

A stylized, abstract illustration of a train car. The train car is yellow and orange, with a black interior. Inside the car, there are three stylized human figures: a white one, a pink one, and a blue one. A large red hand is visible on the left side of the car. The background is a dark blue sky with a white cloud. The overall style is graphic and modern.

# CONTINUING EDUCATION

University of Colorado  
at Boulder

NEXT EXIT

SPRING  
1996

## New and noteworthy.

Where to begin? This semester, we're unveiling a new Mac lab at the University Computing Center, and introducing a course in JAVA, a new programming language that is brewing a lot of interest. New non-credit offerings include a beginning level course in Chinese, for people with far-reaching business and travel plans. And, for people with projects closer to home, we're adding Intermediate Interior Design as a follow-up to the very successful Intro course fielded by Barbara Ploeger. This course will move beyond theory into hands-on project applications, and the class is expected to fill up quickly.

## Four Ways to Register

- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

Costs vary. Tuition is listed at the end of each course description.

You may pay by Visa, MasterCard, Discover, cash, or check.



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University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, English, Fine Arts, Mathematics, Philosophy, Psychology, and Sociology.

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## Noncredit (Personal Development) Courses

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## Business Classes

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

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## Computer Applications Certificate Program

Hands-on instruction from user-friendly instructors, to teach you the basics or take you to the power-user edge.

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## Professional Certificate Program in Total Quality Management

Courses designed to provide the knowledge and skills requisite to promote and implement TQM in the workplace.

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## Additional Opportunities Available Through Continuing Education

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

- Independent Study
- SAVE and High School Concurrent
- Real Estate and Appraisal
- Center for Advanced Training in Engineering and Computer Science (CATECS)
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## Noncredit/Certificate Registration Form

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## Registration Information

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

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## Credit Registration Form

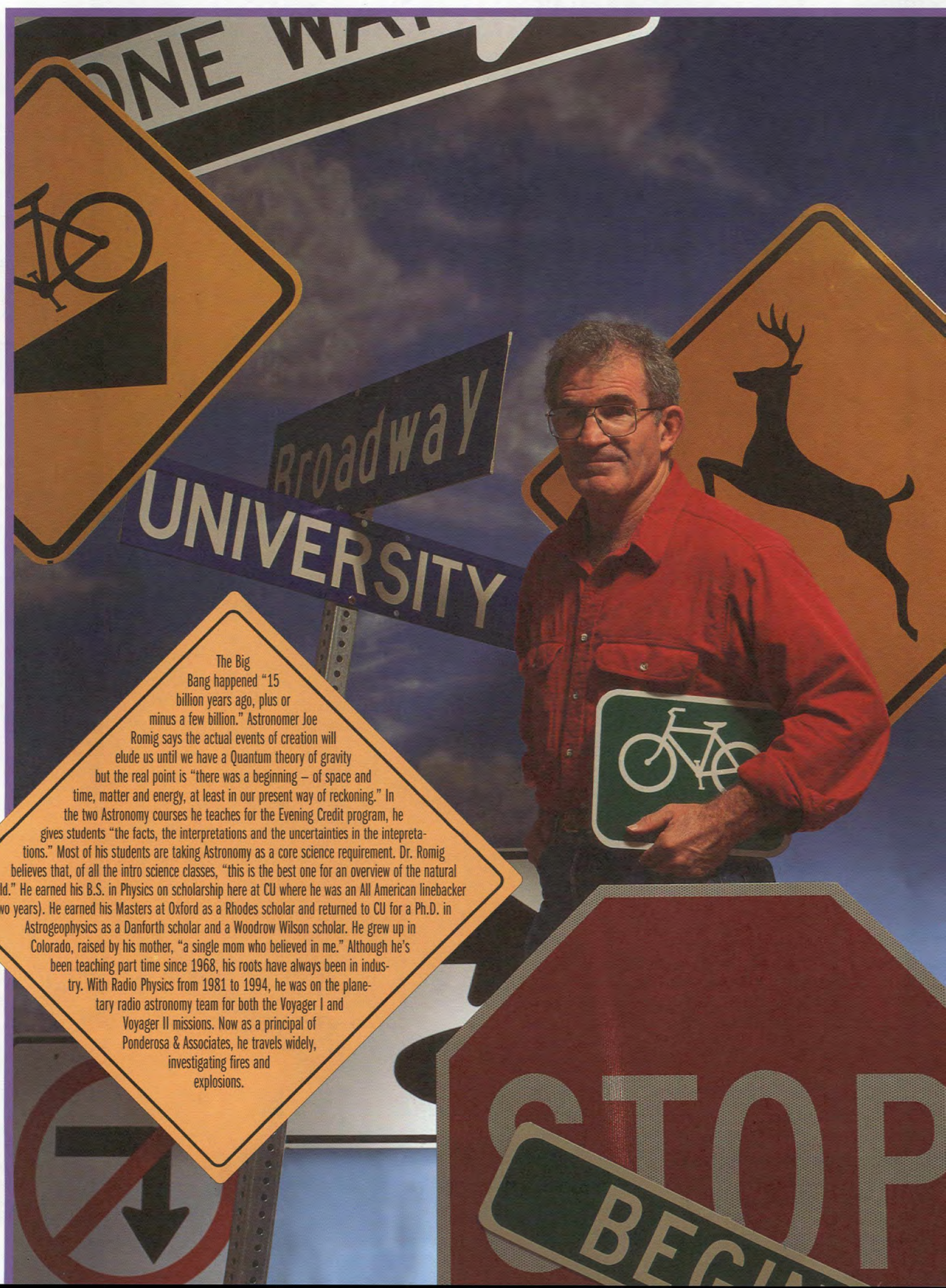
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## Catalog Production.

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



# Evening credit hours provide valuable options for



The Big Bang happened "15 billion years ago, plus or minus a few billion." Astronomer Joe Romig says the actual events of creation will elude us until we have a Quantum theory of gravity but the real point is "there was a beginning – of space and time, matter and energy, at least in our present way of reckoning." In the two Astronomy courses he teaches for the Evening Credit program, he gives students "the facts, the interpretations and the uncertainties in the interpretations." Most of his students are taking Astronomy as a core science requirement. Dr. Romig believes that, of all the intro science classes, "this is the best one for an overview of the natural world." He earned his B.S. in Physics on scholarship here at CU where he was an All American linebacker (two years). He earned his Masters at Oxford as a Rhodes scholar and returned to CU for a Ph.D. in Astrogeophysics as a Danforth scholar and a Woodrow Wilson scholar. He grew up in Colorado, raised by his mother, "a single mom who believed in me." Although he's been teaching part time since 1968, his roots have always been in industry. With Radio Physics from 1981 to 1994, he was on the planetary radio astronomy team for both the Voyager I and Voyager II missions. Now as a principal of Ponderosa & Associates, he travels widely, investigating fires and explosions.

# people with demanding schedules and busy lives

**E**vening credit students are here by choice. They like the informal atmosphere, the give and take of class discussions. Credits may be applied to the degree of your choice. Each school or college admits a certain number of evening credit hours (usually 12) before you must apply for admission as a degree student. If you are thinking of applying to CU, you should consult a current catalog for admission requirements and make an appointment with a CU admissions advisor.

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

**Residency:** If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Spring semester is January 30, 1996.

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

**Tuition:** Tuition is determined by residency status. Resident tuition is \$80 per credit hour. Some courses requiring special equipment or materials may be slightly higher. Non-residents of Colorado are assessed tuition based on the number of semester hours for which they register. Non-residents may register for up to three (3) semester hours at the rate of \$170 per credit hour. Non-residents registering for four (4) or more semester hours of credit courses offered by the Division are assessed non-resident tuition for all courses at the rate established by the Board of Regents for that term or session. The Division will charge our in-state rate for Boulder Evening classes when a non-resident, degree student pays full out-of-state tuition to the campus and then enrolls for additional Boulder Evening courses.

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

- Total library services at no additional charge
- Recreation Center Membership for \$77 a semester
- Wardenburg Student Health Services for \$56 a semester
- Photo IDs for \$10 cash, checks with guarantee card, Visa, MasterCard (please bring photo identification). Boulder campus validation stickers are not available

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

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

**Financial Aid:** Degree students may qualify for all financial aid programs if eligible. Nondegree students taking courses for credit may qualify for a Stafford Loan (formerly GSL) if eligible. Applications are available in the Office of Financial Aid, Environmental Design building, Room 2 (492-5091).

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

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

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

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

**Special Faculty-Staff Registration:** Faculty and staff of the University of Colorado at Boulder may enroll in Boulder Evening Credit Courses at half the regular tuition on a space available basis. Please bring a current copy of your PAF (showing at least half-time employment) to registration beginning January 16.

## Credit Classes Calendar - Dates You Should Know

- December 4** First day of registration at the Division of Continuing Education, 1221 University Avenue, 9 a.m.-6 p.m. Monday through Thursday; 9-5 Friday.
- January 15** Martin Luther King, Jr., Holiday. NO CLASSES.
- January 16** Full Term and Session I classes begin. Late registration for all sessions at the Division of Continuing Education. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
- January 23** LAST DAY TO REGISTER FOR SESSION I CLASSES.  
Withdrawals from Session I classes after this date will appear as a "W" on student's academic record.
- January 24** Instructor's signature required to drop Session I classes.\*
- January 30** LAST DAY TO REGISTER FOR FULL TERM CLASSES.  
Withdrawals from Full Term classes after this date will appear as a "W" on student's academic record.  
Registration continues for Session II.
- January 31** Instructor's signature required to drop Full Term classes.\*
- February 7** Petition required to drop Session I classes.
- February 28** Petition required to drop Full Term classes.  
SESSION I TUESDAY AND THURSDAY CLASSES END.
- March 4** SESSION I MONDAY AND WEDNESDAY CLASSES END.
- March 11** Session II classes begin.  
FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
- March 15** LAST DAY TO REGISTER FOR SESSION II CLASSES.  
Withdrawals from Session II classes after this date will appear as a "W" on student's academic record.
- March 18** Instructor's signature required to drop Session II classes.\*
- March 25-29** Spring Break. NO CLASSES.
- April 8** Petition required to drop Session II classes.
- April 23** FULL TERM TUESDAY CLASSES END.
- April 24** FULL TERM WEDNESDAY CLASSES END.
- April 25** FULL TERM TUESDAY AND THURSDAY CLASSES END.  
FULL TERM THURSDAY CLASSES END.
- April 29** FULL TERM MONDAY CLASSES END.  
FULL TERM MONDAY AND WEDNESDAY CLASSES END.  
FULL TERM MONDAY, WEDNESDAY AND FRIDAY CLASS ENDS.  
FULL TERM MONDAY AND THURSDAY CLASS ENDS.
- May 1** SESSION II MONDAY AND WEDNESDAY CLASSES END.
- May 2** SESSION II TUESDAY AND THURSDAY CLASSES END.

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

## Refund Schedule for Credit Classes

Full-Term	Session I	Session II
100 % through Jan. 30	100 % through Jan. 23	100 % through Mar. 15
60% Jan. 31 through Feb. 13	60% Jan. 24 through Jan. 30	60% Mar. 18 through Mar. 28
40% Feb. 14 through Feb. 27	40% Jan. 31 through Feb. 6	40% Apr. 1 through Apr. 5
<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>	<b>NONE THEREAFTER</b>



# BOULDER EVENING CREDIT CLASSES

## Full Term Classes by Starting Date, Spring 1996

Dept	Course No. & Hours	Section	Time	Course Title
<b>Monday Courses, Begin January 22 and End April 29</b>				
ANTH	2020-3	300	7-10 p.m.	Introduction to Physical Anthropology 2
APAS	1120-3	300	7-10 p.m.	General Astronomy: Stars and Galaxies
ECON	2010-3	300	7-10 p.m.	Principles of Microeconomics
EDUC	4800-3	301	7-10 p.m.	Special Topics: Advertising and Society
ENGL	1191-3	301	6-9 p.m.	Introduction to Creative Writing
FINE	1409-3	300	6:30-9:30 p.m.	History of World Art 2
HIST	4627-3	300	7-10 p.m.	The Indian in American History: The Western Region
JOUR	4453-3	300	7-10 p.m.	Advertising and Society
KINE	4460-3	300	6:30-9:30 p.m.	Prevention and Management of Athletic Injuries
ORMG	3300-3	300	6:30-9:30 p.m.	Introduction to Management and Organization
SOCY	1016-3	300	6-9 p.m.	Sex, Gender and Society 1
<b>Monday and Wednesday Courses, Begin January 17 and End April 29</b>				
ARAB	1020-5	300	4:50-7:20 p.m.	Beginning Arabic 2
FINE	1012-3	300	6:30-9:30 p.m.	Basic Drawing
MATH	1011-3	300	7-8:30 p.m.	Fundamentals and Techniques of College Algebra
MATH	1021-2	300	6-7 p.m.	Numerical and Analytical College Trigonometry
<b>Monday, Wednesday and Friday Course, Begins January 17 and Ends April 29</b>				
HEBR	1010-5	300	11 a.m.-1 p.m.	Beginning Hebrew 1
<b>Monday and Thursday Course, Begins January 18 and Ends April 29</b>				
MATH	2300-5	300	5:30-8 p.m.	Analytic Geometry and Calculus 2
<b>Tuesday Courses, Begin January 16 and End April 23</b>				
ARSC	1150-3	300	6-9 p.m.	Writing in the Arts and Sciences
COMM	2400-3	300	6:30-9:30 p.m.	Communication and Society
ENGL	3672-3	300	6-9 p.m.	Jewish-American Fiction and Old World Backgrounds
EPOB	1220-3	300	6:30-9:30 p.m.	General Biology 2
FINE	4019/5019-3	300	7-10 p.m.	The Art of Ancient Egypt
HIST	1015-3	300	6:30-9:30 p.m.	History of the United States to 1865
HIST	4433-3	300	6:30-9:30 p.m.	Nazi Germany
PSCI	2481-3	300	6:30-9:30 p.m.	Introduction to the Legal Process
PSYC	2012-3	300	7-10 p.m.	Biological Psychology 1
PSYC	2643-3	300	6:30-9:30 p.m.	Child and Adolescent Psychology
PSYC	4406-3	300	6:30-9:30 p.m.	Social Psychology
QRMS	1010-3	300	6-9 p.m.	Quantitative Reasoning and Mathematical Skills
SOCY	1005-3	300	6-9 p.m.	Social Conflict and Social Values
SOCY	4004-3	300	6:30-9:30 p.m.	Topics in Criminology: Drugs, Crime and Criminal Justice
<b>Tuesday and Thursday Courses, Begin January 16 and End April 25</b>				
ARAB	2120-3	300	7-8:30 p.m.	Intermediate Arabic 2
CDSS	2334-3	300	5-6:30 p.m.	American Sign Language 4: Linguistics of ASL
FINE	1212-3	300	6:30-9:30 p.m.	Basic Painting
MATH	1081-3	300	6-7:30 p.m.	Calculus for Social Science and Business
<b>Wednesday Courses, Begin January 17 and End April 24</b>				
ANTH	3000-3	300	6:30-9:30 p.m.	Primate Behavior
COMM	2500-3	300	6:30-9:30 p.m.	Interpersonal Communication
ECON	2020-3	300	6-9 p.m.	Principles of Macroeconomics
EDUC	3303-2	300	6-8 p.m.	Oral Communication for Teachers
ENGL	1800-3	300	6-9 p.m.	American Ethnic Literatures
ENGL	3002-3	300	6-9 p.m.	Shakespeare for Nonmajors
FINE	4339-3	300	6:30-9:30 p.m.	Modern Art 2
HEBR	2110-3	300	1-4 p.m.	Intermediate Hebrew 1



# BOULDER EVENING CREDIT CLASSES

## Full Term Classes by Starting Date, Spring 1996

Dept	Course No. & Hours	Section	Time	Course Title
<b>Wednesday Courses, Begin January 17 and End April 24 continued</b>				
HIST	1025-3	300	7-10 p.m.	History of the United States since 1865
JOUR	1001-3	300	6-9 p.m.	Contemporary Mass Media
PHIL	1000-3	300	7-10 p.m.	Introduction to Philosophy
PSCI	1101-3	300	6-9 p.m.	The American Political System
PSYC	1001-3	300	6:30-9:30 p.m.	General Psychology
SOCY	1001-3	300	6:30-9:30 p.m.	Analyzing Society

### Thursday Courses, Begin January 18 and End April 25

COMM	1300-3	300	6:30-9:30 p.m.	Public Speaking
EDUC	4800-3	302	6-9 p.m.	Special Topics: Children's Creative Response to Conflict
EDUC	4800-3	303	5-8 p.m.	Special Topics: Expanding Awareness
ENGL	1191-3	302	6:30-9:30 p.m.	Introduction to Creative Writing
ENGL	1600-3	300	6-9 p.m.	Masterpieces of American Literature
ENGL	3062-3	300	6-9 p.m.	Modern and Contemporary Literature
HIST	1123-3	300	7-10 p.m.	The History of England, 1660 to Present
PHIL	3430-3	300	6:30-9:30 p.m.	History of Science: Newton to Einstein
PSYC	4303-3	300	6:30-9:30 p.m.	Abnormal Psychology
SOCY	2011-3	300	6-9 p.m.	Contemporary Social Issues and Human Values
SOCY	4024-3	300	6-9 p.m.	Juvenile Delinquency

## Session I Classes by Starting Date

### Monday and Wednesday Courses, Begin January 17 and End March 4

EDUC	4800-3	102	5-8 p.m.	Special Topics: Stress Management and Relaxation Training (SMART)
FILM	3563-3	101	7-10 p.m.	Producing the Feature Film
GEOG	1982-3	100	6:30-9:30 p.m.	World Regional Geography
KINE	3420-3	100	7-10 p.m.	Nutrition, Health and Performance
PSYC	2303-3	100	7-10 p.m.	Psychology of Adjustment
SOCY	1004-3	100	7-10 p.m.	Deviance in U.S. Society

### Tuesday and Thursday Courses, Begin January 16 and End February 29

EDUC	4800-3	101	6:30-9:30 p.m.	Special Topics: Building Family Strengths
FILM	3563-3	102	7-10 p.m.	Producing the Feature Film
GEOG	1001-4	100	6-9 p.m.	Environmental Systems 1: Climate and Vegetation
SOCY	1015-3	100	6-9 p.m.	U.S. Race and Ethnic Relations

## Session II Classes by Starting Date

### Monday and Wednesday Courses, Begin March 11 and End May 1

CHST	1015-3	200	6-9 p.m.	Introduction to Chicano Studies
EDUC	4800-3	202	5-8 p.m.	Special Topics: Creative Learning Experiences and Resources (CLEAR)
ENGL	1191-3	200	6:30-9:30 p.m.	Introduction to Creative Writing
FILM	3563-3	200	7-10 p.m.	Producing the Feature Film
GEOG	1992-3	200	6:30-9:30 p.m.	Introduction to Human Geography
PSYC	2303-3	200	7-10 p.m.	Psychology of Adjustment
SOCY	1001-3	200	7-10 p.m.	Analyzing Society

### Tuesday and Thursday Courses, Begin March 12 and End May 2

COMM	1300-3	200	6-9 p.m.	Public Speaking
EDUC	4800-3	201	6:30-9:30 p.m.	Special Topics: Creating Community in the Classroom
FILM	3501-3	200	7-10 p.m.	Film Production Management
GEOG	1011-4	200	6-9 p.m.	Environmental Systems 2: Landforms and Soils
KINE	3420-3	200	7-10 p.m.	Nutrition, Health and Performance
SOCY	3151-3	200	6-9 p.m.	Self in Modern Society



## BOULDER EVENING CREDIT CLASSES

### Anthropology

**ANTH 2020-3**  
**Introduction to Physical Anthropology 2**  
Continuation of ANTH 2010. Emphasizes quantitative analysis, genetics, and race. Students may not receive credit for both ANTH 2020 and 2060. Prereq., ANTH 2010. Approved for arts and sciences core curriculum: natural science.  
Full Term - Section 300: Mondays, 7-10 p.m. Economics 205. \$240 (resident).

**ANTH 3000-3**  
**Primate Behavior**  
Surveys naturalistic primate behavior. Social behavior, behavioral ecology, and evolution emphasized as they lead to an understanding of human behavior. Prereq., ANTH 2010 and 2020 or EPOB 1210 and 1220. Approved for arts and sciences core curriculum: natural science.  
Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Economics 13. \$240 (resident).

### Survival Tips

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

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

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

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

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

All tuition and refund determinations are subject to audit.

### Arabic

**ARAB 1020-5**  
**Beginning Arabic 2**  
Prereq., ARAB 1010.  
Full Term - Section 300: Mondays and Wednesdays, 4:50-7:20 p.m. Hellems 220. \$550 (resident).

**ARAB 2120-3**  
**Intermediate Arabic 2**  
Prereq., ARAB 2110.  
Full Term - Section 300: Tuesdays and Thursdays, 7-8:30 p.m. Chemistry 145. \$330 (resident).

### Arts and Sciences

**ARSC 1150-3**  
**Writing in Arts and Sciences**  
Emphasizes the development of effective writing skills with instruction provided in expository and analytical writing. Basic elements of grammar, syntax, and composition will be reviewed as needed. Approved for arts and sciences core curriculum: written communication.  
Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center CR 1-24. \$240 (resident).

### Astronomy

**APAS 1120-3**  
**General Astronomy: Stars and Galaxies**  
Principles of modern astronomy for nonscience majors, summarizing our present knowledge about the Sun, stars, neutron stars, black holes, interstellar gas, galaxies, quasars, and the structure and origins of the universe. APAS 1110 and 1120 may be taken in either order. Approved for arts and sciences core curriculum: natural science.  
Full Term - Section 300: Mondays, 7-10 p.m. Hale 270. \$240 (resident).

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Beth Bennett's General Biology course covers evolution, genetics, cell biology, animal and plant kingdoms and oncology. It fulfills the Natural Science requirement for the core curriculum. But prospective students should know, she explains, that the lab is a separate course, offered separately through EPO during the day, or as an evening course. Dr. Bennett earned her Ph.D. at CU 10 years ago in Genetics and is now doing research in the genetics of alcoholism, providing a front-line perspective on science that enriches what she brings into the classroom. Beth says, "I really like Boulder Evening Credit. It's a really good group of people. Classes are smaller, and it creates a more casual, relaxed atmosphere."



## BOULDER EVENING CREDIT CLASSES

### Biology

#### **EPOB 1220-3 General Biology 2**

Concentrated introduction to organisms, homeostasis, development, behavior, and ecology. Emphasizes fundamental principles, concepts, facts, and questions that receive more detailed consideration later in the EPO biology curriculum. Prereq., EPOB 1210 or equivalent. Recommended for science majors. Similar to EPOB 1620. Approved for arts and sciences core curriculum: natural science.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hale 270. \$240 (resident).

### Chicano Studies

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

Introduces basic vocabulary, concepts, and topics relating to the study of the Mexican-American experience. Examines how social science theory and methodology produce stereotypes. Approved for arts and sciences core curriculum: cultural and gender diversity.

Session II - Section 200: Mondays and Wednesdays, 6-9 p.m. Muenzinger E123. \$240 (resident).

Karen Whiting is taking Biology as a returning student. She says, "It's been six years since I've been in school. In that time I got married. I had a child. And now, even though I work full time (as an AIC consultant for U S WEST) I find I'm much more focused on my studies. It's a great opportunity."

### Communication

#### **COMM 1300-3 Public Speaking**

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Ketchum 119. \$240 (resident).

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Education 143. \$248 (resident).

#### **COMM 2400-3 Communication and Society**

Seeks to increase students' awareness of the ways in which gender, dialect (ethnic, regional and social class), and cultural background influence communication behavior and its consequences. Deepens understanding of communication as a social process, making students more sophisticated observers and participants in their own and other cultures. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 119. \$240 (resident).

#### **COMM 2500-3 Interpersonal Communication**

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Ketchum 119. \$240 (resident).

### Communication Disorders and Speech Science

#### **CDSS 2334-3 American Sign Language 4: Linguistics of ASL**

Acquaints students with the concept of bilingualism (diglossia) in the deaf community, with ASL historical foundations, and with current research on the phonology and morphology of ASL. Conversational usage of ASL to refine expressive skills. Prereq., CDSS 2304 and CDSS 2314, 2324, or equivalent.

Full Term - Section 300: Tuesdays and Thursdays, 5-6:30 p.m. Clare Small 208. \$240 (resident).

### Economics

#### **ECON 2010-3 Principles of Microeconomics**

Examines basic concepts of microeconomics, or the behavior and interactions of individuals, firms, and government. Topics include determining economic problems, how consumers and businesses make decisions, how markets work and how they fail, and how government actions affect markets. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Mondays, 7-10 p.m. Economics 117. \$240 (resident).

#### **ECON 2020-3 Principles of Macroeconomics**

An overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Policy problems of inflation, unemployment, and economic growth are explored. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Wednesdays, 6-9 p.m. Economics 117. \$240 (resident).

### Education

#### **EDUC 3303-2 Oral Communication for Teachers**

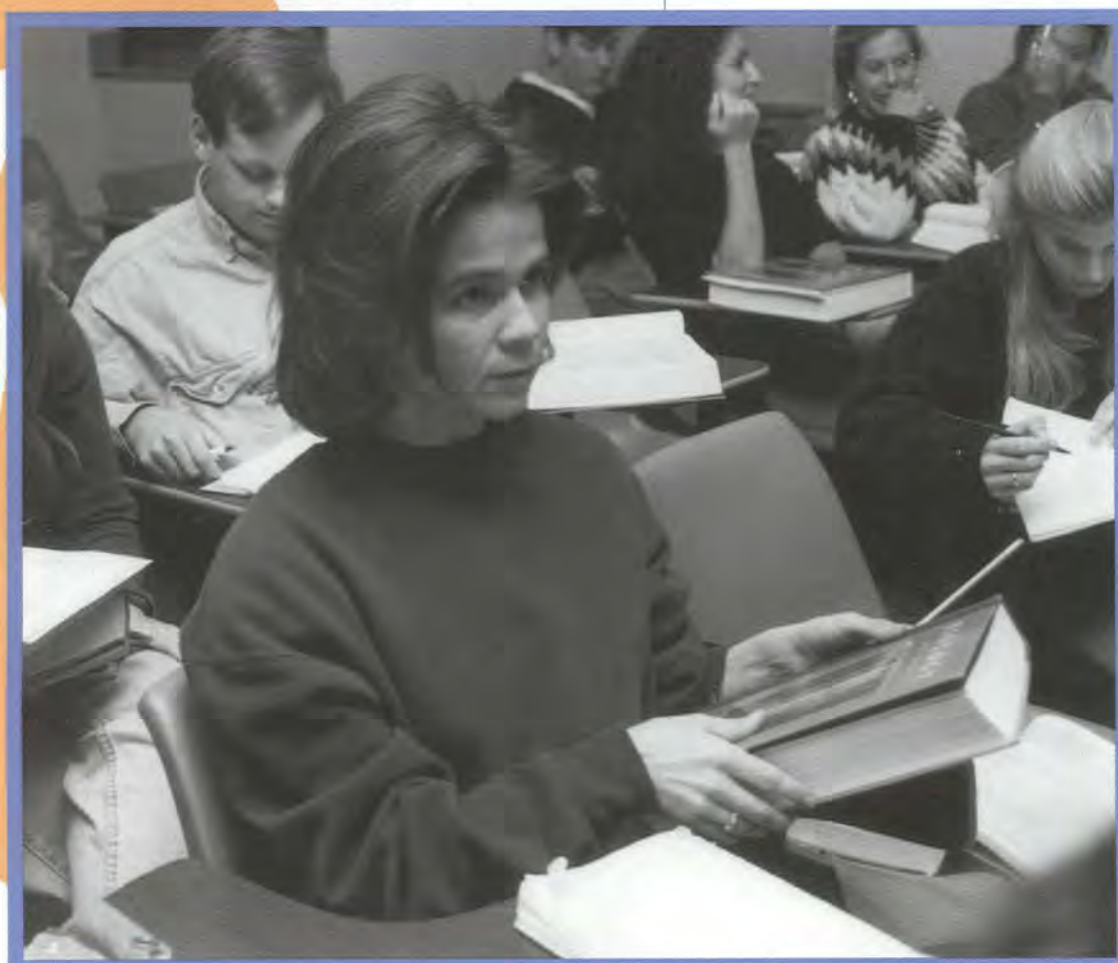
Designed for prospective teachers. Deals with applications of oral communication methods in education. Fulfills the School of Education oral competency requirement. Prereq., 56 hours completed or in progress.

