macky 3-D. \$85.



CCA 203 Advanced DOS

This course is structured in three sections:

- creating your own commands
- taking control of your system
- creating "smart" commands

The first two sessions encompass I/O redirection, pipes, and filter commands that allow customizing DOS. The last session gives control over the way DOS carries out commands you build into a batch file. These commands allow you to develop other powerful commands tailored to your specific needs. Prerequisite is Using MS DOS course (CCA 200) or comparable skill level.

Intermediate

Nancy VanWechel, M.B.A.

Section 101:

Tuesdays, July 31-August 14, 6:30-9 p.m., 3 sessions.

Section 102:

Saturday, August 18, 9 a.m.-4:30 p.m., 1 all day session.

Both Sections: .7 CEUS.

University Computing Center 114. \$85

CCA 360 Introduction to UNIX

This course is designed to give students a comfortable working knowledge of the UNIX operating system. Topics include the file system structure, editing, basic and common commands, conventions, and shell features no one should be without! Both Berkeley and AT&T UNIX will be presented. The format combines lecture, demonstration, hands-on exercises, discussion and fun! Intended for people with 0 to 6 months UNIX experience; whether just curious about UNIX, deciding whether to use it, or already beginning to use it.

Intermediate

Carol J. Meier, M.S. and Geoff Thompson, M.S.

Section 100:

Wednesdays, June 20-August 8, 6:30-9:30 p.m.

7 sessions, 2.1 CEUs.

University Computing Center 123. \$235.

CCA 364 Intermediate UNIX

This course will pick up where Introduction to UNIX leaves off. We will continue with more advanced shell features and many more amazing commands. Several sessions will be spent on shell programming with plenty of examples. Both Bourne and C shells will be discussed. If you've ever needed to write a shell script but weren't sure how to start, or didn't know if an appropriate command already existed, you will find this a valuable course!

Specialized

Carol J. Meier, M.S. and Geoff Thompson, M.S.

Section 100:

Monday-Friday, August 20-24, 8:30 a.m.-12:30 p.m.

5 sessions, 2.1 CEUs.

University Computing Center 123. \$235.

**CCA 331
Introduction to Local Area Networks (LANs)**

This class is intended to give a thorough understanding of the value and practical possibilities of Local Area Networks. An in-depth survey of the characteristics of the major LANs available today and LAN methods and standards will be included. The class is targeted at those who are considering installing a LAN or those who simply need to develop a familiarity with this rapidly growing method of interconnecting Personal Computers. Course includes lab sessions.

Intermediate

Valerie Parker, M.Ed.

Section 100:
Thursdays, July 5-August 2, 6:30-9 p.m.
5 sessions, 1.3 CEUs.
University Computing Center 123. \$140.

Software Applications**CCA 215
Introduction to HyperCard**

HyperCard has added a new dimension to Macintosh computing. New ways to employ HyperCard are being discovered regularly in this fast-growing application. This one-day course starts with an overview of HyperCard applications, then proceeds to assist you in developing a custom application, or writing a "stack." Topics include link cards, copy buttons, import files, custom menus, and information management. The course is of special interest to anyone referencing files, but is practical for any Macintosh user. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

Greg McArthur, Ph.D.

Section 100:
Saturday, June 30 9 a.m.-4 p.m.
One all-day session, .7 CEUs. Fine Arts C1B53. \$70.

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

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase III + and IV are powerful and productive data management systems specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include special applications of dBase III + and previous versions as they relate to Version IV. Bring to class two double-sided/double-density 5¼ inch diskettes, available at all computer supply stores.

Intermediate

Clyde Getty, B.S.

Section 100:
Thursdays, June 14-July 12,
6:30-9:30 p.m. 5 sessions, 1.5 CEUs.
University Computing Center 114. \$155.

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

This course is designed around the more advanced features of the powerful dBase III and dBase III + software and dBase IV. Participants must have some programming background, as well as familiarity with programming in dBase, or have taken Database Management: Applying dBase IV (CCA 370). Topics include multiple files, using functions, total system design, and time permitting, automatic command file generation and other advanced features. Bring to class a double-sided/double-density 5¼ inch diskette.

Intermediate

Clyde Getty, B.S.

Section 100:
Thursdays, July 19-August 2, 6:30-9:30 p.m.
3 sessions, .9 CEUs.
University Computing Center 114. \$115.

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

This introductory course covers spreadsheet, database, graphics, and printing applications. It is designed to maximize the use of your time by knowing how to use Lotus well. Practical guidelines are established concerning: moving within the spreadsheet, principles of designing and copying spreadsheets, graphics generation and simple database construction. Concepts introduced and used in the class are: ranges, painting, pointing, and relative and absolute referencing. During the course, students are asked to generate and complete exercises in all functions. As a result of the course, the student will have a thorough understanding of the power of 1-2-3 and be able to build and print spreadsheets. Manuals are provided. Course utilizes Version 2.2, but help

and advice will be given 2.0 and 3.0 users. Bring to class a double-sided/double-density 5¼ inch diskette. Class size is strictly limited.

Novice

Section 101: Nancy VanWechel, M.B.A.
Wednesdays, June 6-27, 6:30-9:30 p.m. 4 sessions.
Section 102: Nancy VanWechel, M.B.A.
Saturdays, June 16 & 23, 9 a.m.-4 p.m. 2 sessions.
Section 103: Dennis Taylor, M.S.
Mondays, July 2-23, 6:30-9:30 p.m. 4 sessions.
Section 104: Nancy VanWechel, M.B.A.
Saturdays, July 14 & 21, 9 a.m.-4 p.m. 2 sessions.
All Sections: University Computing Center 114.
1.2 CEUs. \$125.

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

This course is intended for those who have a working knowledge of the spreadsheet (and/or completed Beginning Using Lotus 1-2-3, CCA 330) and want to master more advanced applications and techniques. This one-day, hands-on course focuses on file and database manipulation, multiple file design and use, special macro techniques, as well as other file and data handling concepts. Other special updates include: ranges; data parse; and advanced file, worksheet and database commands. Each student generates and completes exercises of all functions. Manuals are provided. Bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Class size is strictly limited.

Intermediate

Nancy VanWechel, M.B.A.

Section 101: Saturday, July 28
Section 102: Saturday, August 4
Both Sections: 9 a.m.-4:30 p.m. All day sessions.
.7 CEUs. University Computing Center 114. \$85.



Software Applications — continued

CCA 339 Lotus 3.0 Upgrade Seminar

This class is designed for those who already have some familiarity with Lotus and want to know what Release 3.0 is all about. This is the most efficient way to discover and learn the differences between the spreadsheet you are using now and the new upgrade now offered by Lotus. New Release 3.0 features include some Release 2.2 features. Although many features are discussed, 3.0 enhancements are emphasized:

- Multidimensional spreadsheets
- Multiple files active in RAM
- Memory and hardware requirements
- Advanced form-making capabilities
- 255 Sort keys
- Rational database capabilities
- Additional data table types
- Saves groups of print settings
- Replaces set-up strings with menu choices
- Additional pointer movement keys
- Formatting in group mode possible
- Range name tables displayed notes
- "ZOOM" key

Please bring to class a DOS formatted 5¼ inch double-sided/double-density diskette.

Intermediate

Nancy VanWechel, M.B.A.

Section 100:

Saturday, June 9, 9 a.m.-4 p.m.

One all-day session, .6 CEUs.

Engineering Center ECCH 1-4. \$85.

CCA 334 Advanced Lotus 1-2-3

Three major data functions important to the experienced Lotus 1-2-3 user in practical applications will be covered in this one day advanced seminar:

- data matrices
- data regression
- data tables

Various "at" (@) functions will also be covered in detail, as well as looping between macros. A review section will focus on principles and practices of combining files, data and file import/export, and combine options.

Intermediate

Nancy VanWechel, M.B.A.

Section 100:

Saturday, August 11, 9 a.m.-4 p.m.

One all-day session. .6 CEUs.

University Computing Center 114. \$85.

CCA 230 Introduction to Harvard Graphics

Using Harvard Graphics on the IBM and compatible personal computer is an excellent way to make data and graphic presentations more dramatic and meaningful. In this course, you'll learn several new ways to professionally display or document your output for presentations or printing. You'll create a variety of powerful charts, graphs, lists, and personalized variations of features within the Harvard Graphics program. Please bring to class a DOS formatted 5¼ inch double-sided/double-density diskette. Required text is "Using Harvard Graphics for Business," available at the University Book Center, UMC 10.

Novice.

Samten J. Nagarajan, B.A.

Section 100:

Wednesdays, July 25-August 8, 6:30-9:30 p.m.

3 sessions, .9 CEUs.

University Computing Center 142. \$70.

CCA 336 Excel Spreadsheet on the Macintosh

This course introduces you to Excel as a productivity tool for the Macintosh. Some time will be spent reviewing the use of the Macintosh system. Basics of spreadsheet design will be covered, including creating, editing, formatting and printing a worksheet. Use of formulas and functions, the database, charting and graphing and macros will also be covered. We will also cover use of Excel with other software. Emphasis will be placed on the unique features that make Excel both powerful and easy to use. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

J. Burke Taft, M.Ed.

Section 100:

Wednesdays, July 11-August 1, 6:30-9:30 p.m.

4 sessions, 1.2 CEUs. Fine Arts C1B53. \$125.

CCA 378 Beginning Microsoft Word on the Macintosh

Microsoft Word is the leading word processing software package for the Apple Macintosh computer. The full power of flexible, efficient word processing is brought out in this course. Skills covered include: producing practical business documents, the basics of word processing, popular Word features, editing, and text/graphic interfaces. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

Steven A. Johnson, B.S.

Section 101:

Wednesdays, June 6-27

Section 102:

Thursdays, July 26-August 16

Both Sections: 6:30-9:30 p.m.

4 sessions. 1.2 CEUs. Fine Arts C1B53. \$125.

CCA 380 Beginning WordPerfect Word Processing

This introductory class is designed for the beginner to learn to use the WordPerfect software as a word processor to prepare simple documents. Students will learn to produce and edit simple documents, reset margins and tabs, copy and move blocks of text, check spelling, use the thesaurus and print documents. In order to fully understand file save and disk management principles, a class in Introduction to Personal Computer (CCA 120), Computer Literacy (CCA 100), or equivalent computer experience is HIGHLY recommended. Please bring a 5¼ inch formatted floppy diskette to class so that you may keep example work.

Novice

Section 101: Peggy Purvis.

Tuesdays, June 5-19, 6:30-9:30 p.m. 3 sessions

Section 102: Nancy VanWechel, M.B.A.

Mondays, June 11-25, 6:30-9:30 p.m. 3 sessions.

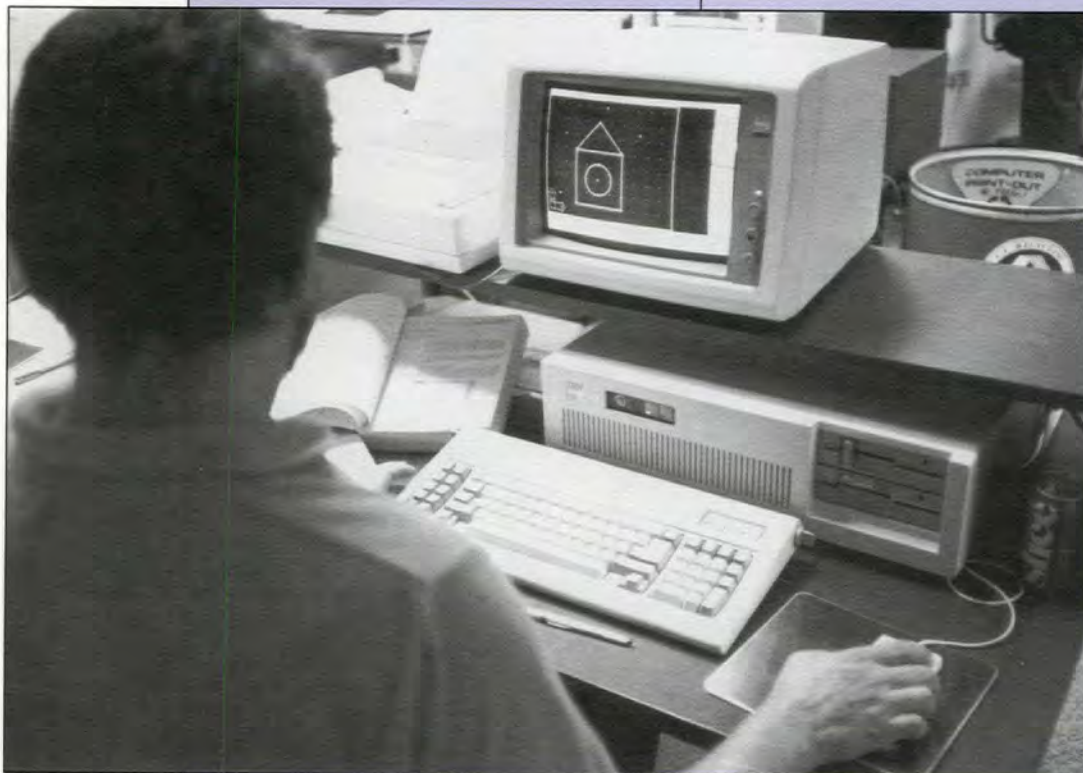
Section 103: Peggy Purvis.

Saturdays, June 30 & July 7, 9 a.m.-2:30 p.m.

2 sessions.

All Sections: .9 CEUs.

University Computing Center 114. \$105.



CCA 382 Intermediate WordPerfect

This class is intended for those who have a beginning knowledge of WordPerfect or have completed the Beginning WordPerfect course and want to investigate the more complicated features. During this session we will cover file management, page format (headers, footers, page layouts, page numbers), introduction to macros, dates, footnotes, outline, line draw, compose, equations, columns, search and replace, setting defaults and math. Please bring a 5/4 inch formatted floppy diskette to class so that you may keep your example work.

Intermediate

Section 101: Nancy VanWechel, M.B.A.
Wednesdays, July 11-25, 6:30-9:30 p.m.
University Computing Center 114.

Section 102: Peggy Purvis.
Saturdays, July 21 & 28, 9 a.m.-2:30 p.m.
Macky 3D. 2 sessions.

Both Sections: .9 CEUs. \$85.

CCA 384 Advanced WordPerfect

This is designed for the experienced WordPerfect user or those who have completed the Beginning and Intermediate WordPerfect courses, who are interested in the following topics: Merge and Sort; Table of Contents, Indexes, Master Documents; Styles, Advanced Macros; and Graphics. Example documents will be provided but please bring a 5/4 inch formatted floppy diskette to class if you choose to keep your class work.

Intermediate

Nancy VanWechel, M.B.A.

Section 100:
Wednesdays, August 1-15, 6:30-9 p.m.,
3 sessions, .7 CEUs.
University Computing Center 114. \$85.

CCA 201 Applying Microsoft Works on the Macintosh

Microsoft Works is an extremely useful integrated software system, featuring word processor, spreadsheet, database, and communications programs combined in one package. The word processor includes drawing and powerful mail merge capabilities; the database includes full information retrieval and organization; the spreadsheet features interactive charting. Multiple documents can be brought to the screen simultaneously, allowing easy cutting and pasting among them. We will experience all these functions and more. Whether you want an overview of these four business functions, or a mastery of Works, this class can meet your needs. Please bring to class a Macintosh-compatible 3.5 inch diskette.

Novice

J. Burke Taft, M.Ed.

Section 100:
Monday, July 9-August 6, 6:30-9:30 p.m.
5 sessions, 1.5 CEUs. \$115.

Computer Aided Design

CAD 311 Beginning Computer Aided Design

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 maintain 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, and need basic information, and have no CAD background.

Novice

Dan Myers, M.S.

Section 100:
Mondays, June 4 & 11, 6:30-9:30 p.m.
2 sessions, .6 CEUs.
University Computing Center 142. \$65.

