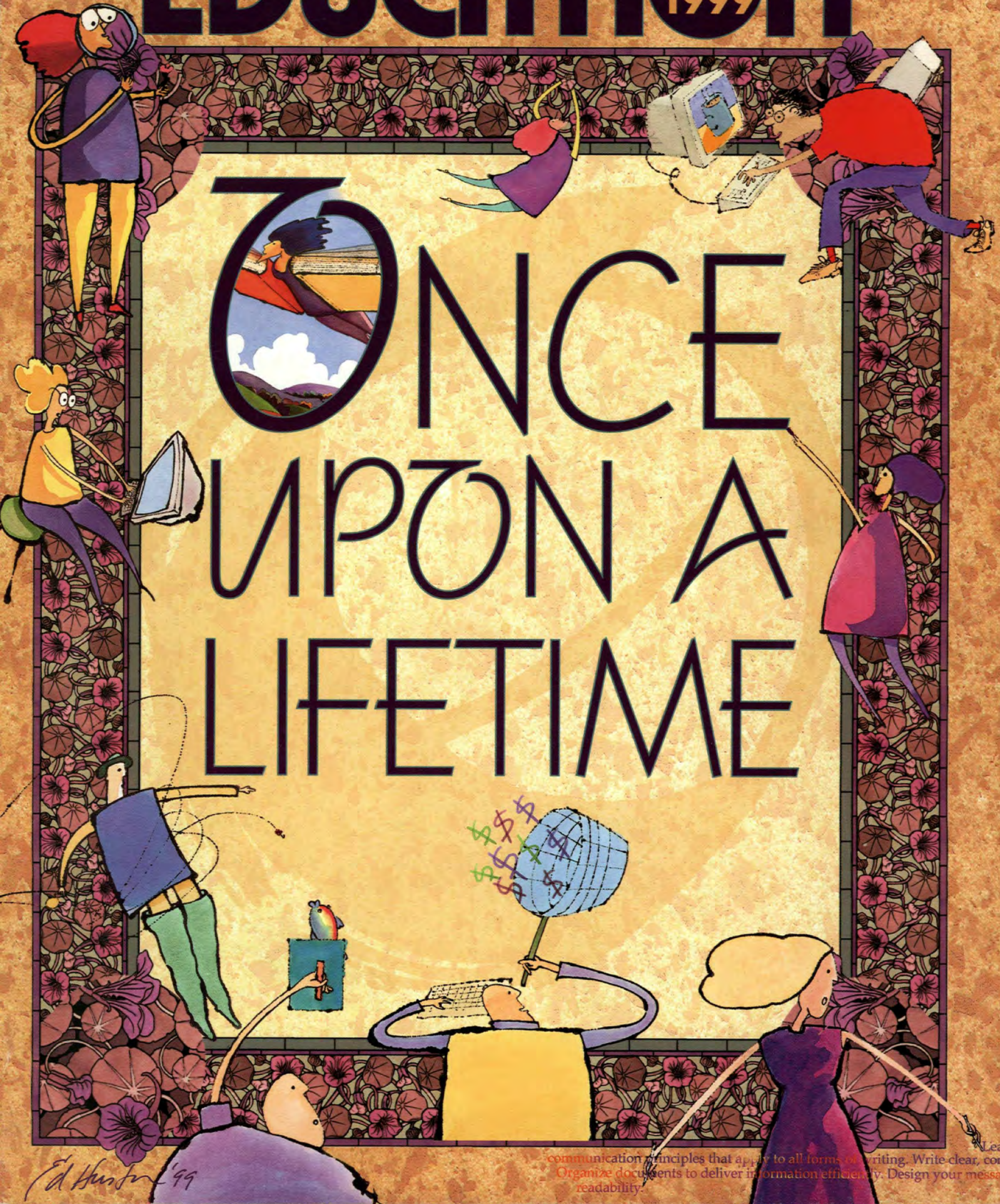


UNIVERSITY OF COLORADO CATALOG  
CONTINUING  
EDUCATION FALL 1999

ONCE  
UPON A  
LIFETIME



Ed Hunter '99

Learn communication principles that apply to all forms of writing. Write clear, concise. Organize documents to deliver information efficiently. Design your message for readability.

# NEW AND NOTEWORTHY

**WEB SITE DESIGN.** The certificate programs in Computer Applications have been so well received, we have created a new one, on Web Site Design, which debuts this semester. Internet-related courses completed during summer semester may count toward certificate requirements. For complete details, call the Continuing Education office at 303-492-5148.

**FALL ORIENTATION.** Join us for a get-acquainted open house on Tuesday, August 17 from 5:00 to 6:30 p.m. in our new offices at 1505 University Avenue (15th and University). Meet our staff, find out how to register, and learn more about our credit and noncredit courses. **SCHOLARSHIPS AVAILABLE.** Scholarship funds are available for Continuing Education courses. For more information, call 303-492-5148.



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**BOULDER EVENING CREDIT CLASSES**

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

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**NONCREDIT (PERSONAL DEVELOPMENT) COURSES**

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

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**BUSINESS CLASSES**

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

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**COMPUTER APPLICATIONS PROGRAM**

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

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**INDEPENDENT LEARNING PROGRAMS**

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

63

**REAL ESTATE AND APPRAISAL PROGRAM**

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

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**ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION**

The following programs are listed for your information. If you would like to receive a catalog or have questions, a phone number is listed at the end of each description for your convenience.

## ACCESS

High School Concurrent Program

International English Center

Summer Session

High School Summer Scholars

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

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**CAMPUS MAP**

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**REGISTRATION INFORMATION**

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

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**CREDIT REGISTRATION FORM**

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**NONCREDIT/CERTIFICATE REGISTRATION FORM**

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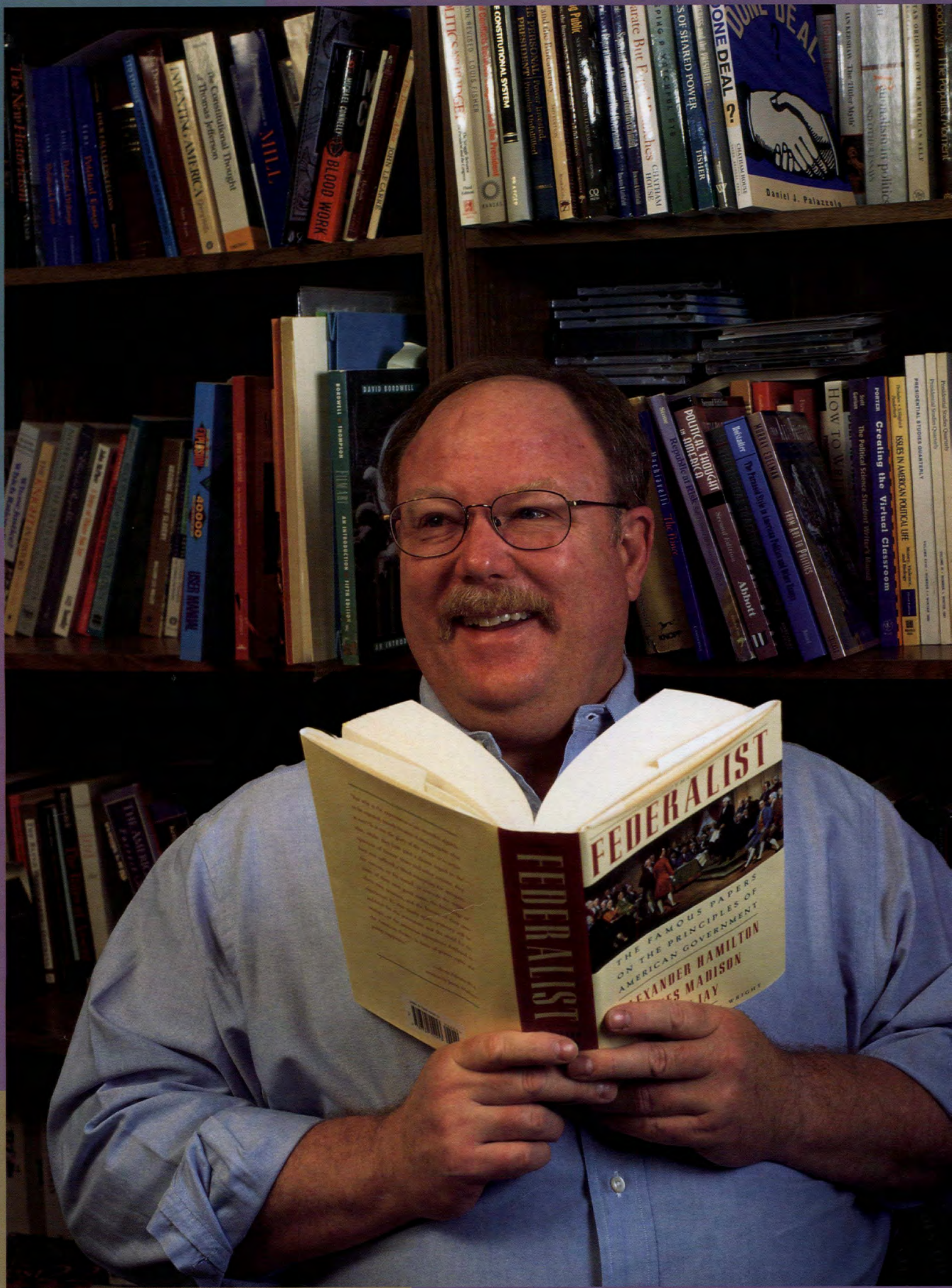
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**CATALOG PRODUCTION**

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





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

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

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

**RESIDENCY:** If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Fall semester is September 14, 1999.

**UNDER 23?** If you're not 23 years old by the first day of classes, you are assumed to have the same legal residence as your parents. If your parents live out of state, you may petition the University of Colorado for resident status as an emancipated minor. If you believe your initial classification is incorrect, talk to the Classification Coordinator at 303-492-5148.

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

Vincent McGuire is teaching *The American Presidency and American Political Systems* this fall. Either one of these courses will provide a powerful lens through which you can more clearly observe the unfolding spectacle as the country elects its 43rd president. Dr. McGuire says that the presidency is "a highly personal job," one that is redefined by each individual, and by the country's shifting expectations. How does a man (or woman?) get elected? How have individual men handled the job? What is the psychological profile of Clinton, or Bush or Nixon? Dr. McGuire invites you to look at American politics with your eyes wide open, learning to develop and express your own informed opinions - a useful skill in a complex world. Dr. McGuire earned a BA in Poli. Sci. at CU, received his Masters degree from NYU and returned to CU for his Ph.D. He is passionate about political science as a medium for critical thinking. He relishes a good discussion and loves to teach, because he finds it's a pathway to deeper learning. His wife has been known to say that, if they won the lottery, he'd still be teaching. He also enjoys good books, traveling, and time with his family, including Beau and Arrow, the family dogs.

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

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

**ACADEMIC ADVISING:** An academic advisor is available to help you plan a degree program, decide on a major, or simply explore your options. Feel free to call 303-492-5145 for an appointment.

**FINANCIAL AID:** Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design building, Room 2 (303-492-4518).

**VETERAN BENEFITS:** As an eligible veteran or veteran dependent, you may enroll in evening classes and apply credit toward a degree. If you have questions about your eligibility and benefits, contact Veterans Services in the Office of Financial Aid, Environmental Design building, Room 2 or call 303-492-7322.

**TO ENROLL:** Advance registration is necessary, by CU Connect, the web, by mail, by FAX, or in person at the Division of Continuing Education. See the instructions on page 68 of this catalog.

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

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

**SPECIAL FACULTY-STAFF REGISTRATION:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration. See page 4 for registration dates.

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

## CREDIT CLASSES ACADEMIC CALENDAR FALL, 1999

<b>AUGUST 2</b>	Boulder Evening registration through CU Connect or the web begins 7 a.m. - midnight. Registration is also available by mail, fax, or in person at the Division of Continuing Education, 1505 University, 8 a.m.-5 p.m. Monday through Friday.
<b>AUGUST 30</b>	Session I and Full Term classes begin. Faculty/Staff registration. 50% discount. Current PAF required.
<b>SEPTEMBER 1</b>	Last day to add your name to a wait list for Session I classes.
<b>SEPTEMBER 3</b>	Last day to register for Session I classes, request pass/fail status, or drop with a 100% refund. Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
<b>SEPTEMBER 6</b>	Labor Day Holiday. University closed.
<b>SEPTEMBER 7</b>	Last day to add your name to a wait list for Full Term classes. Instructor's signature required to drop Session I classes.*
<b>SEPTEMBER 14</b>	Last day to register for Full Term classes, request pass/fail status, or drop with a 100% refund. Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record. Petition required to drop Session I classes.
<b>SEPTEMBER 15</b>	Instructor's signature required to drop Full Term classes.*
<b>SEPTEMBER 29</b>	Petition required to drop Full Term classes.
<b>OCTOBER 14-18</b>	Session I classes end.
<b>OCTOBER 25</b>	Session II classes begin. Faculty/Staff registration. 50% discount. Current PAF required.
<b>OCTOBER 27</b>	Last day to add your name to a wait list for Session II classes.
<b>OCTOBER 29</b>	Last day to register for Session II classes, request pass/fail status, or drop with a 100% refund. Withdrawals after this date will appear as a "W" on student's academic record.
<b>NOVEMBER 1</b>	Instructor's signature required to drop Session II classes.*
<b>NOVEMBER 8</b>	Petition required to drop Session II classes.
<b>NOVEMBER 25-26</b>	Thanksgiving Holiday. NO CLASSES.
<b>NOVEMBER 30-</b>	
<b>DECEMBER 9</b>	Full Term classes end.

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

## REFUND SCHEDULE FOR CREDIT CLASSES

FULL TERM	SESSION I	SESSION II
100% through Sept. 14	100% through Sept. 3	100% through Oct. 29
60% Sept. 15 through Sept. 28	60% Sept. 7 through Sept. 13	60% Nov. 1 through Nov. 5
40% Sept. 29 through Oct. 12	40% Sept. 14 through Sept. 20	40% Nov. 8 through Nov. 12
NONE THEREAFTER	NONE THEREAFTER	NONE THEREAFTER

# REGISTER USING CU CONNECT OR THE WEB

In addition to registering by mail, fax (303-492-3962), or in person (1505 University Avenue), Boulder Evening students are eligible to register using CU Connect (the telephone registration system) or the web. To be eligible to use either CU Connect or the web, students must have a current Continuing Education term record and have no academic or financial stops which could prevent them from registering. To set up a term record, return the registration form on page 69. You will be sent an Invitation to Register through the mail verifying your eligibility along with your Personal Identification Number (PIN). Please remember to keep your PIN confidential. Use of CU Connect or the web obligates you for any tuition charges as a result of adding any course.

CU Connect and the web are normally available Monday through Friday 7 a.m. to midnight and Sundays from 11 a.m. to midnight. They are **not** available on Saturdays.

## WEB REGISTRATION

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

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

## CU CONNECT REGISTRATION

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

- ▶ the Boulder-campus code 1
- ▶ the Continuing Education code 1
- ▶ the registration application code 1
- ▶ the term code 997
- ▶ your University student number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- ▶ your personal identification number (PIN) \_\_\_\_\_

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

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

## OTHER CU CONNECT FUNCTIONS

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

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

# ADDITIONAL REGISTRATION INFORMATION

## VERIFYING AND ADJUSTING YOUR SCHEDULE

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

## WAIT LISTS

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

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

**Effective Fall 1999, if you choose to wait list for a Boulder Evening course and a space becomes available, you will automatically be enrolled in the course and additional tuition and fees will be assessed. We, therefore, encourage you to check your wait list position often to avoid paying additional tuition and fees and receiving an "F" for the course.**

## ACCOUNT BALANCES

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

## COURSE RESTRICTIONS

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

## GRADES

To access your grades through the web, log on to [www.colorado.edu/plus](http://www.colorado.edu/plus), enter your student ID number and PIN, and choose the grades option. To access your grades through CU Connect call 303-938-8110 from any touch tone phone, press 1 for the Boulder campus, 1 for Continuing Education, 2 for the grade code function and enter the term code (997 for fall) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit the semester (1=Spring, 4=Summer, 7=Fall).

## ADDITIONAL WEB FUNCTIONS

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

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

## PROBLEMS? QUESTIONS?

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

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





# FULL TERM CLASSES BY STARTING DATE, FALL 1999

## Monday Courses, Begin August 30 and End December 6

Dept.	Course No.	Section	Call No.	Time	Course Title
ANTH	3010-3	300	90010	6:30-9:30 p.m.	The Human Animal
ASTR	1110-3	300	90011	7-10 p.m.	General Astronomy: The Solar System
ECON	2010-3	300	90012	6-9 p.m.	Principles of Microeconomics
ENGL	1191-3	300	90013	6-9 p.m.	Introduction to Creative Writing
MGMT	3030-3	300	90014	6:30-9:30 p.m.	Critical Leadership Skills
PSCI	4271-3	300	90015	6:30-9:30 p.m.	Sex Discrimination: Constitutional Issues
QRMS	1010-3	300	90016	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1016-3	300	90017	6-9 p.m.	Sex, Gender and Society 1

## Monday and Wednesday Courses, Begin August 30 and End December 6

Dept.	Course No.	Section	Call No.	Time	Course Title
FINE	1212-3	300	90019	6:30-9:30 p.m.	Basic Painting
SLHS	2325-4	300	90020	6-8 p.m.	American Sign Language 3

## Monday, Wednesday and Friday Course, Begins August 30 and Ends December 8

Dept.	Course No.	Section	Call No.	Time	Course Title
HEBR	1020-5	300	90021	11 a.m.-1 p.m.	Beginning Hebrew 2

## Monday and Thursday Courses, Begin August 30 and End December 9

Dept.	Course No.	Section	Call No.	Time	Course Title
ARAB	1010-5	300	90022	5:30-8 p.m.	Beginning Arabic 1
MATH	1300-5	300	90023	5:30-8:15 p.m.	Analytic Geometry and Calculus 1
SPAN	1010-5	301	90024	6:30-9 p.m.	Beginning Spanish 1
SPAN	1010-5	302	90025	6:30-9 p.m.	Beginning Spanish 1

## Tuesday Courses, Begin August 31 and End November 30

Dept.	Course No.	Section	Call No.	Time	Course Title
COMM	2400-3	300	90026	6:30-9:30 p.m.	Communication and Society
ENGL	3000-3	300	90027	6-9 p.m.	Shakespeare for Nonmajors
EPOB	1210-3	300	90028	6:30-9:30 p.m.	General Biology 1
HIST	1025-3	300	90029	6:30-9:30 p.m.	History of the United States since 1865
HIST	2117-3	300	90030	6:30-9:30 p.m.	History of Colorado
PHIL	3430-3	300	90031	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSCI	1101-3	300	90032	6-9 p.m.	The American Political System
PSYC	2606-3	300	90033	6:30-9:30 p.m.	Social Psychology
SPAN	2110-3	300	90034	6-9 p.m.	Second-Year Spanish 1

## Tuesday and Thursday Courses, Begin August 31 and End December 7

Dept.	Course No.	Section	Call No.	Time	Course Title
FINE	1012-3	300	90035	6:30-9:30 p.m.	Basic Drawing
FINE	1171-3	300	90036	6:30-9:30 p.m.	Basic Photography
PSYC	3101-4	300	90037	6-8 p.m.	Statistics and Research Methods in Psychology
SLHS	2305-4	300	90038	6-8 p.m.	American Sign Language 1

## FULL TERM CLASSES BY STARTING DATE, FALL 1999—CONTINUED

### Wednesday Courses, Begin September 1 and End December 1

Dept.	Course No.	Section	Call No.	Time	Course Title
ARAB	2110-3	300	90040	4-6:50 p.m.	Intermediate Arabic 1
EDUC	4800-3	300	90087	6-9 p.m.	Special Topics: Creative Response to Conflict
ENGL	3060-3	300	90041	6-9 p.m.	Modern and Contemporary Literature
FILM	3501-3	300	90042	7-10 p.m.	Film Production Management
HEBR	2120-3	300	90043	1-4 p.m.	Intermediate Hebrew 2
HIST	1015-3	300	90044	6:30-9:30 p.m.	History of the United States to 1865
JOUR	4453-3	300	90045	6:30-9:30 p.m.	Advertising and Society
JOUR	5453-3	300	90046	6:30-9:30 p.m.	Advertising and Society
MATH	1011-3	300	90047	6-9 p.m.	Fundamentals and Techniques of College Algebra
PHIL	1000-3	300	90048	7-10 p.m.	Introduction to Philosophy
PSYC	1001-3	300	90049	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	90050	6:30-9:30 p.m.	Analyzing Society
THTR	1009-3	300	90051	6-9 p.m.	Introduction to Theatre

### Thursday Courses, Begin September 2 and End December 9

Dept.	Course No.	Section	Call No.	Time	Course Title
ANTH	2010-3	300	90052	6:30-9:30 p.m.	Introduction to Physical Anthropology 1
ANTH	4180-3	300	90053	7-10 p.m.	Anthropological Perspectives: Contemporary Issues
COMM	1300-3	300	90054	6:30-9:30 p.m.	Public Speaking
ECON	2020-3	300	90055	6-9 p.m.	Principles of Macroeconomics
FINE	1309-3	300	90056	6:30-9:30 p.m.	History of World Art 1
HIST	1113-3	300	90057	6:30-9:30 p.m.	The History of England to 1660
PSCI	3011-3	300	90058	6-9 p.m.	The American Presidency
PSYC	4303-3	300	90059	6:30-9:30 p.m.	Abnormal Psychology
SOCY	4024-3	300	90060	6-9 p.m.	Juvenile Delinquency
UWRP	3020-3	300	90061	6:30-9:30 p.m.	Topics in Writing: Writing/Reading Culture

As a child growing up in Washington, D.C., Loren Weinberg played hooky from time to time and dropped in to watch the U.S. Senate in action. He thought they put on a pretty good show. Now he teaches Political Science at CU. His class on Politics and Literature provides a good forum for discussion. Students who enroll provide a nice mix of age and experience, which brings a broader perspective to classroom dialog.



## SURVIVAL TIPS

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

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

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

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

All tuition and refund determinations are subject to audit.

## SESSION I CLASSES BY STARTING DATE

### Monday and Wednesday Courses, Begin August 30 and End October 18

Dept.	Course No.	Section	Call No.	Time	Course Title
EDUC	4800-3	102	90088	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1600-3	100	90062	6-9 p.m.	Masterpieces of American Literature
GEOG	1982-3	100	90063	6-9 p.m.	World Regional Geography
HIST	2100-3	100	90064	6-9 p.m.	Revolution in History: The Environmental Revolution
KINE	3420-3	100	90065	7-10 p.m.	Nutrition, Health and Performance
SOCY	1004-3	100	90066	7-10 p.m.	Deviance in U.S. Society
UWRP	3020-3	100	90086	6-9 p.m.	Topics in Writing: The Political Press

### Tuesday and Thursday Courses, Begin August 31 and End October 14

Dept.	Course No.	Section	Call No.	Time	Course Title
DNCE	2500-2	100	90067	7-10 p.m.	African-American Dance 1
EDUC	4800-3	101	90068	6-9 p.m.	Special Topics: Building Classroom Strengths
FILM	3563-3	100	90069	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	90070	6-9 p.m.	Environmental Systems 1 - Climate and Vegetation
JOUR	1002-3	100	90071	6-9 p.m.	Critical Thinking and Writing
SOCY	1015-3	100	90072	6-9 p.m.	U.S. Race and Ethnic Relations

## SESSION II CLASSES BY STARTING DATE

### Monday and Wednesday Courses, Begin October 25 and End December 8

Dept.	Course No.	Section	Call No.	Time	Course Title
COMM	2400-3	200	90073	6:30-9:30 p.m.	Communication and Society
EDUC	4800-3	202	90089	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
ENGL	1500-3	200	90074	6-9 p.m.	Masterpieces of British Literature
GEOG	1992-3	200	90075	6-9 p.m.	Human Geographies
KINE	3420-3	200	90076	7-10 p.m.	Nutrition, Health and Performance
PSCI	4734-3	200	90077	6-9 p.m.	Politics and Literature
SOCY	1006-3	200	90078	6:30-9:30 p.m.	Social Construction of Sexuality

### Tuesday and Thursday Courses, Begin October 26 and End December 14

Dept.	Course No.	Section	Call No.	Time	Course Title
COMM	1300-3	200	90079	6-9 p.m.	Public Speaking
EDUC	4800-3	201	90080	6-9 p.m.	Special Topics: Creating an Optimum Learning Environment
FILM	3563-3	200	90081	7-10 p.m.	Producing the Feature Film
GEOG	1011-4	200	90082	6-9 p.m.	Environmental Systems 2 - Landscapes and Water
JOUR	1001-3	200	90083	6-9 p.m.	Contemporary Mass Media
SOCY	1005-3	200	90084	6-9 p.m.	Social Conflict and Social Values
SOCY	3151-3	200	90085	6-9 p.m.	Self in Modern Society



see page 68

## ANTHROPOLOGY

### ANTH 2010-3 Introduction to Physical Anthropology 1

Detailed consideration of human biology, humans' place in the animal kingdom, primate ecology, and fossil evidence for human evolution. Students may not receive credit for both ANTH 2010 and 2050. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90052  
Thursdays, 6:30-9:30 p.m. Hale 236. \$300 (resident).

### ANTH 3010-3 The Human Animal

Identifies genetic, anatomical, physiological, social, and behavioral characteristics humans share with other mammals and primates. Explores how these characteristics are influenced by modern culture. Prereqs., ANTH 2010 and 2020, or equivalent. Approved for arts and sciences core curriculum: natural science.

Sue Woods, Ph.D.

Full Term - Section 300: Call No. 90010 Mondays,  
6:30-9:30 p.m. Hale 230. \$300 (resident).

### ANTH 4180-3 Anthropological Perspectives: Contemporary Issues

Aztecs. Who are they? Who were they? What will they become? In this course we will examine Aztec religion, social institutions, arts, and material culture by looking through as well as at the perspectives of the conquistadors, clergy, philosophers, historians, anthropologists, politicians, and novelists who have spoken for the Aztecs themselves. Prereqs., background knowledge of general areas in anthropology, upper-division standing, and instructor consent. Approved for arts and sciences core curriculum: critical thinking.

Richard Haly, Ph.D.

Full Term - Section 300: Call No. 90053  
Thursdays, 7-10 p.m. Ketchum 120. \$300 (resident).

## ARABIC

### ARAB 1010-5 Beginning Arabic 1

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90022 Mondays  
and Thursdays, 5:30-8 p.m. Hellems 255. \$520 (resident).

### ARAB 2110-3 Intermediate Arabic 1

Advanced grammar and conversation.

Nadia Turk, Ph.D.

Full Term - Section 300: Call No. 90040  
Wednesdays, 4-6:50 p.m. Hellems 193. \$320 (resident).

According to her husband, Cindy Shotnick is a Psychology major, "a great wife and a great mom" to two sons, ages 9 and 15. A senior, Cindy is already applying to CU for graduate studies in Psychology. She's taking Loren Weinberg's Politics and Literature class because she really enjoys literature and she is fascinated by current events. Evening Credit classes have been helpful to her in earning her degree, because of the multiple demands on her time.