Full Term - Section 300: Wednesdays, 6-8 p.m. Hellems 191. \$168 (resident).

#### **EDUC 4800-3 301 Special Topics: Advertising and Society in the Classroom**

See page 12 under Journalism 4453.

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## BOULDER EVENING CREDIT CLASSES

### EDUC 4800-3

#### Special Topics: Building Family Strengths

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

Session I - Section 101: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$248 (resident).

### EDUC 4800-3

#### Special Topics: Children's Creative Response to Conflict

Course trains teachers in how to help children develop competency in interpersonal communication, community-building and conflict resolution skills. Participants will learn practical techniques and activities as well as the theory and principles from which they derive.

Full Term - Section 302: Thursdays, 6-9 p.m. Hale 240. \$240 (resident).

### EDUC 4800-3

#### Special Topics: Creating Community in the Classroom

This class is designed to increase effectiveness and success in the classroom, as well as one's personal and professional life. Areas of exploration include motivation, learning styles, self-esteem, team building, human relations, and communication.

Session II - Section 201: Tuesdays and Thursdays, 6:30-9:30 p.m. Woodbury 106. \$248 (resident).

### EDUC 4800-3

#### Special Topics: Creative Learning Experiences and Resources (CLEAR)

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

Session II - Section 202: Mondays and Wednesdays, 5-8 p.m. Clare Small 301. \$248 (resident).

### EDUC 4800-3

#### Special Topics: Expanding Awareness

For students who have completed CLEAR or SMART and want a deeper understanding of creativity and consciousness. We use the teachings of Jean Houston, Buckminster Fuller, Leo Buscaglia and others, and practice ways of integrating new concepts into our lives to expand personal and planetary awareness.

Full Term - Section 303: Thursdays, 5-8 p.m. McKenna 112. \$240 (resident).

### EDUC 4800-3

#### Special Topics: Stress Management and Relaxation Training (SMART)

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

Session I - Section 102: Mondays and Wednesdays, 5-8 p.m. Clare Small 301. \$248 (resident).

### Survival Tips

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

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### Survival Tips

#### Important Information for Arts and Sciences Students

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

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

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





## English

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

Introduces techniques of fiction and poetry. Student work is scrutinized by the instructor and discussed in a workshop atmosphere by other students. This course may not be repeated.

Full Term - Section 301: Mondays, 6-9 p.m.  
Hellems 259. \$240 (resident).

Full Term - Section 302: Thursdays,  
6:30-9:30 p.m. Engineering Center CR 1-05.  
\$240 (resident).

Session II - Section 200: Mondays and  
Wednesdays, 6:30-9:30 p.m. Engineering Center  
CR 1-05. \$240 (resident).

**ENGL 1600-3****Masterpieces of American Literature**

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

Full Term - Section 300: Thursdays, 6-9 p.m.  
Engineering Center CR 1-24. \$240 (resident).

**ENGL 1800-3****American Ethnic Literatures**

Introduces significant fiction by ethnic Americans. Explores both the literary and the cultural elements that distinguish work by these writers. Primary emphasis given to materials from Native American, African American, and Chicano traditions. Same as ETHN 1800. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Environmental Design 120. \$240 (resident).

**ENGL 3002-3****Shakespeare for Nonmajors**

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

Full Term - Section 300: Wednesdays, 6-9 p.m.  
Hellems 141. \$240 (resident).

**ENGL 3062-3****Modern and Contemporary Literature**

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

Full Term - Section 300: Thursdays, 6-9 p.m.  
Hellems 141. \$240 (resident).

**ENGL 3672-3****Jewish-American Fiction and Old World Backgrounds**

Explores cross-cultural transitions, influences, and ethnicity in the social and literary history of Europe and America through Jewish experience, expressed in the works of such writers as Heine, Sholom Aleichem, Peretz, Babel, Singer, Malamud, Roth, and Woody Allen. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Tuesdays, 6-9 p.m.  
Economics 13. \$240 (resident).



## Film Studies

**FILM 3501-3****Film Production Management**

Familiarizes students with principles of sound film management techniques as well as problem-solving methodologies developed specifically for the film industry. Emphasizes the technique of production boarding as the central tool in production management as well as budget and contracts information.

Session II - Section 200: Tuesdays and  
Thursdays, 7-10 p.m. Guggenheim 2.  
\$248 (resident).

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

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

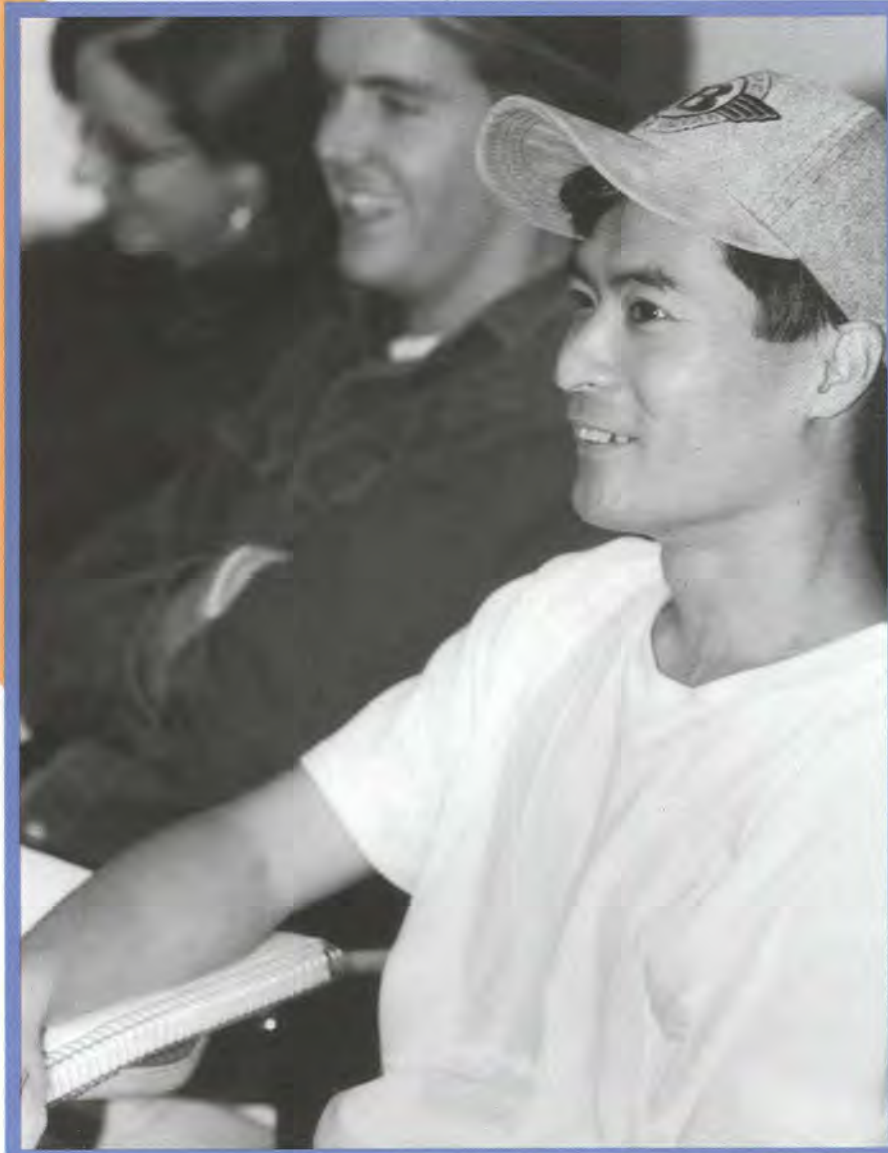
Session I - Section 101: Mondays and  
Wednesdays, 7-10 p.m. Guggenheim 205.  
\$248 (resident).

Session I - Section 102: Tuesdays and  
Thursdays, 7-10 p.m. Guggenheim 2.  
\$248 (resident).

Session II - Section 200: Mondays and  
Wednesdays, 7-10 p.m. Guggenheim 205.  
\$248 (resident).

Like a lot of Boulder Evening Credit students (front to back) Justin Lee, Sean Clayton and Jessica Knight are busy people who need scheduling flexibility to combine school and work. Jessica, a U. of Vermont graduate who works full-time at Centennial Valley Pediatrics in Louisville, is fitting in some premed classes. Sean is a transfer student from Northern Arizona University, waiting to fulfill the residency requirement before he enrolls full-time. In the meantime, taking an Evening Credit course helps him get a head start. Born in Glenwood Springs, Sean looks forward to a winter on Colorado slopes.

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## Fine Arts

### FINE 1012-3 Basic Drawing

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

Full Term - Section 300: Mondays and Wednesdays, 6:30-9:30 p.m. Fine Arts N298. \$270 (resident).

### FINE 1212-3 Basic Painting

General introduction to painting. Color, pictorial space, still life, landscape, figure and abstract painting. Required for B.F.A. majors; recommended for other fine arts majors instead of FINE 1202. May not be repeated.

Full Term - Section 300: Tuesdays and Thursdays, 6:30-9:30 p.m. Fine Arts N103. \$250 (resident).

### FINE 1409-3 History of World Art 2

A basic survey of major art styles from about 1600 to the present, including Europe, Asia, the Islamic World, the Americas, and tribal arts. This course emphasizes comparison of western and non-western visual expressions as evidence of differing cultural orientations. Not open to students who have taken FINE 1209. Similar to FINE 1209. Approved for arts and sciences core curriculum: literature and the arts.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Ramaley N1B31. \$240 (resident).

### FINE 4019/5019-3 Art of Ancient Egypt

Surveys the development of Egyptian architecture, sculpture, painting, and the minor arts from their beginnings until the establishment of Christianity. Same as CLAS 4019 and CLAS 5019.

Full Term - Section 300: Tuesdays, 7-10 p.m. Chemistry 131. \$240 (resident).

### FINE 4339-3 Modern Art 2

Emphasizing the various "isms" of the twentieth century, course begins with early Picasso and cubism, including analytic and synthetic cubism. Also studied are Italian futurism, de Stijl, and the Bauhaus, dada, and surrealism. Same as FINE 5339.

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Economics 205. \$240 (resident).



## Geography

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

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

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$320 (resident).

### GEOG 1011-4 Environmental Systems 2—Landforms and Soils

Introduces two essential aspects of the natural environment: landforms and soils. Emphasizes the genesis, distribution, and utility of surface features in a variety of learning situations, including lectures, labs, and field trips. Approved for arts and sciences core curriculum: natural science.

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Muenzinger E0046. \$320 (resident).

### GEOG 1982-3 World Regional Geography

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

Session I - Section 100: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$240 (resident).

### GEOG 1992-3 Introduction to Human Geography

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

Session II - Section 200: Mondays and Wednesdays, 6:30-9:30 p.m. Education 220. \$240 (resident).





## Hebrew

### HEBR 1010-5 Beginning Hebrew 1

Full Term - Section 300: Mondays, Wednesdays, and Fridays, 11 a.m.-1 p.m. TBA.  
\$550 (resident).

### HEBR 2110-3 Intermediate Hebrew 1

Prereq., HEBR 1020.  
Full Term - Section 300: Wednesdays, 1-4 p.m. TBA. \$330 (resident).



## History

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

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

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Engineering Center CR 1-09.  
\$240 (resident).

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

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

Full Term - Section 300: Wednesdays, 7-10 p.m. Engineering Center CR 0-36. \$240 (resident).

### HIST 1123-3 The History of England, 1660 to Present

Deals with the period from the seventeenth century to the present. Political, economic, social, and imperial developments that contributed to creation of the modern industrial and democratic state are the major issues covered. Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Thursdays, 7-10 p.m. Engineering Center CR 1-26. \$240 (resident).

### HIST 4433-3 Nazi Germany

Examines political, social, cultural, and psychological roots of national socialism, the nature of the national socialist regime, and those policies and actions that came directly out of its challenge to values central to Western civilization. Prereq., senior standing. Approved for arts and sciences core curriculum: historical context.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Hellemes 201. \$240 (resident).

### HIST 4627-3 The Indian in American History: The Western Region

Explores the longevity and continuity of human history in North America by discussing pre-European social and cultural developments. By examining ways in which Indian societies west of the Mississippi River responded to Euro-Americans, the Indians' role in western North American history is demonstrated. Same as AIST 4627. Approved for arts and sciences core curriculum: cultural and gender diversity.

Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center CR 1-24. \$240 (resident).



## Journalism

### JOUR 1001-3 Contemporary Mass Media

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Ketchum 235. \$240 (resident).

### JOUR 4453-3 Advertising and Society

Examines criticisms and contributions of advertising in society and the economy. Same as JOUR 5453.

Full Term - Section 300: Mondays, 7-10 p.m. Engineering Center CR 2-06. \$240 (resident).



## Kinesiology

### KINE 3420-3 Nutrition, Health and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Approved for arts and sciences core curriculum: natural science.

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Engineering Center CR 2-26. \$240 (resident).

Session II - Section 200: Tuesdays and Thursdays, 7-10 p.m. Engineering Center CR 2-26. \$240 (resident).

### KINE 4460-3 Prevention and Management of Athletic Injuries

Introduces students to basic preventive and treatment techniques associated with athletic injuries. Prereqs., EPOB 3420 and 3430.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Dal Ward Auditorium.  
\$240 (resident).

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## Mathematics

### MATH 1011-3 Fundamentals and Techniques of College Algebra

Simplifying algebraic expressions, factoring linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Students may not receive credit for both MATH 1011 and math modules MATH 1000, 1010, and 1020. Prerequisite: placement examination score for MATH 1000 or 1 year of high school algebra. May fulfill part of the arts and sciences quantitative reasoning and mathematical skills requirement.

Full Term - Section 300: Mondays and Wednesdays, 7-8:30 p.m. Engineering Center CR 1-46. \$240 (resident).

### MATH 1021-2 Numerical and Analytical College Trigonometry

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines. Students may not receive credit for both MATH 1021 and math modules MATH 1030 and 1040. Prereq., MATH 1011 or MATH 1020 or placement examination score for MATH 1030 or 1 1/2 years high school algebra and 1 year high school geometry.

Full Term - Section 300: Mondays and Wednesdays, 6-7 p.m. Engineering Center CR 1-26. \$160 (resident).

### MATH 1081-3 Calculus for Social Science and Business

Differential and integral calculus of algebraic, logarithmic, and exponential functions. Students may not receive credit for both MATH 1081 and math modules MATH 1080, 1090, and 1100. Prereq., MATH 1011, 1071, 1010, or 1070 or placement examination score for MATH 1020 or 2 years of high school algebra.

Full Term - Section 300: Tuesdays and Thursdays, 6-7:30 p.m. Economics 119. \$240 (resident).

### MATH 2300-5 Analytic Geometry and Calculus 2

A continuation of MATH 1300. Topics include transcendental functions, methods of integration, polar coordinates, conic sections, improper integrals, and infinite series. Students with credit in MATH 2300 may not receive credit in APPM 1360 or APPM 1380. Prereq., Calculus 1.

Full Term - Section 300: Mondays and Thursdays, 5:30-8 p.m. Hellems 229. \$400 (resident).



## Organization Management

### ORMG 3300-3 Introduction to Management and Organization

Introductory study of management fundamentals and organizational behavior. Students learn how individuals adapt to organizations, how managers motivate and lead in work situations, and how organizations are designed and managed. Prereqs., PSYC 1001, SOCY 1001, and junior standing.

Full Term - Section 300: Mondays, 6:30-9:30 p.m. Duane Physics G125. \$240 (resident).

Danny Abila is a part-time student studying Economics who took Biology as a core course. Because he works full time for the City of Boulder Parks Department, Evening Credit classes have made it possible to combine work and school. Danny says he's found the evening classes to be "just as good" as the day classes, and "so convenient. It helps with the core requirements."



## Philosophy

### PHIL 1000-3 Introduction to Philosophy

Introduces fundamental questions of philosophy. Approved for arts and sciences core curriculum: ideals and values.

Full Term - Section 300: Wednesdays, 7-10 p.m. Hellems 229. \$240 (resident).

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

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Hellems 247. \$240 (resident).





## Political Science

### **PSCI 1101-3** **The American Political System**

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

Full Term - Section 300: Wednesdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

### **PSCI 2481-3** **Introduction to the Legal Process**

Basic legal concepts and processes emphasizing the American system. Special attention to political functions of law. Recommended as preparation for PSCI 3261, 4241, and 4251. Prereq., PSCI 1101.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Ketchum 120. \$240 (resident).



## Psychology

### **PSYC 1001-3** **General Psychology**

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hale 230. \$240 (resident).

### **PSYC 2012-3** **Biological Psychology 1**

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

Full Term - Section 300: Tuesdays, 7-10 p.m. Hellems 241. \$240 (resident).

### **PSYC 2303-3** **Psychology of Adjustment**

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

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Muenzinger E123. \$240 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Clare Small 209. \$240 (resident).

### **PSYC 2643-3** **Child and Adolescent Psychology**

Covers principles of development in childhood and adolescence. Prereq., PSYC 1001.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Clare Small 211. \$240 (resident).

### **PSYC 4303-3** **Abnormal Psychology**

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

Full Term - Section 300: Thursdays, 6:30-9:30 p.m. Muenzinger E432. \$248 (resident).

### **PSYC 4406-3** **Social Psychology**

Covers general psychological principles underlying social behavior. Overview and analysis of major social psychological theories, methods, and topics, including attitudes, conformity, aggression, attraction, social perception, helping behavior, and group relations. Prereq., PSYC 1001. Recommended PSYC 2101. Enrollment restricted to juniors and seniors. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E432. \$240 (resident).



## Quantitative Reasoning and Mathematical Skills

### **QRMS 1010-3** **Quantitative Reasoning and Mathematical Skills**

Designed to promote mathematical, scientific, and technological literacy among liberal arts students. Teaches basic mathematics and logic in the context of science, technology, and society. QRMS is not a traditional math class, but is designed to stimulate interest in and appreciation of mathematics and quantitative reasoning as valuable tools for comprehending the world in which we live. Approved for arts and sciences core curriculum: quantitative reasoning and mathematical skills.

Full Term - Section 300: Tuesdays, 6-9 p.m. Engineering Center CR 1-40. \$240 (resident).



## Sociology

### **SOCY 1001-3** **Analyzing Society**

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

Full Term - Section 300: Wednesdays, 6:30-9:30 p.m. Hellems 199. \$240 (resident).

Session II - Section 200: Mondays and Wednesdays, 7-10 p.m. Hellems 201. \$240 (resident).

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As a final semester senior with a full course load plus a job, Meagan Quinn appreciates the flexibility of Evening Credit courses. Taking Beth Bennett's General Biology class at night leaves Monday-Wednesday-Friday open for work. Besides, Meagan adds, "I had her last semester and she was great. And I don't need the lab - I took a lab science in my freshman/sophomore year."





## BOULDER EVENING CREDIT CLASSES

### **SOCY 1004-3**

#### **Deviance in U.S. Society**

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

Session I - Section 100: Mondays and Wednesdays, 7-10 p.m. Hellems 201. \$240 (resident).

### **SOCY 1005-3**

#### **Social Conflict and Social Values**

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

Full Term - Section 300: Tuesdays, 6-9 p.m. Muenzinger E113. \$240 (resident).

Hale 240

### **SOCY 1015-3**

#### **U.S. Race and Ethnic Relations**

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

Session I - Section 100: Tuesdays and Thursdays, 6-9 p.m. Hellems 252. \$240 (resident).

### **SOCY 1016-3**

#### **Sex, Gender, and Society 1**

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

Full Term - Section 300: Mondays, 6-9 p.m. Hale 230. \$240 (resident).

### **SOCY 2011-3**

#### **Contemporary Social Issues and Human Values**

Explores contemporary societies on a global scale. Focuses on such issues as capitalism, socialism, race and ethnic problems, sex discrimination, poverty and the concentration of wealth, crime and deviance, human rights and human values, peace and war. Approved for arts and sciences core curriculum: ideals and values.

Full Term - Section 300: Thursdays, 6-9 p.m. Economics 13. \$240 (resident).

### **SOCY 3151-3**

#### **Self in Modern Society**

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

Session II - Section 200: Tuesdays and Thursdays, 6-9 p.m. Hellems 267. \$240 (resident).

### **SOCY 4004-3**

#### **Topics in Criminology: Drugs, Crime and Criminal Justice**

Examines the extent of illicit drug use and drug dealing in the U.S.; their impact on individuals, communities, and the criminal justice system; and the connections between illicit drug use and other forms of criminal behavior. Efforts to reduce the supply of and demand for illicit drugs, including street-level law enforcement, military intervention, education, treatment, and drug testing are reviewed. Legal issues in drug policy, including the drug legalization debate are considered.

Full Term - Section 300: Tuesdays, 6:30-9:30 p.m. Muenzinger E123. \$240 (resident).

### **SOCY 4024-3**

#### **Juvenile Delinquency**

Studies factors involved in causes and distribution of delinquent behavior, problems of adjustment of delinquents, and factors in treatment and post-treatment adjustment. Approved for arts and sciences core curriculum: contemporary societies.

Full Term - Section 300: Thursdays, 6-9 p.m. Education 220. \$240 (resident).



Spark your creativity and talent to help



# You focus on learning for learning's sake.

**W**hether thinking about a career move or just giving yourself a chance to pursue a subject that intrigues you, noncredit coursework is a rewarding way to prepare for and explore the possibilities.

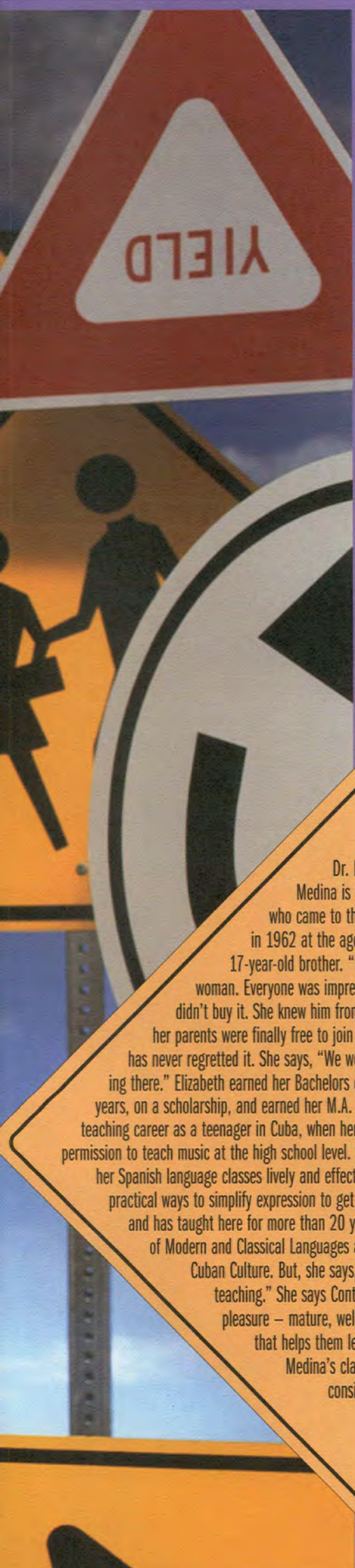
**Most classes have limited enrollment. Early registration assures your place in class.**

**Classes will not meet March 25-31.**

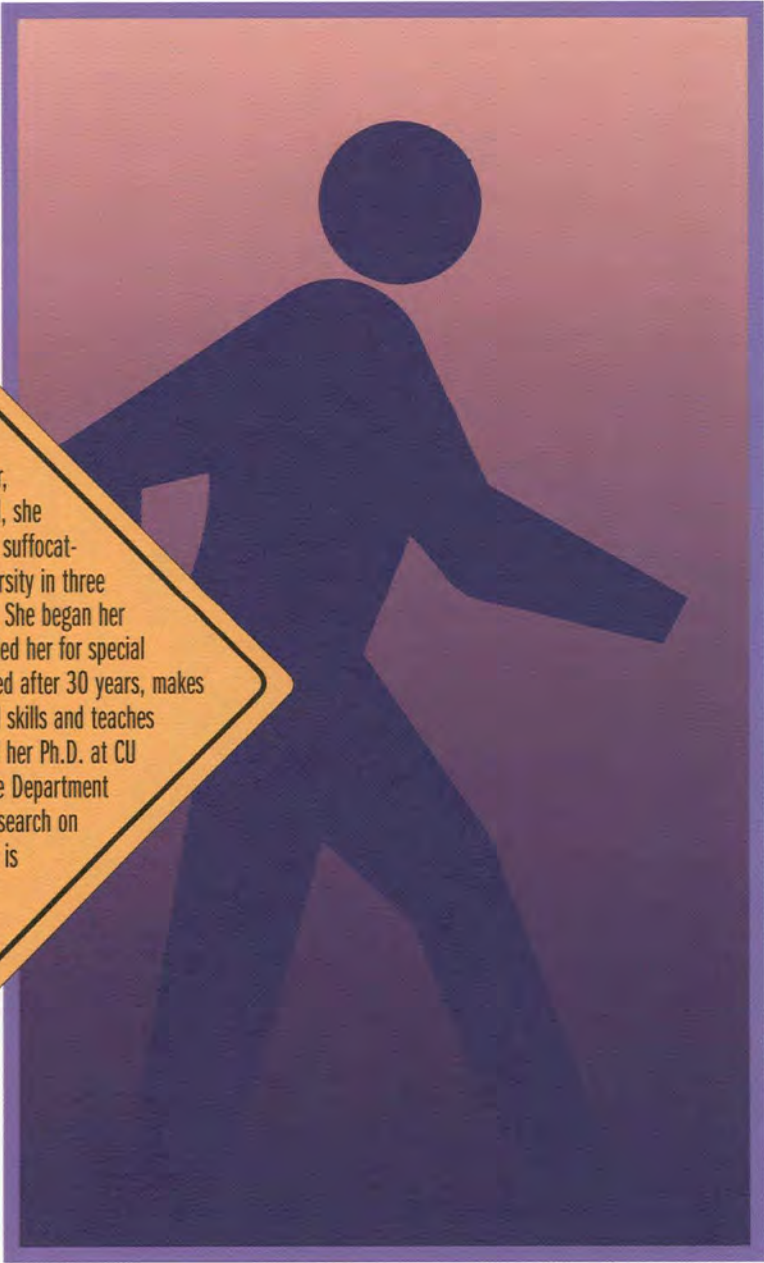
Tuition and classroom locations are listed at the end of each course description. Full refunds are given on request before the second class meeting for noncredit courses that meet five times or more; for courses that meet four times or less, requests must be made before the first class meeting. Requests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

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

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Dr. Elizabeth Medina is a Cuban native who came to the U.S. as a refugee in 1962 at the age of 19, along with her 17-year-old brother. "My mother was a visionary woman. Everyone was impressed with Castro, but my mother didn't buy it. She knew him from the university." Eleven years later, her parents were finally free to join them. Although the move was hard, she has never regretted it. She says, "We were losing freedom. I felt like I was suffocating there." Elizabeth earned her Bachelors degree from Wayland Baptist University in three years, on a scholarship, and earned her M.A. at Texas Tech, also on scholarship. She began her teaching career as a teenager in Cuba, when her strong musical background qualified her for special permission to teach music at the high school level. A passion for teaching, undiminished after 30 years, makes her Spanish language classes lively and effective. She emphasizes conversational skills and teaches practical ways to simplify expression to get an idea across. Dr. Medina earned her Ph.D. at CU and has taught here for more than 20 years. She is also chairperson of the Department of Modern and Classical Languages at Regis University, and is doing research on Cuban Culture. But, she says, "the most important thing for me is teaching." She says Continuing Education students are "a pleasure – mature, well travelled, open to try anything that helps them learn." Needless to say, Dr. Medina's classes are happily and consistently filled.