CAD 322 Computer Aided Design: Level I

Using AutoCAD software and the IBM Personal Computer AT, this intensive beginning course will cover the capabilities of microcomputer-based Computer Aided Design (CAD) in general and introduces AutoCAD in particular. Drawing set-up, creating and editing points, lines, circles, arcs, solids, traces and text, work with blocks, hatching, colors and layers will help students create, edit, and plot their individual drawings. Specific topics include:

- Loading AutoCAD
 - Disk management
 - File naming conventions
 - Main menu options
- Drawing Editors
 - X, y, z coordinate system, continuously updated
 - Root menus, flip screens, and help functions
- New Drawing Set-Up
 - Special commands of LIMITS, GRID, AXIS, and SCALING
- Text Specifications and Editing Commands
 - Fonts and text style specifications
- MIRROR Commands
 - Dynamic dragging
 - FILLETS and curve contours
- Display Commands
 - ZOOM, PAN, FILL, REGENAUTO, SNAP, BLOCK, ARRAY Commands
- Producing Hardcopy
 - Scale the annotation, not the drawing
 - Preparing the plotter
 - Pen number and speed assignments
 - Changing specifications

Layering

- Creating new, and changing specified, layers
- Specifying layer colors
- Specifying line types and new LINETYPES: LTSCALE
- Utility commands

Putting it all together

Required text is *Applying AutoCAD*, by Terry T. Wohlers, available at the University Book Center, UMC 10.

Who Should Attend: Anyone involved, or who plans to be involved, in technical drawing or drafting. Especially helpful for architects, engineers, or designers who plan on upgrading their work, or need the skills of computerizing drawing/text manipulation. Also for those who want to get involved in the dynamic CAD field. There is virtually no limit to the kinds of drawing applications you can prepare using the skills covered in this course.

Novice

Section 101: David W. Clafin, M.Arch.
Tuesdays, June 5-July 10, 6:30-9:30 p.m.
6 sessions.

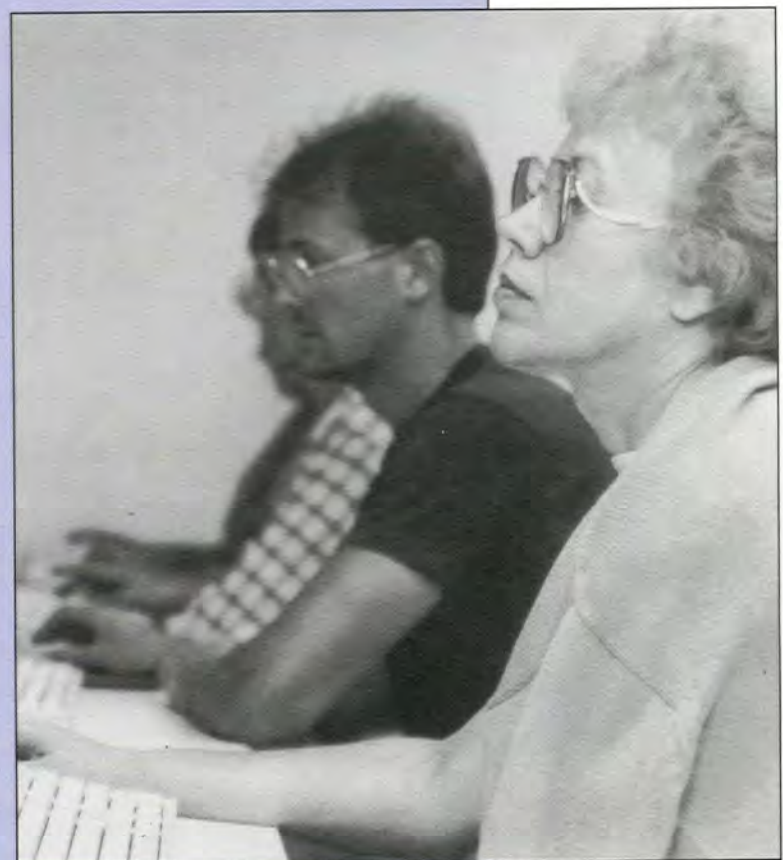
Section 102: Sharon Blender, M.S.
Thursdays, June 7-July 12, 6:30-9:30 p.m.
6 sessions.

Section 103: Dan Myers, M.S.
Mondays, June 18-July 23, 6:30-9:30 p.m.
6 sessions.

Section 104: Philip M. Kreiker, MSEE.
Wednesday, Thursday, Friday, June 20, 21, 22,
9 a.m.-4 p.m. Three all-day sessions.

Section 105: David W. Clafin, M.Arch.
Tuesdays, July 17-August 21, 6:30-9:30 p.m.
6 sessions.

All Sections: 1.8 CEUs.
University Computing Center 142. \$255.



Computer Aided Design — continued

CAD 333 Computer Aided Design: Level II

This course is for those seeking advanced drafting capabilities and expert instruction in furthering their CAD knowledge and skills. Semiautomatic dimensioning, object snap, all dimensioning commands, isoplanar snap-grids, 3-D, and free-hand sketching are all important components of this level II course. Course outline includes:

- Semiautomatic DIMensioning
- Linear and angular dimensions
- Dimensioning variables
- Object Snap and Aperture Commands
- Calculating specific characteristics of an entity or drawing
- 3-D drawings and prototype drawings
- Highly useful, but less frequently used commands
- Compatibility with other software
- Isometric Drawing Aids
- ISOPLANE command
- Control E to switch planes
- STATUS Utility
- Purpose and components overview
- SKETCHing
- Attributes
- ATTDEF, CHANGE, ATTEDIT, ATTEXT
- Wireframe construction and viewpoint selection
- Advanced file management

Recommended prerequisites are Computer Aided Design: Level I, as previously listed or hands-on AutoCAD experience that equals the CAD: Level I course outline.

Who Should Attend: All those who want to extend their knowledge and skills in CAD beyond basic levels. Especially helpful for engineers, architects, and designers and those seeking to advance

computer applications in their fields. The drafting and structure skills covered in this course are also easily transferred to a wide variety of other fields.

Intermediate

Section 101: Philip M. Kreiker, MSEE.
Thursday and Friday, July 12 and 13, 8 a.m.-4 p.m.
2 all-day sessions.

Section 102: Sharon Blender, M.S.
Thursdays, July 19-August 16, 6:30-9:30 p.m.
5 sessions.

Both Sections: 1.5 CEUs.
University Computing Center 142. \$210.

CAD 330 AutoCAD 3D Perspective and Application

AutoCAD Release 10's new 3D features enhance efficiency and productivity by giving you the tools you need to produce multiple views, elevations, perspectives, surfaces, meshes, and renderings. Drawing and thinking in 3D has implications for nearly every AutoCAD professional whether for 2D or 3D applications.

Who Should Attend: Anyone who needs to draw more than one view of the same object can benefit by utilizing AutoCAD's new 3D tools. This course assumes you understand the basics of CAD or AutoCAD, including the LINE, ARC, CIRCLE, OBJECT SNAP, PLINE, PEDIT, and LAYER commands. You need not be an expert user, but should have approximately Level II (CAD 333) experience, or equivalent.

Intermediate

Philip M. Kreiker, MSEE.
Section 100:
Thursday and Friday, July 26 and 27, 8 a.m.-4 p.m.
2 all-day sessions, 1.4 CEUs.
University Computing Center 142. \$185.

CAD 345 Computer Aided Design: Level III Customizing AutoCAD

This course is for professionals who are customizing a microcomputer-based CAD system to quickly accomplish routine tasks and easily make prescribed drafting/drawing modifications, specifically based on AutoCAD systems. In this class the keyboard is used mostly for editing text, while peripherals are used extensively. Generating slide shows and presentation-quality hardcopy are further aspects of this course. Emphasis is on tailoring your system, or a proposed system, for individualized applications. Course outline includes:

- Custom Libraries and Menus
- Creating sets of shapes, symbols, and/or drawings, text MENU command
- Creating and Modifying Text Fonts
- Compiling shape/font styles
- Macros and custom menus
- Adding Commands to AutoCAD
- AutoLISP interface for Artificial Intelligence functions

Creating SCRIPT files

- SCRIPT and RSCRIPT commands
- DELAY and RESUME commands
- Presentation-Quality Materials
- Creative presentations and future options
- System variables

Recommended prerequisites are Computer Aided Design Level II or very extensive AutoCAD use.

Who Should Attend: Lead draftspersons, lead engineers, those with specifics or unique applications for CAD. Very helpful for nearly any advanced user seeking to get the greatest benefit from their AutoCAD based system.

Specialized

Philip M. Kreiker, M.S.E.E.
Section 100:
Thursday and Friday, August 23 and 24, 8 a.m.-4 p.m.
Two all-day sessions, 1.5 CEUs.
University Computing Center 142. \$225.

Computer Graphics Art

CCG 351 Computer Graphics Art I

This IBM PC-based course is designed to prepare for the drawing board of the future, the computer. Computer Graphics Art I is for anyone involved in graphic art or design who wants to develop a hands-on, practical understanding of computer graphics. A comprehensive overview of the latest technical advances in the field of computer graphics will be coupled with in-class IBM microcomputer applications, emphasizing the use of the computer as a creative tool. Four of the most recent bit map and object oriented software packages are introduced. Software packages covered are: Micrografix, Corel Draw and PC Paint IV. These contain over 50 professional typefaces, ability to fit text to a curve, calligraphic pen shapes, special effects using 3D and airbrush with Fountain Fills. Topics include:

- Creative use of Paint, Airbrush, and drawing tools
- Effective use of font manipulation
- Instant layout capabilities
- Practical design applications for logos and illustrations
- Production of business graphics

In-class projects include using the computer to design projects for portfolio development (a slide



is made of your best work), and we'll see some great slides and videos of our outstanding new computer art. This course is recommended for those desiring computer graphic professional advancement, those involved in graphic presentations or design, eager to develop new skills, or explore microcomputer-based graphic capabilities. The course also counts as an elective credit for the Certificate in Commercial Design. Please bring one double-sided/double-density 5¼ inch diskette to the first class, available at all computer stores.

Novice

Pat Lehman, M.F.A.

Section 101:
Wednesdays, June 13-July 18, 6:30-9:30 p.m.
5 sessions.

Section 102:
Saturdays, July 14 and 21, 9 a.m.-5 p.m.
Two all-day sessions.

Both Sections: 1.5 CEUs.
University Computing Center 142. \$140.

CCG 361 Computer Graphics Art: Level II

For those familiar with computer functions based on Computer Graphics Art I, this IBM PC-based course advances to expanded professional graphics applications skills. Hands-on-time will be spent solving design problems of the computer artist. The course is primarily directed to the artist or designer seeking to include computer graphics into their career, but is helpful for anyone wishing to develop expertise in this dynamic field. Graphic artists, designers, art directors, illustrators and anyone else involved in the visual communication media will benefit. More indepth training using professional software will be stressed. Topics to be covered will include:

- Making your own fill pattern
- Advanced illustration techniques
- Layout techniques and business graphics techniques
- Production steps from start to finish
- Using grid as a tool
- Portfolio preparation for color laser prints
- How to network for computer graphics jobs

This course will focus on making drawings that can be printed on high resolution output devices. The software used is an ideal tool for creating professional-quality artwork, business graphic presentations and technical illustrations. Slides and videos presenting video-paint systems used in TV production will be seen and animation and TV production skills will be covered, as well as interview preparation oriented toward successful interactions with prospective clients or employers. Course also counts as elective credit in Certificate of Commercial Design. Please bring a double-sided/double-density or high density 5¼ inch diskette to the first class.

Intermediate

Pat Lehman, M.F.A.

Section 100:
Saturdays, July 28 and August 4, 9 a.m.-5 p.m.
2 all-day sessions, 1.5 CEUs.
University Computing Center 142. \$150.

CCG 356 Macintosh Computer Art

The Macintosh is fun, easy to use, versatile, and capable of producing professional quality graphics as well as fine art. Discover how to use the Macintosh as a creative tool. In this hands-on course, designed for those with little or no Macintosh graphics expertise, you'll use software programs such as SuperPaint and Adobe Illustrator, and learn how to produce inexpensive, camera-ready computer generated images. Plus you'll explore MacVision, for image processing and videoworks. Topics include scanner technology and graphics, laser printing, color separations, logotypes, and more. Most work is done on the Macintosh SE, with opportunities to work on the Macintosh II. Course counts as elective credit in Certificate in Commercial Design. Please bring to class a Macintosh-compatible 3.5 inch diskette to class.

Novice

Tim Meehan

Section 100:
Saturdays, June 16 and 23, 9 a.m.-5 p.m.
2 all-day sessions. 1.5 CEUs.
Fine Arts C1B53. \$140.

CCG 357 Advanced Macintosh Computer Art

Participants will have hands-on experience using advanced applications of software packages like Adobe Illustration, Image Studio, and "Aldus Freehand." Class members will explore advanced techniques in the production of finished laser printed artwork. You will learn to import and manipulate digitized images from diverse sources: video, flatbed scan, different software files, and computer generated to produce original images of professional quality. Each person

will have their individual Macintosh SE and have access to a Mac II with color capabilities. Prerequisite is an introductory course in computer graphics for the Macintosh or a working knowledge of "Adobe Illustrator" and/or "SuperPaint." Course counts as elective credit in Certificate in Commercial Design. Please bring a 3.5 inch Macintosh-compatible disk to the first class.

Intermediate

Michael Nash, M.F.A.

Section 100:
Saturdays, August 18 and 25, 9 a.m.-5 p.m.
Two all-day sessions. 1.5 CEUs.
Fine Arts C1B53. \$140.

CCG 358 Beginning Animation on the Macintosh

Setting your ideas in motion will improve the effectiveness of your message. Explore the world of computer animation and sound in this beginning animation class on the Macintosh. Some of the most powerful computer animation tools work with the Macintosh's ease of use. Learn how to spice up your presentations, animate for video, visualize moving ideas, or just simply be creative in this exciting medium and have fun. Learn to use powerful animation techniques in MacroMind Director such as: auto animate, cast to time, space to time, autotransform, and many others. Synchronize music and dynamic sampled sounds to your animations. Skills with these powerful tools will help you better communicate your ideas and move people to action. Set your ideas in motion!

Intermediate

Bob Bruce, BSEE

Section 100:
Saturdays, July 21 and 28, 9 a.m.-5 p.m.
2 all-day sessions. 1.5 CEUs.
Fine Arts C1B53. \$140.



Desktop Publishing

CCG 371 Introduction to Aldus PageMaker on the Macintosh

If you are involved, or interested in, the areas of communication, graphic design, advertising, printing, publications, documentation, or writing of any kind, then desktop publishing will have an effect on your future. Now is the time to start developing your skills with PageMaker. Easy enough for the novice, yet comprehensive enough for the skilled designer, PageMaker streamlines design, layout, and production of any material, while putting the standard Macintosh interface to excellent utility. Hands-on time will be spent:

- getting to know PageMaker
- using the electronic drawing board
- creating formats and master pages
- placing text and graphics
- editing your documents
- creating your own masterpiece

Laser printing of finished products done in class. Please bring to class a Macintosh-compatible 3.5 inch diskette

Novice

Section 101: Viki Mann, B.A.
Thursdays, June 14-July 12, 6:30-9:30 p.m.
5 sessions.

Section 102: Juliana Packer, B.F.A.
Saturdays, July 7 and 14, 9 a.m.-5 p.m.
2 all-day sessions.

Both Sections: 1.5 CEUs. Fine Arts C1B53. \$150.

CCG 373 Quark XPress Desktop Publishing

Quark's XPress is a highly capable, technically advanced, professional-level software system that combines the convenience of desktop publishing with the precision and accuracy of fine typesetting, all on the Apple Macintosh computer. XPress appears complex because of its advanced features, but can be learned very effectively in this two-day course. Focus is on learning to use the program productively, employing desktop publishing convenience with special XPress features. Also covered are the basics of Postscript, graphics, creative text handling, and advanced features. Course teaches a good working knowledge of how XPress compares to and interacts with other products like Adobe Illustrator, MacPaint, Aldus' Freehand and PageMaker.

Novice

Tim Meehan

Section 100:

Saturdays, August 4 and August 11, 9 a.m.-5 p.m.
2 all-day sessions, 1.5 CEUs. Fine Arts C1B53. \$150.

CCG 377 Introduction to PageMaker Desktop Publishing for the IBM PC

Desktop Publishing has dramatically improved the quality of inexpensive, publishable material. This intensive workshop gives the basics of page layouts, creative formats, and type font styles. All work is done on a computer screen, for instant and dramatic results. Whether you publish a club newsletter, a restaurant menu, or a critical financial statement, this course can be of great value. Topics include justifying text for style, building art into the page construction, and scanner technology in graphics and text. This hands-on course employs PageMaker software extensively, with interactive demonstrations of other software. Laser printing of finished projects done in class. Bring a 5¼ inch double-sided/double-density or high density diskette to class.

