

*University of Colorado
Boulder
Division of
Continuing Education
Spring 1985*

Schedule of Courses,
Seminars and Workshops

University of Colorado, Boulder Division of Continuing Education

Adult Learning Opportunities

Boulder Evening Credit Courses

These courses are designed to encourage the working person (home, office, other) to begin, continue, or restart University-level work. They are offered during the early evening hours, carry full University credit, are transferable and are taught by qualified and approved instructors. Any person with a high school diploma or GED equivalent can enroll and there are no prerequisites. Check the following pages for course descriptions or call 492-5148 for information.

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

The Center for Advanced Training in Engineering and Computer Science (CATECS) provides graduate-level courses for off-campus students either televised live from the campus classroom or delivered by UPS on videotape to your company or agency. Selected regular campus courses are held in specially equipped TV classrooms on the campus. Classroom activities are telecast on a TV channel (similar to HBO) as well as recorded on video cassettes during the normal class time. Homework assignments, quizzes, and examinations are the same as the on-campus class. Call 492-6331 for information.

Special Noncredit Programs

The Division of Continuing Education also develops and produces high-quality results-oriented training seminars and executive briefings for business and industry, government agencies, and service organizations. Learning in a seminar or briefing format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. The faculty excel in their fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the state and the nation. Programs cover a broad range of executive, secretarial, managerial, and technical areas. Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Brochures describing Special Noncredit Programs in greater detail are available upon request. Advance registration is necessary and must be accomplished at least two full weeks prior to the first day of the program. Call 492-8666 or toll free in Colorado, 1-800-352-5839 for registration information.

Certificate in Commercial Design

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art, or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of evening or weekend workshops that leads to a Certificate in Commercial Design may be what you need for your professional development. Check the following pages for course descriptions or call 492-5148 for information.

Certificate in Computer Applications

Our nation is undergoing transformation from an industrial society to an information society. The increasing use of computers and electronic information systems in business and government has created a growing advantage in today's marketplace for those who are knowledgeable in computer applications. Familiarity with computer systems can be a strong asset to any person's professional advancement. This certificate program has been designed to create awareness and skills vital in our information age. Check the following pages for course descriptions or call 492-5148 for information.

Certificate in Multi-Image and Multi-Media Communications

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training, motivating and educating employees and selling products and services. This certificate program merges artistic con-

cepts and technology to create a curriculum that introduces you to the rapidly expanding field of Multi-Image Multi-Media. Whether your goals are to create a successful production career or develop dynamic artistic works or chronologies, this course of study has unique value to you. Check the following pages for information or call 492-5148 for information.

Independent Study Program

The Independent Study Program provides opportunities to students and others in the community to achieve skills and knowledge at their own pace. Whether University credit hours, certain professional license requirements, or various self-enrichment skills are desired, this program might offer what is needed. Courses of study include Individualized Instruction, and Independent Study Through Correspondence, as well as Childhood Education certificate programs and a Paralegal Education series. Call 492-8756 for information and a catalogue.

Management Development Certificate Program

This certificate program has been designed to develop management skills for persons aspiring to management positions or those seeking to increase their managerial skill. The courses consist of 10 hours of concentrated study in a topic widely considered critical in the management process. All courses are conducted evenings and weekends to conform to a busy person's schedule. There are no prerequisites for any course, and a permanent record of your participation is maintained by the Division of Continuing Education. Courses are now offered in Longmont and Boulder. Check the following pages for course descriptions or call 492-5148.

Noncredit Courses

A wide range of noncredit courses are offered each semester to the adult community. Topics cover vocational and avocational interests from business to outdoor pursuits. Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy curiosity, help meet some career or lifestyle goals, or expand your artistic skills, some of these courses will be of keen interest to you. Check the following pages for course descriptions or call 492-5148.

Cooperative Real Estate Certificate Program

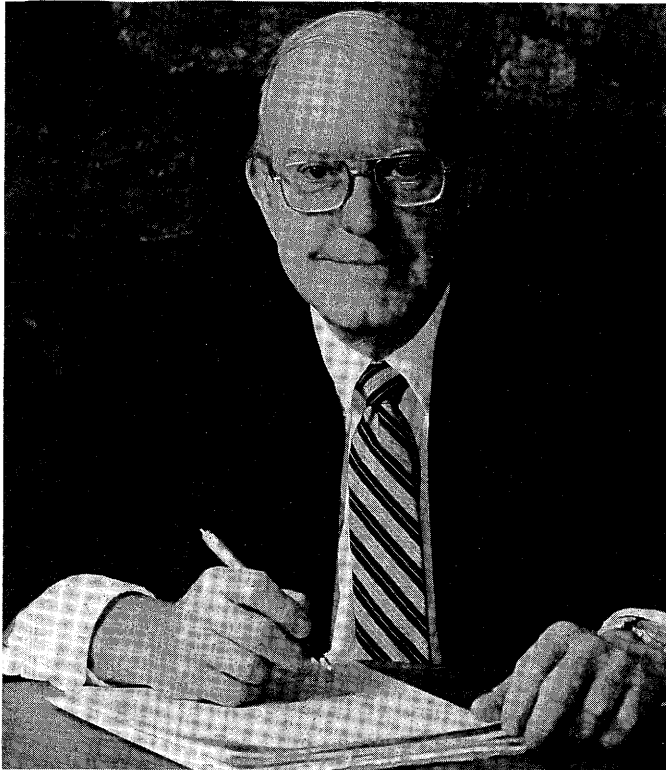
The Real Estate Certificate Program is a statewide program in real estate education administered by the University of Colorado and sponsored by the Colorado Real Estate Commission and Colorado Association of Realtors. It is provided for persons in real estate brokerage and allied fields in the real estate industry, for persons contemplating entering the industry, or for those generally interested. Persons enrolling in the program may increase their professional knowledge and skills, enhance the integrity of their profession, and attain personal scholastic achievement by qualifying for the University of Colorado Certificate of Achievement in Real Estate Education. See the following pages for more specific information or call 492-8666.

Space Available Voluntary Education (SAVE)

Fall and Spring semester, the University's Division of Continuing Education offers the opportunity for nondegree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Spring 1985 SAVE registration will be conducted Thursday and Friday, January 24 and 25, 9 a.m. to 4 p.m., at the University Memorial Center Ballroom (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.

Video-Teleconference Programs

The Division is very pleased about its continuation of timely and relevant programs presented by satellite. This electronic means of receiving and presenting high quality programs is a new venture at the University of Colorado and enables us to make available a broader range of Continuing Education activities. Presenting programs by this means is becoming popular and well accepted. For more information please check the following pages for programs being offered or call 492-8666.



The "extension" concept at the University of Colorado began in the academic year 1911-12. Twenty eight courses in 11 fields were taught that first year including courses in physics, zoology, philosophy, psychology, history, sociology, music, education, engineering, and business. Enrollments for the year totaled 143.

The past 73 years have seen a great number of changes occur in the Division. The Extension Division has become the Division of Continuing Education. The 28 courses offered the first year has increased to over 600 this year. Approximately 200 of these courses will be available here in Boulder this 1985 spring semester and are listed in this new catalog. More importantly the Division's enrollment has grown from 143 students to an expected 15,000 students for the current academic year. The Division's staff is looking forward to serving you this spring.

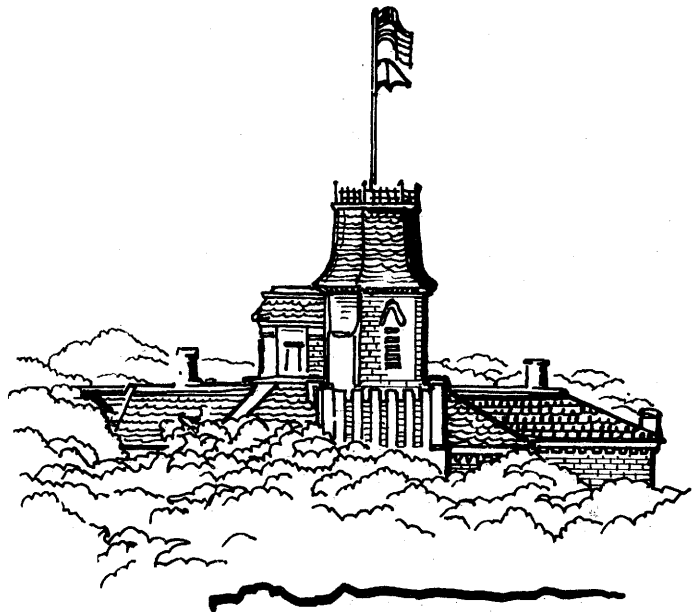
Clay N. Berg

Clay N. Berg
Director

The cover photographs are by Gregory O. Jones, University photographer.

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BOULDER EVENING CREDIT CLASSES

Spring semester 1985 will witness the continuation and expansion of the popular evening credit class program designed specifically for you, the working person (home, office, other), or adult who cannot attend classes during the daytime schedule.

Since many of you have suggested that credit courses should be offered in a more concentrated format, we are offering you an opportunity to earn credit in a shortened time period. We have scheduled two short sessions during the semester and you will be required to attend classes twice a week for three hours each. In addition, the regular Spring semester term classes will be offered as usual.

Boulder Evening classes carry full undergraduate University credit, are fully transferable, and are taught by qualified and approved instructors. Credit earned in these classes is automatically shown on an official transcript. You will be registering as a special student unless you have previously been admitted to campus as a degree student.

You should be aware that each school or college has established a maximum number of credit hours that will be accepted as transfer credit applied towards graduation. After you have accumulated the maximum number of credit hours acceptable (usually 12) you will need to apply for admission as a degree student in a school or college. At that point, you can take classes during the daytime or continue to accumulate degree credits by enrolling in the evening credit classes. However, you should check the area requirements for your degree program to be sure you are enrolling for the proper courses.

COUNSELING SERVICES: Academic and career counseling services are available free of charge for anyone enrolled in a Boulder Evening Credit course or anyone who is considering enrollment. Receive help in planning your program, deciding on a major, or setting personal goals. Vocational interest testing is also available (for a small fee) to help students clarify career goals and objectives. If you are unsure about your academic or career direction call 492-5145 for an appointment.

ELIGIBILITY: Any person who has a high school diploma or GED equivalent may enroll. No previous college experience is necessary in order to register for these classes. Persons on University of Colorado financial stops or academic suspension from the College of Engineering and Applied Science or the College of Business and Administration may not enroll.

HOW TO ENROLL: Preregistration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday, 9 a.m. to 6 p.m., and Friday, 9 a.m. to 5 p.m., beginning December 31, or at the UMC Ballroom 9 a.m. to 4 p.m. on January 24 and 25. NO REGISTRATIONS WILL BE ACCEPTED AFTER FEBRUARY 8 for Full Term and Session I classes. Call 492-5148 for information.

DROP PROCEDURES: If you need to drop a credit course for which you are enrolled, you must come to the Division of Continuing Education and complete a drop voucher. If you fail to do this, you will not be officially withdrawn (dropped), you will not receive any refund that may be due you, and you will receive an administrative grade of "F."

NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL.

Submission of the registration materials obligates you to pay for the full amount of tuition for the semester. Refer to calendar for refund information.

RESIDENCY: To be eligible for in-state classification, applicants, or their parents (if the applicant is an unemancipated minor), must maintain legal residence in Colorado for the 12 months preceding the term for which in-state status is claimed. Students who will not be 22 years of age by the first day of class are assumed to be unemancipated minors and to have the same legal residence as their parents. Such students whose parents do not live in Colorado must petition to prove emancipated status for the preceding year. Applicants may be required to submit evidence substantiating their claim of in-state eligibility. Applicants who feel their initial classification is incorrect may address inquiries to the tuition classification coordinator.

TUITION: Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may take one three-hour course during one time period for resident tuition. For example, a nonresident may enroll for one three-hour course for the Full Term or one three-hour course for Session I and one three-hour course for Session II. A nonresident may not enroll for a class for the full term and a class in either of the sessions for resident tuition. Therefore, for more than one three-hour course, nonresidents must pay the out-of-state fee of \$2,638. For that tuition, a nonresident student may enroll in any of the other credit courses offered through the Division of Continuing Education program, i.e. Independent Study, Individualized Instruction or Applied Music. Cash, check, MasterCard or Visa may be used. Tuition is due and payable at time of registration. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.**

PASS/FAIL OPTION: This option is not available for Boulder Evening credit courses.

VETERANS BENEFITS: If you are eligible for veterans benefits and have applied for admission to a degree program at the University of Colorado, you may enroll in these evening classes and apply the credit toward a degree. Please contact the Veterans Affairs Office in Willard Administrative Center or call 492-7322 to determine your eligibility and your benefits.



PRIVILEGES: Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$40 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$65 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$78.42. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students are available for \$6 beginning January 24 9:30 a.m. to Noon at Stadium 129 between Gates 4 and 5.

Students must present their registration receipt to qualify for any of the above privileges.

FINANCIAL AID: Limited tuition assistance is available to eligible credit students through a grant from the Colorado Commission on Higher Education. Applications may be obtained in the Office of Financial Aid, ENVD-2, 492-5091 and must be submitted no later than February 8, 1985 for Spring Semester consideration. Continuing Education programs do not qualify for other forms of aid, including Guaranteed Student Loans.

SPECIAL REGISTRATION FOR FACULTY AND STAFF: Faculty and staff of the University of Colorado, Boulder, may enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin January 28. Please bring ID or employer verification.

Calendar Dates You Should Know

- Dec. 31** First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
- Jan. 24-25** Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
- Jan. 28** Full Term classes begin. Session I classes begin. Late registration for all sessions at the Division of Continuing Education.
100% refund before 2nd class meeting for all sessions.
FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Employment verification required.
- Feb. 8** LAST DAY TO REGISTER FOR FULL TERM AND SESSION I CLASSES.
Registration continues for Session II
- Feb. 15** Last day to drop Session I class without petitioning and receive 60% refund. Instructor's signature required.*
You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- Feb. 22** Last day to receive 60% refund for Full Term. Instructor's signature required.*
Last day to receive 40% refund for Session I. Petition to drop must be approved. No refund for Session I after this date.
- March 6** Last day to drop a Full Term class without petitioning. Present valid documentation supporting drop petition. Call 492-5148 for petition information.
- March 8** Last day to receive 40% refund for Full Term. Petition to drop must be approved. No refund for Full Term after this date.
- March 14** Session I classes end.
- March 25-29** Spring break. No classes.
- April 1** Session II classes begin.
100% refund before 2nd class meeting.
FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Employment verification required.
- April 12** LAST DAY TO REGISTER FOR SESSION II CLASSES.
- April 19** Last day to drop Session II class without petitioning and receive 60% refund. Instructor's signature required.*
You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- April 26** Last day to receive 40% refund for Session II. Petition to drop must be approved. No refund for Session II after this date.
- May 9** Full Term classes end.
- May 16** Session II classes end.

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

Boulder Evening Credit Classes Spring 1985 Schedule

Mon. Jan. 28	Tues. Jan. 29	Wed. March 13	Thurs. March 14		Mon. April 1	Tues. April 2	Wed. May 15	Thurs. May 16
Session I Mon. & Wed. classes begin Jan. 28 and end March 13				Spring Vacation Mar. 25 to Mar. 29 No Classes	Session II Mon. & Wed. classes begin April 1 and end May 15			
Session I Tues. & Thurs. classes begin Jan. 29 and end March 14					Session II Tues. & Thurs. classes begin April 2 and end May 16			
<p>Full Semester Term: Classes will begin on Jan. 28 and end on May 9</p> <p>NO CLASSES WEEK OF SPRING BREAK</p> <p>FINAL EXAMS WILL BE GIVEN THE LAST DAY OF CLASS</p>								

**ADVANCE REGISTRATION
NECESSARY
PAYMENT DUE AT TIME OF
REGISTRATION**

**ALL TUITION AND REFUND
ASSESSMENTS ARE SUBJECT
TO AUDIT**

Campus Safety: While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. Two services recently initiated are **NIGHTRIDE** and **NIGHTWALK**. **NIGHTWALK** operates Sunday through Thursday from 8:00 to midnight. Escorts are available to accompany you anywhere on campus. They are located in the University Memorial Center at the Test File Booth on the first floor and in Norlin Library in the lobby by the East doors. **NIGHTRIDE** will take Continuing Education students with a valid class receipt anywhere inside the Boulder city limits. The van leaves Norlin Library, East lobby doors, at 8 p.m., 9 p.m., 10 p.m., 11 p.m. and midnight.

FULL TERM CLASSES BY STARTING DATE

Monday Evening Courses, Begin January 28

APAS 112-3	ECCR 0-38	7-10 p.m.	General Astronomy II
Comm. 102-3	Hellems 267	7-10 p.m.	Intro to Interpersonal and Small Group Communication
Comm. 426-3	ECCR 1-03	7-10 p.m.	Communication and Conflict
C.S. 120-3	ECCR 0-30	6-7 p.m.	Intro to Programming I (Recitation)
Section 301			
C.S. 120-3	ECCR 0-30	9-10 p.m.	Intro to Programming I (Recitation)
Section 302			
Ex. St. 277-1	To be arranged	6:30-8:30 p.m.	Adapted Dance
Hist. 258-3	ECCR 1-26	7-10 p.m.	History of Colorado
Jour. 480-3	Macky 102	7-10 p.m.	Magazine Article Writing
Math. 102-2	ECCR 1-05	6-8 p.m.	College Trigonometry
Math. 108-3	ECCR 2-26	5:30-8:30 p.m.	Calculus for Social Science and Business
Psy. 100-3	Muen E113	6-9 p.m.	General Psychology
Psy. 430-3	Muen D156	6-9 p.m.	Abnormal Psychology
Soc. 191-3	Hellems 181	7-10 p.m.	Contemporary Social Issues

Tuesday Evening Courses, Begin January 29

Anth.	202-3	Hellems 237	7-10 p.m.	Intro to Physical Anthropology II
A&S	100-3	Ketchum 235	7-10 p.m.	General Expository Writing
Comm.	418-3	ECCR 1-03	6:30-9:30 p.m.	Advanced Interpersonal Communication
Econ.	202-3	ECCR 2-06	5:30-8:30 p.m.	Principles of Economics II
Educ.	482-3	ECCR 1-40	5-8 p.m.	Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
Engl.	290-3	Ketchum 207	7-10 p.m.	Studies in Literature: The Espionage Novel
EPOB	122-3	ECCR 0-36	7-10 p.m.	General Biology II
F.A.	291-3	F.A. C175	6-9 p.m.	Art Therapy
Geog.	306-3	Gugg. 2	7-10 p.m.	Maps and Mapping
Hist.	142-3	ECCR 1-26	7-10 p.m.	History of England II
P.Sc.	110-3	Ketchum 234	7-10 p.m.	The American Political System
P.Sc.	222-3	ECCR 1-42	6-9 p.m.	Intro to International Relations
Psy.	205-3	Muen. D156	7-10 p.m.	Intro to Biopsychology
Psy.	210-3	Muen. E113	6-9 p.m.	Statistics and Research Methods in Psychology

Wednesday Evening Courses, Begin January 30

Comm.	203-3	Hellems 241	7-10 p.m.	Interpersonal Communication
Educ.	480-3	ECCR 1-05	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources
Engl.	119-3	ECCR 1-07	7-10 p.m.	Intro to Creative Writing
Engl.	120-3	Hellems 196	7-10 p.m.	Intro to Fiction
Engl.	260-3	ECCR 0-03	7-10 p.m.	Intro to World Literature I
Ex. St.	276-3	Hale 303	6-9 p.m.	Innovative Dance for Special Populations
Hist.	152-3	ECCR 1-26	7-10 p.m.	History of the U.S. Since 1865
Jour.	250-3	Macky 3C	6-9 p.m.	Reporting
Phil.	102-3	Hellems 263	7-10 p.m.	Ethics
Psy.	230-3	Biopsy. E130	6-9 p.m.	Psychology of Adjustment
Psy.	468-3	Biopsy. E118	7-10 p.m.	Developmental Psychology
Soc.	250-3	Hellems 181	7-10 p.m.	Social Problems and Social Change
Soc.	495-3	Hellems 185	7-10 p.m.	Criminology

Thursday Evening Courses, Begin January 31

Comm.	423-3	ECCR 1-03	7-10 p.m.	Nonverbal Dimensions of Communication
C.S.	120-3	ECCR 0-30	9-10 p.m.	Intro to Programming I (Recitation)
Section	303			
Econ.	201-3	ECCR 2-06	5:30-8:30 p.m.	Principles of Economics I
Educ.	481-3	ECCR 1-05	7-10 p.m.	Special Topics: Integrative Learning
Engl.	130-3	Ketchum 206	7-10 p.m.	Intro to Drama
Engl.	160-3	Hellems 137	7-10 p.m.	Intro to American Writers
Engl.	315-3	ECCR 1-24	7-10 p.m.	Report Writing
Geog.	342-3	Ketchum 207	7-10 p.m.	Conservation Thought
Geog.	381-3	Gugg. 2	7-10 p.m.	Survey of Latin America
Psy.	245-3	Biopsy. E130	7-10 p.m.	Social Psychology of Social Problems
Psy.	264-3	Muen. D156	6-9 p.m.	Child and Adolescent Psychology
Soc.	119-3	Ketchum 118	6-9 p.m.	Deviance
Soc.	426-3	ECCR 1-07	7-10 p.m.	Urban Sociology

Monday and Wednesday Evening Courses, Begin January 28

F.A.	100-2	F.A. C175	7-10 p.m.	Basic Drawing
Math.	107-3	ECCR 1-40	6-7:30 p.m.	Algebra for Social Science and Business

Monday and Thursday Evening Courses, Begin January 28

C.S.	120-3	ECCR 0-30	7:15-8:45 p.m.	Intro to Programming I (Lecture)
Math.	230-5	ECCR 1-42	5:30-8 p.m.	Analytic Geometry and Calculus II

Tuesday and Thursday Evening Courses, Begin January 29

F.A.	216-3	F.A. N163	6:30-11 p.m.	Beginning Photography I
Math.	099-0	Business 208	3:30-5 p.m.	Pre-College Mathematics
Math.	101-3	ECCR 0-38	7:30-9 p.m.	College Algebra
Span.	212-3	McKenna 112	6:30-8 p.m.	Intensive Spanish

SESSION I CLASSES BY STARTING DATE

Monday and Wednesday Evening Courses, Begin January 28

Anth.	103-3	Hellems 237	7-10 p.m.	Principles of Anthropology I
F.A.	376-2	F.A. C1B 55	6:30-9:30 p.m.	Jewelry Design: Form Emphasis in Metalsmithing
Geog.	100-3	Gugg. 2	7-10 p.m.	Environmental Systems: Climate and Vegetation
Geog.	199-3	Gugg. 3	7-10 p.m.	Intro to Human Geography
P.E.	225-2	ECCR 0-36	6-10 p.m.	Advanced First Aid and Emergency Care
P.E.	342-3	ECCR 1-09	7-10 p.m.	Nutrition and Health

Tuesday and Thursday Evening Course, Begins January 29

Comm.	231-3	ECCR 1-01	6:30-9:30 p.m.	Oral Competency
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SESSION II CLASSES BY STARTING DATE

Monday and Wednesday Evening Courses, Begin April 1

Anth.	104-3	Hellems 237	7-10 p.m.	Principles of Anthropology II
A&S	110-3	ECCR 1-01	7-10 p.m.	Advanced Expository Writing
EPOB	210-3	ECCR 1-24	7-10 p.m.	Intro to Wildlife Ecology and Conservation
F.A.	376-2	F.A. C1B 55	6:30-9:30 p.m.	Jewelry Design: Form Emphasis in Metalsmithing
Geog.	101-3	Gugg. 2	7-10 p.m.	Environmental Systems: Landforms and Soils
Geog.	200-3	Ketchum 207	7-10 p.m.	World Geographic Problems
P.E.	225-2	ECCR 0-36	6-10 p.m.	Advanced First Aid and Emergency Care
P.E.	401-3	ECCR 1-46	7-10 p.m.	Nutrition and Physical Performance

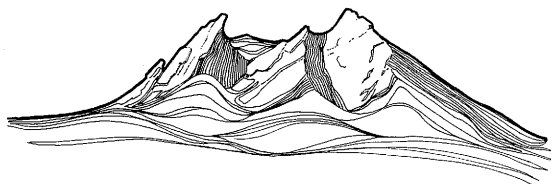
Tuesday and Thursday Evening Courses, Begin April 2

Comm.	102-3	Hellems 267	7-10 p.m.	Intro to Interpersonal and Small Group Communication
Comm.	231-3	ECCR 1-01	6:30-9:30 p.m.	Oral Competency
Phil.	100-3	Hellems 263	7-10 p.m.	Intro to Philosophy
Soc.	211-3	Hellems 181	7-10 p.m.	Intro to Sociology

Important Information About Arts and Sciences Degree Requirements and How Boulder Evening Credit Courses Can Be Utilized to the Best Advantage

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening credit courses will indicate whether the course satisfies one of the 1984-85 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective. Remember, these credit courses carry full undergraduate University credit and are fully transferable.

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



Course Descriptions

Anthropology 103-3 Principles of Anthropology I

Evolution of human beings and their culture from the beginnings through early metal ages. The course covers human evolution, human variations, prehistory, and the rise of early civilizations. When combined with Anth. 104, satisfies first year social sciences requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Hellems 237. \$162.

Anthropology 104-3 Principles of Anthropology II

Survey of the world's major areas: culture and its major components such as subsistence, social organization, religion, and language. When combined with Anth. 103, satisfies first year social sciences requirement.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 237. \$162.

Anthropology 202-3 Introduction to Physical Anthropology II

Survey of the biological variability in living humans and geographic races. Explores human variation as a response to ecological, including nutritional, conditions through the use of quantitative and genetic analyses. When combined with Anth. 201, satisfies first year natural sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., Hellems 237. \$162.

**Arts and Sciences 100-3
General Expository Writing**

Emphasis on the development of a clear and interesting prose style. Working from essays, short stories, and student writing, the class will create a sensitivity to language and a critical awareness of style. When combined with A&S 110, satisfies first year humanities requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., Ketchum 235. \$162.

**Arts and Sciences 110-3
Advanced Expository Writing**

Development of more refined techniques of expository writing. Assists students with rhetorical skills and techniques with which to write articles and papers. When combined with A&S 100, satisfies first year humanities requirement.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 1-01. \$162.

**APAS 112-3
General Astronomy II**

Principles of modern astronomy for non-science majors summarizing our present knowledge about the sun, stars, birth and death of stars, galaxies, and the structure and origins of the universe. When combined with APAS III, satisfies first year natural sciences requirement. APAS III and APAS 112 may be taken in either order.

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 0-38. \$162.

**Communication 102-3
Introduction to Interpersonal and Small Group Communication**

An introductory course in human communication requiring no previous knowledge of communication. Its primary objectives are (1) to teach the concepts that comprise the discipline of communication, and (2) to improve students' skills as communicators in a variety of interpersonal, group, organizational, and public contexts. When combined with Comm. 203 or 215, satisfies first year social sciences requirement.

Full Term — Section 300: Mondays, 7-10 p.m., Hellems 267. \$162.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 267. \$162.

**Communication 203-3
Interpersonal Communication**

This course explores communication between people. It promotes self-awareness by understanding major communication concepts, stages of relationships, and communication skills. In particular, communication between the sexes in intimate, friendship, and professional relationships receives emphasis. Some skill areas studied are listening, conflict management, assertiveness, non-verbal, and self-disclosure. When combined with Comm. 102, satisfies first year social sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 241. \$162.