Noncredit Courses, Spring 1996

<b>Architecture and Landscape</b> .....	19	<b>Science</b> .....	24
How to Design or Remodel a House with an Architect		Boulder Rocks! Identifying Rocks and Minerals	
Introduction to Interior Design		Identifying Plants of Boulder County	
Intermediate Interior Design: A Hands-On Workshop		Winter Ecology	
Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado			
<b>Communication</b> .....	19	<b>Test Preparation</b> .....	24
How to Get Press Coverage		Preparing for the SAT/PSAT	
		Preparing for the Graduate Management Admission Test (GMAT)	
		Preparing for the Graduate Record Exam (GRE)	
		Preparing for the Law School Admission Test (LSAT)	
<b>Fine Arts</b> .....	19	<b>Theatre</b> .....	24
So You Want To Be an Artist		Acting Basics	
Low-Cost Publicity for People in the Arts		Shakespeare: From Page to Stage	
Introduction to Art and Antiques		Four Masters of the Russian Stage: Gogol, Ostrovsky, Chekhov, and Bulgakov	
Introduction to Drawing		What American Theatre Does Best: 100 Years of Broadway Musicals	
Life Drawing			
Introduction to Oil/Acrylic Painting		<b>Writing and Literature</b> .....	25
Chinese Brush Painting		Stories of Lives	
Landscape Painting in Soft Pastels		Novels of Passion and Redemption	
Soft Pastel Painting—Creative Interpretive Styles		English Writing Made Simple	
Basic Photography		Usage and Grammar: Guidelines and Rules for Everyday Use	
Creative Photography Workshop		Creative Writing	
		Character Workshop: Developing Characters for the Script, Story or Novel	
<b>Graphic Communication</b> .....	21	Poetry Workshop	
Corporate Graphics: Designing Logos, Trademarks and Symbols		Writing Haiku	
Advertising Art: Designing Brochures, Flyers and Layouts That Get Results		Short Story Workshop	
The Artist Goes to Market		Keeping a Nature Journal	
The Mental Picture: Professional Cartooning		Time to Write	
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## Architecture and Landscape

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

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

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

Section 500: Thursdays, February 8-March 7, 7-9 p.m. 5 sessions. Education 143. \$60.

### NCAL 029 Introduction to Interior Design

Whether working with an interior designer or designing your own home interior, this course introduces you to the principles, concepts and elements of interior design. Topics discussed include: proportion and scale; balance and rhythm; textures; color and light; furniture and the purchasing process; spatial arrangements and floor plans; accessorizing and wall arrangements. Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 500: Thursdays, January 18-February 29, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

### NCAL 031 Intermediate Interior Design: A Hands-On Workshop

Course builds on the basic concepts of interior design, and takes students through the process of designing a room. A hypothetical room situation will be provided by the instructor, or students can work on their own "case" room. Concepts covered include spatial planning, colors, creating a selection of furniture and fabrics, and accessorizing the room. Students should have taken the Introduction to Interior Design class, or be familiar with basic interior design principles. Out of class preparation time and minimal supplies will be required.

Barbara Ploeger, B.A., is a freelance interior designer in both residential and commercial settings.

Section 500: Thursdays, March 7-April 25, 7-9 p.m. 7 sessions. Environmental Design 120. \$85.

### NCAL 005 Xeriscape Landscaping: Low Water, Low Maintenance Landscapes for Colorado

Course involves selecting the right plants for the location to minimize water and maintenance. Careful selection and good planting techniques can produce a lush yard. Plant lists and useful handouts provided.

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

Section 500: Wednesday, March 6, 6-9 p.m. 1 session. Hellems 241. \$20.

## Business

Business classes are located on pages 28 to 31.

## Communication

Communication classes are also located in the professional development section of Business, on page 31.

### NC C 043 How to Get Press Coverage

Learn tried and true methods of how to handle various aspects of media relations, from compiling a press kit, writing a press release, and holding a press conference, to conducting a media tour, dealing with unprepared interviewers, and minimizing the damage of bad publicity. Discover how to think like a publicist and map out a strategy for success.

Chuck Gross, APR, is vice president-account services of a public relations, advertising and market research firm.

Section 500: Tuesdays, February 20-27, 6-9 p.m. 2 sessions. Muenzinger E064. \$50.

## Fine Arts

### NCFA 038 So You Want to Be an Artist

Explore the various means of making a living from the visual arts—painting, photography, ceramics, sculpture, and fiber arts. Topics include determining the quality of art work, how to improve it, selling it yourself, selling it through a gallery, and how to get into a gallery. The course examines survival strategies for the current art market.

Ruth Linton, M.A., is a former museum curator and is a gallery owner.

Section 500: Wednesdays, February 14-21, 7-9 p.m. 2 sessions. Hellems 247. \$25.

Susanne Stark Gerson has attracted a following of people who love good books and lively guided discussion. This spring's offering, *Stories of Lives*, studies character development in fiction and biography. Past courses have examined Canadian literature, award-winning novels and more. Susanne says her students are special. "I have a warm feeling for the people, their comments and contributions. It's a wonderful experience for me to find bright wonderful people who want to come out and read and discuss – there's such joy in doing this."

### NCFA 037

#### Low-Cost Publicity for People in the Arts

People in the arts, whether individual artists, musicians, non-profit or for profit arts groups, have very small budgets for advertising. This does not mean that you can't get press! Learn various ways to get your name out, from dealing with the media to developing contacts. Topics include: press releases, radio, TV, building alliances with other organizations, piggybacking with other events, developing contacts, and looking for inexpensive sponsorships.

Ruth Linton, M.A., is a former museum curator and is a gallery owner.

Section 500: Wednesdays, April 3-10, 7-9 p.m. 2 sessions. Hellems 247. \$25.

### NCFA 075

#### Introduction to Art and Antiques

Enter the world of galleries, dealers, antique furniture, collectibles, paintings and prints. Learn what gives a piece value; how to build a collection; terminology; questions to ask; traps to avoid; and how to protect your art and your investment. Ruth Linton, M.A., is a former museum curator and is a gallery owner.

Section 500: Wednesdays, February 28-March 20, 7-9 p.m. 4 sessions. Hellems 247. \$50.





## Fine Arts—continued

### NCFA 020

#### Introduction to Drawing

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

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

Section 500: Thursdays, February 8-March 21, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

### NCFA 005

#### Life Drawing

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

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

Section 500: Wednesdays, January 31-March 20, 7-9 p.m. 8 sessions. Fine Arts N275. \$105.

### NCFA 028

#### Introduction to Oil/Acrylic Painting

Emphasis is on observation, with particular attention given to the importance of value and perspective in descriptive art. We work with a color exercise, a still-life problem and from a photographic source. No prior art experience necessary. This is not a technique demonstration class. The student will choose to work with either oils or acrylics and canvas panels (cost estimate \$50-\$100). Call 492-5148 for a supply list.

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

Section 500: Tuesdays, February 6-March 19, 6:30-9 p.m. 7 sessions. Fine Arts C103. \$110.

### NCFA 012

#### Chinese Brush Painting

Designed for students at all skill levels. Learn the techniques of painting a wide variety of subjects with an emphasis on composition and the application of various shades of ink tones and colors. Bring to class newsprint paper, paper towels, and a water container. Brushes, colors and ink can be purchased from the instructor at the first class for approximately \$10-\$12.

Janette Lenschow, M.F.A., has worked in and taught Chinese brush painting for many years.

Section 500: Tuesdays, January 30-March 19, 6:30-8:30 p.m. 8 sessions. Geology 114. \$90.

### NCFA 035

#### Landscape Painting in Soft Pastels

Explore landscape painting through working from photographs, drawings, and location outdoor painting (weather permitting). Study the relationship of values and color, comparing relative values in different subjects, utilizing the "Concept of Light" system, and the effects of light on color in the studio and in outdoor situations. Students learn soft pastel painting techniques, applying the color and value concepts. Crosshatching, massing, textural variation and detail addressed.

Judith Spychalski, B.F.A., Degas Pastel Society member, has exhibited all over the country.

Section 500: Saturdays, March 9-April 27, 9 a.m.-12 noon 7 sessions. Fine Arts N103. \$130.

### NCFA 042

#### Soft Pastel Painting—Creative Interpretive Styles

Class focuses on students' personal creative and interpretive style. Any subject or style will be acceptable including abstracts. Emphasis is on textural variations of the medium, as well as composing the picture plane, value patterns, and color themes. Students develop the necessary skills for creative interpretation of landscape, figure, portrait, still life, and abstract design. Students may use photography, drawings, still life or any other resource to assist in the process. Call 492-5148 for a supply list.

Judith Spychalski, B.F.A., Degas Pastel Society member, has exhibited all over the country.

Section 500: Saturdays, January 20-March 2, 9 a.m.-12 noon 7 sessions. Fine Arts N103. \$130.

### NCFA 001

#### Basic Photography

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

Frances Charteris, M.F.A., is a professional photographer with numerous exhibitions around the United States.

Section 500: Wednesdays, January 31-March 20, 7-9 p.m. 8 sessions. Fine Arts C175C. \$90.

### NCFA 002

#### Creative Photography Workshop

Learn about amazing new films, cameras, filters, telephoto and wide angle lens, flash, macro shots, professional tips, and composition. Receive an introduction to digital photography with Adobe Photoshop. Darkroom instruction includes black and white printmaking, color enlargements from negatives, and cibachrome printing from color slides. Course includes four 2-hour classroom periods; two 3-hour darkroom classes; three weeks of black and white and color darkroom use and access to the computer digital imaging equipment. Cost of the chemicals is included. Bring your own 35 mm camera to the first class. You will need to purchase paper and film after the first class. Class will meet at the photo center during the week of March 28.

Don Oberbeck is a professional photographer and runs a photo center.

Section 500: Thursdays, February 8-April 4, 7:30-9:30 p.m. 9 sessions. Ketchum 235. \$135.

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Alice Bertini says, "My mom took Four Prize Winning Novels" with Susanne Gerson and just raved about it. So when I saw this, I jumped at it. I work in scientific and technical areas (at CASA, the Center for Astrophysics and Space Astronomy) and a course like this really fills a hole in my education. It's a nice escape for me." She adds that Susanne is "a wonderful teacher who has clearly spent a lot of time and thought in preparation for class discussions."



## Graphic Communication

### NCFA 360 Corporate Graphics: Designing Logos, Trademarks and Symbols

Learn successful techniques for solving corporate identity problems. From abstract to representational; analyze, critique and solve a variety of visual problems through effective logo and trademark design. Whether you are an artist using traditional methods or computer graphics, the ability to create an effective letterhead, logo or trademark is an essential skill. An excellent course for anyone seeking to work in computer graphics, advertising, or graphic communication. Jill Thayer, B.A., Fine Arts, runs a design firm specializing in corporate visual communications in California.

Section 500: Saturday and Sunday, February 10-11, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.

### NCFA 361 Advertising Art: Designing Brochures, Flyers and Layouts That Get Results

How do you keep a direct mail flyer out of the circular file and on top of a buyer's priority list? How can the design of a written message have impact? This intensive workshop takes an in depth look at instant-impact art and how to produce more effective direct mail flyers. Includes strategies for both traditional art and digital design.

Jill Thayer, B.A., Fine Arts, runs a design firm specializing in corporate visual communications in California.

Section 500: Monday-Wednesday, February 12-14, 6-10 p.m. 3 sessions. Geology 127. \$160.

### NCFA 362 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 and other important questions will be considered in this program designed for aspiring commercial artists. Topics include agents, personal brochures, copyright laws, and proper portfolio presentation. An excellent course for emerging computer graphic designers, fine arts and graphic artists.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 500: Monday-Wednesday, March 11-13, 6-10 p.m. 3 sessions. Geology 127. \$160.

### NCFA 363 The Mental Picture: Professional Cartooning

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. Topics include techniques, procedures, tools, and materials and their application to illustrating the verbal caption in magazine, book, and advertising illustration.

Eric Teitelbaum, M.A., is an artist, cartoonist and teacher.

Section 500: Saturday and Sunday, March 9-10, 9 a.m.-5 p.m. 2 sessions. Geology 114. \$160.



## Foreign Languages

### NCFL 108 Beginning Conversational and Written Chinese

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

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

Section 500: Wednesdays, February 7-April 17, 6:30-8:30 p.m. 10 sessions. Hale 240. \$125.

### NCFL 100 Beginning Conversational French

Build conversational skills using practical vocabulary. Language lab tapes demystify pronunciation. Text announced at first class.

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

Section 500: Mondays, February 5-April 15, 7:30-9:30 p.m. 10 sessions. Hellems 251. \$130.

### NCFL 200 Intermediate Conversational French

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

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

Section 500: Wednesdays, February 7-April 17, 7:30-9:30 p.m. 10 sessions. Hellems 267. \$130.

### NCFL 101 Beginning Conversational German

Emphasis is on speaking skills and practical vocabulary. Text is *German: A Self Teaching Guide*, available at the CU Bookstore.

Jorg Waltje, M.A., is a native German speaker.

Section 500: Tuesdays, February 6-April 16, 7-9 p.m. 10 sessions. Hellems 251. \$120.

### NCFL 102 Beginning Conversational Italian

We stress conversation and useful vocabulary and explore Italian culture. Required text is *Italianissimo 1* by De Rome, available at the CU Bookstore.

Susanna Saurini, M.A., is a native speaker.

Section 500: Mondays, February 5-April 15, 6-8 p.m. 10 sessions. Hellems 255. \$120.

### NCFL 203 Intermediate Conversational Italian

For students who have taken Beginning Italian and would like to learn more vocabulary, tenses and build speaking skills. Required text is *Italianissimo 2* by De Rome, available at the CU Bookstore.

Susanna Saurini, M.A., is a native speaker.

Section 500: Wednesdays, February 7-April 17, 6-8 p.m. 10 sessions. Hellems 211. \$120.

### NCFL 104 Beginning Conversational and Written Japanese

We stress polite, practical and colloquial Japanese in order to build a foundation of survival skills and understand how the language works. Reading simple signs and texts are introduced. Required text is *Communicating in Japanese, Book 1*, available at the CU Bookstore.

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

Section 500: Fridays, January 26-March 8, 6-9 p.m. 7 sessions. Economics 117. \$135.





## Foreign Languages— continued

### NCFL 204 Intermediate Conversational and Written Japanese

A second-level course that continues the development of oral and written skills. Prerequisite is a strong reading knowledge of both Katakana and Hiragana. Required text is *Communicating in Japanese, Book 2*, available at the CU Bookstore.

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

Section 500: Fridays, March 15-May 3, 6-9 p.m. 7 sessions. Economics 117. \$135.

### NCFL 103 Beginning Conversational Spanish

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

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

Section 500: Tuesdays, February 6-April 16, 7-9 p.m. 10 sessions. Education 155. \$125.

### NCFL 202 Intermediate Conversational Spanish

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

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

Section 500: Thursdays, February 8-April 18, 7-9 p.m. 10 sessions. Education 155. \$125.

### NCFL 107 Beginning Conversational and Written Yiddish

Build a foundation of grammar and vocabulary. Learn the origins of the language and cultural aspects, such as Jewish klezmer music and Yiddish theater. Required text, *Learning Yiddish in Easy Stages* by Zukerman and Herbst, available at the CU Bookstore.

Ayn Dalgof, M.S., is a native speaker, and has taught Yiddish for many years.

Section 500: Wednesdays, January 31-March 20, 7-9 p.m. 8 sessions. Hellems 137. \$90.



## History and Culture

### NCH 012 Exploring Different Cultures in Boulder and Denver

Explore the markets, food, temples and ceremonies of different ethnic groups in the Boulder/Denver area, while gaining insights into the meaning of culture. Evening sessions will provide an opportunity to meet international students. Class will discuss cultural themes, such as family structure. Consider ways of communicating that cross cultural boundaries or create cultural differences, which may impede cross-cultural understanding and communication. Saturday field trips to a Buddhist temple, Asian markets, and cultural centers with lunch at ethnic restaurants (approximately \$10 each). Transportation on own.

Audrey La Ferlita, M.Ed., has taught cross-cultural/multi-cultural and ESL classes.

Section 500: Tuesdays, February 27, March 5 and 19, 6-9 p.m. and Saturdays, March 16, 10 a.m.-1 p.m.; April 6, 10 a.m.-3 p.m., 5 sessions. Ketchum 301. \$95.

### NCH 011 The Incas and Their Empire

An introduction to the history, culture and civilization of the Incas, creators of the most extensive empire ever achieved by Native Americans. Explore the Inca's origin myth, their arrival in the Cuzco valley, their rise to a great dynastic power, and the disintegration and destruction of that empire. Examine various aspects of the Incan civilization including the everyday life of nobility and peasants, their religion, system of land tenure and use, agricultural practices, arts and sciences, military technology and tactics, and architecture.

Kevin Haight, J.D., made several trips to the Cuzco area of Peru, and has intensively studied the Incan culture and civilization.

Section 500: Thursdays, February 22-March 21, 7-9 p.m. 5 sessions. Hellems 259. \$55.



## Investments and Personal Finance

### NCI 008 Basic Investing

Obtain complete, understandable explanations of investments. Learn terminology, products and basic strategies so that you can take concrete steps toward planning your financial future in today's environment. Text is *One Up on Wall Street* by Peter Lynch, available at the CU Bookstore.

Mary Wright, B.A., First Vice President with a large investment firm, with 12 years experience in the field.

Section 500: Wednesdays, February 7-28, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

### NCI 007 Advanced Investment Strategies

Deepen your knowledge of investments and investment strategies. Learn the one factor that influences 90% of your portfolio's success. Understand income producing investments, yield curves, P/E ratios, betas and alphas. Evaluate the role of dividends in selecting stocks, and the pros and cons of investing in non-financial assets. Examine where mutual funds belong in your portfolio and how the economy impacts your investment decisions. Students should have a basic understanding of stocks, bonds, mutual funds and annuities. Please bring a calculator to class.

John Bonica is an investment advisor with a large investment firm.

Section 500: Wednesdays, April 3-24, 6:30-8:30 p.m. 4 sessions. Duane Physics G116. \$50.

### NCI 017 Mutual Fund Investing

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

Mary Wright, B.A., is First Vice President with a large investment firm, with 12 years experience in the field.

Section 500: Wednesdays, March 13-20, 6:30-8:30 p.m. 2 sessions. Duane Physics G116. \$25.





## Lifestyles—Personal and Professional

### NCL 045 Dealing Successfully with Personal and Professional Transition

Is change managing you or are you managing change? Will you stay in one location or will you move? Is your job status uncertain? These are changes we all face today. This workshop will help you understand these changes through a three phase transition model. Together we explore ending one phase in our lives, going through the transition, and strategies for facilitating new beginnings. Participant guide. *Personal Transitions* by Bridges, available at the CU Bookstore. Val Roche, a management/education consultant, has 18 years of experience in teaching and human resources.

Section 500: Saturday, February 3, 8:30 a.m.-4:30 p.m. 1 session. Hellems 255. \$45.

### NCL 010 Making Career and Life Changes: A Workshop

Are you contemplating a change or confused about where your career or life is going? Discover where you are and where you want to go, your preferences in work, and what you want out of life. Identify your short and long term goals, and develop a personal strategy for achieving them, overcoming obstacles and motivating yourself. Text is *Neuro-Linguistic Programming Personal Profile*, available at the CU Bookstore.

Val Roche, a management/education consultant, has 18 years of experience in teaching and human resources.

Section 500: Saturdays, February 17-24, 9 a.m.-4 p.m. 2 sessions. Hellems 255. \$90.

### NCL 038 Nutrition and Wellness

Understand the basics of good nutrition and how proper diet can promote wellness. Subjects covered: the food pyramid, proper meal planning; carbohydrates, proteins, and fat; vegetarian diets; disease prevention: heart disease, diabetes, osteoporosis, and cancer; fitness and exercise; weight control. Discuss recent nutritional theories, such as the relationship between foods and moods, and the use of supplemental vitamins and minerals.

Mary Schroeder, M.S., Food Science and Human Nutrition, is a registered dietitian and educator.

Section 500: Tuesdays, February 6-March 5, 6:30-8:30 p.m. 5 sessions. Hellems 267. \$60.

With two small children, Kay Norby Fial is "easing back into academic life," with an interest in arts and literature to balance her degree from the business school at CU. She says, "I like the structure" of Susanne Gerson's literature course. Four sessions, with two weeks in between sessions, allows time to get the reading done. In addition, this class on Canadian literature opened up a glimpse of another country and culture. Kay adds that it's made her appreciate that, even though we share a common language with our northern neighbors, Canada "really is another place."

### NCL 018 Diet, Emotions and Behavior

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

Peggy Phillips, M.Ed., is a nutrition consultant. Section 500: Saturday, February 17, 10 a.m.-4 p.m. 1 session. Hellems 247. \$35.

### NCL 043 Nutritional Herbs for Everyday Use

We review seven nourishing herbs and their vitamin and mineral content—emphasizing hard to get nutrients such as calcium, iron and trace minerals. Discover why some herbs are used for medicinal purposes with some cautions regarding long-term use, and other herbs are "tonics" which are safe and gentle for long-term use in building health. Methods of taking herbs such as teas, infusions, tinctures and vinegars will be compared.

Peggy Phillips, M.Ed., R.D., is a nutrition consultant who has been apprenticing with an herbalist this year in the Northwest.

Section 500: Saturday, February 24, 9 a.m.-1 p.m. 1 session. Hellems 247. \$25.

### NCL 051 Stress Management Through Biofeedback

Discuss what stress is, where it comes from, its possible impact on your health and the management of stress through biofeedback. Learn methods such as progressive relaxation, breathing techniques, deep muscle relaxation, imagery relaxation and meditation. The three phases of stress response will also be covered. Examine the types of behaviors, thoughts and attitudes that bring about stress, and how to deal with them, such as: your self-esteem and assertiveness; dysfunctional families; chronic pain; nutrition; exercise; life changes; and job stress. Students should bring a mat and pillow for relaxation exercises. There is a \$10 materials fee payable to the instructor at the first class.

Priscilla Hustad, M.A., has been a biofeedback therapist since 1980.

Section 500: Wednesdays, February 14-March 20, 7-9 p.m. 6 sessions. Hale 260. \$65.

### NCL 034 Study Smarter

Learn study strategies that cut your study time in half and increase effectiveness. Topics covered are: note taking, reading strategies, test preparation, concentration, time management and motivation/procrastination. Students should be high school graduates.

Sherry Snyder, M.A., is an academic coordinator with the CU University Learning Center.

Section 500: Thursdays, February 1-29, 5:30-7 p.m. 5 sessions. Muenzinger D439. \$45.





## Science

### NCSO 030 Boulder Rocks! Identifying Rocks and Minerals

Many people are curious about the rocks and minerals around our area and how to identify them. This course introduces participants to local rock and mineral identification with two evening classroom sessions, and concludes with a half-day local field trip to apply new skills. Previous coursework in Geology is recommended but not required. Purchase *The Audubon Guide to North American Rocks and Minerals* (available at the CU Bookstore), and a magnifying lens (at least 3X magnification is recommended) before the first class.

Barbara Mieras, Ph.D. Geological Sciences, has been an exploration geologist and science educator.

Section 500: Tuesday and Thursday, May 7 and 9, 6:30-9 p.m., and Saturday, May 11, 8 a.m.-noon. 3 sessions. Geology 114. \$50.

### NCSO 025 Identifying Plants of Boulder County

Learn general principles of taxonomy and identifying features of major plant families. Emphasis placed on understanding taxonomic keys to identify native plant species. Taxonomic and ecological features of trees, shrubs, and flowering plants examined during the Saturday field trip. Transportation on own.

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

Section 500: Thursdays, April 11-25, 7-9 p.m., and Saturday, April 27, 9 a.m.-4 p.m. 4 sessions. Hellems 259. \$75.

### NCSO 026 Winter Ecology

Information on the adaptations of plants and animals to winter conditions presented. During field trip, ski or snowshoe from the University of Colorado's Mountain Research Station's C-1 weather station to Four-Mile bowl. Activities include: weather monitoring, snow metamorphosis, avalanche awareness, and animal tracks and tracking. Transportation on own.

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

Section 500: Thursday, February 29, 7-9 p.m. and Saturday, March 2, 9 a.m.-4 p.m. 2 sessions. Hellems 285. \$50.



## Test Preparation

### NCT 200 Preparing for the SAT/PSAT

In-depth preparation begins with an overview of the test format, then addresses individual components, scoring procedures, and analysis of questions. We emphasize test-taking strategies. Math review, vocabulary development and reading comprehension work to reinforce students' skills. Practice tests are provided. Students need the text at the first class, available at the CU bookstore. Students register separately for the exam.

Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 500: Saturday and Sunday, March 2-3, 9 a.m.-12 noon 2 sessions. Hellems 267. \$130.

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

Be "test wise" to get your best possible score on the GMAT. We address each subject area and provide important insights into question types. We cover problem solving, data sufficiency, reading comprehension, sentence correction, critical reasoning, the new critical writing assignment section and timed-test practice. Students register separately for the exam.

Pat O'Dowd Jana, M.A., has run a test preparation company in San Diego since 1979.

Section 500: Saturday and Sunday, March 2-3, 2-5 p.m. 2 sessions. Hellems 267. \$145.

### NCT 301 Preparing for the Graduate Record Exam (GRE)

Analyze basic test skills, reviewing relevant verbal, math and analytical problems. Course structured to lead up to the exam date. Students need *GRE Prep Book 9* for the first class, available at the CU Bookstore. Students register separately for the exam.

Roe Willis, Ph.D., is a retired math teacher.

Terri Bodhaine, M.A., is a reading specialist with CU Boulder.

Section 500: Tuesdays and Thursdays, March 12-April 11, 6:30-9 p.m. 8 sessions. Hellems 252. \$165.

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

We address strategies for each section of the LSAT: writing sample, reading comprehension, logical reasoning, and analytical reasoning. Special focus is placed on demystifying the "logic games." Other sections deal with general test-taking strategies and how to conquer test anxiety. Students need texts at the first class, available at the CU Bookstore. Students register separately for the exam.

Michelle Philip, J.D., is a practicing attorney.

Section 501: Saturdays and Sundays, January 20-February 3, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.

Section 502: Saturdays and Sundays, May 18-June 1, 9 a.m.-2 p.m. 5 sessions. Hellems 267. \$195.



## Theatre

### NCTH 017 Acting Basics

All the world's a stage . . . rather than putting on a character, the actor searches for the variety in everyone of us, the everyone in each of us. Exploring the dynamics of communication, trust, sense perception and movement can open more of your stage to you. Class attendance and participation are important. Required text, *The Art of Dining* and the optional text, *The Stanislavski Method*, are available at the CU Bookstore.

Beth Osnes, Ph.D. Theatre, is an instructor, performer and director.

Section 500: Tuesdays, February 13-April 9, 6:30-8:30 p.m. 8 sessions. Geology 311. \$90.



Writing and Literature

**NCTH 005**  
**Shakespeare: From Page to Stage**

Drawing on the four plays being produced by the 1996 Colorado Shakespeare Festival, course focuses on the creative process of moving a classical play from the page to the stage. Participants examine the plays as both literature and theatre, exploring how key elements in the text are translated in performance. Students also have opportunity to meet with actors and artistic staff of the Colorado Shakespeare Festival for informal discussion of the artistry involved in making a classical play come alive for contemporary audiences.

Judith Bock, Ph.D., is education director of the Colorado Shakespeare Festival.

Section 500: Wednesdays, February 7-28, 7-9 p.m. 4 sessions. Hellems 181. \$55.

**NCTH 007**  
**Four Masters of the Russian Stage: Gogol, Ostrovsky, Chekhov, and Bulgakov**

Examine the major plays of four Russian playwrights and the development of the Russian theatre, from the Imperial theatres of the first half of the 18th century to the purges of the Stalinist era. Study the social and political issues that influenced the playwrights, the art and culture of their times, and the actors and producers who brought their works to the stage. Plays discussed include Gogol's *The Inspector General*; Ostrovsky's *The Storm and Diary of a Scoundrel*; Chekhov's *The Seagull*, *Three Sisters*, *Uncle Vanya*, and *Cherry Orchard*; and Bulgakov's *Zoyka's Apartment* and *The Days of the Turbins*. Read *The Inspector General* prior to the first class.

Rebecca Gauss, M.A., is an actor and director, who is completing a study of the studios of the Moscow art theatre.

Section 500: Tuesdays, April 2-30, 7-9 p.m. 5 sessions. Hellems 285. \$55.