Novice

Bruce Frehner, M.A.

Section 100:

Saturdays, June 16 and 23, 9 a.m.-4:30 p.m.
2 all-day sessions. 1.5 CEUs.
University Computing Center 142. \$150.

CCG 386 Advanced PageMaker Desktop Publishing for the IBM PC

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 over-all polished look of your work. Bring a 5¼ inch double-sided/double-density or high density diskette to class.

Intermediate

Bruce Frehner, M.A.

Section 100:

Saturdays, August 11 and 18, 9 a.m.-4:30 p.m.
2 all-day sessions, 1.4 CEUs.
University Computing Center 142. \$150.

CCG 387 Ventura Desktop Publishing

Ventura Desktop Publishing software has grown increasingly popular in IBM PC and compatible applications. Focus of this course is creating and enhancing your ability to produce camera-ready originals for a wide variety of publications, and to merge high quality typography with graphics. Topics include publishing long documents, use of peripheral software programs for creating text and graphics, file management, style sheet maintenance, and out devices. Page design and typographic concepts are highlighted throughout the course. High quality printing of finished products done in class. Bring a 5¼ inch double-sided/double density or high density diskette to class.

Novice

Bruce Frehner, M.A.

Section 100:

Saturdays, June 30 and July 7, 9 a.m.-4:30 p.m.
Two all-day sessions. 1.5 CEUs.
University Computing Center 142. \$150.



Computer graphics instructor Pat Lehman spins hoops of light. She makes magic at the keyboard, too, on an electronic canvas.



DESIGN NOW: WORKSHOPS ON THE STATE OF ART. COMMERCIAL DESIGN

The fast-paced field of commercial design opens up unlimited opportunities. Whether you are interested in exploring illustration, publishing, advertising or cartooning, these comprehensive classes and weekend workshops will put you in touch with what's happening today.

These practical courses range from an introduction to the basics to a look at the latest advances. You'll learn how to construct and maintain a professional portfolio, ways to cope with the basics of job-hunting and preparing for interviews, and examine entry-level job opportunities as well. All instructors are active professionals in touch with the state of the art in commercial design.

Certificate in Commercial Design

Whether you're an experienced professional interested in honing your skills or a newcomer to the field, the Certificate in Commercial Design can provide the opportunity to enhance your career and move out in new directions. The sequential program of short, intensive courses can fit into the busiest schedules.

There are three parts to fulfilling the Certificate Program:

A. Successfully completing four required courses:

- The Commercial Artist: Design, Layout and Paste-up
- Commercial Art II
- Professional Illustration Techniques
- The Artist Goes to Market

B. Completing four elective courses, choosing from the regularly offered courses and those introduced to update you on changing trends in commercial design.

C. Completing your own fully developed professional portfolio and having it professionally reviewed. Call 492-5148 to schedule your portfolio review.

You may complete all the requirements within three semesters. But you needn't formally apply for the program nor seek a certificate to enroll. Once you have achieved certification, courses are still open to you — a valuable way to continuously update your skills.

You will be awarded both a Performance Certificate and Continuing Education Units for successfully completing each class. A Continuing Education Unit (CEU) is the national standard for recording university-level noncredit course participation. 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. **Commercial design classes are scheduled as intensive two or three sessions, therefore there are no refunds once the course has started.**

Bring to class: a pencil, a ruler, a fineline pen, X-acto knife, note paper, tracing paper, a 9" x12" 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 to the course.



COMMERCIAL DESIGN COURSES BY STARTING DATE, SUMMER 1990

Date.	Number	Section	Course	Faculty
Wednesday, June 27	CCD 285	100	The Mental Picture: Professional Cartooning	Eric Teitelbaum
Saturday, June 30	CCD 210	100	The Commercial Artist I: Design, Layout, Paste-up	Eric Teitelbaum
Thursday, July 19	CCD 250	100	Children's Book Illustration Techniques	Bill Teitelbaum
Special Creative Summer Courses for Young People				
Wednesday, June 27	CCD 100	100	Cartooning for Teens: A Summer Art Workshop for Young People	Eric Teitelbaum
Thursday, July 19	CCD 103	100	The Art of Drawing Dinosaurs	Bill Teitelbaum
Monday, July 23	CCD 101	100	Calligraphy for Kids	Karen Smith

Commercial Art

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

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, obtaining the best materials for your best work, and basic illustration processes used by the artist in advertising agencies, book, magazine, and newspaper publishing departments, and in graphic design firms. Emphasis is placed on developing finished commercial art work, portfolio presentation, and client interviews.

Eric Teitelbaum

Section 100:

Saturday and Sunday, June 30 and July 1,
9 a.m.-5 p.m. Two all-day sessions.
1.4 CEUs. Geology 114. \$125.

Illustration

CCD 250 Children's Book Illustration Techniques

Illustrating children's books plays a significant role in the vast empire of children's literature publishing. This program introduces the writer/artist to current techniques used within the children's book formats: black and white camera-ready technique, half tone, color separation, registration and overlay, color gouache techniques, color screen, Martin's dyes, and litho crayon/textured board surface. Students will follow a visualization technique actually developing and eliciting art concepts from written concepts provided. Program will include developing individualized style, character development and rough and final presentation. Assignments include completion of a "rough" completed book and a finished plate, camera-ready art separation for presentation to a publisher. Professional presentation to the publishing industry will also be covered.

Bill Teitelbaum

Section 100:

Thursday and Friday, July 19 and 20, 5:30-10 p.m.
and Saturday, July 21, 12:30-5:30 p.m.
Three sessions. 1.4 CEUs. Geology 114. \$125.

Cartooning

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 100:

Wednesday, Thursday, Friday, June 27-29,
6-10 p.m. 3 sessions.
1.2 CEUs. Geology 114. \$125.

Special Fun Summer Courses for Young People...

CCD 100 Cartooning for Teens: An Art Workshop for Young People

Cartooning and humorous illustration have long held a wide fascination for children everywhere. This three-day workshop program will explore the world of cartooning and provide students with an in-depth experience in the techniques for creating a wide range of cartoon animals, people, and caricatures. Drawing activities will cover t-shirt art, posters, comic book cartoons and other special applications. Art lessons will be integrated with special music/drawing activities creating a fun-filled, three-day learning experience. Tuition includes drawing materials.

Eric Teitelbaum

Section 100:

Wednesday, Thursday, Friday, June 27-29,
9 a.m.-12:30 p.m.
3 sessions. UMC 158 A. \$55.

CCD 103 The Art of Drawing Dinosaurs (A Program for 6-12 year olds)

This program for young people is a sketch and explore adventure into the fascinating world of dinosaurs. From the long whipping tailed Procompsognathus to the three-horned Triceratops to the Tyrannosaurus Rex, students will be introduced to art techniques and tools enabling them to catch the excitement and

mood of these great reptiles that roamed the Earth millions of years ago. Drawing activities and demonstrations will include scratchboard, textured paper, coquille boards, and pen, ink, and wash. The program promises to be a fun-filled productive learning experience for youngsters interested in art. Materials provided.

Bill Teitelbaum

Section 100:

Thursday, Friday and Saturday, July 19-21,
8:30 a.m.-12 noon.
3 sessions. Thursday & Friday, Engineering
Center 1-28, Saturday, Geology 114. \$55.

CCD 101 Calligraphy for Kids

This special three-day workshop for young people introduces students to the work of creative lettering and calligraphy. Assignments will cover greeting cards, poster art and graphics, using calligraphic pen points, brushes, color paints and airbrush effects. From Valentine's Day to holiday cards to album cover art, this workshop is a fascinating journey for young people into the world of creative expression. All art materials provided. Recommended for ages 9 through 16.

Karen Smith

Section 100:

Monday, Tuesday, Wednesday, July 23-25,
8:30 a.m.-12 noon.
3 sessions. Geology 114. \$55.

Computer Graphic Art and Macintosh Computer Art courses are accepted as elective courses in the Commercial Art Program. See Page 20-21.





STRETCH YOUR MIND. EXERCISE YOUR IMAGINATION. NONCREDIT COURSES

What a wonderful way to fill your leisure time. Learning for learning's sake. A large variety of topics are introduced by instructors who really enjoy sharing their special interests.

Our noncredit courses meet evenings and weekends to accommodate your working schedule. If your reason behind taking a class is to learn a language like French, Italian, Japanese or Spanish we have the program for you. Perhaps you would like to learn to draw or watercolor, ballroom dance or jitterbug, or even take an astronomy course. Are you thinking of starting your own business? We offer a multitude of business courses where you can acquire the latest information.

By researching the Boulder adult community, we feel we offer you the highest quality courses in areas of professional and personal interest. **Most classes have limited enrollment — early registration assures your place in class.** We carefully choose courses to meet the interests expressed by most adults. Since we've been doing this for 75 years, we feel we have a good thing going.

Tuition is 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.

Any exceptions to the above policy should be made in writing to the Director of Noncredit Programs.

The classroom location is given at the end of each course description.

To register call 492-5148 or 1-800-332-5839.

There are two kinds of people in this world. People who enjoy public speaking and people whose knees turn to instant pudding whenever they have to speak on their feet. Instructor Donald O. Marcotte has an impressive record of conversions to his credit. See page 10 for details.



NONCREDIT COURSES BY STARTING DATE, SUMMER 1990

Date	Number	Section	Course	Faculty
BUSINESS				
Tuesday, June 5	NC B 008	100	Accounting for Non-Accountants	Fred Moore
Tuesday, July 17	NC B 007	100	Writing Business Plans	Donald Kaniecki
DANCE				
Tuesday, June 5	NC D 100	100	Beginning Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 105	100	Beginning West Coast Swing	Carl & Suzanne Gerleit
Wednesday, June 6	NC D 103	100	Beginning Jitterbug Dancing	Carl & Suzanne Gerleit
	NC D 101	100	Beginning Western Dancing	Carl & Suzanne Gerleit
Tuesday, July 10	NC D 200	100	Intermediate Ballroom Dancing	Carl & Suzanne Gerleit
	NC D 205	100	Intermediate West Coast Swing	Carl & Suzanne Gerleit
FINE ARTS				
Monday, June 4	NCFA 001	100	Basic Photography	Lynn Lickteig
	NCFA 027	100	Opaque Water Media	Brigitte Bruggemann
Tuesday, June 5	NCFA 127	100	Intermediate Opaque Water Media	Brigitte Bruggemann
	NCFA 024	101	Introduction to Ceramics	Beth Gellar
Wednesday, June 6	NCFA 020	100	Introduction to Drawing	Beth Gellar
	NCFA 011	100	Sculpture—Stonecarving	Barbara Cox
Thursday, June 14	NCFA 006	100	Storytelling for Everyone	Kay Negash
Thursday, June 21	NCFA 005	100	Life Drawing	Barbara Preskorn
	NCFA 002	100	Creative Photography Workshop	Don Oberbeck
Tuesday, July 10	NCFA 024	102	Introduction to Ceramics (cont'd)	Beth Gellar
Thursday, July 12	NCFA 023	100	Beginning Basketry	Margaret Craven
FOREIGN LANGUAGES				
Monday, June 4	NCFL 101	100	Beginning Conversational German	Ed Maier-Heym
	NCFL 102	100	Beginning Conversational Italian	Luigina Cerri
Tuesday, June 5	NCFL 103	100	Beginning Conversational Spanish	Elizabeth Medina
	NCFL 100	100	Beginning Conversational French	Nadia Turk
Friday, June 8	NCFL 104	100	Beginning Japanese	Douglas Gordon
Monday, June 18	NCFL 202	100	Intermediate Conversational Spanish	Elizabeth Medina
INVESTING				
Tuesday, June 5	NC I 008	100	Basic Investing	Arnold Hart & Mary Wright
Tuesday, July 10	NC I 001	100	Investing for Income	Arnold Hart
LIFESTYLE				
Saturday, June 16	NC L 014	100	Psychology of Intimate Relationships	Neil Rosenthal
Saturday, June 23	NC L 025	100	Handwriting Analysis: An Introduction	Carol Ford
Tuesday, June 26	NC L 002	100	Eating As If Your Life Depended On It	Peggy Phillips
Saturday, June 30	NC L 024	100	Changing the Patterns in Your Relationships	Neil Rosenthal
Saturday, July 14	NC L 029	100	Intimate Companions: Towards Creating More Healthy & Happy Relationships	Neil Rosenthal
OUTDOORS				
Tuesday, June 19	NCSO 005	100	Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado	Andrew Mead
SCIENCE				
Wednesday, July 11	NC S 001	100	Stars and Stellar Systems	Joe Romig
TESTING				
Saturday, July 21	NC T 001	100	Preparing for the Law School Admission Test (LSAT)	Melissa Mahaney
THEATRE				
Friday, July 6	NCTH 001	100	Behind the Scenes! The Colorado Shakespeare Festival	Colorado Shakespeare Festival
WRITING				
Wednesday, June 6	NC W 001	100	Creativity and Right Brain Activities for Writers	Barbara Steiner
	NC W 002	100	Journal Keeping	Barbara Steiner
Saturday, June 9	NC W 012	100	The Children's Book: Illustrating and Getting Published	Sandy Fuller
Saturday, June 16	NC W 021	100	Screenplay Writing Seminar	Richard Graglia
Saturday, July 21	NC W 018	100	Writing the Novel	Jerry Earl Brown

Business

NC B 008 Accounting for Non-Accountants

This is an introductory course in accounting for those who have had little or no previous training in this area. The emphasis is on recording, reporting, and analyzing accounting information. We will start with the source of information and journalizing, through posting to ledgers, to the final preparation of financial statements. Learn how the use of those statements provide information for business decision-making. The objective is to help the student understand not only the accounting process, but the purpose and uses to which the results may be applied.

Fred Moore, M.B.E., Public Accountant.

Section 100:
Tuesdays, June 5-July 17, 7-9 p.m.
7 sessions. Duane Physics G131. \$58.

NC B 007 Writing Business Plans

This course will cover how to make financial, marketing, and operational plans to give you control over your business and set you on a course for maximum profits. We will cover sales and cost projections, cash flow, marketing research and facilities management. This course is designed for people writing a formal business plan for lender/investors as well as for those who just want to know where they are headed.

Donald A. Kaniecki, C.P.A., M.B.A., has worked for over 8 years with people starting successful businesses.

Section 100:
Tuesdays, July 17-31, 6-8:30 p.m.
3 sessions. Ketchum 119. \$28.

Dance

NC D 105 Beginning West Coast Swing

West Coast Swing is a sophisticated triple-rhythm style evolving from jitterbug. Originating in Los Angeles, this dance is popular throughout the country. It can be done to a wide variety of dance music including big band swing, disco, and country. Steps, turns, and animations will be taught to make you feel comfortable on any dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 100:
Tuesdays, June 5-June 26, 8-9:15 p.m.
4 sessions. Economics 117. \$27

NC D 205 Intermediate West Coast Swing

Beginning knowledge of West Coast Swing is a prerequisite to this class. The instruction will review the basic steps taught in the beginning course then expand upon various combinations of routines and steps.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 100:
Tuesdays, July 10-31, 8-9:15 p.m.
4 sessions. Economics 117. \$27.

NC D 100 Beginning Ballroom Dancing

An introduction to the basics of foxtrot, tango, polka, and waltz. The instruction will include the necessary turns and animations to provide every participant confidence on the ballroom dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 100:
Tuesdays, June 5-26, 6:30-7:45 p.m.
4 sessions. Economics 117. \$27.

NC D 200 Intermediate Ballroom Dancing

An intermediate level class which will review the basic steps offered in the beginning course and add more eye-catching turns and moves.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 100:
Tuesdays, July 10-31, 6:30-7:45 p.m.
4 sessions. Economics 117. \$27.