**FOR INFORMATION ABOUT THE
BOULDER EVENING CREDIT
PROGRAM PLEASE CALL 492-5148**

**Communication 231-3
Oral Competency**

Oral communication-developing competency will explore a variety of contexts, purposes, and styles of communication. Students will make a minimum of five presentations for critique-evaluation and be examined over course content. The primary aim is to find and develop the student's most effective style for different purposes and contexts. No prerequisites.

Session I — Section 100: Tuesdays and Thursdays, 6:30-9:30 p.m., ECCR 1-01. \$162.

Session II — Section 200: Tuesdays and Thursdays, 6:30-9:30 p.m., ECCR 1-01. \$162.

**Communication 418-3
Advanced Interpersonal Communication**

Reviews perspectives of interpersonal communication and the key variables and research studies that emerge from each perspective. Special attention is paid to the humanistic or dialogic view of interpersonal communication. Assignments include readings, discussion, and experiential methods. Prerequisite, for majors, any three of Comm. 203, 215, 260, 320; for nonmajors, consent of instructor; junior standing or above for all.

Full Term — Section 300: Tuesdays, 6:30-9:30 p.m., ECCR 1-03. \$162.

**Communication 423-3
Nonverbal Dimensions of Communication**

The study of nonverbal communication focuses on how people communicate in everyday life without words and with signals which accompany words. Special topics of analysis include proxemics (spatial relations), kinesics (body movement), facial expression, eye contact, vocal qualities, touch, personal adornment, and environmental cues. Advanced level registration involves the examination and synthesis of current theory, research findings, and applications of both. Prer. for majors, any three of Comm. 203, 215, 260, 320; for nonmajors, consent of instructor; junior standing or above for all.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-03. \$162.

**Communication 426-3
Communication and Conflict**

This course will focus on theory and skills of conflict management and negotiation. The specific areas addressed will be: Attitudes towards conflict, styles of conflict, power, passive-hidden aggression, games, strategies, tactics, and goal setting. All students will assess their conflict style and role-plays of conflicts experienced by class members will be analyzed. When combined with Comm. 420, 421, 423, or 427, satisfies second year social sciences requirement.

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-03. \$162.

Computer Science 120-3
Introduction to Programming I

An introductory course in computer programming covering computer fundamentals, the elements of a structured programming language, and the basic techniques for designing algorithms to solve practical problems. The programming language PASCAL is used as a vehicle for expressing these concepts. Students are required to attend two lectures per week and one recitation section. Since this is a rigorous laboratory course, students should plan to spend at least 10 additional hours per week at the Computing Center. Prerequisite: three years of high school mathematics including trigonometry and algebra. When combined with C.S. 121, satisfies first year social sciences requirement.

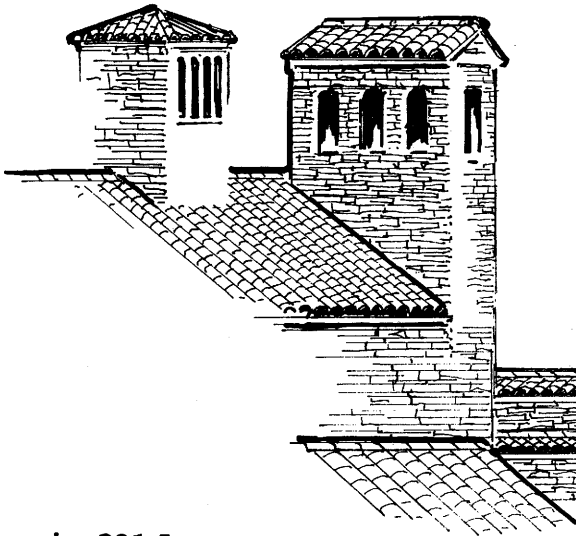
Full Term: Lecture — Mondays and Thursdays, 7:15-8:45 p.m., ECCR 0-30. \$187.

Recitation:

Section 301 — Mondays, 6-7 p.m.

Section 302 — Mondays, 9-10 p.m.

Section 303 — Thursdays, 9-10 p.m.



Economics 201-3
Principles of Economics I

An overview of the economy examining the flow of income and GNP as well as the factors determining the level of employment, income, money, credit, and prices. Econ. 201 and 202 can be taken in either order. When combined with Econ. 202, satisfies first year social sciences requirement.

Full Term — Section 300: Thursdays, 5:30-8:30 p.m., ECCR 2-06. \$162.

Economics 202-3
Principles of Economics II

The operation of the price system as a major organizer of the economy. Elementary theory, problems, and public policy of competition, monopoly, distribution of income, and international economic relations. Econ. 202 and 201 can be taken in either order. When combined with Econ. 201, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 5:30-8:30 p.m., ECCR 2-06. \$162.



Education 480-3
Special Topics: Creative Learning Experiences and Resources (C.L.E.A.R.)

This experiential course is designed to help educators/counselors enhance their effectiveness and realize greater creative potentials for themselves and their students/clients.

Full Term — Section 300: Wednesdays, 5-8 p.m., ECCR 1-05. \$162.

Education 481-3
Special Topics: Integrative Learning

Getting at the essence is the essence of education! This workshop is designed to increase the student's awareness of the mind/body connection and its implication for learning, creativity, and expanding human capabilities. Included in a whole brain approach to learning are: brain/mind research, visual imagery as it relates to memory, wellness and self concept, effects of emotion on learning, biofeedback, and nutrition. The workshop will be experiential and will include a review of existing curriculums, a teen health module, and numerous techniques which can be implemented in educational and mental health settings. Experts will be available for presentations during this course. There will be a \$2 materials fee for biofeedback use.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-05. \$162.

Education 482-3
Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child

This course will promote awareness of the unique needs of the gifted and talented child in the classroom, on a district-wide basis, and in the community. It will focus on identification, characteristics, curriculum development, individualized instructional materials, alternative programming, teaching strategies, program evaluation, parenting, and the affective areas of gifted education. Students will have an opportunity to discuss current issues in gifted education, simulate classroom situations, and share hands-on materials appropriate for gifted and talented children. This course satisfies partial teacher recertification requirements.

Full Term — Section 300: Tuesdays, 5-8 p.m., ECCR 1-40. \$162.

English 119-3
Introduction to Creative Writing

This course is designed for students who wish to learn the basic techniques involved in the writing of poetry and short fiction. It is valuable for students with serious writing goals as well as those who seek greater skill in self expression. We will progress through discussions of work by established writers such as Hemingway, Updike, Stevens and Adrienne Rich, to in-class workshop sessions on writings submitted by the class. Each student will write in both verse and prose. Becoming a skilled reader is an integral part of developing one's writing abilities.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-07. \$162.



English 120-3
Introduction to Fiction

Introduction to the novel, novella, and short story, including works from the nineteenth and twentieth centuries, as well as contemporary authors. Focus will be on reading and class discussions, and the development of basic critical approaches to fiction. Authors will include European, Latin American, and Russian writers in addition to American. When combined with English 130, 140, 150, 160, 190, or 253, satisfies first year humanities requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellem 196. \$162.

English 130-3
Introduction to Drama

The theater has been part of our written cultural heritage since the Greek dramatists of nearly twenty-five hundred years ago. This course is designed to introduce the history of dramatic literature in the Western cultural tradition to students with little previous background in studying the theater. We will begin with the Greek tragedian, Sophocles, and his comedic counterpart, Aristophanes; then we will study two great Elizabethan playwrights, William Shakespeare and Christopher Marlowe. Most of the authors we will read are modern writers: Henrik Ibsen, Eugene O'Neill, George Bernard Shaw, Luigi Pirandello, Arthur Miller, Samuel Beckett, and Peter Shaffer. When combined with Eng. 120, satisfies first year humanities requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., Ketchum 206. \$162.

English 160-3
Introduction to American Writers

The course introduces students to a range of representative major works of American literature, with emphasis on works written before the 20th century. Closed to those having credit in English 266. When combined with Engl. 120, satisfies first year humanities requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., Hellem 137. \$162.

English 260-3
Introduction to World Literature I

English 260 introduces students to major Greek texts and to the Bible as literature. Students will read either The Iliad or The Odyssey, selected tragedies of Sophocles, Euripides, and Aeschylus, and selections from the Bible. Additional Greek texts such as the works of Plato, Aristotle, Aristophanes, and Thucydides may be assigned. The writing of papers and/or essay examinations is a requirement of English 260; at least modest competence in writing expository prose is therefore a practical prerequisite. When combined with English 261, satisfies first year humanities requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 0-03. \$162.

English 290-3
Studies in Literature: The Espionage Novel

The class will examine the growth and diversity within the genre — the espionage novel. Students will read Fleming, Le Carre, Greene, Littell, Burgess, Amis, Trevanian, Deighton, and Hall. Subjects for lecture/discussion include: the literature of quest, espionage as metaphor, the aesthetics of violence, revamping the canon, and the ethics of the cold war. The instructor welcomes students of history and political science as well as students of literature.

Full Term — Section 300: Tuesdays, 7-10 p.m., Ketchum 207. \$162.



English 315-3
Report Writing

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

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-24. \$162.

**EPOB 122-3
General Biology II**

A concentrated introduction to organisms, physiology, development, behavior, and ecology. Emphasis on fundamental principles, concepts, and questions underlying modern biology. This semester covers molecular, cellular, genetic, and evolutionary biological principles. When combined with EPOB 121, satisfies first year natural sciences requirement. EPOB 122 and 121 can be taken in either order.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 0-36. \$162.

**EPOB 210-3
Introduction to Wildlife Ecology and Conservation**

This course is designed for persons who want to better understand modern wildlife issues. It is intended to provide students with a background in ecology as it relates to the conservation and management of wildlife. The course will focus on basic ecological concepts while using, by the way of illustration, case histories of species ranging from Bighorn Sheep to Great Blue Whales. Major local, national, and global issues concerning wildlife will be examined from social, economic, philosophical as well as biological standpoints. Students will become familiar with a range of wildlife conservation, management, and research strategies.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 1-24. \$162.

**Experimental Studies 276-3
Innovative Dance for Special Populations**

This course will review research, techniques, and readings which concern dance and special populations; provide practicum experience in using dance with special populations; encourage use of unique adaptations of dance.

Full Term — Section 300: Wednesdays, 6-9 p.m., Hale 303. \$162.

**Experimental Studies 277-1
Adapted Dance**

This course is designed to introduce the disabled university student or community participant to various forms of dance (creative, jazz, modern, and social).

Full Term — Section 300: Mondays, 6:30-8:30 p.m., to be arranged. \$54.

**Fine Arts 100-2
Basic Drawing**

Orientation course including pictorial design, life drawing, still life, and landscape, using varied drawing techniques and media. May not be repeated.

Full Term — Section 300: Mondays and Wednesdays, 7-10 p.m., FA C175. \$108.

**Fine Arts 216-3
Beginning Photography I**

An introduction to techniques and concepts of photography as it relates to the fine arts. Emphasis on photography as a means to formal and expressive ends. This is a studio/laboratory course. Lecture from 6:30-8 p.m. Laboratory from 8-11 p.m. Students must have access to an adjustable camera, and should expect expenses of approximately \$100 for supplies. Laboratory fees are \$26, payable at time of registration. Class size limited to 25.

Full Term — Section 300: Tuesdays and Thursdays, 6:30-11 p.m., F.A. N163. \$188 (includes lab fees).



**Fine Arts 291-3
Art Therapy**

Visual imagery will be explored in this class for the communication of feelings and inner states, as well as for personal growth and group transformation. Art Therapy spans from early origins as a tribal healing ritual to contemporary application in mental health and special education settings. Through experiential group process utilizing visual art and other creative modalities, the course will bring into action the knowledge gained from readings and lectures. This is designed as an overview of Art Therapy both for students and professionals in related fields.

Full Term — Section 300: Tuesdays, 6-9 p.m., F.A. C175. \$162.

**Fine Arts 376-2
Jewelry Design: Form Emphasis in Metalsmithing**

This course centers around the shell structure technique, which involves the stretching and compressing of metal with the use of hammers and stakes. With this technique a limitless variety of forms can be developed and applied to the design of functional holloware, jewelry, or sculpture. The course includes demonstrations, slide lectures, discussions of tool making, technical exercises and a finished product. Some materials may be purchased in class, and some previous experience is required.

Session I — Section 100: Mondays and Wednesdays, 6:30-9:30 p.m., F.A. C1B 55. \$108.

Session II — Section 200: Mondays and Wednesdays, 6:30-9:30 p.m., F.A. C1B 55. \$108.

**ADVANCE REGISTRATION
NECESSARY
PAYMENT DUE AT TIME OF
REGISTRATION**

Geography 100-3

Environmental Systems: Climate and Vegetation

A general introduction to the atmospheric environment of the earth: the elements and controls of climate and their implications to hydrology, vegetation, and soils. When combined with Geog. 101, satisfies first year natural sciences requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Guggenheim 2. \$162.

Geography 101-3

Environmental Systems: Landforms and Soils

An introductory survey primarily concerned with two essential aspects of the natural environment: landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Geog. 101 carries only two hours credit towards graduation if student has earned credit in Geol. 101 or 103. Students will be assessed for three credit hours tuition. When combined with Geog. 100, satisfies first year natural sciences requirement.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Guggenheim 2. \$162.

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Geography 199-3

Introduction to Human Geography

A systematic introduction to the broad field of human-environment relationships. Topics vary but may include growth and distribution of populations, locational analysis of economic activities; origin, development, and problems of urban communities; and spatial analysis of cultural, historical, and political phenomena. When combined with Geog. 198 or Geog. 200, satisfies first year social sciences requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Guggenheim 3. \$162.

Geography 200-3

World Geographic Problems

Set in several regions, problems include resource-use decision making, locational analysis, Third World poverty and community development, and political and economic urban land use conflict. Small student groups in role-playing simulations leading to human decisions causing geographic change. When combined with Geog. 199, satisfies first year social sciences requirement.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Ketchum 207. \$162.

Geography 306-3

Maps and Mapping

Basic introduction to the skills and reasoning ability needed to appreciate and use maps as research tools and illustrative devices. Emphasis on map reading and geographic interpretation of local and other selected U.S. maps. Optional half-day field exercise will be available.

Full Term — Section 300: Tuesdays, 7-10 p.m., Guggenheim 2. \$162.

Geography 342-3

Conservation Thought

This course will trace the history and dynamics of the concept of conservation. The classical conservation literature will be compared to contemporary thought on the conservation of natural resources. Discussion will center on consumption of earth resources, the diverse implications of population growth, and the effect of technological development on the need for conservation. When combined with Geog. 381, satisfies second year social sciences requirement if first year combination is completed.

Full Term — Section 300: Thursdays, 7-10 p.m., Ketchum 207. \$162.

Geography 381-3

Survey of Latin America

This is an introductory, interdisciplinary course that will focus on important trends and current problems, including the Central American crisis and international debt. Class format will encourage student discussion and debate. When combined with Geog. 342, satisfies second year social sciences requirement if first year combination is completed.

Full Term — Section 300: Thursdays, 7-10 p.m., Guggenheim 2. \$162.

History 142-3

History of England II

The period from the 17th century to the present. Political, economic, social, and imperial developments which contributed to the creation of the modern industrial and democratic state are the major issues covered. When combined with Hist. 141, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-26. \$162.

History 152-3

History of the U.S. Since 1865

Major political, social, and intellectual trends in U.S. since the Civil War with emphasis on late 19th and 20th century reform movements. When combined with Hist. 151, satisfies first year social sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-26. \$162.

History 258-3

History of Colorado

The class will reconstruct the story of this unique western state and study it as a microcosm of both the history of the frontier and political, economic, social, and ethnic groups.

Full Term — Section 300: Mondays, 7-10 p.m., ECCR 1-26. \$162.

**Journalism 250-3
Reporting**

Fundamentals of news gathering and writing; reportorial skills; news story forms. Assignments include reportorial work for campus publications. Prerequisite: Journalism 100. Class size limited to 18 students.

Full Term — Section 300: Wednesdays, 6-9 p.m., Macky 3C. \$162.

**Journalism 480-3
Magazine Article Writing**

Fundamentals of the magazine feature article, emphasizing market analysis, story form, style and methods. Practice in writing the free-lance article, understanding the roles of the editor and the art department. Discussions of magazine history, writer's contracts and rights, photography, and advanced reporting and research skills.

Full Term — Section 300: Mondays, 7-10 p.m., Macky 102. \$162.

**Mathematics 099-0
Pre-College Mathematics**

Algebraic expressions, exponents, radicals, first degree equations and inequalities, word problems, polynomials, special products and factoring, algebraic fractions, the function concept, graphs, quadratic equations and inequalities, exponential and logarithmic functions. Required of those students who wish to take Math courses but who do not pass the Math Placement exam. It is also recommended for any other students who wish to review their pre-college math.

Full Term — Section 300: Tuesdays and Thursdays, 3:30-5 p.m., Business 208. \$162.

**Mathematics 101-3
College Algebra**

Simplifying algebraic expressions, factoring, linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prer., one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review. (See Non-credit Math. 099 also.) Math. 101 and 102 are equivalent to Math 110. No credit for students with credit in Math. 110.

Full Term — Section 300: Tuesdays and Thursdays, 7:30-9 p.m., ECCR 0-38. \$162.

**Mathematics 102-2
College Trigonometry**

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Prer., one and a half years high school algebra and one year high school geometry or Math. 101. Math 101 and 102 are equivalent to Math 110. No credit for students with credit in Math. 110. May be taken concurrently with Math. 130.

Full Term — Section 300: Mondays, 6-8 p.m., ECCR 1-05. \$108.

**Mathematics 107-3
Algebra for Social Sciences and Business**

A review of beginning algebra; systems of linear equations; an introduction to matrices, linear programming, counting problems, and probability. Does not prepare students for Math. 110 or Math. 130.

Full Term — Section 300: Mondays and Wednesdays, 6-7:30 p.m., ECCR 1-40. \$162.

**Mathematics 108-3
Calculus for Social Science and Business**

An intuitive treatment of beginning calculus; differentiation and integration of algebraic, logarithmic, and exponential functions with applications in business and the social sciences. No knowledge of trigonometry or analytic geometry is presupposed. Those planning to take more than one semester of calculus should take Math. 130 instead of Math. 108.

Full Term — Section 300: Mondays, 5:30-8:30 p.m., ECCR 2-26. \$162.

**Mathematics 230-5
Analytic Geometry and Calculus II**

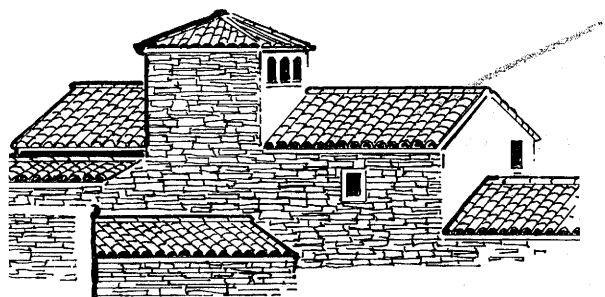
Continuation of Math 130. Applications of the definite integral, transcendental functions, methods of integration, plane analytic geometry, polar coordinates, vectors, and parametric equations. When combined with Math. 130, satisfies first year natural sciences requirement.

Full Term — Section 300: Mondays and Thursdays, 5:30-8 p.m., ECCR 1-42. \$270.

**Philosophy 100-3
Introduction to Philosophy**

Three classic works in philosophy will be studied with the aim of emphasizing the student's overall appreciation of the preciousness of his or her life. At the conclusion of the course, the student will be thoughtfully conversant with many of the fascinating issues of the modern world. When combined with Phil. 102, satisfies first year humanities requirement.

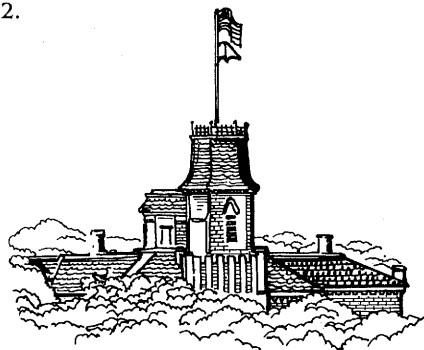
Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 263. \$162.



Philosophy 102-3 Ethics

This course will offer an introduction to that part of philosophy known as ethics. Basic ethical concepts and issues will be presented and explored in lecture and discussion. Time will be devoted to both theoretical points and actual ethical situations in the world and in our own lives. The intent will be to sharpen our awareness of the ethical, learn to analyze it with greater depth, formulate our own values, deepen our reflective lives, and to bring more fulfillment to our existence through an increased appreciation of the meaning and power of our actions in the world.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 263. \$162.



Physical Education 225-2 Advanced First Aid and Emergency Care

A 54-hour training program in emergency health care skills and theory taught from a beginning level. Structured around lecture presentation utilizing audio-visual materials to convey the realities of trauma and sudden illness. Also included will be in-depth lectures with practicing health care specialists. Two half-day Saturday sessions will simulate practice exercises.

Session I — Section 100: Mondays and Wednesdays, 6-10 p.m., ECCR 0-36. \$108.

Session II — Section 200: Mondays and Wednesdays, 6-10 p.m., ECCR 0-36. \$108.

Physical Education 342-3 Nutrition and Health

In addition to the studying of nutrients and how they function in the body, current controversial issues in nutrition will be examined. Included are food additives, natural and organic foods, vitamin supplements, nutrition for athletes, vegetarian diet, diet and heart disease, diet and cancer, and diet in each stage of the life cycle.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 1-09. \$162.

Physical Education 401-3 Professional Seminar: Physical Education (Special Aspects of Current Practices: Nutrition and Physical Performance)

Current research relating nutrition and optimal physical performance will be explored. Fluid intake, energy needs, and vitamin and mineral needs for the athlete as well as the role of exercise in the prevention and treatment of diseases will be included.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 1-46. \$162.

Political Science 110-3 The American Political System

A general introduction to the American political system with emphasis upon the interrelations among the various levels and branches of government, formal and informal institutions, processes and behavior. When combined with P.S. 201, 202, or 222, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., Ketchum 234. \$162.

Political Science 222-3 Introduction to International Relations

The purpose of this introductory course is to introduce students to both the tools of this discipline and its contemporary issues. Therefore, this course consists of three parts: the study of the tools, which deals with the concepts, methods, and theories of the discipline; conflict and peace studies, that focuses on both the conflictual and cooperative aspects of the North-South and East-West relationships; and the study of future alternatives. The breadth and changing scope of the discipline forces us to be selective in the topics of discussion. Time will be allocated to discuss topics of interest to students. When combined with P.S. 110, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 6-9 p.m., ECCR 1-42. \$162

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Psychology 100-3 General Psychology

Survey of major topics in psychology, including sensory and perceptual processes, human development, personality, frustration and conflict, learning and memory, and the biological basis of behavior. When combined with Psy. 230, 245 or 264, satisfies first year social sciences requirement. When combined with Psy. 205 or 210, satisfies first year natural sciences requirement. If Psych. 100 is used for social sciences requirement, it cannot be used for the natural sciences requirement.

Full Term — Section 300: Mondays, 6-9 p.m., Muenzinger E113. \$162.

Psychology 205-3 Introduction to Biopsychology

A broad survey course in the physiological, endocrine, and genetic bases of behavior. Topics to be covered include the biological bases of learning, motivation, emotion, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurophysiology, and neuroanatomy in relation to behavior. When combined with Psy. 100 or 210, satisfies first year natural sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., Muenzinger D156. \$162.

Psychology 210-3
Statistics and Research Methods in Psychology

This course will explore the methods that researchers use to establish facts. Topics will include the scientific method, designing experiments to test hypotheses, evaluating experiments, and summarizing data. Emphasis will be placed on the use and misuse of statistics and how to represent data, etc. The purpose of the latter is to sharpen one's analytical skills. This course is a requirement for all psychology majors and recommended for persons planning to pursue a career in the behavioral sciences. When combined with Psy. 100 or 205, satisfies first year natural sciences requirement.

Full Term — Section 300: Tuesdays, 6-9 p.m., Muenzinger E113. \$162.

Psychology 230-3
Psychology of Adjustment

The Psychology of Adjustment draws from a broad area of psychology. It is primarily concerned with how people grow and develop as individuals and how they function within their social groups. In this course we will first examine general theories of human behavior — why do people behave as they do? We will then go on to study how to promote healthy adjustment to life's challenges and what happens when people fail to adjust. Thus, we will cover topics such as assertiveness, behavior change and psychological problems and their treatment. When combined with Psy. 100, 245, or 264, satisfies first year social sciences requirement.

Full Term — Section 300: Wednesdays, 6-9 p.m., Biopsychology E130. \$162.

Psychology 245-3
Social Psychology of Social Problems

An explanation of social psychological aspects of a variety of social issues and problems in contemporary society. Issues will be very diverse, ranging from problems of poverty or minority status to topics such as prejudice, drug use, student protest, and patterns of sexual behavior. Psychological theory and research relevant to these areas will be considered as will be the processes involved in defining social behavior as a problem. When combined with Psy. 100, 230, or 264, satisfies first year social sciences requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., Biopsychology E130. \$162.

Psychology 264-3
Child and Adolescent Psychology

What do we know about how people develop? To what extent do early experiences, both physical and psychological, affect later development? How do children acquire the behavior and values appropriate for their cultures? These are some of the questions that will be addressed in this course on the psychological development of children and adolescents. This is not a course on child rearing for the simple reason that developmental psychologists have little privileged information on how children should be raised. Instead, you will become acquainted with theory and research in a broad number of areas concerned with development: infant development, cognitive, language and social development. Where appropriate, we will examine how theory and research can be applied to problems facing children with families. When combined with Psy. 100, 230, or 245, satisfies first year social sciences requirement.

Full Term — Section 300: Thursdays, 6-9 p.m., Muenzinger D156. \$162.

Psychology 430-3
Abnormal Psychology

An examination of the dynamics of psychopathology and psychotherapy, with emphasis on understanding the ways people go wrong and what can be done about it.

Full Term — Section 300: Mondays, 6-9 p.m., Muenzinger D156. \$162.

Psychology 468-3
Developmental Psychology

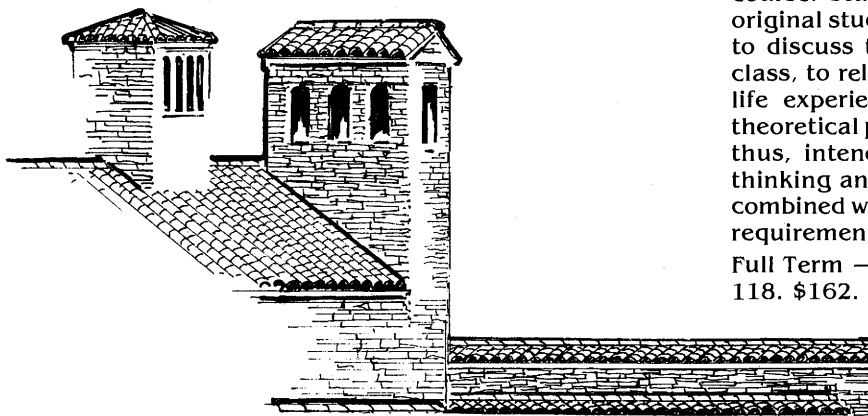
An overview of major theories concerning the development of knowledge in human children. Emphasis is on the contrast between empiricist, nativist, and constructivist viewpoints, as applied to the same content areas (e.g., perception, cognition, social development). Open only to juniors and seniors. Prer., Psy. 100.

Full Term — Section 300: Wednesdays, 7-10 p.m., Biopsychology E118. \$162.