**NCTH 008**  
**What American Theatre Does Best: 100 Years of Broadway Musicals**

The Broadway musical is a uniquely American contribution to theatre. Beginning with the romanticism of *Desert Song* and *New Moon*, trace the development of the Broadway musical, through *Show Boat*; the wit of Cole Porter's lyrics; the patriotic musicals of Rodgers and Hammerstein; the disillusion and despair of the '60s in musicals such as *Hair* and *Godspell*; the fear of totalitarianism and repression in the *Man of La Mancha* and *Fiddler on the Roof*; the cynicism of the '80s in *A Chorus Line*; a nostalgic return to romanticism with *The Secret Garden*; and revivals of previous musicals.

Rebecca Gauss, M.A., is an actor and director, who is completing a study of the studios of the Moscow art theatre.

Section 500: Thursdays, April 4-25, 7-9 p.m. 4 sessions. Hellems 285. \$45.

**NC W 014**  
**Stories of Lives**

Discuss two novels and two biographies that narrate life and perspective. We will meet every two weeks to provide time for reading. Books include *The Stone Diaries*, Carol Shields; *Lost in Translation*, Eva Hoffman; *Memories of A Catholic Girlhood*, Mary McCarthy; and *The Dork of Cork*, Chet Raymo, available at the CU Bookstore. Read *The Stone Diaries* for the first class.

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

Section 500: Thursdays, February 1-March 14, 7-9 p.m. 4 sessions. Duane Physics G039. \$45.

**NC W 057**  
**Novels of Passion and Redemption**

Explore various faces of passion through an eclectic selection of well-written novels. *House Made of Dawn*, N. Scott Momaday; *Crossing the Mangrove*, Maryse Conde; *Wine of Astonishment*, Earl Lovelace; *The Passion*, Jeanette Winterson; and *Herzog*, Saul Bellow, available at the CU Bookstore. Class meets every two weeks. Read *House Made of Dawn* for the first class.

Ann Armstrong Scarboro, Ph.D., is a teacher, journal and essay writer and published literary critic.

Section 500: Tuesdays, February 6-April 2, 7-9 p.m. 5 sessions. Hellems 263. \$60.

Heather Collaton took Susanne Gerson's Fall semester class on Canadian literature because, as a native Canadian, she has a real love of the literature of her homeland. The class provided a unique learning opportunity – to read and study Canadian authors with a Canadian instructor. Heather says, "It's been a fabulous course. We've taken important authors and closely examined their work – it feels really good."

**NC W 003**  
**English Writing Made Simple**

Clear communication is a must, both in the classroom and the "real" world. Learn correct grammar and usage, punctuation, and sentence structure as basic fundamentals of good writing. Jean Thyfault, is a former editor, managing journal publications.

Section 500: Thursdays, February 1-March 21, 7-9 p.m. 8 sessions. Hellems 211. \$90.

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

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

Michael Foley, M.A., has been teaching grammar for CU Boulder since 1991.

Section 500: Saturday, March 23, 9 a.m.-1 p.m. 1 session. Hellems 141. \$30.

**NC W 006**  
**Creative Writing**

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

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

Section 500: Tuesdays, February 13-April 9, 7-9 p.m. 8 sessions. Hellems 211. \$90.





## Writing and Literature— continued

**NC W 069****Character Workshop: Developing Characters for the Script, Story, or Novel**

Focus on the three key elements of dialogue, language and action in developing dimensional characters with objectives, behavior, and language specific to them. Assigned and in-class exercise strategies for revealing character idiosyncrasies, pursuit of desires, and interaction with other characters. Explore ways that characters within a given situation create their own destinies. Previous writing experience an asset but not required. Judy GeBauer, M.F.A., is an instructor and playwright, who has had a number of her plays produced.

Section 500: Saturdays, February 10-24, 10 a.m.-4 p.m. 3 sessions. Hellems 263. \$99.

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Kathleen Brewer (left) and Barbara Davidson listen to a discussion point in Susanne Gerson's literature class. Kathleen, now on her third Gerson class, says, "I like to read challenging books and discuss them. I always get more out of them after the discussion."

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

Work on the process of poetry writing with in-class writing exercises and discussion of work done in and out of class. No experience necessary—only an interest in poetry.

Deborah Viles, M.A., is a lecturer in the CU Boulder writing program.

Section 500: Mondays, January 29-March 18, 6-8 p.m. 8 sessions Muenzinger E114. \$90.

**NC W 046****Writing Haiku**

Japanese haiku expresses the poet's perceptions and emotional response to the world around him/her. Learn to write the Japanese form of Haiku and senryu to achieve the deep satisfaction that can come with looking at the world in a fresh way by writing and sharing haikus created out of that perception. Exercises used to develop the students' capacities of sensory awareness, sharpen perception, and thinking in images with in group critiques to improve technique. Purchase *The Haiku Handbook* by Higginson, available at the CU Bookstore.

Michael McNierney, M.A., has published his haiku and is the southwest regional coordinator for the Haiku Society of America.

Section 500: Thursdays, February 8-March 14, 6:30-8:30 p.m. 6 sessions. Muenzinger D144. \$70.

**NC W 008****Short Story Workshop**

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

Robert McBrearty, M.F.A., has been published in numerous journals.

Section 500: Thursdays, February 1-March 7, 7-9 p.m. 6 sessions. Hellems 237. \$70.

**NC W 022****Keeping A Nature Journal**

Enhance your enjoyment of the seasons by keeping a nature journal. Explore different journal and notebook techniques; focus on living nature; create settings where stories happen; and practice sketching and writing using the journal as a research tool. In the process, you will store ideas that may become essays, poems and stories, or remain a treasury of memories. The optional text, *Boulder County Nature Almanac* by Cushman, Jones and Knopf, available at the CU Bookstore.

Kaye Bache-Snyder, M.A., Journalism, writes and publishes articles, short stories and poems.

Section 500: Thursdays, March 21-April 18, 6:30-8:30 p.m. 4 sessions. Hellems 137. \$45.

**NC W 058****Time To Write**

Learn how to manage your time to realize your writing dreams. Review your projected and incomplete projects to understand your creative process and set goals. Learn how to stage your writing: invention, revision, editing, finishing and taking a vacation. Receive and share tips on organizing work space and records. The text is *A Writer's Time* by Atchity, available at the CU Bookstore. The class will meet every two weeks to afford opportunity to work on projects and put suggested approaches into practice.

Kaye Bache-Snyder, M.A., Journalism, writes and publishes articles, short stories and poems.

Section 500: Thursdays, February 1-29, 6:30-8:30 p.m. 3 sessions. Hellems 137. \$35.

**NC W 028****Write Fiction That Sells**

Discover the keys to writing fiction that sells. Discuss structure, plot, characterization, style, research, and other solid writing techniques. Also talk business ins and outs and how to approach the market professionally, positioning yourself and your project for success. Both beginners and professionals will benefit from the combination of writing technique and market savvy offered.

Jerrie Hurd, M.F.A., is a widely published author.

Section 500: Wednesdays, February 21-April 17, 7-9:30 p.m. 8 sessions. Hellems 251. \$115.



**NC W 027**  
**Writing Humor**

Meet the comic within. Through a series of imaginative exercises we will explore the art of writing humor. Topics include the use of humor in speech writing, script writing, character development, comics, dialogue, and humor from different cultures. Emphasis is on finding your own comic style and voice.

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

Section 500: Saturdays, February 17-March 2, 10 a.m.-3 p.m. 3 sessions. Helms 211. \$85.

**NC W 004**  
**Writing the Novel**

Tackle the fundamental challenges and vital concepts of the novel. Assignments help you convert theory into practice, with constructive feedback from the group. Topics include: story structure, conflict, dramatization, the psychology of time, characterization, dialog, point of view and voice, orientation and credibility.

James Hutchinson, Ph.D., is the founder and president of the Rocky Mountain Writers Guild.

Section 500: Thursdays, January 18-March 21, 7-9 p.m. 10 sessions. Hale 260. \$110.

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

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

Sandy Ferguson Fuller, B.A., is a professional illustrator.

Section 500: Saturday, March 2, 9 a.m.-4 p.m. 1 session. Economics 119. \$45.

 **Longmont Classes**

In response to community interest, the following courses are offered at Longmont High School.

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

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

Susan Hartman, M.A. Spanish Linguistics, has taught Spanish language classes for many years.

Section 50L: Wednesdays, February 7-April 17, 6:30-8:30 p.m. 10 sessions. \$115.

**NCEA 008**  
**Introduction to Soft Pastel Painting**

Study the relationship of values and color, comparing relative values in different subjects, utilizing the "Concept of Light" system, and the effects of light on color in the studio and in outdoor situations. Learn soft pastel painting techniques. Crosshatching, massing, textural variation and detail. The class will explore still life, photographs, and location outdoor painting. Call 492-5148 for a list of supplies.

Judith Spychalski, B.F.A., member, Degas Pastel Society, has exhibited nationally.

Section 50L: Wednesdays, February 7-March 13, 6:30-8:30 p.m. 6 sessions. \$70.

 **East Boulder Community Center Courses**

Morning and afternoon courses offered in cooperation with the City of Boulder, Housing and Human Services Department, Senior Services Division. The Community Center's address is 5660 Sioux Drive, Boulder.

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

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

Katherine Cano is a native speaker.

Section 50B: Wednesdays, January 31-March 20, 9:30-11 a.m. 8 sessions. \$70.

**NC I 016**  
**Estate Planning Techniques**

How do I decide between will and joint tenancy? Do I need to avoid probate? How do I reduce my estate taxes? What about revocable and irrevocable trusts? Living trusts? Is charitable gift-giving appropriate for me? What is my estate tax liability? How can I best use a living will and powers of attorney? Learn how to plan for a "hassle free" legacy.

Laurie Hyland, Certified Financial Planner, is Senior Vice President of a financial planning company.

Section 50B: Tuesday, February 27, 1-3 p.m. 1 session. \$20.

**NCSO 017**  
**Introduction to Colorado Geology**

From the eastern plains to the mountains, to the western plateaus and canyons, Colorado's spectacular landscape offers clues to our state's fascinating geologic history. This course offers an "armchair tour" of Colorado's geology. We investigate the development of Colorado's landform features and consider the interrelationships between living systems and the geologic setting. Barbara Mieras, Ph.D. Geological Sciences, has worked as an exploration geologist and science educator.

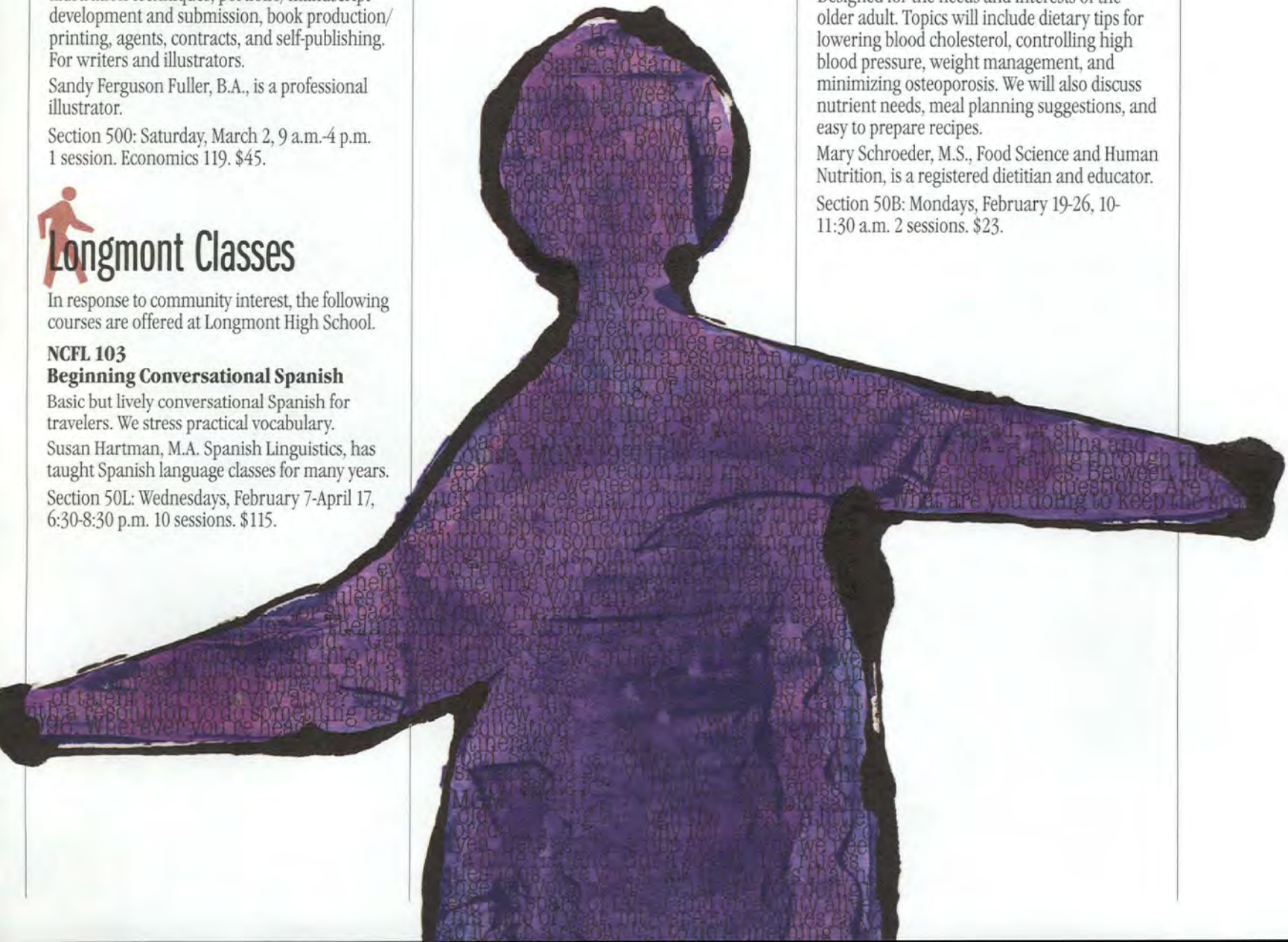
Section 50B: Thursdays, February 1-8, 2-4 p.m. 2 sessions. \$27.

**NCL 046**  
**Nutrition for Older Adults**

Designed for the needs and interests of the older adult. Topics will include dietary tips for lowering blood cholesterol, controlling high blood pressure, weight management, and minimizing osteoporosis. We will also discuss nutrient needs, meal planning suggestions, and easy to prepare recipes.

Mary Schroeder, M.S., Food Science and Human Nutrition, is a registered dietitian and educator.

Section 50B: Mondays, February 19-26, 10-11:30 a.m. 2 sessions. \$23.



# Business classes help you prepare to meet new challenges and pursue promising opportunities.

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**A** more specialized and competitive world makes new demands on all of us. We need better skills from the ground up, and an ability to adapt quickly as markets grow and change. Our business classes are widely respected for hands-on practical value. We feature instructors with a track record of active, current business experience.

### Management Development Certificate of Achievement

To earn the certificate, you must complete four required courses: Critical Issues in Current Management, Accounting

and Budgeting for the Non-Accountant, Understanding Marketing (formerly titled Managing Marketing) and Managing People. These courses are highlighted with an asterisk (\*). Besides these four classes you must also complete three or more electives in order to complete the certificate. Basic Skills for the Supervisor is recommended as a starting point.

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

**Classes will not meet March 25-31.**

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## Skill Level Guide

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

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

#### Beginning

No previous experience necessary.

#### Intermediate

Assumes completion of Basic Skills for the Supervisor or equivalent experience.

#### Specialized

Intermediate skills but specific on-the-job application.

#### Advanced

Assumes experience in many areas of management.

#### All Levels

Course encompasses varied levels of experience.





## Getting Started

### NC B 100 Basic Skills for the Supervisor

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

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

Section 500: Mondays, January 22-February 26, 7-9 p.m. 6 sessions. Business 250. \$110.



## Accounting and Finance

### NC B 110 Accounting and Budgeting for the Non-Accountant\*

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

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

Section 500: Saturdays, February 3-10, 9 a.m.-4:30 p.m. 2 sessions. Economics 205. \$150.

### NC B 116 Keeping the Money Flowing: Credit and Collections for Small and Medium-Sized Businesses

Intermediate Level  
One of the most difficult decisions that any business faces is when and how to give credit and what to do if a customer has not paid their bill. This class will guide business owners and managers in how to set a business credit policy; setting up business credit forms and how to use them; recordkeeping; tracking your credit accounts; pre-litigation remedies in collections; legal procedures and the anatomy of a lawsuit; special problems such as selling out of state, skip tracing and bankruptcy; and collecting money from a legal judgment (post judgment remedies).

Donald Wilson, J.D., has practiced law in Boulder since 1976.

Section 500: Saturday, February 24, 9 a.m.-1 p.m. 1 session. Helms 251. \$45.

### NC B 015 Understanding and Using Financial Statements

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

Donald Kaniecki has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 500: Thursdays, February 8-15, 6-8:30 p.m. 2 sessions. Business 250. \$55.



## Entrepreneurism/Small Business

### NC B 400 Entrepreneurism-Are You Ready?

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

Aivars Ziedins, M.S. Financial Services, has been working in financial planning since 1971.

Section 500: Saturday, February 10, 9 a.m.-5 p.m. 1 session. Duane Physics G131. \$75.

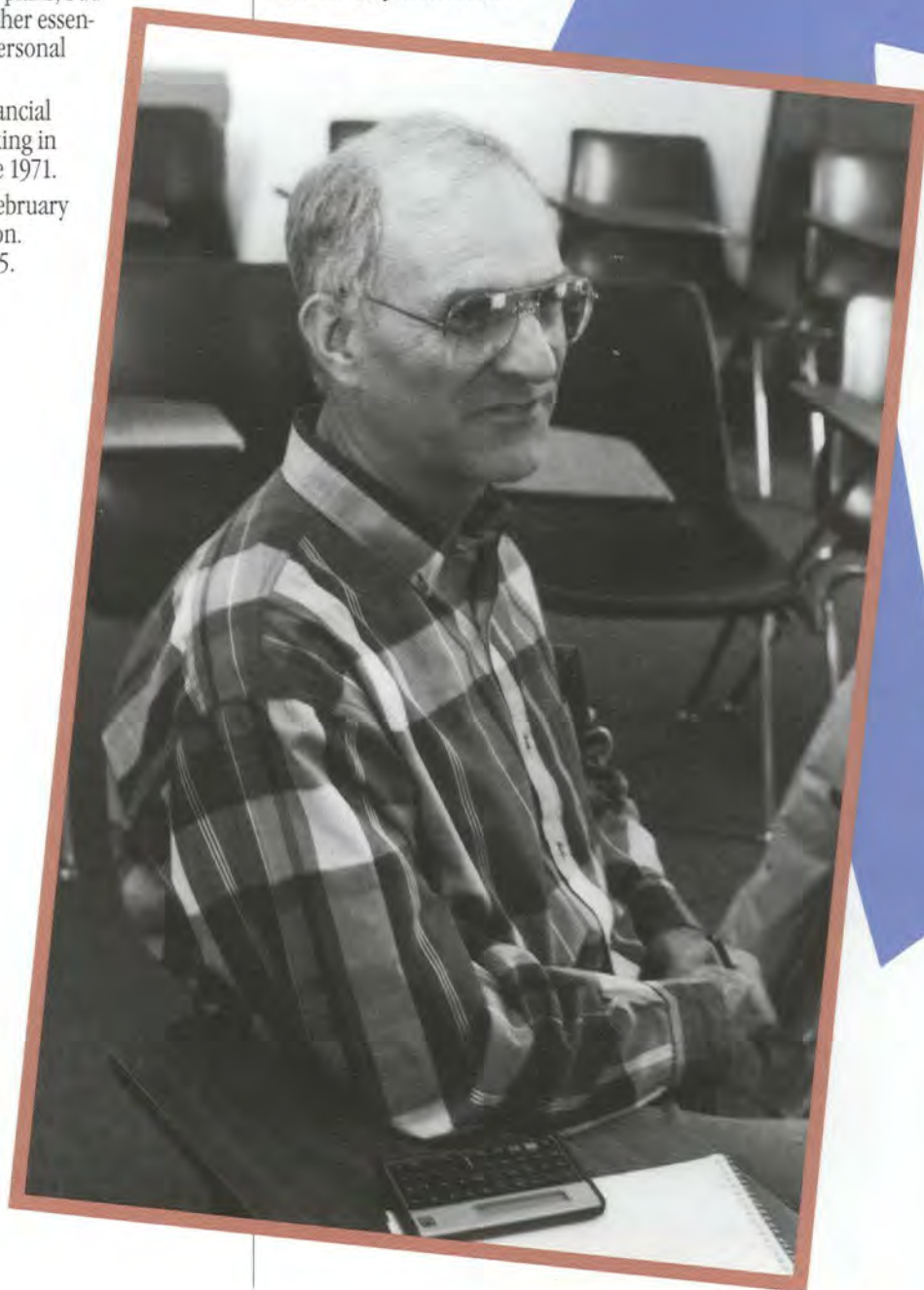
### NC B 002 Starting A Business: From the Ground Up

Beginning level  
Examine how a new business can comply with various governmental requirements. We cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, and licensing and permits. Understand how to get through these regulations as easily as possible and how to look for opportunities which can save time and money.

Donald Kaniecki has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 500: Saturday, February 10, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

Business courses make it easy for people to pick up targeted knowledge to meet their immediate needs. Jerry Zimmer took Accounting for the Non-Accountant to fill in "one of the big gaps in my knowledge." He was pleased because the course provided a perfect format for him to grasp basic ideas, without spending a whole semester or more to get involved at a detail level he really doesn't need.





## Entrepreneurism/Small Business—continued

### NC B 300 Tax Strategies for Small Businesses

Intermediate Level

For corporate owners, partnerships, sole proprietors, consultants or individuals, this class covers qualified plans, profit sharing, deferred compensation, salary continuation, split dollar investments, insurance and a host of other concepts. Learn what is possible, how the concepts work and the implications for your heirs. Be in a position to begin financial planning with sound insight.

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

Section 500: Saturday, February 17, 9 a.m.-5 p.m. 1 session. Duane Physics G131. \$75.

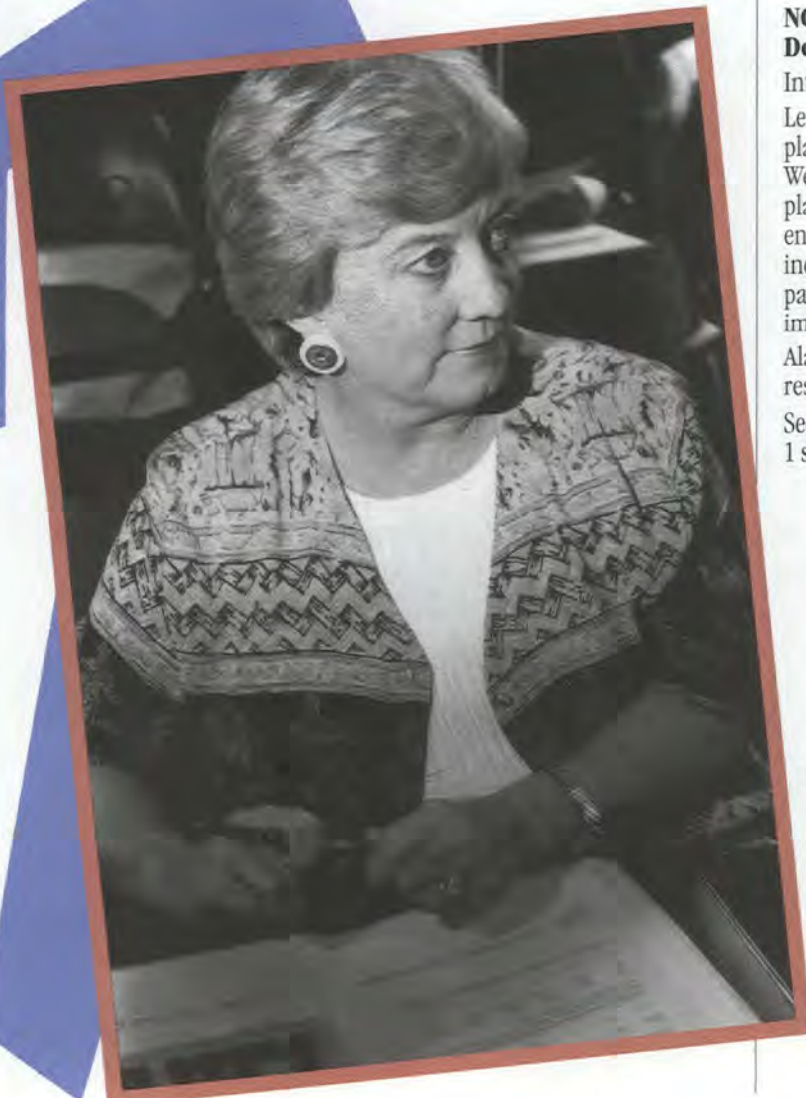
### NC B 120 Writing Business Plans

Beginning Level

Learn to write a plan that clarifies financial, marketing and operational projections and becomes a valued guide in running a profitable business. We cover sales and cost projections, cash flow, marketing research and facilities management. Emphasis is on a formal business plan for lenders/investors and as a management tool. Donald Kaniecki, has been a C.P.A. in Boulder for 13 years, working with small businesses and small business owners.

Section 500: Thursdays, February 22-29, 6-8:30 p.m. 2 sessions. Business 250. \$55.

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### NC B 401 How to Become a Successful Consultant

Intermediate Level

Learn how to identify your consulting skill areas, including the features and benefits of your services. Learn how to identify your client's needs, define roles and responsibilities, and how to formulate your consulting strategy. Also, how to market yourself and your services via publishing, speaking, direct marketing, and direct sales for bottom-line success.

Pamela Adams, B.A., is a national trainer and communications consultant.

Section 500: Saturdays, February 24-March 9, 9 a.m.-4 p.m. 3 sessions. Hale 240. \$175.



## Human Resources Management

### NC B 250 Basics of Human Resource Management

Beginning Level

In today's competitive climate, human resources management is an important business component. Recruitment and the selection process; equal employment opportunity laws and harassment issues; the compensation process; benefits; human resource issues; and careers in human resources will be discussed.

Paul Terry, M.B.A., S.P.H.R., is Vice President of Human Resources at a major engineering company.

Section 500: Tuesdays and Thursdays, February 6-20, 6:30-9 p.m. 5 sessions. Hellems 255. \$110.

### NC B 320 Developing A Performance Evaluation

Intermediate Level

Learn how to design and use a performance plan for evaluation and employee counseling. We'll consider the elements of a performance plan and appraisal; the role of counseling; job enrichment and employee satisfaction; evaluating individual contributions in teams; employee participation in the evaluation process; and implementing the plan in the workplace.

Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.

Section 500: Saturday, February 10, 9 a.m.-1 p.m. 1 session. Hellems 255. \$50.

Joyce Boothby took Accounting for the Non-Accountant because "my husband and I were starting a new business, and I'm doing the books." While she had done bookkeeping for years, she felt she needed a better understanding of accounting principles. She said Fred Moore did an excellent job of explaining things clearly in layman's terms.

### NC B 500 Implementing Pay for Performance

Intermediate Level

Discover how Pay for Performance can help your staff pull together as a team, meet organizational goals, and perform up to expected levels. This strategy links the employees' tasks directly to the goals of the organization, and their performance is reflected in their pay and other compensation. Discuss how to implement such a management system within an existing organizational structure, utilizing available data and evaluative measures.

Kenneth T. Tagawa, Ph.D., is Director of the Center for Human Resources, at CU-Denver and chairs the compensation/classification and pay for performance task force for Colorado higher education.

Section 500: Friday, March 8, 8:30 a.m.-4:30 p.m. 1 session. Coors Event Center, Room 3. \$99 (does not include lunch).

### NC B 237 Encouraging Diversity to Hone Your Competitive Edge

Intermediate Level

The competitive edge of many companies can be fostered through a diverse workforce that includes different types of people, styles of working, cultural and ethnic backgrounds, and gender differences. Learn how to implement a diversity initiative or how to fine tune your current one. Topics include: costs/benefits; implementation issues; establishing a task force; the pros and cons of assessment; committing management to diversity; interventions; and troubleshooting.