NC D 103 Beginning Jitterbug Dancing

An introduction to the basic steps in jitterbug. The instruction will include the necessary turns and animations to provide every participant confidence on the dance floor.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

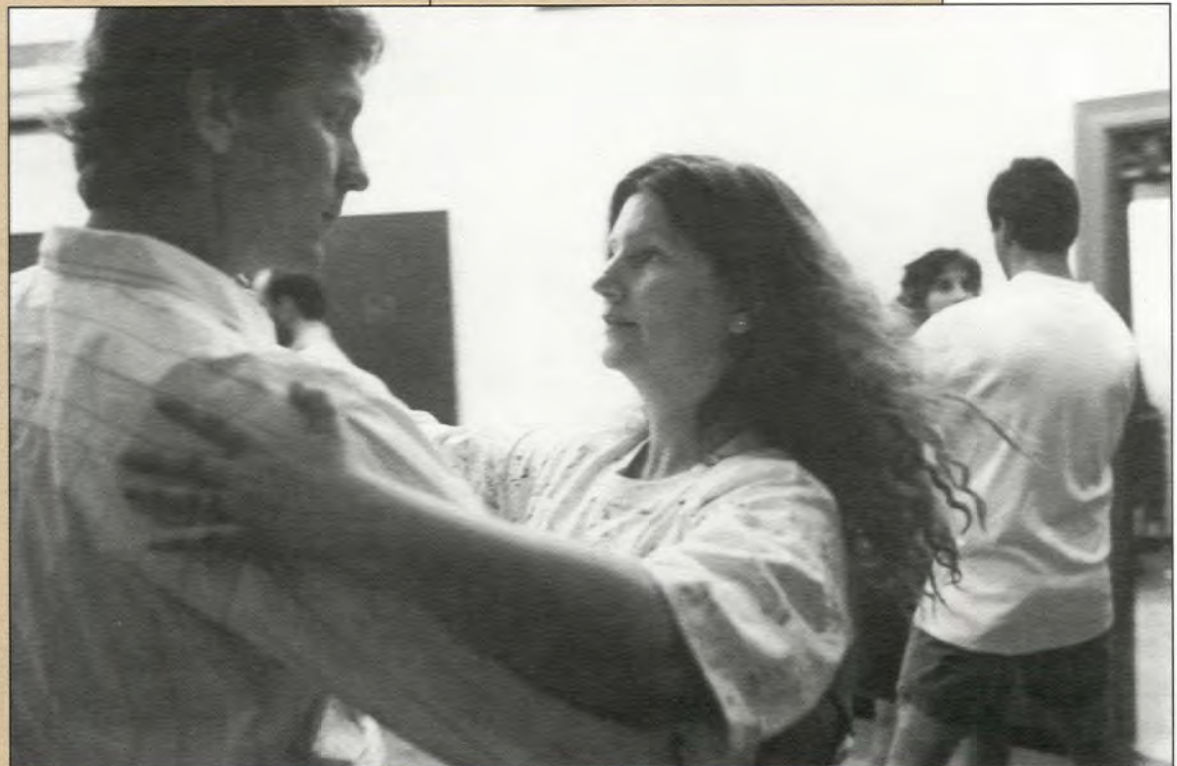
Section 100:
Wednesdays, June 6-27, 6:30-7:45 p.m.
4 sessions. Economics 117. \$27.

NC D 101 Beginning Western Dancing

Introduction to the basic steps in Texas 2-Step and the Triple Step, with various line dances (e.g. The Louie and the Tush Push). Dancing is easy and fun. Sign up with or without a partner.

Carl and Suzanne Gerleit, both former instructors for Fred Astaire Studios, have been teaching professionally for the past 12 years.

Section 100:
Wednesdays, June 6-27, 8-9:15 p.m.
4 sessions. Economics 117. \$27.



Fine Arts

NCF A 001 **Basic Photography**

This introductory course is designed for anyone who has a camera but doesn't really know how to use it. Through slides, lectures and question/answer sessions, students will learn about the mechanical functions of 35mm SLR cameras. We will discuss types of lenses and films, accessories, proper exposure (including night time and fireworks), good composition, and portraiture techniques. No labwork is involved. There will be one field trip. After this course, you should be able to use your camera confidently and take pictures of consistently good quality. Numerous handouts; optional text is Henry Horenstein's *Black and White Photography*.

Lynn Lickteig, B.F.A. CU Boulder, Photographer.
Section 100:
Mondays, June 4-July 23 (no class July 2). 7-9 p.m.
(Field Trip Saturday, June 23)
8 sessions. Environmental Design 120. \$66.

NCF A 002 **Creative Photography Workshop**

This exploratory course is for students with some camera experience who want to learn about amazing new films (like T.Max and Ektar), filters for special effects, telephoto and wide angle lens use, electronic flash, close up macro shots, professional tricks for fast, easy camera operation, and photographic composition. An introduction to basic darkroom skills will include

black and white print making, color enlargements from negatives, and Cibachrome printing from color slides. Students will have 3 extra weeks in the darkrooms for practice, and will receive feedback on photographs produced. The course will include six 2-hour classroom periods; two 3-hour darkroom classes; and the 3 weeks darkroom time. The cost of the darkroom chemicals is included in the tuition, but students must supply their own camera, film and paper. Please bring your camera to the first class.

Don Oberbeck, professional photographer for 20 years, is the owner of the Boulder Photo Center.

Section 100:
Thursdays, June 21-August 2 (no class July 5th).
7:30-9:30 p.m.
6 sessions at Ketchum 235, 6 sessions at Boulder Photo Center to be arranged between June 21 and August 2. \$104.

NCF A 005 **Life Drawing**

Through a series of exercises in learning how to see and respond, drawing the figure will become a skill that belongs to you. Drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques to improve and perfect drawing skills. Bring to first class soft compressed charcoal, eraser, 18" x 24" newsprint pad and 2B pencil. Tuition includes fee for a model who will be present at every session.

Barbara Preskorn, M.F.A. CU Boulder, Instructor at Front Range Community College.

Section 100:
Thursdays, June 21-July 26, 7-9 p.m.
6 sessions. Fine Arts N-298. \$59.

NCF A 006 **Storytelling for Everyone**

Storytelling is experiencing a revival in the U.S. This course covers different kinds of stories, local history, fiction, myths, fairy tales and folktales. Learn how to become a better storyteller, which stories are good for you, techniques for preparation and performance.

Kay Negash, M.A. in Theatre, professional storyteller representing this five state area. She was the 1986 winner at the National Storytelling Festival in Jonesboro, Tenn.

Section 100:
Thursdays, June 14-July 12, 5:30-8 p.m.
5 sessions. Hale 6. \$52.

NCF A 011 **Sculpture — Stonecarving**

Carving in stone is one of the great fascinations of sculpture and is an exciting process for self expression using simplicity. Basic instructions will focus on carving techniques, principles of the 3rd dimension, texture and surface processes and individual instruction. There will be a discussion of various stone types and a slide show viewing the history of stone sculpture. Materials are included in your tuition.

Barbara Cox, B.F.A., studied woodcarving-sculpture in Innsbruck, Austria and continued at the Fine Arts Academy in Munich.

Section 100:
Wednesdays, June 6-August 1 (no class July 4).
6:30-8:30 p.m. 8 sessions. Fine Arts C-102. \$76

NCF A 020 **Introduction to Drawing**

This course will explore such fundamental drawing concepts as line, shape, volume, texture, and composition. The course will teach students the skills for artistic self-expression while encouraging exploration, growth, and enjoyment of the art of drawing.

Beth Gellar, B.F.A. Kansas City Art Institute, Instructor at CU Boulder.

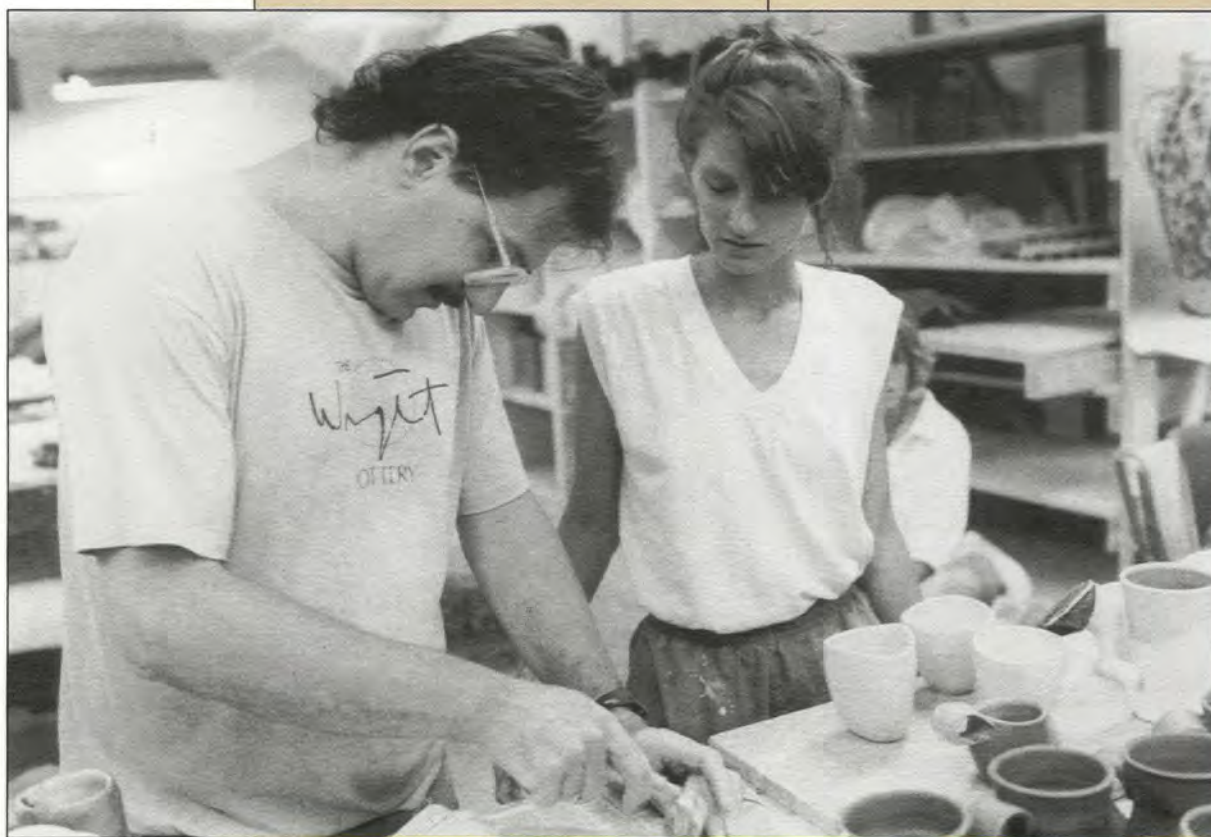
Section 100:
Wednesdays, June 6-August 1 (no class July 4).
7-9 p.m. 8 sessions. Fine Arts N298. \$76.

NCF A 023 **Beginning Basketry**

In this course, the beginner will learn several different techniques for making simple but beautiful baskets out of round and flat reed. Have fun learning to make a twined basket with a wrapped handle out of round reed, and several other style baskets out of round and flat reed. Bring to class a dishpan or bucket, awl or ice pick, scissors or side cutters, towel, a few clothes pins (pinch type) and pencil. Tuition includes reed material.

Margaret Craven, local artist, and instructor with 20 years hard textile experience.

Section 100:
Thursdays, July 12-August 2, 6-8:30 p.m.
4 sessions. Fine Arts C175. \$56.



NCFA 024 Introduction to Ceramics

This ceramics course introduces students to a basic knowledge of ceramics, covering a vast selection of technical skills. Aspects of function and non-function (utilitarian vs. sculpture), technical elements such as coil, slab, texture, throwing, etc...will be introduced. The goal of the course is to enable students to develop a level of confidence and skill with clay as an artistic medium. Students will be encouraged in this course to pursue and express their own ideas and interests. Intermediate and advanced students may take this course and work more independently. Ceramic facilities will be available to students to pursue their work at times other than scheduled class meetings.

Beth Gellar, B.F.A. Kansas City Art Institute, Instructor University of Colorado at Boulder.

Section 101:
Tuesdays and Thursdays, June 5-28,
6:30-9:30 p.m. 8 sessions.
Fine Arts C1B30. \$108.

Section 102 will be a continuation of Section 101. This section will review the basics for beginners as well as allow advanced students more extensive exploration into ceramics.

Section 102:
Tuesdays and Thursdays, July 10-August 2,
6:30-9:30 p.m. 8 sessions.
Fine Arts C1B30. \$108.

NCFA 027 Opaque Water Media

Gouache paint is like watercolor, (water-soluble), but its capacity allows layering, blending and reworking of the painted surface much like oil paint does. This course concentrates on learning the formal skills of painting: composition, understanding how color works, brush-stroke techniques, perspective and abstraction. Students are encouraged to work with their own ideas and subject matter. This course will not only teach the "how-to's" but also will be an opportunity for self-expression. Bring to first class a set of gouache paints, 2-3 small brushes, water-color pad (11 x 15), water container and palette or plate.

Brigitte Bruggemann, M.F.A., University of Colorado at Boulder, Artist.

Section 100:
Mondays and Wednesdays,
June 4-June 27, 6:30-8:30 p.m.
8 sessions. Fine Arts C153. \$76.

NCFA 127 Intermediate Opaque Water Media

This course is designed for the painter already somewhat familiar with the basic techniques taught in beginning painting or /and drawing such as composition, perspective, working with the paint and some ideas about how color affects our perception. We will work with all these elements, and also explore ideas of self-expression using either realism, metaphors and abstraction, or fantasy to create imagery that is personal and meaningful. You will need your set of paints, variety of brushes, paper, palette etc. for the first class.

Brigitte Bruggemann, M.F.A. CU-Boulder, Artist.

Section 100:
Tuesdays and Thursdays, June 5-July 3,
(no class June 7). 6:30-8:30 p.m.
8 sessions. Fine Arts C153. \$76.

Foreign Languages

NCFL 100 Beginning Conversational French

This course is for anyone interested in learning the French language and culture. We will be studying essential verbs and vocabulary and enough grammar to comprehend and use basic French in different situations. Conversational French will be stressed. With support of other class members, you start asking questions in the first class. Working in small groups will emphasize the practice of the language. Tapes will be used in a language lab for pronunciation. Text available at Kinko's Copies at 1313 College Ave. Nadia Turk, Ph.D. French Literature.

Section 100:
Tuesdays and Thursdays, June 5-28, 7-9 p.m.,
8 sessions. Education 138. \$83.

NCFL 101 Beginning Conversational German

This course is designed for students with no or very little preliminary knowledge of German. We will cover grammar which is essential for using the language creatively, but the emphasis will be on conversation and from the very beginning you will have many opportunities to speak German. Since many students want to travel to German-speaking countries, we will emphasize practice in practical conversation. Required text *Kontakte* by Terrell, Genzmer, Nikolai, Tschirner available at the University Bookstore.

Ed Maier-Heym, M.A., German Instructor at CU-Boulder.

Section 100:
Mondays and Wednesdays,
June 4-June 27, 7-9 p.m.,
8 sessions. Education 138. \$66.

NCFL 102 Beginning Conversational Italian

This class is designed for students with minimal or no knowledge of Italian. It is a course for anyone interested in speaking the language and learning more about the culture. Listening, speaking, and vocabulary building will be emphasized, but also essential verb tenses and grammar will be introduced in order to use dialogues for different types of speaking situations. Games, songs, dialogues, pictures and small group activities in the classroom will make learning a more enjoyable experience. Required text is *Buon-giorno Italia* by Cremona, available at the University Bookstore.

Luigina Cerri, M.A., has taught both Italian and French in several schools, including CU-Boulder.

Section 100:
Mondays and Wednesdays, June 4-27,
6:30-9 p.m. 8 sessions. Education 134. \$83.

NCFL 103 Beginning Conversational Spanish

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary.

Elizabeth Medina, Ph.D. Advisor, Regis College.

Section 100:
Tuesdays and Thursdays, June 5-28,
7-9 p.m. 8 sessions. Education 136. \$66.

NCFL 202 Intermediate Conversational Spanish

Designed to increase vocabulary and conversational ability for travelers. Cultural and social aspects will be introduced. Beginning Spanish or the equivalent is a prerequisite to the class.

Elizabeth Medina, Ph.D. Advisor, Regis College.