Sociology 119-3
Deviance

In this course, the various social phenomena which are seen as instances of "deviance" are approached through five major sociological perspectives. Concentration will be upon the processes whereby certain things come to be seen as "deviant," and on the meanings and consequences of our responses to them. The everyday nature of deviance, rather than its rarity or distance from common experience is stressed. This is a reading, writing, and discussion course. Students will be helped to read a selection of original studies in the Sociology of Deviance, encouraged to discuss their reading and the material presented in class, to relate the ideas thus generated to their normal life experiences and to write about these, using the theoretical perspectives they have studied. The course is, thus, intended as a good introduction to sociological thinking and to the basic tools of academic work. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term — Section 300: Thursdays, 6-9 p.m., Ketchum 118. \$162.



Sociology 191-3
Contemporary Social Issues

Introductory consideration of some 30 current social controversies, such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 211, satisfies first year social sciences requirement.

Full Term — Section 300: Mondays, 7-10 p.m., Hellems 181. \$162.

Sociology 211-3
Introduction to Sociology

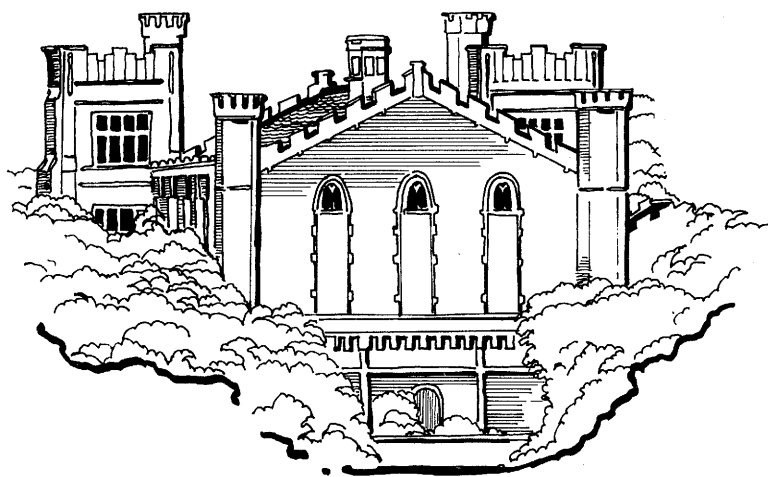
An exploration of the sociological perspective and its insights into social phenomena ranging from interpersonal relations and group formation to impersonal social forces and institutional structures. Explains the major theoretical approaches to social relations and the basic methods of social scientific inquiry. Includes historical comparisons of societies and cultures, critical analysis of U.S. institutions, and an exploration of the processes of social change. When combined with Soc. 119 or 191, satisfies first year social sciences requirement.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 181. \$162.

Sociology 250-3
Social Problems and Social Change

An introduction to a variety of contemporary social problems such as poverty, alienation on the job, problems of race and sex discrimination, and nuclear war. This course develops a critical approach to American Society with consideration of the dynamics of social change. Emphasis is placed on open discussion and debate with a respect for individual views.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 181. \$162.



Campus Safety: While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 6 for details. Or call these services at 492-SAFE.

Sociology 426-3
Urban Sociology

The city in terms of its social structure, residential and institutional patterning, processes of interaction, and demographic process. When combined with Soc. 495, satisfies second year social sciences requirement provided first year combination is completed.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-07. \$162.



Sociology 495-3
Criminology

An exploration of the social processes involved in producing and perpetuating crime. Includes a critical examination of the operations of the criminal justice system as well as an analysis of the causes of criminal behavior. Provides a survey of various criminological theories and a critical assessment of conventional explanations of crime. Broadens the inquiry into the nature of crime beyond a focus on individual streetcrime and white-collar crime to include consideration of corporate crime and crime by the state. Sophomore standing is suggested, or permission of the instructor. When combined with Soc. 426, satisfies second year social sciences requirement provided first year combination is completed.

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 185. \$162.

Spanish 212-3
Intensive Spanish

This course is designed to give the student a basic knowledge of Spanish grammar through the 212 level with an emphasis on reading knowledge. The course traditionally has fulfilled the graduate requirement for the Ph.D. Full Term — Section 300: Tuesdays and Thursdays, 6:30-8 p.m., McKenna 112. \$162.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

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

Course offerings cover task-related skills and important management concepts. Enrollees may select from the courses which best meet their career needs. Each course is designed to consider a key aspect of the management process. Faculty are experts recruited from universities and from private business or consulting firms. They are chosen for their special expertise in the subject area and their proven teaching skills. Courses are not overly technical or purely theoretical; all subject matter is presented in a format which participants can relate directly to their profession.

Locations for Boulder courses are listed at the end of each course. Please check the campus map on center page for the nearest parking. Locations for Longmont courses (see following listing, page 22) are all at Longmont High School; specific room numbers will be given at registration.

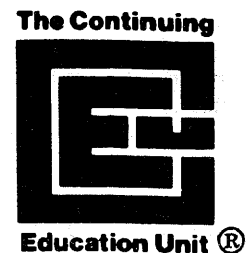
Refreshments are provided at classes in the Boulder campus University Club only; this is included in the course tuition. Lunches for all-day sessions are not included in the course tuition.

Each course costs \$75. All consist of a minimum of 10 hours of instruction. One Continuing Education Unit is awarded per course completion. Continuing Education Units are awarded for completion of a course, giving the student a permanent record of achievement. Ten hours of participation is the national standard for achieving a Continuing Education Unit. Please note that **refunds** are given only before the start of a course, none after.

Achievement Certificates are awarded for completing a total of **six** courses encompassing at least **three** of the noted subject areas. This program is conducted continuously and need not be completed with the herein described courses. A permanent record of participation is kept, and a transcript of courses taken is available free of charge at any time. Students may continue the certification process at their own pace, or may enroll in any number of courses, depending on professional goals.

An income tax deduction is allowed for educational expenses (including tuition, travel, meals and lodging) undertaken to maintain and improve professional skills (see Treasury Regulation 1.162-5 or Coughlin vs. Commissioner 207F 2d 307). For specific information please consult your tax advisor.

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



MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

Courses by Starting Date, Spring 1985

Starts	Course	Faculty
Monday, February 4	Computer Basics for Non-Computer Managers	Charles Whyte
Tuesday, February 5	Accounting for Non-Accounting Managers	Jim Young
Tuesday, February 5	Exerting Leadership and Making Decisions	Glen Grosslight
Wednesday, February 6	Communication Effectiveness: Between Supervisor and Employee	Barry Dawson
Thursday, February 7	Managing Individuals Effectively	Charles A. Rice
Thursday, February 21	Building Productive Work Teams	Charles A. Rice
Monday, February 25	Nonverbal Communication	Audrey Nelson-Schneider
Wednesday, February 27	Innovation and Creative Thinking in Business	John H. Dawson
Wednesday, February 27	Technical Writing Seminar	Mike Gannon
Tuesday, March 5	Project Management	Charles A. Rice
Wednesday, March 6	Managing Community Relations	Marc Raizman
Thursday, March 7	The Experience of Power: Communication for Action	Susan Baile
Thursday, March 7	Pinpointing Your Target Market	Tony Hopper
Thursday, March 14	Working Assertively: Effective Job Skills	Toni Scott

Starts	Course	Faculty
Monday, April 1	Solving Job Performance Problems	Charles A. Rice
Tuesday, April 2	Executive Writing Skills	Eleanor L. Swanson
Tuesday, April 2	Art of Persuasion	Orvel Ray Wilson
Wednesday, April 3	Human Relations: Gaining Power While Helping Your Workers	Barry Dawson
Thursday, April 4	Strategic Planning	Tony Hopper
Thursday, April 4	Stress Management	John V. Davis
Wednesday, April 24	Peak Performance Through Human Development	Donna Duckman
Thursday, April 25	Advanced Persuasion Workshop	Orvel Ray Wilson

Avoid the Registration Crunch
Phone-In Noncredit – Certificate Registration
January 14 – February 15

MasterCard – VISA Only
443-7968
443-8979
443-9973

For other course information:
492-5148

Make our registration office as close as your
telephone. Complete registration information,
page 53.

**Before January 14, after February 15, call
492-5148**

BMDS-72

Human Relations: Gaining Power While Helping Your Workers

For managers and potential leaders, this course teaches motivational techniques for helping personnel fulfill potential, while you gain loyalty and facilitate "other person" awareness. Topics emphasized are: organizational work climate, information on personality types, communication skills, personal and career goal planning, and job satisfaction and involvement. Course builds a sound working knowledge of practical human relations skills, designed for success. Barry Dawson, B.S. Wednesday, April 3, 7-10 p.m., and Wednesdays, April 10 and 17, 6:30-10:00 p.m. University Club.

Financial and Marketing Management

BMDF-90

Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Jim Young, C.P.A., M.B.A. Tuesdays, February 5-26, 7:00-9:30 p.m. University Memorial Center 159.

Supervision in Management

BMDS-91

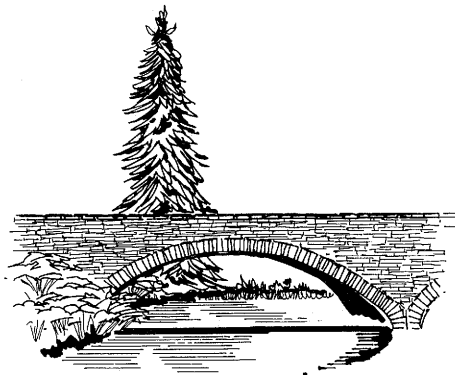
Exerting Leadership and Making Decisions

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Glen Grosslight, Ph.D. Tuesdays, February 5-26, 7:00-9:30 p.m. Business 211.

BMDS-93

Working Assertively: Effective Job Skills

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others; to get your ideas heard—up and down the management ladder—to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes. Toni Scott, M.A. Thursday, March 14, 7-10 p.m., and Saturday, March 16, 9 a.m.-5 p.m. University Club.



B MDF-73**Pinpointing Your Target Market**

Pinpointing your best market quickly is very critical to your survival and future. This program will cover the process of identifying your target market quickly and easily using proven methods and shortcuts. Also covered are marketing research methods (observation, survey and experimental), as well as sources of critical information and data, developing buyer profiles, and demographics to obtain a comprehensive profile of qualified buyers. Tony Hopper, M.B.A., Ph.D. Thursday, March 7, 7-10 p.m., and Thursdays, March 14 and 21, 6:30-10:00 p.m. Business 211.

B MDF-91**Art of Persuasion**

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Tuesdays, April 2-23, 7:00-9:30 p.m. Business 211.

B MDF-72**Advanced Persuasion Workshop**

This 10-hour workshop/lab will expand on techniques and models presented in the "Art of Persuasion" (B MDF-91) seminar. Case studies, role-play, video feedback, and individualized coaching will help you master skills employed by effective managers and top sales professionals. Topics include building rapport, resolving conflicts, and dealing with difficult relationships. It is recommended to have previously enrolled in "Art of Persuasion," but not required if you are currently an experienced sales professional. Orvel Ray Wilson. Thursday, April 25, 7-10 p.m., and Saturday, April 27, 9 a.m.-5 p.m. University Club.

Management: An Overview**B MDM-75****Computer Basics for Non-Computer Managers**

Gives to non-data processing managers and office support personnel a clear understanding of the uses and workings of the computer in order to communicate effectively with data processing specialists. Computer concepts, terminology, and potential applications in the business environment are discussed. In-class exercises feature short sessions of varied applications such as financial analysis, decision tools, data management, project management, graphics, word processing, and communications with other computer systems. The effect of computers on profitability is examined. Hands-on microcomputer activities are emphasized. Class size is limited. Charles Whyte, B.A. Mondays, February 4-25, 7:00-9:30 p.m. Location given at registration.

B MDM-74**Innovation and Creative Thinking in Business**

Success, power, and profit in the 1980's will come to people with good creative ideas. Everyone has untapped creative potential, and those who have cultivated their ability to think creatively — to generate, manage, and apply ideas — will be the successful innovators of tomorrow. Creative thinking is a skill, and like other skills it can be improved with proper attention and practice. This course provides a way to do this by demonstrating proven methods and techniques to strengthen creative thinking and idea managing abilities. Participants will learn skills to strengthen creative thinking, generate and manipulate ideas, open mental locks and eliminate idea killers, and apply methods to turn creative ideas into effective action. John H. Dawson, J.D. Wednesdays, February 27-March 20, 7:00-9:30 p.m. University Club.

B MDM-72**Technical Writing Seminar**

With information becoming the major product of our economy, there is a continuous need to upgrade skills for presenting technical data in concise, easily understood language for those who need to know. Applications for this seminar include reports, proposals, manuals, trade journal articles, audio-visual and instructional material, catalogs and much more. Step-by-step learning modules supplied with seminar begin with the basics, and proceed into advanced techniques. Topics include top-down organizing, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing. Mike Gannon, B.A. Wednesdays, February 27-March 20, 7:00-9:30 p.m. Business 211.

B MDM-96**Project Management**

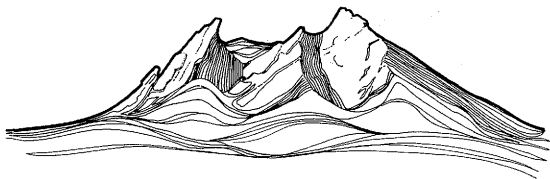
This intensive seminar will focus on the planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on mid-course corrections to projects that have deviated from planned schedule and/or budget. Charles A. Rice, M.B.A. Tuesday, March 5, 7-10 p.m., and Tuesdays, March 12 and 19, 6:30-10 p.m. Business 210.

B MDM-73**Managing Community Relations**

A well thought-out community relations program creates among local residents, organizations and elected officials an awareness of your company's role in, and contributions to, the community and its well-being. The community, in exchange, will be supportive of your company's objectives and needs. This special course will show you how to plan and implement such a program. Marc Raizman, M.S. Wednesday, March 6, 7-10 p.m., and Wednesdays, March 13 and 20, 6:30-10:00 p.m. Business 210.

B MDM-86**Executive Writing Skills**

Good writing is good business. Executive Writing Skills is an activity-based workshop that presents all elements of successful business writing: brevity, organization, clarity, and correctness. Participants receive handout material and many directions developed by the instructor to meet the needs of Colorado's Front Range business community. All examples and practice writings are compatible with current research in powerful technique. Eleanor L. Swanson, Ph.D. Tuesdays, April 2-23, 6:30-9:00 p.m. Business 210.



BMDM-97
Strategic Planning

Strategic planning must be done by those with an overall perspective of the organization in concert with those with more narrow but functional responsibility. The senior management of the organization must have the perspective to make decisions that affect the entire organization, balance the needs of today against the needs of tomorrow, and procure and allocate critical resources of money and manpower to key results for the organization. This seminar is aimed at those managers or supervisors with significant responsibility for the function of an organization or a major subset of that organization. Participants should leave this seminar with a strategic planning framework for their own organizations and an understanding of the necessary steps to implement their strategic planning. Tony Hopper, M.B.A., Ph.D. Thursday, April 4, 7-10 p.m., and Thursdays, April 11 and 18, 6:30-10:00 p.m. Business 211.

Commitment to Campus Safety

Nightride and **Nightwalk** are escort services to help protect students on campus at night. Walking in pairs and using lighted walkways are good practices. See page 6 for details or call 492-SAFE. Help us keep an excellent safety record.

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Details on page 53.

Office Management

BMDO-72
The Experience of Power: Communication for Action

This is a course about power, and how to communicate more powerfully with others. As Michael Korda has written in his book, *Power! How to Get It, How to Use It*, "Only the person who understands power can extract maximum benefit from his/her work, however skillfully it is performed." Yet, many women and men do not understand power, mistaking force for power, and thus do not extract maximum benefit from their work. This course will deepen your understanding of power and coach you in communication skills designed to enhance your sense of personal power and your ability to successfully influence others. Specifically, you will learn about nonverbal and verbal "power robbers," how to lead and participate effectively in meetings, the principles of powerful public speaking, how to handle conflict, and strategies for developing political power in your organization. Susan Baile, Ph.D. Thursday, March 7, 7:00-10:00 p.m., and Saturday, March 9, from 9:00-5:00. Business 210.

BMDO-91
Stress Management

Recent surveys of Colorado employers and employees have shown a very strong interest of stress management. Employee morale, productivity, organizational health and individual health are related directly to effective stress management. The field of stress management is changing rapidly, providing new evidence on the benefits of positive stress as well as the benefits of stress reduction. This class presents the most recent information and original techniques for effective personal stress management. John V. Davis, Ph.D. Thursdays, April 4-April 25, 7:00-9:30 p.m. Business 210.

BMDO-73
Peak Performance Through Human Development

Peak Performance Through Human Development is a human resource training program for those who want to increase the quality of their performance and/or influence the productivity of those around them through proven tools for human development and professional success. The entire program is a balance between presentation of relevant and recent research data, proven training procedures used by peak performers, and actual training in utilizing techniques and processes. Topics include stress profiles, thinking style evaluations, integrated decision making, creating goal clarity, and developing your "Peak Performer Within." Donna Duckman, M.A. Wednesday, April 24, 7-10 p.m., and Wednesdays, May 1 and 8, 6:30-10:00 p.m. Business 210.

Personnel Management

BMDP-93
Communication Effectiveness: Between Supervisor and Employee

Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques. Barry T. Dawson, B.S. Wednesday, February 6, 7-10 p.m. and Wednesdays, February 13 and 20, 6:30-10:00 p.m. Business 210.

BMDP-95
Managing Individuals Effectively

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar presents the six psychological levels of existence developed by Dr. Clare Graves and provides specific guidance on how best to communicate, evaluate, and motivate each level. Also, guidance is provided on which levels mix productively on the same team and which levels do not mix well together. Participants gain a much deeper insight into how to develop more effective working relationships with each type. (For recommended follow-up course, see BMDM-98, Building Productive Work Teams, starting Thursday, February 21.) Charles A. Rice, M.B.A. Thursday, February 7, 7-10 p.m. and Saturday, February 9, 9 a.m.-5 p.m. Business 211.

BMDP-98**Building Productive Work Teams**

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, problems, and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, the behavior sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this team building workshop is to increase the flow of useful information throughout the organization. Charles A. Rice, M.B.A. Thursday, February 21, 7-10 p.m. and Saturday, February 23, 9 a.m.-5 p.m. Business 211.

BMDP-89**Nonverbal Communication**

According to latest research, nonverbal behavior is the primary determinant of meaning in an interaction. This subtle area of behavior has powerful implications for the workplace. Topics to be discussed include: body move-

ment, posture, spacial relations, vocal cues and facial expressions. How these cues operate to indicate power, status and credibility will be revealed. All participants will have the opportunity to conduct a self assessment of their nonverbal behaviors through interviews and role-plays. Audrey Nelson-Schneider, Ph.D. Monday, February 25, 7-10 p.m., and Monday, March 4 and 11, 6:30-10:00 p.m. Business 210.

BMDP-77**Solving Job Performance Problems**

Designed for those who manage the work of others. The focus is on supervisor behavior in specific work situations. Specific situations to be covered include motivating the poor performer, handling a complaining employee, discussing personal work habits, and discussing potential disciplinary action, plus other situations of interest to participants. Requires active involvement of participants, with role playing and discussion an integral part of the process. Charles A. Rice, M.B.A. Monday, April 1, 7-10 p.m., and Mondays, April 8 and 15, 6:30-10:00 p.m. University Memorial Center 425.

Longmont Management Development Certificate Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Spring Semester of 1985. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and hopes to continue this series as a compliment to the Longmont business community.

All questions concerning these courses and any requests for future courses in Longmont should be directed to the Division of Continuing Education; call 492-5148 or call 1-800-332-5839 toll-free.

General program description is the same as the previously listed Boulder program. All classes are conducted at Longmont High School, 1040 Sunset; specific room number is given at registration. Each course costs \$75, unless otherwise noted.

The University of Colorado, Boulder, Division of Continuing Education will also offer two special one-day Communication seminars in Longmont this spring. These will be held at the Littletree Plaza Hotel, 1900 Diagonal Highway.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
January 14 — February 15
MasterCard — VISA Only

443-7968

443-8979

443-9973

For other course information:

492-5148

1-800-332-5839

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**Before January 14, after February 15, call
492-5148 or 1-800-332-5839**



LONGMONT MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

Courses by Starting Date, Spring 1985

Starts	Course	Faculty
Monday, January 28	Time Management	Charles A. Rice
Tuesday, February 5	Art of Persuasion	Orvel Ray Wilson
Monday, February 18	Managing Individuals Effectively	Charles A. Rice
Tuesday, March 5	Accounting for Non-Accounting Manager	Jim Young
Wednesday, March 6	Exerting Leadership and Making Decisions	Glen Grosslight
Wednesday, April 3	Nonverbal Communication	Glen Grosslight
Wednesday, April 24	Communication Skills for Secretaries and Office Support Staff	Randy Bauer
Thursday, April 25	Productive Communication in the '80s	Randy Bauer

LMDP-95

Managing Individuals Effectively

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar will present the six psychological levels of existence developed by Dr. Clare Graves and provides specific guidance on how best to communicate, evaluate, and "motivate" each level. Also, guidance will be provided on which levels mix productively on the same team and which levels do not mix well together. Participants will leave this seminar with a much deeper insight into how to develop more effective working relationships with each type. Charles A. Rice, M.B.A. Mondays, February 18, 25 and March 4, 6:30-10 p.m. Longmont High School.

LMDP-90

Accounting for the Non-Accounting Manager

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. The program also provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Paperback book is sold at class. Jim Young, C.P.A., M.B.A. Tuesdays, March 5, 12, 19 and April 2, 7-9:30 p.m. Longmont High School.

LMDP-91

Exerting Leadership and Making Decisions

This program introduces concepts and techniques of leadership as they function in today's organizations. The class will provide the opportunity to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Students will participate in experiential exercises and develop personal plans for effective leadership and decision making. Topics also include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Glen Grosslight, Ph.D. Wednesdays, March 6, 13 and 20, 6:30-10 p.m. Longmont High School.

LMDP-89

Nonverbal Communication

The subtle area of nonverbal communication has a powerful influence on interactions in the workplace. This course will focus on the areas of the environment, territory and personal space, physical appearance and dress, body movements and posture, touch, facial expressions, eye behavior, and vocal cues. Participants will increase their awareness and develop skills in determining the meaning of nonverbal interaction. Glen Grosslight, Ph.D. Wednesdays, April 3, 10, and 17, 6:30-10:00 p.m. Longmont High School.

Noncredit/Certificate
Phone-In Registration



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Details on page 53.

LMDO-76

Communication Skills for Secretaries and Office Support Staff

This one-day seminar, presented on Professional Secretaries Day, will examine those skills necessary for effective communication on the job. Participants will learn listening, human relations, conflict management, and assertiveness techniques that can be used to improve the communication process with superiors, subordinates, co-workers, and the public. Participants will be actively involved in the learning process. A combination of lectures, small group discussions, group exercises and self-awareness activities promises to make this a meaningful, productive and exciting learning experience. Course fee includes luncheon, materials, and coffee breaks. Randy Bauer, M.B.A. Wednesday, April 24, 9 a.m.-4 p.m. Littletree Plaza Hotel, 1900 Diagonal Highway, Longmont. \$55.

LMDO-87

Productive Communication in the '80s

Employees at every level of the organization will learn practical and useful skills including communication and problem solving skills that can be used to build more productive relationships with others at work. This seminar is an extension of Communication Skills for Secretaries and Office Support Staff, though neither course is a prerequisite for the other. Course fee includes luncheon, materials, and coffee breaks. Randy Bauer, M.B.A. Thursday, April 25, 9 a.m.-4 p.m. Littletree Plaza Hotel, 1900 Diagonal Highway, Longmont. \$55.

Attend both Communication seminars for only \$95.

LMDP-90

Time Management

Getting the most out of an 8-hour day, a 40-hour week, or a 72-year life span depends on proper time management. This course will help you analyze how your time is actually spent, assist you in determining priorities, and then in translating your goals into reality. Three basic approaches to time management will be discussed as well as tips for overcoming procrastination and organizational time problems, time management in relation to effectiveness in an organization, and participative strategies. Charles A. Rice. M.B.A. Mondays, January 28, February 4, and 11. 6:30-10:00 p.m. Longmont High School.

LMDP-91

Art of Persuasion

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Tuesdays, February 5, 12, 19 and 26. 7:00-9:30 p.m. Longmont High School.

CERTIFICATE IN COMPUTER APPLICATIONS

Computers, automation, and increasing micro-chip applications are changing the nature of our work and leisure activities. The increasing use of computers and electronic information systems in business and government has created a growing advantage in today's marketplace for those who are knowledgeable in computer applications. Familiarity with computer systems can be a strong asset to any person's professional advancement. This certificate program has been designed to create awareness and skills vital in our information age.

The Certificate in Computer Applications is a series of courses recommended to prepare participants for the ever-growing necessity of basic skills with computer functions and applications in today's information age. Emphasis is not on creating computer programmers, but on helping create in participants a wide-angle, versatile, and useful adaptability to technology which is today becoming vitally important. Whether you wish a general knowledge of "what it's all about," or seek a solid professional background for potential career advancement, this program is for you. *You need not formally apply for program participation, nor commit to taking the entire series.* You may take any number of courses to solve problems or satisfy general curiosity. Continuing Education Units (CEUs) are awarded for successful completion of any course, giving you a permanent record of your participation. The courses represent an opportunity to learn in a low-pressure noncommercial environment.

Performance Certificates are awarded for completion of any given course.

Achievement Certificates are awarded for successfully completing the Certificate Program requirements.

The certificate requirements are the following three:

1. Completion of four required courses:

- Computer Literacy*
- Concepts of Data Processing
- Introduction to Computer Application Systems
- Operating and Maintaining Software Systems

*Computer Literacy must be completed first or taken concurrently with another course. Because of its beginning nature, it may be omitted if a participant has a substantial computer background. A formal written request to omit the course should be submitted to the Division of Continuing Education if you plan to achieve a Certificate.

2. Completion of at least two elective courses. Elective courses are offered regularly and encompass a wide range of computer related topics. Any course which is not from the above list, and is not a programming language, qualifies as an elective.

3. Completion of at least two different programming language courses. Plans are to offer courses in BASIC, PASCAL, COBOL, and other languages over the next year. Languages are added as industry demand dictates.

The course of study is structured so that participants may be able to complete the Certificate Program in about four semesters, but there is no requirement that it be completed in any given length of time. In all cases, successful course completion is determined by the instructor(s). There is now specially expanded access to out-of-class computer use, on a first-come basis, with software check-out. Details are given at class. Course tuitions are listed at the end of each course.

Registration for all courses is limited and on a first-come basis. Preregistration is required at least five days before the starting date for any course, but your earliest enrollment is recommended, as enrollment is limited by computer access.

Refunds for all certificate programs are given only before the start of a course, none later.