## ASTRONOMY

### ASTR 1110-3 General Astronomy: The Solar System

Examines principles of modern astronomy for nonscience majors, summarizing our present knowledge about the Earth, moon, planets, Sun, and the origin of life. ASTR 1110 and 1120 may be taken in either order. Offers opportunities to attend nighttime observing sessions at Sommers-Bausch Observatory. Some sessions are at the Fiske Planetarium. Approved for arts and sciences core curriculum: natural science.

Joe Romig, Ph.D.

Full Term - Section 300: Call No. 90011 Mondays,  
7-10 p.m. Hale 270. \$300 (resident).

## BIOLOGY

### EPOB 1210-3 General Biology 1

Introduces molecular, cellular, genetic, and evolutionary biology. Emphasizes fundamental principles, concepts, facts and questions. Recommended for science majors who are not EPOB majors. Approved for arts and sciences core curriculum: natural science.

Beth Bennett, Ph.D.

Full Term - Section 300: Call No. 90028  
Tuesdays, 6:30-9:30 p.m. Hellems 201. \$300 (resident).

## COMMUNICATION

### COMM 1300-3 Public Speaking

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

Joel Guenther, M.A.

Full Term - Section 300: Call No. 90054  
Thursdays, 6:30-9:30 p.m. Hellems 137. \$300 (resident).

David Steiner, Ph.D.

Session II - Section 200: Call No. 90079 Tuesdays  
and Thursdays, 6-9 p.m. Economics 117. \$308 (resident).

## SURVIVAL TIPS

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

WAYS TO  
**5**  
REGISTER  
see page 68



## ENGLISH

### ENGL 1191-3 Introduction to Creative Writing

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

Full Term - Section 300: Call No. 90013 Mondays, 6-9 p.m. Hellems 259. \$300 (resident).

### ENGL 1500-3 Masterpieces of British Literature

Introduces students to a range of major works of British literature, including at least one play by Shakespeare, a pre-twentieth-century English novel, and works by Chaucer and/or Milton. Approved for arts and sciences core curriculum: literature and the arts.

Patricia Thompson, M.A.

Session II - Section 200: Call No. 90074 Mondays and Wednesdays, 6-9 p.m. Hale 240. \$300 (resident).

### ENGL 1600-3 Masterpieces of American Literature

Enhances student understanding of the American literary and artistic heritage through an intensive study of a few centrally significant texts, emphasizing works written before the twentieth century. Approved for arts and sciences core curriculum: literature and the arts.  
Patricia Thompson, M.A.

Session I - Section 100: Call No. 90062 Mondays and Wednesdays, 6-9 p.m. Hale 240. \$300 (resident).

### ENGL 3000-3 Shakespeare for Nonmajors

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

George Moore, Ph.D.

Full Term - Section 300: Call No. 90027 Tuesdays, 6-9 p.m. Hellems 141. \$300 (resident).

### ENGL 3060-3 Modern and Contemporary Literature

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

George Moore, Ph.D.

Full Term - Section 300: Call No. 90041 Wednesdays, 6-9 p.m. Hellems 199. \$300 (resident).

## FILM STUDIES

### FILM 3501-3 Film Production Management

Familiarizes students with principles of film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasizes the technique of production boarding as the central tool in production management as well as budget and contracts information. FILM 3501 or 3563 may be used for partial fulfillment of major requirements. Prereqs., FILM 2000, COMM 1240, and JOUR 3674.

Frank Iannella, M.A.

Full Term - Section 300: Call No. 90042 Wednesdays, 7-10 p.m. Guggenheim 2. \$308 (resident).

### FILM 3563-3 Producing the Feature Film

Designed to give students a behind-the-scenes look at the way production in the entertainment industry is structured and works. Emphasizes the critical role the script plays in the production process. Students analyze story structure and components and production values of various feature scripts. Also focuses on roles, functions, and relationships of writer, producer, director, and editor; the budget process; and all phases in the production process. Screenings in conjunction with script analysis will also be featured. FILM 3501 and 3563 may be used for partial fulfillment of major requirements.

Frank Iannella, M.A.

Session I - Section 100: Call No. 90069 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

Session II - Section 200: Call No. 90081 Tuesdays and Thursdays, 7-10 p.m. Guggenheim 205. \$308 (resident).

## FINE ARTS

### FINE 1012-3 Basic Drawing

Introductory course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. Recommended for BFA majors instead of FINE 1002. May not be repeated.

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90035 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N298. \$310 (resident).

### FINE 1171-3 Basic Photography

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

Greg Massey, M.F.A.

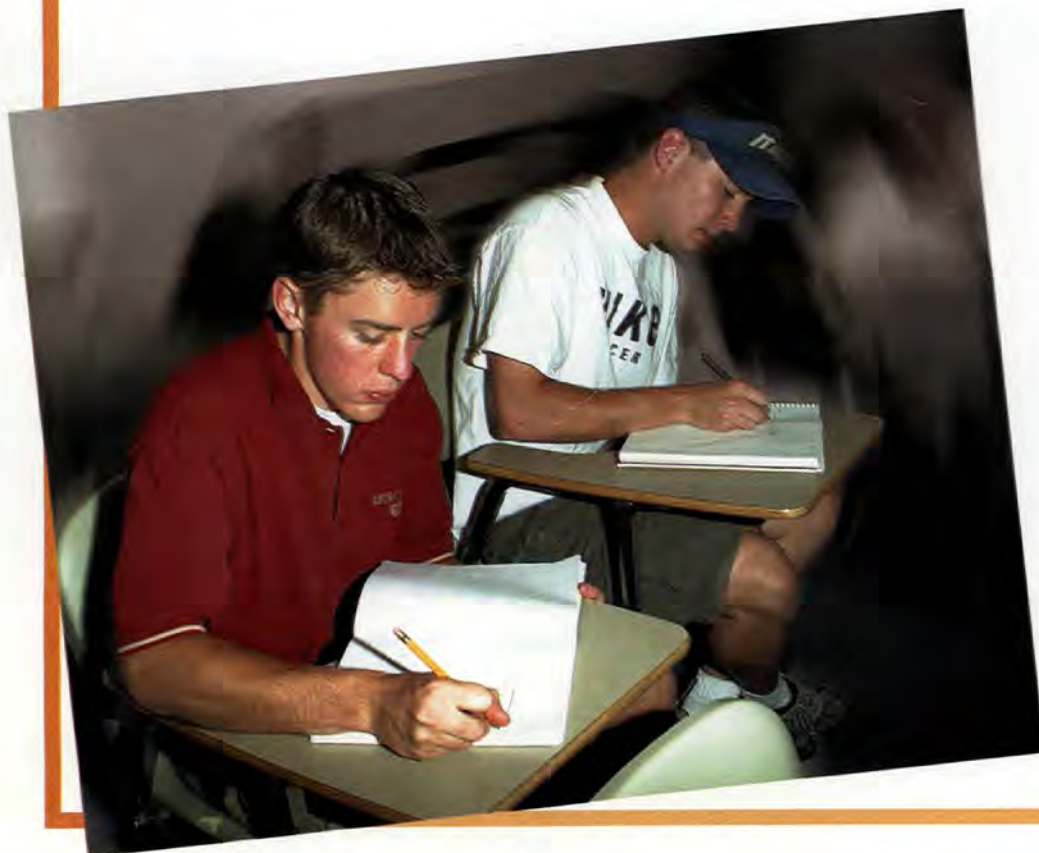
Full Term - Section 300: Call No. 90036 Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N185. \$360 (resident).

### FINE 1212-3 Basic Painting

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

Michael Mitchell, M.F.A.

Full Term - Section 300: Call No. 90019 Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N103. \$310 (resident).



Mike Maharas and Josh Wilcoxson, in Loren Weinberg's Politics and Literature class. Mike is an Economics major and an electrician with Maharas Electric, so Evening Credit classes enable him to manage both. He says, "The professor is really good. Very energetic and he stirs up good classroom discussion."

### FINE 1309-3 History of World Art 1

Surveys major art styles from the Paleolithic period through the Renaissance, including European, Asian, and the Pre-Columbian/ Islamic World. Emphasizes comparison of Western and non-Western visual expressions as evidence of differing cultural orientations. Students may not receive credit for both FINE 1309 and FINE 1109. Approved for arts and sciences core curriculum: literature and the arts. Susanna Podboy, M.A.

Full Term - Section 300: Call No. 90056  
Thursdays, 6:30-9:30 p.m. Environmental Design 122. \$300 (resident).

## GEOGRAPHY

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

Introduces the atmospheric environment of the Earth: elements and controls of climate and their implications for hydrology, vegetation, and soils. Emphasizes distribution of physical features across the Earth's surface and interactions between humans and their environment, especially those leading to global change on the decade to century time scale. Approved for arts and sciences core curriculum: natural science. Steve Welter, Ph.D.

Session I - Section 100: Call No. 90070 Tuesdays and Thursdays, 6-9 p.m. Guggenheim 206. \$400 (resident).

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

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

Session II - Section 200: Call No. 90082 Tuesdays and Thursdays, 6-9 p.m. Guggenheim 206. \$400 (resident).

### GEOG 1982-3 World Regional Geography

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

Session I - Section 100: Call No. 90063 Mondays and Wednesdays, 6-9 p.m. Guggenheim 205. \$300 (resident).

### GEOG 1992-3 Human Geographies

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

Session II - Section 200: Call No. 90075 Mondays and Wednesdays, 6-9 p.m. Guggenheim 205. \$300 (resident).

## HEBREW

### HEBR 1020-5 Beginning Hebrew 2

Prereq., HEBR 1010.  
Uri Neil, J.D.

Full Term - Section 300: Call No. 90021  
Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. Chemistry 146. \$500 (resident).

### HEBR 2120-3 Intermediate Hebrew 2

Prereq., HEBR 2110.  
Uri Neil, J.D.

Full Term - Section 300: Call No. 90043  
Wednesdays, 1-4 p.m. Chemistry 146. \$300 (resident).

## HISTORY

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

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

Full Term - Section 300: Call No. 90044  
Wednesdays, 6:30-9:30 p.m. Engineering Center CR 137. \$300 (resident).

### HIST 1025-3 History of the United States since 1865

Surveys social, economic, political, and cultural development of the United States from the close of the American Civil War to the present. Approved for arts and sciences core curriculum: United States context. Jay Fell, Ph.D.

Full Term - Section 300: Call No. 90029  
Tuesdays, 6:30-9:30 p.m. GDSS 230. \$300 (resident).

### HIST 1113-3 The History of England to 1660

Deals with Roman, medieval, and early modern periods. Covers the demographic, economic, and social patterns, political and religious developments, and cultural changes that contributed to the formation of the English nation. Does not fulfill major requirements. Approved for arts and sciences core curriculum: historical context. Jean McGinnis, Ph.D.

Full Term - Section 300: Call No. 90057  
Thursdays, 6:30-9:30 p.m. Hellems 141. \$300 (resident).

### HIST 2100-3 Revolution in History: The Environmental Revolution

Examines the causes, character, and significance of political revolution in world history. Concentrating on one of the major revolutions of modern history, it examines why revolutions occur, who participates in revolution, and to what effect. Specific course focus varies. Does not fulfill major requirements. Approved for arts and sciences core curriculum: historical context. Nicki Gonzales, M.A.

Session I - Section 100: Call No. 90064 Mondays and Wednesdays, 6-9 p.m. Economics 205. \$300 (resident).

### HIST 2117-3 History of Colorado

Emphasizes historical variety and ethnic diversity of Colorado. Along with traditional themes in Colorado history, such as the gold rush, attention is given to Indian and Hispanic activity and culture. Does not fulfill major requirements. Approved for arts and sciences core curriculum: United States context. Tony McGinnis, Ph.D.

Full Term - Section 300: Call No. 90030  
Tuesdays, 6:30-9:30 p.m. Hellems 241. \$300 (resident).







## PHILOSOPHY

### PHIL 1000-3 Introduction to Philosophy

Introduces fundamental topics of philosophy, e.g., knowledge, truth, universals, self, the mind-body problem, time, God, and value. Approved for arts and sciences core curriculum: ideals and values.

Lee Speer, M.A.

Full Term - Section 300: Call No. 90048  
Wednesdays, 7-10 p.m. Hellems 241. \$300 (resident).

### PHIL 3430-3 History of Science: Newton to Einstein

The history of physical and biological science, from the epoch-making achievements of Charles Darwin to the dawn of the 20th-century revolutions in physics, chemistry, and genetics. Deals with the success of the mechanical philosophy of nature and its problems. Approved for arts and sciences core curriculum: historical context, or natural science.

TBA

Full Term - Section 300: Call No. 90031  
Tuesdays, 6:30-9:30 p.m. Benson Earth Sciences 185. \$300 (resident).

## POLITICAL SCIENCE

### PSCI 1101-3 The American Political System

Emphasizes interrelations among levels and branches of government, formal and informal institutions, processes, and behavior. Approved for arts and sciences core curriculum: contemporary societies or United States context.

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90032  
Tuesdays, 6-9 p.m. Duane Physics G131. \$300 (resident).

### PSCI 3011-3 The American Presidency

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

Vince McGuire, Ph.D.

Full Term - Section 300: Call No. 90058  
Thursdays, 6-9 p.m. CDSS 230. \$300 (resident).



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### PSCI 4271-3 Sex Discrimination: Constitutional Issues

Examines continuity and change in legal treatment of sex and gender. Using the case method, explores areas of the law including equal protection analysis, affirmative action, and privacy rights. Same as WMST 4271. Prereq., PSCI 1101. Approved for arts and sciences core curriculum: cultural and gender diversity.

Richard Braunstein, M.A.

Full Term - Section 300: Call No. 90015 Mondays,  
6:30-9:30 p.m. Duane Physics G131. \$300 (resident).

### PSCI 4734-3 Politics and Literature

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

Loren Weinberg, Ph.D.

Session II - Section 200: Call No. 90077 Mondays  
and Wednesdays, 6-9 p.m. Ketchum 206. \$300 (resident).

## PSYCHOLOGY

### PSYC 1001-3 General Psychology

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

Michael Freedman, Ph.D.

Full Term - Section 300: Call No. 90049  
Wednesdays, 6:30-9:30 p.m. Hale 230. \$300 (resident).

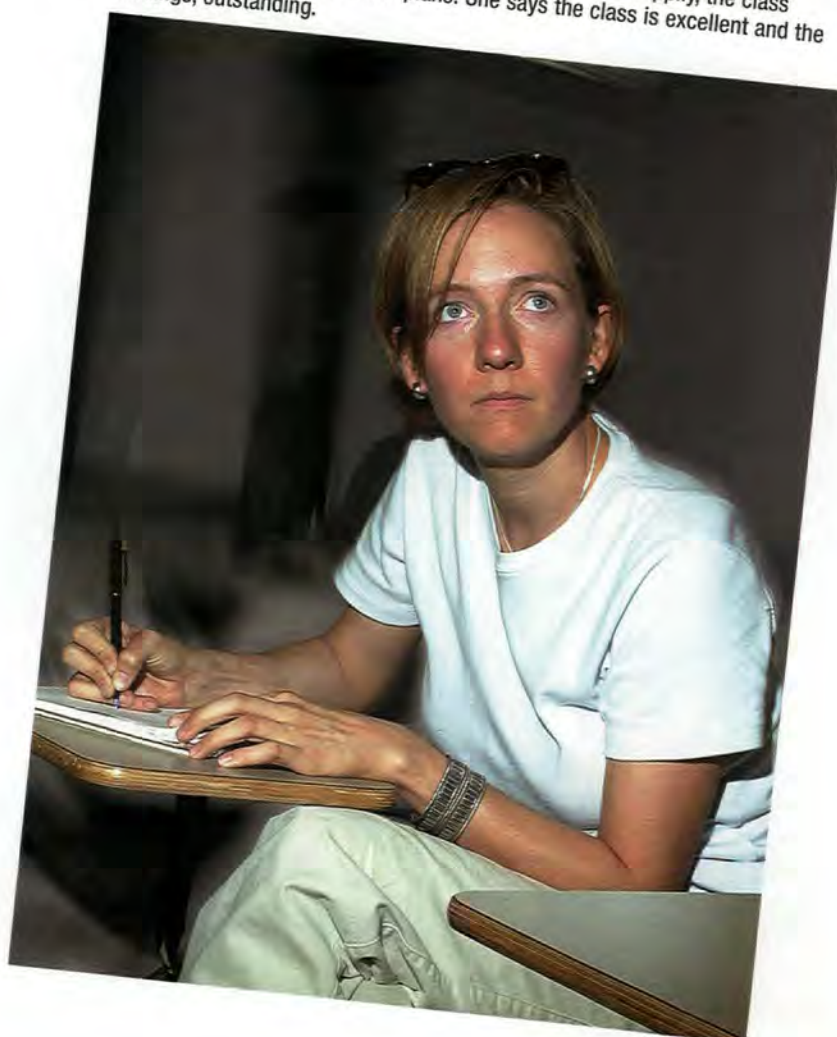
### PSYC 2606-3 Social Psychology

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

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90033  
Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$300 (resident).

*Anne Rolfes, of Lafayette, Louisiana, attended CU 10 years ago and, "out of nostalgia," grabbed a chance to come back and spend a semester on campus and take a class or two. She's taking Loren Weinberg's class on Politics and Literature because "I love politics and I love literature, and I just couldn't believe my good fortune to find both in one class." And happily, the class schedule just fit into her travel plans. She says the class is excellent and the readings, outstanding.*



**PSYCHOLOGY - CONTINUED****PSYC 3101-4  
Statistics and Research Methods in Psychology**

Introduces descriptive and inferential statistics and their roles in psychological research. Topics include correlation, regression, t-test, analysis of variance, and selected nonparametric statistics. Prereq., MATH 1000 or equivalent is highly recommended.

TBA

Full Term - Section 300: Call No. 90037 Tuesdays and Thursdays, 6-8 p.m. Ketchum 234. \$400 (resident).

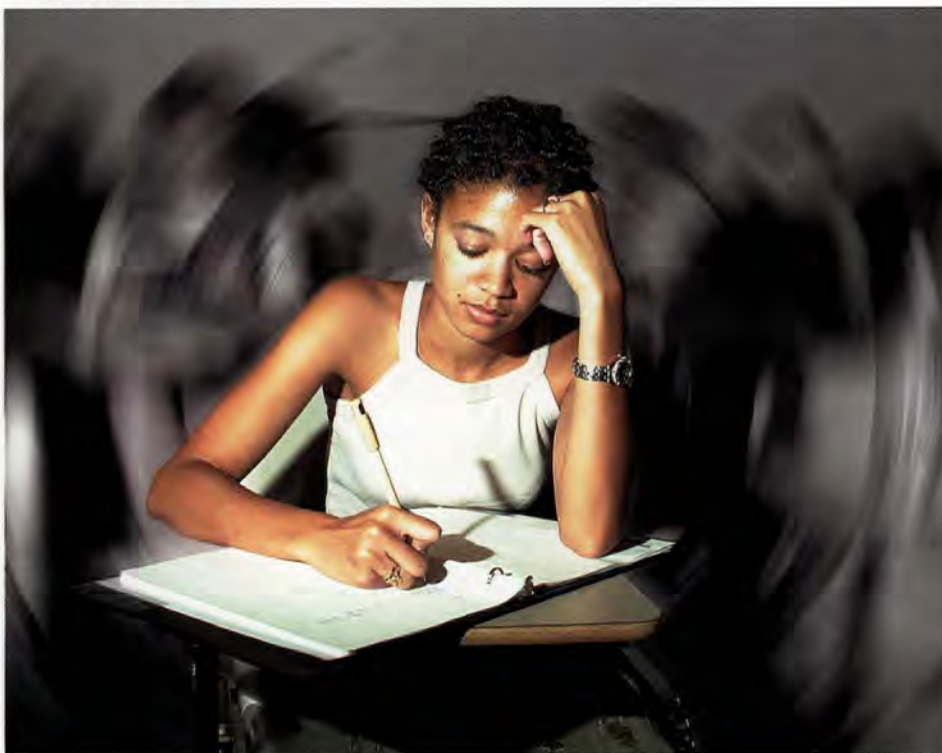
**PSYC 4303-3  
Abnormal Psychology**

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 3313 or 4313. Prereq., PSYC 1001.

Patrick Vann, Ph.D.

Full Term - Section 300: Call No. 90059 Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$300 (resident).

Gabriella Chapman is a Communications major in her final semester. She took Loren Weinberg's class to fulfill an upper division elective requirement. She says that Evening Credit classes have been a useful tool because "I am a night time learner. I have my best energy in the evening."

**QUANTITATIVE REASONING AND MATHEMATICAL SKILLS****QRMS 1010-3  
Quantitative Reasoning and Mathematical Skills**

Promotes mathematical literacy among liberal arts students. Teaches basic mathematics, logic, and problem solving skills in the context of higher level mathematics, science, technology, and/or society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Same as MATH 1012. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills. Cherilynn Morrow, Ph.D.

Full Term - Section 300: Call No. 90016 Mondays, 6-9 p.m. Engineering Center CR 105. \$300 (resident).

**SOCIOLOGY****SOCY 1001-3  
Analyzing Society**

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

TBA

Full Term - Section 300: Call No. 90050 Wednesdays, 6:30-9:30 p.m. Duane Physics G131. \$300 (resident).

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

Examines deviant groups in the U.S., emphasizing existing theory and research about such issues as deviant careers, deviant lifestyles and behavior, and processes of social control. Approved for arts and sciences core curriculum: ideals and values.

TBA

Session I - Section 100: Call No. 90066 Mondays and Wednesdays, 7-10 p.m. Education 220. \$300 (resident).

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

Explores origin, escalation, and resolution of social conflict. Focuses on major conflict theories, human values and social action, and use of simulation and negotiation exercises for learning conflict management skills. Approved for arts and sciences core curriculum: contemporary societies or ideals and values.

TBA

Session II - Section 200: Call No. 90084 Tuesdays and Thursdays, 6-9 p.m. Clare Small 207. \$300 (resident).

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

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

TBA

Session II - Section 200: Call No. 90078 Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$300 (resident).

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

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

Session I - Section 100: Call No. 90072 Tuesdays and Thursdays, 6-9 p.m. Helms 247. \$300 (resident).

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

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

TBA

Full Term - Section 300: Call No. 90017 Mondays, 6-9 p.m. Helms 199. \$300 (resident).

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

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

Duncan Rinehart, Ph.D.

Session II - Section 200: Call No. 90085 Tuesdays and Thursdays, 6-9 p.m. Engineering Center CR 105. \$300 (resident).

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

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

Herb Covey, Ph.D.

Full Term - Section 300: Call No. 90060 Thursdays, 6-9 p.m. Benson Earth Sciences 185. \$300 (resident).

**SPANISH**

**SPAN 1010-5**  
**Beginning Spanish 1**

Offers students a firm command of Spanish grammar. Grammar is used as a point of departure for development of oral skills. Reading and writing are stressed to a lesser degree. Attendance at the language laboratory may be mandatory. Similar to SPAN 1150.

Cassandra Gerber, M.A.

Full Term - Section 301: Call No. 90024 Mondays and Thursdays, 6:30-9 p.m. Hellems 185. \$520 (resident).

Javier Garces, B.A.

Full Term - Section 302: Call No. 90025 Mondays and Thursdays, 6:30-9 p.m. Hellems 191. \$520 (resident).

**SPAN 2110-3**  
**Second-Year Spanish 1**

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1020 or 1150 with a grade of C- or better, or placement. Similar to SPAN 2150.

Javier Garces, B.A.

Full Term - Section 300: Call No. 90034 Tuesdays, 6-9 p.m. Hellems 285. \$320 (resident).

**SPEECH, LANGUAGE AND HEARING SCIENCES**

**SLHS 2305-4**  
**American Sign Language 1**

Introduces basic sign vocabulary, grammatical structures of ASL, and the culture of deaf people. Classes are taught using ASL without the use of spoken English.

TBA

Full Term - Section 300: Call No. 90038 Tuesdays and Thursdays, 6-8 p.m. Economics 2. \$420 (resident).

**SLHS 2325-4**  
**American Sign Language 3**

Continuation of SLHS 2314. Covers ASL literature, advanced grammatical structures, idiomatic expressions, and deaf culture. Prereq., SLHS 2315 or equivalent.

TBA

Full Term - Section 300: Call No. 90020 Mondays and Wednesdays, 6-8 p.m. Economics 2. \$420 (resident).

**THEATRE**

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

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

David Steiner, Ph.D.

Full Term - Section 300: Call No. 90051 Wednesdays, 6-9 p.m. Muenzinger E113. \$300 (resident).





# HAPPY ENDINGS START WHEN YOU DARE TO DREAM.

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

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

This fall, Joyce Gellhorn is teaching Ecosystems of Boulder County, a class designed to open your eyes to the presence and force of nature in the open spaces you pass every day. As you increase your understanding of the wilderness in your own back yard, it changes and deepens your experience of living in the area because, as Joyce says, "the more you know, the more you see." Dr. Gellhorn is an award-winning teacher with an intimate knowledge and deep love of Rocky Mountain terrain. She has lived in Boulder for 40 years. Originally from Minneapolis, she fell in love with Colorado as a child, during long sweet summer vacations with her family. When it came time to choose a college, "I came to CU (as an undergraduate) and never left." She married a Colorado native and earned her Ph.D. in Plant Ecology at CU. She has lived and worked at the university's Mountain Research Station (elev. 9,500 ft.) for a dozen years. She has done extensive field research in alpine ecosystems, work that grows out of her love of high country plants and animals, and of the stark beauty and harsh contrasts of the alpine climate. Over the past 25 years, Dr. Gellhorn has published more than 80 articles in regional and national publications, and earned special recognition for her talent in writing and in teaching. Join her this fall for a new look at familiar terrain – and an experience that invites you to slow down and savor the pleasure of close observation with an educated eye.

Students enrolled in Continuing Education Foreign Language classes may use the University of Colorado Anderson Language Technology Center. Located in Hellems Hall, the lab provides state-of-the-art audio, video and print materials for language students. A receipt for your Continuing Education language class is all that you need to use the facility.

Fine Arts students should call our registration office at 303-492-5148 for a supply list.

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



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# NONCREDIT COURSES, FALL 1999

**ARCHITECTURE AND LANDSCAPE .....21**  
 How to Design or Remodel a House with an Architect  
 Designing with Antiques

**COMMUNICATION .....21**  
 Introduction to American Sign Language  
 Marriage for the New Millennium

**FINE ARTS.....21**  
 Art Appreciation: Survey of Art in the '90s  
 Discovering Your Creativity  
 Introduction to Drawing  
 Life Drawing  
 Introduction to Oil Painting  
 Fundamentals of Fresco  
 Studies in Pastel  
 Portraits in Stone-Sculpture  
 Sculpture: Stonecarving  
 Basic Photography  
 Creative Photography Workshop  
 Alternative Photographic Processes  
 Documentary Photography  
 Photographing People  
 Careers In Animation

**FOREIGN LANGUAGES .....24**  
 Beginning Conversational and Written Chinese  
 Intermediate Conversational and Written Chinese  
 Beginning Conversational French  
 Intermediate Conversational French  
 Beginning Conversational German  
 Conversational German for Advanced Beginners  
 Beginning Conversational Italian  
 Conversational Italian for Advanced Beginners  
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 Short Story Workshop  
 Screenwriting  
 The Children's Book: Writing, Illustrating  
 Writing Fiction: A Weekend Intensive  
 English Writing Made Simple  
 Poetry Workshop  
 How to Write Magazine Articles...and Get Published  
 Writing in the Real World: How to Write Non-Fiction  
 Pentimento: Revisioning Fiction  
 Writing Memoirs  
 American Nobel Laureates in Literature

Beth Osnes adores teaching through Continuing Education. She draws an eclectic group of people representing all ages and backgrounds. "And the process that we use," she says, "is really unique because we come from so many different backgrounds."