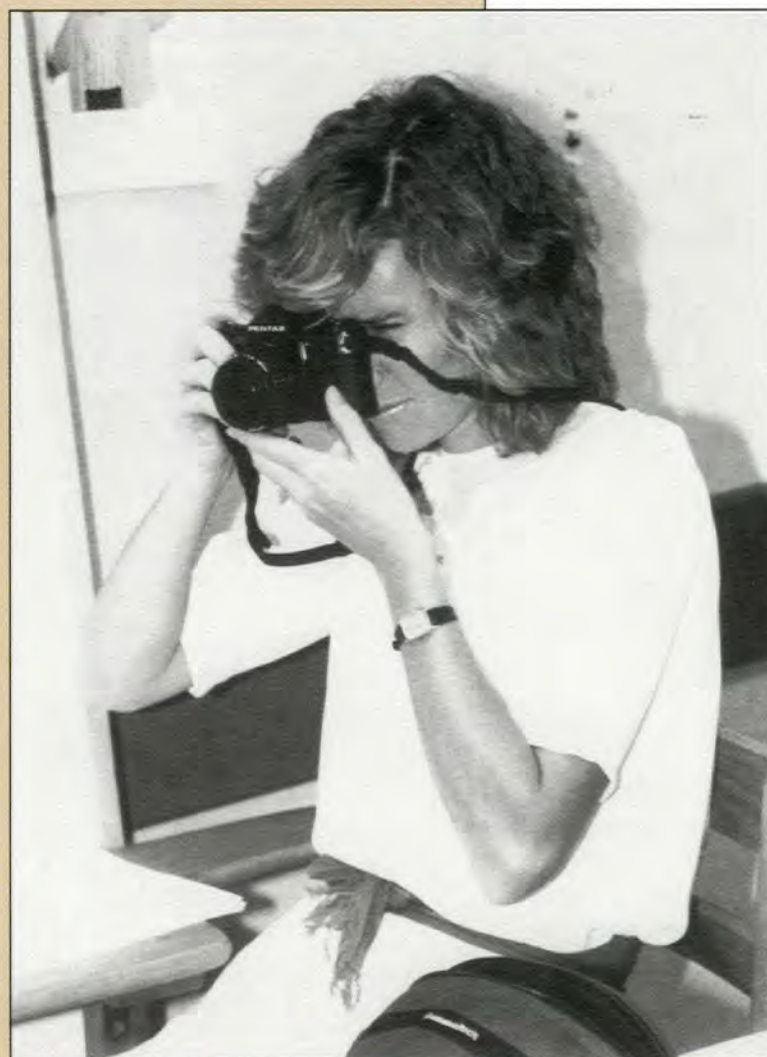
Section 100:
Mondays and Wednesdays, June 18-July 16, (no class July 4),
7-9 p.m. 8 sessions. Education 155. \$66.

NCFL 104 Beginning Japanese

This course is designed for students with no knowledge of the Japanese language and is intended as an introduction to the basics of successful communication. Emphasis will be placed on polite, practical, and colloquial Japanese. The goal of the course is to develop a foundation of survival skills and an understanding of how the language works. The basics of reading simple signs and texts will also be introduced. Required course text: *Communicating in Japanese*, available at University Bookstore or Colorado Bookstore.

Douglas H. Gordon, M.A., is a former Fulbright Scholar, and has published two books on Japan. He has lived and traveled widely in Japan.

Section 100:
Fridays, June 8-August 3 (no class July 6).
6:30-8:30 p.m. 8 sessions. Economics 2. \$66.



Investments

NC I 001 Investing for Income

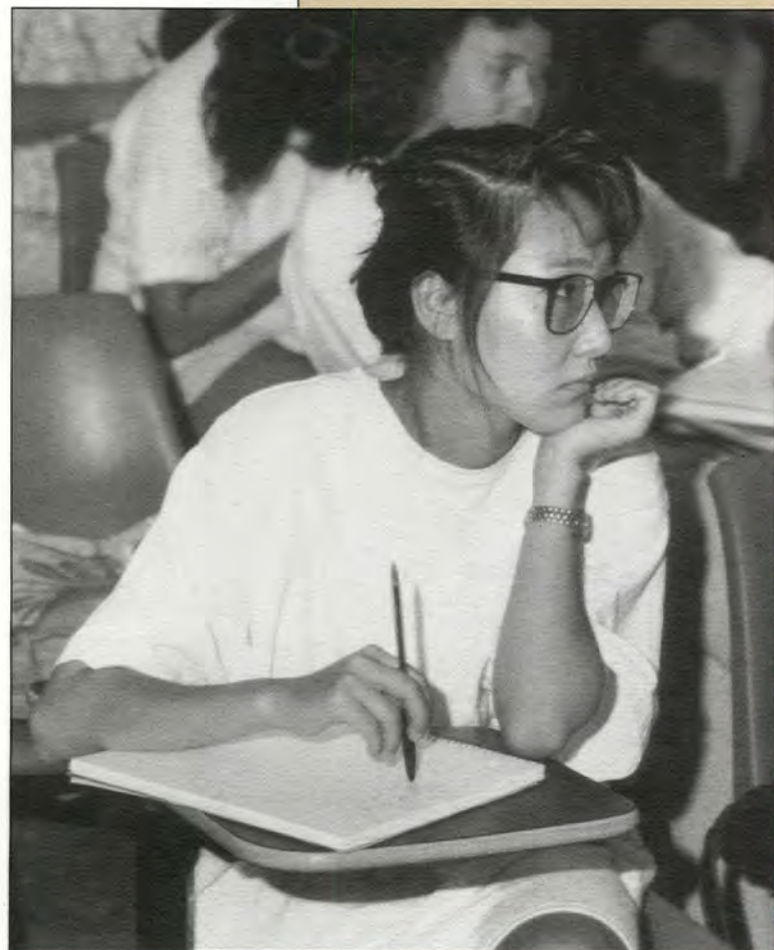
This seminar covers guarantees, safety, risk, and tax implications, CDs, money market funds, banks, savings and loans, U.S. Government securities, zero coupon bonds, municipal bonds, income-producing limited partnerships, high income stocks, Blue chip stocks, utility stocks, mutual funds, corporate bonds, GNMA's, annuities, and single premium whole life policies.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache.
Section 100:
Tuesdays, July 10-17, 6:30-8:30 p.m.
2 sessions. Duane Physics G116. \$18.

NC I 008 Basic Investing

This course is designed for the beginner. Complete and understandable explanations of terminology, products and basic strategies will be provided. We will focus on how to take concrete steps toward planning your financial future in today's environment. Required book is *How to Buy Stocks and Bonds* by Louis Engle, available at the University Bookstore.

Arnold Hart, B.A. Cornell, M.A. Syracuse and Sr. Vice President of Investments at Prudential-Bache, and Mary Wright, B.A. University of Colorado, Account Executive at Prudential-Bache.
Section 100:
Tuesdays, June 5-26, 6:30-8:30 p.m.
4 sessions. Duane Physics G116. \$33.



Lifestyle

NC L 014 Psychology of Intimate Relationships

We will explore why intimate relationships are so hard to find and maintain; how and why people keep choosing similar partners and repeat similar patterns in their relationships; the stages of intimacy; the function of power struggles, arguments, conflicts and affairs; how your childhood influences your intimate adult relationships; reflections on love and loving; falling out of love; how expectations affect our relationships; how to evaluate a potential partner, and how to stay healthy and filled in a relationship.

Neil Rosenthal, Psychotherapist/Marriage Therapist.

Section 100:
Saturday, June 16, 10 a.m.-5 p.m.
1 session. U.M.C. 235. \$29.

NC L 024 Changing the Patterns in Your Relationships

When you trace the patterns of your adult relationships to their roots, you'll usually find that the very defenses, out-looks and attitudes which protected you as a child are now interfering with your achieving a happy relationship as an adult. These childhood stances, still with us as adults, often poison your relationships, block your ability to trust, stop you from having fun, give you a chronic lack of self-esteem, and sabotage your ability to be intimate with others.

This will be a hands-on, experiential workshop for people who would like to explore their inner selves, and develop a clearer understanding of the patterns of their adult relationships which may be self defeating. Bring pen and paper.

Neil Rosenthal, Psychotherapist/Marriage Therapist

Section 100:
Saturday, June 30, 10 a.m.-5 p.m.,
1 session. UMC 235. \$29.

NC L 029 Intimate Companions: Towards Creating More Healthy & Happy Relationships

How do we co-create more conscious relationships? What keeps you from achieving the intimate relationship you seek? This workshop will address, in a relaxed, comfortable and supportive atmosphere: trust issues, betrayal issues, healing the wounded heart, healing the wounded relationship, how to stay healthy and filled in a relationship, evaluating potential relationships, owning your own power and reconnecting with the dream.

This will be an experiential workshop for people who would like to explore how to better create for themselves the intimate relationship they seek.
Neil Rosenthal, Psychotherapist/Marriage Therapist.

Section 100:
Saturday, July 14, 10 a.m.-5 p.m.
1 session. UMC 235. \$29.

NC L 002 Eating As If Your Life Depended On It

You cannot afford to be ignorant, confused or misled about the nutrition facts. What you eat today affects your immediate energy level and mood. The cumulative effects of your daily diet determine your risks of having heart disease, certain types of cancer, osteoporosis, high blood pressure and other serious diseases. In this one day seminar learn why eating fish could be great for your heart, the five types of fiber and the food source of each, why calcium supplements may be hazardous to your bones, three dietary ways to reduce your cancer risk, which vitamin supplements are right for you, where you can find reliable nutrition information, how to lose weight without starving yourself and why butter is better for you than margarine. Tuition includes materials.

Peggy Phillips, M.Ed. Nutrition Educ., Tufts Univ.; Registered Dietician/Nutritional Consultant.

Section 100:
Tuesdays, June 26-July 10, 6:30-8:30 p.m.
3 sessions. Education 231. \$30.

NC L 025 Handwriting Analysis: An Introduction

You are what you write. Handwriting reflects your real personality, how you approach life's events, how you set goals and pursue their achievement, how you problem solve, your fears and how you cope with them. Explore the uses of handwriting analysis in today's world. Learn the introductory principles of scientific handwriting analysis as you apply them to your own writing. Understand how you can utilize this new information in your business, in your job, in your family and with friends.

Carol Ford, B.S. nursing, certified graphoanalyst, has private practice in handwriting analysis and document examination.

Section 100:
Saturday, June 23, 9 a.m.-5 p.m.
1 session. Economics 16. \$33.

Outdoors

NCSO 005 Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Xeriscape landscaping deals with choosing the right plants for the right places in your yard. Careful plant selection and good planting techniques can lead to a lush beautiful home with low water needs. Plant lists and handouts will be provided.

Andrew Mead, B.S. University of Colorado at Boulder. Landscape manager and designer at Fruehauf Nursery.

Section 100:
Tuesday, June 19, 6-9 p.m.
1 session. Geology 134. \$15.

Science

NCS 001 Stars and Stellar System

This course is designed for those of you who want to learn more about the origin and evolution of stars, black holes, white dwarfs, neutron stars and the "big bang" theory. Fundamental concepts will be stressed. Lectures will be illustrated by slides and followed by naked eye observations of the stars (weather permitting). No prior scientific background is assumed. Recommended text: *Cycles of Fire*.

Joe Romig, M. Sc. Oxford, Ph.D. University of Colorado at Boulder. Researcher at Radiophysics, Consultant, Pondarosa Assoc.

Section 100:
Wednesdays, July 11-August 1, 7-9 p.m.
4 sessions. Duane Physics G125. \$33.

Testing

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

The course emphasizes strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus will be placed on demystifying the "logic games." There will be sections on general test-taking strategies and how to conquer test anxiety. Fee covers extensive practice materials.

Melissa Mahaney, J.D.
Section 100:
Saturdays and Sundays, July 21, 22, 28, 29, 9 a.m.-2 p.m.; and August 4, 9 a.m.-12:30 p.m.
5 sessions. Economics 119. \$195.

Theatre

NCTH 001 Behind the Scenes! The Colorado Shakespeare Festival

As You Like It
Romeo and Juliet
Much Ado About Nothing

Enjoy three magical evenings of "Shakespeare Under the Stars" at the Colorado Shakespeare Festival! Performances of three of Shakespeare's wittiest and most passionate plays are preceded by a one-hour informal lecture which includes a brief backstage tour and fascinating details about the plays and these productions. Meet fellow theatre lovers and join us for a lively and informative series. Course cost includes three performances and lectures. Reserved seats are for the orchestra section.

Judith Bock, Ph.D. Theatre, teaches theatre history at UNC and has worked at the CSF as a dramaturg and Assistant Director for three seasons.

Friday, July 6, 1990: *As You Like It*
Wednesday, July 11, 1990: *Romeo and Juliet*
Tuesday, July 17, 1990: *Much Ado About Nothing*
Section 100:

All lectures begin at 7:00 in Hellems 81. Performances start at 8:30 in the Mary Rippon Theatre. Enrollment is limited; no refunds. Registration deadline: Friday, June 29.
3 sessions. \$48.

Writing

NC W 001 Creativity and Right Brain Activities for Writers

Creativity lagging? Learn how to tap into your right brain for increased productivity, innovative ideas, direction, and techniques to help you become a more successful writer. You can develop insight into writing problems, nurture ideas, eliminate writer's block. Your writing can become more effective, more enjoyable.

Barbara Steiner, Professional Writer.
Section 100:
Wednesdays, June 6-July 25 (no class July 4), 6:30-8 p.m. 7 sessions. Education 231. \$48.

NC W 002 Journal Keeping

You are unique and special. The more you discover about yourself, the more there will be to discover. This class will teach journal techniques as a tool for self-exploration, as well as developing creativity, clarifying relationships, making decisions, and planning for your future. Bring a spiral or looseleaf notebook to class.

Barbara Steiner, Professional Writer.
Section 100:
Wednesdays, June 6-July 25 (no class July 4), 8-9:30 p.m. 7 sessions. Education 231. \$48.

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 includes types of children's books, current market trends, effective illustration techniques, portfolio/mss. development and submission, book production/printing (including artwork/mss. preparation), agents, contracts, awards, and self-publishing. Emphasis is on illustration, but valuable for writers as well.

Sandy Fuller, Professional illustrator and children's book publishing consultant.

Section 100:
Saturday, June 9, 9 a.m.-5 p.m.
1 session. Economics 119. \$48.

NC W 018 Writing the Novel

For the aspiring novelist or published author, this one-day interactive seminar will focus on numerous topics as they relate to the contemporary adult novel. You will learn how to select and control viewpoint; how to structure, plot and pace; how to make characters come alive inside and out; how to use dialogue; how to employ good storytelling techniques; how to use fresh images and metaphors and avoid cliches; how to slant for the market; and how to get an agent.

Jerry Earl Brown, novelist, whose latest novel is *Earthfall*.
Section 100:
Saturday, July 21, 9 a.m.-5 p.m.
1 session. UMC 235. \$48.

NC W 021 Screenplay Writing Seminar

This seminar will cover how to write a big-budget movie and sell it to one of the major motion picture studios in Los Angeles. We'll study the 3-act format, and inspect story, structure and character. The selling process and the differences among agents, independent producers and studio executives will be discussed. The seminar also includes great anecdotes, gossip, Hollywood politics and what really goes on in "LaLa" land. You CAN write in Colorado and sell in lower California. Course requirements are to rent "Big", "Annie Hall", "Rear Window" and view before seminar. Recommended texts are *Screenplay and Workshop* by Field, *How to Sell Your Screenplay* by Sautter, and *Successful Scriptwriting* by Cox available at any bookstore.

Richard E. Graglia has sold 6 of 9 screenplays to: Paramount Pictures, Touchstone, Warner Brothers, Universal and Orion.
Section 100:
Saturday, June 16, 9 a.m.-5:30 p.m.
1 session. Porter Biosciences E113. \$48.

A WORLD OF INFORMATION.

VIDEO TELECONFERENCING

STATE-OF-THE-ART INFORMATION

Video teleconferencing is the newest, most economical way for professionals to stay current in fields and activities where the pace of change outruns any individual's ability to keep up. CU-Boulder teleconferencing is "live" — national teams of presenters and panels are put together representing the cutting edge of a field. These "how to" specialists can speak to the future authoritatively. They have practical, here-and-now answers to the questions that Colorado professionals and their counterparts across the country can ask satellite presenters directly throughout the teleconference day. More and more frequently these presenters are among the leaders in their fields.