Course locations are listed with the course description where possible. If "Location given at registration" is listed with your course, you will receive a detailed letter on class location and out-of-class computer use. Most class locations are in a newly air-conditioned and upgraded facility.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
January 14 — February 15
MasterCard — VISA Only
443-7968
443-8979
443-9973
For other course information:
492-5148
Make our registration office as close as your
telephone. Complete registration information,
page 53.
**Before January 14, after February 15, call
492-5148**

CERTIFICATE IN COMPUTER APPLICATIONS

Courses by Starting Date, Spring 1985

Starts	Course	Faculty
Tuesday, January 29	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Wednesday, January 30	Database Management: Applying DBase II	Clyde Getty
Friday, February 1	Introduction to UNIX	Carol J. Meier
Saturday, February 2	Using Lotus 1-2-3	Ty Fabling
Monday, February 4	*Computer Literacy	Eric Martell
Monday, February 4	C Programming	Carol J. Meier
Monday, February 4	*Software Operations and Maintenance	Pat Felz

*Required Certificate course

Starts

Tuesday, February 5
Wednesday, February 6
Wednesday, February 6
Thursday, February 7

Thursday, February 7

Friday, February 15
Tuesday, February 19
Saturday, February 23
Wednesday, March 6
Saturday, March 9
Monday, March 11
Monday, March 11
Thursday, March 14
Friday, March 15
Saturday, March 16
Saturday, March 23
Monday, March 25
Friday, April 19
Thursday, April 25
Thursday, May 16

Course

BASIC Programming
*Concepts of Data Processing
Beginning Assembly Language Programming
Framework: An Introduction to Interactive Software

*Introduction to Computer Application Systems
Engineering Computing on the IBM-PC
Introduction to the IBM Personal Computer
Using Lotus 1-2-3
Programming in PASCAL
Advanced Lotus 1-2-3
The Electronic Spreadsheet
Introduction to UNIX
Beginning Word Processing: Wordstar
C Programming
Applying Symphony
Advanced DBase II/III Applications
Beginning Word Processing: WordStar
Engineering Computing on the IBM-PC
Intermediate WordStar
Advanced WordStar

Faculty

Wayne Trzyna
Pat Felz, Eric Martell
Erich J. Thanhardt
Janet Goodrich-Spear

Doug Serillo

David E. Clough
Janet Goodrich-Spear
Ty Fabling
Steven A. Johnson
Ty Fabling
Eric Martell
Carol J. Meier
Bruce Pollock
Carol J. Meier
Ty Fabling
Clyde Getty
Bruce Pollock
David E. Clough
Bruce Pollock
Bruce Pollock

*Required Certificate course

A Guide to Computer Applications Courses' Skill Levels Recommended

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

Beginner

= no previous computer experience necessary – course assumes little or no computer knowledge.

Novice

= elementary computer knowledge; taken **Computer Literacy** or some introductory courses.

Intermediate

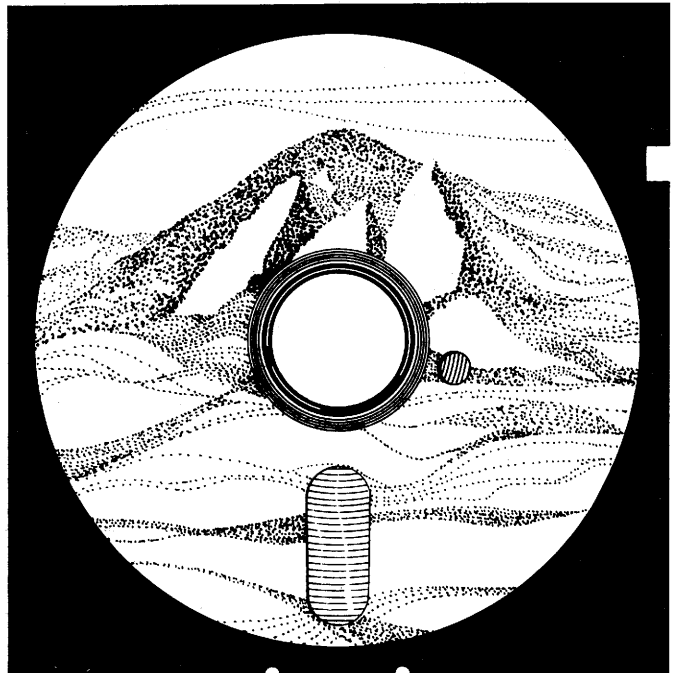
= Computer Literacy background plus recent involvement in programming/software applications.

Specialized

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

Advanced

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



BCAC-90
Computer Literacy

Beginner

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and what lies ahead. Time will be made available for hands-on experience and learning some simple programming skills using different computer systems. Eric Martell, Ph.D. Mondays, February 4-February 18, 6:30-8:00 p.m. Lab sessions (choose one — please specify at registration):

Section I: Mondays, February 25-April 15, 6:30-8 p.m.
Section II: Tuesdays, February 26-April 16, 6:30-8 p.m.
10 sessions. 1.6 CEUs. University Computing Center 123. \$80.

BCAC-75
Database Management:
Applying DBase II

Intermediate

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. DBase II is a powerful and productive data management system specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include applications of DBase III. DBase II text is available at the University Book Center, UMC 10, and is required. Bring to class two double-sided/double-density 5 1/4 inch diskettes, also available at the University Book Center. Clyde Getty, B.S. Wednesdays, January 30-February 27, 6:30-9:30 p.m. 5 sessions. 1.5 CEUs. Location given at registration. \$99.

BCAC-70
Advanced DBase II/III Applications

Specialized

This course is designed around the more advanced features of the powerful DBase II and DBase III software. Participants must have some programming background, as well as familiarity with programming in DBase, or have taken Database Management: Applying DBase II (BCAC-75). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5 1/4 inch diskette. Clyde Getty, B.S. Saturday, March 23, 10:15 a.m.-5 p.m. One all-day session. .7 CEUs. Location given at registration. \$70.

BCAC-95
Software Operations and
Maintenance

Intermediate

This class will discuss the aspects of systems that need to be developed in order to effectively support efficient computer operations. Topics include: systems analysis, configuration options, software selection, data conversion, support contracts, software design, training, installation, file maintenance, documentation, error identification, and logging systems. Course includes field trips and lab time. Students will come away with effective tools to monitor and organize computer systems. Pat Felz, M.A. Mondays, February 4-April 15, 7-9 p.m. 10 sessions. 2.0 CEUs. Business 210. \$120.

BCAC-93
Concepts of Data Processing

Intermediate

Introduction to the advanced concepts and terminology of computerized business data processing. Major topics are computer hardware (the central processing unit, input/output devices, main-frame, mini-microcomputer review, and modems), computer software support (documentation, program and system design). Career opportunities, the future of computers in society, and interfacing with computer programmers are discussed. Enrollment is limited. Course participants must have completed Computer Literacy or an equivalent to enroll. Pat Felz, M.A. and Eric Martell, Ph.D. Wednesdays, February 6-April 17, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123. \$125.

BCAC-91
BASIC Programming

Novice

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, "Basic, Fundamentals and Style," is available at the University Book Center, UMC 10. Wayne Trzyna, B.S. Tuesdays, February 5-April 16, 7:00-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 120. \$125.

BCAC-69
Beginning Assembly Language
Programming

Intermediate

This course is designed to expose users with high-level programming language experience to an assembly language and its relationship to machine architecture. Programming assignments will emphasize what a computer is capable of doing at the hardware level and how such knowledge can enhance one's understanding of high-level language programming. Required text is *Vax 11 Assembly Language Programming*, by Sara Baase, available at the University Book Center, UMC 10. Erich J. Thanhardt, M.S. Wednesdays, February 6-April 17, 7:00-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 120. \$125.

BCAC-66
Framework: An Introduction to
Interactive Software

Intermediate

What is interactive software? By using Framework, a new interactive software package by Ashton-Tate, this class will explore the new realms of this emerging technology in the world of microcomputers. The use of "framing" technology gives Framework a powerful new way of creating and manipulating ideas, words and numbers. Framing allows you to nest, resize, and relocate information anywhere on the screen. With Framework, you no longer need to stop wordprocessing to work on a database file, you can use as many frames as you are capable of tracking. This course will explore and teach the fundamentals of interactive software. Get a start on the next generation of software. Participants should have a good working knowledge of the IBM-PC or compatibles. Janet Goodrich-Spear, M.A. Thursdays, February 7-March 7, 6:30-9:30 p.m. 5 sessions. 1.5 CEUs. Location given at registration. \$99.

BCAC-94
**Introduction to Computer
Application Systems**

Intermediate

A comprehensive review of current computer Information Systems, including hardware, software, applications for accounting, inventory control, payroll systems, spreadsheet analysis, word processing functions and an introduction to database management systems. An introduction to data communications and Local Area Networking and how the above applications are integrated into a total Management Information System. Doug Serillo, B.A. Thursdays, February 7-April 18, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123. \$125.

BCAC-76
Using Lotus 1-2-3

Intermediate

The first portion of this two-day course is a general overview of the capabilities and uses of 1-2-3, giving the student a basic knowledge of the 1-2-3 commands and an introduction to various modeling techniques and practices. The second segment of the course is a workshop, designed to give students enough practice to feel comfortable working with 1-2-3 by completing exercises and following demonstrations of graphics and data base functions. Because of the many capabilities of 1-2-3, it is impossible to cover every facet of the package; however, enough material can be presented in two days to give the student a thorough understanding of the power of 1-2-3 and to build practical applications. Class size is strictly limited. Bring to class a 5¼ inch double-sided/double-density diskette. Ty Fabling, B.S.

Section I: Saturdays, February 2 and 9, 10:15 a.m.-5 p.m.

Section II: Saturdays, February 23 and March 2, 10:15 a.m.-5 p.m.

Both Sections: 2 all-day sessions. 1.4 CEUs. Location given at registration. \$99.

BCAC-74
Advanced Lotus 1-2-3

Specialized

In a single integrated package, Lotus 1-2-3 combines graphics, a sophisticated electronic spreadsheet, and a database management program. This course is intended for those who are familiar with parts of the package or who have previously completed Using Lotus 1-2-3 (BCAC-76) and want to master the more advanced applications involved. This hands-on, one-day course features database applications, shortcuts, graphics display, and macros. Bring to class a 5¼ inch double-sided/double-density diskette. Class size is strictly limited. Ty Fabling, B.S. Saturday, March 9, 10:15 a.m.-5 p.m. 1 all-day session. .7 CEUs. Location given at registration. \$70.

BCAC-89
Programming in PASCAL

Intermediate

PASCAL is a commonly used and versatile programming language, especially in business applications. This course presents the principal features of PASCAL, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Bring to class a 5¼ inch, double-sided/double-density diskette, available at the University Book Center, or most computer stores. Steven A. Johnson, B.S. Wednesdays, March 6-May 15, 7:00-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 234. \$125.

BCAC-79
The Electronic Spreadsheet

Novice

This class is oriented around the use of today's modern micro-computer as an aid in practical accounting. Designed for the complete novice, the class serves as an introduction to the world of computer spread-sheet programs. Topics of discussion will include the Visicalc series, Multiplan, and Lotus 1-2-3. Most of the course is hands-on lab time. Lab time will emphasize the spreadsheet aspect of Lotus 1-2-3, with demonstrations of other software packages, on the IBM Personal Computer and will take users from their first keystroke through entry of a number of sophisticated models. Eric Martell, Ph.D. Mondays, March 11-May 6, 8:00-9:30 p.m. 8 sessions. 1.2 CEUs. Location given at registration. \$95.

BCAC-67
Applying Symphony

Specialized

The new Symphony software is a breakthrough for popular integrated packages. Symphony combines the Lotus 1-2-3 features of spreadsheet, graphics, and database, with integrated word processing and communications capabilities. This class is intended for Lotus 1-2-3 users who wish to explore this software upgrade and the changes and variations involved in applying Symphony. Ty Fabling, B.S. Saturday, March 16. One all-day session. 0.7 CEUs. Location given at registration. \$70.

BCAC-77
**Introduction to the IBM Personal
Computer**

Beginner


This intensive course covers important computer vocabulary, architecture, and configurations of IBM microcomputer systems. Special emphasis is placed on the IBM PC, including hands-on familiarization, user commands, and DOS functions. Introduction to uses of BASIC as a programming language and simple software programs are included. Much of this course is conducted on IBM microcomputers and enrollment is strictly limited. This course is intended for those who have recently purchased, or will soon use on the job, IBM-PC or IBM-XT hardware. Especially recommended for those needing a review of the IBM DOS operating system. Bring to class one double-sided/double-density 5¼ inch diskette. Janet Goodrich-Spear, M.A.


Section I: Tuesdays, January 29-February 12, 6-8 p.m.

Section II: Tuesdays, February 19-March 5, 6-8 p.m.

Both Sections: 3 sessions. .6 CEUs. Location given at registration. \$50.

Noncredit/Certificate
Phone-In Registration

 443-7968
443-8979
443-9973

 MasterCard/VISA
Details on page 53.

BCAC-68
Engineering Computing
on the IBM PC

Advanced

The IBM PC has become the standard of the personal computer market; yet its use in engineering applications is still in its infancy. Explore the capabilities and limitations of the PC for engineering computing during this two-day course. Learn about the software tools which can facilitate your numerical work, and improve your own personal computer skills.

- an intensive, **hands-on** short course
- a practical seminar for engineering professionals
- learn what the PC can and cannot do
- take away useful applications software.

This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Much material is covered in two days. However, most concepts are illustrated live, and you will carry out many of the methods yourself. This experience, along with the course documentation, will provide you with a lasting benefit from taking the course. David E. Clough, Ph.D.

Section I: Friday and Saturday, February 15 and 16, 10 a.m.-4 p.m.

Section II: Friday and Saturday, April 19 and 20, 10 a.m.-4 p.m.

Both Sections: Two all-day sessions. 1.2 CEUs. Location given at registration. \$325.

BCAC-78
Beginning Word Processing:
WordStar

Novice

Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is frequently called the "Cadillac" of word processing programs — the program to which other word processors are compared. The IBM personal computer and its clones are the most popular microcomputers sold. This course will provide the beginner with enough "hands on" experience with WordStar and the IBM operating system to prepare standard letters, term papers, and manuscripts. No previous word-processing experience required. Please bring to class two double-sided/double-density, 5¼ inch diskettes, available at the University Book Center, UMC 10, or at most computer stores. Bruce Pollock, Ph.D.

Section I: Thursdays, March 14-April 18, 6:30-9:30 p.m. Location is University Computing Center 123.

Section II: Monday-Friday, March 25-March 29, 9 a.m.-12 noon. Location is given at registration.

Both Sections: 5 sessions. 1.5 CEUs. \$99.

BCAC-65
Intermediate WordStar

Novice

We have found people using WordStar require some time to become comfortable with their basic word processing skills. Then they want to perform more complicated operations — preparation of tables, complex print formats, columns in newsletters, and repetitive computer operations. They also discover they need ways to use the program more effectively. This is the course for people who already know how to copy files and disks using DOS, and open and edit simple WordStar files. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at the

University Book Center, UMC 10, or at most computer supply stores. Bruce Pollock, Ph.D. Thursdays, April 25-May 9, 6:30-9:30 p.m. 3 sessions. .9 CEUs. University Computing Center 123. \$70.

BCAC-73
Advanced WordStar

Intermediate

WordStar integrates with other programs to prepare form letters (MailMerge), check spelling (SpellStar) and compile indexes of books and other documents (StarIndex). This course is for people who are comfortable with the contents of the WordStar manual, but who want to move on to more complex word processing operations, and to customize their copy of WordStar to save time and improve efficiency. Please bring to class two double-sided/double-density 5¼ inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Enrollment is limited. Bruce Pollock, Ph.D. Thursdays, May 16-May 30, 6:30-9:30 p.m. 3 sessions. .9 CEUs. University Computing Center 123. \$70.

BCAC-48
C Programming

Specialized

This C language course is designed to teach programmers and applications personnel effective use of the C language, especially in a UNIX environment where the rich set of tools provided greatly enhances computing capabilities. All C language constructs and capabilities are presented, as well as UNIX tools directly related to the support of C programming. Topics include shell facilities, pointers, arrays, and functions. Hands-on exercises are supplemented by lectures and demonstrations. Prerequisites: Some programming experience is required as C is not a beginner's language! Fluency in almost any language is adequate, although PASCAL, ALGOL, or a similar language is preferable. Some experience with UNIX is useful, but the topic is reviewed quickly. Carol J. Meier, M.S.

Section I: Monday-Thursday, February 4-7, 7-10 p.m. 4 sessions.

Section II: Friday and Saturday, March 15 and 16, 9 a.m.-4 p.m. Two all-day sessions.

Both Sections: 1.2 CEUs. Location given at registration. \$295.

BCAC-49
Introduction to UNIX

Specialized

UNIX is more than just an operating system. That is why its use has increased dramatically in the past few years. Experts are forecasting that the tremendous divergence in hardware and proprietary software will be reversed by the use of UNIX. The goal of the course is to gain familiarity with the UNIX philosophy and environment, as well as a comfortable working knowledge of its capabilities. The content includes philosophy, commercial history, terminology, facilities, file system structure, basic commands, editor tutorial, common and useful tools, conventions, shell features, utilities, and shell programming. The format combines lecture, demonstration, hands-on exercises, workshops, and discussion. Prerequisites: elementary computer knowledge, some background in an operating system (MS-DOS, CP/M, etc.) Carol J. Meier, M.S.

Section I: Friday and Saturday, February 1 and 2, 9 a.m.-4 p.m. Two all day sessions.

Section II: Monday-Thursday, March 11-14, 7-10 p.m. 4 sessions.

Both Sections: 1.4 CEUs. Location given at registration. \$325.

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443-9973

For other course information:

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492-5148**

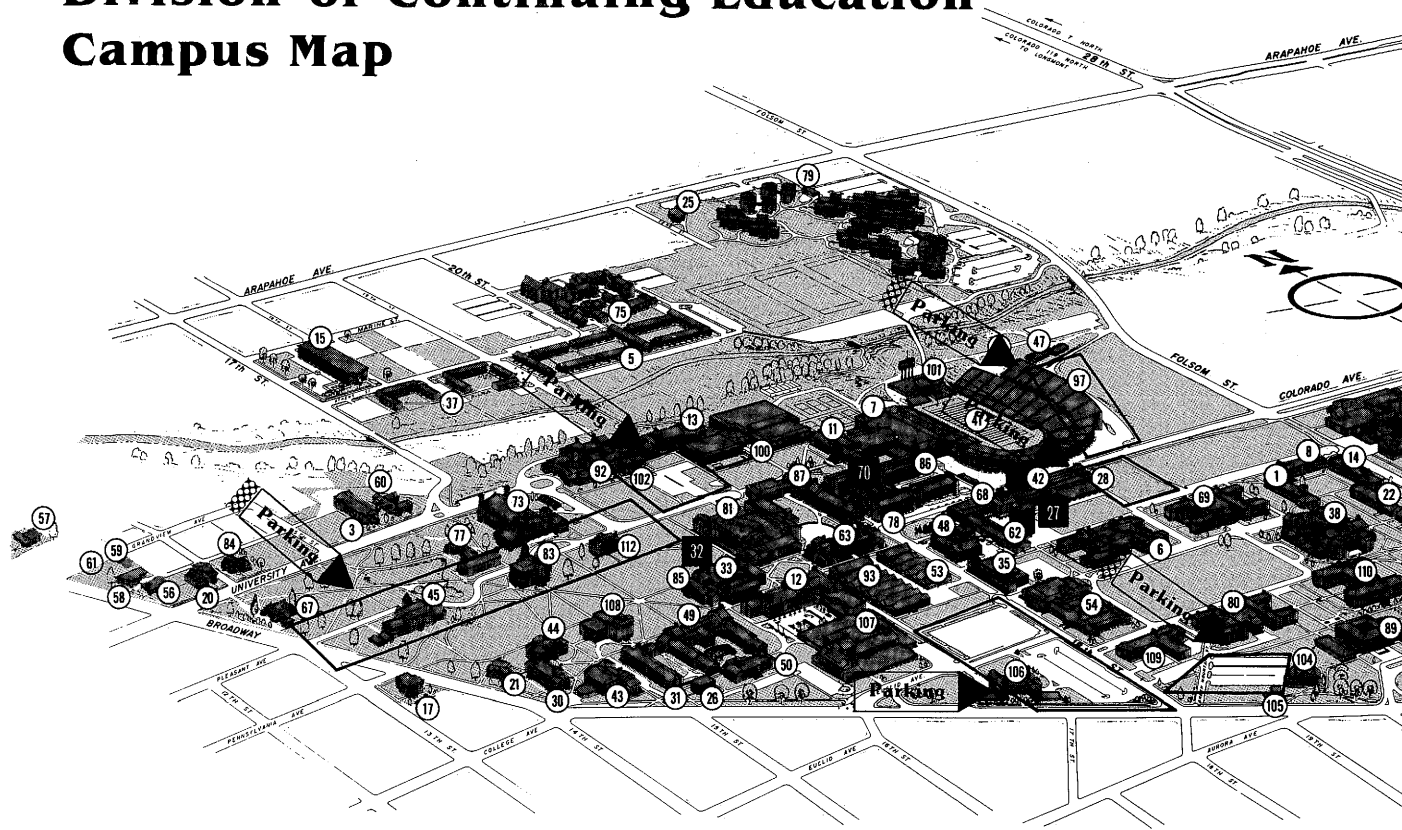
**Spring/Fall Semester
Office Hours**

9 am - 6 pm Monday-Thursday

9 am - 5 pm Friday

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University of Colorado, Boulder Division of Continuing Education Campus Map



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

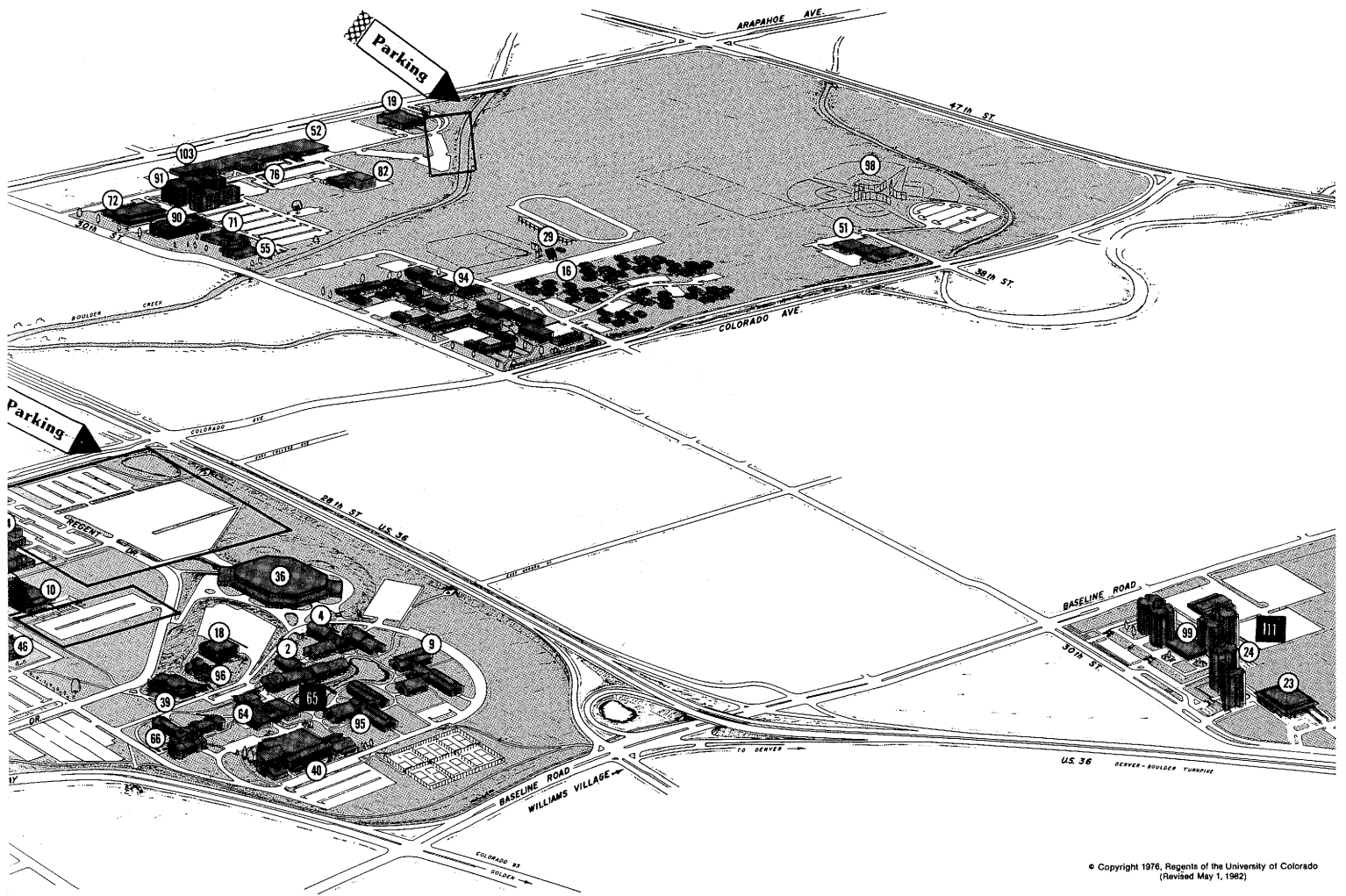
☒ = indicates parking where 50 cents is charged for parking after 5:00 p.m. and on weekends. Bring 2 quarters. Only attended lot is next to University Club (#104) for change.

☒ = indicates areas for free parking after 5:00 p.m.

During any special event, Continuing Education shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-5a)

Academy Center and Conservatory (970 Aurora)	not shown	18. Communication Disorders and Speech Science	G-20	30. Economics	I-7	47. Health Physics Laboratory	
1. Aden Hall	G-15	19. Computing Center	A-23	31. Education	I-9	48. Heating Plant	
2. Andrews Hall (Kittredge Complex)	H-21	20. Continuing Education (1221 University)	H-3	32. Ekeley Chemical/Laboratories Complex (Includes Ekeley Chemistry and Pharmacy)	H-9	49. Helms Arts and Sciences	
3. Armory (1511 University)	H-5	21. Cottage No. 1	I-7	33. Ekeley Chemistry	H-9	50. Henderson Museum	
4. Arnett Hall (Kittredge Complex)	H-22	22. Crosman Hall	G-17	34. Engineering Center	F-17	51. Housing System Maintenance Center (1255 38th)	
5. Athens Court (1951 Grandview)	F-8	23. Darley Commons (Williams Village Complex)	H-34	35. Environmental Design	H-12	52. Housing System Support Center (3351 Marine)	
6. Baker Hall	H-14	24. Darley Towers (Williams Village Complex)	H-33	36. Events/Conference Center	G-21	53. Hunter Science	
7. Balch Fieldhouse	F-11	25. Day Care Center (2202 Arapahoe)	D-9	37. Faculty-Staff Court (18th and Athens)	F-6	54. Imig Music	
8. Brackett Hall	G-16	26. Denison Laboratory	I-9	38. Farrand Hall	H-16	55. Institute for Behavioral Genetics	
9. Buckingham Hall (Kittredge Complex)	H-23	27. Duane Physical Laboratories Complex (Includes Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics Laboratory and Tower)	G-13	39. Fiske Planetarium	I-20	56. Institute of Behavioral Science No. 1 (1416 Broadway)	
10. Business	G-18	28. Duane Physics and Astrophysics	G-13	40. Fleming Law	I-21	57. Institute of Behavioral Science No. 2 (1546 Broadway)	
11. Carlson Gymnasium	G-11	29. East Campus Ski Building	D-25	41. Folsom Stadium	F-12	58. Institute of Behavioral Science No. 3 (1424 Broadway)	
12. Chemistry	H-10			42. Gamow Tower (Duane Physical Laboratories Complex)	G-13	59. Institute of Behavioral Science No. 4 (1220 Grandview)	
13. Clare Small Gymnasium	G-9			43. Geology	I-8	60. Institute of Behavioral Science No. 5 (1201 17th)	
14. Cockerell Hall	G-16			44. Guggenheim Geography	I-7		
15. College Inn Conference Center (1729 Athens)	F-5			45. Hale Science	I-6		
16. Colorado Court (3333 Colorado Avenue)	C-25			46. Hallett Hall	H-17		
17. Communication (1165 Broadway)	J-6						

This map may be removed for future reference.