## ARCHITECTURE AND LANDSCAPE

### NCAL 028

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

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

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

Section 300: Tuesdays, October 5-November 2, 7-9 p.m. 5 sessions. Helms 251. \$65.

### NCAL 032

#### Designing with Antiques

Learn about the history of antique furnishings and become familiar with definitions and the vernacular of the antique trade. Gain confidence in learning how to use antiques in modern interior settings with color and fabric guidelines. Students will learn how to judge quality through the construction of wooden and upholstered pieces. There will be a field trip to an upholsterer. Linda Morrell, B.A., is an interior designer with 20 years experience and has written articles for newspapers nationwide.

Section 300: Saturdays, October 16-23, 9:30 a.m.-12:30 p.m. 2 sessions. McKenna 112. \$45.

## COMMUNICATION

### NC C 008

#### Introduction to American Sign Language

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

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

Section 300: Tuesdays, September 21-November 9, 6:30-8:30 p.m. 8 sessions. Economics 205. \$120.

### NC C 009

#### Marriage for the New Millennium

Research continues to confirm that successful long-term relationships demand hard work and earnest commitments from both partners. How partners communicate remains the best indicator of whether their "coupleship" will sink or sail over time. In this course, conflict skills will be reviewed, based on the PREP™ techniques featured on the national television shows Oprah, 60 Minutes, and 20/20. This is NOT a therapy or encounter group. A \$20 materials fee is required per couple, payable to the instructor. Virginia Detweiler, MSW, LCSW, CAC III, is a licensed clinical social worker and corporate trainer specializing in teaching the skills to navigate difficult communication in all forms of relationships.

Section 300: Saturday, October 16, 9 a.m.-4:30 p.m. 1 session. Hale 240. \$52.50 per person, \$105 per couple.

## FINE ARTS

### NCFA 079

#### Art Appreciation: Survey of Art in the '90s

Provides students with a brief overview of trends in art during the twentieth century, followed by an intensive examination of the art of the century's final decade. Focusing on the United States and Europe, we will explore the pluralism which is the hallmark of art as the new millennium approaches. Painting, sculpture, installation, performance, photography, and multimedia art will be discussed.

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

Section 300: Thursdays, September 16-October 21, 6:30-8:30 p.m. 6 sessions. Economics 13. \$85.

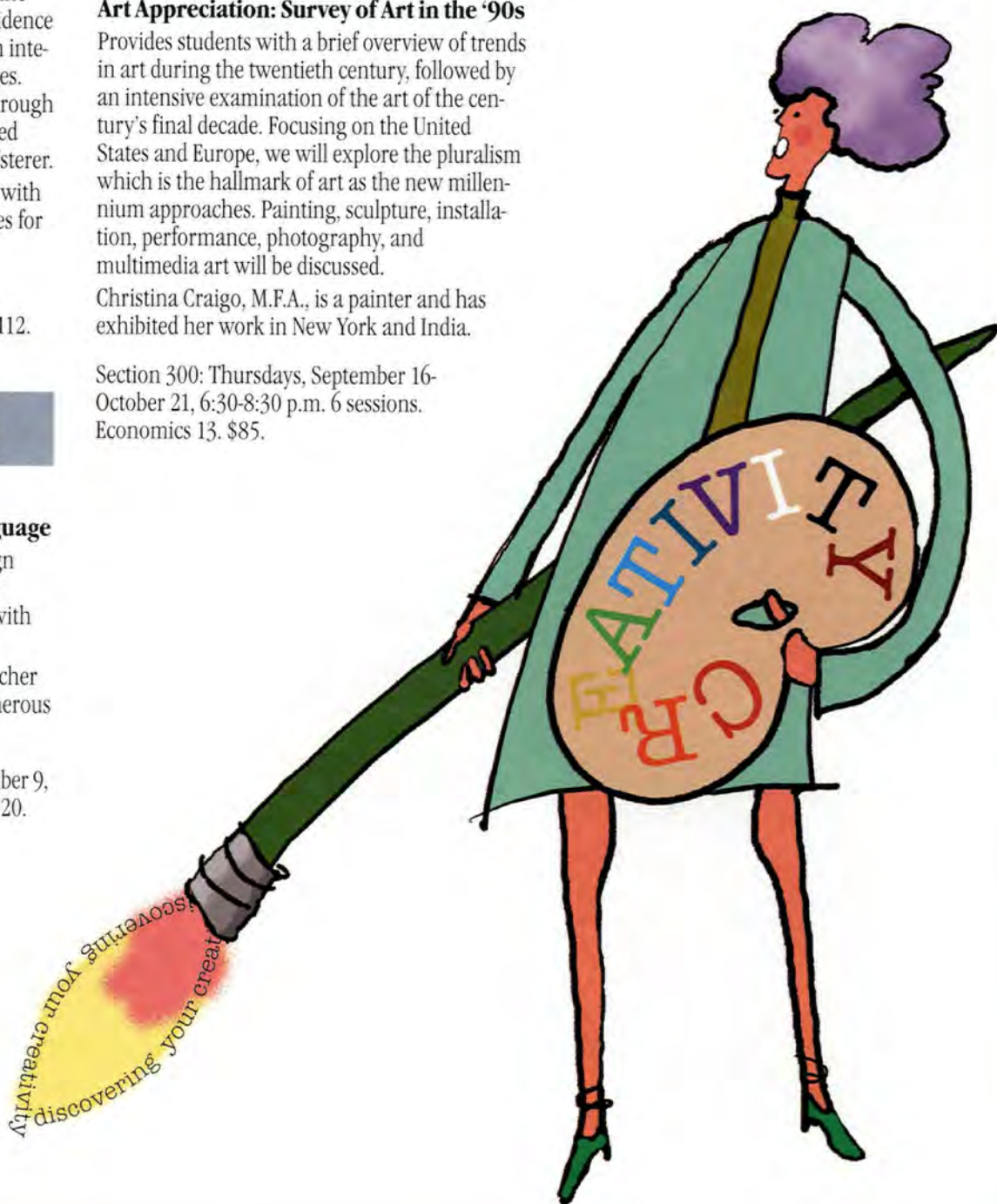
### NCFA 050

#### Discovering Your Creativity

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

Yengata Tawahade, B.A., is a sculptor and has been teaching the creative process for several years.

Section 300: Saturday and Sunday, November 6-7, 9 a.m.-5 p.m. 2 sessions. Economics 205. \$115.



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REGISTER  
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## FINE ARTS-CONTINUED

**NCEFA 020****Introduction to Drawing**

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

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

Section 301: Mondays, September 13-November 1, 7-9:30 p.m. 8 sessions. Fine Arts N298. \$140.

Elizabeth Cantrell, M.F.A., is a 1994 Fulbright recipient and CU-Boulder graduate in photography and media arts.

Section 302: Saturdays, October 16-23, 9 a.m.-4 p.m. 2 sessions. Fine Arts N298. \$140.

**NCEFA 005****Life Drawing**

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

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

Section 300: Wednesdays, September 15-November 3, 7-9 p.m. 8 sessions. Fine Arts N275. \$135.

**NCEFA 028****Introduction to Oil Painting**

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory, palette selection and color mixing. Traditional techniques and oil-based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary, however, we recommend Introduction to Drawing be taken first. Supplies will cost approximately \$120-150.

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

Section 300: Tuesdays, September 21-November 2, 6:30-9 p.m. 7 sessions. Fine Arts N103. \$130.

**NCEFA 052****The Fundamentals of Fresco**

This course will explore the classical fresco technique of painting on fresh, wet plaster with earth pigments. Students will mix plaster from scratch using centuries-old recipes and will build table top size "walls" on which to paint. Dry pigments mixed with water will then be applied to create unsurpassed luminous paintings.

Classical influences will be presented such as the Italian masters, Amerindian (pre-columbian) pyramid paintings of the Americas and Etruscan wall decorations. Group critiques will also be included. This course is well suited for anyone with previous painting experience and in particular those dedicated to purist procedures involving the handling of raw materials and labor intensive methods. Supplies will cost approximately \$75.

Anita Rodriguez-Wakelin, M.F.A., works primarily with oils and acrylics and the exploration of her Mexican heritage. Her work is on display at the Boulder Arts Academy.

Section 300: Mondays, September 13-November 15, 6-8 p.m. 10 sessions. Fine Arts C153. \$140.

**NCEFA 042****Studies in Pastel**

If you haven't tried painting, pastels provide a wonderful way to make the transition from drawing. This class will focus on concerns inherent to those who paint - composition, proportion, expression, application, and color - with an emphasis on how these principles are applied to pastel. Each class includes technical information and individual help. Supplies will cost approximately \$50-\$75.

Teri Gortmaker, M.A., P.S.A., works exclusively in pastels. She exhibits and sells her work nationally.

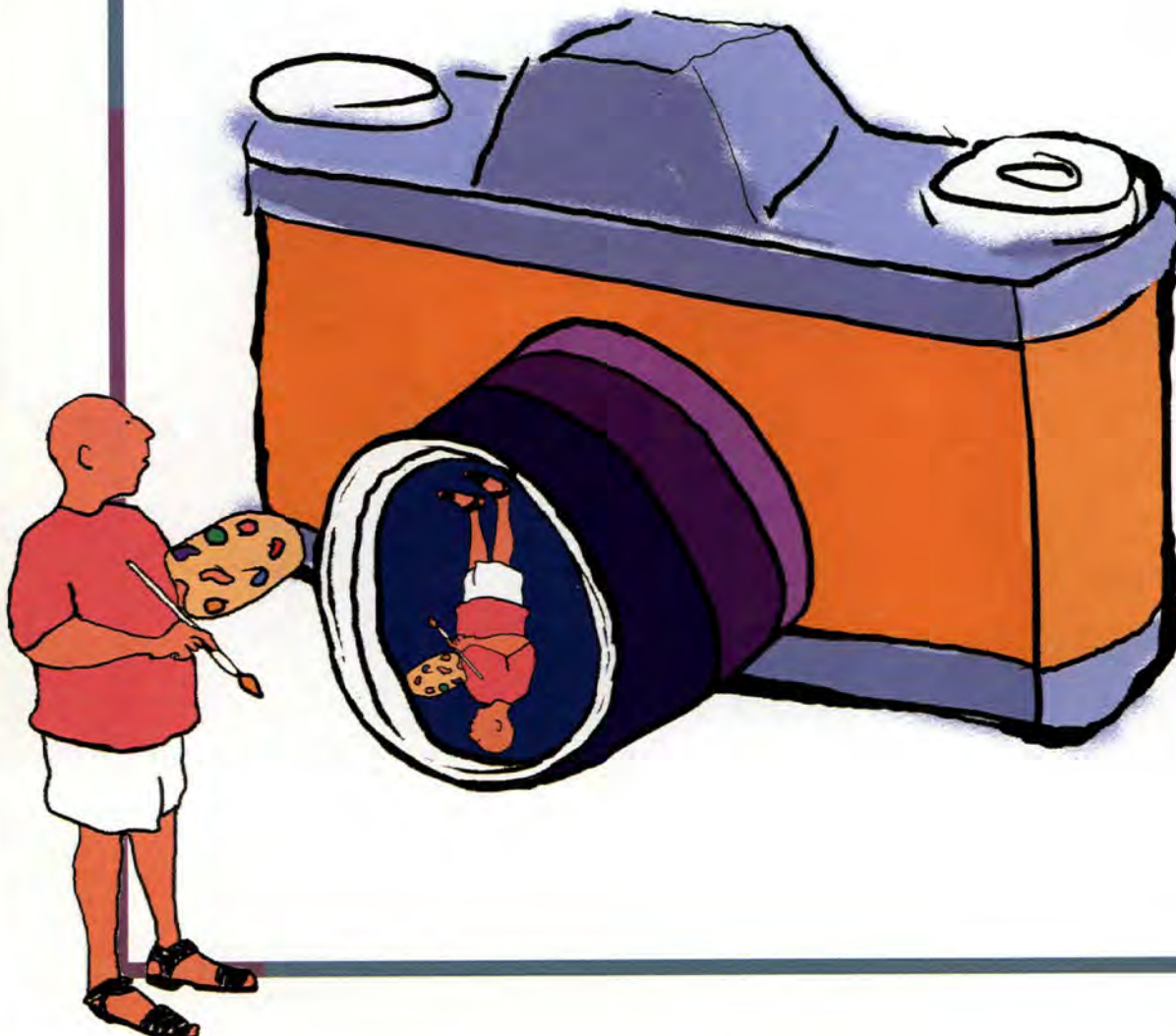
Section 300: Wednesdays, September 29-November 17, 6:30-9 p.m. 8 sessions. Fine Arts N298. \$140.

**NCEFA 131****Portraits in Stone Sculpture**

A unique opportunity to learn how to carve faces in stone. Instructions will cover facial anatomy, fundamentals of portrait sculpture, and the techniques of direct carving. No experience is needed. Students are encouraged to use personal expression. A slide show of 3-D portraits is included. Supplies will cost approximately \$35.

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

Section 300: Tuesdays, September 21-November 16, 7-9 p.m. 9 sessions. Fine Arts C102. \$130.





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

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

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

Section 300: Wednesdays, September 22-November 17, 7:15-9:15 p.m. 9 sessions. Fine Arts C102. \$135.

**NCFA 001****Basic Photography**

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

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

Section 300: Mondays, September 13-November 1, 6:30-8:30 p.m. 8 sessions. Hellems 237. \$130.

**NCFA 002****Creative Photography Workshop**

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

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

Section 300: Thursdays, September 16-November 11, 7:30-9:30 p.m. 9 sessions. Ketchum 301. \$140.

**NCFA 051****Alternative Photographic Processes**

Are you interested in photo based processes, yet you don't have access to a darkroom and equipment? This course focuses on alternative photographic processes which may be done in your own home. We'll cover Cyanotype (blue printing), Van Dyke Brown Printing, Gel Medium Transfer, and Polaroid Transfer. Processes will be combined and worked with other media such as paint, charcoal colored pencil and pastels. Designed for people who have little or no knowledge of photography as well as for those who want to expand their knowledge of photographic processes. Supplies will cost approximately \$75.

Elizabeth Cantrell, M.F.A., is a 1994 Fulbright recipient and CU-Boulder graduate in photography and media arts.

Section 300: Wednesdays, September 22-November 10, 6:30-8:30 p.m. 8 sessions. Fine Arts C1B70. \$140.

**NCFA 025****Documentary Photography**

This class introduces students to the art of documentary photography and the field of photojournalism. Students will explore photography through the sequencing of images. This class will consist of lectures, artist presentations, ongoing critiques of students' work and assignments. Assignments will be geared toward the creation of a final portfolio.

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

Section 300: Wednesdays, September 15-November 3, 6:30-9 p.m. 8 sessions. Fine Arts N185. \$140.



Thien Tran, in Beth Osnes' Acting Basics class. Beth says that the class attracts great people and that it is "almost always" a multicultural or international group.



## FINE ARTS-CONTINUED

**NCFA 060  
Photographing People**

A hands-on class for those who enjoy shooting photographs of people in different situations: documentary-style, with natural lighting, and using some electronic flash. We will shoot together during class time and students will also shoot at home. Class sessions will include critiques of students' work (we will be using slide film) and look at other photographers' portrait work. Students should understand and feel comfortable using a 35mm camera with adjustable shutter speeds and aperture. Bring your own camera to class. Film and developing cost will be approximately \$70.

Pat Howard, B.F.A., exhibits widely and enjoys the challenges of photographing people.

Section 300: Saturdays, September 25, October 16 and October 23, 9 a.m.-12 noon. 3 sessions. Muenzinger E113. \$75.

**NCFA 367  
Careers in Animation**

Animation is the entertainment growth industry of the '90s. Opportunities are exploding in feature films, TV, and websites. In this introductory overview, you will get experience storyboarding and animating in both the individual and collaborative processes. An exciting group project in clay and cut-out animation will be produced and filmed. Each student will receive a videotape of their project, a portfolio review and a clear understanding of the animation industry and its requirements and opportunities. You don't have to be an artist to attend this class, just be interested and ready to explore. Materials fee of \$10, payable to instructor at the first class.

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

Section 300: Thursdays, September 16-November 4, 7-9:30 p.m. 8 sessions. Geology 134. \$130.

## FOREIGN LANGUAGES

**NCFL 108  
Beginning Conversational and Written Chinese**

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

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

Section 300: Mondays, September 13-November 15, 6:30-8:30 p.m. 10 sessions. Hellem 251. \$140.

**NCFL 208  
Intermediate Conversational and Written Chinese**

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

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

Section 300: Wednesdays, September 15-November 17, 6:30-8:30 p.m. 10 sessions. Hellem 251. \$140.

**NCFL 100  
Beginning Conversational French**

Designed for beginners this class will build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Required text: *Parlons Francais, Part I*, available at the CU Bookstore.

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

Section 300: Tuesdays, September 14-November 16, 7-9 p.m. 10 sessions. Economics 13. \$140.

**NCFL 200  
Intermediate Conversational French**  
Students should be able to use the present tense before taking this class. Increased vocabulary and speaking skills are stressed. Text to be announced at first class.

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

Section 300: Wednesdays, September 15-November 17, 7-9 p.m. 10 sessions. Economics 13. \$140.

Manami Okawa, in Beth Osnes' Acting Basics class. Beth says it's a pleasure to teach this class because the students are so motivated. "They are there for the art and to push themselves in the process of acting," she says.



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

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

Allison Aldridge-Saur, M.A., has taught German to a variety of students.

Section 300: Tuesdays, September 21-November 9, 7-9 p.m. 8 sessions. Clare 209. \$120.

**NCFL 201**  
**Conversational German for Advanced Beginners**

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

Allison Aldridge-Saur, M.A., has taught German to a variety of students.

Section 300: Thursdays, September 23-November 11, 7-9 p.m. 8 sessions. Clare 211. \$120.

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

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

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

Section 300: Wednesdays, September 15-November 17, 6-8 p.m. 10 sessions. Ketchum 120. \$140.

**NCFL 202**  
**Conversational Italian for Advanced Beginners**

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

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

Section 300: Tuesdays, September 14-November 16, 6-8 p.m. 10 sessions. Ketchum 120. \$140.

**NCFL 302**  
**Intermediate Conversational Italian**

Review the essentials of Italian grammar, emphasizing the development of conversational fluency and good pronunciation. Grammar topics are combined with Italian culture through discussions, readings, and video programs and films. Text to be announced at first class meeting. Tina Pugliese has an M.A. in Foreign Languages and Cinema Study from the University of Rome, Italy.

Section 300: Mondays, September 20-November 22, 6:30-8:30 p.m. 10 sessions. Ketchum 120. \$140.

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

We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts is introduced. Required text: *Communicating in Japanese, Book 1*, may be purchased from the instructor in class.

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

Section 300: Fridays, September 3-October 15, 6-9 p.m. 7 sessions. Economics 117. \$140.

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

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

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

Section 300: Fridays, October 22-December 3 (class will meet on Friday, November 26), 6-9 p.m. 7 sessions. Economics 117. \$140.



## FOREIGN LANGUAGES

-CONTINUED

## NCFL 103

**Beginning Conversational Spanish**

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

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

Section 301: Tuesdays, September 14-November 16, 7-9 p.m. 10 sessions. Ketchum 235. \$140.

Itzá Zavala, M.A., is a native speaker and is working on her Ph.D. in Spanish.

Section 302: Tuesdays, September 14-November 16, 7-9 p.m. 10 sessions. Ketchum 301. \$140.

## NCFL 303

**Intermediate Conversational Spanish**

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

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

Section 300: Thursdays, September 16-November 18, 7-9 p.m. 10 sessions. Ketchum 235. \$140.

## HISTORY AND CULTURE

## NCH 013

**History of Boulder**

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

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

Section 300: Wednesdays, November 3-17, 6:30-9 p.m. 3 sessions. McKenna 204. \$50.

## NCH 019

**The Serengeti: Culture and Nature in East African Safari Land**

This course will provide an overview of the amazing wildlife and culture of the traditional peoples who live in the Serengeti and beyond in Tanzania and Kenya. In addition to learning about the various animals, we will talk about the environment of the Serengeti ecosystem. We will also talk about the Maasai, a traditional group that has lived off the land for centuries and discuss health and safety tips for those who may be interested in travel to Tanzania.

Laura DeLuca, Ph.D. candidate, served in the Peace Corps and on the Women and Development Project in East Africa.

Section 300: Thursdays, October 7-14, 7-8:30 p.m. 2 sessions. McKenna 204. \$35.

## INVESTMENTS AND PERSONAL FINANCE

## NCI 008

**Basic Investing**

Complete, understandable explanations for beginners covering terminology, products, and basic strategies. Learn how to take concrete steps toward planning your financial future in today's environment. Optional text: *Getting Started in Stocks*, by Alvin D. Hall, available at the CU Bookstore.

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

Section 300: Wednesdays, September 15-October 6, 6:30-8:30 p.m. 4 sessions. Economics 117. \$60.

## NCI 007

**Advanced Investment Strategies**

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

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

Section 300: Wednesdays, October 13-November 3, 6:30-8:30 p.m. 4 sessions. Stadium 140, Gate 7. \$60.

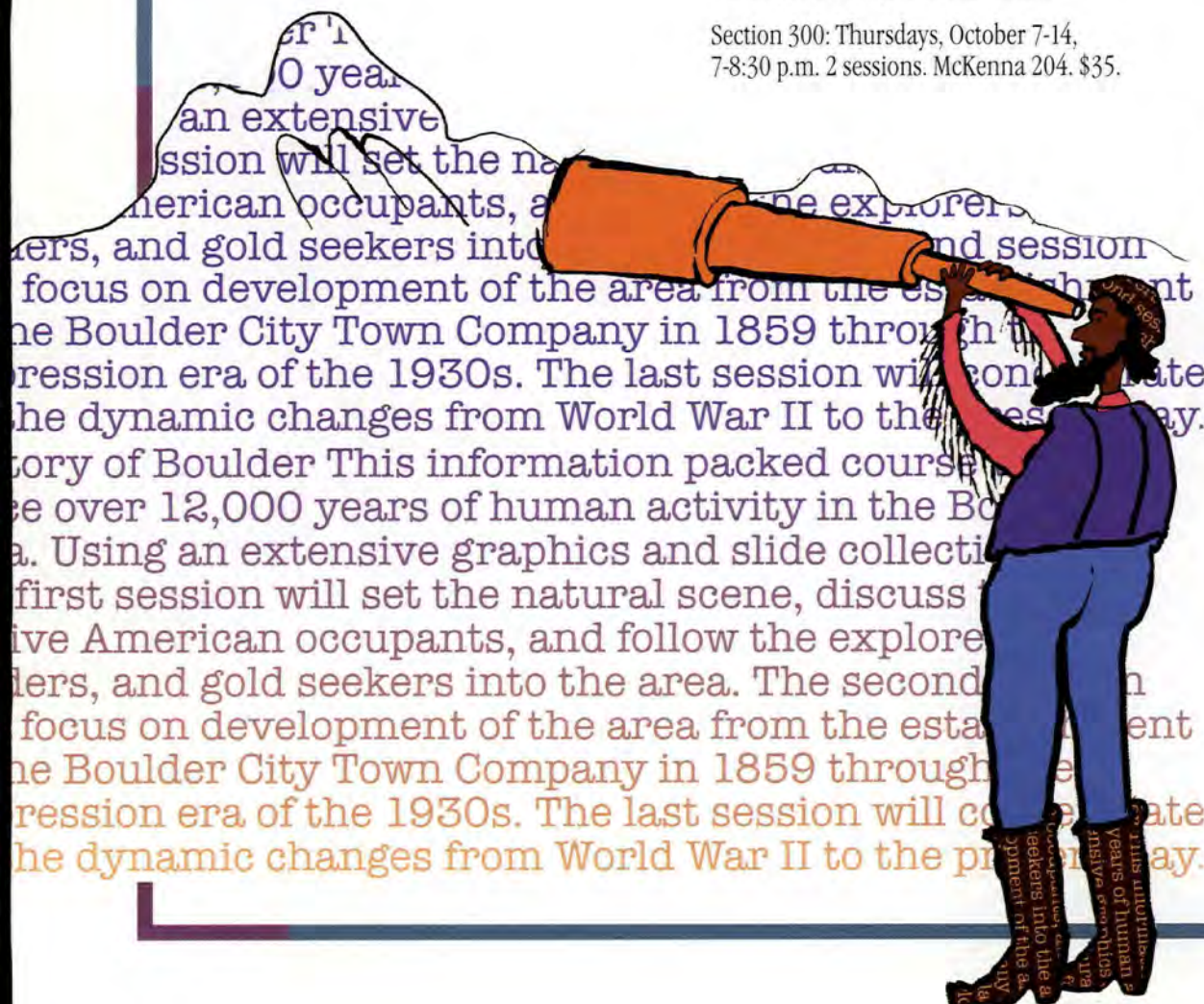
## NCI 011

**Planning for Retirement**

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

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

Section 300: Wednesdays, November 10-17, 6:30-8:30 p.m. 2 sessions. Hale 260. \$30.



**NCI 021**  
**The Five Minute a Day Personal Financial Plan**

For busy people who want to secure their financial independence. Be prepared to work on your personal financial plan for savings, investments, insurance needs, taxes, major future purchases, vacations and just plain old accumulation and distribution of assets. You will develop your investment portfolio, cash flow and budgeting system, and learn to preserve and increase your net worth. During the class you will learn the ABC's of investing, portfolio design, using money as a tool, develop future money needs adjusted for inflation, and develop and implement an action plan. By knowing what you want and need you will be in control. Then when you meet with your personal advisors you will tell them what you want and not the other way around.

Aivars Ziedins, M.S.F.S. has over 26 years experience as a financial planner and entrepreneur.

Section 300: Wednesdays, October 20-November 3, 6-9 p.m. 3 sessions. Hellems 201. \$75.

**NCI 022**  
**The Debt Free Prosperous Living Seminar**

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

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

Section 300: Thursday, October 14, 6:30-9:30 p.m. 1 session. Economics 117. \$30.

**LIFESTYLES—  
 PERSONAL AND  
 PROFESSIONAL**

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

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

Materials fee of \$30 to be paid to instructor for workbook, handouts and testing materials.

Dick Roberts, Ph.D., is a certified career counselor and national seminar leader and has led this highly acclaimed workshop for over 24 years.

Section 301: Thursdays, September 23-October 14, 6-9 p.m. 4 sessions. Clare 207. \$85.

**NCL 062**  
**Chess**

This class introduces chess fundamentals. Topics include: opening principles, rules of the game, movement of pieces, endgame theory, and algebraic chess notation. Specific openings covered include: English Opening, Ruy Lopez, and Sicilian Defense. Also covered is important terminology such as stalemate, draw, fork, pin, and surprise check. Students practice new skills against instructor and each other. In addition, instructor challenges students to simultaneous exhibitions. No chess experience necessary. Bring a chess board and pieces, and a small Chess Player Score Book, available at the CU Bookstore.

Christian Fuller began teaching chess in 1989 and is a United States Chess Federation certified chess coach.