Diverse Topics

Live teleconferences cover a global range of topics, current among professionals, including: business management, marketing, global trade, small business skills, new industrial and information technologies, government policies and requirements, advances in engineering, personnel supervision, productivity, the health care industry, physical fitness, new directions in teaching and student affairs, and professional development skills.

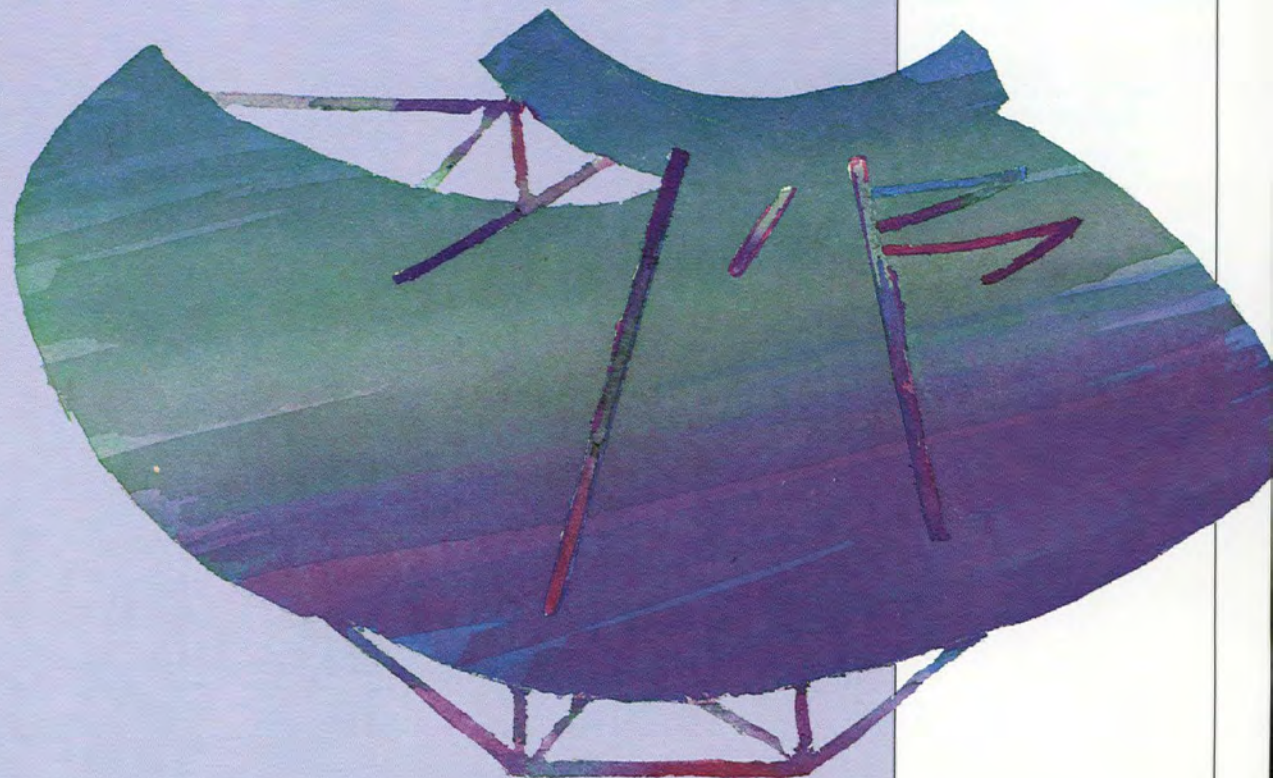
Training & Development

A typical video teleconference starts with an on-site team of experts who set the stage for the topic. Live-via-satellite presentations are reinforced by detailed agendas, workbooks, texts, and worksheets in a take-home packet. Throughout the day there are live question/answer sessions interspersed with presentations and demonstrations. The on-site team wraps up the day with a local and regional perspective on the subject — and answers remaining questions.

Colorado professionals rate teleconferencing to be as good or better than traditional conferencing, pointing to the convenience and quality of teleconferences and to the currency and credibility of information via satellite. Teleconferencing puts a premium on real-world expertise that is replicable in many settings.

Save Time and Money

Teleconference fees are all-inclusive, covering materials, parking, and catered meals. Instead of the time and cost of traveling hundreds of miles to hear the experts, the same information can be obtained in a day spent dialoguing — not traveling.



Video Teleconferencing

Practical Applications and Dynamic Communication

The visual medium lends itself to animated graphics, charts, fieldwork sequences, demonstrations, on-site interviews and case studies. Professional audiences can translate information into practical workplace applications on the spot. Its visual quality and "liveness" attract experts who like the dynamism of networking live with audiences around the country.

Everyone Has a Front Row Seat

Ideas are demonstrated in a visual laboratory in which everyone has a front row seat. The dynamic intensity of live national teleconferencing sets it apart from traditional face-to-face meetings in its scale, the power of the medium to focus attention, the efficient use of time, and its convenience.

State-Of-The-Art Equipment

Staff of the Division of Continuing Education and of the Events/Conference Center at The University of Colorado at Boulder have developed and equipped a customized facility acknowledged to be one of the most outstanding of its kind. The flexibility of six ample meeting rooms and an 11,000-seat arena allows diverse audiences to be accommodated simultaneously. Located on the campus near the corner of Colorado Avenue at Regent, one block west of 28th Street, the facility offers easy access and ample parking. The large-screen General Electric Talaria projection system is capable of receiving programming from virtually all of the present generation of business-oriented and educational satellites. In addition, a portable antenna that can receive presentations via the newer Ku-band can travel to workplace sites.

Professionally Staffed

Through its charter membership in the 270-campus National University Teleconference Network founded in 1982, the Division of Continuing Education receives continuous announcements of teleconference opportunities. The Division has published nationally in the teleconference field and has conducted training and consulting projects with agencies on planning and managing their own teleconferencing, using campus or other facilities. Cooperative presentation of teleconferences is frequent, enabling businesses, organizations, and associations to use their training and development resources more effectively.

Place & Time, Parking, Fees

Most teleconferences are presented during daytime hours at the Events/Conference Center on the Boulder campus. There is ample parking. The fees for teleconferences vary, but include materials, parking, refreshments, and usually lunch. Group rates are available on a program-by-program basis.

Parking is available in Lot 436, just north of the Events Center. Parking permits and maps are sent to those who register in advance. There is easy access to the Events Center, which is situated one block off 28th Street near the corner of Colorado and Regent.

Teleconferences Scope and Volume Increasing Rapidly

The live teleconference industry is in a growth phase. We make it our number one task to keep up with what is available for professionals and to present it as part of our regular schedule, or by request from an organization or association. Why should you care? Because with their increasing availability, there is likely to be teleconferencing that can make a difference to your professional growth. This is one of today's most rapid means of obtaining new, "must know" information.

Teleconferences run the gamut from highly specialized technical topics to wide-ranging business management subjects. Our live videoconferences have included glass safety glazing standards for building code professionals; hazardous waste management requirements; a series for law enforcement agents; customer service strategies for specialty retailers; an eight-part series for business managers; developments in artificial intelligence; computer interface strategies; new information management software; and more. All national teleconference presenters take questions from audiences such as ours, and we always arrange a local workshop in conjunction with teleconferences.

Teleconferences are often presented cooperatively. Our partners have included chambers of commerce; the Boulder County Sheriff's Department; the Colorado Chapter of the International Conference of Building Officials; the Colorado Institute for Artificial Intelligence; the International Business Association of the Rockies; several campus-based departments, and a number of professional associations including Mile High Data Processing Management Association and The Colorado Parks and Recreation Association.

Sources

We present teleconferences from numerous national sources: the Internal Revenue Service, Executive Communications, the Federal Bureau of Investigation, the American Management Association, and a 270-campus consortium, the National University Teleconference Network. We expect to add new dimensions to our heavily business-oriented schedule through new programming from the Federal Emergency Management Agency, PBS's adult learning service, and other just-now emerging sources.

Our Newest Capability Is Audioconferencing

We are equipped to link up to 20 or more sites for formal or informal audioconferenced meetings that can link locations across the country — or the world. Audioconference services are available on an ad hoc or regular basis to the public. Please inquire regarding charges and booking time on our bridging system.

Keeping Up With Teleconferences To Come

Because teleconferences are "live," they are frequently scheduled only a few weeks in advance. We are continually adding events to our schedule. To be kept up-to-date, please write: Division of Continuing Education, University of Colorado at Boulder, Campus Box 178, Boulder, Colorado 80309-0178. Visit us at: 1221 University Avenue; or call: 303-492-6596 or 492-5148; in Colorado, outside the Denver/Boulder area, call toll free: 1-800-332-5839. For information on in-house programming, please contact Becky Duning, Manager, Teleconferences, (303) 492-6596.

REAL ESTATE EDUCATION PROGRAM

Looking for a career in real estate, advancement in your current real estate related profession, or do you simply want to learn more about the real estate industry?

This real estate program offers seminars and courses that include Principles, Law, Appraisal, Closings, Finance, Property Management, Tax Factors, and other current subjects. All of the required Colorado real estate licensing courses are available through the program. These college level courses are open to all persons and can provide you with valuable information related to this important field.

For additional information about courses offered and cities served in Colorado by this statewide program, call 492-8666 for a detailed real estate brochure.

Colorado Sales License

The Colorado Sales License Law requires that a candidate successfully complete the following courses of real estate education and receive a passing score of 70% on the state exam given by the Real Estate Commission:

- (1) NCRE 7 — Practice and Law, 48 hours, \$245 plus textbooks.
- (2) NCRE 18 — Colorado Contracts and Law, 24 hours, \$120 plus textbooks.

Colorado Broker License

The Colorado Broker License Law requires that a candidate complete the following 48 classroom hours of real estate education in addition to meeting the current requirements of a Colorado Sales License.

- (1) NCRE 26 — Finance and Advanced Law, 24 hours, \$120.
- (2) NCRE 28 — Closings and Trust Accounts, 24 hours, \$120.
- (3) Score 75% on the state exam.
- (4) Two years' experience as a real estate sales licensee OR completion of four elective 24-hour courses.
- (5) If you are applying for your broker's license you will also be required to prove to the Real Estate Commission that you have completed a Colorado Contracts and Law course required for a Colorado Sales License.

For full details and to apply for the sales or broker license exam, please call the Colorado Real Estate Commission at (303) 894-2166.

an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency.

Section 401

Night Course. 14 sessions. (48 hours)

Monday and Thursday,

June 4 to July 19, 6:30-9:55 p.m.

Location: Engineering Building CR 1-46, Boulder Campus.

Tuition: \$245 plus textbooks.

Section 411

Daytime Course. 6 sessions. (48 hours)

Wednesday, Thursday, Friday, Monday,

Tuesday, Wednesday, July 18, 19, 20, 23, 24, 25,

8:30 a.m. to 5:30 p.m.

Location: Jeffco Realtor Board, 950 Wadsworth Blvd., Lakewood.

Tuition: \$245 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.

Monday and Thursday,

July 23-August 13, 6:30 p.m. to 9:55 p.m.

Location: Engineering Building CR 1-46, Boulder Campus.

Tuition: \$120 plus text \$16.

Metro Denver

Section 411

3 sessions: June 14, 15, 16

Thursday, Friday, Saturday,

8:30 a.m. to 5:30 p.m.

Location: Jeffco Realtor Board,

950 Wadsworth Blvd., Lakewood.

Tuition: \$120 plus text \$16.

NCRE 28

Real Estate Closings and Trust Accounts

The course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Maintaining brokerage trust accounts will also be thoroughly covered.

Section 401

Daytime Course. 3 sessions.

Wednesday, Thursday, Friday,

June 20, 21, 22, 8:30 a.m.-5:30 p.m.

Location: Holiday Inn

800 28th Street, Boulder.

Tuition: \$120.

NCRE 7	Practice and Law
NCRE 18	Colorado Contracts and Law
NCRE 26	Finance and Advanced Law
NCRE 28	Closings and Trust Accounts
NCRE 33	Appraisal I — Residential
NCRE 35	Listing and Selling Real Estate
NCRE 60	Commercial and Investment Properties
NCRE 61	Tax Factors in Real Estate
NCRE 71	Real Estate Construction
NCRE 72	Property Management
NCRE 103	Foreclosure
NCRE 107	Water Law I
NCRE 108	Water Law II

For Course Information call 492-8666 and ask for the current Real Estate Brochure.

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. Course begins with

THERE ARE NO BOUNDARIES TO INDEPENDENT STUDY

Independent Study Removes the Traditional Boundaries of Time and Location for Learners.

Through correspondence instruction, through individualized instruction or through private lessons, you have opportunities to participate in an individualized mode of instruction not often found in other academic situations. You set your pace and choose the most convenient time and place to study.

Whether you supplement your on-campus schedule with a correspondence course, meet privately with an instructor or earn high school credit, you'll use your motivation and self-discipline to remove boundaries and to meet the challenges of independent study.

College Credit Opportunities

Guided Correspondence Study

Independent study through correspondence allows you to begin courses at any time, not tied to the academic calendar. You work directly with an instructor by mail and by telephone. Written assignments are returned to you with grades and comments. Some courses make use of multi-media materials. Many of the courses include self-checking test questions with each unit so that you judge your own progress. Courses may be taken pass/fail or for no credit.

More than 70 college credit courses, approved by the University, are offered in 17 academic areas:

accounting	history
anthropology	kinesiology
business	mathematics
economics	music
education	philosophy
engineering	political science
English	psychology
fine arts	sociology
geography	

Individualized Instruction

Individualized Instruction provides an opportunity to earn college credit for course work by meeting with a faculty member in a non-classroom setting. It may be used when you cannot enroll in the course on campus. You may not earn credit for work completed before registering. Registration requires the approval of the faculty member, the department or school, and the appropriate dean.

Mountain Research Station

The University of Colorado's Mountain Research Station offers a variety of field-oriented summer courses for undergraduate or graduate credit. Biology, geography and geology courses are available. The Station has cabins and a dining hall for residents, or students may commute. Come experience the thrill of studying outdoors in a summer field course! For more information call or write: Mountain Research Station, 818 County Road 116, Nederland, CO 80466. 303-492-8841.

Professional Certification Opportunities

Noncredit courses are offered so that you can meet Colorado Real Estate licensing requirements or earn certificates in Childhood Education. All courses carry Continuing Education Units (CEUs).

All course work is by correspondence, graded and commented upon by faculty members who have both academic and professional qualifications.

Real Estate Education

In cooperation with the Colorado Real Estate Commission and the Colorado Association of Real Estate Boards, CU provides independent study courses to meet licensing requirements for real estate salespeople and brokers.

Childhood Education

These noncredit courses are open to all who are interested in the growth, development and education of young children, including nurses, social workers, and parents of young children. Certificates are awarded to those who complete a specified series of courses.

High School Credit Opportunities

The University of Colorado offers guided independent learning courses for high school students who want to enrich their high school programs.

High School Correspondence

These correspondence courses provide special opportunities for students to meet college entrance requirements, to accelerate graduation, or to meet high school graduation requirements.

High School credit is granted by the student's high school, not by the University of Colorado.

It works like this: using printed study guides, texts, kits, and audio materials, you and your supervisor (usually a counselor) stay in touch with faculty who work for the Independent Study Programs at CU by mail and by telephone. Graded assignments are returned to you with comments so you can see how you are progressing. Start the course anytime. Work at your own pace.

Ask your guidance counselor or advisor about high school independent learning courses.

Concurrent Registration in College Credit Courses

Qualified high school seniors can get a head start at CU through concurrent registration in college credit courses by correspondence.

If approved by your school, courses can be used for high school graduation or accepted for college credit (nondegree student) at the University of Colorado.

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
 1-800-332-5839 (Toll Free in Colorado)

SPECIAL PROFESSIONAL PROGRAMS

Special Professional Programs use a hands on, interactive approach that we believe is well suited to people in rapidly evolving fields and for those who are determined to advance their professional skills and knowledge. These programs are intended to provide a chance to study under conditions that lead to an understanding of practical applications and strategies in the workplace. Drawing on case studies and emphasizing applications to individual circumstances, these one, two, and three day workshops can help you stay on top of new developments and use this knowledge effectively.