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(Revised May 1, 1962)

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61. Institute of Behavioral Science No. 6 (1243 Grandview)	H-2	70. Life Sciences Laboratories Complex (Includes Muenzinger Psychology, Porter Biosciences, and Ramaley Biology)	G-11	85. Pharmacy (Ekeley Chemical Laboratories Complex)	H-9	99. Stearns Towers (Williams Village Complex)	G-32
International English Center (889 17th)	not shown	71. Life Sciences Research Laboratory	C-20	86. Porter Biosciences (Life Sciences Laboratories Complex)	G-11	100. Student Recreation Center	G-10
62. Joint Institute for Laboratory Astrophysics (JILA) (Duane Physical Laboratories Complex)	H-12	72. Litman Research Laboratory	B-19	87. Ramaley Biology (Life Sciences Laboratories Complex)	G-10	101. Team House	F-12
63. Ketchum Arts and Sciences	H-11	73. Macky Auditorium	F-12	88. Reed Hall	G-17	102. Temporary Building No. 1	G-8
64. Kiltredge Commons (Kiltredge Complex) ..	H-21	74. Maintenance and Operations Center	E-8	89. Regent Administrative Center	I-17	103. Transportation Center (3205 Marine)	B-20
65. Kiltredge Complex (Includes Andrews, Arnett, Buckingham, Kiltredge West, and Smith halls)	I-21	75. Marine Court (1350 20th)	E-8	90. Research Laboratory No. 2 (WICHE)	C-20	104. University Administrative Center (914 Broadway)	I-16
66. Kiltredge West Hall (Kiltredge Complex) ..	I-20	76. Marine Street Science Center (3215 Marine)	B-21	91. Research Laboratory No. 3 (NOAA, NCAR)	B-20	105. University Administrative Center Annex (924 Broadway)	I-15
67. Koenig Alumni Center	I-4	77. McKenna Languages	H-6	92. Sewall Hall	G-8	106. University Club (972 Broadway)	I-12
68. Laboratory for Atmospheric and Space Physics (LASP) (Duane Physical Laboratories Complex)	G-12	78. Muenzinger Psychology (Life Sciences Laboratories Complex)	G-11	93. Sibel-Wolle Fine Arts	H-11	107. University Memorial Center (UMC)	I-11
LASP Engineering Center (5525 Central Ave.)	not shown	79. Newton Court (1475 Folsom, 2300 Arapahoe)	D-10	94. Smiley Court (1300 30th)	D-23	108. University Theatre	I-8
69. Libby Hall	G-15	80. Nichols Hall	I-15	95. Smith Hall (Kiltredge Complex)	I-22	109. Wardenburg Student Health Center	I-14
		81. Norlin Library	H-9	96. Sommers-Bausch Observatory	H-20	110. Willard Administrative Center (North Wing) and Willard Hall (South Wing)	H-16
		82. Nuclear Physics Laboratory	B-22	97. Stadium Building	F-13	111. Williams Village Complex (Includes Darley Commons, Darley Towers, Stearns Towers, and Heating Plant)	H-33
		83. Old Main	H-7	98. Stazio Recreation Complex	B-28	112. Woodbury Arts and Sciences	H-8
		84. Page Foundation Center (1305 University) ..	H-4				

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**Spring/Fall Semester
Office Hours**

9 am - 6 pm Monday-Thursday

9 am - 5 pm Friday

CERTIFICATE IN COMMERCIAL DESIGN

Are you interested in the growing field of commercial design? Are you already involved in some aspect of illustration, art, or publishing, and are you ready to expand your expertise? Whether you are a new or continuing student in the field, this series of evening or weekend workshops that leads to a Certificate in Commercial Design may be what you need for your professional development.

The Certificate in Commercial Design is a sequential program of short intensive courses presented in a compact format of workshops to accommodate the busy schedule that professionals share, and the needs of those interested in entering the field. Courses cover both the basics and the advanced developments in commercial art today. Careers in book design, advertising, cartooning, broadcasting, and a wide number of other areas will be explored during the program. Many of the courses pay particular attention to entry-level job opportunities, the construction and maintenance of professional portfolios, and the basics of job-hunting and preparing for interviews. Instructors are all "state-of-the-art," active professionals in touch with the latest changes in the commercial design field.

To maintain consistently excellent instruction from nationally-acclaimed professionals, a teleconferencing component has been added to several courses. This allows CU attenders to spend a few hours conversing with these professionals via satellite communications. CU is involved with nine other universities in this technology to advance commercial design skills. Audio and visual contact is maintained for lecture and demonstration in this segment, and questions may be asked via audio link-up. As usual, on-site instructors maintain the top professional quality of the workshop/seminars.

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
 - The Commercial Artist: Design, Layout, and Paste-up
 - Commercial Art II
 - Professional Illustration Techniques
 - The Artist Goes to Market
2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.
3. Successful completion and professional review of your own fully developed portfolio, scheduled by appointment.

You need not formally apply for any program nor must you be seeking a certificate to enroll. Conversely, you need not stop participation in the courses once you have achieved certification. Many people take only a few courses to update certain skills and many others take several courses beyond requirements to advance their professional skills.

Continuing Education Units and performance certificates are awarded for each class. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level noncredit course participation. CEUs are awarded for completion of each course generating a permanent record for you. A transcript copy is available by request, without fee.

The course of study is scheduled so that participants may complete all requirements within three semesters. The four required courses are offered at least once a year, as well as several elective courses.

Learning and polishing the basic skills and techniques of commercial art and developing a professional-quality portfolio are only the first steps. The program will help give you a sophisticated understanding of the world of commercial art itself — a glimpse of the highly competitive atmosphere in which professionals live and work. You will learn about the changing field and explore new aesthetic and technical horizons that are expanding as you acquire an awareness of just how important new opportunities and the changing job market can be. And you will learn from successful professionals who work in the field and will give practical, pragmatic advice and information that could come only from active, working artists. Novices will also learn whether or not they're suited to this kind of work — and this insight is achieved without entering a full-scale design school curriculum.

Course tuitions are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time. Course enrollments are limited and pre-registration is required. Please note that **refunds** are given only before the course starts, none later.

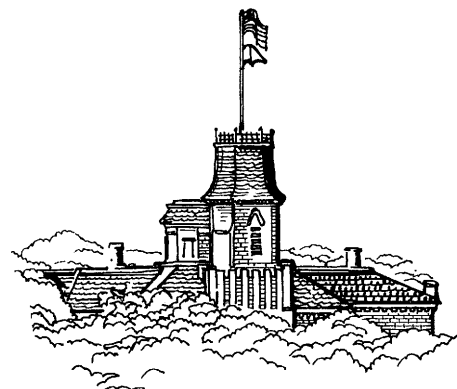
Bring to class a pencil, ruler, fineline pen, exacto knife, note paper, tracing paper, and bristol board (15" x 20" approx.) All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attenders have some access to their portfolios or work examples.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
January 14 — February 15
MasterCard — VISA Only
443-7968
443-8979
443-9973

For other course information:
492-5148

Make our registration office as close as your telephone. Complete registration information, page 53.

Before January 14, after February 15, call 492-5148





CERTIFICATE IN COMMERCIAL DESIGN

Courses by Starting Date, Spring 1985

Starts	Course	Faculty
Saturday, January 26	Environmental People Photography: Photographing the National Geographic Way	Harry Boyd, Albert Moldvay
Saturday, January 26	The Commercial Artist I: Design, Layout, Paste-Up	Jill Thayer O'Hara
Monday, January 28	Professional Hand Lettering and Calligraphy	Jill Thayer O'Hara
Saturday, February 2	Marks of Meaning: Visual Communication and Quick Sketch Techniques	Sherry Hart
Saturday, February 23	Commercial Art II	Roy Walden
Thursday, March 7	The Mental Picture: Professional Cartooning	Eric Teitelbaum
Saturday, March 9	The Artist Goes to Market	Eric Teitelbaum
Saturday, April 20	Commercial Photography Techniques for Commercial Artists	Roy Walden

Noncredit/Certificate
Phone-In Registration

	443-7968 443-8979 443-9973	
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MasterCard/VISA
Details on page 53.

BCDA-81

The Commercial Artist I: Design, Layout, Paste-Up

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. This course is also a helpful review of techniques for the professional active in the field. Jill Thayer O'Hara. Saturday and Sunday, January 26 and 27, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.

BCDA-73

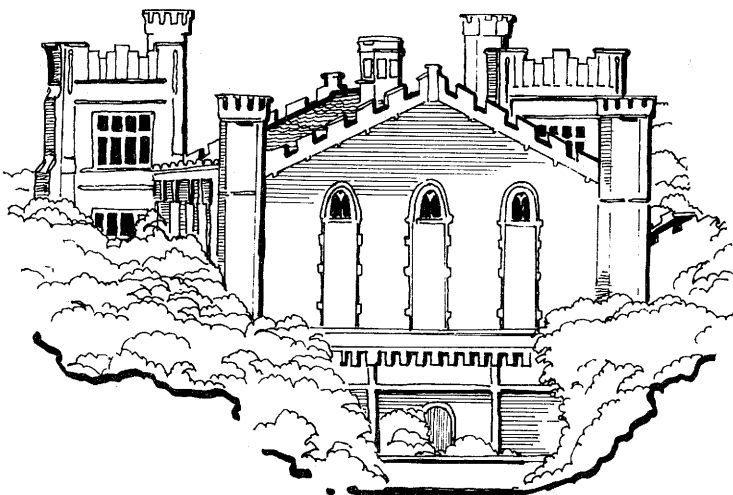
Environmental People Photography: Photographing the National Geographic Way

This workshop and teleconference features master photographer Albert Moldvay, staff photographer at the National Geographic Magazine for over fifteen years. The pro or hobbyist alike, often misses the "exact moment" because of a poor sense of timing — the shot may be too soon or too late. Participants will learn techniques to develop a "rhythm of action," and how to anticipate "peak action" periods in gaining the proper "psychology of shooting." The program focuses on understanding the environment through people. The approach to successful environmental people photography has three distinct parts. By following the three sequential steps, the photographer can master the technical aspects of this distinctive form of people photography. In addition, "travel photography" techniques will also be covered — how to make your location shots artistically unique. Students should bring a 35 mm SLR camera with normal, wide angle or telephoto lens equivalent and color film to first class meeting. Harry Boyd. Saturdays, January 26 in Engineering CR 1-40 and February 2 in the Events/Conference Center 271. 9:00 a.m.-4:00 p.m. 1.2 CEUs. Two all-day sessions. \$85.

BCDA-93

Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O'Hara. Monday, Tuesday, Wednesday, January 28, 29, 30, 5:30-10:00 p.m. 1.4 CEUs. Geology 134. \$95.



BCDA-91
Marks of Meaning: Visual Communication and Quick Sketch Techniques

The ability to make a concept more visually understood is a vital tool for artists, teachers, architects, or anyone who must communicate in visual terms. This program brings together some of the nation's finest quick sketch artists in an intensive skills development workshop and teleconference featuring Betty Edwards, Bill Robles, and Sergio Aragones. Learning activities will include realistic and humorist rendering techniques, developing a visual short hand in creating convincing visual statements for a variety of motivational and demonstration purposes relating to classroom blackboard, overhead projector, slide presentation, storyboarding, and mock up court room sketching. No prior drawing experience is necessary. Participants should bring a sketch pad, 2B drawing pencil and an eraser. Sherry Hart. Saturday, February 2, 8:00 a.m.-5:00 p.m. .8 CEUs. One all-day session. Events/Conference Center, 271. \$55.

BCDA-82
Commercial Art II

This design builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Roy Walden. Saturday and Sunday, February 23 and 24, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.

Commitment to Campus Safety

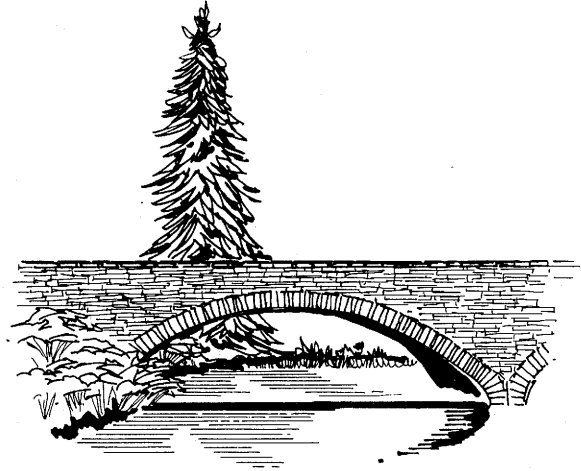
Nightride and **Nightwalk** are escort services to help protect students on campus at night. Walking in pairs and using lighted walkways are good practices. See page 6 for details or call 492-SAFE. Help us keep an excellent safety record.

BCDA-94
The Mental Picture: Professional Cartooning

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials, and their application to illustrating the verbal caption in magazine, book and advertising illustration are covered. Eric Teitelbaum. Thursday and Friday, March 7 and 8, 5:30-10:00 p.m. .9 CEUs. Geology 134. \$75.

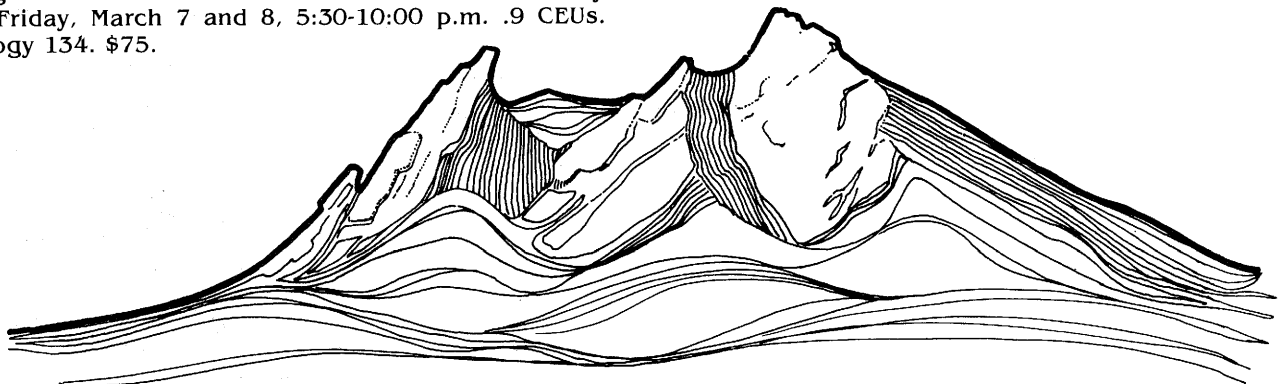
BCDA-84
The Artist Goes to Market

How do you find the market? How do you know how much to charge? Is your portfolio complete in its present form, or does it need polishing? What is an artist's agent? These are questions asked by aspiring commercial artists and answered by professionals in this exciting program. Topics include agents, personal brochures, copyright laws, and proper portfolio assembly. Eric Teitelbaum. Saturday and Sunday, March 9 and 10, 9 a.m.-5 p.m. 1.4 CEUs. Geology 134. \$95.



BCDA-71
Commercial Photography Techniques For Commercial Artists

This intensive seminar is an in-depth exploration of the world of professional photography, and embraces techniques used for an array of professional assignments. Product photography, fashion, editorial, and photo-journalistic techniques will be covered as they relate to current trends and developments. Workshop demonstrations include lighting, film selection, special effects, lens selection, effective commercial photography shooting techniques for commercial artists, storyboard presentations, and small client projects. Covered also is support of Morgue research for illustration. Students should bring their own 35 mm camera and black and white film. Roy Walden. Saturday and Sunday, April 20 and 21, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.



UNIVERSITY NONCREDIT COURSES

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of noncredit courses each semester to the adult community since 1912. Topics cover a wide range of vocational and avocational interests from business to outdoor pursuits. Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy curiosity, help meet some career or life-style goals, or expand your artistic skills, some of these courses will be of keen interest to you, and you may be sure of a learning experience consistent with university standards.

Preregistration is required at least **five days** before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education Office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff. Complete registration information is on page 53.

Tuitions vary with the length of time of a course and materials involved, and are listed with each course.

Refunds for Noncredit Courses are given up to the second class session only, none after.

Please note that no classes are conducted March 25-30, Spring Break. Also, for make-up sessions on religious holidays, please consult your instructor.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
January 14 — February 15
MasterCard — VISA Only

443-7968

443-8979

443-9973

For other course information:

492-5148

Make our registration office as close as your telephone. Complete registration information, page 53.

**Before January 14, after February 15, call
492-5148**

Commitment to Campus Safety

Nightride and **Nightwalk** are escort services to help protect students on campus at night. Walking in pairs and using lighted walkways are good practices. See page 6 for details or call 492-SAFE. Help us keep an excellent safety record.

UNIVERSITY NONCREDIT COURSES

By Starting Date, Spring 1985

Date

Saturday, February 9

Preparing for the Graduate Management Admissions Test (GMAT)

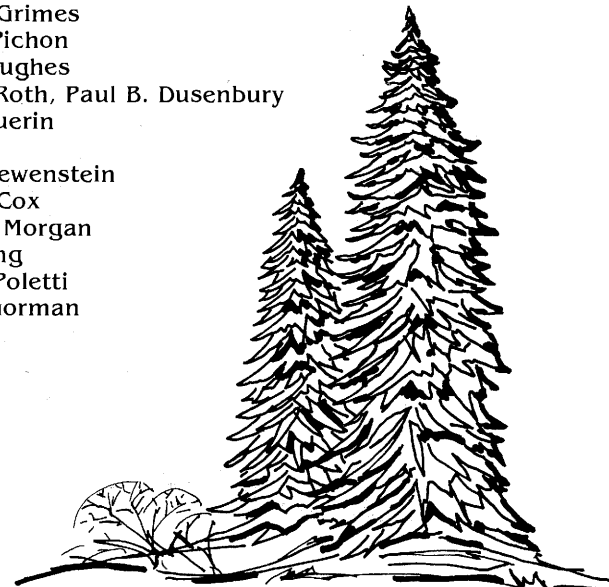
Monday, February 11

The Fascinating History of Colorado Railroads
Stock Market Investment
Beginning Painting
German for Beginners and Travelers
Beginning Conversational Italian
Self Defense for Women
Black and White Darkroom Photography for Beginners
Country Western Swing
Editing
Woodcarving Sculpture
Fiction Writing: Characterization
Making Money at Home in Boulder
Investment Strategies
Breaking In: The First Step in a Professional Writing Career
Rock 'n Roll Jitterbug ('50s Style)
General Ballroom Dancing

Faculty

Cecelia Lang

Robert Rothe
Arnold Hart
A. Lynn Grimes
Deirdre Pichon
Steven Hughes
Melanie Roth, Paul B. Dusenbury
Marga Querin
Van Pool
Linda Loewenstein
Barbara Cox
David H. Morgan
Doris Long
Peter J. Poletti
Martha Gorman
Van Pool
Van Pool



Date**Tuesday, February 12**

Being Creative With Your Life
 Practical Portrait Photography
 Two and Three Dimensional Design
 Accounting for Non-Accountants
 Beginning Conversational Spanish
 Buying Nutrition for the Health of It
 Basic Drawing
 Starting and Succeeding in Your Own Business
 Printmaking: Intaglio Workshop
 Speed Reading
 Creative Darkroom Procedures
 How to Write and Sell Nonfiction Articles and Books
 Fundamentals of Mediation

Wednesday, February 13

Genealogy
 How to Start an Investment Club
 English Writing Made Simple
 Algebra Review
 Beginning Photography
 Forest Crossen's Colorado
 History of Perennial Philosophy in East and West
 Intermediate German
 Advanced Beginners Conversational French
 Intermediate Conversational French
 Private Pilot Ground School
 Writing for Children and Teens
 Short Story Writing
 Contemporary Science Fiction
 Stress Management and Biofeedback
 Being Creative With Your Life.

Thursday, February 14

The Science and System of Air Travel
 Chinese Painting
 Scuba Diving
 Beginners Conversational French
 Intermediate Conversational Spanish
 Advanced Beginners Italian Discussion Group
 Vietnam: The National Experience in Literature
 The Prehistory and Ethnography of Colorado:
 An Introductory Study of Human Settlement From
 Early Man to Post A.D. 1800
 Enriching the Quality of the Learning Experience
 Life Drawing
 Bald Eagles, Golden Eagles, and Hawks of the Plains,
 Plus Winter Animal Signs
 Roots of Personality
 Watercolor
 Third World Women Writers
 Everybody's Everyday Economics

Saturday, February 16

Parachute Process Revisited
 The Music Business
 Creative Photography Workshop

Tuesday, February 19

Reducing Your 1985 Tax Burden: With and Without Shelter

Wednesday, February 20

Viewing Sage Grouse Courtship Rites, Plus Early
 Sandpiper and Shorebird Identification

Faculty

Jenny Cook, Bette Griff
 Bud Knowles
 John W. Flanigan
 Bob Armstrong
 Elizabeth Medina
 Frank Konishi
 Linda E. Lowry
 Tony Hopper
 Tim Diffenderfer
 John O'Flahaven
 Marga Querin
 Glen Evans
 Ralph McFall

Hollyn Conant
 Corrin E. Campbell
 Jean E. Thyfault
 Keith Bailey
 Gary Huibregtse
 Forest Crossen
 Côme Carpentier
 Deirdre Pichon
 Nadia Turk
 Marie-Christine Joslyn
 David Nichols
 Barbara Steiner
 Barbara Steiner
 Linda Lee Talbert
 Toby F. Link, Steve Walker
 Jenny Cook, Bette Griff

Danny Mitchell
 Janette Lenschow
 Rocky Mountain Diving Center
 Nadia Turk
 Elizabeth Medina
 Gianfranco and Pamela Marcantonio
 W. Douglas Watson
 Michael S. Burney

Linda Gae Tharp
 Susan Licini
 Tina Jones

Frank Pennington
 John W. Flanigan
 Linda Lee Talbert
 Amin Kianian

Adelaide H. Furman
 Dick Weissman
 Harry Boyd

Dana Alford

Tina Jones

Date	Faculty
Thursday, February 21 National Parks, Wildlife Refuge Areas, and National Wonders of the West: Bighorn Sheep, Whooping Cranes, and Snow Geese	Tina Jones
Saturday, February 23 Youth Sports—Developing Coaching Effectiveness For Women in Management: Revisioning the Feminine Preparation for the Law School Admissions Test (LSAT)	Penny McCullagh Wallace Joan D. Heiman Scott Hatch
Saturday, March 2 The Power of Information in Business	Mary Kathleen Wilder, Carol Krisman Cassandra Geneson Jim Knopf
Residential Landscaping: For Beauty, Water Conservation, and Low Maintenance Change: New Perspectives in Self Management Direct Mail Marketing: A Practical Approach	Peggy Lichter Patricia L. Jensen
Thursday, March 7 Acting Out!	Garey Waters
Saturday, March 9 Training and Strategies: Running Your Best 10-K The Psychology of Intimacy	Neil Rosenthal
Tuesday, March 12 Planning for Independent Business Preparing for the Graduate Record Exam (GRE) Sailing Seamanship: Cruising Under Sail	Tony Hopper Roe Willis, Terry Bodhaine Bill Plywaski
Saturday, March 16 Making Friendships Happen	Frank Pennington
Monday, April 1 Stock Market Profits Self-Defense for Women	Peter J. Poletti Melanie Roth, Paul B. Dusenbery
Monday, April 8 Chinese Character	Yunn Pann
Tuesday, April 9 Speaking Mandarin—Beginning Chinese	Yunn Pann
Sunday, April 14 The Romance and Adventure of Hot Air Ballooning	Joyce Vande Hoef
Wednesday, April 17 Reducing Your 1985 Tax Burden: With and Without Shelter	Dana Alford
Monday, April 22 Pre-Retirement Planning Seminar	Peter J. Poletti
Saturday, May 11 Preparing for the Graduate Management Admissions Test (GMAT)	Cecelia Lang
Thursday, May 16 Spring Wildflowers: Their Uses and Identification	Tina Jones

Academe

BCEM-15

Algebra Review

Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of the students in the class. Problems and techniques relevant to practical application are emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions are set up in a lecture format, questions of an individual nature are given attention. Keith Bailey, M.S. Wednesdays, February 13-April 10, 7-9 p.m. 8 sessions. Ketchum 35. \$56.

BCEE-25

Breaking In: The First Step in a Professional Writing Career

A thoroughly practical, hands-on guide to gaining a toe-hold in the challenging field of professional freelance magazine article writing. This course will not teach anyone how to write. It will teach the ins-and-outs of the business of independent writing: how to go about getting a first article published, how to use that piece to open other doors for further articles and how to build up and diversify in order to pay the rent. The average income of writers in the U.S. is somewhere in the neighborhood of \$5,000 and there are hundreds of aspiring writers in the Boulder-Denver area. These two facts alone make a course of this nature indispensable. Martha Gorman, M.I.S. Mondays, February 11-April 8, 7-9 p.m. 8 sessions. Hellems 185. \$56.

BCEE-24

Contemporary Science Fiction

Contemporary Science Fiction will incorporate selected readings from America, Europe, and the Soviet Union. Topics for discussion will include Science and Science Fiction, the Alien in Science Fiction, Technology and the Mass Media, The Myth of Progress in Technological Societies, and Space Technology: Discovery or Escape? Books discussed include *Looking Ahead* (anthology, ed. Allen), *Martian Chronicles* (Bradbury), *2001* (Clarke), and *Solaris* (Lems), as well as selected Soviet short stories. Whether you're a Science Fiction veteran or just wondering what it's all about, this course will offer a unique stretch of your imagination. Linda Lee Talbert, Ph.D. Wednesdays, February 13-March 20, 7-9 p.m. 6 sessions. Hellems 229. \$42.

BCEE-61

English Writing Made Simple

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English which is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper sentence structure and grammar review. Jean E. Thyfault, B.A. Wednesdays, February 13-April 10, 7-9 p.m. 8 sessions. Hellems 193, \$56.

BCEE-21

Editing

Practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion of how to find free-lance jobs, how much to charge. Linda Loewenstein, freelance editor. Mondays, February 11-April 22, 7-9 p.m. 9 sessions. Ketchum 234. \$63.

BCEG-47

Enriching the Quality of the Learning Experience

"Education can transform culture, but only insofar as educators are transformed." Diane Watson. Quality education demands an examination of the total learning experience. This course is designed to do this by exploring and evaluating the participant's philosophy of learning, their own teaching style, their perception of students, and their understanding and use of group process. The course will enrich the quality of both learning and teaching experience. This course is geared for anyone involved in the educational process. It will have special significance for those who are concerned about creating a human learning situation. Linda Gae Tharp, Ed.D. Thursdays, February 14-April 11, 6:30-8:30 p.m. 8 sessions. Ketchum 120. \$56.

Noncredit/Certificate
Phone-In Registration



443-7968

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443-9973



MasterCard/VISA

Details on page 53.

BCEE-53

Fiction Writing: Characterization

Without people, searching for meaning, life would simply be a never-ending series of facts and events. Good story writing, therefore, begins by understanding individuals — their needs, hopes, fears, etc. We will work on shaping character, character opposites, forging the unbreakable bond between characters, conflict, and resolution. Examples will be given and students' work will be critiqued. David H. Morgan, B.A. Mondays, February 11-April 8, 7-9 p.m. 8 sessions. Ketchum 235. \$56.

BCEE-73

How to Write and Sell Nonfiction Articles and Books

Through lecture and workshop, both beginning and published writers will learn how to write, research, interview for, organize, market and sell nonfiction articles and books. Students will learn to evaluate their own writing and improve its marketability. Course covers best approaches for making articles and books more readable and more saleable. Glen Evans, freelance writer and editor. Tuesdays, February 12-April 9, 7-9 p.m. 8 sessions. Hellems 285. \$56.