Deborah Flick, Ph.D., is a training and development specialist with 18 years of experience consulting with corporations, government agencies and educational institutions.

Section 500: Friday, March 22, 9 a.m.-4 p.m. 1 session. Coors Event Center, Room 3. \$95 (does not include lunch).

### NC B 252 Understanding Sexual Harassment in the Workplace: A Workshop

Intermediate Level

Understanding, managing, and preventing sexual harassment is a critical issue for organizations. This timely workshop presents the six levels of harassment including legal definition; quid pro quo vs. hostile work environment; how and why it occurs; management and prevention through employer practices and policies; and tools for conducting a claim investigation.

Pamela Adams, B.A., is a national trainer and communications consultant.

Section 500: Friday, April 5, 8:30 a.m.-4:30 p.m. 1 session. Coors Event Center, Room 3. \$95 (does not include lunch).





## International Business

### NC B 405 Exporting and Investing Overseas

Intermediate Level  
The approval of the North American Free Trade Agreement (NAFTA) has generated growing interest in the potential for trade and investment overseas. This course will cover each stage of the process of planning and investing overseas. Topics include opportunities, rewards and problems of overseas trading and investing; planning the project; obtaining financing; managing cultural problems and diversity; joint ventures with local partners; U.S. government assistance; and protecting assets and returns.

Jonathan Hochberg, M.B.A., overseas investment consultant, was formerly an investor services officer with the federal Overseas Private Investment Corporation (OPIC).

Section 500: Tuesdays, February 6-March 12, 6:30-8:30 p.m. 6 sessions. Hellems 137. \$120.



## Supervision/Management

### NC B 230 Critical Issues in Current Management\*

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

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

Section 500: Mondays, March 4-April 8, 7-9 p.m. 5 sessions. Business 250. \$99.

### NC B 245 Managing People\*

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

Alan Kreglo, M.S., has been a manager in lab research, manufacturing, and editorial staffs.

Section 500: Thursdays, February 1-29, 7-9 p.m. 5 sessions. Hellems 267. \$95.



## Sales/Marketing

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

Intermediate Level  
You have a product, service or idea. How do you sell it to potential customers? Discuss formulating your ideas; planning and setting objectives; understanding the market and your customer; assessing the competition; developing and promoting your products; getting products to market; and customer service.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on developing marketing plans and project management.

Section 500: Tuesdays, March 5-April 16, 6-8:30 p.m. 6 sessions. Hellems 81. \$135.

### NC B 220 Marketing Strategies and Planning

Intermediate Level  
Develop a marketing plan to reach your audience. Learn how to define your product or service; perform both an internal and external analysis of your product and potential users; research the marketplace and target your market; analyze the competition; budget; update and implement the plan.

Kathryn Novak, M.B.A., is president of a marketing firm, focusing on developing marketing plans and project management.

Section 500: Saturdays, April 13-20, 9 a.m.-4 p.m. 2 sessions. Hellems 81. \$110.



## Professional Development

### NC B 014 Handling Difficult People

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

Carolyn Duff, M.A., runs a writing communications company and conducts training programs nationally.

Section 500: Tuesday, March 19, 6-9 p.m. 1 session. Duane Physics G116. \$35.

### NC B 170 Communicating Effectively for Maximum Performance

Intermediate Level  
Develop the skills necessary to interact in teams, work groups, or in one-on-one situations. Learn how to successfully adopt powerful interpersonal communications techniques that apply in all areas of business.

Karen Becker, M.B.A., M.A., is president of a Boulder based training company specializing in communication skills training and organizational effectiveness.

Section 500: Saturdays, February 10-17, 9 a.m.-5 p.m. 2 sessions. Hellems 137. \$145.



## Writing

### NC B 475 How to Write Better Business Letters, Memos and Reports

All Levels  
Master the skills for clear, short memos, letters and reports. Avoid costly, time-consuming revisions by capturing content before you begin writing. Learn how to mindmap, dialog, brainstorm, freewrite to define audience and purpose, and develop collaborative efforts between writers and editors.

Linda Ropes, B.A., is a writer, published author and runs her own writing consulting business.

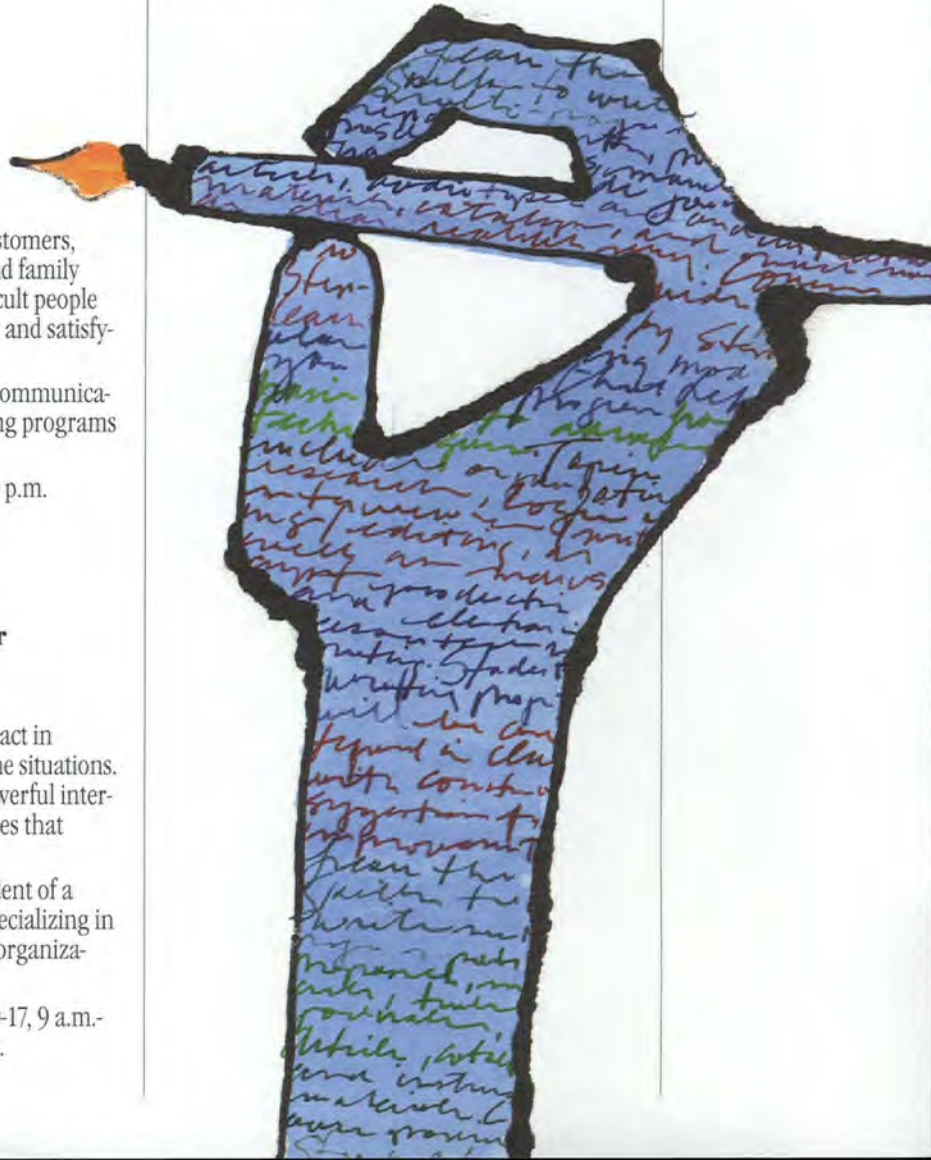
Section 500: Saturday, February 24, 9 a.m.-4:30 p.m. 1 session. Duane Physics G025. \$70.

### NC B 470 Technical Writing

All levels  
Learn the skills to write multi-page reports, proposals, manuals, trade journals, articles, audio-visual and instructional materials, catalogs, and much more in a clear, readable way. Course provides step-by-step learning modules that help you progress from basic to advanced techniques. Topics include organization, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing. Student writing projects will be critiqued in class with constructive suggestions for improvement.

Mike Gannon, M.B.A., author of, *Workbench Guide to Electronic Circuits*, is a consultant with major engineering and research firms.

Section 500: Wednesdays, February 21-March 20, 6:30-9 p.m. 5 sessions. Duane Physics G027. \$115.



Our expanding curriculum keeps pace with you



# growing interest in new applications and languages

Even people who were once reluctant to “boot up” are coming around now, and what they really want is hands-on how-to from someone who speaks plain English. Meantime, aficionados are hungry for instruction that keeps up with them. We serve both groups and everyone in between, with practical pointers from exceptional instructors who make fast-track learning easy and fun.

## Certificate in Computer Applications

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

### A. Four required core courses:

1. Computer Literacy\* (CCA 100)
2. Concepts of Data Processing and Information Technology (CCA 335)
3. Computer Application Systems Overview (CCA 340)
4. Software Development and Maintenance (CCA 350)

\***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers, you may omit it.* Simply submit a letter to the Division of Continuing Education requesting an exemption from CCA 100 Computer Literacy, if you plan on achieving the Certificate.

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

C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above and not a specific programming language qualifies as an elective, including all graphics courses.

**Leading-Edge Courses in:** Basic computer skills  
Operating systems  
Graphical user interfaces  
Computer Aided Design  
Desktop Publishing  
Computer Graphics  
Programming

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


**Parking:** At University Management Systems (UMS), parking is free day and evening directly in front of the building. At the University Computing Center (UCC), evening parking is free. For day classes, metered street spaces are available or permits for Lot 578 (southwest of the building) may be purchased for \$3.95 at the front counter. For other course locations, please refer to the campus map located at the back of the catalog.

**Prerequisites:** Many courses have prerequisites listed at the end of the descriptions. If you are unsure if you have the necessary background to successfully complete the course, please call (303) 492-6226.

**Essential Information:** Registration is limited by the number of computers available, so early registration is advised. Enrollment is on a first-come, first-served basis. Only preregistered students may attend class. Access to University computers outside of class time is limited. Please call (303) 492-6226 if you have questions about computer access.

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

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



Chris Mattson teaches Microsoft Access, Excel, Word and PC operating systems. He says, “I’m seeing more and more students who are getting into PC computing for other needs than what is required for a 9:00 to 5:00 job. There is a revolution going on in new home-run businesses, where people are taking advantage of the low cost and tremendous organizational power of today’s desktop software and services.” As owner of Sierra Consulting and Training, Chris understands the entrepreneurial urge: “I like being a big fish in a small pond.” His credentials are impeccable – a B.S. in Computer Science from the University of California, and his teaching style is nonclinical and nonintimidating. “I like teaching from a real-world perspective, with lots of fun and effective tips and tricks along the way.” Chris is a 12-year Boulder resident who enjoys “all the Colorado mountain and river sports,” as well as cooking, reading, movies and humor.

Computer Applications Courses, Spring 1996

Understanding Computers .....	34	Computer Graphics for the DOS System .....	41
The Computer System.....	34	The Apple Macintosh System .....	42
IBM Compatible Systems .....	35	Word Processing for the Macintosh.....	42
Word Processing for the DOS System.....	37	Spreadsheets for the Macintosh.....	42
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Financial Management .....	39	Multimedia for the Macintosh.....	44
Databases for the DOS System .....	39	The UNIX System .....	44
Computer Aided Design.....	40	Programming Languages.....	44
Desktop Publishing for the DOS System .....	41		

Understanding Computers

**CCA 100  
Computer Literacy**

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

Beth Sigren, B.S.

Section 501: Wednesday, January 17, 6-8 p.m. plus lab sections.

Please indicate lab section preference (50A or 50B) at registration:

Lab Section 50A: Wednesdays, January 24-March 6, 6-8 p.m.

Lab Section 50B: Wednesdays, January 24-March 6, 8-10 p.m.

Dale Heuer, MBA

Section 502: Monday, January 29, 6-8 p.m. plus lab sections.

Please indicate lab section preference (50C or 50D) at registration:

Lab Section 50C: Mondays, February 5-March 18, 6-8 p.m.

Lab Section 50D: Mondays, February 5-March 18, 8-10 p.m.

John Dick, Ph.D.

Section 503: Thursday, February 15, 6-8 p.m. plus lab sections.

Please indicate lab section preference (50E or 50F) at registration:

Lab Section 50E: Thursdays, February 22-April 11 (skip March 28), 6-8 p.m.

Lab Section 50F: Thursdays, February 22-April 11 (skip March 28), 8-10 p.m.

All Sections: 8 sessions. Ketchum 303. \$110.

Note: Location changes after first class. Please contact Continuing Education if you are unable to attend first class.

The Computer System

**CCA 212  
Internet Fundamentals**

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the network. Basic applications such as electronic mail, USENET news, moving files, using remote applications, finding and accessing information and the World Wide Web will be covered. Lectures include on-line demonstrations on both PC and Macintosh platforms. Prerequisite: CCA 100 Computer Literacy or equivalent.

Art Smoot, M.S.

Section 501: Mondays, February 5 and 12, 6-9 p.m., 2 sessions.

Section 502: Wednesday, February 21, 9 a.m.-4 p.m., 1 session.

All Sections: University Computing Center 123. \$95.

**CCA 213  
Internet Applications**

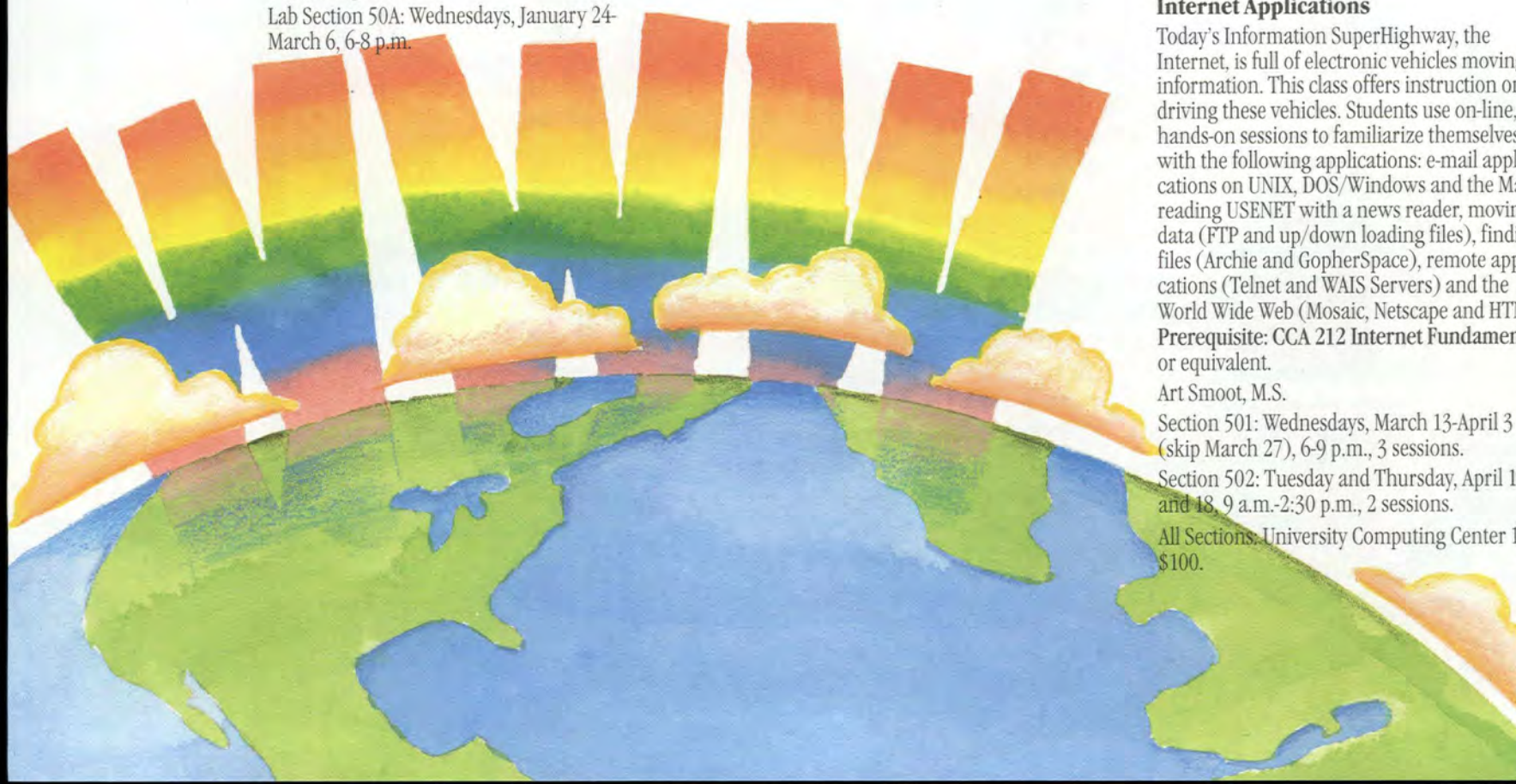
Today's Information SuperHighway, the Internet, is full of electronic vehicles moving information. This class offers instruction on driving these vehicles. Students use on-line, hands-on sessions to familiarize themselves with the following applications: e-mail applications on UNIX, DOS/Windows and the Mac, reading USENET with a news reader, moving data (FTP and up/down loading files), finding files (Archie and GopherSpace), remote applications (Telnet and WAIS Servers) and the World Wide Web (Mosaic, Netscape and HTML). Prerequisite: CCA 212 Internet Fundamentals or equivalent.

Art Smoot, M.S.

Section 501: Wednesdays, March 13-April 3 (skip March 27), 6-9 p.m., 3 sessions.

Section 502: Tuesday and Thursday, April 16 and 18, 9 a.m.-2:30 p.m., 2 sessions.

All Sections: University Computing Center 123. \$100.



## CCA 214 Hypertext Mark-up Language (HTML)

Learn to author documents and applications for delivering information on the Internet World Wide Web. Concepts of the international standard, Standard Generalized Markup Language (SGML), are reviewed and the basic HTML tag set introduced. Formatting issues, linking to internal and external documents and graphics and hypertext objects are also covered. Additional topics include interactive forms, querying, image maps, server side includes and user authentication and tracking. **Prerequisite:** CCA 213 Internet Applications or equivalent.

Art Smoot, M.S.

Section 501: Wednesdays, April 24 and May 1, 6-9 p.m., 2 sessions.

Section 502: Wednesday, May 8, 9 a.m.-4 p.m., 1 session.

All Sections: University Computing Center 123. \$95.

## CCA 335 Concepts of Data Processing and Information Technology

Topics include computer organization, teleprocessing systems and applications development and support, personal computers, and commercial systems development. Through class discussions and on-line demonstrations, students come away with a solid understanding of both practical and theoretical concepts which enhance their opportunities in the fields of data processing and information technology.

**Prerequisite:** CCA 100 Computer Literacy or equivalent. **Required text:** *Understanding Computers and Data Processing*, Parker, University Book Center, UMC 10.

Ron Clarke, M.S.

Section 500: Wednesdays, January 17-March 6, 6-8:30 p.m. 8 sessions. University Computing Center 123. \$180.

## CCA 340 Computer Applications Systems Overview

Review and preview of computer information systems, covering hardware, software, and applications for business development and information management on an industry-wide scale. **Prerequisite:** CCA 100 Computer Literacy or equivalent.

Pat Melton, M.A.

Section 500: Thursdays, March 7-May 2 (skip March 28), 6-8:30 p.m. 8 sessions. University Computing Center 123. \$170.

## CCA 354 Introduction to Networks

Networked computer systems are becoming more and more prevalent in today's business environment. Making informed choices depends on understanding the basic concepts, grasping the "lingo" and accurately evaluating various configurations. The course also presents an overview of current network systems available on both DOS-based and Macintosh-based systems to small to medium sized businesses. **Prerequisite:** CCA 200 Using MS-DOS or CCA 105 Introduction to the Macintosh or equivalent.

Valerie Parker, M.I.S., M.Ed.

Section 500: Thursdays, February 1-29, 6-9 p.m. 5 sessions. University Computing Center 123. \$175.

## CCA 355 Network Administration

Explore one of the fastest growing areas in the computer industry. Learn a broad range of network management skills including managing user groups, network security, backups and efficient use of network resources. Develop effective troubleshooting techniques to minimize network problems. **Prerequisite:** CCA 354 Introduction to Networks or equivalent.

Michelle Sharon, B.S.

Section 500: Mondays, March 11-April 8 (skip March 25), 6-9 p.m. 4 sessions. University Computing Center 123. \$140.

## IBM Compatible Systems

### CCA 120 Introduction to the IBM Compatible Personal Computer

Get to know the DOS operating system for microcomputers. Learn important vocabulary and see the beauty of the system. Master user commands and functions with hands-on practice. A survey of easy software programs will be presented.

Valerie Parker, M.I.S., M.Ed.

Section 501: Mondays, January 22-February 5, 6-9 p.m. 3 sessions. University Computing Center 126. \$100.

Pat Melton, M.A.

Section 502: Tuesday and Thursday, February 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$100.

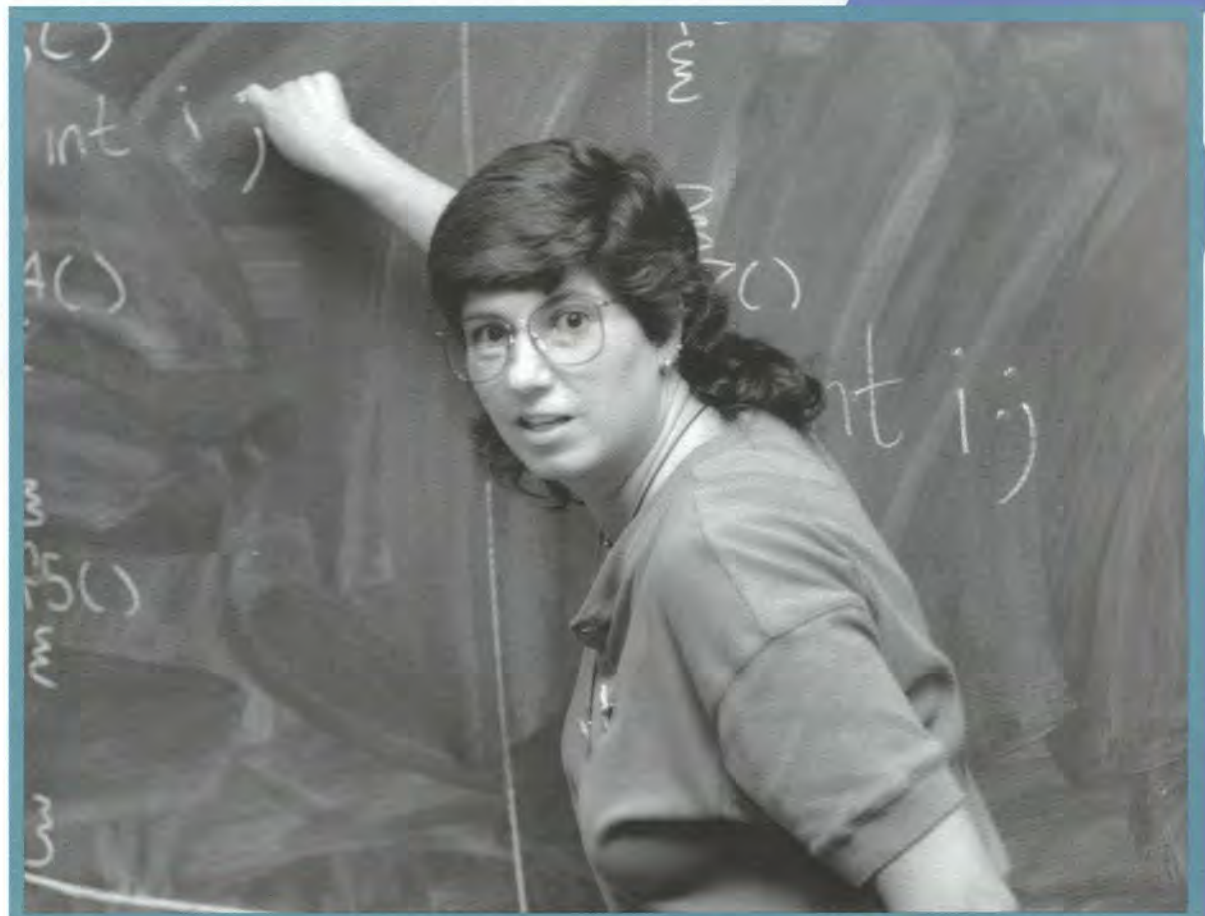
Debbie Stone


Section 503: Tuesday and Thursday, March 5 and 7, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126. \$100.

Dale Heuer, MBA

Section 504: Tuesdays, March 12-April 2 (skip March 26), 6-9 p.m. 3 sessions. University Management Systems 001. \$100.

Carol Meier says most of her students are learning C as a prerequisite to C++, because C is the background for object-oriented languages. After 11 years of teaching (with 100-200 students a year), Carol often runs into students around town. "It's kind of a joke," she says: "You learned C programming in Boulder? Then you know Carol!" A founder of XVP Software, Carol is currently between engagements, teaching and spending time with her kids. Explaining her seven years with XVP she says, "I did some interesting consulting and it turned into a real job. Five years from now, I'll probably have a real job again. But it won't be my fault."





## IBM Compatible Systems—continued

**CCA 122****IBM Compatible PC System Configuration**

Are you responsible for determining what PC equipment and configurations are required to properly automate your workstation or business. Learn what you need to know to make informed decisions on computer systems. This course presents an extensive overview of many of the system hardware components and system setups you may need including: the computer (speed, memory, disk size, display, I/O etc.), computer bus (ISA, VESA/VLB, PCI), printers (slow/fast, color or B/W, inkjet/laser), modems (9600/14400, computer/fax), networks (peer-to-peer, client-server) and multimedia. You will participate in extensive discussions and demonstrations on operating environments (DOS, Windows 3.1, Windows 95, OS/2 Warp) and networking software (Novell, Banyan, Windows for Workgroups). **Prerequisites:** CCA 120 Introduction to the IBM Compatible PC and CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 500: Tuesdays, April 9-30, 6-9 p.m.  
4 sessions. University Management Systems 001.  
\$140.

**CCA 200****Using MS-DOS**

File management and DOS commands are emphasized in this class. We cover practical commands like copy, delete, disk format; hard disk commands to create, remove and back up directories; and an introduction to batch files. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/HD diskette.

Pat Melton, M.A.

Section 501: Thursdays, January 25-February 8,  
6-9 p.m., 3 sessions.

Valerie Parker, M.I.S., M.Ed.

Section 502: Tuesday and Thursday, February  
27 and 29, 9 a.m.-2:30 p.m., 2 sessions.

All Sections: University Computing Center 126.  
\$100.

**CCA 203****Intermediate DOS**

Learn to write your own DOS commands, take control of your system and create "smart" commands. We begin with I/O redirection, pipes, and filter commands for customizing DOS, leading to creation of smart commands that allow you to develop other powerful commands tailored to your specific needs. **Prerequisite:** CCA 200 Using MS-DOS or equivalent.

Dale Heuer, MBA

Section 500: Thursdays, March 7-21, 6-9 p.m.  
3 sessions. University Computing Center 124.  
\$100.

**CCA 303****Advanced DOS/Windows**

Have you ever wondered how to get the most out of your DOS system? Unravel the mysteries of memory management, optimize your system under DOS and Windows for a given application. Learn the differences between TrueType and Adobe Type Manager. Learn how to specify your computer and know the difference between ISA, EISA, MCA and VL Bus. Learn the real differences between a 386, 486 and Pentium systems; determine how much RAM and how big a hard drive to purchase for what applications. Use some of the latest Shareware utilities and applications. **Prerequisites:** CCA 210 Introduction to Windows and CCA 203 Intermediate DOS or equivalent.

Jerry Reynolds, MSEE

Section 500: Thursdays, April 4-25, 6-9 p.m.  
4 sessions. University Computing Center 124.  
\$140.

**CCA 210****Introduction to Windows (3.1)**

Explore the utility of this powerful program covering the desktop system, standard MS-DOS interface, and Windows as a productivity enhancement. Learn to navigate in a Windows environment using a mouse. Understand terminology like WYSIWYG and GUI. Share data between programs via the clipboard and hot key prompt. **Prerequisite:** CCA 120 Introduction to the IBM Compatible PC or equivalent.