Section 300: Tuesdays, September 21-November 9, 6:30-8:30 p.m. 8 sessions. Hellems 85. \$110.

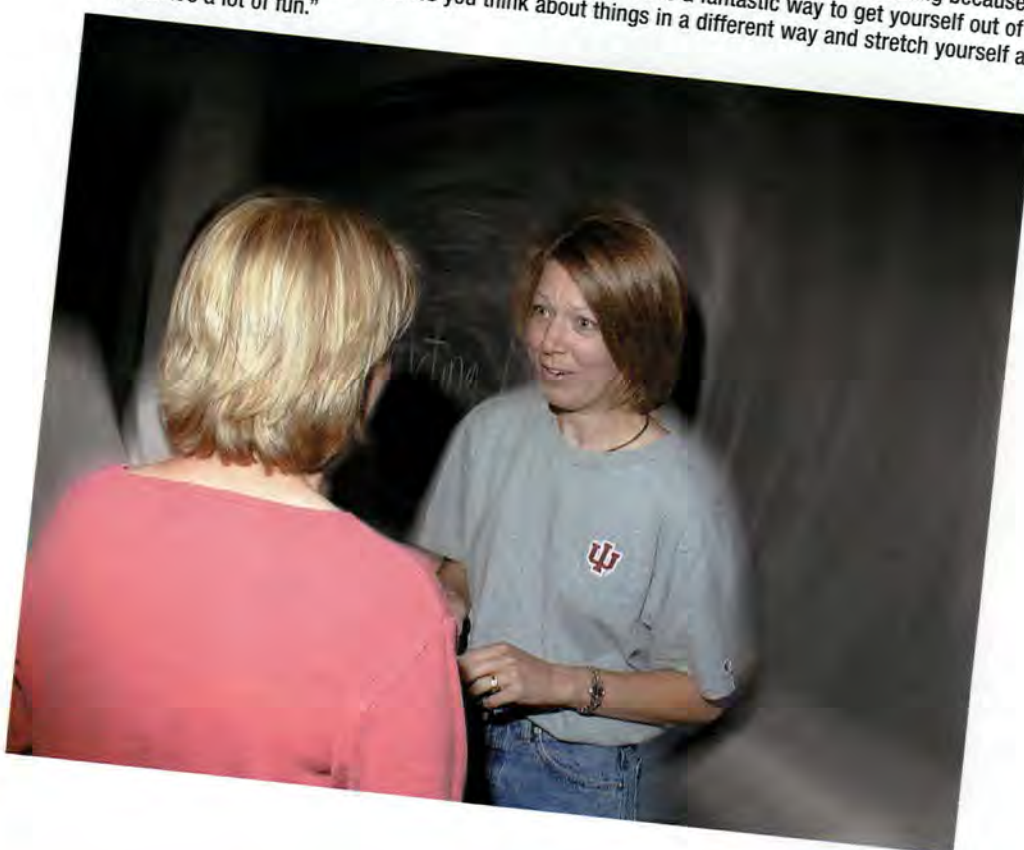
**NCL 047**  
**Nutrition and Performance**

Learn about the nutritional needs of active people and strategies for improving athletic performance. Includes recommendations on the amount of calories, carbohydrates, fats, and protein needed for different types of activities. Other topics include hydration, vitamins and minerals, supplements, ergogenic aids, weight management, what to eat before, during, and after exercise and how to evaluate nutritional claims.

Eileen Faughey, M.A., R.D., is a nutrition consultant for families, individuals and corporations.

Section 300: Tuesdays, October 26-November 2, 6:30-8:30 p.m. 2 sessions. Hellems 255. \$35.

*Leslie Osborne is a product marketing manager for Frontier ConferTech. She's taking acting because, she says, "It's so easy to get into a rut. Continuing education is a fantastic way to get yourself out of that." She says that the class "makes you think about things in a different way and stretch yourself a little bit. It's a lot of fun."*



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## SCIENCE

**NCSO 023****An Ecological Guide to Boulder County**

Boulder County, only 748 square miles in size, is one of Colorado's smaller counties, but it is one of the most diverse ecologically, ranging from 5,000 to over 14,000 feet in elevation. This class examines natural ecosystems of Boulder County from the short-grass prairie to the alpine tundra. A Saturday field trip will enhance the classroom sessions. Optional text: *From Grassland to Glacier: A Natural History of Colorado*, available at the CU Bookstore.

Joyce Gellhorn, Ph.D. in Botany, is Director of Project LEARN, an NSF sponsored teacher enhancement program.

Section 300: Thursdays, September 30-October 7, 6:30-9:30 p.m. and Saturday, October 9, 9 a.m.-3 p.m. 3 sessions. Hellems 245. \$85.

**NCSO 003****Discover the Night Sky**

A fascinating universe exists over our heads, one that many people seldom look at and rarely understand. For the non-expert, this brief course teaches you how to appreciate the night sky with just your eyes. We will learn the constellations, how the sky changes through the year and how to watch the moon, planets, comets, meteor showers and more. While the focus of the course is how to watch the sky with just your eyes, we will use telescopes as well. The night sky is not hard to understand; all you need is a little knowledge to open a whole new world for you. Course open to stargazers of all ages.

Victoria Alten, M.S. in Astrophysics, Planetary and Atmospheric Sciences, works at the National Center for Atmospheric Research.

Section 300: Sundays, September 12-26, 7:30-9:30 p.m. 3 sessions. Sommers-Bausch Observatory S175. \$40.



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TESTING AND  
ACADEMIC  
PREPARATION**NCT 301****Preparing for the Graduate Record Exam (GRE)**

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

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

Section 301: Monday, Tuesday, October 11-12, 6-10 p.m., and Wednesday, Thursday, October 13-14, 6-9 p.m. 4 sessions. Ramaley N1B31. \$165.

Section 302: Monday, Tuesday, November 8-9, 6-10 p.m., and Wednesday, Thursday, November 10-11, 6-9 p.m. 4 sessions. Ramaley N1B31. \$165.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class, available at the CU Bookstore. Call 303-492-5148 for a specific list of textbooks. Please note that students register separately for the exam. Exam registration deadlines may occur prior to the beginning of the class. Call 215-968-1001 for exam registration information.

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

Section 301: Saturdays and Sundays, September 11-25, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

Section 302: Saturdays and Sundays, November 6-20, 9 a.m.-2 p.m. 5 sessions. Economics 119. \$205.

Lisle Bradley liked Beth Osnes' Acting Basics class so much, she's taking it a second time-and she's not the only one, she notes. A Math major and Theater minor in college, she's always felt a tug to do more of this and adds, "I'm old enough now that it's time."



### NCT 300 Preparing for the Graduate Management Admission Test (GMAT)

This class provides a thorough review of the verbal and quantitative strategies needed for this exam. Students will become familiar with test content and practice strategies for each test portion. All materials provided. Recommended text: *The GMAT Official Guide*, 9th edition, available at the CU Bookstore. Course addresses computer-based testing which began in Fall 97. Students must register separately for the test. Test review instructors from PREP Associates, Inc. in Wheatridge, Colorado.

Section 301: Tuesdays and Thursdays, September 14-23, 6-10 p.m. 4 sessions. Guggenheim 3. \$165.

Section 302: Monday, Tuesday, Wednesday, and Thursday, November 15-18, 6-10 p.m. 4 sessions. Guggenheim 3. \$165.

## THEATRE AND MUSIC

### NCTH 005 Shakespeare: From Page to Stage

Drawing on the four plays produced by the 1999 Colorado Shakespeare Festival, this course will focus on the creative process of moving a classical play from the page to the stage. Participants will examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students will also have an opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for an informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

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

Section 300: Wednesdays, October 6-November 3, 7-9 p.m. 5 sessions. Hellems 185. \$60.

### NCTH 017 Acting Basics

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

Section 300: Mondays, September 13-November 1, 6:30-8:30 p.m. 8 sessions. Geology 127. \$105.

### NCTH 027 Acting for the Camera

Contrary to how natural it looks, acting for the camera can be an unnerving and awkward experience. In this short course, actors may familiarize themselves with the basics. In just eight sessions, learn tricks of the trade, such as how to adjust your acting style according to shot size, how to connect with someone off-screen, and how to put your best shoulder forward. Best of all, learn to turn on "visibility", the all-important quality that distinguishes successful screen actors.

Leigh Kennicott, Ph.D. candidate, has more than twelve years in television and film production, has directed more the twenty plays in the Los Angeles area, and was a charter member of Tony Barr's Film Industry Workshops.

Section 300: Thursdays, September 16-November 18, 7-9 p.m. 10 sessions. Education 136. \$150.

### NCTH 021 Masterpieces of World Cinema

The course will offer the opportunity to explore the art of cinema, past and present, by examining the works of the most influential film directors of the last 50 years. In each session a different movie will be presented, also focusing on the culture and values of the society that produced it. One film will be shown each evening with discussion afterwards.

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

Section 300: Thursdays, October 7-November 11, 6-9 p.m. 6 sessions. Education 220. \$120.

## WRITING AND LITERATURE

### NC W 004 Writing the Novel

This class will take you on the entire creative ride from idea through publication. Everything from story to point of view to the uniqueness of writing the novel will be covered. The class will also cover marketing your manuscript, emphasizing the submission, cover letter, and synopsis. Information on how to find an agent and the right publisher will be discussed. An extensive workbook is included.

Bob Mayer, M.A., has had eleven novels published and has six more coming out in the next two years under four different pen names. His novel, *AREA 51*, and the hit sequel are on several bestseller lists.

Section 300: Thursdays, September 23-November 18 (no class October 7), 7-9 p.m. 8 sessions. Norlin Library M300D. \$110.

### NC W 006 Creative Writing

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

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

Section 300: Tuesdays, October 12-November 30, 7-9 p.m. 8 sessions. Hellems 263. \$105.



## WRITING AND LITERATURE

-CONTINUED

### NC W 008 Short Story Workshop

Designed for both beginning and experienced writers, this course covers all aspects of writing the short story, including characterization, plot, setting, theme, and developing one's own style and voice. We use a workshop format where students bring their stories-in-progress to class to receive helpful editorial suggestions. The course also includes discussion of the marketplace and how to prepare and submit manuscripts for publication.

Robert McBrearty, M.F.A. from the Iowa's Writers' Workshops, is published in numerous journals and the Pusheart Prize Anthology.

Section 300: Tuesdays, September 28-November 2, 6:30-8:30 p.m. 6 sessions. Hellem 220. \$80.

### NC W 021 Screenwriting

Whether a professional or just starting out, this workshop will benefit all writers of screenplays. Beginning with an overview of the form and creation of a screen treatment, and utilizing individual consultations with the instructor, students will pursue their own stories to completion of a first draft by the end of the course. As a springboard for further development, each student will receive a written evaluation of their work.

Leigh Kennicott, M.A., has worked in development for Columbia Pictures, Universal and Leonard Goldberg Company at Paramount, as well as in television and film production in Los Angeles. She is presently a Ph.D. candidate at CU-Boulder.

Section 300: Tuesdays, September 14-November 16, 7-9 p.m. 10 sessions. Clare 208. \$150.

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

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

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

Section 300: Saturday, November 13, 9 a.m.-4 p.m. 1 session. Hale 260. \$100.

### NC W 077 Writing Fiction: A Weekend Intensive

Learn the fundamentals of writing fiction in one weekend. This innovative workshop is the place for beginners to get the basics and seasoned writers to sharpen skills. On Friday evening (bring popcorn and soda) we'll view a recent movie and then discuss the plot and story structure to see how film has affected the way in which popular fiction is written today. Saturday (bring something for a potluck lunch), we'll combine lecture, discussion and short writing exercises, featuring a different aspect of good fiction each hour. Topics include: creating dynamic characters, writing believable dialogue, pacing, and information about the business of writing. Jerrie Hurd, M.F.A., is an experienced writing teacher, a frequent speaker at conferences, an award-winning writer and has recently published her third novel, *The Lady Pinkerton Gets Her Man*.

Section 300: Friday, October 15, 6-10 p.m., and Saturday, October 16, 9 a.m.-4 p.m. 2 sessions. Hale 236. \$80.

### NC W 003 English Writing Made Simple

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

Jean Thyfault is a former editor, managing journal publications.

Section 300: Thursdays, September 16-November 4, 6:30-8:30 p.m. 8 sessions. Hellem 263. \$105.

Susan Perry says that she originally enrolled in Acting Basics "to try something new and a little scary. It turned out it was stimulating and fun. Beth is just refreshing-insightful—a really supportive teacher."



WAYS TO  
**5**  
REGISTER  
see page 68



**NC W 042  
Poetry Workshop**

We all have poems we want to write, often they seem buried, and we don't know how to unearth them. In this interactive class, you'll have a chance to explore your own poetic impulses. Approaching poetry through a gardening metaphor, class time will include planting seeds—reading published poems with an eye for language, images, those things which make a poem crackle; composting—journaling, writing exercises, group exercises designed to turn off the internal critic and get to the juicy ideas we all have; and harvesting—looking at students' poems in a nurturing workshop setting. Join us, whether you're currently writing poetry and want some fresh ideas, or whether you want to begin writing poems for the first time. Bring *The Best American Poetry of 1996* to the first class, available at the CU Bookstore. Sally Green, M.F.A., is a published poet.

Section 300: Wednesdays, September 22-November 10, 7-9 p.m. 8 sessions. Hellems 247. \$105.

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

From sure-to-sell query letters to sure-to-happen publication, learn all the steps to successful magazine article writing and sales. We will cover what editors look for, how to write an organized yet creative article, catchy openings, interview steps, revising and editing and then marketing the finished product. The instructor also works individually with students' articles. Nancy Rasmussen has published over 40 articles in national and local publications and has taught magazine article writing for six years.

Section 300: Tuesdays, September 21-October 26, 7-9 p.m. 6 sessions. Education 134. \$80.

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

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

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

Section 300: Mondays, September 20-October 25, 6-8 p.m. 6 sessions. Guggenheim 2. \$85.

**NC W 020  
Pentimento: Revisioning Fiction**

"It is not every day," said Wallace Stevens, "that the world arranges itself in a poem." Revision is the sweat and blood of the writing process. This is a hands-on fiction workshop wherein student work (short stories, long stories, novel excerpts) will be evaluated and critiqued by the instructor and fellow students. Emphasis will be placed on moving from the creative mind to the editing mind. Within the context of student work, we will examine elements of story, characterization, point of view, plotting, time, place and action. Gain practical techniques for improving your revision skills and polishing your fiction. Susan Church, M.F.A., is a teacher and published writer.

Section 300: Thursdays, September 23-November 18, 7-9 p.m. 9 sessions. Hellems 259. \$125.

**NC W 011  
Writing Memoirs**

Everyone has a story to tell. This course will help you begin to organize your story. Topics covered are: what is lifewriting; beginning and organizing a basic lifelist; memory jogs; writing mechanics; telling the truth; to publish or not to publish; markets of lifewriting; and writing vignettes. Classroom exercises will facilitate your writing process, as well as feedback from the instructor and classmates. Textbook is available from the instructor for \$20.

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

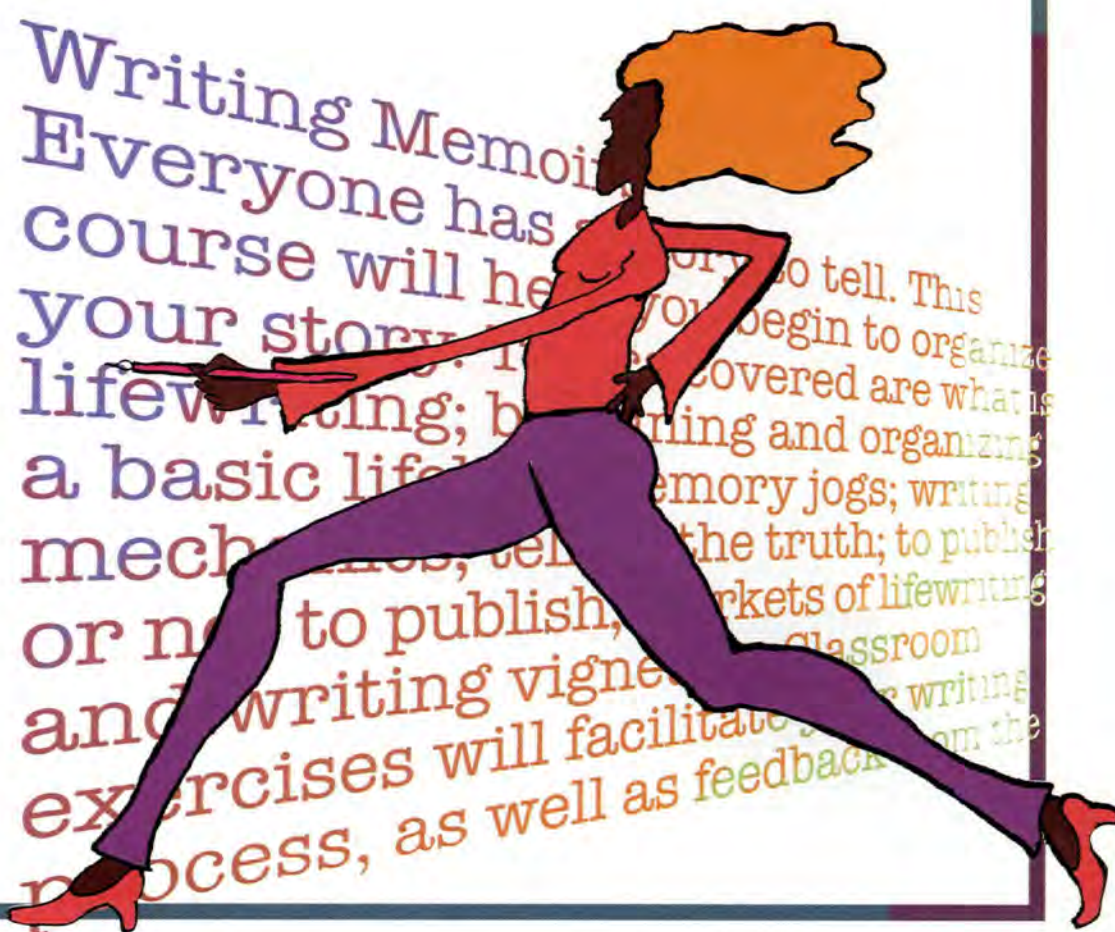
Section 300: Mondays, September 20-October 25, 6:30-8:30 p.m. 6 sessions. Norlin Library M300D. \$80.

**NC W 025  
American Nobel Laureates in Literature**

Since the establishment of the Nobel Prize in 1901, a number of Americans have won this award for their contributions to the field of literature. Most of the recipients were born and educated in the United States. A few chose to come to this country later in life and continue their work here as American citizens. Join us in reading and discussing four noteworthy books by these Nobel Laureates. *The Sound and The Fury* by William Faulkner for September 15; *Herzog* by Saul Bellow for September 29; *Shadows on The Hudson* by Isaac Singer for October 13; and *The Issa Valley* by Czeslaw Milosz for October 27. We will meet every other week to allow time for reading.

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

Section 300: Wednesdays, September 15-October 27, 7-9 p.m. 4 sessions. Hale 260. \$60.



# THE STORY CONTINUES. THE HERO IS YOU.

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

## MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

## CERTIFICATE OF ENTREPRENEURSHIP

The Certificate of Entrepreneurship is designed to give current and future business owners the skills to plan and lead a successful business venture. Participants are required to take four core classes and two electives. Core classes include: Accounting and Budgeting for the Non-Accountant, Starting a Business: From the Ground Up, Entrepreneurism – Are You Ready?, and Understanding Marketing: Developing and Promoting Your Product or Service.

**Only preregistered students may attend class. Refunds are granted any time before a course begins; none later.**

To withdraw from a course, you must contact the Division of Continuing Education.

## FACULTY/STAFF REGISTRATION:

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

## BUSINESS COURSES, FALL 1999

<b>GETTING STARTED.....</b>	<b>33</b>	<b>MARKETING/SALES .....</b>	<b>34</b>
Basic Skills for the Supervisor		Understanding Marketing: Developing and Promoting Your Product or Service	
<b>ACCOUNTING AND FINANCE.....</b>	<b>33</b>	Sell Yourself: How to Get Them to Buy From You	
Accounting and Budgeting for the Non-Accountant		How to Write Successful Marketing Materials	
<b>ENTREPRENEURISM AND SMALL BUSINESS .....</b>	<b>33</b>	<b>WRITING AND COMMUNICATION .....</b>	<b>34</b>
Entrepreneurism - Are You Ready?		Better Business Writing	
<b>HUMAN RESOURCES.....</b>	<b>33</b>	Grant Writing Basics	
Workplace Violence		Beginning Technical Writing	
<b>MANAGEMENT/SUPERVISION .....</b>	<b>33</b>	Effective Document Review	
Managing People		How to Write Electronic Media	
Critical Issues in Current Management		Producing Business Videos	

### SKILL LEVEL GUIDE

#### A Guide to Business Courses' Recommended Skills Levels

All courses are marked with a skill level designation. It is recommended that you be at least at that skill level to take the course. If you have questions about a course level, please call the Division of Continuing Education at 303-492-5148.

#### Beginning

No previous experience necessary.

#### Intermediate

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

#### All Levels

Course encompasses varied levels of experience.



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## GETTING STARTED

### NC B 100

#### Basic Skills for the Supervisor

##### Beginning Level

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

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

Section 300: Saturdays, October 16-23, 9 a.m.-4 p.m. 2 sessions. Economics 13. \$130.

## ACCOUNTING AND FINANCE

### NC B 110

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

##### Beginning Level

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

Fred Moore, M.B.E., is a trainer nationwide in accounting and has been an accountant for 14 years in Boulder.

Section 300: Saturdays, October 16-23, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

## ENTREPRENEURISM/ SMALL BUSINESS

### NC B 400

#### Entrepreneurism - Are you Ready?

##### All Levels

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

Aivars Ziedins, M.S., has been an entrepreneur for over 26 years, owning or running six different businesses.

Section 300: Wednesdays, September 22-October 6, 6-9 p.m. 3 sessions. Hale 236. \$100.

## HUMAN RESOURCES

### NC B 061

#### Workplace Violence

##### All Levels

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

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

Section 300: Thursdays, September 23-November 11, 6:30-8:30 p.m. 8 sessions. Muenzinger E113. \$160.

## MANAGEMENT/ SUPERVISION

### NC B 245

#### Managing People

##### Intermediate Level

For people with one to five years management experience, this unique class teaches practical skills related to communication, leadership, time management, and performance appraisal, skills that will improve both work group and organizational effectiveness. An exciting learning process makes the material come alive and sends you back to work equipped to create results.

Marianne Roller, B.A., has been working in the area of "productivity enhancement" for 16 years.

Section 300: Tuesdays, September 14-October 5, 7-9:30 p.m. 4 sessions. Hellems 255. \$110.

### NC B 230

#### Critical Issues in Current Management

##### Intermediate Level

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

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

Section 300: Saturdays, November 6-13, 9 a.m.-3 p.m. 2 sessions. Economics 117. \$110.



Sarah Kauss, in Acting Basics. Instructor Beth Osnes makes it easy and fun to get involved. Beth says she loves teaching people who really want to be there.

**MARKETING/SALES****NC B 210****Understanding Marketing: Developing and Promoting Your Product or Service****Intermediate Level**

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

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

Section 300: Tuesdays, September 21-October 26, 5:30-8 p.m. 6 sessions. Hellems 81. \$165.

**NC B 215****Sell Yourself! How to Get Them to Buy From You****All Levels**

You can't do the best job of selling your company's products and services until you can do the best job selling yourself. This program will help you achieve peak sales performance and dramatically increase profits by showing you how to make the personal sale. Included are 25 sell-yourself strategies, and insights on how to truly distinguish yourself from competitors, "polish" your presentations and communicate with confidence. Learn self-promotion methods and materials that will enable you to make a maximum impact for a minimal investment of time and money. You'll walk away with what you need to know to gain the visibility, credibility and recognition that will reap rewards for your organization.

Fred Berns, is the author of self-promotion tapes, books, and articles and is a consultant and public speaker.

Section 300: Wednesdays, September 22-October 6, 6:30-8:30 p.m. 3 sessions. Ketchum 118. \$70.

**NC B 477****How to Write Successful Marketing Materials****Beginning Level**

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

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

Section 300: Saturdays, September 25-October 2, 9 a.m.-1 p.m. 2 sessions. Economics 117. \$95.

**WRITING AND COMMUNICATION****NC B 022****Better Business Writing****Beginning Level**

Business people, on average, spend a third of their time writing. As more daily business is conducted by e-mail, that percentage is growing. Learn how to create clear, effective prose that avoids making enemies or ending up in the circular file. We'll review the mechanics of writing as well as voice and presentation. In-class exercises help students eliminate the deadwood and create a more compelling message. Students are encouraged to bring in memos, letters, promotional materials, or reports for feedback.

Jasmin Cori, M.S., author and educator, does writing and editing for business, professional, and academic audiences.

Section 300: Thursdays, October 7-28, 6-8:30 p.m. 4 sessions. Hellems 181. \$100.

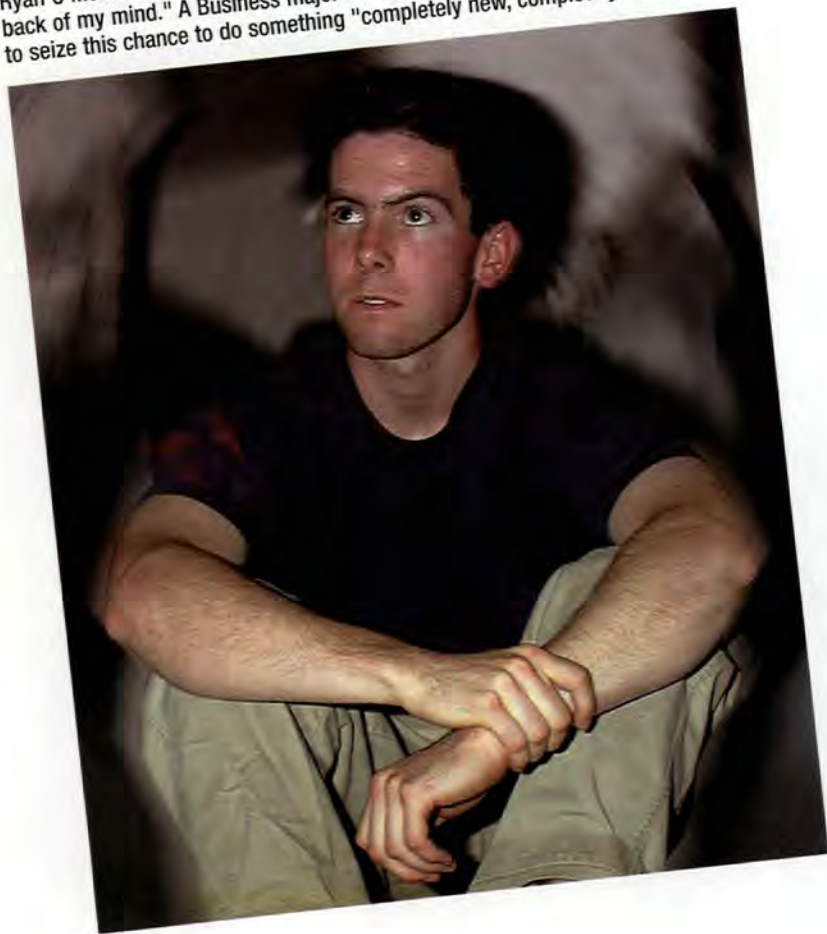
**NC B 050****Grant Writing Basics****All Levels**

Acquire a basic understanding of all phases of the grant writing and evaluation process. Specific topics will include selecting a proposal topic, developing a compelling narrative and meaningful budget, identifying and researching potential funders, and learning about how grants are evaluated once they are in the hands of the funder. Participants should be prepared to work both independently and in groups to explore all aspects of the grant writing process. Modest writing and reading assignments will be required of each student.