BCEG-27**Preparing for the Graduate Record Exam (GRE)**

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is *not* a general review of text-related material, but completely test oriented and intended for those taking the GRE. The next GRE is conducted April 13 (apply to ETS by March 8). Terri Bodhaine, M.A. and Roe Willis, Ph.D. Tuesdays and Thursdays, March 12-April 11, 6:30-9:00 p.m. 8 sessions. Hale 104. \$70.

BCEG-28**Preparing for the Graduate Management Admission Test (GMAT)**

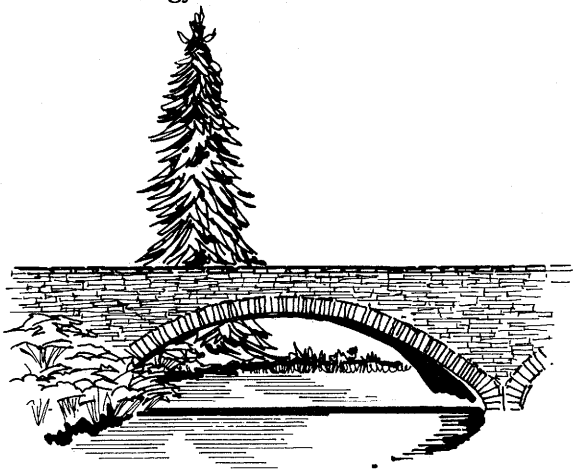
A special course offered for those individuals pursuing a graduate degree in Business. Test taking strategies and short-cut techniques are offered for the Math Ability, Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgement, and English Usage sections. A short review of Arithmetic, Algebra, and Geometry is also included. The next GMAT test date is Saturday, October 20. James Fleming, M.A., Dorothy Gleberman, M.S., Cecelia Lang, M.A.

Section I (for test date March 16): Saturdays, February 9, 23, and March 2 and 9 (no class session February 16), 9 a.m.-1 p.m.

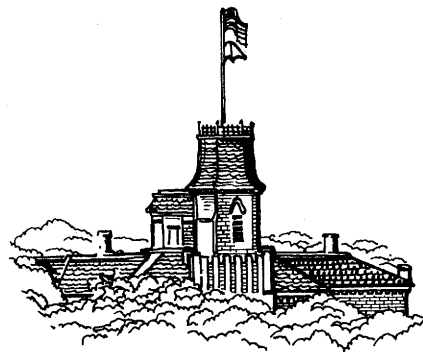
Section II (for test date June 15): Saturdays, May 11, 18, and June 1 and 8 (no class session May 25), 9 a.m.-1 p.m. Both Sessions: 4 sessions. Location given at registration. \$115.

BCEL-29**Preparing for the Law School Admissions Test (LSAT)**

For persons planning to take the Law School Admissions Test (LSAT), this course offers intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations provided by highly skilled testing and legal faculty. The course fee includes extensive materials covering all aspects of the exam. The next LSAT is conducted Saturday, March 1. Scott Hatch, M.A., J.D. Saturday and Sunday, February 23-February 24, 9 a.m.-5 p.m. 2 all-day sessions. Geology 108. \$115.

**BCEE-28****Short Story Writing**

All aspects of planning and writing short fiction for today's magazines, both general and special interest. Instruction and practice in story structure, plotting, characterization, scene building, creating suspense, and emotional appeal. Special emphasis on recreating experience rather than narrating it. Help with individual projects and with marketing. Barbara Steiner, professional writer. Wednesdays, February 13-April 24, 8-9:30 p.m. 10 sessions. Hellems 287. \$45.

**BCEE-20****Speed Reading**

Speed Reading is a sub-skill of reading, much like a backhand stroke is a component of the "total" tennis game. Without it, you're not achieving full potential. Speed Reading is also flexibility; it allows you to increase reading rate and retain comprehension at the same time. Speed Reading is for everyone who reads and loves to read. This course builds rate and comprehension while also improving retention over longer periods of time. Knowledge of the reading process, skimming, scanning, preview and prediction strategies, organizational patterns, and notetaking skills are components of the "total" reading package upon which this course touches. The material the class reads is included in the required text, *Sack-Yourman Speed Reading Course*, available at the University Book Center, UMC 10. In addition, other thought provoking articles from various sources help make each class interesting and lively. John O'Flahavan, M.A. Tuesdays, February 12-April 9, 7-9 p.m. 8 sessions. Hellems 229. \$56.

BCEE-23**Third World Women Writers**

Just as the nations of the Third World are "emerging" in the sense that the Euro-American world has "discovered" them, so is the Third World woman revealing herself. But most Third World writers remain virtually unknown to students of literature. Their works are isolated in small-press publications or regional journals; all too frequently, their books go out of print and become inaccessible; and most are neglected by anthologists. All of this results in a common assumption that there is no literature by Third World women. The purpose of this course is to demonstrate that there is a rich body of literature by Third World women that has developed within a historical and cultural framework. We will explore the unique nature of sexual and ethnic conflicts of identity, and the student will be encouraged to develop a cross-cultural perspective by examining the works of women from diverse Third World countries. Texts will be discussed at the first class session. Linda Lee Talbert, Ph.D. Thursdays, February 14-April 11, 7-9 p.m. 8 sessions. Ketchum 234. \$56.

BCEE-29**Writing for Children and Teens**

Instruction and practice in writing stories, articles, books, verse, and plays for children from tots through teens. Detailed help in producing manuscripts that will meet the needs of this active market. Both beginning and more experienced writers may enroll and concentrate on the age groups, subject matter, and media that interest them most. Barbara Steiner, professional writer. Wednesdays, February 13-April 24, 6:30-8 p.m. 10 sessions. Hellems 287. \$45.

Business**BCEB-15****Accounting for Non-Accountants**

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. A recommended textbook, is discussed at the first class session and will be available at the University Book Center, UMC 10. Bob Armstrong, B.S., C.P.A. Tuesdays, February 12-April 9, 7-9 p.m. 8 sessions. Hellems 245. \$56.

BCEG-12**Being Creative With Your Life**

This class will give individuals who are in transition an awareness of where their main strengths and abilities lie in order to get their life in better balance. Part of reaching that balance is understanding the whole and stimulating creativity and decision making. Based on the "parachute process," this class will help both men and women create and design a job, become self-employed, or work as a volunteer. Emerging from "stuckness" by unlocking your creative potential and understanding your relationships is the key. Textbooks for the course are available at the University Book Center. They are *The Warrior Within*, by Shale Paul, and *What Color is Your Parachute?* by Richard Bolles, and *The Quick Job Hunting Map (Advanced Version)* by Richard Bolles. Jenny Cook, B.A., and Bette Griff, B.A. Section I: Tuesdays, February 12-April 23, 6:30-9:30 p.m. Section II: Wednesday, February 13-April 24, 6:30-9:30 p.m. Both Sections: 10 sessions. Hellems 341. \$95.

BCEB-21**Direct Mail Marketing: A Practical Approach**

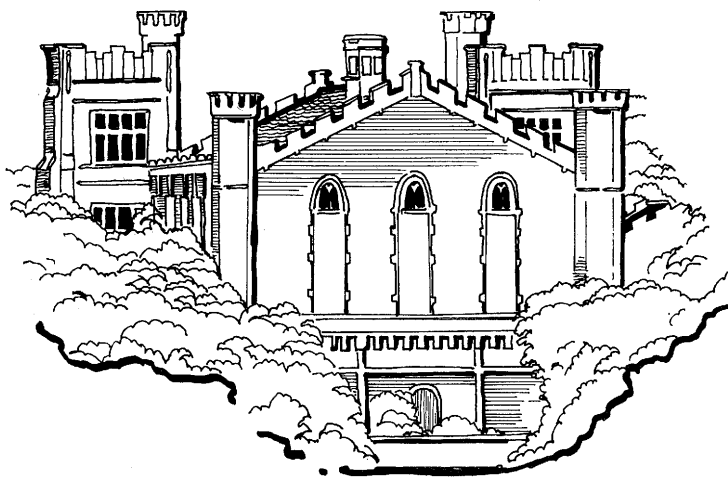
This course provides a thorough and practical introduction to direct mail marketing. Learn how to start and manage a direct mail program, and how to avoid common problems. Topics include design and format of mailing pieces; obtaining lists; testing and tracking; working with printers, typesetters, and lettershops; and the use of micro-computers in direct mail marketing. Patricia L. Jensen, B.A. Saturdays, March 2 and 9, 10 a.m.-5 p.m. 2 sessions. Guggenheim 2. \$45.

BCEB-23**Everybody's Everyday Economics**

Everybody knows about the finite value of money. But where does this changing value come from? The fact is that a very wide variety of local, national, and international influences change our financial lives constantly. This course covers exactly how this dynamic action takes place, in practical, useful language. Topics include inflation, unemployment, money and banks, governmental fiscal and monetary policy, fluctuating values of the dollar, family budgets, and world economies. Amin Kianian, Ph.D. Thursdays, February 14-April 11, 7-9 p.m. 8 sessions. Ketchum 301. \$56.

BCEG-43**For Women in Management: Revising the Feminine**

As women move into traditionally male work environments, there is a great potential for enhancing and sensitizing those positions, as well as the people with whom they work and serve. Unfortunately, in the desire to receive recognition, acceptance, and ultimately, to succeed in these positions, many women have come to doubt and even forget the gifts of "the feminine." This class will move towards giving women other images of the feminine. Topics include exploring the multiplicity of feminine images, understanding how and where women get caught in masculine values and behaviors, and how to re-value the ways of the feminine and explore ways of bringing this quality into the world of work. Joan D. Heiman, M.A. Saturday, February 23, 9 a.m.-4:30 p.m. One all-day session. Guggenheim 2. \$28.

**BCEB-24****How to Start an Investment Club**

Want to play the market without pledging the farm? The objectives of this class are twofold. First is education in the basics of investment analysis and current investment techniques. Second is that of pooling your funds on a monthly basis with other committed individuals for the "hands-on" accumulation of securities. This course utilizes the National Association of Investment Clubs guidelines to allow participants to learn about organizing an investment club and how to specifically analyze and select stocks for investment. Corrin E. Campbell, M.S. Wednesdays, February 13-March 13, 6:30-8:30 p.m. 5 sessions. Hellems 251. \$38.

BCEB-28
Investment Strategies

Demystify the wide range of investment opportunities and learn how to select and manage investments to suit your own objectives. This course includes exercises and discussions to sharpen your understanding and your investment skills. Topics include:

- Money growth, the golden thread
- Safety, liquidity, diversification, growth of value, interest and dividends, guarantees, minimizing taxes, professional management
- Money market funds, cash management, CD's
- Zero-coupon bonds, GNMA's
- Corporate and municipal bonds, unit trusts
- Stocks, utilities, real estate, mutual funds
- Options, precious metals, commodities.

Peter J. Poletti, M.B.A. Mondays, February 11-March 11, 6:30-8:30 p.m. 5 sessions. Hellems 241. \$37.

BCEB-20
Making Money at Home in Boulder

Course designed to provide knowledge of home business opportunities peculiar to Boulder; how to recognize immediately available opportunities peculiar to Boulder; how to recognize immediately available opportunities and beginning to turn them into a lucrative and personally satisfying venture. Includes examples of people beating inflation and doing this now in Boulder's expanding home industries. Doris Long, B.A. Mondays, February 11-April 11, 6:45-8:45 p.m. 5 sessions. Ketchum 303. \$35.

BCEM-10
The Music Business

The music that reflects our life and times is the product of a creative and dynamic (and sometimes devastating) industry. If you're involved in music, this course is essential; if you enjoy music, this course is enlightening. Topics include how the music business operates, contracts, copyrights, unions, the value of the agent, personal managers, commercials, careers and opportunities, music in the video age. Individual questions will be solicited and answered in detail. Tuition includes a copy of the industry book, *The Music Business: Career Opportunities and Self-Defense*. Dick Weissman. Saturday, February 16, 1-5 p.m. One session. Business 211. \$32.

BCEG-65
The Power of Information in Business

The key to success for business and professional people is having information so that educated decisions can be made. Often, getting facts and figures can be a very frustrating experience. In an era frequently called the Information Age, we often find ourselves in the midst of an information pollution. The greatest challenge of these times is getting the RIGHT information. This seminar uses a practical, how-to-do-it approach that shows how to find the information you need whatever your topic. Learning research techniques will allow you to make the most efficient use of your research time. Participants leave the seminar armed with insights on the vast array of data available and equipped with sophisticated research techniques on how to get that data. Mary Kathleen Wilder, Carol Krisman, Cassandra Geneson. Saturday, March 2, 9 a.m.-4 p.m. One all-day session. Business 210. \$65.

BCEB-53
Pre-Retirement Planning Seminar

This seminar is designed to assist people who are within a year or two of retirement, or who may have already retired, in their planning and managing of financial aspects of retirement. It takes into account significant recent changes in the tax laws and in IRS rulings, while providing up-to-date information on guaranteed high interest rate accounts and other investment opportunities suitable for retirees. Some topics to be covered are:

- Should you take a lump sum distribution from your company retirement plan, or should you establish an IRA rollover?
- How do you figure taxes on a lump sum distribution using 10 year averaging?
- How can you organize assets to provide the necessary income along with safety, liquidity, and diversification?
- Would an annuity be suitable to minimize taxes and provide guaranteed lifetime income?
- How can you avoid some current taxes and shift income until after retirement?
- How should you handle your IRA and other retirement plans? What are the rules for withdrawal of funds?
- How can you minimize taxes and offset inflation?

Peter J. Poletti, M.B.A. Monday, April 22, 6:30-9:30 p.m. One session. Business 210. \$19.

Commitment to Campus Safety

Nightride and **Nightwalk** are escort services to help protect students on campus at night. Walking in pairs and using lighted walkways are good practices. See page 6 for details or call 492-SAFE. Help us keep an excellent safety record.

BCEB-64
**Reducing Your 1985 Tax Burden:
With and Without Shelter**

This course is an overview of the feasible techniques still available for reducing this year's tax burden — both with and without "tax shelters." Topics include the structure of our tax system, tax reduction objectives, alternatives and vehicles. The one evening, 2½ hour lecture is supplemented by a one hour individual consultation. Dana Alford, M.B.A., C.F.P.

Section I: Tuesday, February 19, 6:30-9 p.m.

Section II: Wednesday, April 17, 6:30-9 p.m.

Both sections: One session. Business 210. \$17.

BCEB-11
**Starting and Succeeding in
Your Own Business**

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tony Hopper, M.B.A., Ph.D. Tuesdays, February 12-March 5, 6:30-9:30 p.m. 4 sessions. Hellems 211. \$45.

BCEB-31**Planning for Independent Business**

Important for those involved in, or soon to be involved in, small business start ups, this course focuses on a planning process leading to the development of a strategic vision. This is a clear vision of what you want to achieve, which then organizes and instructs every step toward that goal. It is the map which clearly demonstrates to the entrepreneur, his/her investors, and all players on the start-up team how the organization intends to get from where they are to where they want to be one to three years from now. This process consists of four steps: (1) developing a statement of purpose using a performance specification rather than a description; (2) developing strategies in the area of marketing, finance, law, accounting, support, and production (goods or services); (3) planning administrative methods and goals which will enable the entrepreneur to use effective evaluation standards and feedback mechanisms to measure results; (4) producing a map that graphically represents the relationship and sequence of a series of benchmarks, cusp points, and events which need to occur over the next one to three years in order for the strategies to manifest. These four steps and several other topics create this valuable course. Tony Hopper, M.B.A., Ph.D. Tuesdays, March 12-April 9, 6:30-9:30 p.m. 4 sessions. Hellems 211. \$45.

BCEB-22**Stock Market Investment**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs. The course is oriented toward those concerned with stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds*, by Louis Engle, available at the University Book Center, UMC 10. Arnold Hart, M.A. Mondays, February 11-April 8, 7-9 p.m. 8 sessions. Ketchum 120. \$56.

**BCEB-65****Stock Market Profits**

This course covers insights, tools and strategies for success in the stock market:

- How to find the big winners
- How to be in phase with the market
- How and when to sell
- How to handle psychological pressures and emotion
- How to do effective fundamental analysis
- How to apply technical analysis and charting
- How to develop an overview that leads to profit.

Peter J. Poletti, M.B.A. Mondays, April 1-April 15, 6:30-8:30 p.m. Three sessions. Business 210. \$16.

Culture and Society**BCEG-66****Buying Nutrition for the Health of It**

The interrelationships of nutrition and the environment to good health will be examined extensively. Using a unique auction-style delivery system (without money, but with values), we will explore important nutrition facts and principles, and the worth of foods in our daily lives will be assigned relative values. Topics include nutritional ecology, nutrition and intelligence, appetite and body weight, additives, food fads, choosing a good diet, and much more valuable information. Nutrition-related merchandise brought to class by students will also be "auctioned." Frank Konishi, Ph.D. Tuesdays, February 12-April 9, 6:30-9 p.m. 8 sessions. Hellems 247. \$69.

BCEG-62**Change: New Perspectives in Self Management**

Does change deal with you or have you learned to effectively deal with change? Take charge of your life. Learn to manage the many changes you are confronted with and promote change you desire. Realize alternatives by discovering new perspectives in how you view your problems and by becoming more flexible in your way of thinking. You will learn to:

- Deal with change more effectively
- Promote desired changes
- Manage stress
- Use new perspectives in problem solving
- Use your body as a tool for change

This Workshop is for anyone who wants to change but doesn't know how, and for those who assist others in change in their profession or in the course of their daily lives. Course is approved to meet Continuing Education recertification requirements for Nurses and Social Workers. Peggy Lichter, M.S.W. Saturday, March 2, 9 a.m.-4 p.m. One all-day session. Hale 6. \$28.

BCEF-28**Chinese Character**

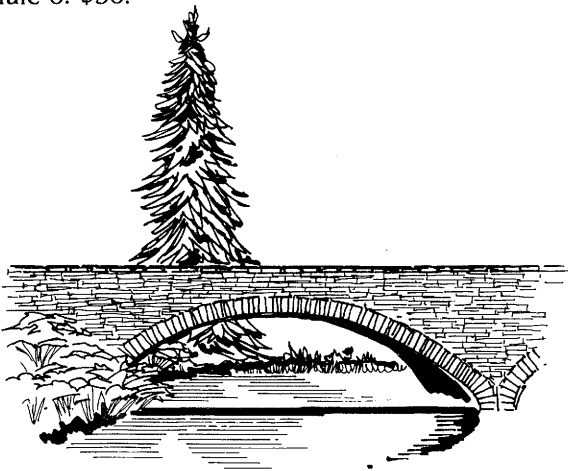
We will see how easy it is to recognize and also to write these beautiful and exotic Chinese symbols. The apparent complexity changes into simplicity, order and richness in association and philosophy. This is an introductory course for people who want greater appreciation of Chinese language, Chinese mind in a holistic way, and also for people who want to get more in touch with themselves through studying these powerful visual symbols of a culture so different from the western culture in many ways. These symbols, probably more than anything else, are responsible for uniting the culture and people for about 4,000 years. A Chinese-English dictionary (approximately \$13) which uses Pinyin, the official romanization in China, is required. This is available at CU Bookstore. *The Learners Chinese-English Dictionary*, by Nanyang Siang Pau, Umum Publisher, is recommended for its inclusion of sentences as examples. Yunn Pann, M.S. Mondays and Wednesdays, April 8-May 1, 7-9 p.m. 8 sessions. Business 211. \$56.

BCEH-14**Forest Crossen's Colorado**

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled *Western Yesterdays*. All those interested in Colorado will find these lectures rewarding. Extra time is reserved for questions. Forest Crossen. Wednesdays, February 13-March 13, 7-8:30 p.m. 5 sessions. Ketchum 33. \$27.

BCEG-68**Fundamentals of Meditation**

Sitting, breathing, visualization, and slow movement meditations adapted from the Tibetan meditative and medical traditions. Excellent for learning to relax under pressure, and increasing physical vitality, emotional balance, and mental clarity. Easily learned, and suitable for all ages and physical conditions. Discussion covers theory, questions, daily living applications. Please bring to class a firm cushion or exercise mat. Ralph McFall. Tuesdays, February 12-April 9, 7:30-9:30 p.m. 8 sessions. Hale 6. \$56.

**BCEG-42****Making Friendships Happen**

If you feel that it is more difficult to make and keep friends nowadays, you are right. Existing friends change jobs and move away so often that some people are opting for the late show over human contact, or they are avoiding the danger of making any close friends. This course weighs both the risks and rewards of friendships, reviewing the way friendships can impact, either positively or negatively, upon personal, family, and working situations. Past friendship patterns are studied to learn what the student needs and expects from friends and if these expectations have changed. The class then covers the contact-making situations and skills, and the risk-taking steps that can make friendships happen. Frank Pennington, Ph.D. Saturday, March 16, 9 a.m.-4 p.m. One all-day session. Guggenheim 2. \$28.

BCEG-49**Genealogy**

Recently there has been a rise in interest in the past, reflected in the "nostalgia wave" and curiosity concerning our forebearers. Genealogy societies are growing; libraries are expanding their historical and genealogy collections. More and more people want to know who grandfather or great-grandfather was, where the family came from, which country was the point of origin for the family name. However, there are certain skill required, a body of information needed to develop the techniques for such a search. There are many sources and methods that can be utilized of which the would-be genealogist is often unaware. This course introduces these methods and sources to guide the researcher back through his/her own family history. The final session (4/13) is a computer lab session during which students will explore the latest data base applications for their genealogy search. Hollyn Conant, M.A. Wednesdays, February 13-April 10, 6:30-8:30 p.m., and Saturday, April 13, 9 a.m.-12 noon. 9 sessions. Hellems 137. \$56.

BCEH-22**The Fascinating History of Colorado Railroads**

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gun-fighting, political maneuvering, weather, and drunken bar-room scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Robert E. Rothe, Ph.D. Mondays, February 11-March 18, 7-9 p.m. 6 sessions. Hellems 193. \$42.

BCEP-10**The History of Perennial Philosophy in East and West**

A concise historiography of the mystical-natural schools of thought in China, India, Japan, the Near East, Greece, and medieval Europe leading us to the blossoming of the Renaissance, to the development of the Classical Age and to the advent of the modern scientific period. The course aims to demonstrate the continuity and thematic unity in diversity of the holistic worldview that Aldous Huxley called "the perennial philosophy" and what we call "Cosmology-Cosmosophy," the unitary knowledge, "gnosis" or "sophia" that embraces science, philosophy, and religion; the study of Nature and the study of the Mind. Practical approaches emphasized. Côme A.M. Carpentier, B.A.C. Wednesday, February 13-April 10, 7-9 p.m. 8 sessions. Ketchum 235. \$56.

BCEG-45**Parachute Process Revisited**

This class is for those men and women already familiar with the demanding, comprehensive "What Color Is Your Parachute" process for self-discovery as to their transferable skills/abilities, their special knowledge skills, their self management skills. We will have the experience of a great deal of serious trialing in class, using write-ups of each individual's "manageable risk-taking" experiences during the time span of their first exposure to the basics of the parachute process for the purpose of "add-ons" in their Self-Discovery Chart. We will also have a chance to study further the results of the Meyers Briggs Type Indicator for additional awareness of temperament accompanying your uniqueness. Text is *Brain Users Guide* by Tony Buzan, available at the University Book Center. Adelaide H. Furman, M.A. Saturdays, February 16-April 27, 10 a.m.-1p.m. 10 sessions. Ketchum 235. \$95.

BCEG-71**The Prehistory and Ethnography of Colorado: An Introductory Study of Human Settlement from Early Man to Post-A.D. 1800**

This course provides an introduction to Colorado's past aboriginal inhabitants. Fifteen thousand years of fascinating prehistory will be reviewed beginning with the Big Game Hunters of the terminal Pleistocene (Ice Age) through the Archaic and post Archaic periods. Then a brief ethnographic review will be made of historic Native American groups that made Colorado their home. Michael S. Burney, B.A. Thursdays, February 14-April 11, 7-9 p.m. 10 sessions. Ketchum 119. \$70.

**BCEG-59****The Psychology of Intimacy**

This seminar will explore:

- How intimate relationships function (and malfunction);
- Why people act (and react) the way they do;
- The key ingredients and components of intimacy;
- The function of power struggles, arguments, and conflicts;
- What we learn about ourselves through intimate relationships;
- Keeping perspective;
- How we can avoid making painful mistakes in the future.

This seminar will use a discussion format, with opportunities for interaction and self reflection. The seminar will review the instructor's forthcoming book by the same title. Neil Rosenthal. Saturday, March 9, 10 a.m.-5 p.m. One all-day session. Business 210. \$35.

BCEG-46**Roots of Personality**

The human personality appears to be the result of thousands of individual decisions made during the lifetime of an individual. The steps are typically: (a) an emotionally charged event takes place within the individual; (b) a reason for this is assigned to the individual's environment; (c) adaptive behavior is planned to prevent further injury. This class systematically reviews the event/personal decision process from adulthood back through early childhood, discovering and rethinking some of the more limiting, irrational decisions. By examining the roots of personality, the student will gain the understanding and self-awareness to permit further personal growth. Frank Pennington, Ph.D. Thursdays, February 14-April 11, 6:30-8:30 p.m. Ketchum 235. \$56.

BCEG-48**The Science and System of Air Travel**

There are 80,000 take-offs and landings every day in America. That's almost one every second. If you've ever wondered what's really going on up there, this course is for you. This course is a comprehensive overview of the National Airspace System covering aircraft identification and performance, air navigation, Air Traffic Control, and weather. Instructor is a former air traffic controller and F.A.A. instructor. Course includes a field trip to the local Air Traffic Control Center (one of 20 in the country) which monitors nine states. Danny Mitchell, M.A. Thursdays, February 14-April 11, 7-9 p.m. 8 sessions. Ketchum 33. \$56.

BCEG-70**Self-Defense For Women**

This course is designed specifically to teach adults the positive aspects of self-defense. It combines aerobic fitness, coordination work, basic martial arts, and fun. Besides teaching physical skills, the course emphasizes assertiveness training and positive mental attitude development. The course relies on organized progressive instruction, enthusiasm, and sensible, practical techniques. Melanie Roth and Paul B. Dusenbery, Ph.D.

Section I: Mondays and Wednesdays, February 11-March 6,

Section II: Mondays and Wednesdays, April 1-April 24.

Both sections: 5:30-7 p.m. 8 sessions. Hellems 229. (Course location switches to studio after first session.) \$42.

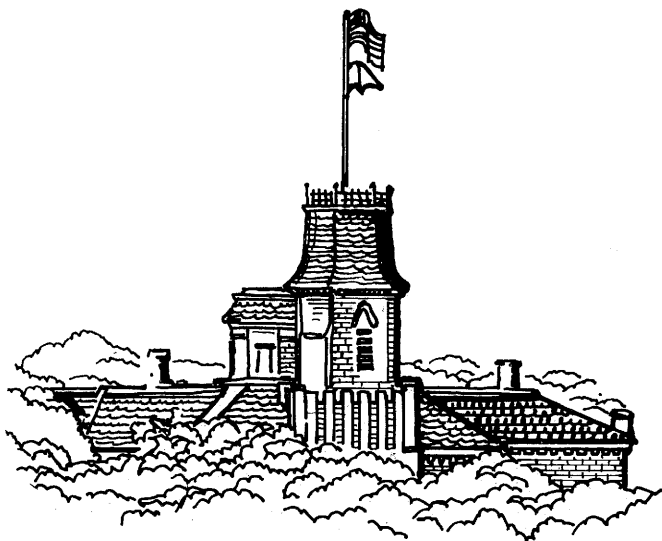
BCEG-41**Stress Management and Biofeedback**

This course focuses on the origins of stress on personal, biological, and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, bruxism, depression, headaches, and anxiety are the topics. Toby F. Link, Ph.D. and Steve Walker, Ph.D. Wednesdays, February 13-March 20, 6:30-8:30 p.m. 6 sessions. Hellems 81. \$42.