Mitzi Katz, M.Ed.

Section 501: Tuesdays, January 16 and 23,  
6-9 p.m. 2 sessions. University Computing  
Center 126. \$95.

Mitzi Katz, M.Ed.

Section 502: Wednesday, January 31, 9 a.m.-  
4 p.m. 1 session. University Management  
Systems 001. \$95.

Michelle Sharon, B.S.

Section 503: Mondays, February 5 and 12,  
6-9 p.m. 2 sessions. University Management  
Systems 001. \$95.

Lisa Kelly, B.A.

Section 504: Wednesday, February 21, 9 a.m.-  
4 p.m. 1 session. University Management  
Systems 001. \$95.

Mitzi Katz, M.Ed.

Section 505: Saturday, March 2, 9 a.m.-4 p.m.  
1 session. University Management Systems 001.  
\$95.

Michelle Sharon, B.S.

Section 506: Tuesday, April 9, 9 a.m.-4 p.m.  
1 session. University Computing Center 126. \$95.





## Word Processing

### CCA 375 Word for Windows (6.0)

Learn to create a simple document: printing, selecting, moving, copying and deleting text, changing fonts and point size and the bold, italics and underline features. Other features covered include inserting special characters, creating bulleted and numbered paragraphs, changing margins, setting tabs, using spell check and the help system. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Chris Mattson

Section 501: Tuesdays, January 30-February 13, 6-9 p.m. 3 sessions. University Computing Center 126. \$125.

Lisa Kelly, B.A.

Section 502: Tuesday and Thursday, February 27 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Management Systems 001. \$125.

Debbie Stone

Section 503: Thursdays, April 18-May 2, 6-9 p.m. 3 sessions. University Management Systems 001. \$125.

### CCA 376 Intermediate Word for Windows (6.0)

Create professional looking documents by learning the difference between page layout and normal mode. Learn headers and footers, page numbering, and tables. Use the mail, envelope and label merge and sort functions. Work with toolbars and templates. **Prerequisite:** CCA 375 Word for Windows or equivalent.

Chris Mattson

Section 501: Tuesdays, February 20-March 5, 6-9 p.m., 3 sessions.

Lisa Kelly, B.A.

Section 502: Tuesday and Thursday, March 12 and 14, 9 a.m.-2:30 p.m., 2 sessions.

All Sections: University Management Systems 001. \$125.

### CCA 386 Advanced Word for Windows (6.0)

Create and use styles to automate repetitive tasks. Use built in style headings to create a table of contents. Learn about section formatting to control document layout. Explore the various graphical and DTP elements including inserting, moving, and sizing pictures. Work with columns and create drop caps. Use WordArt and Draw to create graphics. Create template forms using text, date, drop down and check-box form fields, and text, date and number fields. **Prerequisite:** CCA 376 Intermediate Word for Windows or equivalent.

Lisa Kelly, B.A.

Section 500: Wednesday, April 3, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

### CCA 380 Beginning WordPerfect for DOS (6.0)

Learn to produce, edit and print documents using the menu or the mouse. Learn formatting features such as changing margins, tabs and indents. Change the appearance of your documents with bold, underline, italics and different fonts. Learn how to select text, move/copy text, spell check text and use the Help feature. An understanding of file save and disk management principles is assumed. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Computer or equivalent. Bring a 3.5 DS/HD diskette.

Michelle Sharon, B.S.

Section 500: Tuesday and Thursday, February 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

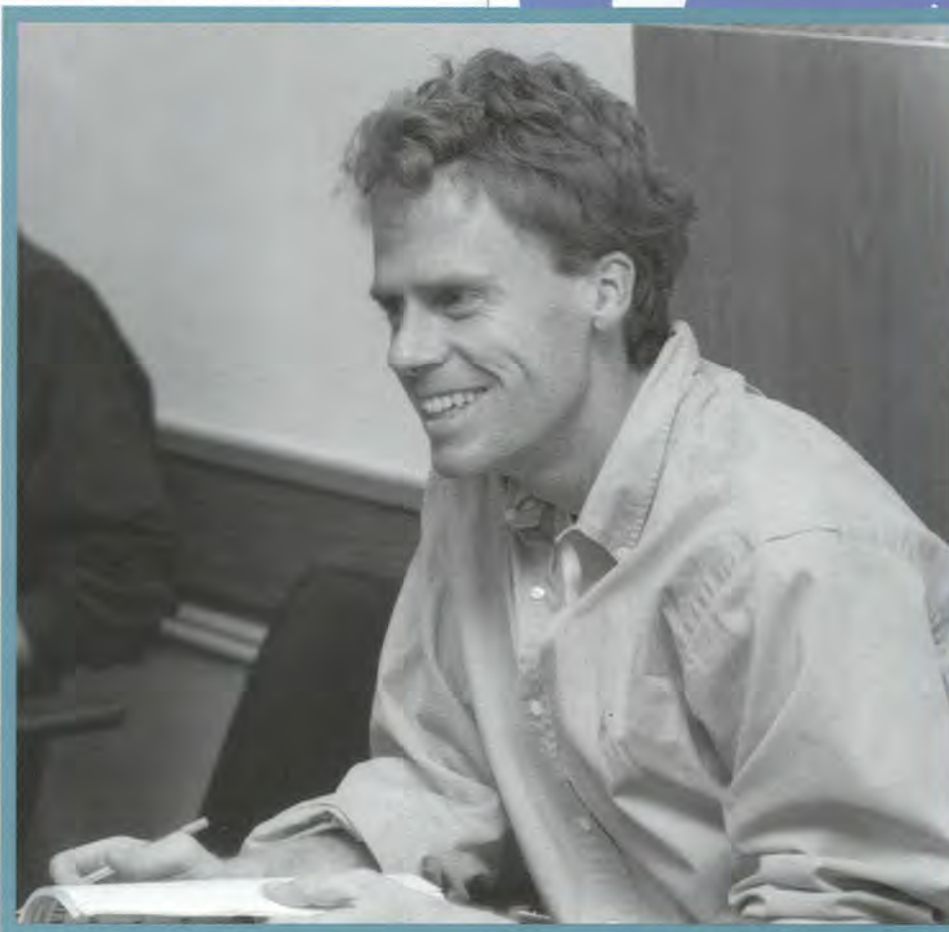
### CCA 381 Intermediate WordPerfect for DOS (6.0)

Create tables for forms, invoices, calendars, etc.; utilize the merge feature for letters, envelopes and labels; learn how to sort different types of documents, including secondary merge documents, and to create headers and footers. You'll learn about special characters and how to create and edit time saving macros. **Prerequisite:** CCA 380 Beginning WordPerfect for DOS or equivalent.

Michelle Sharon, B.S.

Section 500: Tuesday and Thursday, March 5 and 7, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$125.

Brad Schell is a partner in CadZooks, a software company with a real time animation product. Brad, who handles sales, marketing and product design, says, "I'm just trying to get more technical. People at work help me, but I wanted more. The C class "started out slowly, but it's been really good for me."



### CCA 394 Beginning WordPerfect for Windows (6.1)

Create documents, set margins and tabs, copy and move text, use the help, spell check and thesaurus. Other features covered include inserting special characters and creating bulleted and numbered paragraphs. Use commands to more effectively manage your files and documents.

**Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Lisa Kelly, B.A.

Section 501: Tuesday and Thursday, February 13 and 15, 9 a.m.-2:30 p.m., 2 sessions.

Michelle Sharon, B.S.

Section 502: Tuesdays, February 20-March 5, 6-9 p.m., 3 sessions.

All Sections: University Computing Center 126. \$125.



## Word Processing— continued

### CCA 395 Intermediate WordPerfect for Windows (6.1)

Increase your efficiency by working with tables, the merge and sort functions, headers and footers, and macros. Use the mail, envelope and label merge and sort functions. **Prerequisite:** CCA 394 Beginning WordPerfect for Windows or equivalent.

Peggy Purvis

Section 501: Tuesday and Thursday, March 19 and 21, 9 a.m.-2:30 p.m., 2 sessions.

Michelle Sharon, B.S.

Section 502: Tuesdays, April 16-30, 6-9 p.m., 3 sessions.

All Sections: University Computing Center 126. \$125.

### CCA 396 Advanced WordPerfect for Windows (6.1)

Create and use styles to automate repetitive tasks. Build a comprehensive table of contents. Control document layout and explore the various graphical and DTP elements including inserting, moving and sizing pictures. Work with columns, create drop caps and use TextArt to create graphics. Create template forms using keyboard, merge fields and tables.

**Prerequisite:** CCA 395 Intermediate WordPerfect for Windows or equivalent.

Peggy Purvis

Section 500: Wednesday, May 1, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

## Presentations

### CCA 275 PowerPoint!

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy font and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CCA 375 Word for Windows or equivalent.

Lisa Kelly, B.A.

Section 500: Thursday, April 11, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

## Spreadsheets

### CCA 345 Beginning Excel for Windows (5.0)

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing.

**Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Chris Mattson

Section 501: Mondays, February 19 and 26, 6-9 p.m., 2 sessions.

Lisa Kelly, B.A.

Section 502: Wednesday, March 6, 9 a.m.-4 p.m., 1 session.

Chris Mattson

Section 503: Wednesdays, April 3 and 10, 6-9 p.m., 2 sessions.

All Sections: University Management Systems 001. \$95.

### CCA 346 Intermediate Excel for Windows (5.0)

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! **Prerequisite:** CCA 345 Beginning Excel for Windows or equivalent.

Chris Mattson

Section 501: Tuesdays, March 12 and 19, 6-9 p.m. 2 sessions. University Computing Center 126. \$95.

Lisa Kelly, B.A.

Section 502: Wednesday, April 10, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

### CCA 347 Advanced Excel for Windows (5.0)

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CCA 346 Intermediate Excel for Windows or equivalent.

Lisa Kelly, B.A.

Section 500: Wednesday, May 1, 9 a.m.-4 p.m. 1 session. University Management Systems 001. \$95.

### CCA 311 Beginning Lotus 1-2-3 for Windows (4.0)

Learn practical guidelines for designing and building spreadsheets with classic problem-solving steps. Topics include file management, formulas, functions, worksheet editing, formatting and printing. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Michelle Sharon, B.S.

Section 501: Wednesdays, January 31-February 7, 6-9 p.m., 2 sessions.

Section 502: Wednesday, February 21, 9 a.m.-4 p.m., 1 session.

All Sections: University Computing Center 126. \$95.

### CCA 312 Intermediate Lotus 1-2-3 for Windows (4.0)

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphics features. **Prerequisite:** CCA 311 Beginning Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.A.

Section 500: Wednesday, March 13, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

### CCA 313 Advanced Lotus 1-2-3 for Windows (4.0)

Learn to write macros, develop string functions, and use such advanced functions as @VLOOKUP and @IF. Explore the use of database statistics. **Prerequisite:** CCA 312 Intermediate Lotus 1-2-3 for Windows or equivalent.

Michelle Sharon, B.S.

Section 500: Wednesday, April 3, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.





**CCA 348**  
**Introduction to Quattro Pro for Windows**

Learn to design and build spreadsheets, construct formulas, edit worksheets, use powerful functions, and format and print your spreadsheet. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Peggy Purvis  
 Section 500: Wednesday, April 17, 9 a.m.-4 p.m.  
 1 session. University Computing Center 126.  
 \$95.

**CCA 349**  
**Intermediate Quattro Pro for Windows**

Increase your efficiency and power by using ranges, date functions, search and replace, absolute referencing, hiding columns, and protecting cells. Explore the use of database commands and graphics. **Prerequisite:** CCA 348 Introduction to Quattro Pro for Windows or equivalent.

Peggy Purvis  
 Section 500: Wednesday, April 24, 9 a.m.-4 p.m.  
 1 session. University Computing Center 126. \$90.

 **Financial Management**

**CCA 240**  
**Quicken! for Windows**

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals; track investments, bank accounts and credit card use. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Mitzi Katz, M.Ed.  
 Section 500: Friday, March 1, 9 a.m.-4 p.m.  
 1 session. University Computing Center 126. \$95.

 **Databases**

**CCA 344**  
**FileMaker Pro for Windows (2.1)**

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Auto entry configuration, report and lookup options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Mitzi Katz, M.Ed.  
 Section 500: Wednesday, February 7, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$95.

**CCA 356**  
**Introduction to Access for Windows (2.0)**

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Chris Mattson  
 Section 501: Thursdays, February 15-29, 6-9 p.m., 3 sessions.  
 Section 502: Tuesday and Thursday, March 19 and 21, 9 a.m.-2:30 p.m., 2 sessions.  
 All Sections: University Management Systems 001. \$125.

**CCA 366**  
**Intermediate Access for Windows (2.0)**

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs. **Prerequisite:** CCA 356 Introduction to Access for Windows or equivalent.

Chris Mattson  
 Section 500: Wednesday, April 17, 9 a.m.-4 p.m.  
 1 session. University Management Systems 001. \$95.

**CCA 351**  
**Introduction to FoxPro for Windows (2.6)**

Learn efficient and accurate methods of collecting, storing, manipulating and reporting data. Develop database management applications specific to your individual needs. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Clyde Getty, B.S.  
 Section 500: Thursdays, February 15-March 7, 6-9 p.m. 4 sessions.  
 University Computing Center 126.  
 \$145.

Mike Garelick (front) and Paul Geist (back), in Carol Meier's C programming class. Paul is the chief technical officer for Karat Interactive Network, a Boulder company involved in telephony applications. Paul is taking the course "to advance my work skills, and it's been helpful." He'll be taking C++ as well.

**CCA 357**  
**Intermediate/Advanced FoxPro for Windows (2.6)**

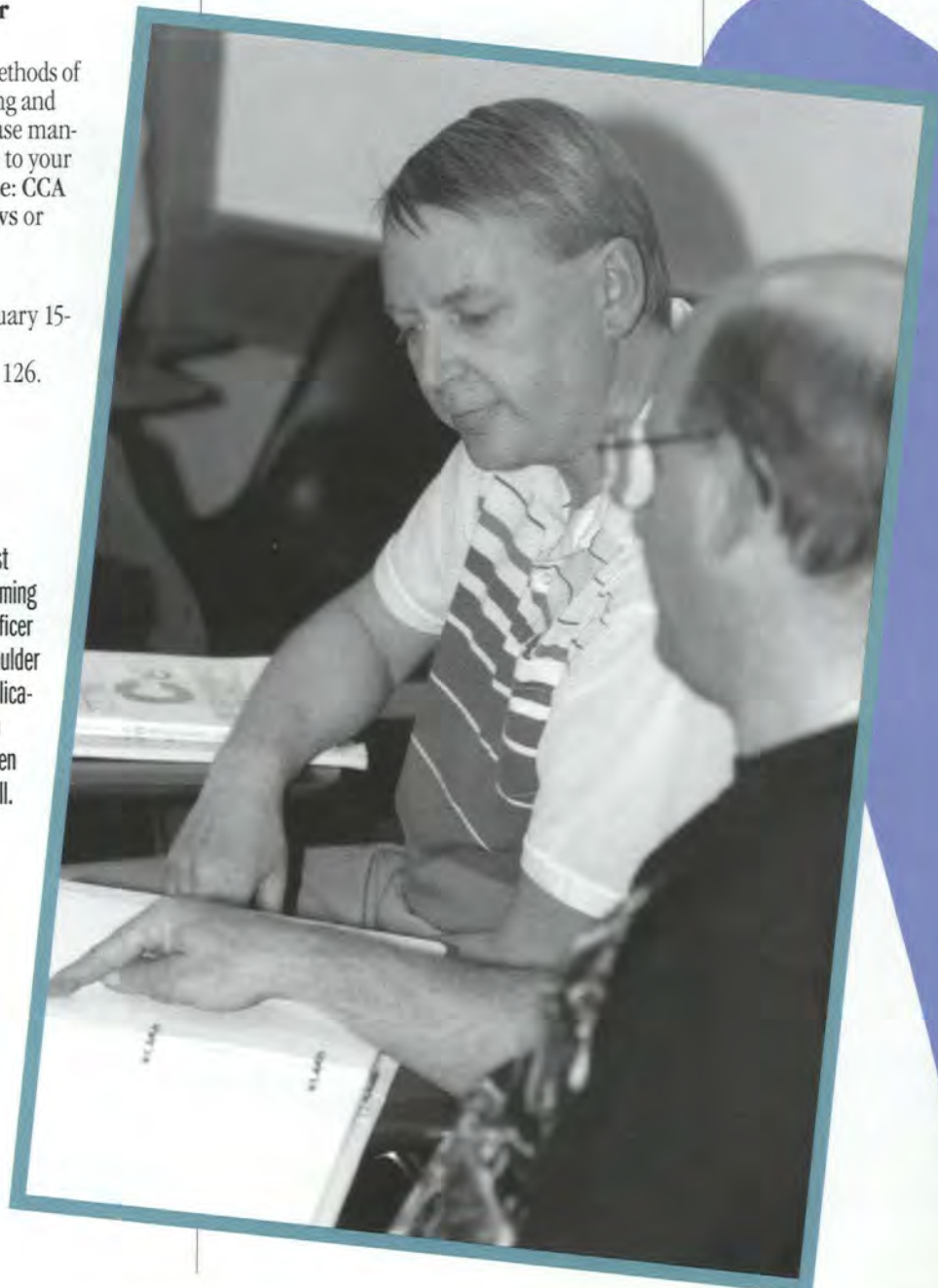
Use multiple files, menus, screens, relations, functions, and indexes to build more sophisticated databases. Topics include programming commands, total system design, and translation from other database languages. **Prerequisite:** CCA 351 Introduction to FoxPro for Windows or equivalent. Bring several 3.5 inch DS/HD diskettes.

Clyde Getty, B.S.  
 Section 500: Mondays, April 1-May 6, 6-9 p.m.  
 6 sessions. University Computing Center 126.  
 \$180.

**CCA 371**  
**Introduction to Paradox for Windows**

Design and construct efficient databases for maximum database management. Record, organize, access and report volumes of data using techniques built into this relational database. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Dale Heuer, MBA  
 Section 500: Thursdays, April 11-May 2, 6-9 p.m.  
 4 sessions. University Computing Center 126.  
 \$145.



## Computer Aided Design

### CAD 311

#### Beginning Computer Aided Design

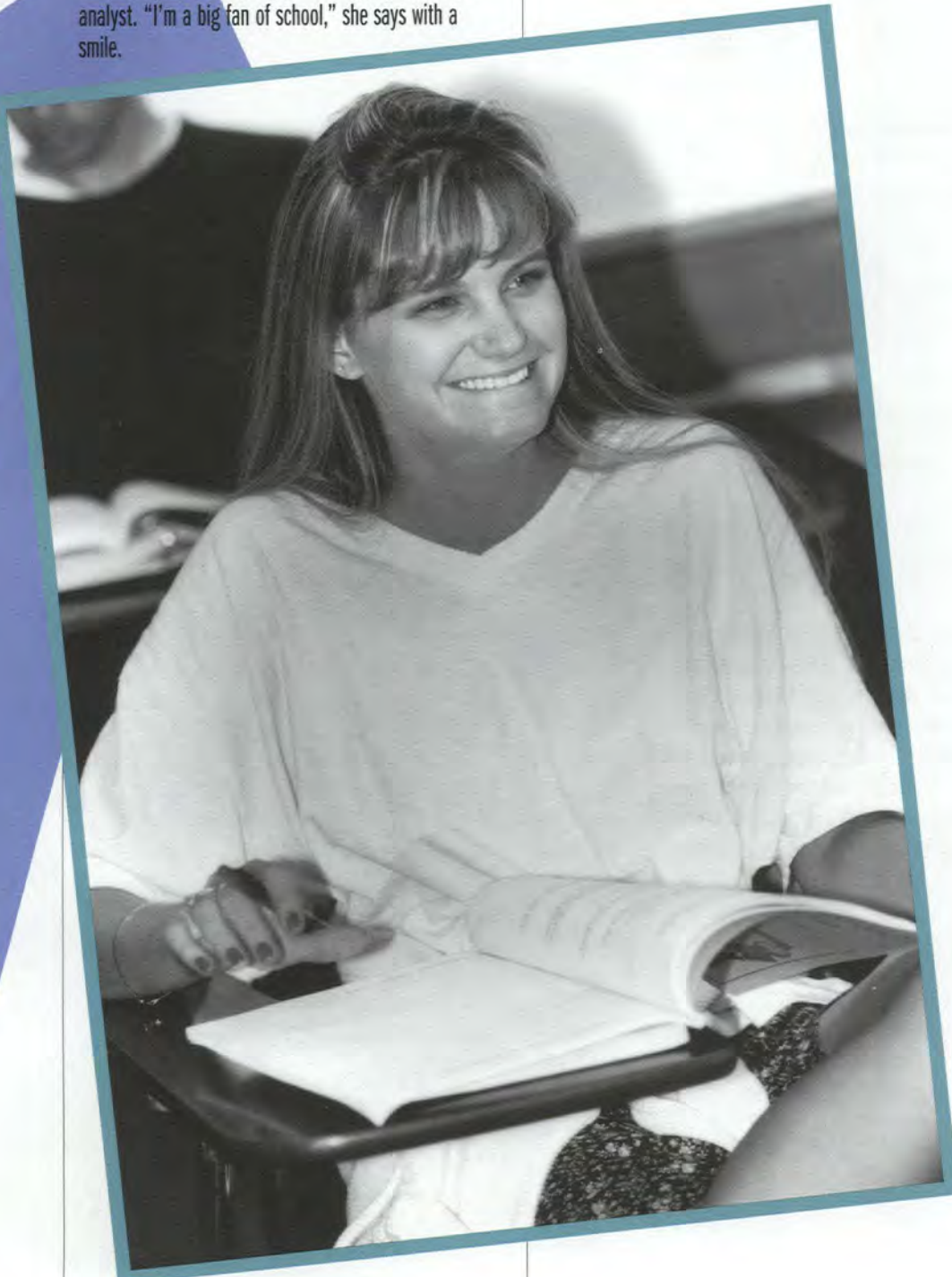
Cover the basics of systems start-up and a review of potential microcomputer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture, third party software, hardware and peripherals, and managing system issues. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

David Clafin, M.Arch.

Section 500: Tuesday and Thursday, January 16 and 18, 6-9 p.m. 2 sessions. University Computing Center 124. \$100.

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Andria Mino graduated from CSU in May, with a degree in Math and Business Finance. Actively engaged in a job search (three interviews this week), she's also using this time to pick up some computer skills that will be helpful in her first job – as a programmer or analyst. "I'm a big fan of school," she says with a smile.



### CAD 323

#### Computer Aided Design: Level I for Windows

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and producing hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAD 311 Beginning Computer Aided Design or equivalent. Some understanding of drafting concepts/techniques is helpful.

Dan Myers, M.S.

Section 501: Mondays and Wednesdays, January 29-February 21, 6-9 p.m., 8 sessions.

Phil Kreiker, MSEE

Section 502: Tuesdays and Thursdays, February 20-29, 9 a.m.-4 p.m., 4 sessions.

All Sections: University Computing Center 124. \$350.

### CAD 333

#### Computer Aided Design: Level II for Windows

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAD 323 Computer Aided Design: Level I for Windows or equivalent.

Dan Myers, M.S.

Section 501: Mondays and Wednesdays, March 4-13, 6-9 p.m., 4 sessions.

David Clafin, M.Arch.

Section 502: Tuesday and Thursday, March 19 and 21, 9 a.m.-4 p.m., 2 sessions.

All Sections: University Computing Center 124. \$250.

### CAD 335

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

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered.

**Prerequisite:** CAD 333 Computer Aided Design Level II or equivalent and some professional AutoCAD experience.

David Kingsley

Section 500: Mondays and Wednesdays, April 1-17, 6-9 p.m. 6 sessions. University Computing Center 124. \$275.

### CAD 355

#### AutoCAD Designer

Create dimensioned drawings from your 3D solid. Designer runs inside of AutoCAD to create parametric, dimension-driven solid models for mechanical design. Parts are bi-directionally associated with drawings; if you change a dimension on the part, the part stretches to accommodate the new value, and the drawing also updates! **Prerequisite:** CAD 333 Computer Aided Design Level II or equivalent.

Brad Strong, M.A.

Section 500: Mondays and Wednesdays, April 22-May 8, 6-9 p.m. 6 sessions. University Computing Center 124. \$275.

## Desktop Publishing

### CCG 377 Introduction to PageMaker for Windows (5.0)

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements. **Prerequisite:** CCA 210 Introduction to Windows or equivalent and some experience with a word processing package is recommended. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, March 2 and 9, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

### CCG 386 Advanced PageMaker for Windows (5.0)

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CCG 377 Introduction to PageMaker for Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, March 16 and 23, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

### CCG 387 Ventura for Windows

Enhance your ability to produce camera-ready originals, merging high quality typography with graphics. We cover publication of long documents, use of peripheral software programs for creating and manipulating text and graphics, file management, style sheet maintenance, and output devices. We study page design and typographic concepts. High quality printing of finished products is done in class. **Prerequisite:** CCA 210 Introduction to Windows or equivalent. Bring a 3.5 inch DS/HD diskette.

Bruce Frehner

Section 500: Saturdays, April 6 and 13, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.

### CCG 389 Advanced Ventura for Windows

Learn the intricate aspects of this software including table of contents and indexes, table editing, managing publications, automatic numbering and updating pages, tables and figures. Explore advanced techniques for frames, graphics and tagging. Continued discussions on typography, design and layout for large, complex documents will be held. **Prerequisite:**

CCG 387 Ventura for Windows or equivalent.

Bruce Frehner

Section 500: Saturdays, April 20 and 27, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$175.



## Computer Graphics

### CCG 351 CorelDRAW! (5.0)

This course gives you the ability to do complex blends, fit text to a curve, draw with calligraphic pen shapes and special effects using fountain pens are introduced. Learn how to import other file types into CorelDRAW! Expand your ability to use clipart to achieve professional looking illustrations. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 501: Tuesdays, February 27-March 19, 6-9 p.m., 4 sessions.

Section 502: Tuesdays and Thursdays, April 2 and 4, 9 a.m.-4 p.m., 2 sessions.

All Sections: University Computing Center 124. \$145.

### CCG 361 Advanced CorelDRAW! (5.0)

Gain hands-on experience creating professional quality art work, technical illustrations and business graphics presentations. This course covers making logos, fill patterns, layout considerations, grids, advanced illustration techniques, production from start to finish, and portfolio preparation using color printers. Work with color and color separations. Learn about CorelTRACE! and CorelMOSAIC! as important features of the Corel system of illustration.

**Prerequisite:** CCG 351 CorelDRAW! or equivalent.

Jerry Reynolds, MSEE

Section 500: Tuesdays, April 9-30, 6-9 p.m. 4 sessions. University Computing Center 124. \$145.

### CCG 354 Scanning and Image Editing

Learn the leading image editing application Adobe Photoshop for Windows to properly scan and edit your own photos and clipart to place them into a publication. **Prerequisite:** CCA 210 Introduction to Windows or equivalent.

Jerry Reynolds, MSEE

Section 500: Saturdays, May 4 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$145.



## Apple Macintosh System

### CCA 105

#### Introduction to the Macintosh

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

Scott Dixon, M.A.

Section 501: Tuesdays, January 16-February 6, 6-9 p.m., 4 sessions.

Sharon Pike, M.S.

Section 502: Tuesday and Thursday, February 13 and 15, 9 a.m.-4 p.m., 2 sessions.

Bob Carlisle, M.A.

Section 503: Mondays, February 26-March 18, 6-9 p.m., 4 sessions.

All Sections: University Computing Center 127. \$105.

## Word Processing

### CCA 377

#### Beginning Microsoft Word (6.0)

Tap the full power of flexible, efficient word processing through mastery of Word. Learn basics that enable you to produce practical business documents including editing, text/graphic interfaces, use of key features. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 501: Tuesday and Thursday, February 27 and 29, 9 a.m.-2:30 p.m., 2 sessions.

Scott Dixon, M.A.

Section 502: Mondays, April 1-15, 6-9 p.m., 3 sessions.

All Sections: University Computing Center 127. \$125.

### CCA 378

#### Intermediate Microsoft Word (6.0)

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CCA 377 Beginning Microsoft Word or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 501: Tuesday and Thursday, March 12 and 14, 9 a.m.-2:30 p.m., 2 sessions.