Margaret Ness, B.A., has more than 20 years experience in the senior-level administrative capacity in the non-profit sector.

Section 300: Saturdays, November 6-13, 8:30 a.m.-12:30 p.m., and Wednesday, November 10, 6-9 p.m. 3 sessions. Hellems 185. \$135.

Ryan O'Meara says "acting has always been something that's been in the back of my mind." A Business major now going into his last year, he decided to seize this chance to do something "completely new, completely different."



**NC B 470****Beginning Technical Writing****All Levels**

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

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

Section 300: Tuesdays, September 28-October 26, 6:30-9 p.m. 5 sessions. Duane Physics G1B27. \$150.

**NC B 055****Effective Document Review****All Levels**

Companies today invest considerable resources in preparing technical manuals, scientific reports, FDA submissions, SOPs, ISO 9000 documentation, and marketing materials. Typically, several people must review and "sign off" these documents, thus causing an endless cycle of review and revision. This class targets common problems in document review and shows you how to improve the process within your company. You will learn how to use limited resources wisely and save precious time while actually improving the quality and accuracy of the final document. The workshop presents practical approaches to reviewing and editing documents, with specific examples for in-class practice and discussion.

Mary King, Ph.D., owns a scientific communications firm which produces clinical trial summaries and technical reports.

Section 300: Saturday, November 6, 9 a.m.-1 p.m. 1 session. Hale 240. \$50.

**NC B 180****How to Write Electronic Media****All Levels**

This course is designed for those who are new to, or just curious about, writing for electronic media (CD-Roms, the World Wide Web, or other interactive multimedia). This is not a course in HTML or Web page design. We will focus on the role of the writer in the electronic media production team; techniques of nonlinear writing; the use of scripting tools; concept and content development; and managing the writing project. Students will work individually or in small groups to design a small project for their choice of electronic design and the sample of writing to the class for discussion during the final session. Suggested prerequisites are a familiarity with word processing programs, use of CD-Roms and/or the Web.

Mary King, Ph.D., owns a scientific communications firm which produces clinical trial summaries and technical reports.

Section 300: Wednesdays, September 22-October 6, 6-9 p.m. 3 sessions. Ketchum 301. \$75.

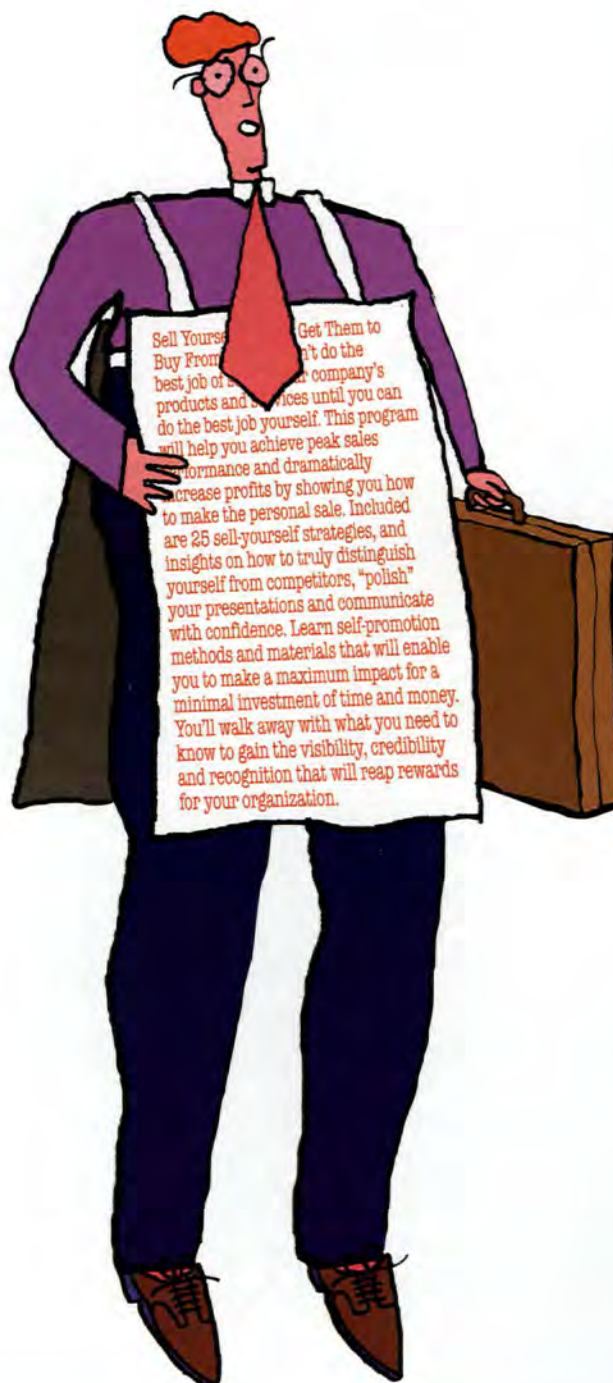
**NC B 476****Producing Business Videos****All Levels**

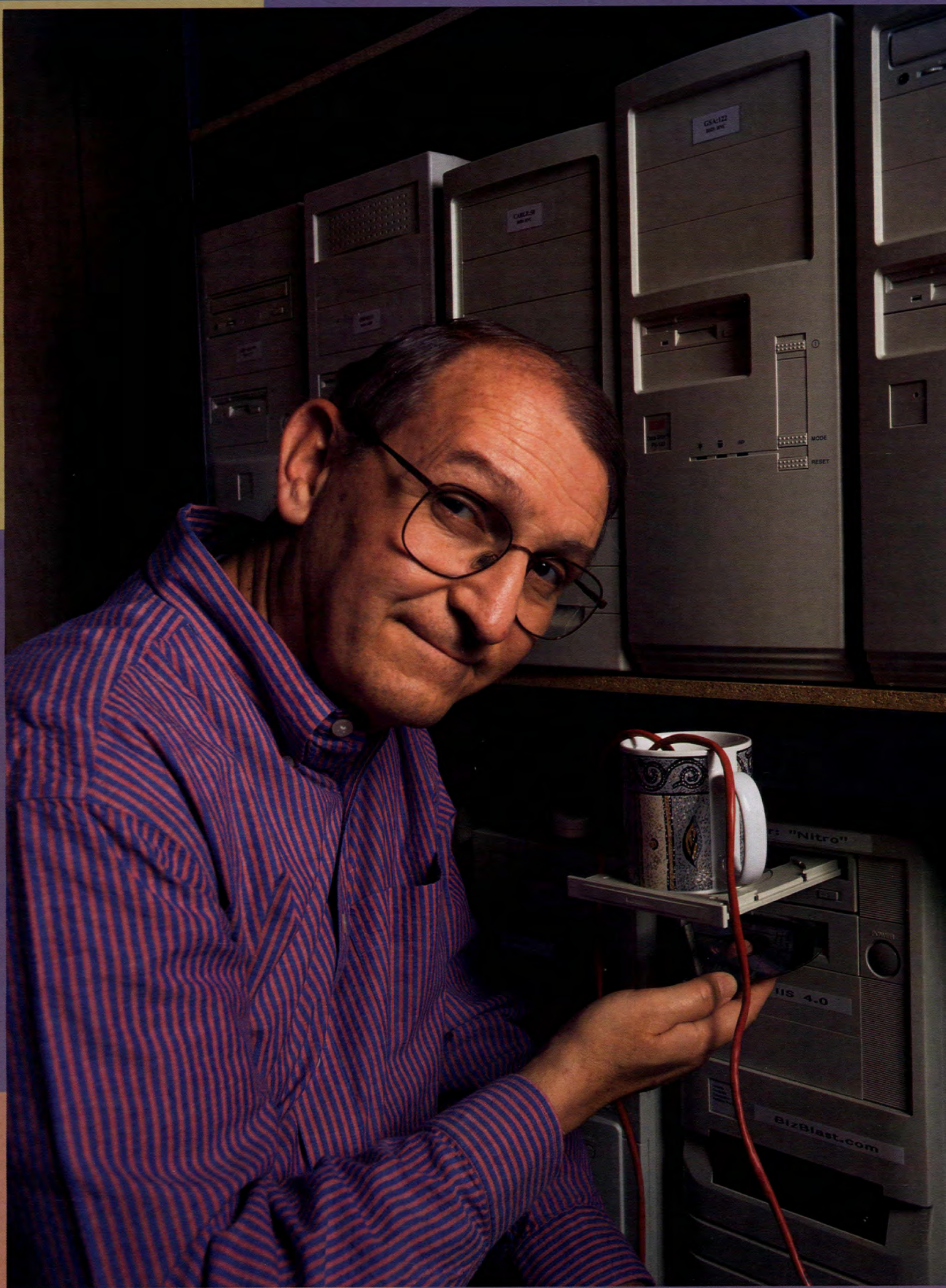
Often, employees are given the task of producing a video that highlights some aspect of their business. The deadline looms, and the employee jumps into production with both feet, only to emerge months later with a video that missed the deadline, blew the budget, and isn't quite right. Study the step-by-step process of video production, including: defining the message, audience analysis, gathering research, script writing, pre-production, and post-production, as well as how to find, select, and work with video professionals. Examples of finished training, informational, motivational, educational and sales/marketing programs will illustrate the concepts. Students will write a short script, a schedule and budget.

Mary Ann Williamson, B.S., has written and produced marketing, information, educational and training media programs.

Section 300: Thursdays, September 16-November 11, 6:30-8:30 p.m. 9 sessions. Hellems 193. \$170.

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

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

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

**PARKING:** At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), Saturday and evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) will be available at the class. For other course locations, please refer to the campus map located at the back of the catalog.

**PREREQUISITES:** Many courses have recommended prerequisites listed at the end of each description, but equivalent experience is accepted. If you are unsure if you have the necessary background to successfully complete the course, please call 303-492-5148.

Art Smoot teaches a one-day lecture class on Web Server Administration designed "for the people who run web sites—the people who do the nuts and bolts stuff that keeps them up and running—configuration, running the server—stuff the rest of us don't see when we drop in to glean information and look at the pretty pictures." Art knows this business from the inside out. He runs web servers (22 of them) through his own business, AES Consulting. And he has worked in the industry for 32 years in marketing and research and consulting, developing proposals and providing technical support for industry leaders and major defense contractors. He's been working with computers about as long as we've had computers in meaningful terms. And get this: he sent his first e-mail message in 1967, from the Philadelphia Scientific Center, an IBM R&D facility, using an online timesharing system, an acoustic coupler and a terminal. (Ask him about it.) He also had extensive experience with early graphics and publishing technology, working with SGML, the infrastructure that sits around HTML which has evolved to become the language of the internet. Hobbies include skiing, volleyball and his first love, classical music. In the last five years he hasn't missed a concert at the Colorado Music Festival.

**ESSENTIAL INFORMATION:** Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call 303-492-5148 if you have questions about computer access.

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

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

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



## CERTIFICATE PROGRAMS

The Division of Continuing Education is proud to offer the following noncredit computer certificate programs. These programs have been developed in cooperation with professionals in the field to make each certificate both relevant and state-of-the-art. Programs and courses are designed and redesigned to meet the training needs of our students and the business community. Each certificate is designed to be completed individually. One is not a prerequisite for the other. However, many students have found it helpful to achieve more than one as some of the requirements can overlap and it can increase their marketability.

### CERTIFICATE IN COMPUTER APPLICATIONS

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

- A. Five required core courses:
1. CACS 100 Computer Literacy\*
  2. CACS 201 Concepts of Computer Information Technology
  3. CACS 202 Computer Applications Overview
  4. CACS 204 Computer Systems Overview
  5. CACS 220 Introduction to Networks

\***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course.

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

### CERTIFICATE IN NETWORK ADMINISTRATION

The Certificate in Network Administration is designed for individuals responsible for technical support of local and wide area networks. You may earn the certificate by completing the requirements listed below.

#### Choose one of three tracks:

#### A. Windows/Intel Track

CACS 220 Introduction to Networks and  
CACS 321 Network Administration

#### B. Macintosh Track

CAMC 100 Introduction to the Macintosh

#### C. UNIX Track

CACS 211 Introduction to UNIX and  
CACS 311 Intermediate UNIX

#### Operating System Courses (required for all students)

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

#### Administration Courses (select at least one)

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

#### Other Administration Course

CACS 424 Wide Area Networking Topics (required for all students)

#### Programming Courses

Choose at least one course in programming.

#### Database Courses

Choose at least one course in database management.

### CERTIFICATE IN WEB SITE DESIGN

This certificate program is designed for individuals responsible for creating professional Web sites for their office, association, business or personal use.

**Novices are required to take CACS 230 Internet Fundamentals or CACS 331 Internet Applications.**

#### A. Six required core courses:

1. CACS 232 From Layout to On-Line or CACS 334 Design Techniques for Web Sites
2. CACS 332 Introduction to HTML
3. CACS 432 Intermediate HTML
4. CACS 532 Advanced HTML
5. CACS 336 Introduction to JavaScript
6. CACS 436 JavaScript Language

#### B. Multimedia Course:

Choose any one course in Multimedia

#### C. Electives (choose one):

CAPC 282 Photoshop for Windows 95, Level I  
CAPC 382 Photoshop for Windows 95, Level II  
CAPC 283 Illustrator for Windows 95, Level I  
CAMC 282 Photoshop for Macintosh (5.0) Level I  
CAMC 382 Photoshop for Macintosh (5.0) Level II  
CAMC 283 Illustrator for Macintosh (7.0) Level I  
CAMC 383 Illustrator for Macintosh (7.0) Level II

#### D. CACS 600 Web Site Design Project:

Students will create a web site to demonstrate their understanding and mastery of web site design. *This course is currently under development.*





## CERTIFICATE IN PROGRAMMING

The Certificate in Programming is designed for individuals who wish to pursue a career involving programming or who need to update their skills to stay current in the industry.

Choose at least one of three tracks: C, C++, or Java. The Certificate must be completed within a three-year period. Past courses may apply.

Novices are required to take CACS 240 Introduction to Programming and at least one of the following labs:

CACS 241 Introduction to Hands-On C++

CACS 242 Introduction to Application Programming

### C Track

CACS 243 Introduction to C for Programmers

CACS 343 Intermediate/Advanced C Programming

Students are required to take one hands-on lab, a C++ or Java Track course and one Special Topics course.

### C++ Track

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

CACS 344 Intermediate / Advanced C++

CACS 444 C++ Gotchas

CACS 341 Intermediate Hands-on C++ *or*

CACS 342 Intermediate Application Programming

Students are required to take two Design Topics courses.

### Java Track

CACS 247 Introduction to Object-Oriented Programming Using Java

CACS 347 Intermediate Java

CACS 447 Advanced Java Language

CACS 448 Advanced Java Library

Students are required to take at least one Java Topics course and one Design Topics course.

### Special Topics Courses:

All students are required to choose at least one Special Topics course not taken to satisfy the track requirement.

### Java Topics

CACS 246 One-Day Tour of the Java Programming Language

CACS 348 GUI Programming in Java

CACS 349 JavaBeans

CACS 449 2D and 3D Graphics with Java

### Design Topics

CACS 345 Object-Oriented Design Patterns

CACS 445 Object-Oriented Analysis and Design

System Design

GUI Design

### Visual Basics Topics

CAPC 437 Visual Basic Programming Using Excel

CACS 245 Introduction to Hands-On Visual Basic Programming

CACS 350 Intermediate Hands-On Visual Basic

### Database Design Topics

CAPC 357 Database Design Concepts

CAPC 358 Relational Database Concepts and SQL Programming

Intermediate Database Systems

Other topics will be added to keep pace with industry standards.

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

## GENERAL INFORMATION FOR COMPUTER CERTIFICATES

If you have substantial background in computers or programming, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive. **You may waive up to two courses only.**

If you need more information, please call 303-492-5148.

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## THE COMPUTER SYSTEM

### UNDERSTANDING COMPUTERS

#### CACS 100

##### Computer Literacy

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

Section 301: Wednesday, September 1, 6-8 p.m. plus lab sections. Please indicate lab preference (30A or 30B) at registration: Lab Section 30A: Wednesdays, September 8-October 6, 6-8 p.m. Lab Section 30B: Wednesdays, September 8-October 6, 8-10 p.m.

Jeff Forrest, M.A.

Section 302: Tuesday, September 28, 6-8 p.m. plus lab sections. Please indicate lab preference (30C or 30D) at registration: Lab Section 30C: Tuesdays, October 5-November 2, 6-8 p.m. Lab Section 30D: Tuesdays, October 5-November 2, 8-10 p.m.

Beth Sigren, B.S.

Section 303: Thursday, October 14, 6-8 p.m. plus lab sections. Please indicate lab preference (30E or 30F) at registration: Lab Section 30E: Thursdays, October 21-November 18, 6-8 p.m. Lab Section 30F: Thursdays, October 21-November 18, 8-10 p.m.

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

#### CACS 201

##### Concepts of Computer Information Technology

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

Cherie Quaintance, B.A.

Section 300: Thursdays, September 2-October 7, 6-9 p.m. 6 sessions. Hellems 211. \$240.

#### CACS 202

##### Computer Applications Overview

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

Chris Mattson, B.S.

Section 300: Saturdays, November 13 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$195.

#### CACS 204

##### Computer Systems Overview

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

Dale Heuer, MBA

Section 300: Wednesdays, October 27-November 17, 6-9 p.m. 4 sessions. University Computing Center 126. \$195.

## NETWORKS

#### CACS 220

##### Introduction to Networks

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

Valerie Parker, M.I.S.

Section 301: Saturdays, September 11 and 18, 9 a.m.-5 p.m. 2 sessions.

Section 302: Saturdays, October 2 and 9, 9 a.m.-5 p.m. 2 sessions.

Section 303: Tuesdays and Thursdays, October 5-19, 6-9 p.m. 5 sessions.

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

#### CACS 305

##### Computer Architecture

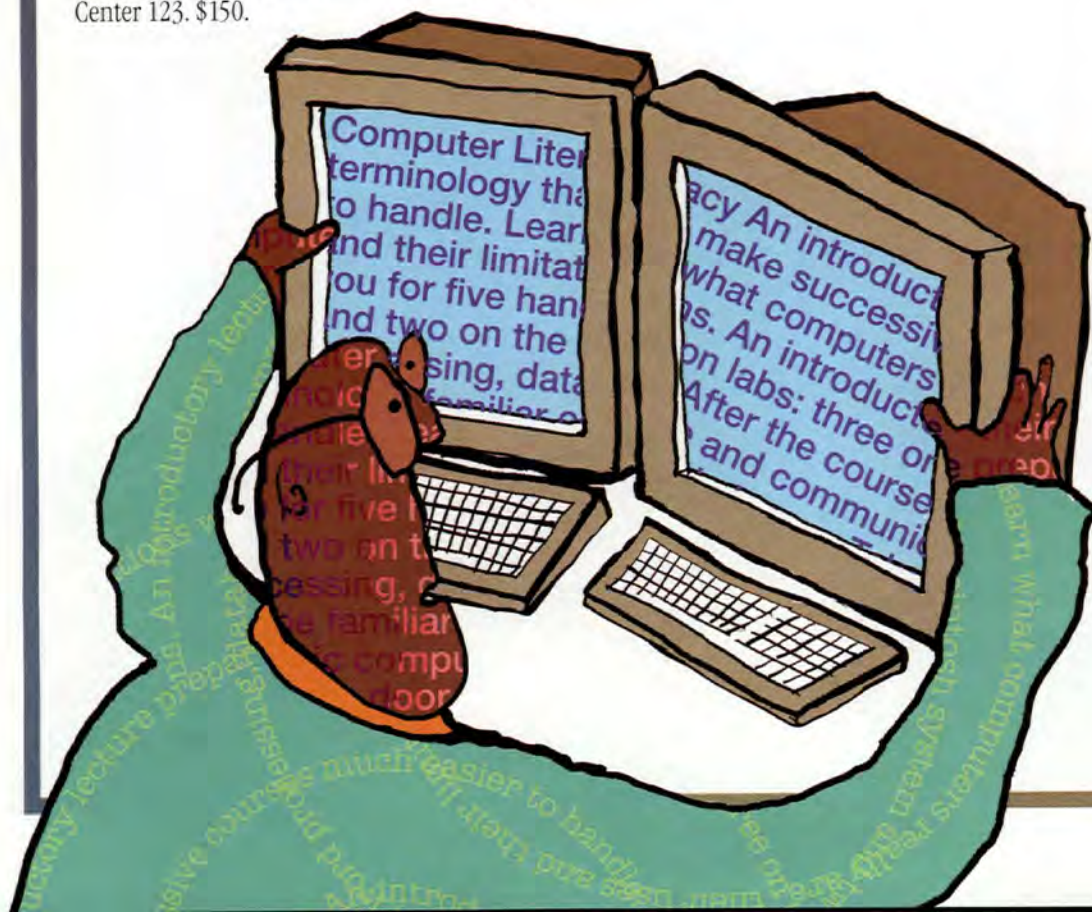
This course introduces the fundamentals of computer architecture, starting with the logical hierarchy. It also addresses how individual components such as CPUs, memory, hard drives, video cards, network adapters and other peripherals interact with each other on various platforms. Hardware standards are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

Dave Bodnar, M.S.

Section 301: Mondays and Wednesdays, September 13-22.

Section 302: Wednesdays, November 3-24.

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



**CACS 321****Network Administration**

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

Jeff Forrest, M.A.

Section 300: Wednesdays, October 6-27, 6-9 p.m. 4 sessions. University Computing Center 123. \$200.

**CACS 323****Network Operating Systems**

Examine the characteristics of network operating systems including multi-user access to files and resources, access rights, security, and file systems. These topics are explored through the examination of Novell, AppleShare and NT.

Network topologies and hardware are also introduced. **Prerequisite:** CACS 321 **Network Administration** or equivalent. **Required text:** *Using Networks*, Derfler, CU Bookstore, UMC 10. Willie Hutton

Section 300: Thursdays, October 28-November 18, 6-9 p.m. 4 sessions. University Computing Center 123. \$200.

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

A technical hands-on course focusing on concepts necessary for installing and running Windows NT Workstation and Server in a simple small office environment. Topics include planning and installation, file systems and disks, application issues, printing, backups and performance tuning and optimization. **Prerequisites:** CACS 303 **Computer Operating Systems** and CACS 323 **Network Operating Systems** or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Scott Moore, M.I.S.

Section 300: Mondays and Wednesday, November 22-December 8 (skip November 24 and December 1), 6-9 p.m. 4 sessions. University Computing Center 126. \$400.

**CACS 404****Intermediate Windows NT 4.0 Administration**

Expand on the topics covered in the introduction course by learning what it takes to adapt them to a larger scale multi-server environment using Domains and Trusts. Also examine the Internet Information Server, Remote Access Service, and other network components. **Prerequisite:** CACS 304 **Introduction to Windows NT 4.0 Administration** or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Scott Moore, M.I.S.

Section 300: Mondays and Wednesdays, December 13-22, 6-9 p.m. 4 sessions. University Computing Center 126. \$400.

**CACS 414****NetWare Administration**

Learn how to manage Macintosh and PC networks efficiently and effectively. Through class discussions, group assignments and examples, learn the basic responsibilities of network administrators, types of networks, how network connections are made using NetWare and AppleShare, and how file structures on a server differ from stand alone systems. Examine issues such as network security, backups, set up of network printers, and utilities. **Prerequisite:** CACS 323 **Network Operating Systems** or equivalent. Shayn Smith, Ph.D.

Section 301: Tuesdays and Thursdays, November 30 and December 2, 9 a.m.-3:30 p.m. 2 sessions.

Section 302: Mondays and Wednesdays, December 13 and 22, 6-9 p.m. 4 sessions.

All Sections: University Computing Center 124. \$200.

**CACS 415****UNIX System Administration**

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

Lynn Schaper

Section 300: Mondays and Wednesdays, December 1-15, 6-9 p.m. 5 sessions. University Computing Center 127. \$435.

**CACS 423****Network Design and Analysis**

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

**Prerequisite:** CACS 323 **Network Operating Systems** or equivalent. **Required text:** *Using Networks*, Derfler, CU Bookstore, UMC 10.

Willie Hutton

Section 300: Wednesdays and Thursdays, December 8-16, 6-9 p.m. 4 sessions. University Computing Center 123. \$215.

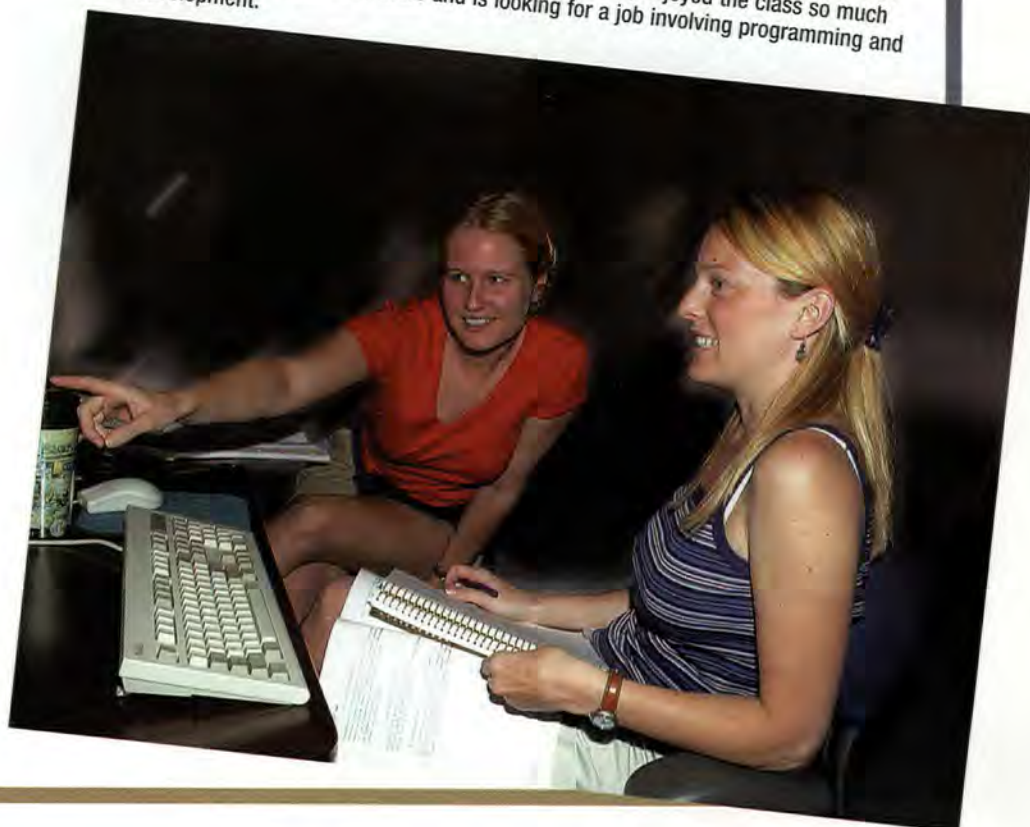
**CACS 424****Wide Area Networking Topics**

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

Valerie Parker, M.I.S.