BCEE-37**Vietnam—The National Experience in Literature**

We are just beginning to realize the full impact of Vietnam's American interlude. The Tet offensive marked a milestone in America's place in the world according to Francis Fitzgerald. This class will consider Fitzgerald's *Fire in the Lake* as well as fictional works which came out of the Vietnam era in order to develop an understanding of its significance. Among the background works studied will be Conrad's *Heart of Darkness* and Hemingway's *In Our Time*. The body of Vietnam literature will include Green's *The Quiet American*, Herr's *Dispatches*, O'Brien's *Going After Cacciato*, Mailer's *Armies of the Night*. Emphasis will be placed on film and outside speakers in order to answer the question: What have we learned from Vietnam? (Books are available at the University Book Center, UMC basement.) W. Douglas Watson, M.A., J.D. Thursdays, February 14-April 11, 7-9 p.m. 8 sessions. Hellems 191. \$56.

**Social Dance****BCED-14****General Ballroom Dancing**

A basic course in the fundamentals of ballroom dancing which should give the student a strong foundation in a variety of dances to fit any social dance situation. Dances include swing, foxtrot, cha cha, rumba. Van F. Pool. Mondays, February 11-March 11, 6:30-7:45 p.m. 5 sessions. Hale 303. \$22.

BCED-20**Country Western Swing**

This course will focus on the more useful, practical, and widely performed dance steps to the tunes of new and traditional country and country-rock music. Emphasizes individual style and practical skill. Van F. Pool. Mondays, February 11-March 11, 9-10:15 p.m. 5 sessions. Hale 303. \$22.

BCED-15**Rock 'n Roll Jitterbug ('50s Style)**

Come jitterbug to all the oldies but goodies as well as the newest hits. Basic step, pretzel, sweetheart, and guys-left-pass are some of the steps to be taught. You will surely Rock Around the Clock in this class! Van F. Pool. Mondays, February 11-March 11, 7:45-9 p.m. 5 sessions. Hale 303. \$22.

Fine Arts**BCET-10****Acting Out!—1**

Acting—"But I can't get up in front of people!" Don't worry, this class takes the fear out of acting. For beginners and those with some experience, you will learn techniques of acting through improvisational exercises. In the class, we will work with mime, props, costumes, and scenework. You'll learn the basics of acting and have lots of fun as well. Garey Waters, B.A. Thursdays, March 7-May 2, 7-9:30 p.m. 8 sessions. Hellems 287. \$70.

BCEA-45**Basic Drawing**

This course is designed to develop the ability to see and draw what we see as well as to tap the intellectual and emotional origins of visual expression. The basic elements of drawing will be learned through the use of still life material, the human figure, architecture, landscape, narrative and envisioned imagery. Bring nine large sheets of paper, a 4B or HB pencil, and an object. Further supply needs will be discussed. Linda E. Lowry, M.F.A. Tuesdays, February 12-April 23, 7-9 p.m. 10 sessions. Geology 108. \$70.

BCEF-17**Beginning Painting**

Discover how the visual world can be transformed through the means and materials of painting. In this class we will explore a variety of still life situations in order to learn the fundamentals of painting—technique, composition, use of color. These are the tools that serve as a basis for personal expression. Materials will be discussed at first class, but expect to spend about \$40 for acrylics, \$50 if you choose oil painting. Well worth your eventual satisfaction! A. Lynn Grimes, M.F.A. Mondays, February 11-April 8, 7-9 p.m. 8 sessions. Geology 114. \$56.

BCEF-10**Beginning Photography**

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, composition, and the variety of film types available. There will be a field trip and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. The course will help you develop a solid technical background, as well as help you get the most from your most important images. Gary Huijbregtse, M.F.A. Wednesdays, February 13-April 3 (field trip arranged in class), 7-9 p.m. 8 sessions. Hellems 245. \$56.

BCEF-11**Black and White Darkroom Photography for Beginners**

An intensive darkroom course in basic techniques of processing and printing black and white film. Students will begin with processing a role of exposed film. Negatives will be analyzed and composition discussed. Sessions will also cover choice of contrast papers, filters, and darkroom techniques. A 35mm camera and a basic understanding of working with a camera required. Some lab time is by special arrangement. There is a lab fee (generally the maximum is \$30), which will be discussed at the first class. Marga Querin, B.F.A. Mondays and Wednesdays, February 11-March 6, 7-9 p.m. 8 sessions. Ketchum 301. \$56.

BCEF-26
Chinese Painting

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments, and rice papers. Composition and design will also be discussed. Students will purchase their own material, a brush or brushes, ink, rice papers, or newsprints, covered at the first class session. Janette Lenschow, M.F.A. Thursday, February 14-April 11, 7-9 p.m. 8 sessions. Guggenheim 3. \$56.

BCEA-43
Creative Darkroom Procedures

This class is to allow any type of photographer to advance his or her own black and white work. Those of you who don't think you're creative, let this class prove you wrong. We will learn techniques such as Kodalith Printing and Solarizing Prints, as well as direct printing. There will be a \$25 darkroom use fee collected at the first class. Other costs can be expected, \$10-up, depending on students' needs and ambitions. Marga Querin, B.F.A. Tuesdays and Thursdays, February 12-March 7, 7:30-9:30 p.m. 8 sessions (additional sessions by arrangement). Hellems 271. \$56.

BCEA-42
Creative Photography Workshop

A unique photography course for the beginning and intermediate photographer. It's designed to help you make more exciting photographs by exposing you to the ideas and works of the masters; teachings covering over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work. Harry Boyd. Saturdays, February 16 and 23, 9 a.m.-4 p.m. 2 sessions. Guggenheim 3. \$42.

BCEF-15
Life Drawing

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class 18" x 24" newsprint pad and pencils (2H, HB, and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, February 14-April 11, 7-9 p.m. 8 sessions. Fine Arts C-125. \$62.

BCEF-17
Practical Portrait Photography

This course is designed to increase your skills in taking better portraits, and get you away from the "mug-shot" routine. Learn practical methods that can solve those mysterious problems of lighting, posing, composition, and exposure unique to portraiture. Simple standardization techniques, and "tricks of the trade" can give you the edge. Bud Knowles, B.S. Tuesdays, February 12-April 9, 7-9 p.m. 8 sessions. Hellems 193. \$56.

BCEF-25
Printmaking: Intaglio Workshop

Designed to teach the fundamentals of intaglio. Intaglio is a printing process in which an image is either cut directly or bitten by acid into a metal plate. Ink is forced into this cut or bitten image, the plate is wiped clean, and a print is made when plate and paper are run together under pressure through an etching glass. Techniques including engraving, dry-point, mezzotint, hard and soft-ground etching, aquatint, and relief printing will be demonstrated. The course is open to beginners as well as more experienced artists. There will be a \$10 fee payable at the first class for nitric acid, solvents, etc. Tim Diffenderfer, M.F.A. Tuesdays, February 12-April 9, 7-9:15 p.m. 8 sessions. Fine Arts C-125. \$63.

BCEF-16
Two and Three Dimensional Design

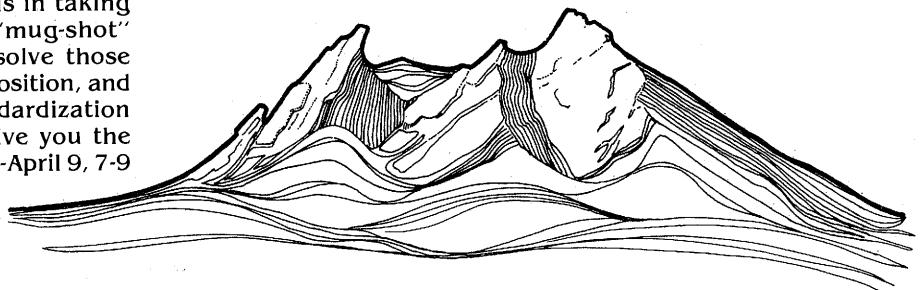
An introduction to the grammar of design, those principles which underlie the organization of all two and three dimensional surfaces. The course is presented as a sequence of problems, each dealing with some element of design: line, shape, space, color, value, texture, mass, and surface. Perspective and the illusion of depth will be stressed. Materials needed discussed at the first class meeting. John W. Flanigan, M.F.A. Tuesdays, February 12-April 9, 7-9 p.m. 8 sessions. Geology 114. \$56.

BCEF-16
Watercolor

A course in fundamental watercolor concepts with concentration on development of form, use of light and shade, color and composition. Techniques covered include drawing as it applies to the development of watercolor, toning paper, use of wash, and heightening with regards to value and intensity. Imagination and personal expression will be stressed along with individual technique development. Materials needed are basic and inexpensive, but bring to the first class appropriate watercolor paper and a standard watercolor paint set. John W. Flanigan, M.F.A. Thursday, February 14-April 11, 7-9 p.m. 8 sessions. Geology 108. \$56.

BCEA-44
Woodcarving Sculpture

Create a sculpture in wood using mallet, chisels, and gouges. Basic carving techniques and instructions will focus on three dimensional projects, becoming familiar with the beginning steps of blocking out the form. The use of a clay model will facilitate the process in learning to see a form in three dimensions. Discussion of different wood types, the use and maintenance of tools, and a slide show of wood sculptures are included. Cost of wood and tools \$10-15. Class size limited. Barbara Cox, B.F.A. Mondays, February 11-April 8, 7-9 p.m. 8 sessions. Fine Arts 125. \$56.



Languages

BCEL-25

Beginners Conversational French

French for travelers. Students will speak, understand, and write simple French. Course includes occasional laboratory use of tape recordings and an introduction to French culture and customs. Nadia Turk, M.A. Thursdays, February 14-April 25, 7-9 p.m. 10 sessions. Hellems 247. \$70.

BCEL-26

Advanced Beginners Conversational French

This course is designed for students who have had one or two courses in beginning French and would like to learn more vocabulary, how to use other tenses, and practice what they already know. Students should be able to easily use at least the present tense before entering this class. Nadia Turk, M.A. Wednesdays, February 13-April 24, 7-9 p.m. 10 sessions. Hellems 247. \$70.

BCEL-41

Intermediate Conversational French

A more advanced course for the student with a good French background. Occasional use of University language laboratory is included. Use of a text is discussed at the first class. Marie-Christine Joslyn. Wednesdays, February 13-April 24, 7-9 p.m. 10 sessions. Hellems 255. \$70.

BCEL-30

German for Beginners and Travelers

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Text to be used is sold at the first class session, \$15. Deirdre Pichon, M.A. Mondays, February 11-April 22, 7-9 p.m. 10 sessions. Ketchum 119. \$70.

BCEL-31

Intermediate German

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversational skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Text to be used is sold at the first class session, \$15. Deirdre Pichon, M.A. Wednesdays, February 13-April 24, 7-9 p.m. 10 sessions. Ketchum 119. \$70.

BCEL-12

Beginning Conversational Italian

The goal of the course is effective oral communication. An appreciation of Italian culture and history is reinforced by learning to speak the language. Required text is *Passport to Italian* by Charles Berlitz, available at the University Book Center, UMC 10. Text will be supplemented by various individualized hand-out material. Steven Hughes, Ph.D. Mondays and Wednesdays, February 11-March 13, 7-9 p.m. 10 sessions. Hellems 191. \$70.

BCEL-27

Advanced Beginners Italian Discussion Group

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Required text is *Teatro Prosa Poesia*, by Reynolds and Brunette, available at the University Book Center, UMC 10. Gianfranco and Pamela Marcantonio, M.A.s. Thursdays, February 14-April 25, 7-9 p.m. 10 sessions. Hellems 193. \$70.

BCEL-37

Speaking Mandarin – Beginning Chinese

Thinking of a trip to mainland China or Taiwan? Chinese people tend to feel a great deal of affinity, appreciation, and fascination toward foreigners who speak (at least some) Chinese. This intensive class is conducted in an atmosphere that encourages both the intellect and the intuition. We will take part in games, role playing, guided imageries, and also sessions with classical and baroque music, the basic structure of "Suggestology." *The China Traveler's Phrasebook* by Lee and Barne, Eurasia Press, \$6, is required. This is also an excellent pocket-size book to take with you on your Chinese journey. The companion tape (\$6) is highly recommended. Available at CU Bookstore. Yunn Pann, M.S. Tuesdays and Thursdays, April 9-April 25, 6:30-9:30 p.m. 6 sessions. Hellems 251. \$63.

BCEL-15

Beginning Conversational Spanish

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary. Elizabeth Medina, Ph.D. Tuesdays, February 12-April 23, 7-9 p.m. 10 sessions. Hellems 81. \$70.

BCEL-16

Intermediate Conversational Spanish

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prerequisite, beginning Spanish or equivalent. Elizabeth Medina, Ph.D. Thursdays, February 14-April 25, 7-9 p.m. 10 sessions. Hellems 81. \$70.



Sports and Outdoors

BCEG-32

Bald Eagles, Golden Eagles, and Hawks of the Plains, Plus Winter Animal Signs

Do you realize that Colorado rates high in the nation for number of wintering bald eagles? The eagles are found out east, along the Platte River, and on a good day up to 60 bald eagles have been seen. This is a class on hawk and owl identification, plus winter animal tracks and signs, when we see them. One fieldtrip is to Pawnee Grasslands, which is good for golden eagles. Be prepared to dress warmly. Binoculars helpful. Trips may be changed when weather is inclement. Carpooling out east arranged in class. Tina Jones, naturalist. Thursday, February 14, 6-7:30 p.m., and Saturdays, February 16 and 23, 9 a.m.-5 p.m. 3 sessions. Hellems 211. \$45.

BCEG-39

National Parks, Wildlife Refuge Areas, and Natural Wonders of the West: Bighorn Sheep, Whooping Cranes, Snow Geese

Do you want to plan next year's trips for your vacation time? This is a slide presentation, from a naturalist's point of view, on national parks and lesser known areas. Learn the natural history, flora and fauna, and geology of such areas as Glacier National Park, Bryce, Zion, Tetons, Sonora Desert. Learn which wildlife refuge areas to see thousands of sandhill cranes, snow geese, or Bighorn sheep in the rut. This class is great for people who want to photograph wildlife. Tina Jones, naturalist. Thursday, February 21, 6:30-9:30 p.m. One session. Business 210. \$17.

BCEG-20

Private Pilot Ground School

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Several airport field trips and an opportunity for a flight will be scheduled. David Nichols, B.S. Wednesdays, February 13-April 24, 7-9 p.m. 10 sessions. Hellems 285. \$95.

BCEO-15

Residential Landscaping for Beauty, Water Conservation, and Low Maintenance

Now is the time to prepare for the ideal landscaping you've always wanted. A private yard can provide recreation, privacy, food production, and beauty. It can also require relatively little water for maintenance if properly designed. After several slide show talks on design principles and plant materials, course participants analyze their own site and design a suitable landscape with the instructor's guidance. Well thought out landscaping adds beauty and value to your property. Jim Knopf, M.L.A. Saturdays, March 2 and March 9, 9 a.m.-4:30 p.m. Two all-day sessions. Business 211. \$45.



BCEG-18

The Romance and Adventure of Hot Air Ballooning

An introductory course in Colorado's sport of the Eighties. Did you know this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a hands-on opportunity in rigging and inflating a balloon. Wear comfortable clothes for this Sunday celebration of the most exotic sport afloat. Joyce VandeHoef. Sunday, April 14, 1-6 p.m. One session. Business 210. \$25.

Commitment to Campus Safety

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BCEG-72

Sailing Seamanship: Cruising Under Sail

Comprehensive, practical course for all beginning sailors, armchair adventurers, and barnacle encrusted old salts. The classes stress safe sailing skills, with opportunities to learn sailing—locally (at Carter Lake, aboard 24-ft. sailboat)—in Caribbean, Bahamas, Florida Keys, Mexico, Mediterranean, Pacific Northwest, U.S. West Coast, etc. (aboard 50-ft. sailboats). The course topics include: sailing safety, design and performance of sailing craft, right of way—rules and regulations, adverse weather handling and tactics, handling emergencies at sea, and related special topics of interest to all sailors. The "hands-on" on-water portion of this course is *optional* and can be flexibly scheduled by arrangement at an additional fee, with details at the first class. The materials fee for the ground school portion of this course is \$6.85 (payable in class), which includes text and handouts. Bill Plywaski, Ph.D. Tuesdays, March 12-May 21, 7-9:15 p.m. 10 sessions. Hellems 255. \$79.

BCEG-19

Scuba Diving

A special course offered evenings with extensive in-water time in the Carlson Gymnasium pool. Topics include basic skin diving and scuba skills, equipment handling and maintenance, first aid and rescue skills, and basic human physiology as it relates to scuba divers. Instructors are all NAUI, PADI, and SSI certified. After the course, and open-water dive will be made with Rocky Mountain Diving Center. Recommended text is *Sport Diving Manual*, available at the University Book Center. First class consists of a lecture followed by work in the water; bring a bathing suit and towel. **Note:** A \$110 materials fee is collected at the first class session, making the total cost for this course \$150. Class size is limited. Rocky Mountain Diving Center staff. Thursdays and Tuesdays, February 14-March 21, 7-9 p.m. 12 sessions. First class location is Carlson Gymnasium Pool. \$40.

BCEG-38
Spring Birdwatching

Spring is the best time for birding because of migration and courtship behavior. The class is geared toward beginners and intermediates. We will learn about bird identification, nesting behavior, habitat requirements, migration routes, and food sources. This is the time of year for unusual bird sightings. Two field trips, which may be changed if weather is inclement. Binoculars helpful. Tina Jones, naturalist. Friday, May 17, 7-9 p.m. and Sundays, May 19 and 26, 7:30 a.m.-4 p.m. 3 sessions. Business 210. \$42.

BCEG-37
**Spring Wildflowers:
Their Uses and Identification**

Enjoy Boulder's surrounding foothills beauty by knowing what grows there. This is a one-day field trip, with one evening introduction, on Boulder County wild plants and flowers. Flower parts, stems, leaf shape, soil content, altitude where found, and edible and medicinal uses of the plants will all be discussed. Use of a botanical key will be touched upon. Some flowers that bloom in spring do not bloom again until the next year, or at higher elevation, so some can be quite specific in their locality. Trip may be changed if weather is inclement. Hand-lens useful. Tina Jones, naturalist. Thursday, May 16, 7-9 p.m., Saturday, May 18, 1-4 p.m., and Saturday, May 25, 9 a.m.-4 p.m. 3 sessions. Business 211. \$38.

BCES-10
Training and Strategies: Running Your Best 10-K

Running has progressed to the biggest fitness activity in the United States. This course will focus on evaluating individual running styles, training techniques, and the psychological aspects of running. Participants will learn to devise a training schedule which best fits their personal goals, adapt their running regimen using alternate training techniques and better mentally cope with their running program and its challenges. The program format includes a nationwide teleconference featuring William J. "Billy" Squires and a local workshop. Lunch and refreshments are provided. Saturday, March 9, 9 a.m.-4 p.m. Events/Conference Center, Room 4, Boulder campus. \$50.

BCEG-44
**Viewing Sage Grouse Courtship Rites,
Plus Early Sand Piper and Shorebird Identification**

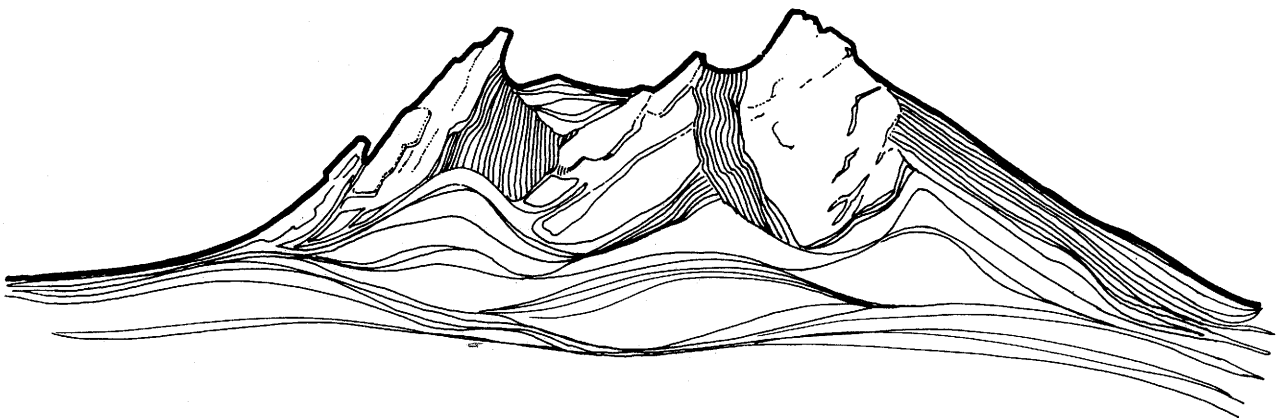
Come February 20 for introduction and planning for the sage grouse viewing trip to North Park, Walden area, slide show on grouse and shorebirds, and information regarding carpooling and motel price in Walden for one night, May 4 (about \$26 for a double, \$20 for a single). The outing will be May 4-May 5, getting back to Boulder for the evening of May 5. Continuing Education fee is for two days and one evening of instruction, and does not include motel price, carpooling expense, or meals. Every spring, sage grouse perform courtship rites in which the males fan their tails and inflate their breasts, looking twice their size. This is a magnificent sight to see. We will be able to observe and photograph this sight at an area near Walden, Colorado. Sand pipers and shorebirds migrate through the Arapahoe Wildlife Refuge which we will also be visiting. Tina Jones, naturalist. Wednesday, February 20, 6-7:30 p.m., Saturday, May 4, 11 a.m.-5 p.m., Sunday, May 5, 7 a.m.-5 p.m. (Field trip information at first class session.) 3 sessions. Hellems 211. \$29.

BCEG-74
Youth Sports—Developing Coaching Effectiveness

This course is designed to help coaches, coach administrators, recreation supervisors, and parents further refine a basic understanding of sports medicine and science as it relates to their respective sport. The course reviews the following topics: developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sports medicine as they relate to youth sports.

- At what point is the value of winning less?
- How do we motivate and communicate with young athletes?
- Are weight programs good for children?
- What effects does diet have on performance?

This valuable one-day course is preceded by a free introductory session on Thursday, February 14, 7-8 p.m., in Business 210. Please inform the Continuing Education office that you plan to attend. Course registration should be completed by Thursday, February 21. Penny McCullagh Wallace, Ph.D. Saturday, February 23, 9 a.m.-5 p.m. One all-day session. Business 210. \$28.



Special Noncredit Programs

The Division of Continuing Education also develops and produces high-quality results-oriented training seminars and executive briefings for business and industry, government agencies, and service organizations. Learning in a seminar or briefing format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. The faculty excel in their fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the state and the nation. Programs cover a broad range of executive, secretarial, managerial, and technical areas. Team discounts, CEUs (Continuing Education Units), and tailored in-company presentations are available. Brochures describing Special Noncredit Programs in greater detail are available upon request. Advance registration is necessary and must be accomplished at least two full weeks prior to the first day of the program. Call 492-8666 or toll free in Colorado, 1-800-332-5839 for registration information.

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
January 14 — February 15
MasterCard — VISA Only

443-7968

443-8979

443-9973

For other course information:

492-5148

Make our registration office as close as your telephone. Complete registration information, page 53.

**Before January 14, after February 15, call
492-5148**

By Starting Date, Spring 1985

Date	Course	Faculty
Friday, February 15	Engineering on the IBM PC	David Clough
Friday, March 15	The Bottom Line in Nutrition for Healthier, More Productive Lives	Peggy Phillips
Monday, April 8	Tunnels '85: Design, Construction and Instrumentation	Bernard Amadei R. S. Sinha and others
Friday, April 19	Engineering on the IBM PC	David Clough
Thursday, May 2	Resort Condominium Management	Gerald G. Hewey
Monday, June 24	Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer Nancy Dixon T.P. Hall Brian Hawkins Charles A. Rice

Engineering Computing on the IBM PC

The IBM PC has become the standard of the personal computer market, yet its use in engineering application is still in its infancy. Explore the capabilities and limitations of the PC for engineering computing during this two-day course. Learn about the software tools which can facilitate your numerical work, and improve your own personal computer skills. This seminar will take place in a classroom equipped with an IBM PC for each attendee. Necessary software packages will be provided for use during the course. During workshop periods, experienced aides will be available to provide you with individual assistance. Course fee includes lunches. David Clough, Ph.D.

Section I: Friday, February 15, 8:30 a.m.-5:30 p.m. and Saturday, February 16, 10 a.m.-5:30 p.m.

Section II: Friday, April 19, 8:30 a.m.-5:30 p.m. and Saturday, April 20, 10 a.m.-5:30 p.m.

Both Sections: Two all-day sessions. Norlin Computer Lab. \$325.

The Bottom Line in Nutrition for Healthier, More Productive Lives

This seminar is designed to present the leading edge of pertinent nutritional information as it relates to health maintenance, disease prevention and optimal functioning. The program will suggest applications of this information for individuals' lifestyle decisions and for designing healthier work environments. Anyone interested in improving his or her health and productivity should attend, as well as those responsible for organizational health promotion and education. Course fee includes lunches and refreshments. Peggy Phillips, M.Ed., R.D. Friday, March 15, 9:00 a.m.-5:00 p.m. One all-day session. Hilton Harvest House, Boulder. \$95.



Tunnels '85: Design, Construction and Instrumentation

This five-day short course, intended for engineers, geologists, planners, and executives, will present comprehensive treatment of the design, construction, and instrumentation of tunnels which are applicable to civil, transportation, mining, utility, defense, and power generation projects. Shallow, deep rock, soil, and mixed face tunnels will be discussed in detail; large size caverns and intersecting tunnels will also be included. Attention will be given to procedures that are necessary to optimize the design and construction costs and minimize the operation costs. Topics will include subsurface exploration, laboratory and in situ tests, design parameters, design methodology, construction methods, grouting and water control, shotcreting and rock bolting, contracting practices, tunneling costs, and instrumentation. Course fee includes lunches, refreshments, and one evening banquet. Bernard Amadei, Ph.D., R.S. Sinha, Ph.D. and others. Monday through Friday, April 8-12. Five all-day sessions. Events/Conference Center, Room 4, Boulder campus. \$730.

Resort Condominium Management

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discuss-

ed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Gerald G. Hewey, C.H.A. Thursday, May 2, 9 a.m.-5 p.m. and Friday, May 3, 9 a.m.-4 p.m. Events/Conference Center, Room 1, Boulder campus. \$125.

Management of Technology: The Effective Management of Engineers and Scientists

This comprehensive one-week course will give managers the insight and skills they need to "engineer" and nurture a working environment in which their staff members will thrive. A variety of learning methods and techniques, specifically designed for highly experienced, professionally motivated practitioners, will be used to accomplish the course objectives including project sessions, individual attention, and coaching. Course fee includes lunches and refreshments. Randy Bauer, M.B.A., T.P. Hall, M.S., Brian Hawkins, Ph.D., Nancy Dixon, Ph.D., Charles A. Rice, M.B.A. Monday through Friday, June 24-28. Five all-day sessions. Events/Conference Center, Room 3, Boulder Campus. \$695.