Our programs are developed especially for this office. All of our workshops offer fresh thinking geared to the achievement of personal and organizational goals. At their best, they offer enduring intellectual and practical value for professionals concerned about productivity and results. These programs are intended for business and industry, government and non-profit organizations. The intended level of staff and management is specified in individual program descriptions. Most special professional programs are applicable to certificate programs described elsewhere in this catalog.

This is an opportunity to be guided into new knowledge and its applications in real-life terms. These special programs bring depth to subjects that deserve the more intensive treatment offered by their one-to-three day formats. Presented in daytime hours, they accommodate schedules for which evening courses extending over several weeks are less well-suited.

For the person on a demanding career track, for those seeking to be more effective in their positions, and for those in leadership roles who recognize that they, and their subordinates, comprise a team in which everyone must be highly productive — intensive education can make the difference.

Advance registration is necessary and should be completed two weeks prior to the program date if possible. Group discounts are available for some workshops. Call 303-492-5148 or toll free outside the Denver Metro Area, 1-800-332-5839 to register. Specially tailored programming for your own organization can also be arranged.

NCSS 408 Financial Statement Decision Making

Make financial statements work for you instead of frustrating you. As a business owner, manager, or executive you are faced with significant business decisions every day. Yet how frequently do you make these decisions without full confidence and understanding of the financial facts? Since the computerization of business, the volumes of factual data available to business decision makers have served to confuse rather than to streamline the decision making process. This workshop will simplify that process for you. The objective is to help you benefit immediately from a better understanding of how financial statements support your everyday decision making. Non-accounting decision makers will find this workshop uniquely clear and simple in its approach. With a better understanding of financial statements and accounting reports, and the decision making process, you can gain the financial awareness and confidence to take decisive action. The result will be growth in your ability to make better business decisions — decisions that relate to profits and taxes; fringe benefits and payroll taxes; budgets and breakeven analysis; sales and costs; proformas and ratios; capitalization and leverage. This may sound like "accounting-ese". On the contrary, each is a simple concept. Once confidence is gained through understanding and practice, these concepts will be some of your most versatile decision making tools. This program qualifies for the Management Development Certificate Program. Course fee includes all materials, refreshments, and parking. Lunch not included.

Fred Moore, M.B.E. Public Accountant, consultant, and frequent lecturer for non-accounting professionals.

Section 100:
Friday, July 20, 9 a.m.-4 p.m.
One all-day session. .6 CEUs.
Computing Center. \$75.

NCSS 063 How To Target Your Advertising

Try these questions on yourself. Do you clearly identify your most likely prospects? Do you send these prospects the right advertising message about your service? And finally, are you certain about how to choose the best media to reach your prospects? If you are unsure about the answers to these questions, it is likely that your advertising is often ineffective and wasteful. It simply does not produce desired results. This workshop will give you the techniques you need to target your advertising properly. These are the very same disciplines used by the most sophisticated advertisers, but simplified so that they can be used by any business, no matter how small. You will gain more confidence about your decisions regarding how to reach these prospects through the proper choice of media. This workshop should be especially meaningful for health care, educational institutions, professional organizations, small businesses, and those in accounting, legal, and other specialized professional services. The materials will make it possible for you to put the workshop techniques to work in your own business immediately, with more certainty that you know how to target your advertising. This program qualifies for the Management Development Certificate Program. Course fee includes all materials, refreshments, and parking. Lunch not included.

Raymond F. Marcus, Marketing and Merchandising Consultant.

Section 100:
Wednesday, June 27, 9 a.m.-4 p.m.
One all-day session. .6 CEUs.
Events/Conference Center. \$75.

ENGLISH AS A SECOND LANGUAGE

. . . for Academic Study

A member of the national consortium of University and College Intensive English Programs (UCIEP), the International English Center provides year-round intensive English language instruction, cultural orientation, and academic-placement counselling for non-English-speaking students who are planning to enter degree programs in the United States.

The Center places students in six proficiency levels, from introductory to advanced, where attention is paid to all the language skills (listening, speaking, reading, writing) in twenty-five hours of classwork each week. Students also learn the study skills necessary for undergraduate or graduate academic work. At the advanced levels, students may participate in University credit courses or in special career-related Continuing Education certificate programs.

The Center's eight-week (half-semester) sessions are suitable, too, for tourist visitors seeking full-time study in general English combined with intercultural enrichment.

. . . for Career Advancement

Among recently arrived new residents now working in Colorado — as for many temporary visiting employees — English is an unfamiliar medium of communication. Adequate English-language proficiency is a vital key to satisfactory interaction in any English-speaking workplace.

For speakers of English as a second language, the International English Center offers evening classes in speaking and writing contemporary English, designed to foster effective interpersonal exchange on the job and in the community:

NCFL 900 English for Speakers of Other Languages: A Combined-Skills Course

This eight-week class is offered at the intermediate to advanced level and emphasizes practical English in accord with the personal and professional needs of the participants. The instructor provides study materials.

Ellen Polsky, M.A., is ESL Coordinator for UCB's Department of Linguistics, where she is enrolled in the Ph.D. program. She currently teaches intensive English classes for the International English Center.

Section 200: Mondays and Wednesdays, June 18-August 8, 6:30-8:00 p.m. 15 sessions. \$110.
IEC Classroom AB1, 1335 Grandview Avenue.

For further information, write or call the Center directly:

International English Center,
Campus Box 63
Division of Continuing Education
University of Colorado
Boulder, Colorado 80309-0063
Telephone: (303) 492-5547 Fax: (303) 492-5515

From 8 a.m. to 5 p.m. daily, you may visit the Center's offices at 1333 Grandview Avenue — just one block north of the Division of Continuing Education buildings.



TAKE CATECS COURSES AT YOUR JOBSITE

The Center for Advanced Training in Engineering and Computer Science (CATECS) is an educational outreach program for working professionals. CATECS provides the best of both worlds — the intellectual vigor of a major research university coupled with the efficiency and convenience of jobsite learning. This summer, in response to feedback from our students, CATECS is expanding its summertime course offerings. Whether you are enrolled in a degree program or just taking courses for professional development, you have many more opportunities in Summer 1990!

Number	Course	Faculty	Day/Time
Aerospace			
ASEN 5526	H-Infinity Control of Multivariable Systems	Balas	*TR 1-3:30 p.m.
Engineering Management			
EMEN 5020	Finance & Accounting for Engineers	Mercure	MF 7:30-10 a.m.
EMEN 5050	Leadership, Human Resources and Communications	Micucci	*TR 9:30-11:30 a.m.
Mechanical Engineering			
MCEN 5126	Applied Statistics for the Manufacturing & Process Industries	Clough	MWF 3-4:50 p.m.
Telecommunications			
TLEN 5510	Defense Communications	Gates	MWF 7:30-9:10 a.m.
TLEN 5500	Cable TV	Shain	MWF 9:30-11 a.m. ** (A) Term only
TLEN 5300	Intro to Communications System Theory	Haddad	MW 5-7:30 p.m.
TLEN 5520	Telecommunications Standards	Severson	TR 3:50-6:20 p.m. ** (A) Term only

Notes: *TR means Tuesday and Thursday
 ** (A) Term means Short Summer Term (June 4-July 6)
 All others are Full Summer Term (June 4-July 30)

For further information, contact CATECS by phone at (303) 492-6331 or by mail:

CATECS
 University of Colorado
 Campus Box 435
 Boulder, CO 80309-0435



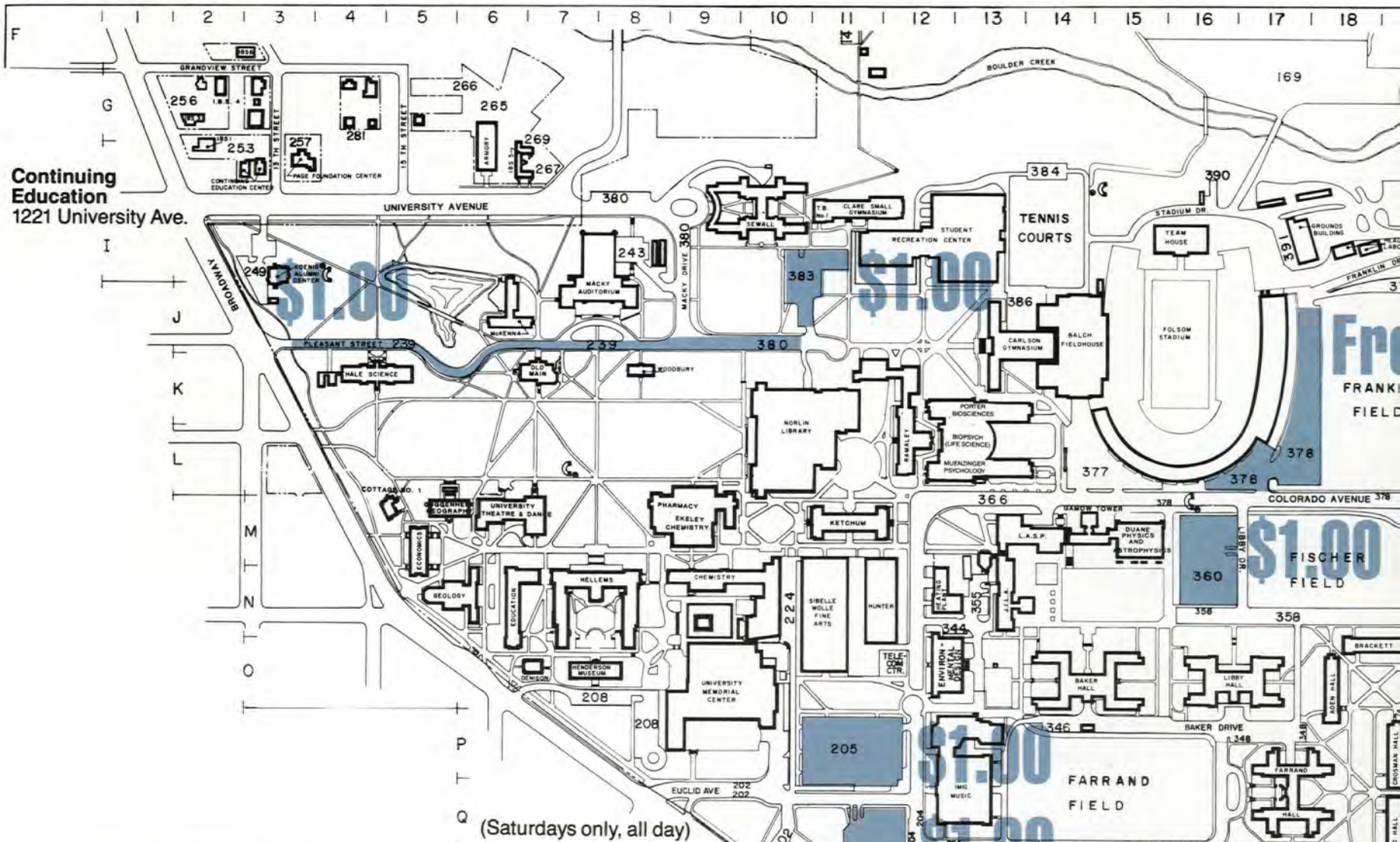
A	Abnormal Psychology 9	D	Dance 29	J	Japanese 31
Accounting for Non-Accountants 29	Advanced dBase III/IV + Applications 17	Database Management: Applying dBase III + /IV 17	Defense Communications 40	Journalism 9	Journal Keeping 33
Advanced DOS 16	Advanced Lotus 1-2-3 18	Desktop Publishing 22	Drop procedures (Boulder Evening) 4	K	Kinesiology 9
Advanced Macintosh Computer Art 21	Advanced PageMaker Desktop Publishing for the IBM PC 22	E	Eating As If Your Life Depended On It 32	L	LANs (Local Area Networks) 17
Advanced WordPerfect 19	Advertising 38	Economics 8	Effective Public Speaking and Presentation Techniques 11	Law School Admission Test (LSAT) 33	Leadership, Human Resources and Communications 40
Aerospace 40	Algebra 9	Eligibility (Boulder Evening) 4	Engineering Management 40	Life Drawing 30	Lifestyle 32
Applied Statistics for the Manufacturing & Process Industries 40	Applying Microsoft Works on the Macintosh 19	English 8	English for Speakers of Other Languages: A Combined-Skills Course 39	Lotus 1-2-3 17-18	Lotus 3.0 Upgrade Seminar 18
Art of Drawing Dinosaurs (6-12 year olds) 25	Art of Persuasion 11	Excel Spreadsheet on the Macintosh 18	F	Macintosh Computer Art 21	Management Development Certificate Program 10-11
Audioconferencing 35	AutoCAD 3D Perspective and Application 20	F	Faculty/Staff Registration 4	Managerial Creativity 11	Map (Campus) 42-43
B	Basic Investing 32	Film 8	Finance and Accounting for Engineers 40	Masterpieces of American Literature 8	Mathematics 9
Basic Photography 30	BASIC Programming 15	Financial Aid (Boulder Evening) 4	Financial Statement Decision Making 38	Mathematical Engineering 40	Mental Picture: Professional Cartooning 25
BASIC Skills for the New Supervisor 11	Beginning Animation on the Macintosh 21	Fine Arts 30-31	Foreign Languages 31	Mountain Research Station 37	M
Beginning Ballroom Dancing 29	Beginning Basketry 30	French 31	Fundamentals and Techniques of College Algebra 9	Noncredit courses 27-33	Numerical and Analytical College Trigonometry 9
Beginning Computer Aided Design 19	Beginning Conversational French 31	G	General Psychology 9	Nutrition and Health 9	O
Beginning Conversational German 31	Beginning Conversational Italian 31	Geography 9	German 31	Opaque Water Media 31	Outdoors 33
Beginning Conversational Spanish 31	Beginning Japanese 31	H	Handwriting Analysis: An Introduction 32	Parking 42-43	Pass/Fail Option (Boulder Evening) 4
Beginning Jitterbug Dancing 29	Beginning Microsoft Word on the Macintosh 18	High School Correspondence 37	H-infinity Control of Multivariable Systems 40	Philosophy 9	Photography 30
Beginning Using Lotus 1-2-3 17	Beginning West Coast Swing 29	How to Target Your Advertising 38	I	Practical Skills in Conflict Resolution 11	Practice and Law 36
Beginning Western Dancing 29	Beginning WordPerfect Word Processing 18	Illustration 25	Independent Study Programs 37	Preparing for the Law School Admission Test (LSAT) 33	Principles of Macroeconomics 8
Behind the Scenes! Colorado Shakespeare Festival 33	Boulder Evening Credit Classes 4-9	Intermediate Ballroom Dancing 29	Intermediate Conversational Spanish 31	Principles of Microeconomics 8	Production Management 8
Building Productive Work Teams 11	Business 29	Intermediate C Programming 16	Intermediate Lotus 1-2-3 17	Programming 15-16	Psychology 9
C	Cable TV 40	Intermediate Opaque Water Media 31	Intermediate UNIX 16	Psychology of Intimate Relationships 32	Psychology of Personality 9
Calligraphy for Kids 25	Cartooning 25	Intermediate West Coast Swing 29	Intermediate WordPerfect 19	Public Speaking 8, 11	Q
Cartooning for Teens: An Art Workshop for Young People 25	CATECS (Center for Advanced Training in Engineering and Computer Science) 40	International English Center 39	International English Center 39	Quark XPress Desktop Publishing 22	R
Certificate in Commercial Design 24-25	Certificate in Computer Applications 13-22	Interpersonal Communication 8	Intimate Companions: Towards Creating More Healthy & Happy Relationships 32	Real Estate Closings and Trust Accounts 36	Real Estate Education 36, 37
Changing the Patterns in Your Relationships 32	Childhood Education 37	Introduction to Aldus PageMaker on the Macintosh 22	Introduction to Aldus PageMaker on the Macintosh 22	Registration 44-48	Report Writing 8
Children's Book: Illustrating and Getting Published 33	Children's Book Illustration Techniques 25	Introduction to C++ Programming 16	Introduction to Ceramics 31	Residency 4, 5	S
Colorado Broker License 36	Colorado Contracts and Law 36	Introduction to Communication 8	Introduction to Communications System Theory 40	Science 33	Screenplay Writing Seminar 33
Colorado Sales License 36	Commercial Art 25	Introduction to C Programming 15	Introduction to Drawing 30	Sculpture — Stonecarving 30	Software Applications 17-19
Commercial Artist I: Design, Layout, Paste-up 25	Communication 8	Introduction to Fiction 8	Introduction to Harvard Graphics 18	Spanish 31	Special Professional Programs 38
Computer Aided Design 19-20	Computer Aided Design: Level I 19	Introduction to HyperCard 17	Introduction to Human Geography 9	Stars and Stellar Systems 33	Storytelling for Everyone 30
Computer Aided Design: Level II 20	Computer Aided Design: Level III — Customizing AutoCAD 20	Introduction to Local Area Networks (LANs) 17	Introduction to Local Area Networks (LANs) 17	Systems 16-17	T
Computer Applications 13-22	Computer Graphics Art 20-21	Introduction to PageMaker Desktop Publishing for the IBM PC 22	Introduction to Philosophy 9	Technical Writing Seminar 11	Telecommunications 40
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Creativity and Right Brain Activities for Writers 33	C	J	Journal Keeping 33	Using MS-DOS 16	V