Section 300: Saturdays, October 23 and 30, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 123. \$185.

Aria Towner and Monica Todd, in Beth Sigren's Intro to HTML class. Many young people, like Monica, take Computer Applications classes to beef up their resumes as they complete their degrees at CU. Monica, a recent Math graduate, enjoyed the class so much she's already enrolled in three more and is looking for a job involving programming and web development.



## OPERATING SYSTEMS

### CACS 303

#### Computer Operating Systems

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

Willie Hutton

Section 300: Mondays, September 27-October 18, 6-9 p.m. 4 sessions. University Computing Center 123. \$200.

### CACS 312

#### Hands-On UNIX

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

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

Bill Norton

Section 300: Tuesdays and Thursdays, December 7-21, 6-9 p.m. 5 sessions. University Management Systems 001. \$345.

### CACS 211

#### Introduction to UNIX

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

Ed Zucker, M.S.

Section 300: Tuesdays, October 5-November 16, 6-9 p.m. 7 sessions. University Computing Center 123. \$375.

### CACS 311

#### Intermediate UNIX

Create your own tools or do system administration. Advanced use of commands are covered, including creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** CACS 211 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 300: Tuesdays, November 23-December 21, 6-9 p.m. 5 sessions. University Computing Center 123. \$435.

## THE INTERNET

Also see CAMC 295 Premiere (5.0) using the Macintosh lab. page 59.

### CACS 230

#### Internet Fundamentals

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

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

Beth Sigren, B.S.

Section 301: Saturday, September 11, 9 a.m.-4 p.m. 1 session.

Section 302: Saturday, October 2, 9 a.m.-4 p.m. 1 session.

Section 303: Wednesdays, November 3 and 10, 6-9 p.m. 2 sessions.

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

### CACS 237

#### Doing Business on the Internet

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

Jeff Forrest, M.A.

Section 300: Mondays, October 11-25, 6-9 p.m. 3 sessions. University Computing Center 124. \$180.

### CACS 331

#### Internet Applications

This class will cover answers to some of the most common questions asked by new Internet users. Subjects will include more efficient use of the World Wide Web and Internet Email, with hands-on application instruction and real-time Internet use. Less mainstream Internet services such as Telnet and FTP, and Internet security topics will also be discussed. **Prerequisite:** CACS 230 Internet Fundamentals or equivalent.

Scott Moore

Section 301: Wednesdays, October 6-20, 6-9 p.m. 3 sessions.

Beth Sigren, B.S.

Section 302: Wednesdays, November 10 and 17, 9 a.m.-2:30 p.m. 2 sessions.

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

Sherry Caldwell has been in accounting for many years. The Intro to HTML class is a first step in pursuing a new career opportunity. She says, "I was really surprised how easy it was and how interesting. I was pleased that I could go home after the very first day and create a simple web page."



**CACS 232****From Layout to On-line**

Learn basic design principles and apply them to web page design. No art background is required. Lecture style class with hands-on drawing. Topics include target audience, defining your goal, marketing perspective, flow-charting and graphics. Color theory is also discussed.

**Prerequisite:** CACS 230 Internet

**Fundamentals** or equivalent. **Required text:** *The Non-Designer's Web Book*, Robin Williams and Hohn Tollett, University Bookstore, UMC 10. Michelle Munroe

Section 300: Wednesday, October 13, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

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

Learn to author documents and applications for delivering information on the Internet World Wide Web. HTML 3.2 will be covered. Topics will include HTML basics, formatting tags, lists, links, images, tables and image maps.

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

Karis Schmidt

Section 301: Monday and Wednesday, October 18 and 20, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Beth Sigren, B.S.

Section 302: Mondays, November 22-December 6, 6-9 p.m. 3 sessions. University Management Systems 001.

All Sections: \$185.

**CACS 333****Hypertext Mark-up Language (HTML) (4.0) Update**

The new features of HTML 4.0 as specified by the World Wide Web Consortium, as well as converting your existing page, will be covered. Class will include hands-on exercises. **Prerequisite:** CACS 332 Introduction to Hypertext Mark-up Language (HTML) or equivalent.

Beth Sigren, B.S.

Section 300: Monday, November 15, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$150.

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

This class provides more details about HTML and developing interactive applications from the server. Topics include more formatting, interactive forms, frames, base references, absolute and relative addresses, Meta tags, client pull and Server push, security issues, search engines and style sheets. **Prerequisite:** CACS 332

**Introduction to Hypertext Mark-up Language (HTML)** or equivalent.

Beth Sigren, B.S.

Section 301: Monday, November 8, 9 a.m.-4 p.m.

Section 302: Wednesday, December 1, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 126. \$150.

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

Learn the important points of updating and uploading your page. HTML Slicing, security, sound, video, Quicktime movies and tips and tricks of HTML on the Web will be covered.

**Prerequisite:** CACS 432 Intermediate Hypertext Mark-up Language (HTML) or equivalent.

Beth Sigren, B.S.

Section 300: Monday and Wednesday, December 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$185.

**CACS 334****Design Techniques for Web Sites**

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

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

Becky Woulfe, B.F.A.

Section 301: Tuesday, October 19, 9 a.m.-4 p.m.

Section 302: Saturday, November 6, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 127. \$150.



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## THE INTERNET

-CONTINUED

**CACS 336****Introduction to JavaScript**

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

**Intermediate Hypertext Mark-up Language (HTML) or equivalent.**

Susan Keen, B.A.

Section 301: Fridays, November 5 and 12, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 302: Saturdays, December 4 and 11, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001.

All Sections: \$185.

**CACS 436****JavaScript Language**

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

**CACS 336 Introduction to JavaScript or equivalent.**

Susan Keen, B.A.

Section 300: Monday, Wednesday, and Friday, December 6, 8 and 10, 9 a.m.-4 p.m. 3 sessions. University Computing Center 126. \$260.

**CACS 433****Web Server Administration**

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

**Introduction to Hypertext Mark-up Language (HTML) or equivalent.**

Art Smoot, M.S.

Section 300: Tuesday, December 7, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$185.

## PROGRAMMING

**CACS 240****Introduction to Programming**

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

**CAPC 203 Windows 95 Level I or equivalent.**

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

Charry Stover, M.S.

Section 301: Wednesdays, September 8 and 29, and Tuesdays, September 14 and October 5, 9 a.m.-4 p.m. 4 sessions. University Computer Center 123.

Section 302: Thursdays, September 9 and 30, 6-9 p.m., Saturdays, September 11 and October 2, 9 a.m.-4 p.m., and Mondays, September 13 and October 4, 6-9 p.m. 6 sessions. Claire 208.

All Sections: \$400.

**CACS 241****Introduction to Hands-On C++**

A gentle introduction to C++ programming for those who have some background in object-oriented structured programming. This partially self-paced course covers basic I/O, conditionals, loops and an introduction to functions and pointers. Those who are relatively new to programming should have some facility writing simple C++ code by the end of this class. Those with a strong programming background should have the coding of simple C++ programs "wired" and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 300: Saturdays, October 9-23, 9 a.m.-4 p.m. 3 sessions. University Management Systems 001. \$400.

**CACS 241****Introduction to Hands-On C++ On-Line**

**Prerequisite:** CACS 240 Introduction to Programming or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel, University Bookstore, UMC 10.

Charry Stover, M.S.

Section 31W: October 4-November 10.

Section 32W: November 1-December 15.

All Sections: On-Line Instruction. \$400.



**CACS 341****Intermediate Hands-On C++**

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

**Introduction to Hands-On C++** or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 300: Saturdays, November 6 and 13, 9 a.m.-4 p.m. 2 sessions. University Management Systems 001. \$235.

**CACS 242****Introduction to Application Programming**

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include flow of control, functions with parameter passing, data structures, abstract data types, objects, classes, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++.

No programming experience is required. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 300: Tuesdays and Thursdays, September 14-October 7, 6-9 p.m. 8 sessions. University Management Systems 001. \$400.

**CACS 342****Intermediate Application Programming**

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

**Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed. D.

Section 300: Tuesdays, October 12-November 16, 6-9 p.m. 6 sessions. University Management Systems 001. \$375.

**CACS 245****Introduction to Hands-On Visual Basic Programming**

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

**Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

David Nelson

Section 300: Mondays and Wednesdays, October 11-25, 6-9 p.m. 5 sessions. University Computing Center 126. \$360.

**CACS 350****Intermediate Hands-On Visual Basic Programming**

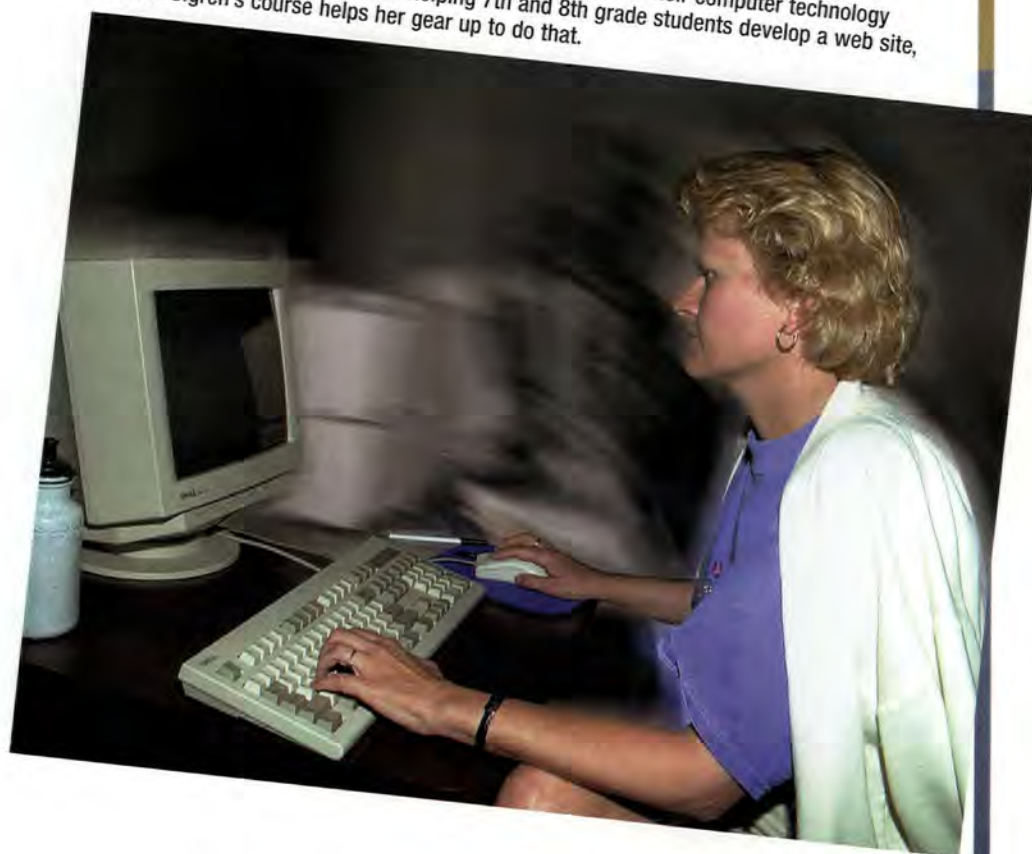
Explore topics designed to expose an intermediate programmer to a wide range of Visual Basic features. All major elements of the language are covered and concepts of an object-oriented, event-driven application are introduced.

Implement a graphical interface that includes pull down and pop up menus; use a wide range of the Visual Basic language elements; code effective event procedures; interact with mouse events; and use a variety of standard and custom Visual Basic controls. Understand the range of applications that are possible. **Prerequisite:** CACS 245 Introduction to Hands-On Visual Basic Programming or equivalent.

Steve Kaminski, MSEE

Section 300: Saturdays, November 6-December 4 (skip November 27), 9 a.m.-2:30 p.m. 4 sessions. University Computing Center 126. \$375.

Judy Fitzgerald works for Sacred Heart of Jesus School, in their computer technology classroom. In the fall, she will be helping 7th and 8th grade students develop a web site, so Beth Sigren's course helps her gear up to do that.



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REGISTER

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## PROGRAMMING

-CONTINUED

**CACS 243****Introduction to C Programming On-Line**

Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. See how to build common data structures (tables, linked lists, trees) in C. Portability, efficiency and readability are emphasized with examples throughout the course. This course will provide those interested in going on to Java or C++ with the background they need for these languages. The format is lecture with homework exercises to reinforce concepts. Any C compiler will suffice and logons to university computers are provided for those with no access to their own C compiler. Prerequisite: Fluency in Fortran, Pascal, assembler, COBOL or a similar high-level language is required, as basic programming concepts will not be covered. Those with no programming experience should consider CACS 242

Introduction to Application Programming.

**Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 31W: October 11-November 22. On-Line Instruction. \$400.

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

C++ is an extension of the C language that supports object-oriented (O-O) programming. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance, polymorphism), and will show how these are supported in C++ (classes and objects, member functions, virtual functions). We will also cover features of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions).

**Prerequisite:** CACS 343 Intermediate/Advanced C Programming or equivalent.

**Recommended text:** *The C++ Programming Language*, 3rd Edition, Stroustrup, University Bookstore, UMC 10.

Richard Wolniewicz, Ph.D.

Section 300: Wednesdays, September 8-October 6, 6-9 p.m. 5 sessions. Claire 208. \$400.



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**CACS 344****Intermediate/Advanced C++ Programming**

This course continues the treatment of C++ and object-oriented programming. It covers features that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. The second half covers multiple inheritance, templates and exceptions in detail, and introduces the Standard Template Library (STL). We address the subtle question of which kind of problems really need multiple inheritance, and the language complexities of virtual base classes. Templates (generic types) are more straightforward, but require skill for their effective use. Exception handling policies and mechanisms, and the STL concept of "generic programming" (iterators, collections and algorithms) will be covered. **Prerequisite:** CACS 244 Introduction to C++ Programming or equivalent. **Recommended text:** *The C++ Programming Language*, 3rd Edition, Stroustrup, University Bookstore, UMC 10. Richard Wolniewicz, Ph.D.

Section 300: Wednesdays, October 13-December 8 (skip November 24), 6-9 p.m. 8 sessions. Claire 208. \$450.

**CACS 444****C++ Gotchas**

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

**Prerequisite:** CACS 344 Intermediate/Advanced C++ or equivalent.

Richard Wolniewicz, Ph.D.

Section 300: Saturday, December 11, 9 a.m.-4 p.m. University Computing Center 123. \$150.

People come from all over the area to take Computer Applications courses through Continuing Education at CU. Like Janna Clayton, people find these classes to be an efficient way to build practical work skills, or just to follow up on a personal interest.





**CACS 246****A One-Day Tour of the Java Programming Language**

This course cuts through the hype to give you the information to evaluate Java's suitability for your projects. Topics include: Java's popularity and origins, Java vs. JavaScript, Java vs. C++, the web and applets, portability, performance, suitable domains, compilation/execution models, acquiring Java, licensing, pricing, the language basics, O-O support, packages, interfaces, exceptions, dynamic class loading, threads and synchronization, inner classes, reflection, garbage collection, and native methods, libraries for I/O, data structures, networking, GUIs, applets, database connectivity, remote method invocation, security, standardization, implementation technologies, Java Beans, JINI, Java Spaces, Java Server, JavaOS, JavaCC, JMAPI, JNDI, JTAPI, JFC, etc. **Prerequisite:** CACS 240 Introduction to Programming or intermediate experience with any common programming language. O-O experience helpful but not required.

Language features will be presented at several levels to accommodate a diverse audience.

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

Section 300: Saturday, September 11, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

**CACS 345****Object-Oriented Design Patterns**

Designers of object-oriented software have compiled many common architectural solutions to common problems, known as "design patterns". A pattern captures a recurring micro-architecture described in terms of how objects interact to perform a computation. Learning these patterns helps programmers evaluate, communicate, review, and implement software designs more effectively. They form a catalog of reusable architectural mechanisms (not a body of reusable source code). **Prerequisite:** CACS 244

Introduction to Object-Oriented Programming in C++ or CACS 247

Introduction to Object-Oriented Programming Using Java or familiarity programming with objects. **Recommended text:** *Design Pattern Elements of Reusable Object-Oriented Software*, Gamma, et al, University Bookstore, UMC 10.

Greg Holling, B.S.

Section 300: Saturday, December 4, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

**CACS 445****Object-Oriented Analysis and Design**

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

George Watson

Section 300: Mondays, September 13-October 11, 6-9 p.m. 5 sessions. Hellem 137. \$445.

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

This course introduces object-oriented programming to programmers familiar with procedural programming but not object-oriented concepts. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, methods, dynamic method binding). We study the java.util package's data structures and collection classes. We also introduce GUI and applet programming. The format is lecture with lab assignments to be completed between classes.

**Prerequisite:** CACS 342 Intermediate Application Programming or intermediate level experience with any procedural programming language. Basic programming concepts will not be covered. **Recommended text:** *Just Java and Beyond*, Peter van der Linden, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 300: Tuesdays, September 7-October 26, 6-9 p.m. 8 sessions. Hellem 211. \$450.

**CACS 347****Intermediate Java Programming**

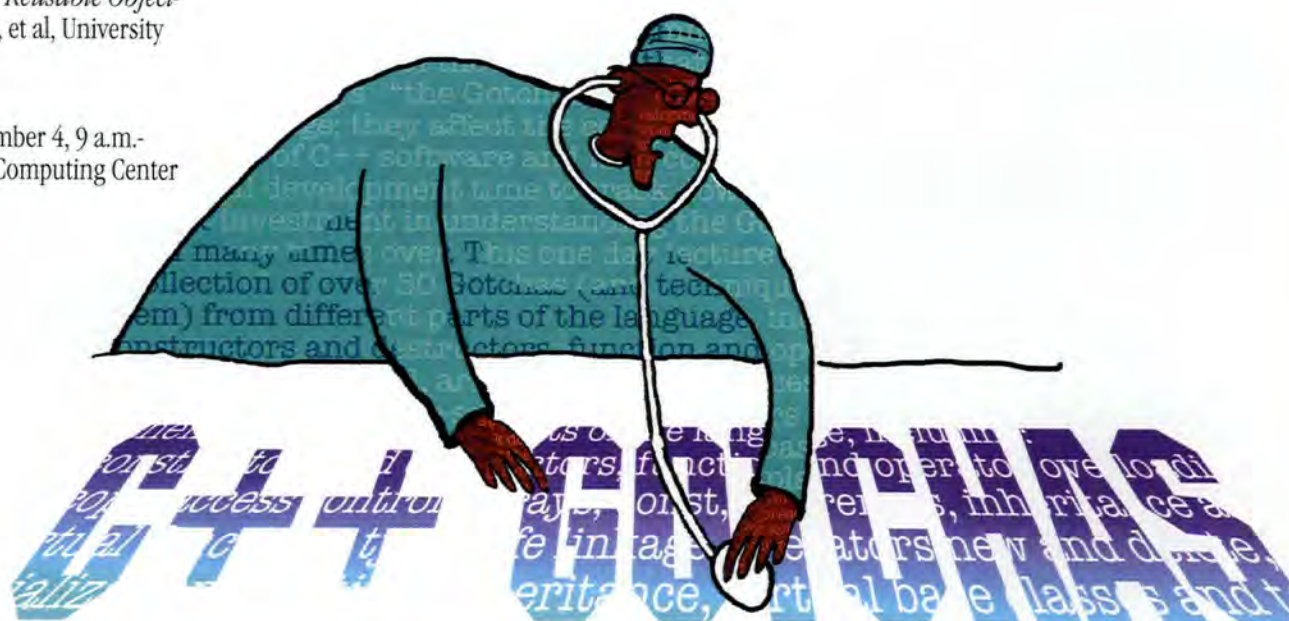
This in-depth look at the Java programming language begins with an overview of the Java language, then covers the basics in depth and progresses to inheritance, packages and interfaces, and exceptions. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of standard Java library packages is illustrated throughout the course. Programming exercises are provided for pursuit between classes.

**Prerequisite:** CACS 247 Introduction to Object-Oriented Programming Using Java or experience with object-oriented programming, including inheritance and polymorphism.

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

Dave Rodenbaugh, B.A.

Section 300: Tuesdays, November 2-December 14, 6-9 p.m. 7 sessions. Hellem 211. \$450.



## PROGRAMMING

-CONTINUED

**CACS 447****Advanced Java Programming Language Topics**

This course examines Java language features in depth. It presents the basic, coarse granularity, thread lifecycle model, with specific emphasis on portability considerations: class thread and related material. This is followed by the fine-grain thread synchronization model for concurrent programming: the synchronized keyword. Other topics include inner class, reflection and the Java virtual machine. **Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent experience with complex, multi-layered software systems.

Tom Cargill, Ph.D.

Section 300: Tuesdays, September 14-October 12, 6-9 p.m. 5 sessions. Hellems 267. \$400.

**CACS 448****Advanced Java Library Topics**

This course examines some Java libraries in more depth. The complexity of the java.io package is tamed by understanding its symmetry and use of the (GOF) Decorator design pattern. The course will look at how Java supports serialization for object persistence and object distribution. The java.net section covers both client and server stream and datagram communication using Internet protocols. The java.sql package for relational data base access contains several key abstractions, based on ODBC. Other topics will include either Remote Method Invocation (RMI) or CORBA. **Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent experience with complex, multi-layered software systems.

George Watson

Section 300: Tuesdays, October 26-November 23, 6-9 p.m. 5 sessions. Hellems 267. \$400.

**CACS 348****GUI Programming in Java**

This course covers GUI programming for stand-alone applications and applets on web pages, using Swing and the Java Foundation Classes. Fundamental topics include: the AWT, components, events, graphics, images, layout management. Swing topics include: model-view-controller, standard dialogs, menus, toolbars, splitter panes, tabbed panes, simple & advanced text components, trees and tables. This is an intermediate level Java course that requires a solid working knowledge of interfaces.

**Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming using Java** or equivalent.

Geoff Thompson, M.S.

Section 300: Mondays, October 25-December 13, 6-9 p.m. 8 sessions. University Computing Center 123. \$410.

**CACS 449****2D and 3D Graphics with Java**

We'll use the Java programming language to explore 2D and 3D graphics concepts, and to draw some cool pictures. We'll create simple and complex graphics, using both applets and applications, and discuss optimizing your graphics for use on the Internet. We'll also discuss strengths and weaknesses of the Java graphics model. **Prerequisite:** CACS 348 **GUI Programming in Java** or equivalent.

Greg Holling, B.A.

Section 300: Saturday, December 18, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

**CACS 349****JavaBeans**

This course provides an overview of the JavaBeans component model. When JavaBeans components are used in a GUI builder or IDE tool, they can be connected together to create complex applications with little or no programming. We will cover: What is a bean? Downloading and Installing the BDK, Naming rules and conventions, Packaging your bean, Using the beanbox, Properties, Events, Serializing and Restoring your bean, Property editors, Downloadable beans, Customizers, Beans and Threads, Relationship with other component technologies (ActiveX, CORBA). **Prerequisites:** CACS 347 **Intermediate Java Programming** or experience with the Abstract Windowing Toolkit (AWT) and new Java 1.1 features.

Greg Holling, B.A.

Section 300: Saturday, November 20, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$150.

## THE PC SYSTEM

**CAPC 203****Windows 95 Level I**

If you are entirely new to the Windows environment, this class will help you explore the many features of this friendly user interface. Learn how to locate, access and organize files, associate files with programs, and open, close and switch between applications. Other features examined include multitasking, properties, plug and play and multimedia. **Prerequisite:** CACS 100 **Computer Literacy** or equivalent.

Valerie Parker, M.I.S.

Section 301: Wednesdays, September 1 and 8, 6-9 p.m. 2 sessions.

Issy Kilbride

Section 302: Wednesday, October 6, 9 a.m.-4 p.m. 1 session.

Beth Sigren, B.S.

Section 303: Saturday, October 16, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$135.

Peter Copeland signed up for Intro to HTML because he wanted to know more about developing web pages. "Beth is a good teacher," he adds, "I enjoyed it."



**CAPC 303  
Windows 95 Level II**

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

Carol Pollard, Ph.D.

Section 301: Thursdays, October 21 and 28, 6-9 p.m. 2 sessions. University Management Systems 001.

Jeff Forrest, M.A.

Section 302: Wednesday, November 3, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

Dale Heuer, MBA

Section 303: Saturday, December 4, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

All Sections: \$135.

**CAPC 205  
Windows 98 Level I**

If you are entirely new to Windows or have upgraded from Windows 95 to Windows 98, this class will compare enhancements that make Windows 98 a stronger operating environment. Learn how to locate, access and organize files, associate files with programs and open, close and switch between applications. Other features examined include multitasking, properties, and what's new in 98. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Dale Heuer, MBA

Section 301: Mondays, September 20 and 27.

Section 302: Thursdays, October 21 and 28.

All Sections: 6-9 p.m. 2 sessions. University Computing Center 126. \$135.



**OFFICE PACKAGES**

**CAPC 216  
Microsoft Office 97 Tips and Tricks**

Learn how to use the shortcut bar and integrate the office programs. Learn to use the accessories such as Outlook and The Binder that come with Office 97. Meet your personal Office Assistant. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 300: Tuesday and Thursday, December 7 and 9, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$170.

**CAPC 217  
Microsoft Outlook**

Microsoft Outlook is a desktop information management program that helps you organize and share information on the desktop and communicate with others. Learn how to manage personal and business information such as email messages, appointments, contacts, tasks and files. Learn how to connect to the mail server and customize folders. Practice sending and receiving email, attaching and detaching files, and creating links to information on the World Wide Web. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Dale Heuer, MBA

Section 301: Saturday, October 23, 9 a.m.-4 p.m.

Section 302: Saturday, December 11, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 124. \$135.

**WORD PROCESSING**

(WordPerfect training is available on request.)

**CAPC 213  
Word 97 (8.0) Level I**

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. Explore the integrated features including extended filenames, desktop shortcuts, enhanced auto correct, Spell It and Find Fast. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jeff Forrest, M.A.

Section 301: Mondays, September 13-27, 6-9 p.m. 3 sessions. University Management Systems 001.

Chris Mattson, B.S.

Section 302: Thursdays, October 14 and 21, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 303: Thursdays, November 11 and 18, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

All Sections: \$170.



**WORD PROCESSING**

-CONTINUED

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

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and choose from over 30 professionally created templates. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 300: Tuesday, November 30, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

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

Explore WordArt, draw, and picture toolbars to create various graphic and page design elements. Work with columns, drop caps, and watermarks. Learn how to link text boxes. Learn about section formatting to control document layout. Create template forms using text and date drop down, check-box, and number fields. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Thursday, December 2, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

**CAPC 414****Word 97 (8.0) Special Topics**

Create and use styles to automate repetitive tasks. Use built-in style headings to create a table of contents. Use section breaks to create multiple headers and footers. Explore cross-referencing and bookmarks, outlining, and footnotes. Learn how to link and embed objects such as Excel spreadsheets. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Tuesday, December 14, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

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

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Peggy Purvis

Section 301: Thursday, September 16, 9 a.m.-4 p.m. 1 session.

Chris Mattson, B.S.

Section 302: Wednesdays, October 13 and 20, 6-9 p.m. 2 sessions.