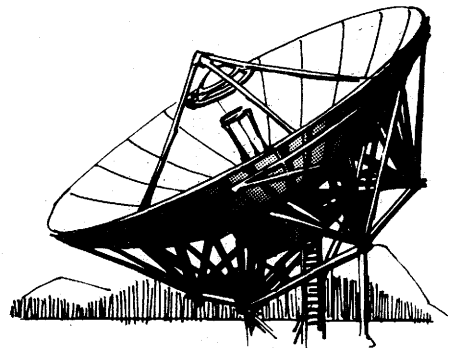
VIDEO-TELECONFERENCING PROGRAMS

The Division is very pleased about its continuation of timely and relevant programs presented by satellite. This electronic means of receiving and presenting high quality programs is a new venture at the University of Colorado and enables us to make available a broader range of Continuing Education activities. Presenting programs by this means is becoming popular and well accepted.

Teleconferences scheduled are:

- **Environmental People Photography: Photographing the National Geographic Way**, sponsored by WE Productions, on Saturdays, January 26 and February 2.
- **Marks of Meaning: Visual Communication and Quick Sketch Techniques**, sponsored by WE Productions, on Saturday, February 2.
- **Training and Strategies: Running Your Best 10-K**, sponsored by University of Massachusetts/Boston, on Saturday, March 9.
- **Educational Microcomputer Software: Identification, Evaluation, and Integration**, sponsored by Oklahoma State University, on Saturday, April 13.

For more information about these programs, please call the Division at (303) 492-8666, or if you are out of the Denver Metro area but in Colorado, call toll free 1-800-332-5839. Please send requests for written information to the Division of Continuing Education, Campus Box 178, University of Colorado, Boulder, Colorado 80309.



CERTIFICATE IN MULTI-IMAGE AND MULTI-MEDIA COMMUNICATIONS

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training employees, motivating, educating, and selling products and services. This certificate program merges artistic concepts and technology to create a curriculum that introduces you to the rapidly expanding field of multi-image multi-media. Whether your goals are to create a successful production career or develop dynamic artistic works or chronologies, this course of study has unique value to you.

Course offerings cover the various aspects of industry standard, electronically controlled audiovisual communications media. The dynamic, hands-on approach of the workshops creates great career value for writers, photographers, programmers, artists, and designers. The technique lies in the control of the following equipment with a touch of a button: slide projectors, film projectors, audio-tape recorders, electronic controlled programmers — including microprocessor programmers — and electronic projector dissolve controls.

The courses are conducted to develop an audiovisual practitioner's skills, knowledge and personal capability to communicate his or her messages quickly and accurately. This course of study makes it possible for the beginner, intermediate, and advanced student to get "hands-on" experience with the latest tools and techniques in training and information dissemination. Each course builds the student's AV and photography base, allowing the individual to respond quickly to the demands of the marketplace.

There are no strict prerequisites for the program and no formal application is required. However, the course of study is most beneficial to the technician or artist looking to expand his work to include new horizons in portfolio presentations, and to apply his skills in advertising, product promotion, multi-media artistic exhibitions, "road shows," campaigns and convention work. Special attention is always paid to develop a realistic hands-on professional experience by the use of lecture, sample presentations, expert actual projects, and extensive student use of studio equipment. The technology involved is also helpful to graduates of the Certificate in Commercial Design. The program is generally structured so that participants can achieve a Certificate in one year or three semesters.

Continuing Education Units are awarded for course completion and a transcript is maintained. Transcript copies are available at no charge upon request. 1.6 Continuing Education Units are awarded per course completed.

Faculty feature Raymond G. Otis. After 22 years experience as Creative Art Director working on national advertising accounts in the area of corporate and consumer motivation, Mr. Otis is offering training in multi-media with emphasis on job skills for career entry into the corporate communication industry.

Certificate requirements may be completed in about three semesters. Performance Certificates are awarded upon completion of an individual class. An Achievement Certificate is awarded only upon successful completion of the following three requirements:

1. Successful completion of four of the following six courses:

- Storyboarding and Scriptwriting Techniques
- Multi-Media Photography
- Telecommunications, Tradeshows, Video Concepts
- Advertising and Promotional Campaigns
- Multi-Image Graphic Design
- The Recording Session

2. At least four elective courses, which are offered regularly.

3. The presentation of a final show demonstrating advanced producer's skills and acquired visual and oral presentation abilities.

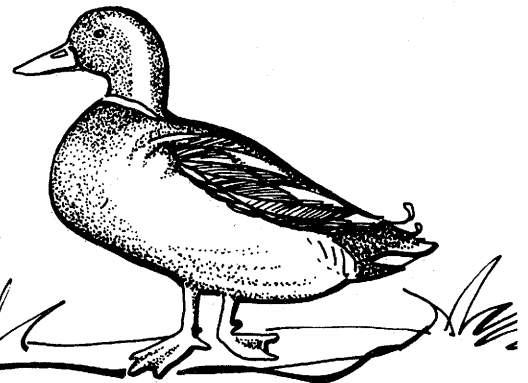
Locations and Tuitions are listed in the course descriptions. For Stadium 350, enter at Gate 11 stairway, up two flights. Please note that **refunds** are permitted only before the start of a course.

Avoid the Registration Crunch
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January 14 — February 15
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443-7968
443-8979
443-9973

For other course information:
492-5148

Make our registration office as close as your telephone. Complete registration information, page 53.

**Before January 14, after February 15, call
492-5148**



CERTIFICATE IN MULTI-IMAGE AND MULTI-MEDIA COMMUNICATIONS

Courses by Starting Date, Spring 1985

Starts

Friday, January 11
 Saturday, January 12
 Friday, February 22
 Saturday, February 23
 Friday, March 29
 Saturday, March 30
 Friday, April 26
 Saturday, April 27
 Friday, May 17
 Saturday, May 18

Course

Multi-Media Videography Workshop
 Multi-Image Programming Workshop
 Animation Kinestasis
 *Multi-Media Photography
 Multi-Media Survey and Video Workshop
 *Storyboarding and Scriptwriting Techniques
 *Multi-Image Graphic Design
 Survey of Multi-Media/Computer Communications
 Advanced Programming Workshop
 Advanced Multi-Image and Computer Graphics

*Required certificate courses

BMMA-79

Multi-Media Videography Workshop

This course emphasizes "Video-Visual Styles" and teaches visual communications skills with lecture, lab and *hands-on exercises* in the field of electronic information gathering. Skills developed include: Multi-Media Videography, Cinematography, and Multi-Image Camera Services. These media will be used to translate storyboard/scriptwriting into audiovisual extravaganzas. Previous video experience is recommended, but not required. Friday, Monday, Tuesday, January 11, 14, 15, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$125.

BMMA-92

Multi-Image Programming Workshop

From punch tape to microprocessor computer programming techniques, you will learn how to put together rehearsals and presentations as we examine the steps followed for computer *programming* equipment, rehearsals for the client, and transportation to the show site. This is where you stage and present your first show and where we look at the staging of the extravaganzas produced by our staff. Saturday and Sunday, January 12 and 13, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$125.

BMMA-90

Animation Kinestasis

This animation workshop covers the many "how-to's" necessary for achieving the motion-picture-like animation of slides. Demonstrations and hands-on animation slide programming will give students added flexibility and skill in this important subject area. Topics include *computer-generated graphics* to create animation sequences, special color to those images, and vital experimentation with the images. Friday, Monday, Tuesday, February 22, 25, 26, 5:30-10:00 p.m. 3 sessions. Stadium 350. \$105.

BMMA-82

Multi-Media Photography

The visual style of a multi-image presentation grows out of two factors: the artistic sensibilities of the photographer, animatographer, or illustrator, and the underlying theme of the presentation. This course focuses on the creative multi-media photography process from the *artist's concept* to project completion. Topics cover this style and theme process, developing treatment, theme, and execution, as well as photographic and artistic skills for the industry. Special emphasis is given to proper visual techniques highlighting the presentations theme. Saturday and Sunday, February 23 and 24, 9 a.m.-5 p.m. 2 all-day sessions. Stadium 350. \$105.

BMMA-97

Multi-Media Survey and Video Workshop

This course is a functional introduction to multi-media communications. The basics of *Videography* as applied to bio-media productions, convention and telecommunications needs, special knowledge, skills and techniques are studied and then applied to a series of class exercises designed to prepare students for assignments in business, industry, and governmental video cassettes. Friday, Monday, Tuesday, March 29, April 1, 2, 5:30-10:00 p.m. 3 evening sessions. Stadium 350. \$95.

BMMA-81

Storyboarding and Scriptwriting Techniques

This course examines the various creative efforts needed to produce a multi-image presentation, beginning with research and scriptwriting, two basic skills that form the foundation of a production. Students will benefit from the scripts of writers who have successfully worked with clients in varied industries and businesses, such as *telecommunications*, travel, general consumer goods and automobiles. The four variations of the storyboard- animated action, live action, abstract (graphic), and combinations will be discussed, demonstrated, and practiced through a workshop series of exercises in the context of preproduction, budgeting, and creative visual styles. Saturday and Sunday, March 30 and 31, 9 a.m.-5 p.m. 2 all-day sessions. Stadium 350. \$105.

Noncredit/Certificate
 Phone-In Registration



443-7968
 443-8979
 443-9973



MasterCard/VISA
 Details on page 53.

BMMA-83**Multi-Image Graphic Design**

This course covers the integrated duties of the photographer, art director, artist, illustrator, and designer. All of these specialists get assignments that require research in client archives as well as creation of original graphics and/or photographic material. In-depth examination of treatment, theme, and concept execution is included, with emphasis on the program as a whole and its creative coordination from the artist's concept to the client's approval. Friday, Monday, Tuesday, April 26, 29, 30, 5:30-10:00 p.m. 3 sessions. Stadium 350. \$105.

BMMA-80**Survey of Multi-Media / Computer Communications**

This course is an excellent way to get a first-hand look at the state-of-the-art in slide design; from computer graphics to tradeshows . . . how the creative staff approaches the problem, how the graphic specialists design to the requirements of visual style, and how photographers, videographers, cinematographers, and camera-services work together — along with computer graphics to create super-graphics of the '80s. Saturday and Sunday, April 27 and 28. Two all-day sessions. Stadium 350. \$95.

Commitment to Campus Safety

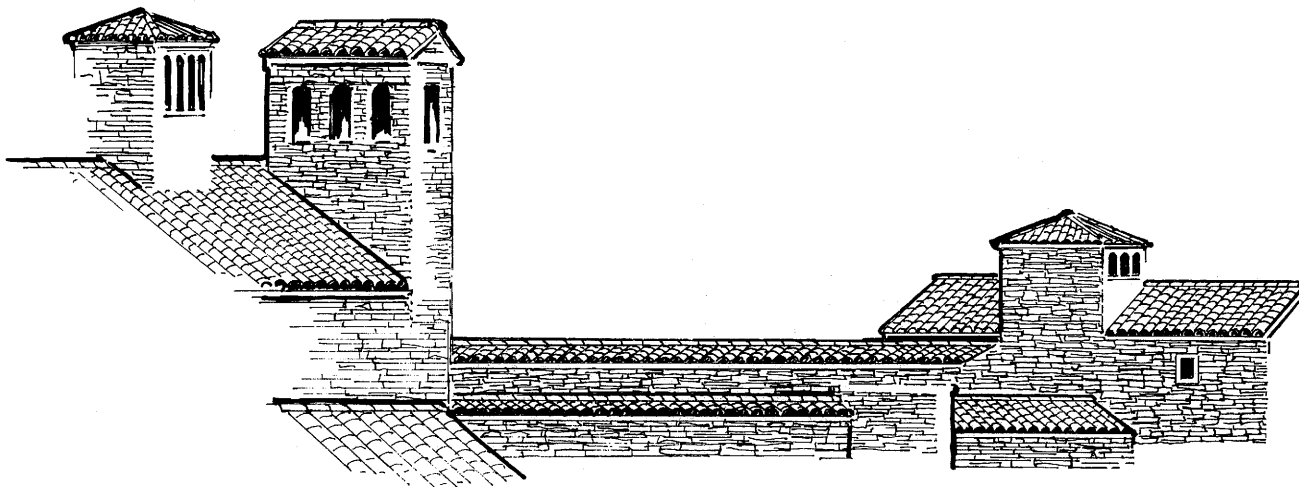
Nightride and Nightwalk are escort services to help protect students on campus at night. Walking in pairs and using lighted walkways are good practices. See page for details or call 492-SAFE. Help us keep an excellent safety record.

BMMA-94**Advanced Programming Workshop**

This advanced workshop defines the computer programmed presentation of visual images to convey information and create an impression. Students will be taught to manipulate images, to dissolve from one image to another at any of a number of rates, to animate, and to integrate slides, motion pictures, light displays, and other special effects, producing an automatically controlled, consistently repeatable production. Special examples of productions will be examined, including permanent pavillions, programmed classroom presentations in education, and some popular computer advertising and sales promotion vehicles. Friday, Monday, Tuesday, May 17, 20, 21, 5:30-10:00 p.m. 3 sessions. Stadium 350. \$150.

BMMA-86**Advanced Multi-Image and Computer Graphics**


Topics include the fast-growing computer generated and computer assisted graphics industry CAD/CAM. Students will get demonstrations with a hands-on multi-image camera field trip and demonstration, with *hands-on computer graphics keyboard* during a field trip, held second class session. This advanced seminar presents a developed series of exercises to demonstrate how simple art is used to create a wide range of sophisticated images on film chips and CRT terminals. Students will be taught to manipulate images, to animate, and to integrate special effects, producing automatically controlled, consistently repeatable multi-image supergraphics. Field trip information is given at the first class session. Saturday and Sunday, May 18 and 19, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$150.



REGISTRATION INSTRUCTIONS FOR CREDIT, NONCREDIT, AND CERTIFICATE COURSES
Registration begins December 31

Pre-Registration is Necessary and Can Be Accomplished:

In person: Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby. Also, Thursday and Friday, January 24 and 25, 9 a.m.-4 p.m., University Memorial Ballroom.

By mail: To enroll for courses, please fill out the appropriate forms (below for noncredit — on page 55 for credit) completely, and send them to:  Division of Continuing Education
 Campus Box 178
 University of Colorado
 Boulder, Colorado 80309

You may register for up to three credit hours by mail. No limit on noncredit or certificate courses.

By phone: If you are enrolling for noncredit or certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839. From Monday, January 14 through Friday, February 15, there are extra telephone lines available to facilitate noncredit and Certificate phone-in registration. These numbers are 443-7968, 443-8979, and 443-9973. Before January 14 and after February 15, please use the above listed numbers.

Please: Most courses have limited enrollment, so register as soon as possible to insure your place in class. Courses may be closed or cancelled, depending upon enrollment. Please register at least five days before the starting date of any noncredit course.

Please call 492-5148 with any questions on your registration procedure. From Longmont or outside Denver Metro area, call 1-(800) 332-5839.

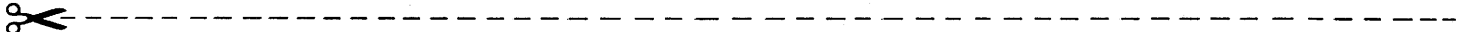
The University of Colorado is an affirmative action/equal opportunity institution. The Continuing Education facility is accessible to the handicapped.

An income tax deduction is allowed for educational expenses (including tuition, travel, meals, and lodging) undertaken to maintain and improve professional skills (see Treasury Regulation 1.162-5 or Coughlin v. Commissioner 207F 2d 307). In all cases, consult your tax advisor.

All listed textbooks are available at the University Book Center, UMC basement, on campus.

Refund information is listed with the specific program information. In all cases, if a course is cancelled or rescheduled at an inconvenient time, a full refund is given.

Weather-related closing policy: Students may expect classes to be held when scheduled even in inclement weather, the only exception being when the Chancellor closes the campus because of extreme weather conditions. Local radio stations will announce the campus closing frequently during the day. Call 492-5500 for campus closing information.



Registration for Certificate and Noncredit Courses

Mr. _____
 Ms. _____
 Last First

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

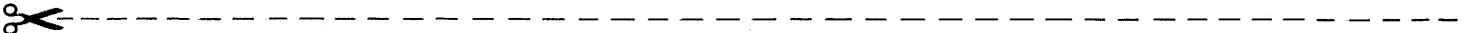
Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Social Security Number _____

Course No.	Course Title and (if applicable) Section Number	Tuition

Attach additional sheet if needed Total Enclosed _____



Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado
 Boulder, CO 80309
 If using MasterCard or VISA, enclose the following information:

Charge VISA
 ____/____/____/____
 Expiration Date ____ / ____



Charge MasterCard
 ____/____/____/____
 Expiration Date ____ / ____



Cardholder's name, as it appears on the charge card. Please print.

Cardholder's name, as it appears on the charge card. Please print.

Note that credit card enrollments can be made by phone (see Registration Information).

REGISTRATION FOR CREDIT COURSES

APPLICATION/REGISTRATION DATE _____

Last Name	First Name	Middle Name	Maiden Name	Suffix

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

SOCIAL SECURITY NUMBER:

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for record-keeping and identification of students only

Mailing address _____
 No. and Street _____ City _____ State _____ Zip Code _____

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

MILITARY SERVICE:
 N = Non-veteran
 V = Veteran
 E = Veteran Eligible for VA benefits
 If you are a veteran, dates of your active duty
 From _____ To _____

FORMER STUDENT NUMBER:
 (U. of Colo., IEC, Econ. Institute)

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SEX CODE: M = Male F = Female MARITAL CODE: S = Single M = Married RESIDENCY CODE: 1 = Colorado 2 = Other

BIRTHDATE:

Month	Day	Year

Dept. Abbr.	Course No.	Cr. Hrs.	Sect. No.	Course(s) for which you are enrolling	Location	Tuition

Total tuition due _____

1. I have a high school diploma or a G.E.D. Certificate of Equivalency: Yes No
2. High School from which you graduated Name _____ Location _____ Graduation date _____
3. Have you ever attended a college or university? Yes No
4. Name of last college degree received (if any) and college awarding degree
 Degree _____ College _____ Degree Date _____
5. Have you ever enrolled for credit at UC Boulder, Denver, Medical Center, Colorado Springs, or Division of Continuing Education?
 Yes No Campus _____ Most Recent Term/Year _____ Degree Student Special Student

COMPLETE THIS SECTION IF YOU ARE CLAIMING IN-STATE TUITION CLASSIFICATION
 FAILURE TO COMPLETE EACH QUESTION FULLY MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT

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

Students who claim a change in tuition classification must petition the Office of Records prior to registration.

DO NOT WRITE IN THIS COLUMN

Sex	Ethnic
Citiz.	TRC 1
Birth Date Mo/Day/Yr	
Hours	
School	Major
Class	Grad Stat
Res.	Res. State
Adm. Stat.	Adm. Type
Mar.	
Stops	
Prev. Term/yr. Campus	

Admission to the University of Colorado as a Special Student does not guarantee eligibility for regular degree status.

ALL APPLICANTS

IMPORTANT: You must answer questions 6 and 7 below. Question 8 is optional and is used by the University to identify the special health needs, if any, of students.

6. Have you ever been convicted of a felony? (Traffic violations are exempt) Yes No
7. Are you eligible to return to all collegiate institutions previously attended? Yes No NA
8. Do you have any serious health conditions or limitations which should be brought to the attention of the college or university? Yes No

If you answered "Yes" to question 6 or 8 and/or "No" to question 7 above, please attach a statement of explanation.

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for rejection or dismissal. I also understand that if I have not been classified a resident by the University of Colorado and have not petitioned for such a change before registration that my University classified status will not change until the next semester after the proper petition is approved. Proof of age and proof of local employment or additional information may be required by an admissions officer.

As recommended by the U.S. Department of Education, race information is collected and reported by collegiate institutions. This information is not used in the admission decision and may be provided at the option of the applicant:

- American Indian or Alaskan Native
 Black/Negro, not of Hispanic origin
 Hispanic
 Asian or Pacific Islander
 Caucasian/White, not of Hispanic origin
 I do not wish to provide this information

Date: _____ Applicant's Signature: _____

REAL ESTATE CERTIFICATE PROGRAM

The Real Estate Certificate Program is a statewide program in real estate education administered by the University of Colorado and sponsored by the Colorado Real Estate Commission.

The program provides an opportunity for persons to attain professional and educational proficiency toward earning a sales or broker's license and beyond. You can earn a real estate license by taking the RE 5 Practice and Law and passing the state exam.

Registration information is available at the Division of Continuing Education, 492-8666.

RE-5 Real Estate Practice and Law

Designed to meet the educational requirements for the Colorado real estate sales license examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance, and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency. Students will practice extensively with the standard contract forms used for real estate listing agreements, sales, extension agreements, and counter-

offers. Required texts: *Colorado Real Estate Manual*, \$10 (separate payment), *Real Estate Principles*, 3rd ed., Harwood, \$24. Optional study guide, *Real Estate Resource Book*, \$14. Both sections 48 hours.

Daytime section: 6 sessions, Thurs., Fri., Mon., Tues., Thurs., Fri., Jan. 10, 11, 14, 15, 17, 18. 8:30 a.m. to 5:30 p.m. Location: College of Business Building, Room 352. Instructor: Gino Landini, Metro Brokers, Lakewood. Tuition: \$225. Textbooks available at the class.

Evening section: 16 sessions. Mon., Wed., Jan 28 to Mar. 20. 6:30 p.m. to 9:30 p.m. Location: University of Colorado Engineering building, Southwest Classroom Wing, CR 1-46. Instructors: Rob Natelson, Attorney-at-Law, Boulder; Don Sederberg, Broker, C.R.S., Wheat Ridge. Tuition \$225. Textbooks available at the class.

RE 52 Real Estate Closings

Offering an in-depth study of the closing statement, including an examination of the contract and a review of other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of various kinds of closing statements. Lorraine Roemer, C.R.S., C.R.B., Instructor. Text: *Real Estate Closings*, \$34. 8:30 a.m. to 5:30 p.m., January 16, 17, 18. \$110. College of Business, Room 353.

APPLIED MUSIC PROGRAM

You need not be a regular campus student to take advantage of the wealth of talented music instruction at the University's College of Music.

In conjunction with the Division of Continuing Education, the College of Music offers a comprehensive program of private instruction at all skill levels in the following instruments:

Banjo, Bassoon, Clarinet, Fiddle, Flute, French Horn, Guitar, Harp, Mandolin, Oboe, Organ, Percussion, Piano, Sax, String Bass, Trombone, Trumpet, Tuba, Viola, Violin, Violoncello and Voice.

Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call 492-5148 or 492-6352.

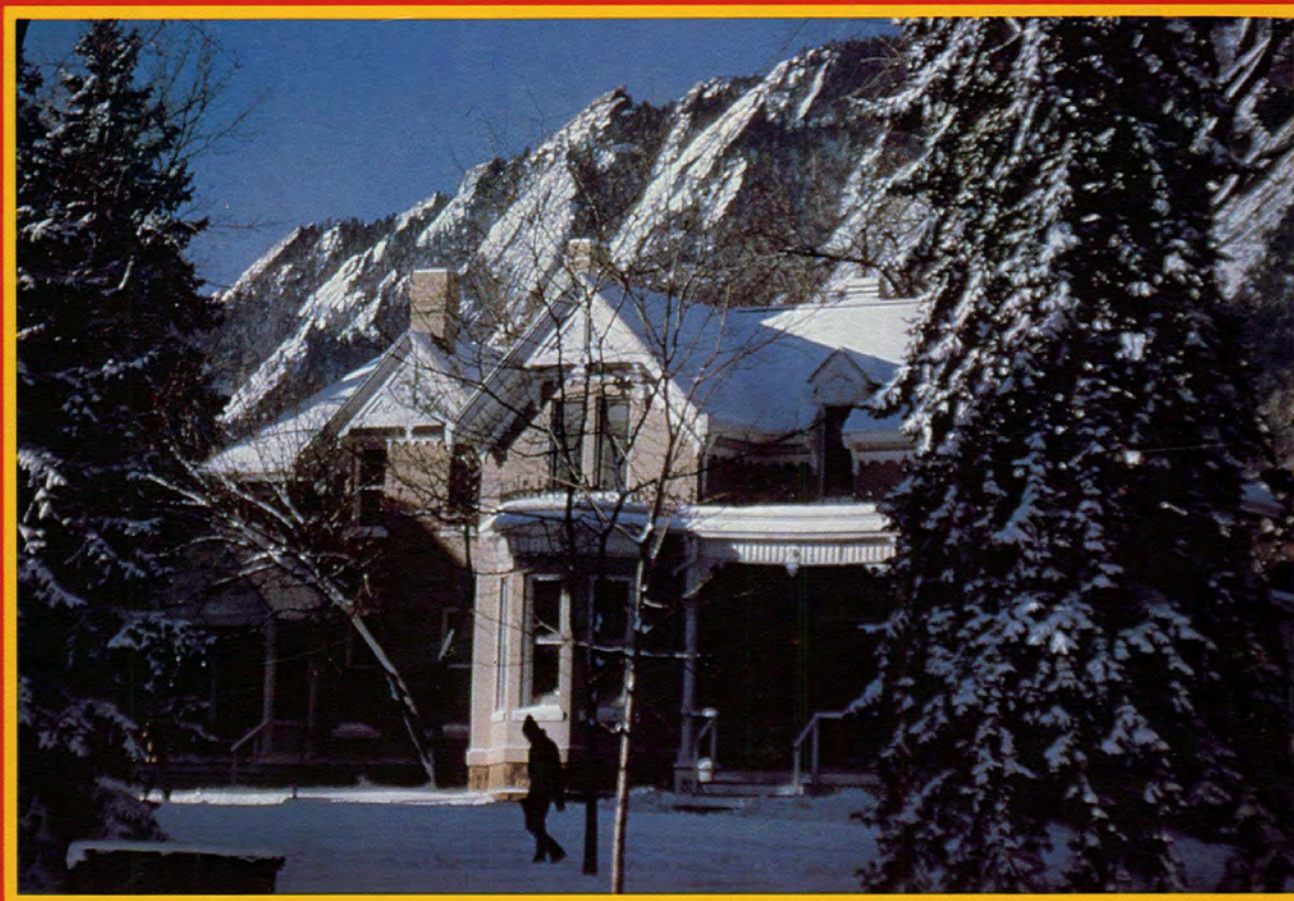
INDIVIDUALIZED INSTRUCTION

Students not on academic suspension who cannot attend regularly scheduled campus classes may be able to secure approval from appropriate departments and colleges or schools to earn college credit by working on a one-to-one basis with University-approved instructors. Pass/fail grading may not be used and four months are allowed for course completion. Approval forms and further information may be obtained from the Division's registration office.

INDEPENDENT STUDY

Guided correspondence study is available through the Division at both high school and college levels. All courses and instructors have been University approved. Courses allow study at one's own pace and in an appropriate learning environment without interrupting necessary occupational, student, military, or home activities. Students have one year to complete course work. More than 70 college credit courses are offered in 15 academic subjects ranging from Anthropology to Sociology and may be taken either to fulfill degree requirements or for personal enrichment at no credit. At the high school level, 62 courses in 12 subject areas are provided to students who work with a local high school and may be used to meet graduation or college entrance requirements. In addition, noncredit correspondence study to meet licensing requirements in both Childhood Education and Real Estate are provided. Four courses in Paralegal Education offer an opportunity for interested adults to study in this rapidly growing profession. For further information and/or bulletins, write to the Independent Study Program or call 492-8756 or 492-5148.





University of Colorado
Division of Continuing Education
1221 University Avenue
Campus Box 178
Boulder, Colorado 80309



Non-Profit Org.
U.S. Postage
PAID
Boulder, CO
Permit No. 257

Or Present Occupant