Scott Dixon, M.A.

Section 502: Mondays, April 22-May 6, 6-9 p.m., 3 sessions.

All Sections: University Computing Center 127. \$125.

### CCA 379

#### Advanced Microsoft Word (6.0)

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking documents. **Prerequisite:** CCA 378 Intermediate Microsoft Word or equivalent. Bring a 3.5 inch DS/HD diskette.

Sharon Pike, M.S.

Section 500: Wednesday, May 8, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$95.

## Spreadsheets

### CCA 336

#### Beginning Excel for the Macintosh (5.0)

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. We study formulas and explore other powerful features. **Prerequisite:** CCA 105 Introduction to the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Bob Carlisle, M.A.

Section 501: Tuesdays, February 13 and 20, 6-9 p.m., 2 sessions.

J. Burke Taft, M.Ed.

Section 502: Tuesday and Thursday, February 20 and 22, 1:30-4:30 p.m., 2 sessions.

All Sections: University Computing Center 127. \$95.

### CCA 337

#### Intermediate Excel for the Macintosh (5.0)

Expand upon the formulas and functions used in the introductory course by learning to build a database, explore charting and build macros. **Prerequisite:** CCA 336 Beginning Excel for the Macintosh or equivalent. Bring a 3.5 inch DS/HD diskette.

Bob Carlisle, M.A.

Section 501: Tuesdays, February 27 and March 5, 6-9 p.m., 2 sessions.

J. Burke Taft, M. Ed.

Section 502: Tuesday and Thursday, March 5 and 7, 1:30-4:30 p.m., 2 sessions.

All Sections: University Computing Center 127. \$95.

### CCA 338

#### Advanced Excel for the Macintosh (5.0)

Explore "what if" scenarios by writing more advanced macros, applying more advanced functions and looking at some of the most recently added features of this software. **Prerequisite:** CCA 337 Intermediate Excel for the Macintosh or equivalent.

J. Burke Taft, M.Ed.

Section 500: Tuesday and Thursday, March 19 and 21, 1:30-4:30 p.m. 2 sessions. University Computing Center 127. \$95.





## Desktop Publishing

**CCG 373****QuarkXPress for the Designer (3.3)**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use.

This class will address issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CCA 378 **Beginning Microsoft Word** or equivalent. **Recommended text:** *QuarkXPress by Example*, Meehan, University Book Center, UMC 10.

Sharon Pike, M.S.

Section 501: Wednesdays, February 28-April 3 (skip March 27), 6-9 p.m., 5 sessions.

Sharon Pike, M.S.

Section 502: Tuesday and Thursday, April 2 and 4, 9 a.m.-5 p.m., 2 sessions.

Becky Milmo, B.F.A.

Section 503: Saturdays, April 6 and 13, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$175.

**CCG 374****Advanced QuarkXPress (3.3)**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CCG 373

**QuarkXPress for the Designer** or equivalent.

**Recommended text:** *QuarkXPress by Example*, Meehan, University Book Center, UMC 10.

Becky Milmo, B.F.A.

Section 500: Saturdays, May 4 and 11, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$165.



## Computer Graphics

**CCG 356****Basic Macintosh Computer Art**

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CCA 105 **Introduction to the Macintosh** or equivalent. Bring a 3.5 inch DS/HD diskette.

Barry Ratliff, M.F.A.

Section 500: Saturdays, February 10 and 17, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$150.

**CCG 365****Adobe Photoshop (2.5)**

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations.

**Prerequisite:** CCG 356 **Basic Macintosh Computer Art** or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Adobe: Classroom in a Book*, University Book Center, UMC 10.

Alex Horstman, M.F.A.

Section 501: Saturdays, March 2 and 9, 9 a.m.-5 p.m., 2 sessions.

Section 502: Tuesdays, March 12-April 16 (skip March 26), 6-9 p.m., 5 sessions.

Section 503: Wednesdays, April 10-May 8, 6-9 p.m., 5 sessions.

All Sections: University Computing Center 127. \$175.

A technical manager at Ball Aerospace, Buz Rathburn says, "I've been a computer designer all my life. I talk to people who work in C and I look at programs written in C, so I thought it would be advantageous to get a more hands-on understanding of it." He says this course is "a short, quick, very fast-paced introduction to C. For my particular needs, it's just what I wanted."

**CCG 370****Creative Photoshop**

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared—all will benefit! **Prerequisite:** CCG 365 **Adobe Photoshop** or equivalent. You must have access to a Macintosh with Photoshop installed.

Alex Horstman, M.F.A.

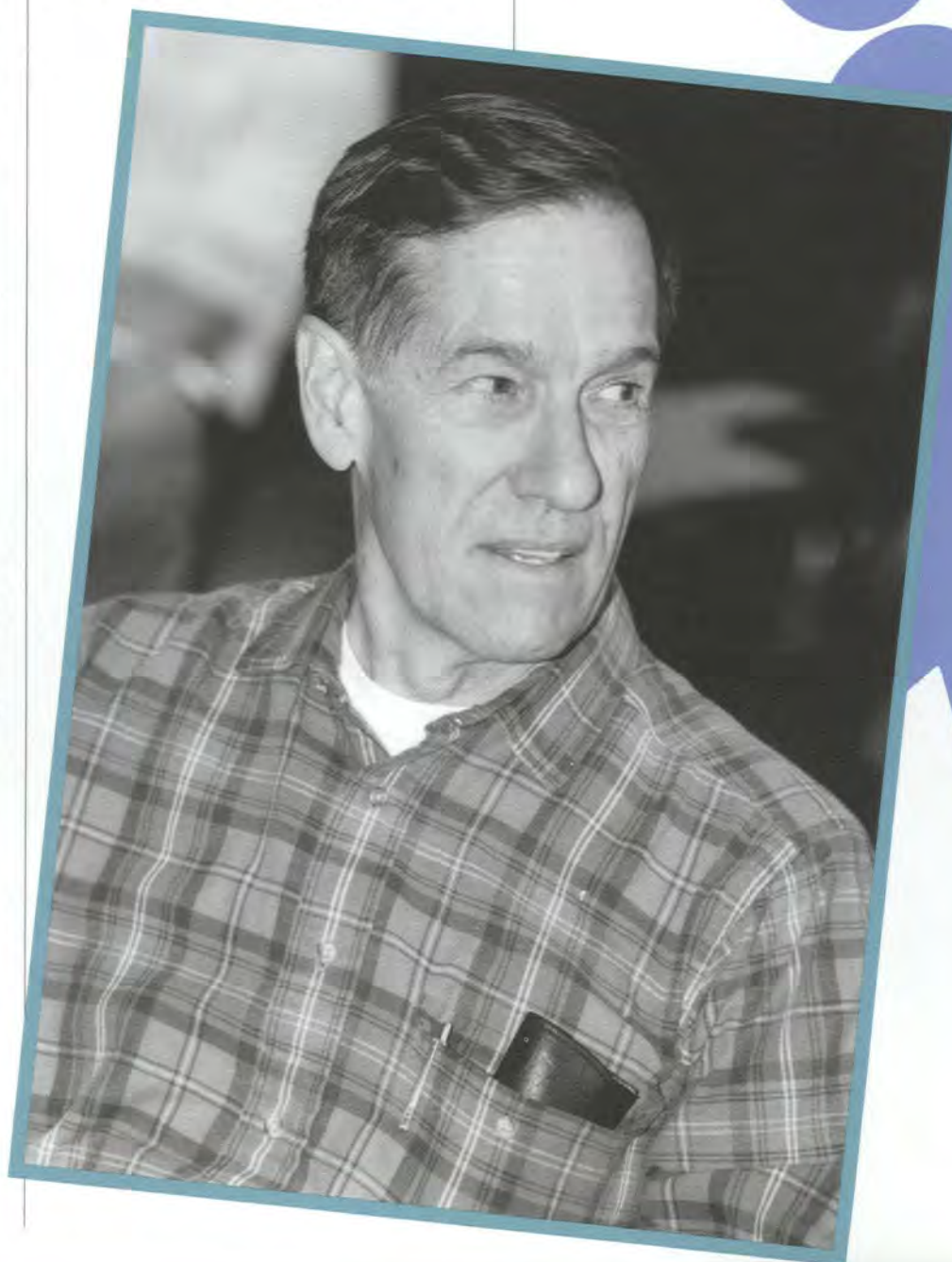
Section 500: Saturdays, April 20 and 27, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$175.

**CCG 366****Adobe Illustrator (5.0)**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CCG 356 **Basic Macintosh Computer Art** or equivalent. Bring 3.5 inch DS/HD diskette.

Alex Horstman, M.F.A.

Section 500: Saturdays, March 16 and 23, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$175.





## Multimedia

### CCG 376 Multimedia Production Using Macromedia Director

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CCG 356 Basic Macintosh Computer Art or equivalent.

J. Burke Taft, M. Ed.

Section 501: Thursdays, January 25-February 15, 6-9 p.m.

Section 502: Thursdays, March 14-April 11 (skip March 28), 6-9 p.m.


All Sections: 4 sessions. University Computing Center 127. \$170.

### CCG 378 Creative Director

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text and Quicktime movies. You will have the opportunity to share ideas and problem solve with other students. **Prerequisite:** CCG 376 Multimedia Production Using Macromedia Director or equivalent.

J. Burke Taft, M. Ed.

Section 500: Thursdays, April 18-May 9, 6-9 p.m. 4 sessions. University Computing Center 127. \$170.



## UNIX Systems

### CCA 360 Introduction to UNIX

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

Ed Zucker, M.S.

Section 500: Tuesdays, January 16-February 27, 6:30-9:30 p.m. 7 sessions. University Computing Center 123. \$265.

### CCA 361 Intermediate UNIX

Create your own tools or do system administration. We cover advanced use of commands, including: creating and executing shell programs, start-up files, variables, parameters, simple and multiple case branching, loops, signal handling, testing file attributes, plus some ingenious little-known features. **Prerequisite:** CCA 360 Introduction to UNIX or equivalent.

Ed Zucker, M.S.

Section 500: Tuesdays, March 12-April 16 (skip March 26), 6:30-9:30 p.m. 5 sessions. University Computing Center 123. \$250.



## Programming

### CCA 290 Introduction to Programming

This is an excellent course for students with minimal or no programming background who want to take Hands-On C. Students will learn the logic patterns needed for structured programming in any language, work with if statements, loops and modularized code, and learn to write top-down, elegant code. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. **Required text:** *Karel: The Robot*, Pattis, University Book Center, UMC 10.

Charry Stover, M.S.

Section 501: Mondays and Wednesdays, January 17-February 14 (skip 2 sessions), 6-9 p.m.

Lab-Wednesday, February 7, 6-10 p.m.

Section 502: Mondays and Wednesdays, April 22-May 13 (skip 1 session), 6-9 p.m.

Lab-Saturday May 11, 9 a.m.-1 p.m.

All Sections: 7 sessions. Duane Physics 025. \$280.



Vince Vecchiotti is a senior analyst for VSA, Inc., in Denver, taking the C programming class because "it's used in so many places, I really felt I needed to have an understanding of it to enhance my computer skills." He adds, "The class is really good, and the instructor — she really makes things clear."

## CCA 301 Hands-On C I

C programming for those who are new to programming or want a gentle introduction. The course covers basic I/O, conditionals, and loops, and is partially self-paced. The class reinforces the basic principles of structured programming and provides an introduction to C for all levels.

**Prerequisite:** CCA 290 Introduction to Programming or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 501: Saturdays, February 3 and 10, 9 a.m.-4 p.m., 2 sessions.

Charry Stover, M.S.

Section 502: Mondays and Wednesdays, March 4-18 (skip 1 session), 6-9 p.m., 4 sessions.

All Sections: University Management Systems 001. \$190.

## CCA 302 Hands-On C II

This class is partially self-paced and covers functions and an introduction to pointers. Those who are relatively new to programming should have some facility writing simple C code by the end of this class. Those with a strong programming background should have the coding of simple C programs "wired" and find the pursuit of the more arcane aspects of this language a simpler task. **Prerequisite:** CCA 301 Hands-On C I or equivalent. **Required text:** *Learn C Now*, Hansen, University Book Center, UMC 10.

Susan Ramirez, B.S.

Section 501: Saturdays, February 17 and 24, 9 a.m.-2:30 p.m.

Charry Stover, M.S.

Section 502: Saturday, April 6, 9 a.m.-4 p.m. and Monday, April 8, 6-9 p.m.

All Sections: 2 sessions. University Management Systems 001. \$150.

## CCA 315 Application Programming

An introductory course covering techniques for designing common algorithms to solve practical problems. Topics include functions and procedures with parameter passing, data structures, files, recursion and pointers. Course combines a lecture and self-paced laboratory format with hands-on programming using Turbo Pascal and Turbo C++. **Prerequisite:** CCA 120 Introduction to the IBM Compatible Personal Computer or equivalent. Bring a 3.5 inch DS/HD diskette. **Recommended text:** *Turbo Pascal*, 3rd Edition, Savitch, University Book Center, UMC 10.

Tom Harrold, MBS, Ed.D.

Section 500: Mondays and Wednesdays, April 15-May 20, 6-9 p.m. 11 sessions. University Management Systems 001. \$280.

## CCA 320 Introduction to the C Language for Programmers

Master the fundamentals of the C language including: data types, control structures, functions and parameter passing, program structure, separate compilation, the C preprocessor, arrays, pointers, strings and structures. Portability, efficiency and readability are emphasized with examples throughout the course. The format is lecture with homework exercises to reinforce lecture concepts. Any C compiler will suffice and logins on university computers are provided for those with no access to their own C compiler.

**Prerequisite:** Fluency in almost any language will suffice as basic programming concepts will not be covered. Those with no programming experience should consider CCA 302 Hands-On C II. **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 500: Mondays, January 29-March 18, 6-9 p.m. 8 sessions. Hellems 241. \$280.

## CCA 321 Intermediate/Advanced C Programming

This course addresses C programming language issues and techniques needed for production programming and preparation for C++ programming. Topics include: complex data structures, command line arguments and the environment, the standard C library, file I/O, dynamic memory management, advanced preprocessor features, specialty data structures (bit fields, enumerations, unions), pointers to functions, setjmp and longjmp, and writing functions with a variable number of arguments.

Lecture format with homework to reinforce concepts. **Prerequisite:** CCA 320 Introduction to C Programming for Programmers or equivalent and fluency in introductory topics (especially pointers and storage class issues). **Recommended text:** *The C Programming Language*, Kernighan and Ritchie, University Book Center, UMC 10.

Carol J. Meier, M.S.

Section 500: Mondays, April 1-May 6, 6-9 p.m. 6 sessions. Hellems 241. \$250.





## Programming—continued

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

C++ is an extension of C that supports object-oriented (O-O) programming. This course addresses the essential concepts of O-O programming (classes, objects, inheritance and polymorphism), and shows how these are supported (member functions, public and private, virtual functions). The course also covers parts of C++ that are not directly related to O-O programming (constants, function overloading, default arguments, inline functions).

**Prerequisite:** CCA 321 Intermediate/Advanced C Programming or equivalent.

Tom Cargill, Ph.D.

Section 500: Mondays, January 29-March 4, 6-9 p.m. 6 sessions. Hellems 211. \$250.

**CCA 328****Intermediate C++ Programming**

This course continues the treatment of C++ and object-oriented programming. First, it covers features that are needed in production programming: static members, abstract base classes, protected access, friends, arrays of objects. Another aspect of production C++ programming is the process by which programs are built: header files, type-safe linkage, linking with C code. More specialized material will then be covered: operator overloading and references, initialization versus assignment. Finally, the course covers a large collection of "Gotchas" that may bite the unsuspecting programmer.

**Prerequisite:** CCA 327 Introduction to C++ Programming or equivalent.

Tom Cargill, Ph.D.

Section 500: Mondays, April 1-May 6, 6-9 p.m. 6 sessions. Hellems 211. \$250.

**CCA 330****Introduction to Java Programming Language**

An overview of the new object-oriented programming language developed by Sun Microsystems. This relatively small language supports objects and multiple threads, has language semantics that are portable and safe and is appropriate for a wide variety of applications, including embedded and distributed programming. Much of Java's power is in its class library. **Prerequisite:** Fluency with an object-oriented programming language is required. Those with no object-oriented programming experience should consider CCA 327 Introduction to C++ Programming.

Tom Cargill Ph.D.

Section 500: Saturday, January 27, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$100.

**CCA 358****Programmer's Introduction to the X Window System and OSF/Motif**

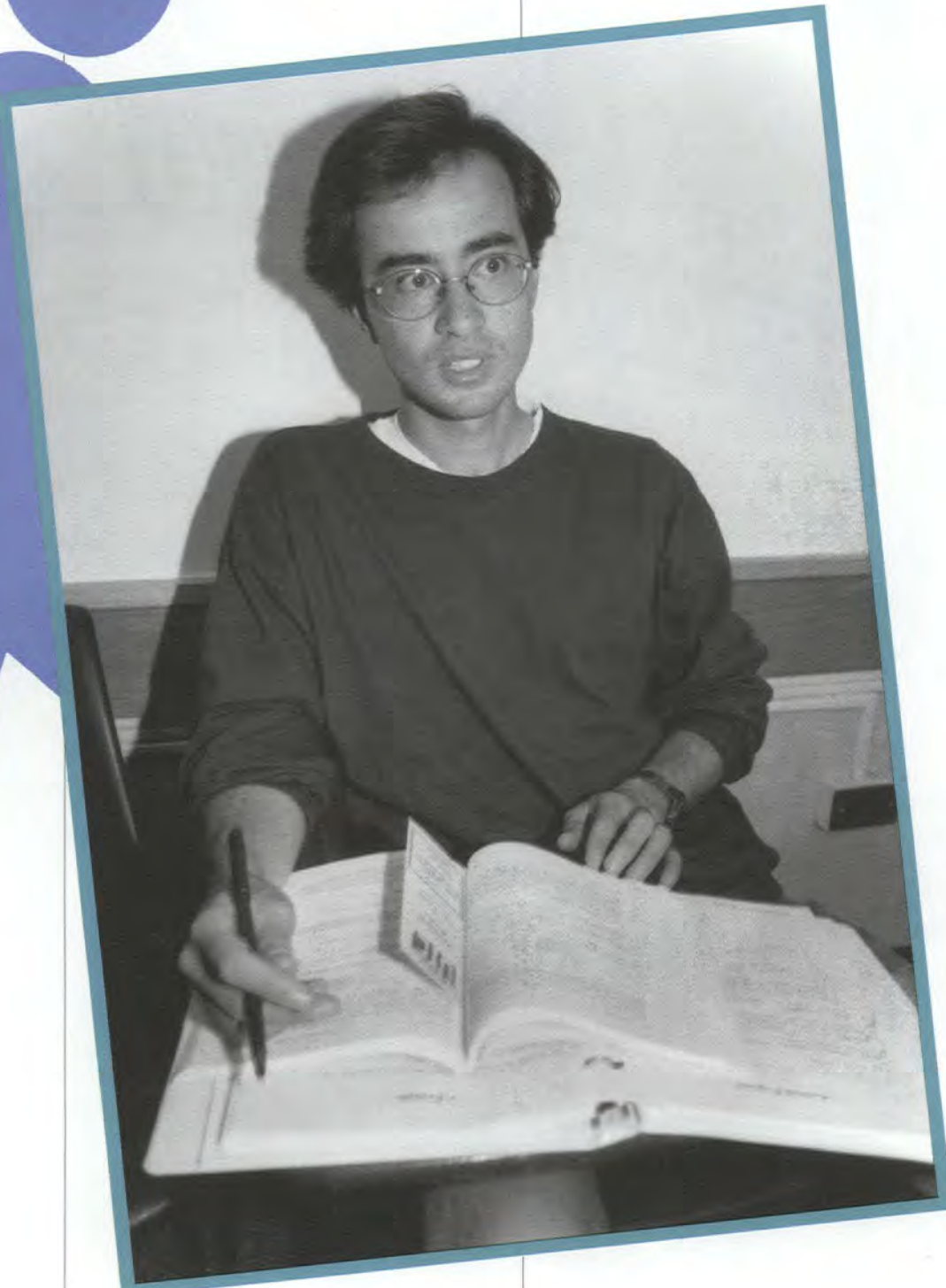
The X Window System is one of today's most important window systems, and it is becoming an adopted standard in a large part of the computer industry. In addition, Motif is emerging as the dominant Graphical User Interface (GUI) of X. This course provides a technical overview and the programming fundamentals for the X library, the Toolkit, and OSF/Motif. Topics include window system concepts and event-driven programming; fundamentals: client/server model, windows, events, graphics, window managers; toolkit fundamentals: callback style programming, widgets, classes, resources and the Motif widget set. Examples given in C.

**Prerequisite:** CCA 321 Intermediate/Advanced C Programming or equivalent.

Geoff Thompson, M.S.

Section 500: Wednesday, April 24, 8:30 a.m.-5 p.m. 1 session. Computing Center 123. \$160.

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Hans Daniels is a graduate student in Environmental Engineering, working on his Masters thesis, a study of evapotranspiration and how it affects soil moisture at Rocky Flats — to see how plutonium moves through soil. Hans says the C class and the AutoCAD class he took last semester will help with this project and when he's looking for a job after graduation. He says classes have been "really good and well worth the money." Evening schedules make it easier to pick up classes he needs and, "there's a wide selection of classes. I like that."



# Total Quality Management: real mastery of a proven approach that reinvents the rules and the results.

## A Professional Certificate Program in Total Quality Management

**A**s regional businesses face escalating competition in expanding markets, the demand for professionals qualified to implement Total Quality Management programs continues to grow. Developed in cooperation with local businesses and industry, the certificate program provides the knowledge and skills to promote and implement TQM in the workplace. Program requirements include: completion of seven core courses and two approved electives, and completion of a team/individual project demonstrating mastery of concepts and skills.

### Our program is unique...

Representatives from a variety of firms are closely involved in the program. Their input is employed in curriculum design as well as in administrative processes. Course content and format are practical and hands-on. Team participation within an organization is encouraged through a reduced tuition plan for employers enrolling three or more employees. The capstone of the program is a team/individual project that demonstrates each participant's understanding of TQM concepts and skills.

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### TQM Advisory Committee Members

**Charlene Adair**

Principal  
The Change Management Group

**Michael Chapman, CQE**

The Chapman Group

**Barney Feinblum**

President and Chief Operating Officer  
Natural Ventures Partners, Inc.

**Diane Gladue**

Manager of Continuous Improvement  
Porter Memorial Hospital

**Kenneth Gordon**

Department Chair  
College of Business and Administration  
University of Colorado at Boulder

**Robert Grubb**

President  
DTM Products, Inc.

**Gail Hytner**

Workforce Capacity Manager  
Quantum Peripherals Colorado, Inc.

**Garrison Krause**

Director  
FutureFocus Inc.

**Bruce Murray**

Executive Vice President and Chief  
Operating Officer  
ERBTEC Engineering, Inc.

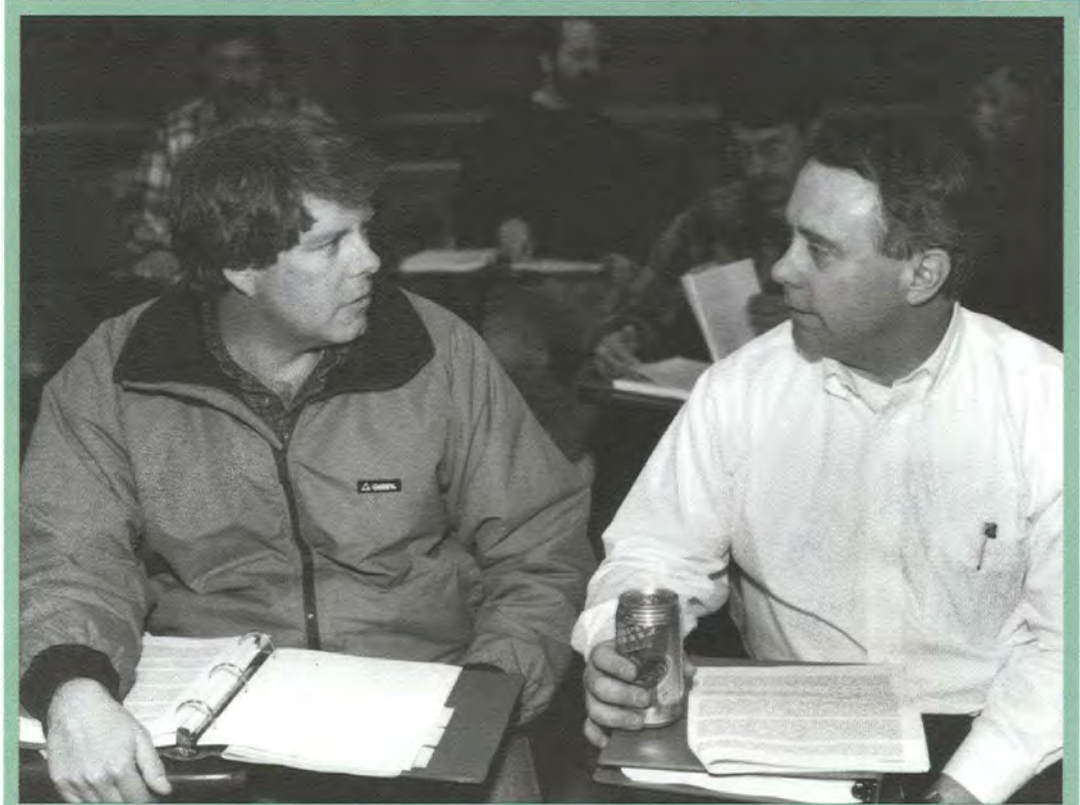
**Vicky Powell**

Consultant  
Andersen Consulting

**Sheldon Romer**

President and General Manager  
Rudi's Bakery

The Total Quality Management certificate program has a loyal following of regional executives and managers like Bob Tittle (left) and Doug Cox who face real pressure to maximize performance in a business climate marked by rising costs, shrinking margins and aggressive competition – from across town or overseas.



## Required Courses

### Introduction to Quality Management Fundamentals and Philosophy

Exploration of the philosophies from Taylor to Deming, Juran, Crosby, and Teguchi. This course will identify and explain the various quality philosophies, explore the application of quality management methodologies, and the implementation of total quality management concepts to improve productivity and a firm's competitive edge.

### Managing the Transition to TQM

Understanding and promoting the tools of quality are requisite to implementing TQM but are insufficient as "stand alone steps" to that process. To implement TQM successfully, one must also understand and address organizational systems, culture, and power blocks. Focus of this course will be the principles of instilling vision in organizations, aligning organizational structure with the vision, training employees effectively, and managing organizational change.

### Basic Tools for Improving Quality and Productivity

For most American companies, the cost of quality runs to approximately 25-40% of the costs of goods sold. This course will explore and define the cost of quality, measurement techniques, and how to use a cost of quality system to measure actual systems performance and productivity. Participants will be introduced to the seven basic tools of quality and techniques for their use.

### Building High Performance Work Teams

This course will focus on techniques for building and maintaining high performance, continuous improvement work teams. Topics will include how to select the work team for the continuous improvement project, how to manage team formation and development, and how to use basic team building and facilitation skills. Participants will also be introduced to problem solving and decision making techniques.

### Introduction to Statistical Tools for Improving Productivity and Quality (SPC)

Using statistical methods to improve quality will be the focus of this course. The key to improved quality is measurement. Participants will develop an understanding of basic statistical concepts and will gain insight into SPC, what it can and cannot do for their organization, and how to apply it to impact on the bottom line performance. Discussion on the design of experiments will include why they are needed to optimize products and processes and how the results are applied.

### Measuring and Achieving Customer Satisfaction

An introduction to the specific tools and techniques needed to build and measure a service culture and improve service levels within an organization. Focus will be given to recognizing quality service, diagnosing customer satisfaction, maximizing value to the customer, translating quality service to the organization, defining specific organizational standards for quality customer service, and acknowledging and achieving quality service in organizations.

### Quality Function Deployment (QFD): A Structured Approach to Planning

Quality Function Deployment (QFD) guides managers through the planning process with a structure for identifying customer needs, allowing them to evaluate each proposed feature of the product or service function and how it affects the requirements of the customer. Course content will focus on the QFD business methodology and how it can improve quality and productivity.