Section 303: Monday and Wednesday, December 6 and 8, 6-9 p.m. 2 sessions.

All Sections: University Computing Center 124. \$135.

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

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about integrated features such as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Beth Sigren, B.S.

Section 301: Saturday, November 20, 9 a.m.-4 p.m. University Management Systems 001.

Chris Mattson, B.S.

Section 302: Monday, November 29, 9 a.m.-4 p.m. University Computing Center 124.

All Sections: 1 session. \$135.

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

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 300: Wednesday, December 15, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$135.

**CAPC 436****Excel 97 (8.0) Special Topics**

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool.

**Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Jeff Forrest, M.A.

Section 300: Tuesday and Thursday, December 7 and 9, 6-9 p.m. 2 sessions. University Computing Center 126. \$135.

**CAPC 437****Visual Basic Programming Using Excel**

Visual Basic is the powerful macro programming language used to build customized worksheets. Gain a basic understanding by learning about object properties and methods, understanding scope, scope levels, how to interpret Visual Basic syntax, proper naming procedures, arguments, variables, and datatypes. Learn how to record and run macros, edit macrocode, and write basic procedures. **Prerequisite:** CAPC 436 Excel 97 (8.0) Special Topics or equivalent.

Jeff Forrest, M.A.

Section 300: Monday and Tuesday, December 20 and 21, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$195.

Tara MacDonald works for VR1 in Boulder. She signed up for Beth Sigren's Intro to HTML course because "I need to do some work on our company internet site."



## PRESENTATIONS

**CAPC 221  
PowerPoint 97 (8.0)**

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Carol Pollard, Ph.D.

Section 301: Monday and Wednesday, October 11 and 13, 9 a.m.-2:30 p.m. 2 sessions.

Dale Heuer, MBA

Section 302: Mondays, November 1-15, 6-9 p.m. 3 sessions.

All Sections: University Computing Center 126. \$170.

PROJECT  
MANAGEMENT**CAPC 343  
Project 98 for Windows 95**

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

Ulla Merz

Section 300: Monday and Tuesday, October 18 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$190.

**CAPC 443  
Advanced Project 98 Seminar**

Take your project management skills to the next level. Learn how new features can help with your advanced needs, including managing multiple projects, tracking and communicating project status. **Prerequisite:** CAPC 343 Project 98 for Windows 95 or equivalent.

Ulla Merz

Section 300: Tuesday, November 16, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$150.

FINANCIAL  
MANAGEMENT**CAPC 241  
Quicken 98 for Windows 95**

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

**Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jeff Forrest, M.A.

Section 300: Saturday, September 25, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

**CAPC 242  
QuickBooks for Windows 95 (6.0)**

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

Pat Melton, M.A.

Section 300: Saturday, October 16, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

## DATABASES

**CAPC 251  
FileMaker Pro for Windows 95 (4.1)  
Level I**

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Learn how to layout graphic screens. Auto entry configuration and report options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Lou Kingman, B.A.

Section 300: Monday, October 25, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$135.

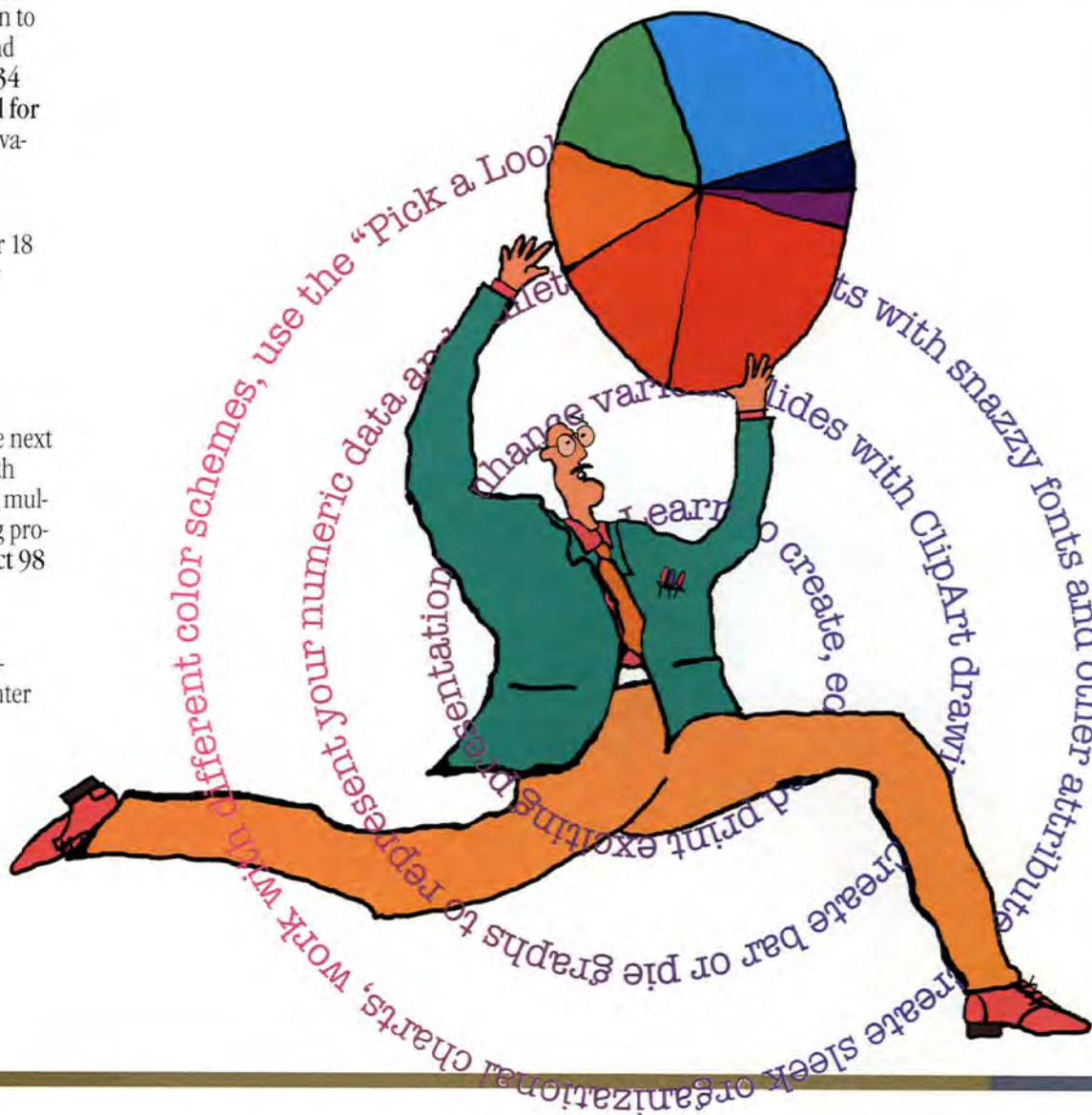
**CAPC 351  
FileMaker Pro for Windows 95 (4.1)  
Level II**

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

**Prerequisite:** CAPC 251 FileMaker Pro for Windows 95 (4.0) Level I or equivalent.

Lou Kingman, B.A.

Section 300: Wednesday, November 17, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$135.



**DATABASES**

-CONTINUED

**CAPC 255****Access 97 (8.0) Level I**

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Explore the integrated features including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 301: Thursdays, September 2-23, 6-9 p.m. 4 sessions.

Issy Kilbride

Section 302: Tuesdays, October 12 and 19, 9 a.m.-4 p.m. 2 sessions.

Chris Mattson, B.S.

Section 303: Tuesdays, November 9 and 16, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 126. \$200.

**CAPC 355****Access 97 (8.0) Level II**

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

**Prerequisite:** CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 301: Monday, November 22.

Section 302: Thursday, December 16.

All Sections: 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$150.

**CAPC 357****Database Design Concepts**

Learn insights into the processes of planning a database. The class introduces the concepts of "Normalization" and the five normal forms. Emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 255 Access 97 (8.0) Level I or equivalent and a good working knowledge of the Windows 95 interface. A basic understanding of Excel for Windows is recommended.

Chris Mattson, B.S.

Section 300: Tuesday and Thursday, December 7 and 9, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**CAPC 358****Relational Database Concepts and SQL Programming**

This course provides an introduction to relational databases and the Structured Query Language (SQL). These topics will be explored using a simulated college registration database, taking the role of data analysts being asked policy and day-to-day operational questions by college administrators. Answers will be provided to these requests for information and, in the process, learn how to construct, test, debug, simplify and tune SQL programs. To understand why SQL functions the way it does, the course will examine the design and development of relational databases. **Prerequisite:** CAPC 255 Access 97 Level I or previous experience with databases.

Gary Lewis, M.S.

Section 300: Mondays and Thursdays, November 1-18, 6-9 p.m. 6 sessions. University Management Systems 001. \$250.

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

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

**Prerequisites:** CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended.

Bruce Frehner, M.A.

Section 300: Saturdays, October 2 and 9, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$225.

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

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271 PageMaker for Windows 95 (6.5) Level I or equivalent.

Bruce Frehner, M.A.

Section 300: Saturdays, October 30 and November 6, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$225.

**CorelDRAW! for Windows 95 (8.0) Level I**

This course gives you the tools to do complex drawings, fitting text to a curve, and effects. Learn how to use pens, and drawings for text. Learn how to import and work with



**CAPC 273**

**QuarkXPress for Windows 95 (4.0) Level I**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Becky Woulfe, B.F.A.

Section 300: Mondays, September 20 and 27, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$225.

**CAPC 373**

**QuarkXPress for Windows 95 (4.0) Level II**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAPC 273

**QuarkXPress for Windows 95 (4.0) Level I** or equivalent.

Becky Woulfe, B.F.A.

Section 300: Tuesday and Thursday, October 26 and 28, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$225.

**COMPUTER GRAPHICS**

**CAPC 280**

**Windows Computer Art Level I**

This course is an overview of the various Windows based graphic programs. This course will cover drawing programs in Windows and Microsoft Works. It will include an overview of illustration applications such as Adobe Illustrator and CorelDRAW! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays, September 7 and 14, 6-9 p.m. 2 sessions. University Computing Center 126. \$145.

**CAPC 281**

**CorelDRAW! for Windows 95 (8.0) Level I**

This course gives you the ability to do complex drawings such as blends, fitting text to a curve, and other special effects. Learn how to make buttons, icons, and drawings for Web applications. Learn how to import and export file types with CorelDRAW! Expand your ability to use graphics to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 280

**Windows Computer Art Level I** or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesdays and Thursdays, September 21-30, 6-9 p.m. 4 sessions. University Computing Center 124. \$190.

**CAPC 381**

**CorelDRAW! for Windows 95 (8.0) Level II**

Gain hands-on experience creating professional quality art work, technical illustrations and Web Site applications. This course covers design considerations for Web applications, logos, fill patterns, and advanced illustration techniques.

Work with color and color separations. Learn about Corel CAPTURE 8 and Corel OCR-TRACE 8. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 (8.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Wednesdays, October 20 and 27, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$190.

*David Selden is a law librarian at the Native American Rights and National Indian Law Library. He took Intro to HTML because the library is moving toward using the internet to provide information to remote patrons. He said he enjoyed the class very much and, in fact, is already signed up to take the intermediate class.*



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 REGISTER  
 see page 68

**COMPUTER GRAPHICS**

-CONTINUED

**CAPC 282****Photoshop for Windows 95 (5.0) Level I**

Learn to use the premier photographic editing application. Learn basic scanning techniques and how best to capture your photos. The basic skills of photo editing are taught in this course. Special attention will be given to Web Site requirements. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Tuesday and Thursday, November 2 and 4, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**CAPC 382****Photoshop for Windows 95 (5.0) Level II**

Learn advanced photo editing techniques. Sharpen your skills on scanning and image editing. Edit your photos and drawings to achieve professional quality work. Learn prepress and production techniques. Learn requirements for Web Site applications. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (5.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Saturdays, December 11 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**CAPC 283****Illustrator for Windows 95 (7.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations, or uploaded for Web applications. Learn how to take photos from Adobe Photoshop and integrate them into illustrations using Adobe Illustrator. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 300: Wednesdays, November 3 and 10, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$200.

**MULTIMEDIA**

See courses on pages 58-59 under same section heading. These applications are consistent on both PC and Macintosh platforms.

**COMPUTER AIDED DESIGN****CAPC 161****Beginning Computer Aided Design**

This stand-alone class covers the basics of systems start-up and a review of potential micro-computer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture; third party software, hardware and peripherals; and managing CAD system issues. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

**Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 300: Monday and Wednesday, September 27 and 29, 6-9 p.m. 2 sessions. University Computing Center 124. \$145.

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

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Some understanding of drafting concepts/techniques is helpful.

**Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 300: Tuesdays and Thursdays, October 5-28, 6-9 p.m. 8 sessions. University Computing Center 124. \$450.

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

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

David Kingsley

Section 300: Tuesdays and Thursdays, November 2-18, 6-9 p.m. 6 sessions. University Computing Center 124. \$350.

Instructor Beth Sigren (shown here with student Phyllis Rheiner) teaches Intro to HTML. She says there is a real surge of interest in the course and in the new web site design certificate program. HTML, she explains, is not really a language. It's a series of tags people use to create a web page. "It's like a baby language," so it's easy to learn. Beth works part time at CU for a research group and does a little web page development of her own.





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

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 14. It will provide general skills common to all disciplines. The concepts of wire-frame, surface and solid modeling will be discussed. The student will create 3D models and generate drawing documents from the models. The course will not include the Designer, AutoSurf, or Mechanical Desktop modules but will provide a valid foundation for future study.

**Prerequisite:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 300: Mondays and Tuesdays, November 22-30, 6-9 p.m. 4 sessions. University Computing Center 124. \$325.

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

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered.

**Prerequisites:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 300: Tuesdays and Thursdays, December 7-16, 6-9 p.m. 4 sessions. University Computing Center 124. \$325.

**THE MACINTOSH SYSTEM**

**CAMC 100**  
**Introduction to the Macintosh**

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Wendy Rochman, M.Ed.

Section 301: Thursdays, September 9 and 16, 6-9 p.m. 2 sessions.

Rick Hoyt, B.S.

Section 302: Wednesday, October 6, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$135.

**THE INTERNET**

See CACS 334 Design Techniques for Web Sites using the Macintosh lab, page 43.

**WORD PROCESSING**

**CAMC 211**  
**Word for Macintosh (Office 98) Level I**

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents including editing, text/graphic interfaces, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Issy Kilbride

Section 300: Monday and Wednesday, October 11 and 13, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$170.

**CAMC 311**  
**Word for Macintosh (Office 98) Level II**

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics; and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Issy Kilbride

Section 300: Tuesday, November 9, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.

**CAMC 411**  
**Word for Macintosh (Office 98) Level III**

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking documents. **Prerequisite:** CAMC 311 Word for Macintosh (Office 98) Level II or equivalent.

Issy Kilbride

Section 300: Tuesday, December 14, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.



Prerequisite: CAPC 280 Windows Computer Art Level I or equivalent. The basic skills of photo editing are taught in this course. Special attention will be given to Web Site requirements. Learn to use the premier photographic editing application. Photoshop for Windows 95 (950) Level I

## SPREADSHEETS

### CAMC 231

#### Excel for Macintosh (Office 98) Level I

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

J. Burke Taft, M.Ed.

Section 301: Tuesdays, September 21 and 28, 6-9 p.m. 2 sessions.

Section 302: Thursday, October 21, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 127. \$135.

### CAMC 331

#### Excel for Macintosh (Office 98) Level II

Expand upon the formulas and functions used in the introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 300: Thursday, November 4, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.

### CAMC 431

#### Excel for Macintosh (Office 98) Level III

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (Office 98) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 300: Thursday, December 2, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$135.

## PRESENTATIONS

### CAMC 221

#### PowerPoint for Macintosh (Office 98)

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Chris Mattson, B.S.

Section 300: Mondays, October 4-18, 6-9 p.m. 3 sessions. University Computing Center 127. \$170.

## INTEGRATED SOFTWARE

### CAMC 205

#### AppleWorks for Macintosh (5.0)

Formerly known as ClarisWorks, this software package uses an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Wendy Rochman, M.Ed.

Section 300: Saturdays, November 13 and 20, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$170.

## FINANCIAL MANAGEMENT

### Quicken for Macintosh (7.0)

See CAPC 241 Quicken for Windows 95 (6.0) using the PC lab, page 51.

## DESKTOP PUBLISHING

### PageMaker for Macintosh (6.5) Levels I and II

See CAPC 271 and 371 PageMaker for Windows (6.5) Level I and II using the PC lab, page 52.

### CAMC 273

#### QuarkXPress for Macintosh (4.0) Level I

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

**Recommended text:** *The Official Adobe Print Publishing Guide*, Cottrell, Adobe Press, University Bookstore, UMC 10.

Becky Woulfe, B.F.A.

Section 301: Saturdays, September 18 and 25, 9 a.m.-5 p.m. 2 sessions.

Tim Meehan

Section 302: Mondays and Wednesdays, November 8-22, 6-9 p.m. 5 sessions.

All Sections: University Computing Center 127. \$225.

Brian Wisneski took Intro to HTML because he's interested in internet development and in the new web site design certificate program. He says the class "was really good. Beth is really, really good—I learned quite a bit."



**CAMC 373****QuarkXPress for Macintosh (4.0) Level II**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAMC 273

**QuarkXPress for Macintosh (4.0) Level I** or equivalent. **Recommended text:** *Designing Business*, Mok, University Bookstore, UMC 10.

Tim Meehan

Section 300: Monday and Wednesday, December 6 and 8, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$225.

**CAMC 473****QuarkXPress for Macintosh (4.0) Level III**

Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom designs and production tricks. **Prerequisite:** CAMC 373

**QuarkXPress for Macintosh (4.0) Level II** or equivalent. **Recommended text:** *Designing Business*, Mok, University Bookstore, UMC 10.

Tim Meehan

Section 300: Wednesday, December 15, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$145.

**COMPUTER GRAPHICS****CAMC 280****Macintosh Computer Art Level I**

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Barry Ratliff, M.F.A.

Section 300: Saturday, September 11, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$145.

**CAMC 380****Macintosh Computer Art Level II**

Using your basic Macintosh art skills, we will focus on creativity and experimentation as we create your personal or corporate logo. A flatbed scanner and laser printer will be tools that transform your ideas and materials into a final product. Service bureau output (linotronic and color) are discussed. The emphasis of this class is on individual pacing and problem solving. Bring plenty of photos, drawings, and ideas.

**Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent.

Barry Ratliff, M.F.A.

Section 300: Saturday, October 2, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$145.

**CAMC 282****Photoshop for Macintosh (5.0) Level I**

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations.

**Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Photoshop 5.0 Classroom in a Book*, University Bookstore, UMC 10.

Tim Meehan

Section 301: Wednesdays, October 6-27, 6-9 p.m. 4 sessions

Becky Woulfe, B.F.A.

Section 302: Mondays, November 8 and 15, 9 a.m.-4 p.m. 2 sessions.

All Sections: University Computing Center 127. \$200.

**CAMC 382****Photoshop for Macintosh (5.0) Level II**

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 Photoshop for Macintosh (5.0) Level I or equivalent.

**Recommended text:** *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore, University Bookstore, UMC 10.

Becky Woulfe, B.F.A.

Section 300: Tuesdays, November 23 and 30, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

**CAMC 482****Photoshop for Macintosh (5.0) Level III**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared - all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh (5.0) Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though! **Recommended text:** *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore, University Bookstore, UMC 10.

Tim Meehan

Section 300: Thursdays, December 9 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.



## COMPUTER GRAPHICS

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

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Rick Hoyt, B.S.

Section 301: Tuesdays, September 14 and 21, 9 a.m.-4 p.m.

Tim Meehan

Section 302: Saturdays, October 9 and 16, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 127. \$200.

**CAMC 383****Illustrator for Macintosh (7.0) Level II**

Explore advanced techniques and address prepress issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283 *Illustrator for Macintosh (7.0) Level I* or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Rick Hoyt, B.S.

Section 300: Fridays, November 12 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

**CAMC 483****Illustrator for Macintosh (7.0) Level III**

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 *Illustrator for Macintosh (7.0) Level II* or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Tim Meehan

Section 300: Friday, December 10, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$150.

## MULTIMEDIA

**CAMC 292****QuarkImmedia**

Design high-end interactive multimedia on your desktop without becoming a programmer. Whether you are adapting existing print content for the screen or developing original multimedia titles from scratch, you will incorporate interactivity and dynamic media, including sound, video, and animation. Convert your existing QuarkXPress documents into QuarkImmedia interactive projects with a single mouse click. **Prerequisite:** CAMC 273 *QuarkXPress Level I for Macintosh* or equivalent. **Recommended text:** *Interactivity By Design*, Satran and Kristof, University Bookstore, UMC 10.

Tim Meehan

Section 300: Saturdays, December 4 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$225.

**CAMC 293****Multimedia Solutions**

This class introduces the types of equipment and technical considerations used in multimedia productions. It will focus on current types of equipment such as scanners, printers, digital cameras, and computers. The latest add-on boards to enhance productions and other peripheral devices are also covered. There will be hands-on experience with graphic animation authoring software. **Prerequisite:** CAMC 280 *Basic Macintosh Computer Art* or equivalent.

William Busch

Section 300: Tuesdays, October 5 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

Peter Groel is president of a couple of small companies in Boulder. He took Intro to HTML to get a better understanding of how web pages work, now that they've got web sites in place. He said the course "was very helpful—a good experience with an excellent teacher."



### CAMC 294 Multimedia Authoring

Explore the interactive process of program design, authoring, and delivery techniques. It will introduce CD-ROM technology techniques that can be accomplished using the software packaged in Macromedia Director Studio 6. The programs introduced are Extreme 3D, ResEdit, Sound Studio, and Deck 2, all of which are bundled with Macromedia Studio. **Prerequisite:** CAMC 291 Macromedia Director (6) Level I or equivalent.

William Busch

Section 300: Saturdays, October 23 and 30, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$200.

### CAMC 392 Digital Video

Put a little pizzazz in your multimedia presentations. Learn how to use a digitizing compression board for integrating video, audio and graphics into a single project. Cross platform issues are also considered. Final project consists of creating a CD-ROM. Software used is Adobe Premiere.

**Prerequisite:** CAMC 294 Multimedia Authoring or equivalent.

William Busch

Section 300: Monday and Wednesday, November 1 and 3, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$300.

### CAMC 295 Premiere (5.0)

Step into digital editing. Create dynamic video or film, incorporating video, audio, stills, titles and graphics. Include special effects using filters, transitions, transparency, and motion. Class will cover file management, NTSC and cross platform and web output issues.

**Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

**Recommended text:** *Adobe Premiere 5.0 Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Mary McGivern, B.A.

Section 300: Monday and Wednesday, October 18 and 20, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$205.

### CAMC 291 Macromedia Director (6) Level I

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M.Ed.

Section 300: Thursdays, September 23-October 14, 6-9 p.m. 4 sessions. University Computing Center 127. \$225.

### CAMC 391 Macromedia Director (6) Level II

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students.

**Prerequisite:** CAMC 291 Macromedia Director (6) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 300: Tuesdays and Thursdays, November 9-18, 6-9 p.m. 4 sessions. University Computing Center 127. \$225.

WAYS TO  
**5**  
REGISTER  
see page 68



## INDEPENDENT LEARNING—IT'S UP TO YOU.

Independent Learning courses put you in control, with choices to make about when you learn and how you learn. Many of our courses are correspondence courses, with a printed study guide and student-instructor communication by US Postal Service (and increasingly, by e-mail). Some of our courses also have an online version, and growing numbers of our courses are delivered only on the World Wide Web, with all communication with the instructor and fellow students conducted on the Internet.

Most of the courses are self-paced and allow registration at any time, so that you can decide when to learn. You also decide where you want to learn, in Colorado, around the nation or even in Antarctica! A few of the courses are term-based, following an academic calendar so that we can provide even richer interaction among students. But you still learn wherever you are and at whatever time of the day suits you.

So, it's up to you to challenge yourself and to decide how you want to take a course. Complete course descriptions are available from Independent Learning Programs or on the World Wide Web—[www.colorado.edu/cewww](http://www.colorado.edu/cewww).