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Writing 8, 11, 33	Writing Business Plans 29
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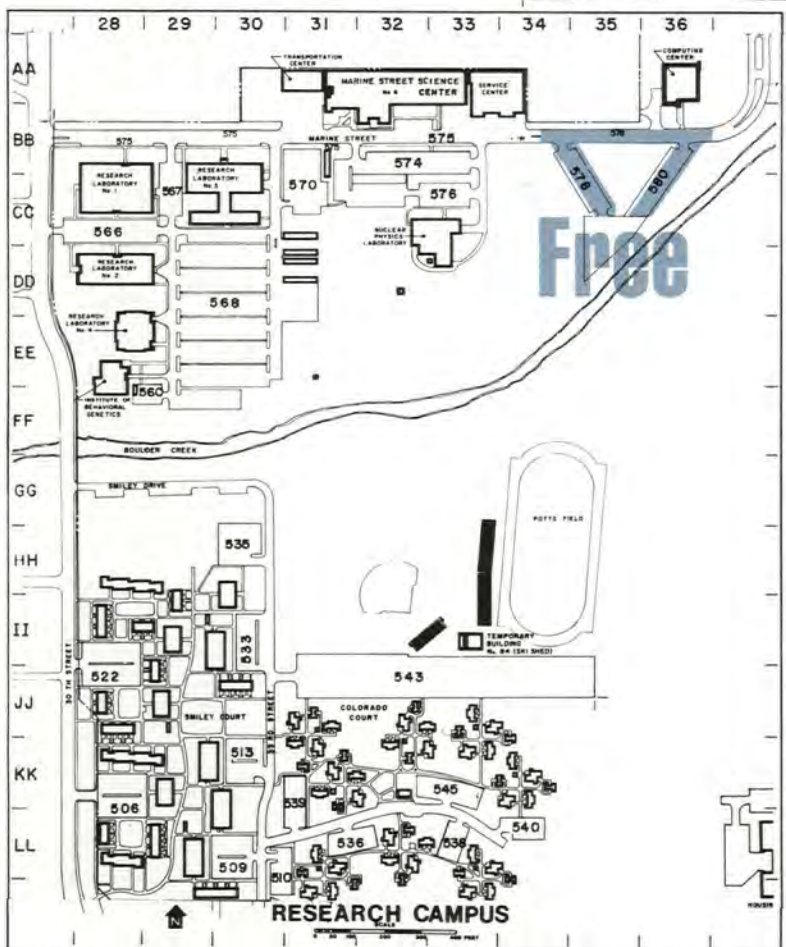
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Continuing Education
1221 University Ave.

(Saturdays only, all day)



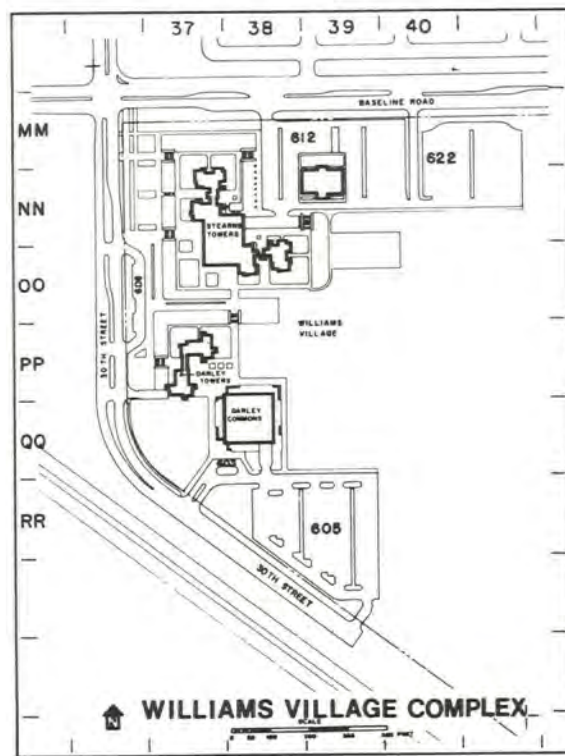
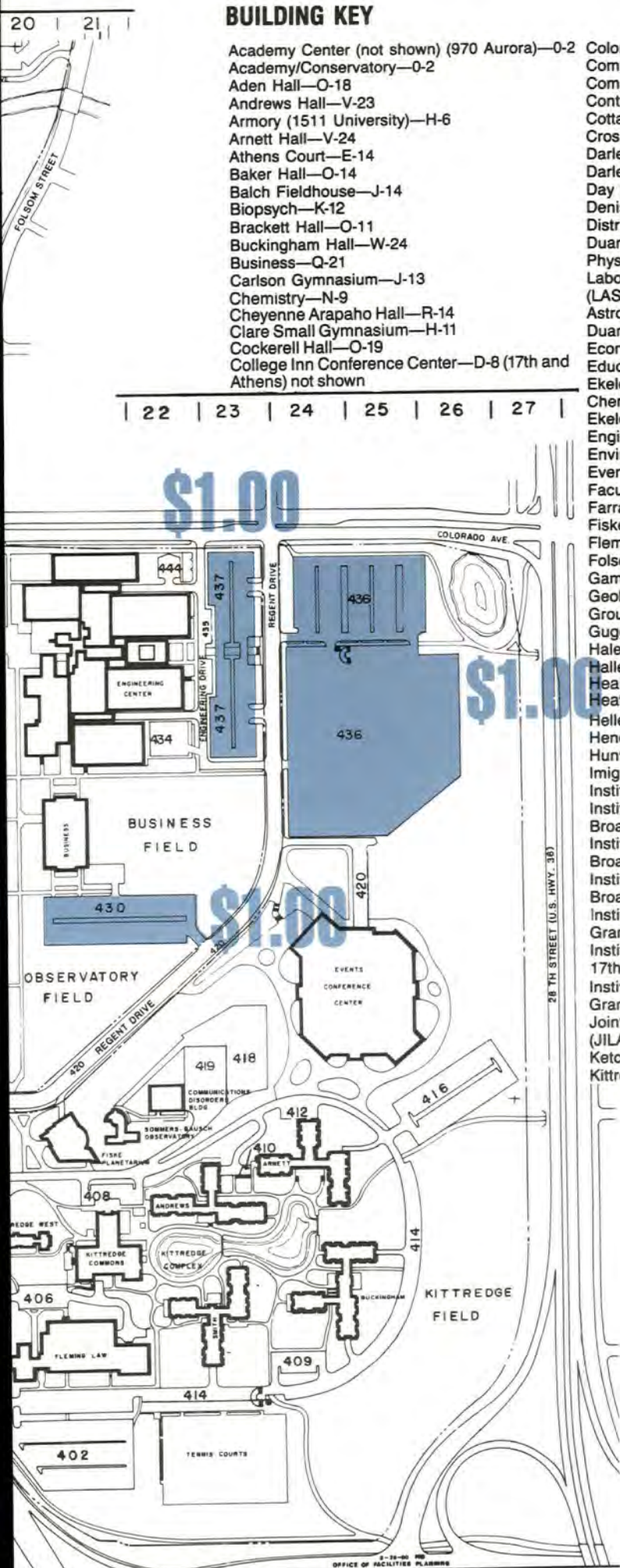
Free = Free parking after 5 pm, and Saturdays

\$1.00 = \$1.00 parking after 5 pm, and Saturdays (bring 4 quarters)

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a.)

BUILDING KEY

- Academy Center (not shown) (970 Aurora)—O-2
- Academy/Conservatory—O-2
- Aden Hall—O-18
- Andrews Hall—V-23
- Armory (1511 University)—H-6
- Arnett Hall—V-24
- Athens Court—E-14
- 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 Gymnasium—H-11
- Cockrell Hall—O-19
- College Inn Conference Center—D-8 (17th and Athens) not shown
- Colorado Court—KK-32
- Communication Disorders Bldg.—T-22
- Computing Center—AA-36
- Continuing Education—H-3, 1221-1229 University Cottage No. 1—M-5
- Crosman Hall—P-19
- Darley Commons—QQ-38
- Darley Towers—PP-37
- Day Care Center (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
- Economics—M-5
- Education—N-6
- Ekeley Chemical Laboratories—(includes Ekeley Chemistry and Pharmacy) M-8
- Ekeley Chemistry—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
- Farrand Hall—Q-17
- Fiske Planetarium—U-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Gamow Tower—M-14
- Geology—N-5
- Grounds and Service Center—I-17
- 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
- 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)
- 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—(includes Ramaley Biology, Biosciences, and Muenzinger Psychology) L-13
- Macky Auditorium—I-7
- Marine Court—D-14 not shown
- McKenna Languages—J-6
- Muenzinger Psychology (Life Sciences Laboratories)—L-13
- Newton Court—E-19
- Norlin Library—L-10
- Nuclear Physics Laboratory—CC-33
- Old Main—K-7
- Page Foundation Center—H-4
- Pharmacy (Ekeley Chemical Laboratories)—M-9
- Porter Biosciences—K-12
- Ramaley Biology (Life Sciences Laboratories)—L-12
- Reed Hall—Q-19
- Regent Administrative Center—S-15
- Research Laboratory No. 1—BB-28
- Research Laboratory No. 2—DD-28
- Research Laboratory No. 3—BB-30
- Research Laboratory No. 4—DD-28
- Research Laboratory No. 6—AA-32 (Marine St. Sciences Center)
- Service Center—AA-33
- Sewall Hall—H-10
- Sibell Wolle Fine Arts—N-11
- Smiley Court—JJ-29
- Smith Hall—X-22
- Sommers-Bausch Observatory—U-21
- Stearns Towers—NN-38
- Student Recreation Center—I-13
- Team House—I-19
- Temporary Building No. 1—H-11
- Temporary Building No. 84 (Ski Shed)—GG-33
- 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 EASY WAYS TO REGISTER

1. Phone registration is easy if you'd like to charge your noncredit or certificate courses to Visa or MasterCard. Call 492-5148 or 1-800-332-5839 with completed registration form, page 45, and charge card in hand.

2. Fax your registration. When charging a course, send page 45 for noncredit; both front and back page 47 for credit. Our fax number is (303) 492-3962.

3. Register by mail for any number of noncredit or certificate classes or three hours of Boulder Evening Credit classes. A postage-paid envelope is enclosed and registration forms are on page 45 for noncredit and page 47 for credit.

4. Or come to the Continuing Education Office, 1221 University Avenue, between 8:30 a.m. and 5:30 p.m. Monday through Thursday or between 8:30 a.m. and 5 p.m. on Friday.

Costs vary from class to class and tuition is listed at the end of each course description. You may pay by MasterCard, Visa, 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 at 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 your skills or acquire new ones, enhance your current career or explore another field, Continuing Education offers a full spectrum of programs. Most classes offer Continuing Education Units (CEUs), the national standard for recording university-level noncredit course participation.

Or earn an Achievement 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.

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.

Inclement 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 1-800-332-5839 if you need help or additional information. You can reach us between 8:30 a.m. and 5:30 p.m. Monday through Thursday or 5 p.m. on Friday.

Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # _____

Former Student Number _____

Birthdate _____
Month/Day/Year

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

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

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

Campus _____ **Term** _____ **Year** _____ **of most recent attendance.**

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 _____

Course No.	Course Title and (if applicable) Section Number	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
enclose the following information:

Charge: VISA MasterCard (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.

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 Directory Information can be released.

Student Name (Print): _____

Student #: _____ Date: _____

Student Signature: _____

**UNIVERSITY OF COLORADO
DIVISION OF CONTINUING EDUCATION**

BOULDER EVENING

**REGISTRATION
DATE** _____

Last Name	First Name	Middle Name	Maiden Name	Suffix
-----------	------------	-------------	-------------	--------

If changed, give name under which you were last registered _____

SOCIAL SECURITY NUMBER:

--	--	--

for record-keeping and identification of students only

Mailing address _____
No. and Street City State Zip Code

Home Phone _____	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	RACE: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic <input type="checkbox"/> I do not wish to provide this information	RESIDENCY: <input type="checkbox"/> Colorado <input type="checkbox"/> Other State Abbr. _____	MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married
------------------	--	--	--	--

FORMER STUDENT NUMBER:

--

BIRTHDATE

Month	Day	Year

CITIZENSHIP:
 C = U.S. Citizen
 P = Non-U.S. Citizen/permanent status—List alien registr. No. _____
 T = Non-U.S. Citizen—List Type of Temporary Visa _____

MILITARY SERVICE:
 Non-veteran
 Active Duty
 Veteran
 Veteran Eligible for VA benefits

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 Special Student does not guarantee eligibility for regular degree status.

- ALL APPLICANTS**
- 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 _____
 - 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 as a Degree Student or Special Student
 - Are you currently on suspension from any Campus/School of CU? No Yes School _____
 - Do you owe a debt to any University of Colorado campus? No Yes
 - Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
 College Name/City/State _____
 - Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)
 - Do you have any serious health conditions/limitations which should be brought to the attention of the University? No Yes (Attach statement)

DO NOT WRITE IN THIS COLUMN

Sex	Race
Citz	TRC 1
Birth Date Mo/Day/Yr	
Hours	
School	Major
Class	Grad Stat
Res	Res State
Adm Stat	Adm Type
Mar	GPA
Stops	
Fin Stop	Vet
Prev Term/Yr/Campus	
SAVE	

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	Your Parent/Guardian (if you are under 22)
Dates of continuous physical presence in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
Dates of employment in Colorado (mo/yr)	____/____ to ____/____	____/____ to ____/____
List exact years Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months (mo/yr)	____/____ to ____/____	____/____ to ____/____
Date of marriage, if applicable (mo/yr)	____/____	____/____
Date current Colorado Driver's License was issued (mo/yr)	____/____	____/____
Have you had a previous Colorado Driver's License?	Yes _____ No _____	Yes _____ No _____
List exact years of Colorado Motor Vehicle Registration (mo/yr)	_____	_____
Date of Colorado Voter Registration (mo/yr)	____/____	____/____
Date of purchase of any Colorado residential property (mo/yr)	____/____	____/____
Dates of military service, if applicable, (mo/yr)	____/____ to ____/____	____/____ to ____/____

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 dismissal.

Student's Signature: _____

CREDIT REGISTRATION FORM

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Student Signature _____

Date _____

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University of Colorado at Boulder
Boulder, CO 80309-0178
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_____/_____/_____/_____

Expiration Date ____/____

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University of Colorado at Boulder

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Student Name (Print): _____

Student #: _____ Date: _____

Student Signature: _____



University of Colorado at Boulder
Continuing Education
1221 University Avenue
Campus Box 178
Boulder Colorado 80309-0178

Nonprofit Org.
U.S. Postage
PAID
Boulder, CO
Permit No. 257

Instruction offered as part of the Statewide Extended Studies Program

Or current resident

Keep The Wheels Turning This Summer.

Anyone who's ever powered a bicycle up and over a hill appreciates the value of the gear: how effort is leveraged into lightness into speed.

Oh, it's work all right. But the hardest part is deciding to begin. Once your muscles warm to the task, you get a momentum that keeps the wheels turning, driving you forward almost effortlessly. A good mental workout does much the same thing. It's exhilarating. And it can help you get where you're going faster. If that sounds good to you, we can help.

Begin by opening this catalog. Exercise your imagination. Think about making this the summer it all begins.

To register, call 492-5148 or 1-800-332-5839.