## Elective Courses

### Manufacturing Electives

#### Introduction to World Class Manufacturing

#### Practical Reliability Analysis Methods

#### Advanced Statistical Process Control (SPC)

### Service Electives

#### Implementing TQM in a Service Environment

#### Improving Customer Service Processes

### Management Electives

#### Organizing for Total Quality Management

#### Total Quality Management and Strategic Planning

### Open Electives

#### Understanding and Using the Malcolm Baldrige Criteria for Improving Quality

#### Managing Quality in a Small Company

#### Introduction to ISO 9000

#### Benchmarking for Quality Excellence

#### Re-Design of Business Processes

Total Quality Management is a proven process for achieving exceptional performance with people, products, and service. In fact, quality is no longer a competitive edge but rather a minimum requirement to compete in today's marketplace. To receive an application form for the Professional Certificate Program in Total Quality Management and the Spring Semester course information, telephone Dr. Susie Benson at (303) 492-6596. Outside the Denver/Boulder area, telephone toll free 1-800-331-2801.



### Independent Study

**F**or people in transition, on the road, or just busy with multiple demands. An excellent solution for disciplined independent learners. More than 75 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Register and begin anytime. The Applied Music Program (private instruction for instrument or voice) is available for credit or noncredit during the Fall and Spring semesters. Call (303) 492-8757 for more information.

### SAVE and High School Concurrent Programs

**W**ant to take a credit course at CU-Boulder during the day? The SAVE program enables nondegree students to enroll in on-campus courses on a space available basis. The SAVE program attracts various types of students: some plan to apply for admission to CU-Boulder for an undergraduate or graduate degree; some are interested in gaining new skills or knowledge to advance their career; others enroll simply for their own personal enrichment. And Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1326) may enroll in two courses each Fall and Spring semesters, at the expense of their high school district. Call 492-2202 for more information.

### Real Estate Education

**T**he Division of Continuing Education offers a full curriculum of noncredit real estate and appraisal courses for professional licensure and license renewal in the state of Colorado. This includes all of the hours required for the real estate sales and broker's licenses, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal.

These courses are offered at a number of locations around the state (including Boulder) and are approved for continuing education credit by both the CU College of Business and the Colorado Real Estate Commission. Please call (303) 492-8666 to request the current real estate catalog.

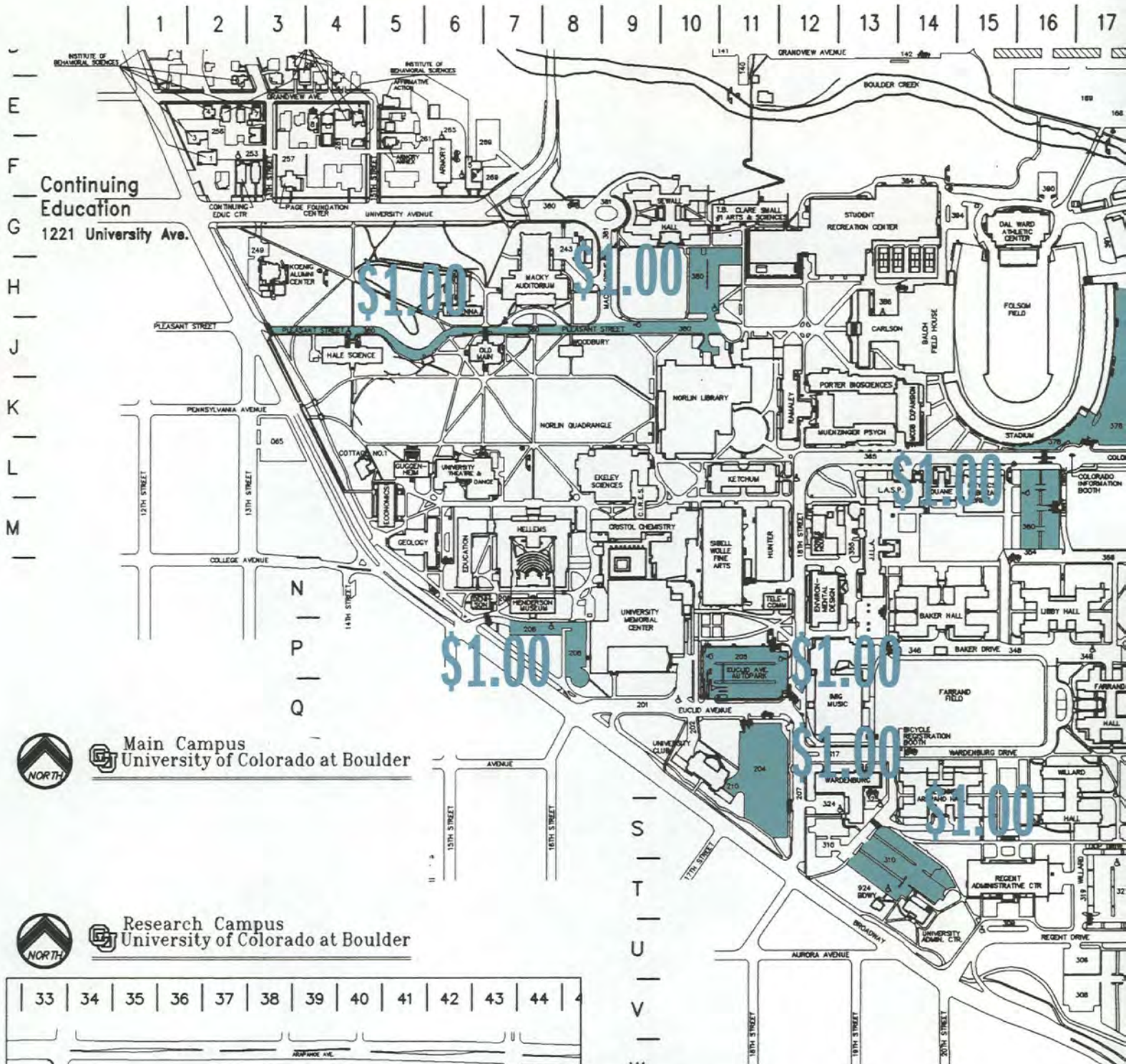
### Center for Advanced Training in Engineering and Computer Science (CATECS)

**C**ATECS delivers graduate engineering courses directly to your worksite via live TV broadcast with two-way audio or via videotape. Take classes for professional development or toward a master's degree in Aerospace, Civil and Environmental, Computer Science, Electrical and Computer, Software Engineering, Mechanical, Telecommunications or Engineering Management. The Tape Library also makes available 80 courses given in past semesters. Contact CATECS directly for a current catalog and registration information at (303) 492-6331 or by FAX (303) 492-5987.

### International English Center

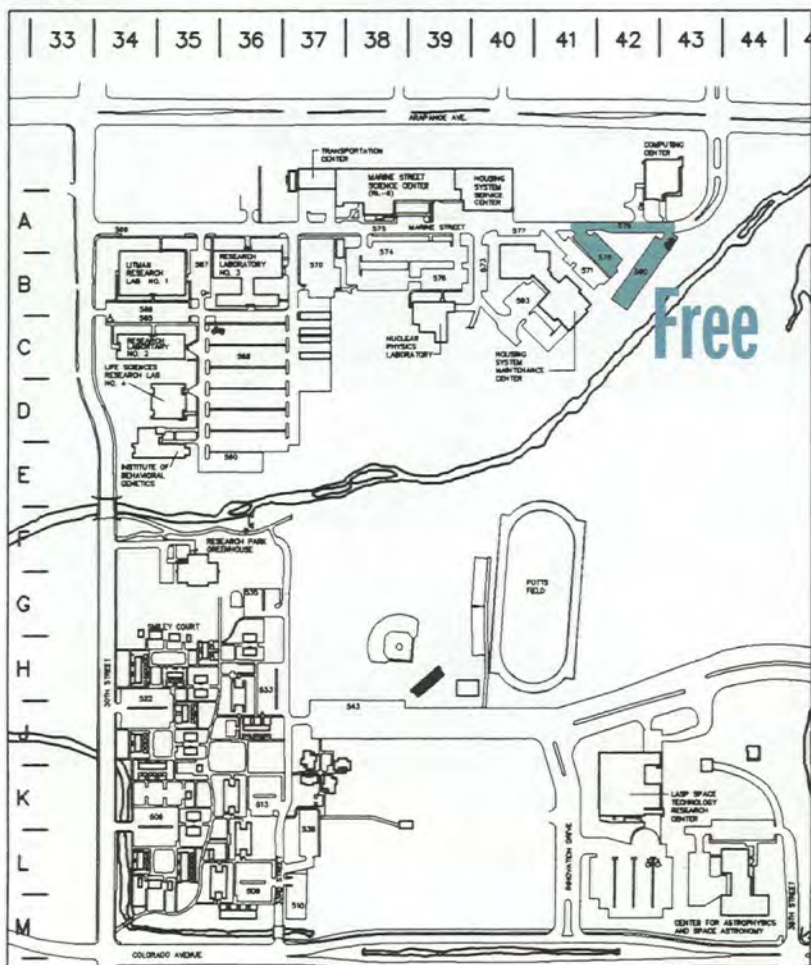
**I**n addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$165 for six weeks, the classes are offered at three different proficiency levels—beginning, intermediate and advanced. For registration information, visit the IEC at 1333 Grandview Avenue or call (303) 492-5547.

# CAMPUS MAP

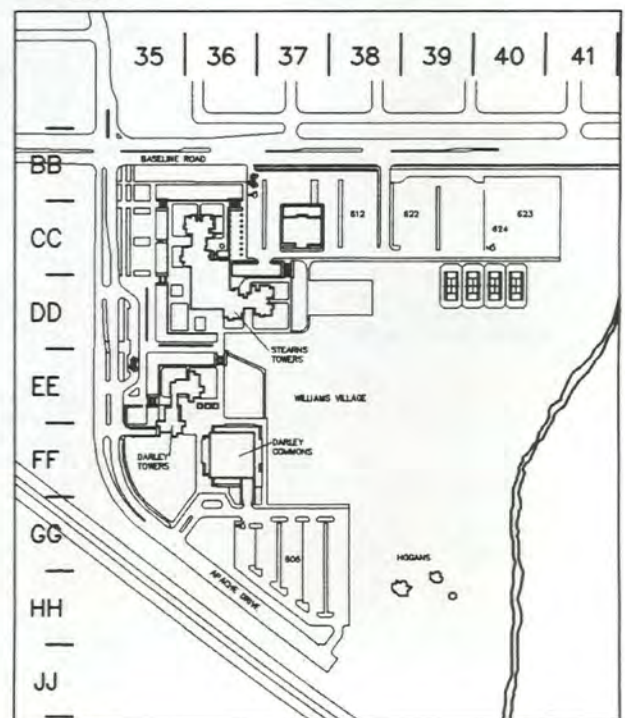


**Main Campus**  
University of Colorado at Boulder

**Research Campus**  
University of Colorado at Boulder

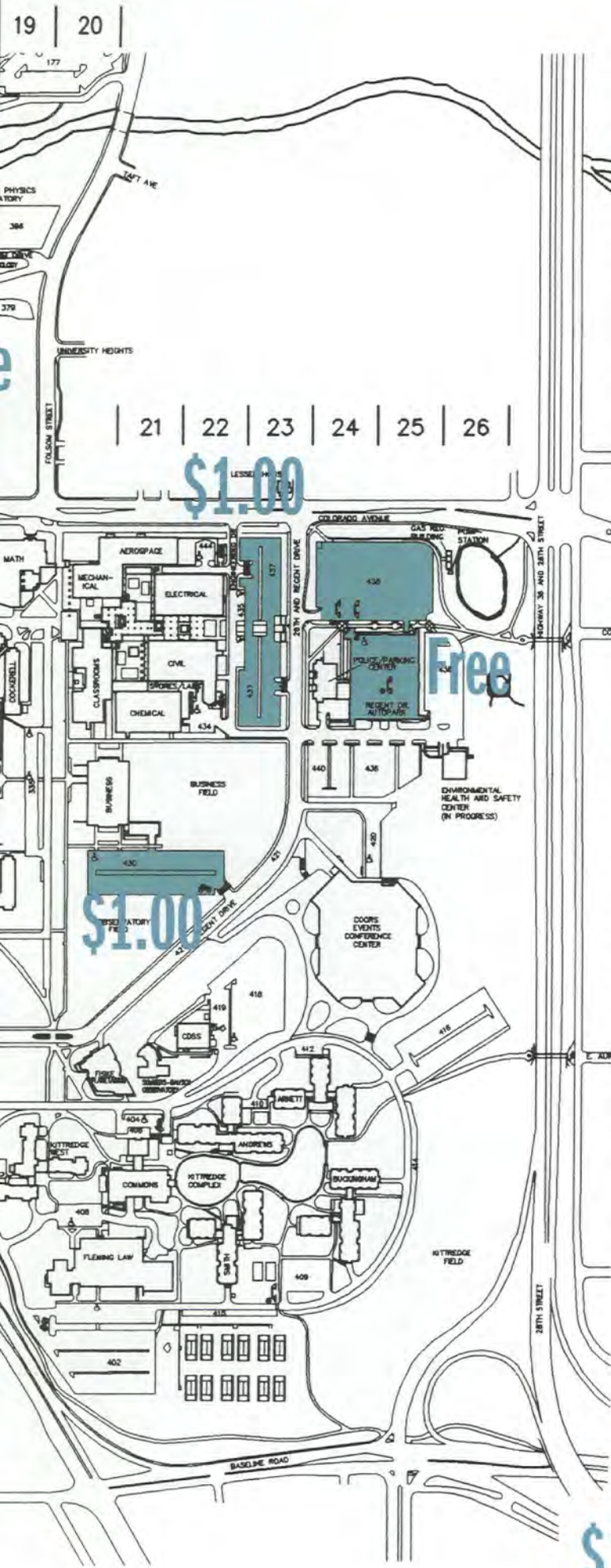


**Williams Village**  
University of Colorado at Boulder



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# CAMPUS MAP



## BUILDING KEY

- Aden Hall—P-17
- Andrews Hall—W-22
- Armory (1511 University)—F-6
- Arnett Hall—V-23
- Athens Court—D-12
- Baker Hall—P-14
- Balch Fieldhouse—J-14
- Brackett Hall—N-18
- Buckingham Hall—W-24
- Business—Q-20
- Carlson Gymnasium—J-13
- Center for Astrophysics and Space Astronomy (CASA)—K-43
- Chemistry—M-9
- Cheyenne Arapaho Hall—S-14
- Children's Center (2202 Arapahoe)—A-17
- C.I.R.E.S.—L-9
- Clare Small Arts & Sciences—G-11
- Cockerell Hall—P-19
- College Inn Conference Center (17th and Athens)—B-8
- Colorado Court—K-37
- Communication Disorders Bldg.—U-22
- Computing Center—A-42
- Continuing Education (1221-1229 University)—G-2
- Coors Events/Conference Center—T-24
- Cottage No. 1—L-4
- Cristol Chemistry—M-9
- Crosman Hall—Q-18
- Dal Ward Athletic Center—G-15
- Darley Commons—FF-36
- Darley Towers—FF-35
- Denison Laboratory—P-6
- Duane Physics and Astrophysics—M-15
- Economics—M-5
- Education—N-6
- Ekeley Sciences—M-8
- Engineering Center—M-20 through P-21
- Environmental Design—P-12
- Environmental Health and Safety Center—P-27
- Euclid Ave. Autopark—Q-11
- Events Center—T-24
- Faculty-Staff Court—D-9, 10
- Farrand Hall—Q-17
- Fine Arts—N-10
- Fiske Planetarium—V-20
- Fleming Law—X-20
- Folsom Stadium—K-16
- Geology—N-5
- Grounds and Service Center—G-17
- Guggenheim Geography—L-5
- Hale Science—J-4
- Hallett Hall—S-18
- Health Physics Laboratory—H-18
- Hellems Arts and Sciences—M-7
- Henderson Museum—P-7
- Housing System Maintenance Center—C-41
- Housing System Service Center—A-40
- Hunter Science—N-11
- Imig Music—Q-12
- Institute of Behavioral Genetics—E-34
- Institute of Behavioral Science No. 1 (1416 Broadway)—F-2
- Institute of Behavioral Science No. 2 (1546 Broadway)—D-1
- Institute of Behavioral Science No. 3 (1424 Broadway)—F-2
- Institute of Behavioral Science No. 4 (1220 Grandview)—E-2
- Institute of Behavioral Science No. 5 (1201 17th)—F-6
- Institute of Behavioral Science No. 6 (1243 Grandview)—E-2
- Joint Institute for Laboratory Astrophysics—M-13
- Ketchum Arts and Sciences—L-11
- Kittredge Commons—W-21
- Kittredge West—W-20
- Koenig Alumni Center—H-3
- Laboratory for Atmospheric and Space Physics (LASP)—M-13
- LASP Space Technology Research Center—K-42
- Libby Hall—P-16
- Macky Auditorium—H-7
- Marine Court—C-14
- Marine Street Science Center—A-38
- Mathematics Building—M-19
- McKenna Languages—J-6
- Muenzinger Psychology—L-13
- Newton Court—A-18
- Norlin Library—K-10
- Nuclear Physics Laboratory—C-39
- Old Main—J-6
- Police and Parking Services Center—P-24
- Porter Biosciences—K-12
- Power House—N-12
- Ramaley Biology (Life Science Labs)—K-12
- Reed Hall—R-18
- Regent Administrative Center—T-15
- Regent Drive Autopark—P-25
- Research Laboratory No. 1—B-34
- Research Laboratory No. 2—C-34
- Research Laboratory No. 3—B-36
- Research Laboratory No. 4—D-34
- Research Park Greenhouse—G-35
- Sewall Hall—G-9
- Sibell-Wolle Fine Arts—N-10
- Smiley Court—H-35
- Smith Hall—X-22
- Sommers-Bausch Observatory—V-2
- Stearns Towers—DD-36
- Student Recreation Center—G-13
- Telecommunications Building—P-11
- Temporary Building No. 1—H-11
- Transportation Center—A-37
- University Administrative Center (914 Broadway)—U-14
- University Club—R-10
- University Memorial Center—P-9
- Wardenburg Student Health Center—R-13
- Willard Administrative Center (north side) and Willard Hall (south side)—R-16
- Williams Village (includes Darley Commons, Darley Towers, and Stearns Towers)—EE-37
- Woodbury Arts and Sciences—J-8

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Emergency Call Box

Free

=Free parking after 5 p.m., and Saturdays

\$1.00

=\$1.00 parking after 5 p.m., and Saturdays (bring 4 quarters or a dollar bill)

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

Continuing Education students may also purchase parking permits from Parking Services for an additional fee.

University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

## Four Ways to Register

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- 1. Register by mail.** A postage-paid envelope is located in this catalog. Registration forms are on page 53 for credit, page 55 for noncredit and certificate courses.
- 2. Fax your registration.** Fast and easy. Day or night to (303) 492-3962. Send both front and back of page 53 for credit courses. Send page 55 for noncredit and certificate courses.
- 3. In person.** Come to the Continuing Education Office, 1221 University Avenue, between 9 a.m. and 6 p.m. Monday through Thursday (9 a.m. to 5 p.m. Fridays).
- 4. Register by phone,** using Visa, MasterCard, or Discover. Note: this applies only to noncredit and certificate courses. Complete the registration form (page 55) and have your credit card information handy. Then call (303) 492-8668 or 1-800-331-2801.

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

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

**Boulder Evening Credit Classes**

**Independent Study Programs**

**SAVE and High School Concurrent Programs**

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

**Learning for Learning's Sake: Noncredit Courses** The broad range of noncredit courses offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

**Professional Enhancement: Certificate Programs** To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

Or earn a Certificate in:

**Computer Applications and Computer Graphics  
Management Development  
Total Quality Management**

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

**Real Estate and Appraisal Program**

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

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

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

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

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

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

Call us at (303) 492-5148 or 1-800-331-2801 if you need help or additional information.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Human Resources is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director of Affirmative Action and Services and ADA Coordinator, 1511 University Avenue, Campus Box 475, University of Colorado at Boulder, Boulder, CO 80309-0475, or call (303) 492-6706.

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Printing: Frederic Printing

# CREDIT REGISTRATION FORM



**UNIVERSITY OF COLORADO  
DIVISION OF CONTINUING EDUCATION**

**PROGRAM / TERM**

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
-----------	------------	-------------	-----------------------	--------

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

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

**BIRTHDATE**

Month	Day	Year
-------	-----	------

**SEX:**  
 Male  
 Female

**ETHNICITY:**  
 American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black  
 Caucasian/White  
 Hispanic  
 I do not wish to provide this information

**RESIDENCY:**  
 Colorado  
 Other State  
 Abbr. \_\_\_\_\_

**MILITARY SERVICE:**  
 Non-veteran  
 Veteran  
 Active Duty  
 Dates \_\_\_\_\_ to \_\_\_\_\_

**SOCIAL SECURITY NUMBER:**

--	--	--

for record-keeping and identification of students only

**CITIZENSHIP:**  
 C=U.S. Citizen  
 P=Non-U.S. Citizen/permanent status  
 -List alien registr. No. \_\_\_\_\_  
 T=Non-U.S. Citizen-Country \_\_\_\_\_  
 -List Type of Temporary Visa \_\_\_\_\_

**MARITAL STATUS:**  
 Single  
 Married

**FORMER CU STUDENT NUMBER:**

--

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1. Do you have a high school diploma or a G.E.D. Certificate? No  (Submit HS Concurrent Form)  Yes  
 High School Name/City/State \_\_\_\_\_ Graduation Date \_\_\_\_\_
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?  
 No  Yes  Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance  
 Degree Student  or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No  Yes  School \_\_\_\_\_
4. Do you owe a debt to any University of Colorado campus? No  Yes
5. Do you have a college degree? No  Yes  Highest Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_  
 College Name/City/State \_\_\_\_\_
6. Have you ever been convicted of a felony? (other than traffic violation) No  Yes  (Attach statement)

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**  
 I certify that I am registered with the Selective Service  
 I am not required to register with the Selective Service because:  
 I am a female.  
 I am in the U.S. Armed Forces on active duty.  
 I have not yet reached my 18th birthday.  
 I am age 26, or older, as of the date of the first day of class.  
 I am a non-immigrant alien lawfully admitted in the U.S.

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

**COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.**

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

**FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.**

	YOU	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of employment in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
List exact years for which Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of active duty military service, if applicable (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates stationed in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Date of your marriage, if applicable (mo./day/yr.)	____/____/____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.)	____/____/____ to _____	____/____/____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.)	____/____/____ to _____	____/____/____ to _____
List exact years of Colorado motor vehicle registration	_____	_____
Date of Colorado voter registration (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of ownership of any Colorado residential property (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Are your parents separated or divorced?	Yes _____ No _____	_____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

I have read and accept the limitations on transfer of nondegree student credit to a degree program. I understand that a maximum of 12 semester hours will transfer to an undergraduate degree program; 9 to a graduate degree program. I realize a lower maximum may apply in specific programs and that credit may be lost when transferring to a degree program if department limits are exceeded.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Save Time and Money – Use the Postage-Paid Envelope in the Center of this Catalog to Mail Your Registration Form

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### Tuition Payment by Mail

Please send a check, payable to  
University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178  
If using MasterCard, VISA, Discover  
enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Print cardholder's name, as it appears on the charge card.



# NONCREDIT REGISTRATION FORM

## Registration for Certificate and Noncredit Courses

PLEASE PRINT

S.S. No. # \_\_\_\_\_

Former Student Number \_\_\_\_\_

Birthday \_\_\_\_\_  
Month/Day/Year

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial Maiden Name

Mailing Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Office Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Campus \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ of most recent attendance.

Course No.	Section No.	Course Title	Tuition

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

Please register me for the course(s) listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Tuition Payment by Mail

Please send a check, payable to University of Colorado, to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado at Boulder  
Boulder, CO 80309-0178  
If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA  MasterCard  Discover  (check one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration Date \_\_\_\_\_/\_\_\_\_\_

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

**SELECTIVE SERVICE REGISTRATION CERTIFICATION:**

I certify that I am registered with the Selective Service

I am not required to register with the Selective Service because:

I am a female.

I am in the U.S. Armed Forces on active duty.

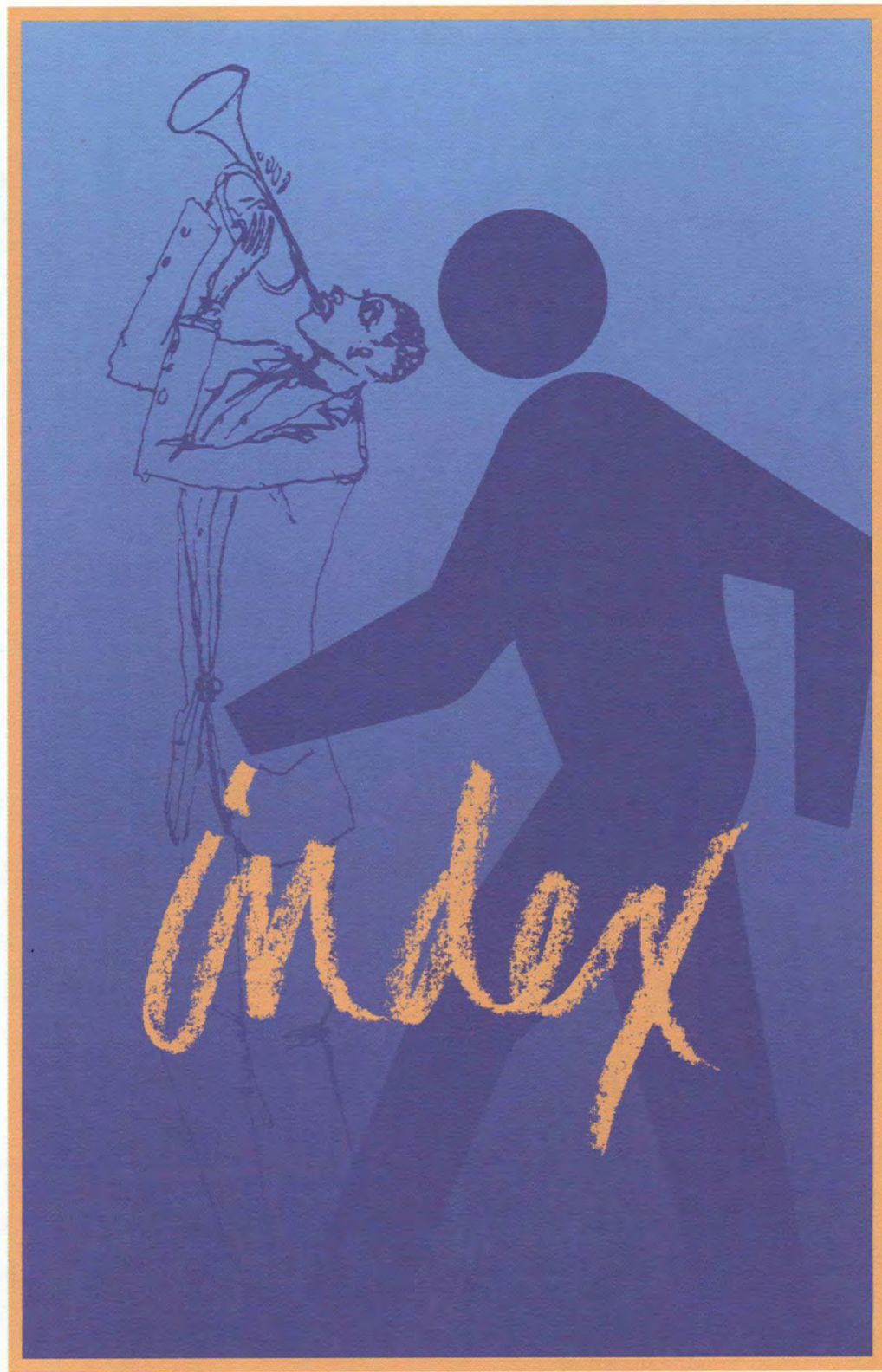
I have not yet reached my 18th birthday.

I am age 26, or older, as of the date of the first day of class.

I am a non-immigrant alien lawfully admitted in the U.S.

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

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