### ANTHROPOLOGY

- ANTH 1030-3 Principles of Anthropology 1
- ANTH 1040-3 Principles of Anthropology 2
- ANTH 2010-3 Introduction to Physical Anthropology 1
- ANTH 2020-3 Introduction to Physical Anthropology 2
- ANTH 2070-3 Bones, Bodies and Disease—www
- ANTH 2200-3 Introduction to Archaeology

### ASTRONOMY

- ASTR 1110-3 General Astronomy: The Solar System—www

### COMMUNICATION

- COMM 2400-3 Communication and Society—also www
- COMM 4600-3 Senior Seminar: Organizational Communication—www

### COMPUTER APPLICATIONS

- CACS 241 Introduction to Hands-on C++—www
- CACS 243 Introduction to C Programming—www

### COMPUTER SCIENCE

- CSCI 2830-1 Special Topics: Social, Ethical, and Professional Issues in Computer Science—also www

### ECONOMICS

- ECON 2010-4 Principles of Microeconomics—also www
- ECON 2020-4 Principles of Macroeconomics—also www
- ECON 3403-3 International Economics and Policy—www
- ECON 4111-3 Money and Banking Systems—www

### EDUCATION

- EDUC 4161-3 Children's Literature
- EDUC 4322-3 Literature for Middle School and Secondary School Teachers

### ENGLISH

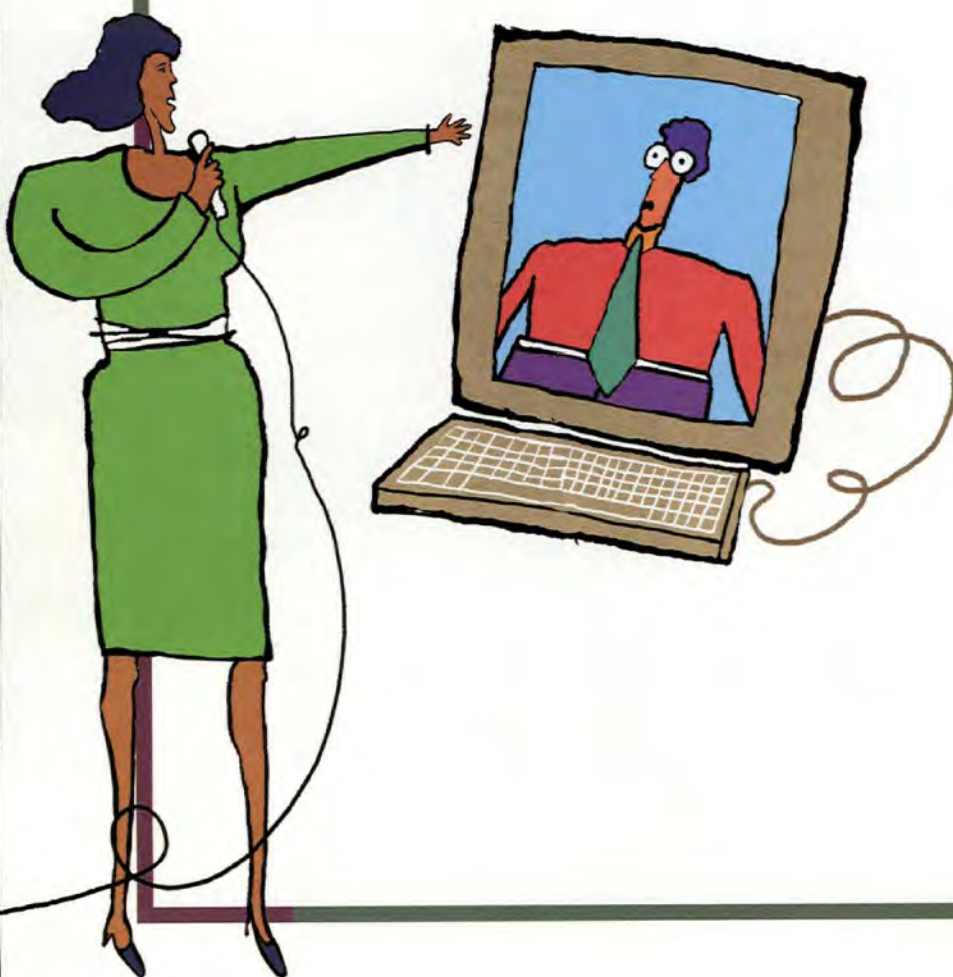
- ENGL 1191-3 Introduction to Creative Writing
- ENGL 1200-3 Introduction to Fiction
- ENGL 1260-3 Introduction to Women's Literature
- ENGL 1600-3 Masterpieces of American Literature
- ENGL 2021-3 Introductory Poetry Workshop
- ENGL 3000-3 Shakespeare for Non-Majors
- ENGL 3051-3 Intermediate Fiction Workshop
- ENGL 3060-3 Modern and Contemporary Literature
- ENGL 3081-3 Intermediate Nonfiction Workshop: Travel Journal Writing
- ENGL 3553-3 Chaucer: The Canterbury Tales
- ENGL 3563-3 Shakespeare 1
- ENGL 3573-3 Shakespeare 2
- ENGL 3655-3 Survey of American Literature 1—also www
- ENGL 3665-3 Survey of American Literature 2—also www
- ENGL 4100-3 The English Language

### FINE ARTS

- FINE 1012-3 Basic Drawing
- FINE 2409-3 Introduction to Asian Art
- FINE 3636-3 Art for the Elementary Teacher

“www”—these courses are available only on the World Wide Web

“also www”—these courses are available either by print correspondence instruction or on the World Wide Web



**GEOGRAPHY**

GEOG 1001-4 Environmental Systems 1: Climate and Vegetation  
 GEOG 1011-4 Environmental Systems 2: Landscapes and Water  
 GEOG 1992-3 Human Geographies—www  
 GEOG 6170-3 Geography Teaching Materials—www

**GEOLOGY**

GEOL 1010-3 Introduction to Geology 1  
 GEOL 1020-3 Introduction to Geology 2

**HISTORY**

HIST 1010-3 Western Civilization 1 - Antiquity to the 16th Century  
 HIST 1015-3 History of the United States to 1865  
 HIST 1020-3 Western Civilization 2 - 16th Century to the Present  
 HIST 1025-3 History of the United States since 1865  
 HIST 2117-3 History of Colorado—also www  
 HIST 4217-3 The American West in the Nineteenth Century  
 HIST 4227-3 The American West in the Twentieth Century  
 HIST 4733-3 The Russian Revolution and the Soviet Regime—www

**JOURNALISM**

JOUR 3771-3 Mass Communication History—www

**KINESIOLOGY**

KINE 3420-3 Nutrition, Health, and Performance

**MATHEMATICS**

MATH 1011-3 Fundamentals and Techniques of College Algebra  
 MATH 1021-2 Numerical and Analytical College Trigonometry  
 MATH 1071-3 Finite Mathematics for Social Science and Business  
 MATH 1081-3 Calculus for Social Science and Business  
 MATH 1300-5 Analytic Geometry and Calculus 1  
 MATH 2300-5 Analytic Geometry and Calculus 2

**MUSIC**

EMUS 1081-3 Basic Music Theory

**REAL ESTATE**

NCRE 007 Real Estate Law and Practice  
 NCRE 020 Colorado Real Estate Contracts and License Law

**WRITING FOR INTERNATIONAL STUDENTS**

NIEC 316 Computerized Research Writing for International Students—www

**PHILOSOPHY**

PHIL 1000-3 Introduction to Philosophy  
 PHIL 1100-3 Ethics  
 PHIL 1600-3 Philosophy and Religion  
 PHIL 4040-3 Twentieth-Century Philosophy

**POLITICAL SCIENCE**

PSCI 1101-3 The American Political System  
 PSCI 2223-3 Introduction to International Relations  
 PSCI 3011-3 The American Presidency—www

**PSYCHOLOGY**

PSYC 1001-3 General Psychology  
 PSYC 2012-3 Biological Psychology 1—also www  
 PSYC 2022-3 Biological Psychology 2  
 PSYC 2303-3 Psychology of Adjustment  
 PSYC 2606-3 Social Psychology  
 PSYC 3101-4 Statistics and Research Methods in Psychology—also www  
 PSYC 4303-3 Abnormal Psychology  
 PSYC 4456-3 Psychology of Personality  
 PSYC 4511-3 History of Psychology  
 PSYC 4684-3 Developmental Psychology

**SOCIOLOGY**

SOCY 1001-3 Analyzing Society  
 SOCY 1004-3 Deviance in U.S. Society  
 SOCY 1005-3 Social Conflict and Social Values  
 SOCY 1016-3 Sex, Gender and Society 1  
 SOCY 4014-3 Criminology—also www  
 SOCY 4025-3 Conflict Management in Social Systems—www  
 SOCY 4086-3 Family and Society—also www

**SPEECH, LANGUAGE AND HEARING SCIENCES**

SLHS 4035/5035 The Linguistic Structure of American Sign Language—www

**UNIVERSITY WRITING PROGRAM**

UWRP 3020-3 Topics in Writing—www  
 UWRP 3040-3 Writing on Business and Society—www

“www”—these courses are available only on the World Wide Web

“also www”—these courses are available either by print correspondence instruction or on the World Wide Web

**APPLIED MUSIC**

During fall and spring semesters the College of Music and Independent Learning offer private instruction for voice and most popular instruments. Group classes are offered for beginning guitar and piano. Private lessons are by arrangement. Students must furnish instruments, except piano. 9 hours of instruction. 2 semester hours credit. Tuition: \$240.

Interested students should contact the Applied Music advisor—303-492-5737.

# HIGH SCHOOL INDEPENDENT LEARNING

In cooperation with your high school, we offer high school correspondence courses. You can take these courses with the approval of your school. Your high school grants credit when you complete. And it's up to you to decide when and where to learn. Self-paced courses put you in control. Additional information and course descriptions are available from Independent Learning Programs or on the World Wide Web—[www.colorado.edu/cewww](http://www.colorado.edu/cewww).

All courses are for 1 semester (half-unit) of high school credit. Registration for credit requires the approval and cooperation of the student's high school. Tuition is \$70 per course. Syllabus and text are extra.

High school students may also register for CU-Boulder courses as concurrent students, earning credit at the university and at their high school.

## BUSINESS EDUCATION

HBUS 1755 Office Systems  
 HBUS 1901 Consumer Education and Economics  
 HBUS 2355 Beginning Accounting I  
 HBUS 2455 Beginning Accounting II  
 HBUS 2755 Business English and Communication

## ENGLISH

HENG 0155 Basic Grammar 1  
 HENG 0255 Intermediate Grammar  
 HENG 1701 The Short Story  
 HENG 2102 The American Short Story  
 HENG 2302 Basic Expository Writing  
 HENG 3155 Ninth Grade English 1  
 HENG 3255 Ninth Grade English 2  
 HENG 3555 Tenth Grade English 1  
 HENG 3655 Tenth Grade English 2  
 HENG 3955 Eleventh Grade English 1  
 HENG 4055 Eleventh Grade English 2  
 HENG 4355 Twelfth Grade English 1  
 HENG 4455 Twelfth Grade English 2

## HOME ECONOMICS

HFCS 1155 Personal Adjustment and Family Living

## MATHEMATICS

HMTH 0155 Basic Mathematics 1  
 HMTH 0255 Basic Mathematics 2  
 HMTH 0555 General Mathematics 1  
 HMTH 0655 General Mathematics 2  
 HMTH 0956 Business and Consumer Mathematics 1  
 HMTH 1056 Business and Consumer Mathematics 2  
 HMTH 3157 Beginning Algebra 1  
 HMTH 3257 Beginning Algebra 2  
 HMTH 3555 Geometry 1  
 HMTH 3655 Geometry 2  
 HMTH 3955 Advanced Algebra  
 HMTH 4055 Advanced Algebra  
 HMTH 4355 Precalculus 1: Analytical Geometry and Algebra  
 HMTH 4455 Precalculus 2: Trigonometry

## SCIENCE

HSCI 0155 Health Science 1  
 HSCI 0255 Health Science 2  
 HSCI 2555 Biology 1  
 HSCI 2655 Biology 2  
 HSCI 5155 Biology 3

## SOCIAL STUDIES

HSST 0155 Civics  
 HSST 0355 Sociology  
 HSST 0755 Psychology  
 HSST 1755 Ethnic Studies and Human Relations  
 HSST 2157 World Geography 1  
 HSST 2257 World Geography 2  
 HSST 3155 World History 1  
 HSST 3255 World History 2  
 HSST 3356 American History 1  
 HSST 3456 American History 2  
 HSST 3755 American Government: Theories, Policies, and Politics  
 HSST 3855 American Government: National Level

## STUDY SKILLS

HSTS 0101 Effective Methods of Study

## INDEPENDENT LEARNING-IT'S UP TO YOU.

On the web—[www.colorado.edu/cewww](http://www.colorado.edu/cewww)  
 303-492-8757 (toll free, 800-331-2801)



# REAL ESTATE AND APPRAISAL PROGRAM (REAP)

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

**OUR MISSION:** The Real Estate and Appraisal Program (REAP) in the Division of Continuing Education at the University of Colorado at Boulder exists to serve the Colorado real estate profession. We offer you the most comprehensive curriculum of pre-licensing and license renewal courses in the state of Colorado, including a variety of elective continuing education courses.

**KEY FEATURES:** Some of the key features of our program include:

- ▶ a fully accredited curriculum of over 40 courses that includes all of the required pre-license and license renewal courses for the Colorado real estate and appraisal professions,
- ▶ a top-notch faculty who work in the profession and who practice what they teach,
- ▶ a statewide mandate to serve the entire state of Colorado,
- ▶ a "no fear" registration policy which guarantees you a full refund if you are unable to attend the course you signed up for,
- ▶ a system of early registration ("early bird") discounts which saves you between 5-20% off the regular course fee.

## REAL ESTATE REQUIREMENTS

Colorado real estate license law requires a candidate successfully complete a total of 168 classroom hours, pass the real estate broker's examination, and submit the appropriate licensing application to the Colorado Real Estate Commission. The six courses which fulfill the classroom requirements – NCRE 007 (48 hours), NCRE 020 (48 hours), NCRE 022 (8 hours), NCRE 029 (24 hours), NCRE 032 (32 hours), and NCRE 034 (8 hours) – are described below.

For more information about these requirements and/or the state exam, call the Real Estate Commission at 303-894-2166.



## COURSES

### NCRE 007 Real Estate Law and Practice

Designed to teach you the practice of real estate and prepare you for the uniform portion of the real estate broker's examination, this comprehensive survey of the real estate field is also useful to anyone who desires a basic knowledge of real estate. Topics include real property interests, government controls, deeds, contracts, finance and appraisal, as well as fundamental concepts and vocabulary. 48 hours

### NCRE 020 Colorado Contracts and Regulations

This practical course introduces you to Colorado's license law, regulations, and standard contracts, and prepares you for the state portion of the real estate broker's examination. We will analyze the standard listing contract, sales contracts, the extension agreement, and the counterproposal. Our approach emphasizes thoroughly understanding each clause of a contract and properly completing each type of agreement. 48 hours

### NCRE 022 Record Keeping and Trust Accounts

In this one-day, 8-hour course you will learn the proper record keeping procedures required by the Real Estate Commission to maintain and account for funds belonging to others. Topics include legal requirements, special areas of concern, and termination of the brokerage relationship.

### NCRE 029 Real Estate Closings

You will learn to properly close a real estate transaction, including understanding your responsibilities as a broker, accounting for all funds received and disbursed, and becoming familiar with all related legal documents. You will be introduced to the 6-column worksheet and you will work through at least eight sample closings. 24 hours

### NCRE 032 Practical Applications

After learning about real estate principles, regulations, policies, and procedures, this is the course where you learn the realities of working in the profession. It gives you "how to" information on such topics as entering the field, developing your market, establishing a brokerage relationship, showing a property, preparing and presenting an offer, and closing a transaction. 32 hours

### NCRE 034 Current Legal Issues

In this one-day, 8-hour course, you will participate in a workshop where you will be applying selected, current real estate statutes and regulations, and discussing important legal issues, developments, and practices.

## APPRAISAL REQUIREMENTS

Colorado has four classes of appraisers: Registered, Licensed, Certified Residential and Certified General. A Registered Appraiser is an apprentice-level appraiser who may do mortgage work under the direct supervision of a licensed or certified appraiser (who must approve and sign the work). Candidates must successfully complete at least 75 hours of appraisal education and training, including 15 hours of ethics and standards of practice, pass the Level A licensing exam, and submit a licensing application. The three courses which fulfill the classroom requirements are NCRE 200 (40 hours), NCRE 201 (24 hours), and NCRE 208 (16 hours).

Please contact the Colorado Board of Real Estate Appraisers at 303-894-2166 for additional information and clarification.



## COURSES

### NCRE 200 Registered Appraiser: Basic Appraisal Principles and Procedures

This course is the first of our three-course series designed to meet the basic educational requirements for the Registered Appraiser. It covers 40 hours of appraisal fundamentals and prepares the applicant for the state exam.

### NCRE 201 Basic Appraisal Applications: Residential Case Study

This is the second of our three courses leading to the Registered Appraiser license. It requires you to work through the complete appraisal process for a residential property that is currently on the market, and includes a field trip to the property you will be appraising. Topics to be covered (and practiced) include, but are not limited to, inspection techniques, measuring, sales confirmations, comparable analysis, using the three approaches to value, and preparing narrative addenda. 24 hours

### NCRE 208 Standards and Ethics

This course is designed to meet the 15-hour requirement of standards and ethics for the state and federal law, and is the third of our three-course Registered Appraiser series. Using the case method, students will study the 10 Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation.

**Request a Real Estate Catalog.** For additional information, course dates, locations, registration, or to be added to our mailing list, call us at one of the following numbers:

Metro Denver/Boulder 303-492-5148

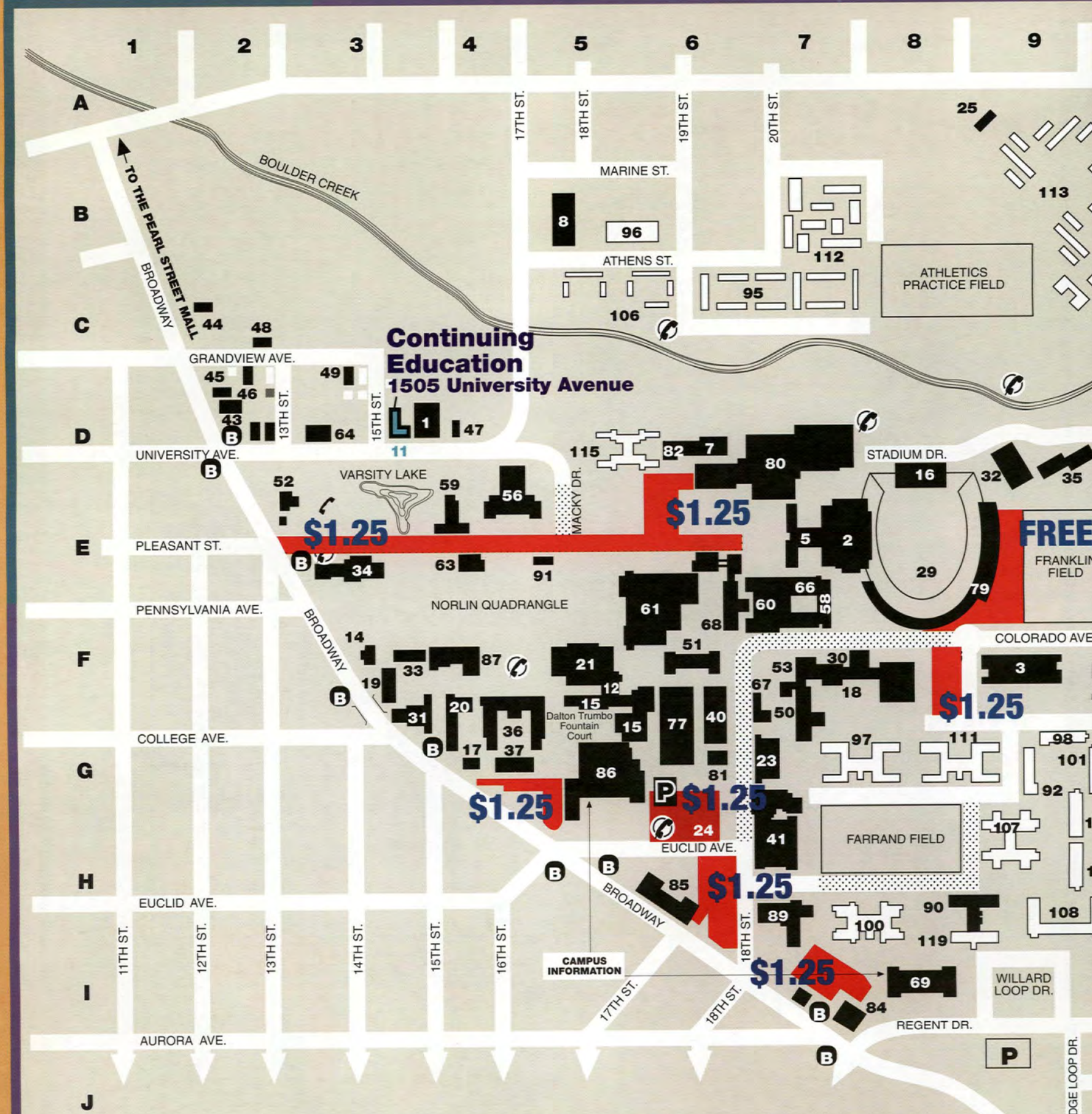
National toll-free 800-331-2801

FAX 303-492-3962

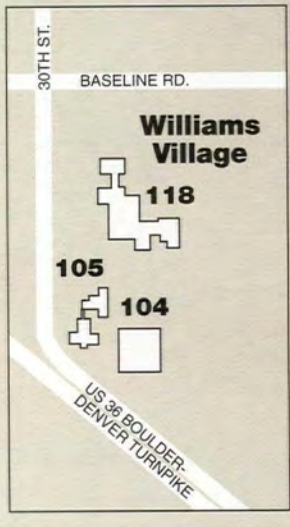
Or visit the website: [www.colorado.edu/conted/RealEstate](http://www.colorado.edu/conted/RealEstate)

WAYS TO  
  
 REGISTER  
 see page 68





**Continuing Education**  
**1505 University Avenue**



**Legend**

- Streets (many main campus streets are limited access during certain hours)
- Limited access streets
- Major buildings
- Housing (residence halls and family housing)
- Pedestrian/bicycle underpass
- FREE** Free parking after 5 p.m., and Saturdays
- \$1.25** \$1.25 parking after 5 p.m., and Saturdays. Exact change in quarters suggested
- Emergency telephones
- RTD bus stops bordering campus



# University of Colorado at Boulder Main Campus

## University Buildings

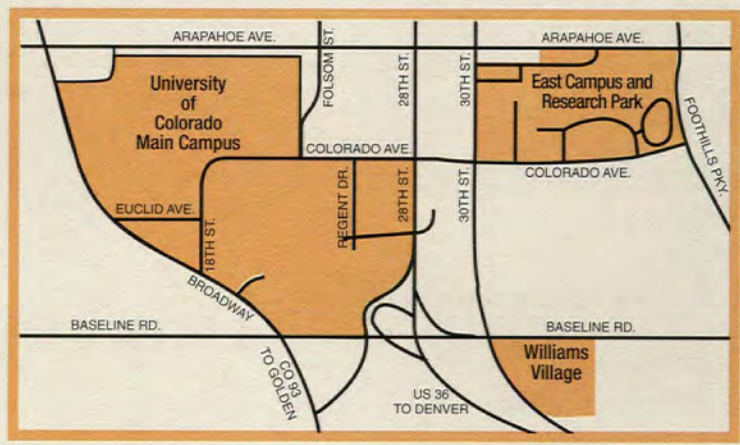
1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L-3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-2)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- \* Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center—Main Offices (A-9)
26. Family Housing Children's Center—Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Helles Arts and Sciences/Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- \* Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- \* Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive Autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2—WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolle Fine Arts (G-6)
78. Sommers-Bausch Observatory (I-11)
79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)
81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
84. University Administrative Center and Annex (I-7)
85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center—North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

## University Housing

92. Aden Hall (G-9)
93. Andrews Hall—Kittredge Complex (J-12)
94. Arnett Hall—Kittredge Complex (J-12)
95. Athens Court (B/C-6/7)
96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
99. Buckingham Hall—Kittredge Complex (K-12)
100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
103. Crosman Hall (G-10)
104. Darley Commons—Williams Village (L-6)
105. Darley Towers—Williams Village (L-5)
106. Faculty—Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons—Kittredge Complex (J-10)
- \* Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall—Kittredge Complex (J-10)
111. Libby Hall (G-8)
112. Marine Court (B-7)
113. Newton Court (B/C-9/10)
114. Reed Hall (H-10)
115. Sewell Hall (D-5)
116. Smiley Court (L-1)
117. Smith Hall—Kittredge Complex (K-11)
118. Stearns Towers—Williams Village (K-6)
119. Willard Hall—South Wing (H-8)
- \* Williams Village. See Darley Commons, Darley Towers, and Stearns Towers.

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).  
 Continuing Education students may also purchase parking permits from Parking Services for an additional fee. University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

Based on map produced by Student Affairs Communications.



# WAYS TO 5 REGISTER

**1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 69 for credit, page 71 for noncredit and certificate courses.

**2. FAX YOUR REGISTRATION.** Fast and easy. Day or night to 303-492-3962. Send page 69 for credit courses. Send page 71 for noncredit and certificate courses.

**3. IN PERSON.** Come to the Continuing Education Office, 1505 University Avenue, between 8 a.m. and 6 p.m. Monday through Thursday (8 a.m. to 5 p.m. Fridays).

**4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.** Complete the registration form (page 71) and have your credit card information handy. Then call 303-492-8668 or 800-331-2801.

**5. USE CU CONNECT OR THE WEB FOR BOULDER EVENING COURSES.** See page 5 for more information.

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

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

- Boulder Evening Credit Classes**
- Independent Learning Programs**
- ACCESS and High School Concurrent Programs**
- Center for Advanced Training in Engineering and Computer Science (CATECS)**

**Learning for Learning's Sake: Noncredit Courses** The broad range of noncredit courses offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

- Computer Applications**
- Entrepreneurship**
- Management Development**
- Network Administration**
- Programming**
- Web Site Design**

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

- Real Estate and Appraisal Program**
- International English Center**

**Where Are Courses Given?** Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.25 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

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

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

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

**Other Questions? Problems? Special Needs?** Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

**Books and Supplies** required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at 303-492-5148 or 1-800-331-2801 if you need help or additional information.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

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**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM / TERM**

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
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Mailing address \_\_\_\_\_  
No. and Street, Apt. No.                      City                      State                      Zip Code + 4

E-mail address \_\_\_\_\_  
Home Phone                      Work Phone

**BIRTHDATE**

Month	Day	Year
-------	-----	------

**SEX:**  
 Male  
 Female

**ETHNICITY:**  
 American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black  
 Caucasian/White  
 Hispanic  
 I do not wish to provide this information

**RESIDENCY:**  
 Colorado  
 Other State  
 Abbr. \_\_\_\_\_

**MILITARY SERVICE:**  
 Non-veteran  
 Veteran  
 Active Duty  
 Dates \_\_\_\_\_  
 to \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**

--	--	--

For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

**FORMER CU STUDENT NUMBER:**

--

**CITIZENSHIP:**  
 C=U.S. Citizen  
 P=Non-U.S. Citizen/permanent status  
 -List alien registr. No. \_\_\_\_\_  
 T=Non-U.S. Citizen-Country \_\_\_\_\_  
 -List Type of Temporary Visa \_\_\_\_\_

1. Do you have a high school diploma or a G.E.D. Certificate? No  (Submit HS Concurrent Form)  Yes  
 High School Name/City/State \_\_\_\_\_ Graduation Date \_\_\_\_\_
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?  
 No  Yes  Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance  
 Degree Student  or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No  Yes  School \_\_\_\_\_
4. Do you owe a debt to any University of Colorado campus? No  Yes
5. Do you have a college degree? No  Yes  Highest Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_  
 College Name/City/State \_\_\_\_\_
6. Have you ever been convicted of a felony? (other than traffic violation) No  Yes  (Attach statement)

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**  
 I certify that I am registered with the Selective Service  
 I am not required to register with the Selective Service because:  
 I am a female.  
 I am in the U.S. Armed Forces on active duty.  
 I have not yet reached my 18th birthday.  
 I am age 26, or older, as of the date of the first day of class.  
 I am a non-immigrant alien lawfully admitted in the U.S.

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Title(s) of course(s) for which you are enrolling	Location

Admission to the University of Colorado as a Nondegree Student does not guarantee eligibility for regular degree status.

**COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.**

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

**FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.**

	YOU	
		CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of employment in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
List exact years for which Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of active duty military service, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates stationed in Colorado (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Date of your marriage, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ / _____ / _____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.)	_____ / _____ / _____ to _____	_____ / _____ / _____ to _____
List exact years of Colorado motor vehicle registration	_____	_____
Date of Colorado voter registration (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Dates of ownership of any Colorado residential property (mo./day/yr.)	_____ / _____ / _____ to _____ / _____ / _____	_____ / _____ / _____ to _____ / _____ / _____
Are your parents separated or divorced?	Yes _____ No _____	_____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TUITION PAYMENT**

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

Charge: VISA  MasterCard  Discover  (check one)  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_  
Print cardholder's name, as it appears on the charge card.

WAYS TO  
**5**  
REGISTER  
see page 68



# REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

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

For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

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

Birthdate \_\_\_\_\_  
Month/Day/Year

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial Maiden Name

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

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

Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance.

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

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

Please register me for the course(s) listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TUITION PAYMENT

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

Charge: VISA  MasterCard  Discover  (check one)

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

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

\_\_\_\_\_  
Print Cardholder's name, as it appears on the charge card.

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**

I certify that I am registered with the Selective Service

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

I am a female.

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

I have not yet reached my 18th birthday.

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

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

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



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# Colorado

University of Colorado at Boulder

## Division of Continuing Education

1505 University Avenue  
Campus Box 178  
Boulder, Colorado 80309-0178  
www.colorado.edu/conted

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So don't believe everything you hear. You have time. Time to think and time to rethink. Maybe it's time you gave yourself the gift of a lifetime, through a course of action and reflection that allows you to fine-tune the next chapter in the unfolding story of your life.

Maybe we can help. We specialize in helping people do what they need to do. To go where they want to go.

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**WE HAVE TIME FOR YOU!**

